



City Clerk's Office

City Council Meeting
May 7, 2019

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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 Annual Review and Complaints
- 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



8,982 passports



1,530 contracts



1019 public records requests



less than 4-day response to routine records requests



609 conflict of interest filers



127 electronic applications received for boards and commissions



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ADVISORY GROUP SUPPORT



- Board of Ethics



- Charter Review Committee



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THE PROMISE



Extreme Customer Service

Advocacy

Legal Compliance

Transparency

Responsiveness

Accuracy



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EMPLOYEE ACHIEVEMENTS



Leslie Mitchell
Employee of the Year



Eva Arseo, CMC
Assistant City Clerk



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*Municipal
Clerk's Week
May 5-11, 2019*



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RECOMMENDATION

That the City Council receive and file this report.

