February Departmental Monthly Report   Written: 3-10-2025
City Administration Activity Report
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Monthly Statistics
- Received and Processed eleven (1) Public Records Act Requests (PRAs); Working on 5 Rolling/Ongoing PRAs
- Processed Twenty 21 (21) City Council Agenda Reports
- Meeting Hours: 88 (Clerk) 64 (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 Garbage Transition Meetings
    - Non Profit Collaborative Meeting
    - Miscellaneous Meetings with Members of the Council; Community Members; Organizations
    - Weekly HR Updates
    - Attended Sonoma County Mayors and Councilmembers Association Meeting

- Attended 6 Trainings

Noteworthy Information
1. Completed additional interviews and reference checks for police chief
2. Working on walk through with Fire Department /Inventory
3. Discussions with Barlow Hotel developer and team
4. Updated budget projections for some departments
5. Processing City related personnel/workman compensation and litigation matters
6. Garbage Franchise Agreement approved/Transition Plan Initiated/Contract Signed and Executed
7. Met with development review committee to discuss various ongoing projects such as:
    a. Canopy
    b. Healdsburg Avenue
    c. Barlow Hotel
8. Updated Classification and Compensation Study as directed by Council
9. Overseeing the Analy High School/SRJC Internship Program; Council approved extension of program
10. Hired Communications Consultant for Communications Strategy for Fire Department Merger
11. Interviewed Applicants for Engineering Technician
12. Met with Kiwanis on 3rd of July event
13. Multiple meetings with departments on budget for upcoming fiscal year
14. Preparing for April 1st Goals Workshop