

COMMISSIONS

What City Commissions does Pico Rivera have?

The City is comprised of four standing Advisory Boards:

- Planning Commission
- Parks and Recreation Commission
- Sister City Commission
- Veterans Commission

For more information on these commissions, visit the City's website at: www.pico-rivera.org/our-city/city-commissions.

How can I apply to be on a City Commission?

Applicants must be registered voters and a resident of the City of Pico Rivera at the time of application. All members' terms are subject to expiration every two years in December and are considered at-will. If an incumbent is removed or otherwise vacates their office, their successor will be appointed for the remaining term of the office. Once you identify an open position on a commission that interests you, submit an application to the Pico Rivera City Clerk's office. The application form is available online or in-person at city offices.

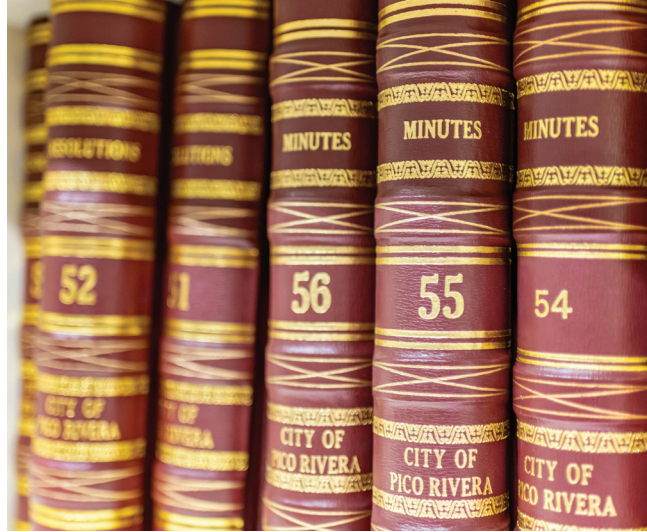
CITY COUNCIL MEETINGS

How can I find when and where the City Council meets?

The City Council meets on the second and fourth Tuesday of every month unless the meeting is cancelled by Council action. The City Council meets at 6615 Passons Boulevard in the Council Chamber.

How can I find out what is on the agenda?

The agendas for regularly held City Council meetings are posted at least 72 hours before the meeting, in accordance with Brown Act requirements. The complete City Council agenda is conveniently posted at www.picoriveraspeaks.org on the Thursday, prior to the upcoming Tuesday meeting.



MUNICIPAL CODE

What is in the Municipal Code and where can I find it?

The municipal code is simply a collection of all the laws approved by the City Council in the form of ordinances, organized by title and subject matter. You can access the City's municipal code, which is hosted by General Code, by visiting this website: www.ecode360.com/PI4985.

What kind of government and City is Pico Rivera?

Pico Rivera is a General Law City, meaning state law governs its government. General law cities can have a five-member city council, a city clerk, a city treasurer, a police chief, a fire chief, and any other officials or employees required by law under California Government Code Section 36501. California Government Code Section 34851 authorizes a City Manager form of governance.



City of Pico Rivera

6615 Passons Boulevard
Pico Rivera, CA 90660

Phone: (562) 801-4389
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City of Pico Rivera
Office of the

City Clerk

Incorporated: January 29, 1958



Message from the City Clerk



As the City Clerk for the City of Pico Rivera, I am honored to serve our vibrant and diverse community and extend a warm welcome to all. It is with great pleasure that I invite you to delve into our newly crafted informational brochure, designed to illuminate some of the many services offered by the Office of the City Clerk and to inspire all to get involved. Rest assured that the dedicated City Clerk team is committed to serving and collaborating with its residents and together continue building a stronger and more informed community for all. I encourage you to explore our website at www.pico-rivera.org or contact our office.

A handwritten signature in black ink that reads "Cynthia Ayala".

Cynthia Ayala, City Clerk

MISSION STATEMENT

The Office of the City Clerk is dedicated to serving the residents of the City of Pico Rivera with integrity, transparency, and efficiency. Our mission is to uphold these principles by making information more accessible to the public, preserving vital records, and ensuring the integrity of municipal elections, all while keeping the City's Vision, Mission, and Values in mind. Through our unwavering dedication to excellence and service, we strive to be a trusted resource for residents and an advocate for positive change in Pico Rivera.



CONTACT INFORMATION

To contact the Office of the City Clerk, please call (562) 801-4389. The office hours are Monday through Thursday, 7:00 a.m. to 5:30 p.m., lobby hours are Monday through Thursday, 7:30 a.m. to 5:00 p.m., closed every Friday and all Federal holidays.

What are the duties of the City Clerk in Pico Rivera?

The duties of the City Clerk are prescribed by statute and are outlined in the California Government Code. The duties of the Clerk can vary from city to city. However, generally speaking, a City Clerk is tasked with: keeping a correct record of journal proceedings through minutes; publish the City's financial report; serve as the historian of the City's historical records through a records retention program; custodian of the City Seal; administer oaths of office; receive and certify affidavits and depositions; serve as the elections official; act as a secretary to all City entities (Housing, Water, and Public Financing Authorities); receive petitions relating to incentives, referendum or recall processes; countersign general obligation bonds; attest to subpoenas; give notices of all City Council public hearings; file official bonds; accept bids and proposals; serve as the filing officer for the Political Reform Act; maintain appointive list of all commissioners; prepare agendas for city council meetings; maintain the municipal code; notarize documents; and process public records requests.

ELECTIONS

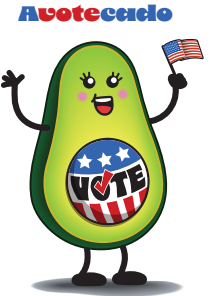
When are elections held in Pico Rivera?

In Pico Rivera, municipal elections are held on the first Tuesday after the first Monday in November of even-numbered years. This schedule aligns with general statewide election dates in California. However, it's essential to check with the City Clerk's office or the official city website for precise information about upcoming election dates, as they may vary due to special circumstances or changes in election schedules. Furthermore, specific information regarding ballot measures, candidate nominations, and voter registration deadlines will be available closer to the election date.

VOTER INFORMATION

How do I register to vote?

Registration to vote can be conveniently done online via the Los Angeles County Registrar-Recorder/County Clerk's website at: www.lavote.gov. You can also register to vote by completing a paper voter registration form. These forms are available at many government offices, including the Pico Rivera City Clerk's office, post offices, public libraries, and Department of Motor Vehicles (DMV) offices. Once you have filled out the form, you can mail it to the address provided on the form, no postage necessary.



Who may register to vote?

In California, you must be a United States citizen, a resident of California, at least 18 years old on or before Election Day, and not be in prison or on parole for the conviction of a felony.

When do I need to re-register to vote?

You must update your voter registration information if you change your name, address, or political party preference, or if you wish to cancel your voter registration. You can do this online by completing a new paper voter registration form, or by contacting the Los Angeles Registrar-Recorder/County Clerk's office.

