
STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: AUGUST 18, 2025
FROM: AARON WOLCOTT, CITY CLERK
SUBJECT: CITY CLERK REPORT – JULY 2025

RECOMMENDATION:

Information only.

BACKGROUND:

July was a slower month for the City Clerk. I was out of the office for one week of vacation and we had fewer meetings in July. This allowed more time to focus on other areas such as records retention, the website and learning more about our RMA.

The below items represent the key functions of the role and activities completed in the month of June.

DISCUSSION:

- **City Clerk:**
 - Agendas and minutes created for 1 City Council Meetings, 1 Planning Commission, and 1 DRC meeting. July was a slow month for meetings.
 - 8 Public Record Requests. Building permit requests remain our most common request type, but in July we also received several requests for police records, which adds to load on PD.
 - 1 City Council Resolution
 - Permits: 1 Event Permits, 3 Encroachment Permits
 - Record Retention: A new record retention schedule is being drafted and will come to Council in September. In the meantime, I am working on a records review for the period from 2006-2011 due to some gaps in our electronic files.
 - Website: Links and documents on the website are being updated a little bit at a time. I have meeting with CivicPlus scheduled in August to better understand what changes can be made to our site (pictures, links, forms). This is especially important as we explore ways to better utilize City facilities. If there are specific areas of the website that Council would like to see improved, I am interested to hear that.
- **Risk Management**
 - I attended training on how to access and utilize our claims platform through CSJVRMA. At the moment we don't have any open claims in the system but it was good to learn the platform and process in the event we need to use it.
 - We have one pending historical Workers Compensation claim that is being worked on.
 - Council approved the new RMA JPA amendments and requested some more information on the RMA – I have been working with our RMA to get a presentation ready for Council.
- **Human Resources**
 - Worked on completing missing elements of employee and elected official files.