

# **STAFF REPORT**

## *City Council Consent Item*

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**DATE:** March 18, 2024

**TO:** Honorable Mayor and Council Members

**FROM:** Siana L. Emmons, City Clerk

**THROUGH:** Merritt Perry, City Manager

**SUBJECT:** **Administrative Department Monthly Report for February 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 18 hours for the month of February 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 February, the Clerk’s Office prepared and published three agendas for Regular City Council meetings and one agenda for the Rohner Community Recreation Park District.

**City Council Meetings**

<b>Council Meeting Date</b>	<b>Agenda Items</b>
February 5, 2024 Regular Meeting	15
February 20, 2024 Regular Meeting	18
February 26, 2024 Special Meeting	2
<b>Totals</b>	<b>35</b>

<b>City Clerk’s Office Key Duties</b>	<b>February</b>
Public Records Act Requests	6
General Information Requests	25 – 30 per day, average
Ordinances	2
Resolutions	3
Minutes Prepared	4
Notary Services Provided	2

Claims for Damages Filed	1
FPPC Filings:	19
Legal/Proof of Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

The Elections continue in 2024! The primaries were held on March 5, 2024. The Humboldt County Board of Supervisors candidates were included in the Primary General Election and all incumbents retained their seats. For full results of the Presidential Primary Election visit Humboldt County’s website at [www.humboldt.gov](http://www.humboldt.gov) .

The City is preparing candidate information for the upcoming November election. There are two (2) Fortuna City Council Seats open. 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](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.

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

**RISK MANAGEMENT / HUMAN RESOURCES DIVISION**

**Risk Management**

There were no new Worker’s Compensation claims and no new tort claim as of February 20, 2024. Currently, the City has no open claims.

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

On March 4, 2024, risk staff met with our Third Party Administrator for Worker’s Compensation Claims and reviewed all of the City’s open claims. I’m happy to report that in the last 12 months, the City only had one claim, which was medical only and is now closed. A majority of the open claims took place a very long time ago, but include some type of “future medical” need, so remain open.

On March 13, 2024 Risk Staff held it’s bi-monthly Safety Committee meeting. Topics included updating emergency evacuation plans and procedures, providing Federal Emergency Management Agency (FEMA) trainings for employees. In addition, the newly updated Injury, Illness Prevention Program was provided for all employees and each department will be responsible for their employees reviewing and completing an acknowledgement form. The group reviewed the platform for the City’s online Safety Data Sheet management system. This system is in place so each department has an updated lists of chemicals and cleaning supplies that are on hand in case of an audit by the California Division of Occupational Safety and Health (CalOSHA).

## **Human Resources**

### **Current Recruitments:**

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

Park Maintenance Worker I: Recruitment closed March 1, 2024, applications currently under review

#### **Police Department:**

Police Officer Trainee: Recruitment closed March 1, 2024, applications currently under review

Police Officer: Recruitment closed March 1, 2024, applications currently under review

Police Dispatcher: Open until filled, still accepting applications and third round of interviews scheduled

#### **Public Works:**

Treatment Plant Operator (TPO) Operator in Training (OIT)/ I & II: Candidate start dates have been scheduled

Assistant City Engineer II: Recruitment on hold.

Street Maintenance Worker II: Recruitment re-published, closes on March 25, 2024

Utility Worker II/III: Candidate currently in background

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)

## **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!

The kick-off meeting for the City's new webpages took place last week. New pages will be designed for Parks & Recreation, Police and River Lodge. In addition, there will be some changes to some of the City's other main pages and could include some format and design changes. Staff is also working on streamlining public access to complaint and reporting forms.

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**

Last week City staff had a walk-through of the new Police Department with Infinite Consultants, who provide oversight of the City's phone system. Infinite will be contracted to move the existing phone system at the Police Department to the new location. Infinite will also assist City staff in relocating those phone systems from their current locations in City Hall, to the new offices, once Police staff relocate. This is a very large undertaking that will take all hands to complete the relocation successfully. Moving the Police Department to the new facility will provide a better location for the existing City servers and will allow staff to work with Nylex to make improvements to our existing IT infrastructure and Cyber security.

### **RECOMMENDED COUNCIL ACTION:**

Receive Administrative Monthly Report. Consent Agenda vote.