

Employee Recognition

City Clerk's Office

City Council May 3, 2016

RiversideCa.gov

THE MISSION

To provide Municipal Election services, maintain the official records of all City Council proceedings, and perform other State and Municipal statutory duties for elected officials, voters, City departments, and the public, in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

THE WORK

Administration

- City Council legislative support
- Legislative process compliance
 - Official documents
 - Boards/commissions
 - Code of Ethics
- Statements of Economic Interest
 - Riverside Municipal Code
 - Passport Acceptance Facility
 - Administer oaths



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THE WORK

Elections

- Mayor and City Council
 - City measures
 - Citizen Initiatives
- Contract with Registrar of Voters

Records Management

- Public Records Advocate
 - Public records requests
 - Off-site records storage



THE PEOPLE



Colleen J. Nicol, MMC City Clerk



Sherry Morton, MMC Assistant City Clerk



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Deputy City Clerks

THE PEOPLE



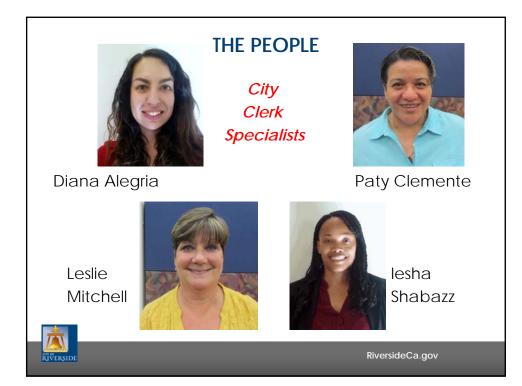






Lorena Verdusco, CMC





THE PROMISE

The City Clerk's Office commits to:

Extreme Customer Service
Advocacy
Legal Compliance
Transparency
Responsiveness
Accuracy



