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#### STAFF REPORT

**TO:** TOM DUBOIS, CITY MANAGER  
**MEETING DATE:** MAY 19, 2025  
**FROM:** AARON WOLCOTT, CITY CLERK  
**SUBJECT:** CITY CLERK REPORT – APRIL 2025

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#### RECOMMENDATION:

Information only.

#### BACKGROUND:

April was the first full month of employment as City Clerk. 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 2 City Council Meetings, 1 Planning Commission, and 1 Design Review Committee. ARSA meeting was cancelled in April
  - 4 Public Record Requests
  - 4 City Council Resolutions, 2 Planning Commission Resolutions
  - Permits: 1 CUP, 1 Site Plan, 2 Design Clearance, 8 Event Permits, 2 Encroachment Permits
  - Review of record retention system and process.
- **Risk Management**
  - Working with the City Attorney on one historical liability claim.
- **Human Resources**
  - Salary Comparison Study
  - Preparation for AB 2561 Public Hearing
  - Onboarding for benefits management.
- **Marketing**
  - Began work with new marketing company
  - 26 Social Media Posts on Facebook and Instagram
    - Highest engagement on Duck Race posts, Days of 49 Wagon Train video, and post about new Weed Abatement Ordinance.