

STAFF REPORT

City Council Consent Item

DATE: January 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 11.80 hours for the month of December 2022 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 December, the Clerk's Office prepared and published two agendas for Regular City Council meetings, one agenda for the Rohner Community Recreation & Park District meeting, and published one agenda for the Historical Commission.

City Council Meetings

Council Meeting Date	Agenda Items
December 5, 2022 Regular Meeting	7
December 13, 2022 Special Meeting	2
December 19, 2022 Regular Meeting	18
Totals	27

City Clerk's Office Key Duties	December
Public Records Act Requests	3
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	2
Minutes Prepared	4

Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

1. Clerk staff is still participating in the City Clerk Association of California's (CCAC's) Educational Committee to aid in restructuring the CCAC's educational offerings. A Request for Proposal (RFP) to develop a new institute for Clerks working to achieve Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations is complete and sent to over fifty California Universities. The Request for Proposal deadline was December 30, 2022 and as of January 10, 2023, the Education Committee received six proposals in response to the Education Institute RFP. The following organizations submitted proposals: Davenport Institute
2. California State University of Fresno
3. Los Angeles Pacific University
4. California State University of San Marcos
5. Miller Management & Consulting Group
6. Maureen Kane & Associates, Inc.

The next Education Committee meeting is scheduled for January 19, 2023, when the committee will discuss the proposals.

On December 15, 2022, Clerk staff attended a training on the recodification of the California Public Records Act (CPRA). The recommended changes to the CPRA were prepared by the Law Revision Commission to reduce the length and complexity of current sections, avoid unnecessary cross references, organize existing provisions, eliminate duplicative provisions and clearly express legislative intent without changing any substantive provisions.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were two new Worker's Compensation claim and no new liability/tort claims filed as of November 1, 2022. The City is working closely with our risk pool, California Intergovernmental Risk Authority (CIRA) counsel with Leibert Cassidy Whitmore (LCW), and our Worker's Compensation Third Party Administrator LWP, to move claims toward closure.

Date of Claim	Type of Claim	Status
03/10/2022	Civil Claim	In progress
09/29/2022	Civil Claim	In progress

Risk staff will be focusing on re-establishing a Citywide Safety Committee to focus on updates to the Injury, Illness Prevention Program (IIPP), COVID-19 Prevention Program and a Work Place Violence Prevention Program. Due to the timing of the earthquakes and storms, the initial Safety Committee will take place January 18, 2023.

Human Resources

At the December 5, 2022, Council meeting, the purchase of NEOGOV, state of the art Human Resource (HR) software was approved. HR staff and Finance staff are ready to move forward and work collaboratively to train and implement the software. Staff is working closely with NEOGOV representatives to implement kickoff the week of January 23, 2023.

As of January 10, 2023, the Humboldt County Employment Relations Consortium (ERC) had not finalized the 2023 workshop schedule. However, registration information has been provided for the upcoming February 22nd and 23rd (in-person) workshops taking place in Arcata at the D Street Neighborhood Center. The workshops will be “Ethics in Public Service” on the 22nd and “Human Resources Academy I” on the 23rd. Ethics in Public Service should be attended by members of a Legislative Body, Elected Officials and any employees who have not previously attended an ethics training or are designated by their supervisor. The Human Resources Academy will provide an introduction and overview of basic human resource program areas for public agencies. Human Resource Staff with less than five (5) years HR experience should attend, although it is also a good refresher for those with additional experience.

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, send e-mail to the Deputy City Clerk at bgray@ci.fortuna.ca.us, or call 707-725-7600.

Current Recruitments:

Parks & Recreation:

Recreation Leader (Hot Shots Referee): Closed December 30, 2022. Interviews are set for January 13, 2023.

Police Department:

Police Dispatcher Full-time: Candidate is currently in background.

Kennel Attendant Part-time: Closes January 18, 2023.

Public Works:

Utility Worker II/III Full-time: Candidate starts on January 30, 2023.

Treatment Plant Operator I/II Full-time: Closes January 6, 2023.

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! 2022 Election information will be coming to the City’s website soon!

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 staff and AT&T to assess City sites where new fiber optic connections will be installed. On January 9, the City received great news that the fiber optic installation at the City Hall site was completed! Nylex will continue with the plan to migrate the City Hall, River Lodge, Waste Water Treatment Plant (WWTP), and Newburg Park locations to fiber while waiting for the Rohner Park location to complete. This upgrade will replace very antiquated Cisco routers still connected to outdated T1 circuits. Updating the infrastructure will allow for growth and greater capacity and will reduce issues created by phone and computer data overloading the broadband capacity. The City is fortunate to be able to capitalize on this upgrade and improve the City's information and technology succession and growth planning.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.