

TO: City Council
FROM: Michelle Sutherland, Administrative Services Director
DATE: April 9, 2025
SUBJECT: Administrative Services Annual Report

1) Recommended Action:

None, this is an information item to brief the City Council on the efforts of the department in 2024.

2) Background:

The Administrative Services Department supports the city mission and strategic priorities by providing Human Resources and City Clerk services to the city in alignment with the goal of refining and sustaining a great organization.

3) Policy Support:

City Council Strategic Priorities and Council Goals 2025-2026

- Refine and Sustain a Great Organization

4) Alternatives:

None

5) Fiscal Notes:

This is an internally funded item.

6) Attachments:

A. Administrative Services Department 2024 Annual Report