

STAFF REPORT

City Council Consent Item

DATE: January 16, 2023

TO: Honorable Mayor and Council Members

FROM: Siana L. Emmons, City Clerk

THROUGH: Merritt Perry, City Manager

SUBJECT: **Administrative Department Monthly Report for December 2023**

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 29.40 hours for the month of December for the Mitchell Law Firm, LLC. Project support for this month included agenda 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 and one agenda for the Rohner Community Recreation Park District.

City Council Meetings

Council Meeting Date	Agenda Items
December 04, 2023 Regular Meeting	7
December 18, 2023 Regular Meeting	17
Totals	24

City Clerk's Office Key Duties	August
Public Records Act Requests	6
General Information Requests	25 – 30 per day, average
Ordinances	2
Resolutions	0
Minutes Prepared	3
Notary Services Provided	0
Claims for Damages Filed	0

FPPC Filings:	0
Legal/Proof of Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	5

It is 2024 and an Election Year!! Updates have been and will continue to be added to the City’s Election web page as we progress, first through Primary Elections which will be held on March 5, 2024, and then on to the General Election slated for November 5, 2024.

The Humboldt County Board of Supervisors candidates will be included in the Primary and General Election and Fortuna City Council seats (two seats) will be in November’s General Election. For more information on the Presidential Primary Election. visit the County’s website at <https://humboldt.gov.org/3402/Presidential-Primary-Election-March-5-20>.

If you need to register to vote, please visit: <https://registertovote.ca.gov/>

If you are interested in running for office or would like more information about the general election or candidate information, please 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.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims or new tort claim as of December 1, 2023. As always, the City is working diligently to move claims toward closure.

Date of Claim	Type of Claim	Status
09/29/2022	Civil Claim	In progress
06/14/2023	Liability Claim	In progress
09/13/2023	Liability Claim	In progress

December 13 and 14, 2023, risk staff attended the annual California Intergovernmental Risk Authority (CIRA) annual training and Board meeting which consisted of a Risk Academy and annual meeting. Topics of the Academy included a case study and training on cyber attached and what to do to protect our organization; training on dangerous conditions on public property, defenses and immunities; and handling employment law claims. The CIRA Board meeting was business as usual, including legacy business for both Redwood Empire Municipal Insurance Fund (REMIF) and the Public Agency Risk Sharing Authority of California (PARSAC). Other business included financial and investment updates, audits and financial statements, actuarial reports, updates on goal setting from the previous strategic planning meeting, revisions to the Memorandum of Coverage, Worker’s Compensation Program, agency updates and closed session items.

As a reminder, our previous risk pool REMIF, combined our Joint Powers Authority (JPA), with PARSAC to become CIRA. Until the legacy business of both REMIF and PARSAC are complete, there will be intermittent and annual PARSAC and REMIF Board meetings to oversee the close-out of both of those JPA’s. Our current risk pool, CIRA, consists of cities, towns, four fire districts and one dispatch JPA, all located throughout California, including small and large, rural and urban,

contract and full-service communities. All members participate in proactive safety and loss control programs with the common goals of reducing risk, minimizing losses, and controlling costs.

On November 28, 2023, risk staff started a training program offered by “The Institutes Knowledge Group” which is an organization that helps people build foundational, technical and leadership skills to stay ahead of evolving trends in risk management and insurance. Staff is participating in the course ARM 400: Risk in an Evolving World. Upon completion of the 9-week course, staff anticipates credits toward the Associate Risk Management (ARM) Certification.

Human Resources

2024 brought updated requirements for employer laws and practices. The most notable being changes to leaves and accommodations in the workplace.

Senate Bill (SB) 616: Expansion of Paid Sick Leave, amends California’s Healthy Workplaces, Healthy Families Act (HWHFA) and expands paid sick leave requirements for employers in California. The new amendment, which took effect on January 1, 2024, increases the minimum number of paid sick leave days from two to five days (40 hours). Employers must provide this leave to employees and allow employees to use an increased number of paid sick leave days per year.

In addition to changes regarding sick leave, **SB 848: New Leave for “Reproductive Loss”** provides that, effective January 1, 2024, employers with 5 or more employees are required to provide employees who have worked for at least 30 days with up to five days of reproductive loss leave. The Senate Bill provides specific definitions for “reproductive loss” and the bill makes leave under these provisions a separate and distinct right from any other right under the California Fair Employment and Housing Act and prohibits retaliation against an individual who uses this leave or shares information about the leave and requires employers to maintain employee confidentiality relating to reproductive loss leave.

SB 553: Mandatory Workplace Violence Prevention Plan (WVPP). & Training, under the jurisdiction of the California Division of Occupational Safety and Health (CalOSHA), requires employers to develop and implement a WVPP as part of our required Injury Illness and Prevention Program (IIPP). Employers will provide training, create workplace violence logs and keep various records for up to five years. The deadline for implementation is July 1, 2024.

SB 700: Protection for Cannabis Use, prohibits employers from asking applicants and employees about prior use of marijuana or implementing drug tests for marijuana in certain circumstances. The new law became effective January 1, 2024. AB 700 excludes certain employers including those required to conduct federal background investigations or clearances. The law is clear that it does not prohibit employers from disciplining employees for being under the influence of cannabis or possessing cannabis while at the workplace.

Current Recruitments:

Community Development:

Community Development Director: One candidate selected, currently going through the physical and background process with an anticipated start date of January 29, 2024.

Parks and Recreation:

Parks and Recreation Director: One candidate selected, currently going through the physical and background process with an anticipated start date of February 12, 2024.

Park Maintenance II: Candidates reviewed, interviews scheduled.

Recreation Leader: Recruitment closed 1/8/24, candidates selected, currently going through the background process.

Recreation Program Coordinator: One candidate selected, currently going through the background process.

Recreation Program Supervisor: One candidate selected, currently going through the physical and background process.

Police Department:

Dispatcher: Open until filled, first round of interviews completed, awaiting test results.

Public Works:

Chief Treatment Plant Operator: Recruitment closed December 1, 2023, reviewing applications.

Treatment Plant Operator (TPO) Operator in Training (OIT)/ I & II: Recruitment closes January 19, 2024.

Assistant City Engineer II: Open until filled, reviewing applications as they are submitted.

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 Statistics (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!

City staff continues to work in conjunction with Revize, the City’s website platform, to design and develop new landing pages for the Police Department, Parks and Recreation and River Lodge. Basic formatting for the new pages have been selected and staff will be working with the respective departments and Revize representatives to design and build out the new pages.

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 has been coordinating with IT and Public Works staff to ensure a smooth installation of services and a transfer of hardware to the new Police Facility. Public Works staff has been diligently overseeing installation and connection of fiber network to the new facility as well as coordinating with Police Staff to plan and implement transferring all emergency dispatch and safety software and hardware to the new Police station.

The City was informed recently that our current phone system, “Mitel” will reach “end of life” in December of 2024, which means there will be no licensing renewal or technical support. In light of this, the City is determining how this change will affect the City’s network and users and deciding the best course for transition to a new system.

RECOMMENDED COUNCIL ACTION:

Receive Administrative Monthly Report. Consent Agenda vote.