



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JUNE 16, 2025
FROM: AARON WOLCOTT, CITY CLERK
SUBJECT: CITY CLERK REPORT – MAY 2025

RECOMMENDATION:

Information only.

BACKGROUND:

May activities for the City Clerk included attending a clerk “Nuts & Bolts” training through the California Municipal Clerks Association (CMCA), taking on additional HR responsibilities, and working on records management. The below items represent the key functions of the role and activities completed in the month of April.

DISCUSSION:

- **City Clerk:**
 - Agendas and minutes created for 1 City Council Meeting, 1 Planning Commission, and 1 Design Review Committee. ARSA meeting was cancelled in May.
 - 7 Public Record Requests
 - 5 City Council Resolutions, 1 Planning Commission Resolutions
 - Permits: 1 Site Plan, 1 Design Clearance, 3 Event Permits, 1 Encroachment Permit
 - Ongoing review of record retention filing and process.
- **Risk Management**
 - Set up with CSJVRMA to be able to manage liability claims going forward.
- **Human Resources**
 - Salary Comparison Study
 - Held AB 2561 Public Hearing on May 19th.
- **Marketing**
 - New marketing monthly report provided in packet.
 - Ongoing engagement with Christian from Taylered Marketing on social media posts.