

STAFF REPORT

City Council Consent Item

DATE: April 21, 2025

TO: Honorable Mayor and Council Members

FROM: Siana L. Emmons, City Clerk

THROUGH: Amy Nilsen, City Manager

SUBJECT: **Administrative Department Monthly Report for March 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 9.9 hours for the month of February 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 February, the Clerk's Office prepared and published two agendas for Regular City Council meetings, one agenda for Special City Council Meetings, two agendas for the Planning Commission, one agenda for the FBID Board, and one agenda for the RCRPD Commission.

City Council Meetings

Council Meeting Date	Agenda Items
March 3, 2025 Special Meeting	1
March 3, 2025 Regular Meeting	8
March 10, 2025 Special Meeting (Closed Session)	2
March 10, 2025 Special Meeting	1
March 17, 2025 Regular Meeting	17
March 17, 2025 Special Meeting	1
March 19, 2025 Special Meeting	4
Totals	34

City Clerk's Office Key Duties	March
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	0
Minutes Prepared	10
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	9
Legal/Proof of Publications	3
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	8

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker's Compensation claims as of March 17, 2025 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.

On February 20th, risk staff attended the City's risk pool, California Intergovernmental Risk Authority's (CIRA) Executive Committee, in Sacramento. The Executive Committee is elected from among the Board, and meets quarterly to develop strategic goals and recommendations for the Board's consideration. Topics included state of the insurance market overview and update, actuarial reports for the 2025-26 Program Year, general liability and Worker's Compensation insurance, preliminary funding for the 2025-26 Program Year, audited financial statements for year ended June 30, 2024, approval of prospective new member City of Chino and a discussion regarding captive insurance options and loss portfolio transfer.

The next CIRA annual Board will take place May 14th and 15th and risk staff will be in attendance in Sacramento.

On April 2nd, Risk Staff and Public Works met with Thor Benzinger and Brian Edinger of CIRA to discuss an overall risk assessment for the City of Fortuna. We reviewed various programs that CIRA offers members for assistance risk trainings for employees, grant programs for risk safety and employment practices, safety and risk control program development and more. Upon completion, CIRA will provide a report that will summarize the areas where the City can develop more robust risk and safety management options for the agency, its employees and Fortuna's citizens.

Human Resources

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

Current Recruitments:

Community Development:

Senior Administrative Assistant: Candidate started April 7th

Building Inspector/Plan Checker: Recruitment closed March 28th, applications currently under review

Parks and Recreation:

Park Maintenance Worker I: One candidate currently in background

Park Maintenance Worker II: Recruitment closed March 28th, interviews being scheduled

Recreation Leader: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply

Recreation Program Supervisor: Candidate currently in background

Recreation Program Coordinator: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply

Police Department:

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

Police Officer Trainee: Recruitment open until May 16th

Kennel Attendant: Recruitment closed March 14th

Public Works:

Lead Utility Worker: Recruitment re-opened until April 18th

Street Maintenance Worker II: One candidate started March 25th

Public Works Director: Recruitment open until May 9th

Utility Worker II/III: Recruitment open until April 11th

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)

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

Nylex has transitioned all City staff to Microsoft 365, however, they continue to provide support while migrating all Outlook storage to a cloud-based server. This has been a really big project for Nylex, and all of the support to make the transition as seamless as possible for City staff is appreciated.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.