



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: SEPTEMBER 21, 2026
FROM: ALEJANDRA ZAMBRANO, INTERIM CITY CLERK
SUBJECT: CITY CLERK'S REPORT FOR SEPTEMBER 2026

City Clerk

During August, the City Clerk's Office supported public meetings, administered Public Records Act requests and election activities, advanced implementation of the City's new agenda management system, maintained the City website, and completed assigned administrative projects.

Meeting and Legislative Administration

- Prepared and published agendas, notices, minutes, supplemental materials, and post-meeting documentation for August City Council and Planning Commission meetings.
- Coordinated with City departments to collect and finalize agenda materials and maintained the related meeting and legislative records.

Agenda Management System Implementation

- Completed system configuration, agenda creation, item creation, and minutes training for the City's new CivicPlus agenda and meeting management system.
- Worked with the implementation team on user access, approval workflows, document migration, public portal setup, and preparations for the September launch.

Public Records Administration

- Received seven new Public Records Act requests during August and coordinated the collection, review, redaction, and production of responsive records.
- Maintained the City's PRA tracking log and coordinated with departments and legal counsel as needed.

Elections Administration

- Coordinated with Amador County Elections through the close of candidate filing and confirmed the qualified candidates and Measure R information for the November 2026 General Municipal Election.
- Created and updated the City's 2026 Elections webpage with candidate, measure, notice, and voter-resource information.

Website and Public Communications

- Updated the City website with meeting documents, public notices, project information, road closures, approved minutes, video links, and other community information.

Administrative Projects

- Supported the weed abatement process by issuing 15-day warning letters for 13 properties and communicating with residents regarding compliance and required follow-up.
- Provided administrative and records support for departmental projects as assigned.