

STAFF REPORT
City Council Consent Item

DATE: December 16, 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 November 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 8.8 hours for the month of November 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 November, the Clerk’s Office prepared and published two agendas for Regular City Council meetings, one agenda for Special Meetings, one agenda for the Historical Commission, and one agenda for the Parks & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
November 4, 2024 Regular Meeting	0
November 18, 2024 Regular Meeting	14
November 18, 2024 Special Meeting	3
Totals	17

City Clerk’s Office Key Duties	November
Public Records Act Requests	5
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	1
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.)	7

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims as of November 18, 2024 and there were two new tort claims. 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
11/15/2024	Property Claim	In Progress
11/27/2024	Property Claim	In Progress

Following the vandalism at the Pavilion in Rohner Park and the damage in City Hall, both claims have been completed and submitted to George Hills, the City’s third party administrator for liability claims, and CIRA the City’s risk pool, for review.

Human Resources

As part of the ongoing employee training opportunities, our Deputy City Clerk, Ashley Chambers, attended the 2024 California Public Employers Labor Relations Association (CALPELRA) conference in Monterey. While there, Ashley listened to the keynote speech by Olympic Gold Medalist Dominique Dawes, who emphasized the importance of the journey, not just the outcome. Ashley also participated in the general session on Legal Strategies for 2024, where five lawyers discussed specific cases related to labor relations. Additionally, she attended several other sessions, including *Building and Strengthening Teams During Challenging Times*, *Confidentiality and Workplace Investigations*, *Hiring, Recruiting, and Background-Check Best Practices*, and more. The skills and knowledge gained from these sessions will support daily tasks and help address future challenges.

Before the conference began, the LCW Consortium meeting was held, where training opportunities for Humboldt County in the upcoming year were selected. The conference concluded with a delightful dinner at the Monterey Bay Aquarium, which was both enjoyable and fun. Staff is grateful for this opportunity and looks forward to future training events.

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

Current Recruitments:

Finance:

Account Clerk II: Recruitment open until filled

Accounting Technician: Recruitment open until filled

Parks and Recreation:

Park Maintenance Worker I: Recruitment re-opened until December 13th
Park Maintenance Worker II: Internal applicant started November 21st
Recreation Leader (Skate): Recruitment closed, one candidate started November 4th and a second started on November 26th
Recreation Coordinator: Candidate started November 6th
Conference Center Worker: First round of interviews scheduled
Bus Driver II: Recruitment closed, candidate currently in background
Bus Driver I: Recruitment closed, candidate currently in background

Police Department:

Police Officer: Recruitment re-opened until filled. One candidate currently in background and interviews continue to be scheduled as qualified applicants apply

Public Works:

Engineering Technician: Recruitment closed, candidate started November 3, 2024
Utility Worker II-III: Recruitment closed, candidate selected and currently in background
Lead Utility Worker: Recruitment open until December 13th
Street Maintenance Worker II: Recruitment open until December 27th

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 (www.friendlyfortuna.com)

City staff has scheduled two (2) upcoming training sessions with Website staff to learn how to navigate and edit the new City website. In anticipate of the launch of the new website in January/February.

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

City staff is currently working with Nylex to integrate to Microsoft 365. Nylex will be sending a quote and together, City staff is working on an implementation plan. Transitioning to Microsoft 365 is required due to obsolete Microsoft office suite that the City currently uses.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.