

STAFF REPORT
City Council Consent Item

DATE: October 21, 2024
TO: Honorable Mayor and Council Members
FROM: Siana L. Emmons, City Clerk
THROUGH: Amy Nilsen, Interim City Manager
SUBJECT: **Administrative Department Monthly Report for September 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 21.10 hours for the month of September with the Mitchell Law Firm, LLC. Project support for this month included public records request review, ordinance review, contract review, and various email and telephone calls.

CITY CLERK DIVISION

For the month of September, the Clerk’s Office prepared and published one agenda for Regular City Council meetings, three agendas for Special Meetings, one agenda for the Parks & Recreation Committee, one agenda for the Measure E Committee, and one agenda for the Historical Commission.

City Council Meetings

Council Meeting Date	Agenda Items
September 16, 2024 Regular Meeting	22
September 16, 2024 Special Meeting	1
September 19, 2024 Special Meeting	2
September 27, 2024 Special Meeting	1
Totals	26

City Clerk’s Office Key Duties	September
Public Records Act Requests	5
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	2

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

On September 18th, Clerk staff attended a City Clerk’s Association of California (CCAC) Regional Committee meeting to discuss the continuing role of a Regional Representatives, available resources for trainings as well as the budget. Over the next six months, staff will work to provide a regional training for local clerks as well as networking opportunity. On October 10th, Clerk staff attended a CCAC Education Institute Committee meeting to discuss the Financial Reports from the first Certified Municipal Clerk and Master Municipal Clerk Institutes that were administered under California State University San Marcos’ Extended Learning Program in February and June of 2024. Both programs were well attended and successful, the Institute Director requested an increase to the attendance fees to account for the possible loss of sponsorship funding that may not be available in the future. The Committee also discussed a periodic Institute Survey and scheduled a mid-year check-in for August 2025.

For the upcoming Presidential General Election on November 5, 2024, there are multiple voting options for Humboldt County residents.

1. **By Mail:** All registered voters will receive a ballot by mail. Simply fill out your ballot and return it using the pre-paid postage envelope. Ballots were mailed out the week of October 7th.
2. **Secure Ballot Drop Boxes:** You can drop off your signed and sealed ballot envelope at any secure ballot drop box located throughout the county.
3. **In-Person Voting at Vote Centers:** Visit any Vote Center in Humboldt County to vote in person. Select Vote Centers will be open multiple days before and on Election Day, including weekends.
 - o **Express Lane Option:** If you’ve filled out your vote-by-mail ballot, you can use our new express lanes at any Vote Center. Just check in, sign the roster, and you’ll be able to quickly place your completed ballot in the ballot box

The City has four qualified candidates running for two open Council seats. The candidates are: Incumbent, Tami Trent, Jerry D. King, Neleen (Nel) Nichols and Arlene Spiers. On October 2, 2024 the Fortuna Chamber of Commerce conducted a moderated candidate forum, where each candidate was allowed an opportunity to respond to five relevant questions, which were selected by the Chamber Board of Directors. You can view the forum by using this YouTube link: <https://www.youtube.com/watch?v=sM1PmnXlmHs>

Information about the general election and the City’s candidates are available on the City’s website www.friendlyfortuna.com, you can send an email 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 no new Worker's Compensation claims as of September 16, 2024. There was one new tort claims as of September 16, 2024. City staff continues to work closely with George Hills our third party claims administrator to bring these claim to settlement or closure.

Date of Claim	Type of Claim	Status
04/26/2024	Liability Claim	In Progress
09/30/2024	Liability Claim	Settlement Stage

In light of recent vandalism that took place in Rohner Park, risk staff are working with Park and Recreation Staff to accurately report the City's losses to our risk pool, California Intergovernmental Risk Authority (CIRA). Once we have a complete assessment and estimates for repair, risk staff will submit a property damage claim to CIRA.

On October 2nd and 3rd, CIRA scheduled Backsafe training that was hosted in Eureka at their Public Works Yard. Public Work employees attended this training to learn about field ergonomics for employees within Parks, Public Works, Utilities, and Water/Wastewater. The training was provided by Backsafe and was a hands-on and physical training customized specifically for our employees.

Human Resources

On October 9, 2024, Human Resource (HR) staff attended a Leibert Cassidy Whitmore (LCW) Humboldt County Employment Relations Consortium training on Legal Issues Regarding Hiring and Promotion. The workshop was designed to be a guideline for supervisors, managers, and HR professionals involved in the process of selection candidates for employment and promotion. The presentation covered different stages of employment from applications to promotions, and common legal issues that can arise at each step.

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

Current Recruitments:

City Manager:

City Manager: Recruitment closed August 30, 2024, candidate selected

Finance:

Accounting Technician: Candidate started September 30, 2024

Parks and Recreation:

Park Maintenance Worker I: Candidate currently in background

Recreation Leader (Skate): Recruitment open until filled, first round of interviews held

Police Department:

Community Services Officer – Field CSO: Candidate currently in background

Police Officer: Recruitment re-opened until filled

Police Officer Trainee: Recruitment re-opened until filled

Police Dispatcher: Recruitment closed, candidate starting October 14, 2024

Public Works:

Lead Vehicle & Equipment Mechanic: Candidate started August 9, 2024

Utilities Superintendent: Candidate started September 9, 2024
Engineering Technician: 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, 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 is in the beginning stages of implementing a change to our Microsoft platform to Microsoft 365. This update is required because the current platform will cease to have technical support in the next year.

Revize released the updated website and staff is working on content editing training for the newly migrated site. We are looking forward to publishing and promoting new landing pages for the Police Department, River Lodge and Parks and Recreation. The site will have an entirely new look and should function with streamlined effort for the public to access information and resources. 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 and Optimum to produce cost savings at City Hall and satellite locations such as the park office and corporation yard.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.