

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

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**DATE:** May 15, 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 14.7 hours for the month of April 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 April, the Clerk’s Office prepared and published one agenda for a Regular City Council meeting, one agenda for a Special Budget Workshop, and one agenda for the Parks & Recreation Commission.

**City Council Meetings**

<b>Council Meeting Date</b>	<b>Agenda Items</b>
April 17, 2023 Regular Meeting	18
April 24, 2023 Special Budget Workshop	2
<b>Totals</b>	<b>20</b>

<b>City Clerk’s Office Key Duties</b>	<b>April</b>
Public Records Act Requests	4
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	2
Minutes Prepared	2
Notary Services Provided	1
Claims for Damages Filed	0

FPPC Filings:	0
Legal Publications	4
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	2

Clerk staff participated in the City Clerks Association of California’s “Build Back Better”, Annual Conference in Palm Springs April 11-14, 2023. The Annual Conference is a prime venue for networking as well as learning state of the art programs and record management systems being utilized by Clerks. There workshops that took place each day and the training and topics were diverse including themes of leadership, implementing new systems, succession planning for agency success, infusing justice, equity, diversity and inclusion into city structure and culture, elections, initiatives, referendums and recalls. The experience was educational and provides real time tools to implement to our current clerk process and responsibilities. The conference also provided points toward Certified Municipal Clerk designation.

**RISK MANAGEMENT / HUMAN RESOURCES DIVISION**

**Risk Management**

There were no new Worker’s Compensation claims and no new liability/tort claims filed as of May 1, 2023. The City is working closely with our risk pool, California Intergovernmental Risk Authority (CIRA), legal counsel and our Worker’s Compensation Third Party Administrator LWP, to move claims toward closure of all claims.

Date of Claim	Type of Claim	Status
03/10/2022	Civil Claim	In progress
09/29/2022	Civil Claim	In progress

Risk staff continues updating all personnel rules, regulations and policies. The COVID Public Health Emergency officially ended on May 11, 2023, so many of the employee regulatory practices can be eliminated from employee’s daily arrival process. COVID positive cases will still require reporting for worker’s compensation requirements.

The City’s risk pool, California Intergovernmental Risk Authority (CIRA) will host the annual training and board meeting in Sacramento May 24 – 25<sup>th</sup> and staff will provide a report out at second Council Meeting in June.

Risk also continues to work on streamlining special events processes and has almost completed the “Special Events” handbook for user groups to obtain easy access to the information they will need to host special events within the City.

Risk staff has also started meeting with representatives from the Fortuna Rodeo Association in preparation of the upcoming event season!

**Human Resources**

Human Resource staff continue to meet weekly with trainers from NEOGOV, to learn the “Insight” platform. Staff’s goal was to work in the training module throughout the month of March and part of April with hopes of launching the new recruitment and hiring software in late April, however, there have been circumstances demanding the launch date move to early June. HR staff is excited to implement this recruitment software as it will streamline applicant and internal processes.

The City continues to search for and 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 [bgray@ci.fortuna.ca.us](mailto:bgray@ci.fortuna.ca.us), or call 707-725-7600.

**Current Recruitments:**

**Community Development:**

Community Development Director: Closes May 30, 2023

**Finance Department:**

Account Clerk II: Closes May 22, 2023

**Parks & Recreation:**

Park Maintenance Worker I: Candidate is currently in background.

Conference Center Coordinator: Interviews scheduled for May 3, 2023.

Conference Center Worker: Interviews scheduled for May 4, 2023

Recreation Leader (Summer Camp): Interviews schedule for May 9<sup>th</sup> & 10<sup>th</sup>

Recreation Program Coordinator: Closes May 24, 2023

**Police Department:**

Police Dispatcher Full-time: New employee started their new position on April 24<sup>th</sup>.

Police Officer (Lateral): Candidate is currently in background.

Community Services Officer – Field Part-Time: Closes May 22, 2023

**Public Works:**

Assistant City Engineer II: Candidate currently in background.

**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!

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**

The transition of cell service from Verizon to FirstNET is complete and was successfully launched. Staff is gearing up to work with FirstNET to launch deployables with Wi-Fi access to be available at the City's large annual summer events in hopes of providing enough broadband for attendees as well as all City departments, including public safety.

**RECOMMENDED COUNCIL ACTION:**

Receive Administration Division Monthly Report. Consent agenda vote.