



STAFF REPORT

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

MEETING DATE: OCTOBER 19, 2026

FROM: ALEJANDRA ZAMBRANO, CITY CLERK

SUBJECT: CITY CLERK'S DEPARTMENT REPORT FOR OCTOBER 2026

City Clerk

The following summarizes City Clerk's Office activities completed through October 14.

Meeting and Legislative Administration

- Prepared and published meeting packets, notices, minutes, and supplemental materials for the City Council, Planning Commission, and Design Review Committee.
- Coordinated the rescheduling and public notification for the October 13 Planning Commission and Design Review Committee meetings due to the City Hall holiday closure.
- Completed post-adoption processing and official recordkeeping for Ordinances 383, 384, and 385.
- Coordinated newspaper publication and website posting of the adopted ordinances.

Agenda Management System Implementation

- Continued the transition from Municode Meetings to the City's new CivicPlus AMMS Select agenda and meeting management system.
- Coordinated the migration of agendas, packets, minutes, and existing video links to the new public portal.
- Worked with CivicPlus and website support staff to maintain public access to meeting materials while the new portal is added to the City website.

Public Records Administration

- Received six new Public Records Act requests. Two requests remained open as of October 14.
- Coordinated the collection, review, redaction, and production of responsive records with City departments and legal counsel.

Website and Public Communications

- Posted planning documents for public review and updated website information concerning City projects.

Administrative Projects

- Continued tracking weed-abatement compliance and responding to property owners regarding notices and required follow-up.