

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: January 18, 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 14.6 hours for the month of December 2021 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 December, the Clerk's Office prepared and published two agendas for Regular City Council meetings. The Clerk's Office also posted agenda's for the Rohner Community Recreation Parks District Board, the Parks & Recreation Commission, and Measure E.

City Council Meetings

Council Meeting Date	Agenda Items
December 6, 2021 Regular Meeting	12
December 20, 2021 Regular Meeting	13
Totals	25

City Clerk's Office Key Duties	December
Public Records Act Requests	3
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	3
Minutes Prepared	3
Notary Services Provided	2
Claims for Damages Filed	2

FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	3

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

The California Intergovernmental Risk Authority (CIRA) was planning to hold its first annual Board meeting in Sacramento on January 21, 2022, however, in light of the uptick in COVID cases and recommendation set forth by the California Department of Public Health, the meeting will now be held virtually

Per the California Department of Industrial Relations, the COVID-19 Prevention Emergency Temporary Standards are still in effect. The workplace standards were updated in December 2021 to include minor revisions related to returning to work after close contact. The revisions are effective starting on January 14, 2022. In addition to these requirements, employers must follow public health orders on COVID-19. The latest order from the California Department of Public Health on January 5, 2022 requires the use of face coverings by all employees when indoors.

The City continues to take all necessary measures to take the spread of COVID-19 seriously, and will continue to make the health and safety of all City employees, their family members and members of the community our priority.

There were no new Worker's Compensation claims and no new liability/tort claims filed as of November 1, 2021. There are currently two (2) ongoing liability claims.

Staff will continue to work with, George Hills and REMIF, to effectively address and close claims and incidents as they arise.

Date of Claim	Type of Claim	Status
03/03/2021	Civil Claim	In progress
05/20/2021	Civil Claim	In progress

Human Resources

Negotiations with bargaining units from the Fortuna Police Employee's Association and the Fortuna Employee's Association started this month and initial meeting and confer meetings took place on December 7th and 8th.

Current Recruitments:

Finance Department

Account Clerk II Full-time: Haleigh Richardson started January 5, 2022.

Parks & Recreation Department:

Conference Center Worker Part-time: Open until filled - Currently one candidate is in background.

Recreation Leader Part-time: Continuous recruitment

Recreation Coordinator Part-time: Closes Friday, January 21, 2022.

Police Department:

Police Officer Full-time: Open until filled

Community Services Officer – Field CSO Part-time: Open until filled

Public Works:

Senior Administrative Assistant Full-time: Morgan Harwood will be starting mid-January.

Street Maintenance Worker III Full-time (open to current City of Fortuna Employees only): Tim Munsell started his new position Sunday, January 2, 2022.

Street Maintenance Worker I Part-time: Applicant currently in background.

Vehicle & Equipment Mechanic Full-time: Applicant currently in background.

Treatment Plant Mechanic Full-time: Open until filled

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

Nylex spent a total of 31 hours for the month of December working on various issues throughout the City network. Nylex continues to maintain City networks, servers, hardware and software. The average time Nylex spends working for the City of Fortuna is 30 to 40 hours a month.

City of Fortuna Facebook Page Statistics

The City Facebook page now has 1,510 likes

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.