

April 2025 Departmental Monthly Report  
City Administration Activity Report  
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### Monthly

- Received and Processed 5 Public Records Act Requests (PRAs)
- Processed City Council Agenda Reports (Regular and Special Meetings)
- Meeting:
  - City Council Regular Meetings and Closed Sessions
  - Agenda Review Committee
  - Budget Committee
  - Fire Ad Hoc Committee
  - Miscellaneous Meetings with Members of the Council; Community Members; Organizations
- Attended meetings with Human Resources/Outside Legal Counsel Attended 2 Trainings

### Noteworthy Information

1. Goal Setting Conducted April 1<sup>st</sup> 2025
2. Town Hall Fire Reorganization
3. Sebastopol / West County EIFD Check-in
4. Swearing in Ceremony for Police Chief
5. Meeting with CIRA on Various Topics
6. SCMCA City Selection Committee, Board of Directors, and General Membership Meeting
7. City of Sebastopol- Biannual claim review in 2Q with LWP Claims Solutions/ Met with outside legal counsel from CIRA on on-going claims filed (civil and workmans comp)
8. TAKEO VISIT TO SEBASTOPOL SWF
9. Sebastopol: Q4 Sales Tax Meeting
10. Continued to develop FY 25-26 budget.
11. Completed action plan for goals/priorities
12. Discussions with Barlow Hotel developer and team
13. Conducted interviews for Associate Planner Position
14. Conducted Weekly Meetings with SCRR on transition for Garbage Franchise Agreement