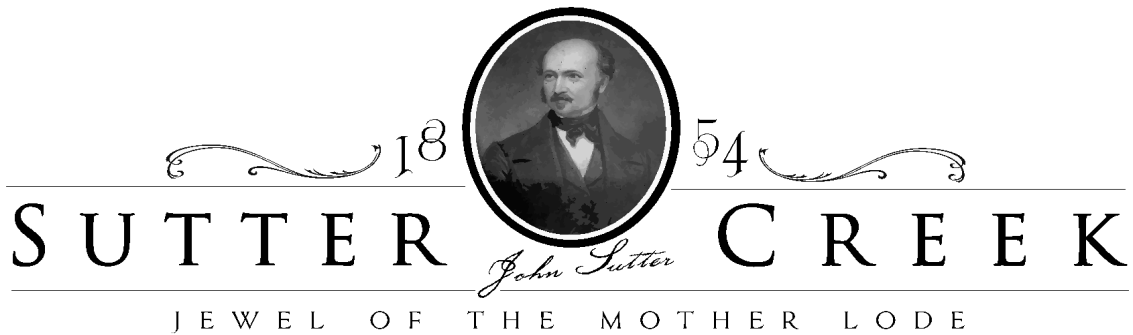




STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JULY 20, 2026
FROM: ALEJANDRA ZAMBRANO, INTERIM CITY CLERK
SUBJECT: INTERIM CITY CLERK TRANSITION REPORT

BACKGROUND

I joined the City of Sutter Creek as Interim City Clerk on July 8, 2026. Because this report is being presented shortly after my appointment, it serves as an introduction to the transition of the City Clerk's Office and outlines the initial priorities that will guide departmental operations. Future monthly reports will summarize completed activities, project updates, and departmental priorities.

INITIAL PRIORITIES

Legislative Services

- Support agenda preparation and meeting administration for the City Council, Planning Commission, and Design Review Committee.
- Review legislative procedures, records management practices, and agenda administration.
- Organize legislative records, including resolutions, ordinances, public notices, and meeting files.
- Utilize the City's Municode Meetings agenda management system and document workflows.

Website Administration

- Assist with implementation of the City's new website.
- Review website content, fee schedules, document libraries, and public information.
- Coordinate website updates with City staff and consultants.

Public Records Administration

- Review active Public Records Act requests.
- Assist with records organization and request tracking.

Administrative Support

- Assist with records management, personnel documentation, and projects assigned by the City Manager.
- Support the ongoing operations of the City Clerk's Office.