

STAFF REPORT

City Council Consent Item

DATE: May 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 April 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 28.40 hours for the month of April 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 April, the Clerk’s Office prepared and published one agenda for Regular City Council meetings, two agendas for Special Budget Workshops, one agenda for Measure E, one agenda for the Rohner Community Recreation Park District, one agenda for the Parks & Recreation Committee, and one agenda for the Historical Commission.

City Council Meetings

Council Meeting Date	Agenda Items
April 15, 2024 Regular Meeting	19
May 2, 2024 Special Budget Workshop	6
May 9, 2024 Special Budget Workshop	2
Totals	27

City Clerk’s Office Key Duties	April
Public Records Act Requests	5
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	1

Minutes Prepared	6
Notary Services Provided	3
Claims for Damages Filed	1
FPPC Filings:	0
Legal/Proof of Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	7

On April 25th, Clerk staff participated in the City Clerk’s Association of California’s (CCAC) Regional Committee meeting. The purpose of the meeting was to discuss the regional mapping. The current regions were created by using the same map Cal Cities uses. The concern is that there are 16 regions, but not all regions have the same level of participation by clerks. The discussion involved potentially redistricting and expanding the number of representatives from one to two clerks for each region. Regional representation is in place to provide a liaison between the CCAC Board of Directors and the regions and for each region to organize and communicate networking opportunities and educational sessions. This level of networking and professional development benefits all participants and their agencies.

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, send e-mail to the Deputy City Clerk at 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 two new Worker’s Compensation claims and one new tort claims as of April 1, 2024.

Date of Claim	Type of Claim	Status
04/25/2024	Liability Claim	In Progress

On April 26, 2024, risk staff attended a virtual Redwood Empire Municipal Insurance Fund (REMIF) Board of Director’s meeting. While the City’s risk pool is now California Intergovernmental Risk Authority (CIRA), the City’s previous pool still administers the City’s medical benefits. Agenda topics included REMIF Health Plan, annual financial audit, REMIF budget, and delegation of authority for REMIF Health Plan to the Executive Committee. CIRA’s next board meeting will take place on May 22, 2024, in Sacramento, California.

Risk staff continues to develop a Health and Wellness grant funding through CIRA, to aid in the endeavor. Staff will utilize the first round of funding to offset the current costs of the portion of gym memberships the City pays for per the Memoranda of Understanding (MOU’s) with the Fortuna Employee’s Association (FEA) and the Fortuna Police Employee’s Association (FPEA). As the Health and Wellness Committee develop, the committee will determine how to apply grant funding to provide employees with access to instructors, walking groups and helpful information on how to establish healthier eating and water

intake habits. The committee will assess how to provide more accessible services for mental health and will look to work with local agencies, to better provide resources to our employees.

Human Resources

Human Resources staff continue to meet high demands for recruitments and hiring.

Current Recruitments:

Parks and Recreation:

Administrative Assistant II: Recruitment closed April 26, 2024, applications currently under review

Recreation Leader (Playgroup Facilitator): Candidate currently in background

Recreation Program Coordinator (Summer Camp): Open until filled, still accepting applications

Recreation Leader (Summer Camp): Open until filled, still accepting applications

Police Department:

Police Officer Trainee: Candidate currently in background

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

Police Dispatcher: Open until filled, still accepting applications

Temporary Kennel Attendant: Recruitment closed on April 19, 2024, currently scheduling interviews with selected candidates

Public Works:

Treatment Plant Operator (TPO) Operator in Training (OIT)/ I & II: Recruitment re-published, closed April 12, 2024, currently scheduling interviews with selected candidates

Assistant City Engineer II: Recruitment closed

Street Maintenance Worker II: Recruitment re-published, closes on May 24, 2024, one (1) candidate started May 6, 2024, one (1) candidate currently in background

Utility Worker II/III: Recruitment re-published, closes on May 31, 2024

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)

Staff continue to collaborate to update City web pages. Staff met with Revize, the website hosting company, representatives on May 13th to review how our new pages will function. Staff will work on mapping, designing and uploading new photos for and updated look and more accessible functions.

Currently, if any members of the public 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

Staff continues to work on eliminating outdated and redundant services provided by AT&T to produce cost savings at City Hall and satellite locations such as the park office and corporation yard.

Nylex remains on standby at the new Police Department in anticipation of new internet service, thus allowing more progress on getting the new network and operating systems in place.

The City's Finance Director located additional funds which had been set aside in the last fiscal year, to cover the cost of the Tricaster, which is the equipment utilized by Access Humboldt to produce our public meetings on public, education and government television (PEGTV). If staff is able to source the equipment, staff will move forward with replacing the device in this fiscal year.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.