

STAFF REPORT

City Council Consent Item

DATE: February 20, 2024

TO: Honorable Mayor and Council Members

FROM: Siana L. Emmons, City Clerk

THROUGH: Merritt Perry, City Manager

SUBJECT: **Administrative Department Monthly Report for January 2024**

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

City Council Meetings

Council Meeting Date	Agenda Items
January 16, 2024 Regular Meeting	25
January 29, 2024 Special Budget Workshop	2
February 5, 2024 Regular Meeting	15
Totals	42

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

Claims for Damages Filed	1
FPPC Filings:	10
Legal/Proof of Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

Our Deputy City Clerk, Ashley Chambers, attended the 2024 City Clerks Association of California Nuts and Bolts training in Sacramento. This training is a workshop for new and aspiring clerks to understand and learn more about the many roles of the municipal clerk profession and prepare for the responsibilities of a Municipal Clerk. Sessions in this workshop included the Political Reform Act, FPPC Form 700 and Campaign Filing Duties, Elections, Records Management, Public Records Act, Brown Act and more! It was also an opportunity to meet and network with many City Clerks and Deputy City Clerks from cities in Northern California. Attending this training provides the opportunity for points to go towards obtaining the Certified Municipal Clerk certificate.

The Elections continue in 2024! The primaries will be held on March 5, 2024. The Fortuna Veteran’s Memorial Building will be the voting center in Fortuna that will be open 10 days before Election Day and on Election Day (Feb. 5 – Mar. 5). The Gene Lucas Community Center will be the voting center open 3 days before Election and on Election Day (Mar. 2 – Mar. 5) and Ray’s Food Place, located at 2009 Main Street in Fortuna, is the ballot drop box location within the City. Voting Center locations will be open from 8 a.m. to 5 p.m. on early voting days and open from 7:00 a.m. to 8 p.m. on Election Day.

The Humboldt County Board of Supervisors candidates will be included in the Primary and General Election and Fortuna City Council seats (two seats) will be in November’s General Election. For more information on the Presidential Primary Election, visit the County’s website at <https://humboldt.gov.org/3402/Presidential-Primary-Election-March-5-20>.

If you need to register to vote, please visit: <https://registertovote.ca.gov/>

If you are interested in running for office or would like more information about the general election or candidate information, please 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.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims and one new tort claim as of January 1, 2024. As always, the City is working diligently to move claims toward closure.

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

On January 23, 2024, Risk Staff participated in a Naloxone or Narcan Training to discuss and determine whether the City should consider a Naloxone Policy for the safety of its employees. The

purpose of this policy would be to allow City of Fortuna employees to be trained to administer Naloxone to persons experiencing or suspected of experiencing opioid-related exposures. The City is working closely with our Police Department to determine the best practices for potentially implementing a policy.

Human Resources

Current Recruitments:

Parks and Recreation:

Parks and Recreation Director: Candidate started February 12, 2024

Park Maintenance II: Candidate started January 28, 2024

Recreation Leader: Candidates started January 29, 2024

Recreation Program Coordinator: Candidate started January 29, 2024

Recreation Program Supervisor: Candidate started February 13, 2024

Police Department:

Police Officer Trainee: Recruitment closes March 1, 2024

Police Officer: Recruitment closes March 1, 2024

Police Dispatcher: Open until filled, second round of interviews completed, awaiting additional test results.

Public Works:

Treatment Plant Operator (TPO) Operator in Training (OIT)/ I & II: Recruitment closed January 19, 2024, interviews completed and in review.

Assistant City Engineer II: Recruitment on hold.

Street Maintenance Worker II: Applications reviewed, interviews being scheduled.

Utility Worker II/III: Applications reviewed, interviews being scheduled.

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

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 continues to work 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. Basic formatting for the new pages have been selected and staff will be working with the respective departments and Revize representatives to design and build out the new pages.

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 been coordinating with IT and Public Works staff to ensure a smooth installation of services and a transfer of hardware to the new Police Facility. Public Works staff has been diligently overseeing installation and connection of fiber network to the new facility as well as coordinating with Police Staff to plan and implement transferring all emergency dispatch and safety software and hardware to the new Police station.

The City was informed recently that our current phone system, “Mitel” will reach “end of life” in December of 2024, which means there will be no licensing renewal or technical support. In light of this, the City is determining how this change will affect the City’s network and users and deciding the best course for transition to a new system.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.