



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER & THE HONORABLE MAYOR AND MEMBERS OF THE CITY

MEETING DATE: AUGUST 17, 2026

FROM: ALEJANDRA ZAMBRANO, INTERIM CITY CLERK

SUBJECT: CITY CLERK'S DEPARTMENT REPORT FOR JULY 2026

City Clerk

During July, the City Clerk's Office focused on transitioning departmental responsibilities, supporting public meetings, administering Public Records Act requests, coordinating election activities, maintaining the City website, and completing assigned administrative projects.

Meeting and Legislative Administration

- Prepared and published agendas, notices, minutes, and supporting materials; provided clerk support; and completed post-meeting documentation for the City Council, Planning Commission, Design Review Committee, and Amador Regional Sanitation Authority.
- Coordinated with City departments to collect and finalize agenda materials and maintained the related meeting and legislative records.

Public Records Administration

- Administered 10 Public Records Act requests. Eight requests were completed, and two remained open at the end of July.
- Coordinated the collection, review, redaction, and production of responsive records and maintained the City's PRA tracking log.

Elections Administration

- Coordinated with Amador County Elections regarding the November 2026 General Municipal Election, including candidate filing requirements, deadlines, and agency responsibilities.

Website and Public Communications

- Updated the City website with meeting documents, fee schedules, committee information, public notices, road closures, and other community information.
- Added presentations, approved minutes, and video links to applicable meeting pages.

- Coordinated with our CivicPlus project manager regarding the City's transition to a new agenda management system, including user access, online forms, and workflow routing.

Administrative Projects

- Prepared weed abatement notices for 13 properties and coordinated the verification of property ownership and parcel information.
- Assisted with preparations for the transition to a new City website and agenda management system.
- Compiled compensation and benefits information from comparable cities and public agencies for a City Manager comparison.
- Provided administrative and records support for departmental projects as assigned.