

STAFF REPORT

City Council Consent Item

DATE: December 18, 2023

TO: Honorable Mayor and Council Members

FROM: Siana L. Emmons, City Clerk

THROUGH: Merritt Perry, City Manager

SUBJECT: **Administrative Department Monthly Report for October and November**

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

The Administration Department monthly report encompasses the following divisions: City Attorney, City Clerk, Risk Management/Human Resources and Information Technology.

CITY ATTORNEY

The City Attorney billing was 15.10 hours for the month of October and 23.40 hours for the month of November 2023 for the Mitchell Law Firm, LLC. Project support for this month included agenda review, ordinance review, contract review, and various email and telephone calls.

CITY CLERK DIVISION

For the month of October, the Clerk’s Office prepared and published two agendas for Regular City Council meetings and two agendas for the Rohner Community Recreation Park District. For the month of November, the Clerk’s Office prepared and published one agenda for Regular City Council meetings and one agenda for the Rohner Community Recreation Park District.

City Council Meetings

Council Meeting Date	Agenda Items
October 02, 2023 Regular Meeting	7
October 16, 2023 Regular Meeting	14
October 16, 2023 Special Meeting	1
November 06, 2023 Regular Meeting	7
November 20, 2023 Special Meeting	2
Totals	31

City Clerk’s Office Key Duties	August
Public Records Act Requests	9

General Information Requests	25 – 30 per day, average
Ordinances	2
Resolutions	4
Minutes Prepared	7
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	0
Legal/Proof of Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims or new tort claim as of October 16, 2023. As always, the City is working diligently to move claims toward closure.

Date of Claim	Type of Claim	Status
03/10/2022	Civil Claim	Closed
09/29/2022	Civil Claim	In progress
06/14/2023	Liability Claim	In progress
09/13/2023	Liability Claim	In progress

A Safety Committee meeting took place on November 8, 2023 and the committee unanimously agreed to approve the Illness and Injury Prevention Program (IIPP). Due to upcoming legal requirements, there are anticipated changes that will take place to add a Workplace Violence Prevention Program.

Human Resources

2024 will present a myriad of changes to legal requirement for employee leaves and regulations. In the next two weeks, staff will prepare an outline of upcoming changes to notify employees.

The City is always looking to recruit qualified staff for open positions. For more information about employment with the City of Fortuna, visit the City’s website www.friendlyfortuna.com, send e-mail to the Deputy City Clerk at achambers@ci.fortuna.ca.us, or call 707-725-7600. We also encourage all interested applicants to create a user account on www.governmentjobs.com

Current Recruitments:

Community Development:

Community Development Director: No longer accepting applications, in the process of writing a conditional offer letter to applicant.

Parks and Recreation:

Parks and Recreation Director: One candidate selected, currently going through the physical and background process.

Park Maintenance II: Recruitment closed December 13, 2023, reviewing applications.

Recreation Leader: Open until filled, reviewing applicants as they are submitted.

Recreation Program Coordinator: Recruitment closes December 22, 2023.

Police Department:

Dispatcher: Open until filled, first round of interviews completed, awaiting test results.

Public Works:

Chief Treatment Plant Operator: Recruitment closed December 1, 2023, reviewing applications.

Street Maintenance Worker II: Candidate starting December 18, 2023.

Assistant City Engineer II: Open until filled, reviewing applications as they are submitted.

INFORMATION TECHNOLOGY DIVISION

City Website Statistics (www.friendlyfortuna.com)

We encourage all citizens who are interested in receiving updates from the City to go on to the Fortuna's website and sign up for e-notifications!

City staff is currently working in conjunction with Revize, the City's website platform, to design and develop new landing pages for the Police Department, Parks and Recreation and River Lodge.

Anyone who would like to receive public notices from Public Works, Community Development/Planning, the Police Department or Citywide Press Releases, please visit the website at <https://www.friendlyfortuna.com/enotify/index.php> and sign up for e-notifications.

Computer/Network

Nylex continues to finalize the upgrades to new fiber and phone lines at City Hall and other City locations. This will reduce the complicated load on the City's network and be more secure performing as a separate network as well as provide for a substantial cost savings.

Staff continues to work with Nylex and Infinite Consulting to ensure the smooth transition of phone systems from Optimum to AT&T. There are also continued efforts to finalize a plan for the transition of all of the Police servers and necessary equipment in preparation for the move to the new police facility.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.