

CITY CLERK OVERVIEW AND EMPLOYEE RECOGNITION

Donesia Gause, MMC, CERA

May 6, 2025



RiversideCA.gov

1

MISSION AND VALUE STATEMENT

Our mission is to provide accessible and efficient digital services and records to residents, City Council, City staff, and business partners. We aim to foster **community trust** and ensure **equitable public services**, while maintaining **fiscal responsibility**.

We are committed to adapting **innovative solutions** that address our community's evolving needs, while supporting the City's **sustainability** and **resiliency** goals.



2

RiversideCA.gov

2

ROLE OF YOUR CITY CLERK

LEGISLATIVE

- Elections Official
- Manage the City Council's legislative agenda and supporting documents
- Record and maintain proceedings of Council meetings, minutes, ordinances, resolutions, contracts, etc.
- Maintain the Municipal Code

REGULATORY

- Political Reform Filing Officer
 - Statements of Economic Interest / Campaign Committees
 - Regulate and update City Conflict of Interest Code

ADMINISTRATIVE

- Administer citywide records management plan
- Public Record Requests
- City Council Support Services
- Board and Commission Recruitment
- Passport Acceptance Facility

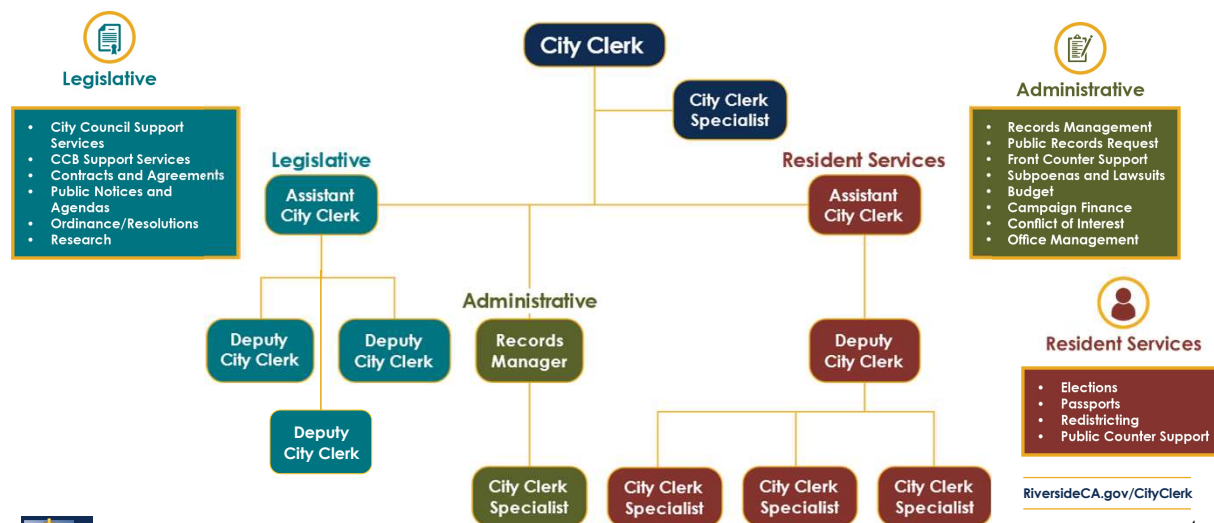


3

RiversideCA.gov

3

CITY CLERK ORGANIZATION CHART



4

RiversideCA.gov

4

SERVICE INDICATORS



7613 passports/7533 photos



1110 contracts



2219 public records requests



155 Published Agendas & 97 Translated Agendas



667 Statements of Economic Interest filed



75 electronic applications received for boards and commissions and 46 applicants appointed



5

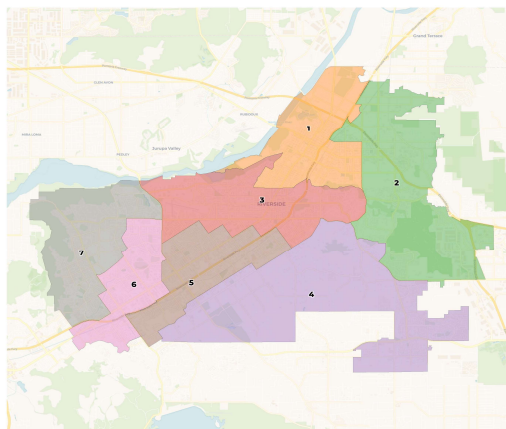
RiversideCA.gov

5

ELECTIONS OFFICIAL

FUTURE MUNICIPAL ELECTIONS

- June 2, 2026
 - Even-numbered wards
 - Nomination period February 9th – March 6th
- March 7, 2028
 - Mayor and Odd-numbered wards
 - Nomination period



6



**GO VOTE,
RIVERSIDE**
YOUR VOICE MATTERS

6

STRATEGIC PLAN ALIGNMENT

Strategic Priority No. 5 – High Performing Government

Goal No. 5.3 - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

Cross-Cutting Threads



Community Trust



Equity



Innovation



Fiscal
Responsibility



Sustainability and
Resiliency



7

RiversideCA.gov

7

CONCLUSION



Discussion, Questions,
& Answers



8

RiversideCA.gov

8