



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JULY 22, 2024
FROM: KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR
SUBJECT: ADMINISTRATIVE SERVICES JUNE 2024 REPORT

RECOMMENDATION:

For information.

BACKGROUND:

The Administrative Services Department encompasses a variety of functions on behalf of the City including Human Resources, Risk Management, the Office of the City Clerk and Public Engagement and Marketing. Included is an overview of the activity within the Administrative Services department for the month of June 2024.

DISCUSSION:

Human Resources:

- Workplace Violence Prevention Plan Implementation
- Salary Survey results analysis

Risk Management

- Oversight of two ongoing liability claims
- Review and analysis of liability premiums

City Clerk

- 5 Public Record Request, 15-Citizen Inquiries responses and
- 3 Public Hearings
- Agenda preparation, minutes and follow up for:
2-City Council, 1-PC, 1- ARSA and 2- DRC meetings.
- Permit issuance: 8-Design Clearance and 1-Sign Permit
- Prop 218 process for sewer rate increase
- Sales tax measure and election process and timeline
- Coordination of escrow process for land donation

Public Engagement and Marketing

- Regular update and reviewing of content for the City of Sutter Creek website and social media.
- Design and coordinate content for a monthly newsletter
- 4th of July Pool Party
- City Exhibit for County Fair- Coordinate with Wine on 49 to create window display.