

STAFF REPORT
City Council Consent Item

DATE: August 7, 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 26.10 hours for the month of June 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 June, the Clerk’s Office prepared and published two agendas for Regular City Council meetings, one agenda for the Rohner Community Recreation Park District, and one agenda for the Parks & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
June 5, 2023 Regular Meeting	14
June 20, 2023 Regular Meeting	16
Totals	30

City Clerk’s Office Key Duties	June
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	6
Minutes Prepared	3
Notary Services Provided	1
Claims for Damages Filed	1

FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	8

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were two new Worker’s Compensation claims and no new liability/tort claims filed as of July 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

The event season is in full swing and the City continues to work closely with user groups to ensure adequate coverage and safety measures in place for hosting large crowds.

Human Resources

HR staff implemented “Insight” recruitment software and now has a streamlined applicant process and internal process for those seeking employment with the City. HR and Finance staff also had the first “kick-off meeting for NEOGOV “Onboard”, which is a platform that will allow new employees to complete necessary employment documents prior to their first day. Implementing 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.

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, send e-mail to the Deputy City Clerk at bgray@ci.fortuna.ca.us, or call 707-725-7600.

Current Recruitments:

Community Development:

Community Development Director: Closes July 14, 2023.

City Manager/City Clerk Department:

Senior Administrative Assistant/Deputy City Clerk: Closed June 2, 2023. *Pending*

Parks & Recreation:

Bus Drive I: Closes on July 7, 2023.

Park Maintenance Worker I: Closes July 7, 2023.

Police Department:

Police Dispatcher Full-time: Candidate in background.

Police Officer (Lateral): Candidates currently in background.

Community Services Officer: Candidate currently in background.

Public Works:

Street Maintenance Worker II: Isaiah Stringer starts his new position July 2, 2023.

Utility Worker III (In house only): Closes July 7, 2023.

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!

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 has completed upgrades the internet service at all City locations by migrating service to a new private fiber based network and is now ensuring there will be public Wi-Fi services at River Lodge, Parks and City Hall. This will reduce the complicated load on the City's network and be more secure performing as a separate network. These changes will also provide the City with a cost savings of approximately \$1,040 per month.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.