



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: MAY 3, 2016**  
**FROM: CITY CLERK'S OFFICE** **WARD: ALL**  
**SUBJECT: CITY CLERK'S OFFICE RECOGNITION**

**ISSUE:**

An overview of the City Clerk's Office and recognize the department's employees.

**RECOMMENDATION:**

That the City Council receive and file the report.

**BACKGROUND:**

Annually, the municipal clerk profession celebrates Municipal Clerks Week this year scheduled for May 1-7, 2016. Municipal Clerks Week highlights the vital services the City Clerk's Office performs for the community. The Office of the City Clerk administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The Riverside City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, the Public Records Act, and Riverside' Sunshine Ordinance. The City Clerk also manages public inquiries and administers ceremonial matters.

The City Council appoints the City Clerk - one of Riverside's three Charter officers. The City Clerk's Office Divisions of Administration, Elections, and Records provide services to elected officials, the public, and City Departments including legislative support to the City Council, conduct of all regular and special municipal elections, safe-keeping of the legislative history and documents, management of the recruitment/selection/appointment process for fourteen boards and commissions, processing of Code of Ethics complaints, Filing Officer for over 500 Statement of Economic Interest filers, codification of the Riverside Municipal Code, Public Records Advocate services, and a Passport Acceptance Facility.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Colleen J. Nicol, City Clerk

Attachment: Presentation