



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: SEPTEMBER 16, 2024
FROM: KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR
SUBJECT: ADMINISTRATIVE SERVICES AUGUST 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 August 2024.

DISCUSSION:

Human Resources:

- PACE JPA Quarterly Board Meeting-
- New benefit premium review

Risk Management

- Oversight of two ongoing liability claims
- Closeout of one workers comp claim
- LAWCX Surveys Training

City Clerk

- 8-Public Record Request, 12-Citizen Inquiries responses and 3-Public Hearing process
- Agenda preparation, minutes and follow-up for: 3-City Council and 1-ARSA meetings.
- 2 Map and 1 NOC recordings.
- Sales Tax ballot Measure (P) process and filing and Notice of Election
- Cemetery plot consultation, sale and deed preparation for two plots.
- ARSA monthly monitoring report submission to Regional Board
- Regular update and reviewing of content for the City of Sutter Creek website and social media.
- Monteverde Walking Tour launch and advertisement