

# STAFF REPORT

## *City Council Consent Item*

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**DATE:** August 17, 2023

**TO:** Honorable Mayor and Council Members

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

**THROUGH:** Merritt Perry, City Manager

**SUBJECT:** **Administrative Department Monthly Report**

### **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 5.30 hours for the month of July 2023 for the Mitchell Law Firm, LLC. Project support for this month included agenda and staff report review, bid proposal review, contract review, and various email and telephone calls.

### **CITY CLERK DIVISION**

For the month of August, the Clerk's Office prepared and published two agendas for Regular City Council meetings, one agenda for the Rohner Community Recreation Park District, and one agenda for the Parks & Recreation Commission. I'm happy to announce that extensive education programs, on July 10, 2023, I received the Certified Municipal Clerk (CMC) Designation! The certification is designed to enhance the job performance of the Clerk in both large and smaller municipalities. The CMC designation requires pertinent experience in a municipality or special district and the program provides quality education in partnership with institutions of higher learning, as well as State, Provincial and National Associations.

#### **City Council Meetings**

| <b>Council Meeting Date</b>    | <b>Agenda Items</b> |
|--------------------------------|---------------------|
| August 7, 2023 Regular Meeting | 23                  |
| <b>Totals</b>                  | <b>23</b>           |

| <b>City Clerk's Office Key Duties</b>                    | <b>July</b>              |
|----------------------------------------------------------|--------------------------|
| Public Records Act Requests                              | 8                        |
| General Information Requests                             | 25 – 30 per day, average |
| Ordinances                                               | 0                        |
| Resolutions                                              | 5                        |
| Minutes Prepared                                         | 2                        |
| Notary Services Provided                                 | 0                        |
| Claims for Damages Filed                                 | 1                        |
| FPPC Filings:                                            | 0                        |
| Legal/Proof of Publications                              | 0                        |
| Notices Posted (Public Hearing, Agenda, Ordinance, etc.) | 7                        |

## **RISK MANAGEMENT / HUMAN RESOURCES DIVISION**

### **Risk Management**

There was one new Worker's Compensation claim filed in July and one in August. Both were minor claims and are expected to close if the claimants don't seek any further medical treatment in connection to their injuries. In June 2023, the City received a tort claim associated with a water main. The claim was not reported at that time, as it was uncertain who was responsible. After assessment by our Public Works Department and our risk pool, CIRA, it was determined the City is responsible and the City is working closely with George Hills and CIRA to settle the claim. Other than the claim referenced in the consent agenda for this meeting, there were no additional tort/liability filed with the City as of August 1, 2023. We will continue to work diligently to move claims toward closure of all claims.

| Date of Claim | Type of Claim   | Status      |
|---------------|-----------------|-------------|
| 03/10/2022    | Civil Claim     | In progress |
| 09/29/2022    | Civil Claim     | In progress |
| 06/14/2023    | Liability Claim |             |

School is starting back up and it is good time to remind City employees and all drivers, to slow down, and be aware of children, families and increased pedestrian traffic in general, on the roadways!

### **Human Resources**

The City has gone live with the "Insight" recruitment software and continues to work on streamlining the applicant and internal process for those seeking employment with the City. HR and Finance staff are participating in ongoing NEOGOV "Onboard" trainings and hope to launch the new platform before the end of the year. "Onboard" will create a more efficient work flow for new employees to submit required employment forms and will provide a time saving benefit for the Payroll and Benefits Administrator.

The City continues to search for and 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.

## **Current Recruitments:**

### **Community Development:**

Community Development Director: Closed July 14, 2023. There were no qualified applicants.

### **City Manager/City Clerk Department:**

Senior Administrative Assistant/Deputy City Clerk: One candidate hired (introduced tonight).

### **Parks & Recreation:**

Bus Driver I: Closed on July 7, 2023. Interviews are scheduled for August 23, 2023.

Park Maintenance Worker I: Closed July 7, 2023. Two candidates selected, and currently in background.

### **Police Department:**

Police Dispatcher Full-time: Candidate in background.

Police Officer (Lateral): One candidate hired (introduced tonight), one candidate currently in background.

Community Services Officer: One candidate hired (introduced tonight).

### **Public Works:**

Utility Worker II: Closed on August 18, 2023. Interviews are being scheduled.

Utility Worker III (In house only): Closed July 7, 2023. Utility Worker II, Timothy Crenshaw, promoted.

## **INFORMATION TECHNOLOGY DIVISION**

### **City Website Statistics ([www.friendlyfortuna.com](http://www.friendlyfortuna.com))**

We encourage all citizens who are interested in receiving updates from the City to go on to the Fortuna's website and sign up for e-notifications!

Anyone who 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**

Nylex continues to finalize the upgrades to new fiber and phone lines at City Hall and other City locations. This will reduce the complicated load on the City's network and be more secure performing as a separate network as well as provide for a substantial cost savings.

Recently the secured server room in City Hall experienced a failing air conditioning unit, which resulted in temperatures in the room exceeding safe levels for the servers. Staff reacted quickly by have a new unit delivered and installed within three days. While the unit was down, City Hall staff was gracious in accommodating loud fans that kept the air moving through the storage room to keep the servers from overheating!

### **RECOMMENDED COUNCIL ACTION:**

Receive Administration Division Monthly Report. Consent Agenda vote.