

October 2024 Departmental Monthly Report  
City Administration Activity Report  
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### Monthly Statistics

- Received and Processed Eight (8) Public Records Act Requests (PRAs)
- Processed Thirty Six (36) City Council Agenda Reports
- Meeting Hours: 75 (Clerk) 80 (City Manager) City Meetings Conducted/Attended such as:
  - City Council Regular Meetings and Closed Sessions
  - Agenda Review Committee
  - Budget Committee
  - Fire Ad Hoc Committee
  - EIFD Ad Hoc Committee
  - Ad Hoc Committee on City Council Policies and Procedures
  - Miscellaneous Meetings with Members of the Council; Community Members; Organizations
- Attended 3 Trainings
- Received/Read/Responded to if Needed 3558 Emails (City Clerk Emails)

### Noteworthy Information

1. Processed Election Campaign Reports for November 2024 Election
2. Interviewed applicants for PW/City Engineer Position – Conditional Offer Letter Executed
3. Interviewed applicants for Community Development Position- Conditional Offer Letter Executed
4. Interviewed applicants for Engineering Technician Position
5. Launched Police Chief Recruitment – First Deadline extended
  - a. Interviews scheduled with Outside Panel
  - b. Interviews scheduled with Community Member Panel
6. Processing City related personnel/workman compensation and litigation matters
7. City staff began negotiations with Proposed Garbage Hauler/As of the writing of this report, negotiations are on going; it is anticipated the recommendation will be coming to the city council at the first meeting in January
8. Met with development review committee to discuss various ongoing projects such as:
  - a. Canopy
  - b. Healdsburg Avenue
  - c. Barlow Hotel
9. Met with Consultant on Classification and Compensation Study; Interviews in progress with all Departments; questionnaires sent out to employees; Completion date estimated February 2024
10. Overseeing the Analy High School/SRJC Internship Program; Discussed at budget committee potential future agenda item for continuation of program
11. Attended Non Profit Collaborative Meeting
12. Continued discussions as part of the Fire Ad Hoc Committee with Gold Ridge. Began fiscal analysis of options with City Gate, consultants with fire finance and operational expertise.
13. Completed meetings with City Council candidates.