

STAFF REPORT

City Council Consent Item

DATE: December 19, 2022

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

The City Attorney billing was 17.80 hours for the month of November 2022 for the Mitchell Law Firm, LLC. Project support for this month included agenda and staff report review, contract review, and various email and telephone calls.

CITY CLERK DIVISION

For the month of November, 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
November 7, 2022 Regular Meeting	8
November 21, 2022 Special Meeting	13
Totals	21

City Clerk's Office Key Duties	November
Public Records Act Requests	5
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	3
Minutes Prepared	3
Notary Services Provided	1
Claims for Damages Filed	0

FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

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. On November 29, 2022, CCAC made the decision to extend the proposal deadline to December 30, 2022. The evaluation of proposals is expected to begin in January 2023.

On December 8, 2022, Clerk staff met with the City Manager and the City’s Council Elect, Kris Mobley and Kyle Conley as part of the onboarding process for our newest Council Members.

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.

Human Resources

Human Resource staff worked with our partnering agencies in the Humboldt County Employment Relations Consortium and selected our annual training offerings through LCW. Our partnering agencies include Arcata Fire Protection District, our risk pool CIRA, City of Arcata, City of Trinidad, County of Humboldt, Redwood Coast Energy Authority, and the Wiyott Tribe. Our agencies collaborate each year to select four full day or eight half-day trainings on topics pertaining to employment relations. The complete list will be available to all employees at the beginning of 2023.

The City continues to search for and recruit qualified staff for open positions. 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 will work collaboratively to train and implement the software. We look forward to launching an improved recruitment, hiring and onboarding process as we enter 2023!

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:

Police Department:

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

Public Works:

Utility Worker II/III Full-time: Candidate is currently in background.

FBID:

Economic Development Specialist & Business Improvement District Administrator Part-time: Morgan Dodson accepted the offer of employment and started her new position December 5th.

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 the sites where new fiber optic connections will be installed. AT&T continues to work with staff in various locations to determine best locations and needs for installation of the new fiber optic lines. Fiber optic lines are being put in place because the City's data usage exceeds what is efficiently available on the current solely outdated lines. Updating the infrastructure will allow for growth and greater capacity and will reduce issues created by phone and computer data overloading the broadband capacity. This is an exciting opportunity for expansion of infrastructure to the City's benefit.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.