

## CITY CLERK OVERVIEW AND EMPLOYEE RECOGNITION

**Donesia Gause, MMC, CERA**

April 21, 2026



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## MISSION AND VALUE STATEMENT

Our mission is to provide accessible, reliable and transparent services and records to residents, City Council, City staff, and business partners. We are dedicated to fostering **public trust**, ensuring **equitable access**, to information and services, and upholding the highest standards of **integrity** and **fiscal responsibility**.

We strive to continuously improve how we serve our community by embracing thoughtful **innovation**, enhancing **operational efficiency**, and adapting to **evolving needs**. In doing so, we support the City's long-term **sustainability, resiliency** and commitment to **inclusive civic engagement**.



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## 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

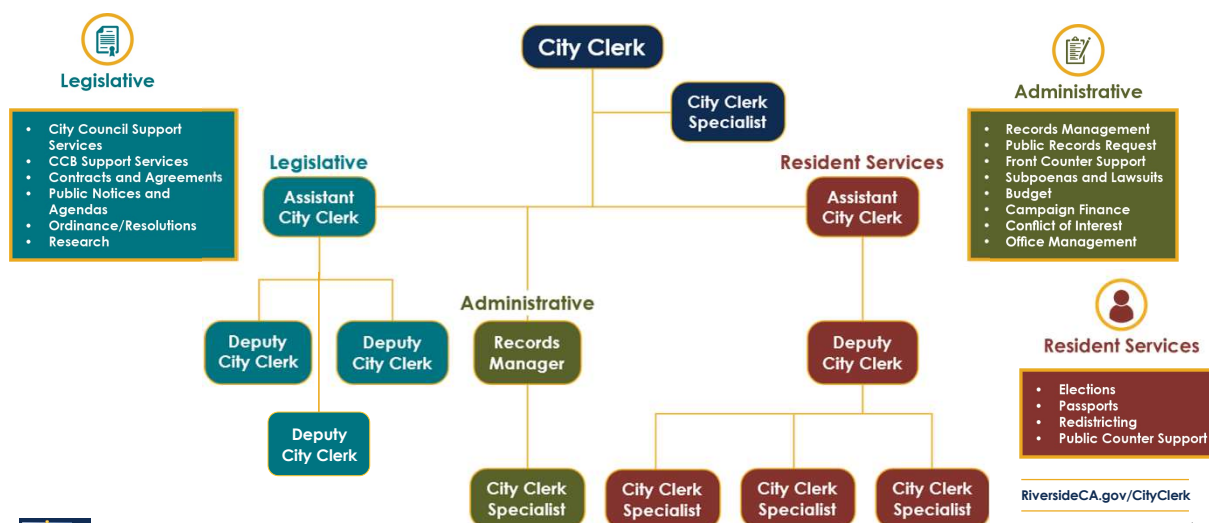


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## CITY CLERK ORGANIZATION CHART



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## SERVICE INDICATORS



7658 passports/6933 photos



1183 contracts



2753 public records requests



210 Published Agendas & 96 Translated Agendas



646 Statements of Economic Interest filed



108 electronic applications received for boards and commissions and 60 appointees onboarded.



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## GENERAL MUNICIPAL ELECTION

BE VOTE READY

➤ **Election Day** - June 2, 2026

- City Council - Wards 2, 4 and 6
- Ballot Measure Z



[www.riversideca.gov/vote](http://www.riversideca.gov/vote)

April 23 – May 23 – Mailing of Official Voter Information Guides

May 2 – May 26 – Vote By Mail Voting Period

May 18 – Last Day to Register to Vote or Change Address

May 22 – June 2 – In-Person Voting at **Vote Centers** throughout Riverside County

June 2, 2026 - ELECTION DAY!

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**GO VOTE, RIVERSIDE**  
YOUR VOICE MATTERS



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# ELECTION VOTE CENTER INFORMATION

Vote at in Vote Center in Riverside County  
 11-DAY & 4-DAY VOTE CENTERS  
 Voting Period: May 22 – June 2, 2026

VOTE BY MAIL DROP OFF LOCATIONS  
 May 2, 2026

Location	Room
Riverside County Registrar of Voters	Lobby
Arlanza Community Center	Conference Room
Arlington Library	Community Room
Bordwell Park	Dance Room
Janet Goeske Senior Center	Multi-Purpose Room
Joyce Jackson Community Center	Multi-Purpose Room
La Sierra Branch Library	Community Room
La Sierra Community Center	Multi-Purpose Room
Orange Terrace Community Center	Ballroom
Renck Community Center	Grand Ballroom
Riverside Main Library	Community Room
Springbrook Clubhouse	Hallway
Ysmael Villegas Community Center	Dance Room

Location	Address
City of Riverside	3900 Main Street, 7th Floor
Riverside County Registrar of Voters	2720 Gateway Drive
Arlanza Community Center	7950 Philbin Avenue
Arlington Library	9556 Magnolia Avenue
Joyce Jackson Community Center	5505 Dewey Avenue
La Sierra Community Center	5215 La Sierra Avenue
Springbrook Clubhouse	1011 Orange Street
Riverside Main Library	3900 Mission Inn Avenue
Ysmael Villegas Community Center	3091 Esperanza Street
Orange Terrace Community Center	20010 Orange Terrace Parkway

\*Locations are subject to change

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**GO VOTE,  
 RIVERSIDE**  
 YOUR VOICE MATTERS



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# CITY CLERK EY ACCOMPLISHMENTS



- ✓ ADMINISTRATION OF 2025 SPECIAL ELECTIONS
- ✓ Q-MINDER QUEUE SYSTEM IMPLEMENTATION
- ✓ NETFILE CAMPAIGN FINANCE AUTOMATION
- ✓ PARLIMENTARY PROCEDURE TRAINING
- ✓ COMMUNITY ENGAGEMENT WORKSHOPS
- ✓ HOSTED CANDIDATE INFORMATION WORKSHOP

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## EMPLOYEE HIGHLIGHTS




**CHRISTIANA KALAWA**  
Certified Municipal Clerk  
Certification



**EVA ARSEO**  
20 YEARS  
Dedicated Service

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## CONCLUSION



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