



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JUNE 24, 2024
FROM: KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR
SUBJECT: ADMINISTRATIVE SERVICES MAY 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 May 2024.

DISCUSSION:

Human Resources:

- Attend PACE JPA Quarterly Board Meeting
- Conduct Salary Survey

Risk Management

- Oversight of two ongoing liability claims

City Clerk

- 7 Public Record Request, 6-Citizen Inquiries responses.
- Agenda preparation, minutes and follow up for:
3-City Council, 1- ARSA and 2- DRC meetings.
- Permit issuance: 1-Design Clearance permit.
- Prop 218 process for sewer rate increase
- ARSA dissolution
- Sales tax measure planning
- Oversee election process and timeline

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.
- Ongoing oversight of Monteverde Store and coordination of new volunteer training.