

August 2024 Departmental Monthly Report

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City Administration Activity Report

Don Schwartz, City Manager and Mary Gourley, Assistant City Manager/City Clerk

dschwartz@cityofsebastopol.gov; mgourley@cityofsebastopol.gov

Monthly Statistics

Received and Processed Three (3) Public Records Act Requests (PRAs)

Combined 134 Hours of City Meetings Conducted/Attended

City Council/Agenda Review/Budget Committee/Fire Ad Hoc Committee/Miscellaneous Meetings with Members of the Council; Public Members; other Organizations

Processed Thirteen (13) City Council Agenda Reports/Eight Resolutions

Attended 10 Trainings

Processed Three (3) City Council Candidates Paperwork; One Ballot Measure; Preparation of Education and Outreach for Measure U

Received/Read/Responded to if Needed 1333 Emails (City Clerk Emails) and 1,041 (City Manager e-mails)

Received and Processed One Claim to City for Property Damage

Noteworthy Information

1. Meetings with local business leaders
2. Meeting with Climate Action Committee
3. Presentation to Sonoma County Alliance
4. Meeting with Budget Committee on revenue options
5. Worked on FAQs and Presentation for Education and Outreach for Measure U
6. Conducted Interviews with Applicants for Community Development Director position
7. Continued meeting with Fire Ad Hoc Committee
8. Continued working on Barlow Hotel Development Agreement for a hotel. Planning staff have been reviewing and discussing their project application with them.
9. We are continuing working on the EIFD project.
10. Finalized St. Vincent de Paul agreement with an expert to support the Gravenstein Commons project
11. Attending meetings with the Non-profit collaborative
12. Reviewed Proposals in response to the Request for Proposals for Garbage Services