

STAFF REPORT

City Council Consent Item

DATE: May 19, 2025

TO: Honorable Mayor and Council Members

FROM: Siana L. Emmons, City Clerk

THROUGH: Amy Nilsen, City Manager

SUBJECT: **Administrative Department Monthly Report for April 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 14.7 hours for the month of April 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
April 7, 2025 Special Meeting	17
April 7, 2025 Regular Meeting	3
April 21, 2025 Special Meeting	14
April 21, 2025 Regular Meeting	1
Totals	35

City Clerk's Office Key Duties	April
Public Records Act Requests	3
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	7
Minutes Prepared	7
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	2
Legal/Proof of Publications	6
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	8

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There was one new Worker's Compensation claim as of April 21, 2025 and one 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.

Risk staff recently changed providers for the third party administration of the City's Random Department of Transportation pull list. Previously the City worked with Comprehensive Drug Testing, but after receiving information from the City's risk pool, it was discovered there would be cost savings to the City by migrating services to a company called Plexus Global. Transition is complete, and Plexus provided services for the City's second quarter testing.

On April 30, 2025, risk staff submitted a Safety and Loss grant application to the City's risk pool, California Intergovernmental Risk Authority (CIRA). The grant was approved and will cover the City's cost for risk staff to attend the annual Public Agency Risk Management (PARMA) conference.

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 on hold

Parks and Recreation:

Park Maintenance Worker I: Candidate started April 28th

Park Maintenance Worker II: Candidate withdrew offer, currently on hold

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

Recreation Program Supervisor: Candidate started April 29th

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: Candidate currently in background

Public Works:

Lead Utility Worker: Candidate currently in background

Street Maintenance Worker II: Recruitment open until May 18th

Public Works Director: Recruitment open until filled, interviews continue to be scheduled as qualified applicants apply

Utility Worker II/III: Interviews held on May 6th

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)**

IT support staff are happy to announce the launch of the City's updated website! From new landing pages for Parks, Police and the River Lodge, to new color schemes and a streamlined navigation, we're excited to start using this re-vamped tool. Staff continue to work out problem areas and appreciate input from the public and any other web users regarding broken links or any other issues. If you have feedback or input on any aspect of the web, please email the City Clerk directly at semmons@ci.fortuna.ca.us

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, and Outlook successfully moved to a cloud-based server. There continue to be adjustments and a learning curve for staff as Microsoft 365 is a slightly different platform than the version the City previously used. 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.