

**STAFF REPORT**  
*City Council Consent Item*

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**DATE:** October 16, 2023  
**TO:** Honorable Mayor and Council Members  
**FROM:** Siana L. Emmons, City Clerk  
**THROUGH:** Merritt Perry, City Manager  
**SUBJECT:** **Administrative Department Monthly Report**

**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 10.00 hours for the month of September 2023 for the Mitchell Law Firm, LLC. Project support for this month included agenda and staff report review, bid proposal review, contract review, and various email and telephone calls.

**CITY CLERK DIVISION**

For the month of September, the Clerk’s Office prepared and published two agendas for Regular City Council meetings, one agenda for the Rohner Community Recreation Park District, one agenda for the Parks & Recreation Commission and one agenda for the Measure E Oversight Committee.

**City Council Meetings**

<b>Council Meeting Date</b>	<b>Agenda Items</b>
September 5, 2023 Regular Meeting	5
September 18, 2023 Regular Meeting	15
<b>Totals</b>	<b>20</b>

<b>City Clerk’s Office Key Duties</b>	<b>August</b>
Public Records Act Requests	3
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	3

Minutes Prepared	2
Notary Services Provided	0
Claims for Damages Filed	1
FPPC Filings:	0
Legal/Proof of Publications	2
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 September 18, 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	In progress
09/29/2022	Civil Claim	In progress
06/14/2023	Liability Claim	In progress
09/13/2023	Liability Claim	In progress

Now that cold season is upon us, the City is working to schedule Flu and COVID vaccinations for all employees. Details and more information will be disseminated to employees regarding this clinic that will be held in early November. The vaccinations will be provided by Green’s Pharmacy.

A Safety Committee meeting took place on September 13, 2023 and topics included addressing top risk concerns for all City departments, incident report process, and implementing a specific type of incident report for Parks’ Recreation Program. The next Safety Committee meeting will take place on November 8, 2023 at 1:00 pm at City Hall

### **Human Resources**

HR and Finance staff continue to participate in NEOGOV “Onboard” trainings and hope to launch the new platform before the end of the year. “Onboard” will create a more efficient work flow for new employees to submit required employment forms and will provide a time saving benefit for the Payroll and Benefits Administrator.

On September 6 and 7, 2023, Humboldt Count Employment Relations Consortium hosted two trainings at the River Lodge, presented by Leibert Cassidy Whitmore (LCW). The first was “A Supervisor’s Guide to Employee Rights” and the second was “A Guide to Implementing Public Employee Discipline”. The trainings were intended for all supervisors and managers and both trainings were well attended by local agencies.

On October 11, 2023, City employees participated in an online LCW training, “Public Service Customer Service” that took place from 1:00 – 3:00 pm.

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](http://www.friendlyfortuna.com), send e-mail to the Deputy City Clerk at [achambers@ci.fortuna.ca.us](mailto: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](http://www.governmentjobs.com)

### **Current Recruitments:**

#### **Community Development:**

Community Development Director: Open until filled, reviewing applications as they are submitted.

#### **Parks and Recreation:**

Parks and Recreation Director: Open until filled, reviewing applications as they are submitted.  
First round of interviews scheduled Tuesday, October 17, 2023.

#### **Police Department:**

Police Officer: Open until filled.

Police Officer Lateral: Open until filled.

Dispatcher: One candidate in training.

#### **Public Works:**

Utility Worker II: Candidate starting October 23, 2023.

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

Streets Maintenance II: Recruitment closed October 6, 2023, reviewing applications.

### **INFORMATION TECHNOLOGY DIVISION**

#### **City Website Statistics ([www.friendlyfortuna.com](http://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.