



Employee Recognition

City Clerk's Office

City Council
May 3, 2016

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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.**



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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



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THE PEOPLE



Colleen J. Nicol, MMC
City Clerk



Sherry Morton, MMC
Assistant City Clerk



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THE PEOPLE



Nancy Aguilar Crunk

Deputy City Clerks



Eva Miramontes, CMC

Dana
Roa, CMC



Lorena Verduco, CMC



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THE PEOPLE



Diana Alegria

*City
Clerk
Specialists*



Paty Clemente

Leslie
Mitchell



Iesha
Shabazz



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THE PROMISE

The City Clerk's Office commits to:

Extreme Customer Service

Advocacy

Legal Compliance

Transparency

Responsiveness

Accuracy



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*Municipal
Clerk's Week
May 1-7, 2016*



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