

STAFF REPORT
City Council Consent Item

DATE: June 20, 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 8.10 hours for the month of May 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 May, the Clerk's Office prepared and published two agendas for Regular City Council meetings, two agendas for Special Budget Workshops, and one agenda for the Historical Commission.

City Council Meetings

Council Meeting Date	Agenda Items
May 1, 2023 Regular Meeting	9
May 8, 2023 Special Budget Workshop	3
May 15, 2023 Regular Meeting	12
May 15, 2023 Special Budget Workshop	2
Totals	26

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

Notary Services Provided	3
Claims for Damages Filed	0
FPPC Filings:	0
Legal Publications	4
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	5

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

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

The City’s risk pool, California Intergovernmental Risk Authority (CIRA) hosted the annual training and board meeting in Sacramento May 24 – 25th.

The training was focused the benefits of participating in the pool as well understanding the factors that are shaping the self-insurance/joint powers authorities’ industry and the public agency environments. There was interactive discussion to assess impacts on the needs of public agencies and help define opportunities for CIRA.

The session was used to create a draft mission statement and to discuss and determine direction around key questions or issues that would impact CIRA’s purpose and direction. A portion of the training included working on building a compelling vision of CIRA and setting strategic goals for how the JPA should evolve over the next five to ten years, including organizational goals, products and services goals, and communication, outreach influence goals.

The regular CIRA Board meeting covered review of actuarial reports including liability and worker’s compensation, the contract with our worker’s compensation third party administrator LWP, Worker’s Compensation excess renewal, George Hills contract, the FY 2023-24 CIRA Budget, Property Program deductible buydown, General Manager Performance Evaluation, CIRA’s Master Program Document, CIRA Elections, Audited Financial Statements through June 30, 2022, CIRA group purchased insurance coverage programs, discussion regarding potential new members, REMIF’s self-insured health plan and additional covered party endorsement for Forest Hills Fire Protection District.

The two-day event was packed full of information and brainstorming. It was nice to meet in person many of the representatives of our partner agencies.

Risk has almost completed an improved special events processes and “Special Events” handbook for user groups to obtain easy access to the information they will need to host special events within the City. We’re looking forward to providing this comprehensive tool to user groups for new and exciting events we are anticipating coming to Fortuna in 2024!

The event season is almost in full-swing and the City continues to work closely with user groups to ensure adequate coverage and safety measures in place for hosting large crowds.

Human Resources

Human Resource completed our weekly meeting with trainers from NEOGOV, and signed off on the “Insight” platform. HR staff is excited to implement this recruitment software and present a streamlined applicant and internal processes and it will be exciting to use the new platform for our next recruitment! We will move forward with training on the new Neogov onboarding platform “Onboard” toward the end of June. Implementing Onboard will create a more efficient work flow for new employees to submit required employment forms and will provide a time saving benefit for the Payroll and Benefits Administrator.

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:

Community Development:

Community Development Director: Closed May 30, 2023 and applications are being reviewed.

City Manager/City Clerk Department:

Senior Administrative Assistant/Deputy City Clerk: Closed June 2, 2023. *Pending*

Finance Department:

Account Clerk II: Chris Jennings started her new position on June 5, 2023.

Accounting Technician: Kelea Town starts her new position on June 20, 2023.

Parks & Recreation:

Bus Drive I: Closes on June 20, 2023.

Park Maintenance Worker I: A temporary employee from Express Personnel is currently working in the Parks Department.

Conference Center Coordinator: Michi Murphy started her new position on June 12, 2023.

Conference Center Worker: Recruitment closes on June 12, 2023.

Recreation Leader (Summer Camp): Six Recreation Leaders were hired for Summer Camp.

Recreation Program Coordinator: One Recreation Program Coordinator was hired for Summer Camp.

Police Department:

Police Dispatcher Full-time: Interviews scheduled for June 14, 2023.

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

Community Services Officer – Candidate currently in background.

Public Works:

Assistant City Engineer II: Ryan Fraga started his new position on June 5, 2023.

Street Maintenance Worker II: Interviews scheduled for June 20, 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!

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

As you may recall, staff continues to work with Nylex to upgrade the internet service at all City locations by migrating service to a new private fiber based network and public Wi-Fi services at River Lodge, Parks and City Hall. This will reduce the complicated load on the City's network and be more secure performing as a separate network. These changes will also provide the City with a cost savings of approximately \$1,040 per month.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.