

STAFF REPORT
City Council Consent Item

DATE: February 21, 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 16.84 hours for the month of January 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 January, 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
January 3, 2023 Regular Meeting	6
January 17, 2023 Regular Meeting	15
Totals	21

City Clerk’s Office Key Duties	January
Public Records Act Requests	1
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	1
Minutes Prepared	3
Notary Services Provided	3

Claims for Damages Filed	2
FPPC Filings:	6
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

Clerk staff continues to participate 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 has been sent to over fifty California Universities. There were six responding agencies and the committee narrowed down the candidates to three. Final interviews took place last week and the final selection is slated to go before CCAC’s Board by the end of the month. This is an exciting transition for the entire clerk community and I look forward to seeing such a significant change take place regarding the CCAC educational offerings.

On February 8, Clerk staff met with TechHome Solutions to trouble shoot ongoing glitches with Council Chamber hardware. It is believed most issues were resolved and Clerk staff continue trying to provide the best user experience for access to public meetings by live and virtual attendees!

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims and no new liability/tort claims filed as of February 1, 2023. The City is working closely with our risk pool, California Intergovernmental Risk Authority (CIRA), legal counsel and our Worker’s Compensation Third Party Administrator LWP, 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

CIRA will conduct two no-cost training sessions in the Humboldt area on March 7 and 8. Each training session will include the following: Lockout/Tagout from 8 – 10 AM and Confined Space from 10 – 12 PM. Lockout/Tagout practices and procedures safeguard workers from hazardous energy releases and attendees will learn necessary procedures to disable machinery or equipment to prevent hazardous energy release. Confined Spaces training will provide information that may aid in recognizing and evaluating hazards and possible solutions related to confined spaces.

These courses are designed to introduce or refresh many of the required safety elements and promote industry best practices that can reduce liability and injury risk. The primary audience for these courses is public work staff or staff with duties requiring them to have this knowledge.

Human Resources

The initial meeting with NEOGOV took place on January 25 and HR staff have started the training modules 1 – 8. HR staff are scheduled to meet weekly with the Insight specialist until implementation. The training consists of interactive modules that simulate the software’s recruiting process and an hour review and training with the specialist, Jamie Malley.

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): Kylee Peterson started her new position on February 2nd.

Park Maintenance Worker I: Recruitment closed on February 3rd and interviews are set for February 17th.

Conference Center Coordinator: Recruitment closes on February 10th.

Police Department:

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

Police Officer (Lateral): Recruitment open until filled.

Kennel Attendant Part-time: Candidate currently in background.

Public Works:

Utility Worker II/III Full-time: Alexander Garza started his new position on January 30th.

Treatment Plant Operator I/II Full-time: Candidate currently in background.

Assistant City Engineer II: Recruitment closes on March 3, 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

The final installation of the fiber network is installed at all of the City sites, and Nylex will have started connecting their equipment to the in-place fiber to confirm connectivity. As you are aware, updating the infrastructure will allow for growth and greater capacity and will reduce issues created by phone and computer data overloading the broadband capacity.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.