
STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JULY 21, 2025
FROM: AARON WOLCOTT, CITY CLERK
SUBJECT: CITY CLERK REPORT – JUNE 2025

RECOMMENDATION:

Information only.

BACKGROUND:

June activities for the City Clerk included meeting management, taking on risk management and ongoing HR onboarding. Time was also spent working on updating aspects of the website and specifically working with CivicPlus to get the latest supplement of ordinances added to the City's code. 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 3 City Council Meetings, 1 Planning Commission, 1 Ad Hoc meeting and 1 ARSA meeting. DRC was cancelled in June due to lack of agenda items.
 - 3 Public Record Requests (all related to building permits). Building permits requests are our most common request type.
 - 2 City Council Resolutions, 2 Planning Commission Resolutions
 - Permits: 2 Short Term Rentals, 2 Event Permits, 2 Encroachment Permits
 - Ongoing review of record retention policy and process. The current policy is outdated and needs updating, which Karen started but didn't finish. A new policy will come to Council in September or October for review and approval.
 - The most recent Ordinances were added to our Municipal code as "Supplement 6". This involved working with CivicPlus and Municode to add our most recent ordinances (375-378) to the code. I am still working with CivicPlus regarding old ordinances that are listed separately on the website and continuously updating documents and links on the site to get it up to date.
- **Risk Management**
 - Working with CSJVRMA on annual census, vehicles and business travel coverage. Updated fleet information, staffing updates and set up additional onboarding with our risk management partner.
- **Human Resources**
 - Continued salary comparisons and worked on scenario mapping for salaries.
 - Held an initial training call with Keenan on our health benefits.
 - Worked with two staff members to resolve questions and issues related to their health care benefits.