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## STAFF REPORT

**TO:** TOM DUBOIS, CITY MANAGER  
**MEETING DATE:** MAY 20, 2024  
**FROM:** KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR  
**SUBJECT:** ADMINISTRATIVE SERVICES APRIL 2024 REPORT

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### 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 April 2024.

### DISCUSSION:

#### Risk Management

- Review and process of one new claim (*minor damage to vehicle parked on Main Street*).

#### City Clerk

- 8 Public Record Request, 7-Citizen Inquiries responses and 2- Public Hearing Notice.
- Agenda preparation, minutes and follow up for:  
2-City Council and 1- DRC meetings.
- Permit issuance: 1-Design Clearance permit.
- Civic Plus agenda and meeting management program training.
- Prop 218 process for sewer rate increase
- ARSA dissolution
- Sales tax measure planning

#### Public Engagement and Marketing

- Regular update and reviewing of content for the City of Sutter Creek website and social media.
- Marketing budget proposal.
- Design and coordinate content for a monthly newsletter.
- Ongoing oversight of Monteverde Store and coordination of new volunteer training.