

**STAFF REPORT**  
***City Council Consent Item***

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**DATE:** February 18, 2025

**TO:** Honorable Mayor and Council Members

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

**THROUGH:** Amy Nilsen, City Manager

**SUBJECT:** **Administrative Department Monthly Report for December, 2024 and January 2025**

**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 18.4 hours for the month of December with the Mitchell Law Firm, LLC. The City Attorney billing was 13.5 hours for the month of January with the Mitchell Law Firm, LLC. Project support for these months included public records request review, ordinance review, contract review, and various email and telephone calls.

**CITY CLERK DIVISION**

For the month of December, the Clerk’s Office prepared and published two agendas for Regular City Council meetings, one agenda for the Planning Commission, and one agenda for the Parks & Recreation Commission. For the month of January, the Clerk’s Office prepared and published one agenda for Regular City Council meetings, one agenda for the Planning Commission.

**City Council Meetings**

<b>Council Meeting Date</b>	<b>Agenda Items</b>
December 2, 2024 Regular Meeting	6
December 16, 2024 Regular Meeting	26
January 6, 2025 Regular Meeting	7
<b>Totals</b>	<b>39</b>

<b>City Clerk’s Office Key Duties</b>	<b>December/January</b>
Public Records Act Requests	9
General Information Requests	25 – 30 per day, average

Ordinances	3
Resolutions	2
Minutes Prepared	8
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	20
Legal/Proof of Publications	3
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

On January 13, 2025, Clerk staff met Access Humboldt’s Production Manager Juan Carrillo, Director of Information Technology Clay McGlaughlin and their new Executive Director, Christina Jeffers. The purpose of the meeting was to provide a tour of the Council facilities and production equipment to Ms. Jeffers and make introductions. Staff will work with Juan Carrillo to schedule a time to review with Council microphone etiquette and best practices for streaming and recording Council meeting for public consumption via Access Humboldt, You Tube and other streaming methods.

Access Humboldt is also working with Clerk staff to obtain a quote to replace the cordless microphone in Council Chambers. The new microphone will have an electronic cradle to charge it, opposed to the battery operated style, as the current microphone has proven problematic in holding a charge.

**RISK MANAGEMENT / HUMAN RESOURCES DIVISION**

**Risk Management**

There were three new Worker’s Compensation claims as of December 1, 2024 and no new tort claims. City staff continues to work closely with LWP for Worker’s Compensation claims and George Hills our third party claims administrators to bring these claim to settlement or closure. Currently the City has no open tort claims as they have all been successfully rejected or settled and closed.

Date of Claim	Type of Claim	Status
04/26/2024	Liability Claim	Closed
09/30/2024	Liability Claim	Closed
11/15/2024	Property Claim	Closed
11/27/2024	Property Claim	Closed

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**

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

**Current Recruitments:**

**Finance:**

Account Clerk II: Recruitment closed, candidate currently in background,  
Accounting Technician: Recruitment closed, candidate started January 6<sup>th</sup>

**Community Development:**

Senior Administrative Assistant: Recruitment open until February 21<sup>st</sup>

**Parks and Recreation:**

Park Maintenance Worker I: Candidates currently in background

Conference Center Worker: One candidate started December 6<sup>th</sup> and one candidate started January 27<sup>th</sup>

Bus Driver II: Candidate started December 5<sup>th</sup>

Bus Driver I: Recruitment closed, candidate started February 6<sup>th</sup>

Transit Dispatcher/Office Assistant: One candidate started January 27<sup>th</sup> and one candidate started February 6<sup>th</sup>

Recreation Leader (Hot Shots): One candidate started January 27<sup>th</sup>, one candidate started January 31<sup>st</sup> and one candidate started February 6<sup>th</sup>

Recreation Program Supervisor: Recruitment open until February 21<sup>st</sup>

**Police Department:**

Police Officer: Recruitment re-opened until filled. One candidate started December 16<sup>th</sup> and interviews continue to be scheduled as qualified applicants apply

Police Officer Trainee: One candidate started January 21<sup>st</sup> and one candidate started February 3<sup>rd</sup>

**Public Works:**

Utility Worker II-III: Candidate started December 2<sup>nd</sup>

Utility Worker III (in-house only): Recruitment closed January 14<sup>th</sup>, internal candidate selected

Lead Utility Worker: Recruitment re-posted, open until February 28<sup>th</sup>

Street Maintenance Worker II: Recruitment closed December 27<sup>th</sup>, candidates currently in background

Street Maintenance Worker III (in-house only): Recruitment closes January 17<sup>th</sup>, internal candidate selected

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 ([www.friendlyfortuna.com](http://www.friendlyfortuna.com))**

City staff completed training sessions with Revize trainers to learn how to navigate and edit the new City website. Staff continues to make update to the website and are still aiming to launch the new site in the first quarter of the year.

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 will begin 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.

In addition, staff is working with Nylex to relocate some of the existing City servers from a small room upstairs in City Hall to a new server location downstairs. This will provide streamlined access for Nylex and It support staff to troubleshoot servers, internet, phone and any other connectivity issues that may arise. It will eliminate the need for air conditioned ventilation in the upstairs server room and will also provide a large more organized storage space for the various hardware the network system requires. Also, by streamlining the equipment, the upstairs server room will be able to house the utility bill folding machine, which will create improved usable space in City Hall.

**RECOMMENDED COUNCIL ACTION:**

Receive Administrative Monthly Report. Consent Agenda vote.