

Monthly Statistics

- Received and Processed Four (4) Public Records Act Requests (PRAs)
- Processed Thirty Seven (37) City Council Agenda Reports
- Meeting Hours: 91 (Clerk) 67 (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
 - Ad Hoc Garbage Proposals
 - Miscellaneous Meetings with Members of the Council; Community Members; Organizations
- Attended 2 Trainings

Noteworthy Information

1. Completed initial stages of recruitment for police chief, including recruiting for community panel.
2. Completed initial phase of EIFD analysis with Kosmont, Planning, EIFD Ad Hoc, and County
3. Made substantial progress with Citygate on analyzing finances of fire reorganization
4. Received LAFCO approval of Municipal Service Review and adjustment to Sphere of Influence, necessary steps toward reorganization
5. Initiated assessment of fire station needs
6. Updated numerous finance-related topics including quarterly reports to Council and changes to building valuations.
7. Processed Election Campaign Reports for November 2024 Election
8. Interviewed applicants for PW/City Engineer Position – Conditional Offer Letter Executed
9. Interviewed applicants for Community Development Position- Conditional Offer Letter Executed
10. Interviewed applicants for Engineering Technician Position; No Hire; conducting second recruitment
11. Launched Police Chief Recruitment – First Deadline extended
 - a. Interviews scheduled with Outside Panel
 - b. Interviews scheduled with Community Member Panel
12. Processing City related personnel/workman compensation and litigation matters
13. 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
14. Met with development review committee to discuss various ongoing projects such as:
 - a. Canopy
 - b. Healdsburg Avenue
 - c. Barlow Hotel
15. Met with Consultant on Classification and Compensation Study; Interviews in progress with all Departments; questionnaires sent out to employees; Completion date estimated February 2024
16. Overseeing the Analy High School/SRJC Internship Program; Discussed at budget committee potential future agenda item for continuation of program
17. Attended Non Profit Collaborative Meeting

18. 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.
19. Completed meetings with City Council candidates.