

STAFF REPORT
City Council Consent Item

DATE: April 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 6.5 hours for the month of March 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 February, 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 Parks & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
March 6, 2023 Regular Meeting	10
March 20, 2023 Regular Meeting	12
Totals	22

City Clerk’s Office Key Duties	March
Public Records Act Requests	4
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	3
Minutes Prepared	4
Notary Services Provided	3

Claims for Damages Filed	2
FPPC Filings:	44
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

Participation of Clerk staff in the City Clerk Association of California’s (CCAC’s) Educational Committee to aid in restructuring the CCAC’s educational offerings is nearing an end. A Request for Proposal (RFP) to develop a new Clerk Educational Institute is done, and following ranking and due consideration by the Committee and Executive Committee, California State University San Marcos was selected and subsequently approved by the CCAC Board on March 21, 2023. The Educational Committee will work with UC San Marcos in developing curriculum in hopes of launching the new institute in 2024.

CCAC publishes a newsletter “Official Word” on a monthly basis. Clerk staff contributed to a “Spotlight” article for Region 1 by submitting an interview with Ukiah’s long time City Clerk, Kristine Lawler.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker’s Compensation claims and no new liability/tort claims filed as of April 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

Risk staff is in the process of updating all personnel rules, regulations and policies. In addition, staff will update the current Injury, Illness Prevention Program (IIPP). Risk staff is also in the process of launching new safety training software, Vector Solutions. The City’s risk pool, California Intergovernmental Risk Authority (CIRA) provided a new online liability waiver platform for Parks and Recreation, which allows participants in parks programs to easily access and sign liability waivers. Risk staff is also working with Parks and Recreation staff to streamline special events process and create a “Special Events” handbook for user groups to obtain easy access to the information they will need to host special events within the City.

Human Resources

Human Resource staff continue to meet weekly with trainers from NEOGOV, to learn the “Insight” platform. Staff’s goal is to work in the training module throughout the month of March and part of April with hopes of launching the new recruitment and hiring software in late April.

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:

Park Maintenance Worker I: Candidate is currently in background.

Conference Center Coordinator: Closes April 21, 2023.

Conference Center Worker: Closes April 21, 2023

Recreation Leader (Summer Camp): Closes April 21, 2023

Police Department:

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

Police Officer (Lateral): Candidate is currently in background.

Public Works:

Assistant City Engineer II: Candidate currently in background.

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!

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

On April 7, 2023, the large Ricoh Copier in the common area of City Hall was replaced a new Cannon Copier, which will save the City approximately \$40/month.

IT staff worked with Nylex and the Police Department to migrate the City's wireless provide from Verizon to FirstNET, and the transition is almost complete! The process was very involved and required a lot of coordination to have every device transferred and set up with the new provider. FirstNet is a public safety network contracted with the federal government with commitment to public safety to deliver deployable assets in support of emergencies. They are the only provider that has access to High Power User Equipment that can expand the range of coverage. By transitioning to FirstNet, the City will have priority and preemption instantly, which will allow for uninterrupted service at all times, specifically during emergencies.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.