

STAFF REPORT
City Council Consent Item

DATE: September 15, 2025
TO: Honorable Mayor and Council Members
FROM: Siana L. Emmons, City Clerk
THROUGH: Amy Nilsen, City Manager
SUBJECT: **Administrative Department Monthly Report for August 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 17.89 hours for the month of August with the Mitchell Law Firm, LLC. Project support for these months included public records request review, ordinance review, contract review, personnel inquiries and various email and telephone calls.

CITY CLERK DIVISION

For the month of August, the Clerk’s Office prepared and published one Notice of Cancellation for a Regular City Council meeting, one agenda for a Regular City Council Meeting, one agenda and subsequent Notice of Cancellation for the RCRPD Commission meeting.

City Council Meetings

Council Meeting Date	Agenda Items
August 4, 2025 Regular Meeting (Cancelled)	N/A
August 18, 2025 Regular Meeting	11
September 2, 2025 Special Meeting	6
Totals	17

City Clerk's Office Key Duties	May
Public Records Act Requests	4
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	0
Minutes Prepared	3
Notary Services Provided	1
Claims for Damages Filed	0
FPPC Filings:	0
Legal/Proof of Publications	1
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

On September 4, 2025, staff met with representatives from NeoGov to participate in the kick-off meeting of “Perform”. It is a module for NeoGov that provides a database and tracking system for employee performance and evaluations. Staff will continue to meet weekly with NeoGov representatives to learn how Perform can be used and effectively implemented. Staff anticipate rolling out Perform for use in January 2026.

Risk Management

Risk staff held a Safety Committee meeting on September 10, 2025. Topics included discussion regarding budget annual check lists for regulatory compliance, standard operating procedures during unexpected visits from the California Occupational Health and Safety Authority (CalOSHA), utilizing OpenGov for citizen complaint forms and tracking and follow-up on two outstanding safety concerns. Staff have submitted a grant application for improved lighting and security cameras at City Hall and are awaiting approval. The emergency sheets for City vehicles have been updated.

Risk staff also attended a training for OpenGov on September 10, 2025, with the intent of using the application to process Special Event Permit Applications. Risk staff will continue to work collaboratively with other departments to learn processes to streamline the Special Event Application process. We look forward to implementing this change and hope to streamline the process for user groups.

Human Resources

Human Resources staff continue to meet high demands for recruitment and hiring. Staff attended two (2) Liebert Cassidy Whitmore (LCW) courses August 13th and 14th. One was “Difficult Conversations”, which included tools to equip managers and employees with skills and strategies to navigate challenging conversations with confidence and professionalism. The second training, “Finding the Facts”, which included case studies to identify and learn to avoid potential pitfalls during investigations. The training provided tools like how to create an “investigation binder” to help document the investigation process and build an effective investigation plan.

Current Recruitments:

Community Development:

Building Inspector I/II: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply.

Senior Planner: Recruitment closed. Candidate pending start date.

Parks and Recreation:

Park Maintenance Worker I: Two candidates selected and currently in the pre-employment stage.

Conference Center Worker: Recruitment closed and interviews complete, candidate declined. Position to be re-opened.

Administrative Assistant II: Recruitment closed, candidate selected and currently onboarding.

Bus Driver I: Two candidates selected and currently in the pre-employment stage.

Police Department:

Police Officer: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply.

Police Officer Trainee: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply. Second interviews scheduled for September 18th.

Community Services Officer: Recruitment open until September 21st.

Kennel Attendant: Recruitment closed August 17th, interviews complete, candidate selected and currently in background.

Public Works:

Street Maintenance Worker II: Recruitment closed, candidate selected and currently in background.

Utility Worker II/III: Recruitment closed 8/30, candidates have been ranked and interviews are scheduled for September 17th.

Lead Vehicle and Equipment Mechanic: Recruitment open until September 21.

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 semmons@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)

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

IT support staff continue to work collaboratively with Nylex to meet the City's ongoing technical needs.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.