



City Clerk's Office

City Council Meeting
May 15, 2018

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RIVERSIDE'S CITY CLERK



- Charter Officer
- Elections Officer
- Democratic process administrator
- Leader in municipal clerk profession
- Community advocate and presenter
- Teacher/trainer of municipal clerks



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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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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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ELECTIONS – RECORDS MANAGEMENT



- 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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ANNUAL BY THE NUMBERS



11,619 passports



1,586 contracts



942 public records requests



less than 4-day response to routine records requests



558 conflict of interest filers



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CURRENT PROJECTS



Board/Commission Management Automation



Trusted Systems – Records Retention Schedule Update



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THE PROMISE



Extreme Customer Service

Advocacy

Legal Compliance

Transparency

Responsiveness

Accuracy



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*Municipal
Clerk's Week
May 6-12, 2018*



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RECOMMENDATION

That the City Council receive and file this report.



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