

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: February 22, 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 18.5 hours for the month of January 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 January, the Clerk's Office prepared and published two agendas for Regular City Council meetings and three agendas for Special Council meetings. The Clerk's Office also posted agenda's for the Rohner Community Recreation Parks District Board, the Historical Commission, and Measure E.

City Council Meetings

Council Meeting Date	Agenda Items
January 3, 2022 Regular Meeting	6
January 5, 2022 Special Meeting	1
January 11, 2022 Special Meeting	2
January 12, 2022 Special Meeting (continued from 01/11/2022)	2
January 18, 2022 Regular Meeting	17
Totals	28

City Clerk's Office Key Duties	January
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	1

Resolutions	1
Minutes Prepared	6
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	2
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	7

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

On January 21, 2022, risk staff attended the Californian Intergovernmental Risk Authority (CIRA) first annual Board of Director's meeting. The meeting was held virtually, however, with the expansion of the risk pool, it was great to see all of the cities represented in our new pool! Topics covered included CIRA as Successor Agency for CalPERS Retirement Program, Worker's Compensation Third Party Administrator, Claims Summary, CIRA's General Liability Memorandum of Coverage (MOC), Risk Control Report, and Formation of CIRA committees. City staff will participate on the Worker's Compensation Committee.

On February 3, 2022, staff attended the CIRA Public Works Safety Series Training via Zoom. Staff continues to work closely with CIRA and Vector Solutions to implement the City's new Risk Management training platform. On February 14, 2022, staff attended a meeting with CIRA Risk Manager, Erike Young, to set up the administration of the platform and we are implementing. The week of April 18, 2022, CIRA Risk Manager, Erike Young, will be in Fortuna and Ferndale providing risk assessments for the cities. Staff will provide updates as more information becomes available.

The California Department of Industrial Relations, and CalOSHA's Emergency Temporary Standards have been updated and were effective as of February 14, 2022. The new masking regulations require unvaccinated employees to wear masks indoors. The regulations also require any employee, regardless of vaccination status, to wear a mask when sharing a City vehicle. The state re-implemented Supplemental Paid Sick Leave (SPSL) for employees that lose work hours due to the effects of COVID-19. The SPSL was made retroactive to January 1, 2022, which makes implementation very challenging. Alice Rye, the City's Payroll Benefits Administrator has worked very hard in keeping track of leave banks and making SPSL available to employees when applicable. If not for Alice, we would still be trying to catch up!

City staff now provides COVID testing for all employees on site at City Hall at no cost to the employee. Chief Casey Day, Lt. Matt Eberhardt, Kendra Bailey, Buffy Gray and myself are all trained and certified to proctor the tests, and this service has allowed staff to assist employees in determining COVID status after any concern of exposure, or testing to return to work after a positive exposure.

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 two (2) new Worker's Compensation claims and no new liability/tort claims filed as of January 1, 2022. There are currently two (2) ongoing liability claims. Staff will continue to work with, George Hills and CIRA 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 continued into January and staff anticipates negotiations wrapping up this month. On January 24, 2022, the City Manager held a Strategic Planning Meeting where all Division Heads presented a brief Power Point Presentation on the top struggles and accomplishments for each department over the course of the last year. The meeting was insightful and productive and staff anticipates a special meeting in the future so Division Heads can present to Council.

The City continues to take turn around and recruitments in stride as we continue to face the challenge of attracting qualified candidates to fill open positions. Division Heads and all of their crewmembers are really meeting the challenge of providing training to new employees to allow them the hit the ground running in a safe and practical way.

Current Recruitments:

Parks & Recreation Department:

Conference Center Worker Part-time: Benjamin Cashman started in his new position in January 2022.

Recreation Coordinator Part-time: Sidney Melendy started in her new position in January 2022.

Bus Driver I Part-time: Closes Friday, March 4, 2022

Recreation Leader Part-time: Continuous recruitment

Police Department:

Police Officer Full-time: Open until filled. Currently there are two candidates in the background process.

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

Public Works:

Street Maintenance Worker I Part-time: Riley Collings started in January 2022.

Vehicle & Equipment Mechanic Full-time: Candidate starts in February 2022.

Street Maintenance Worker II Full-time: Closes February 16, 2022.

Utility Worker II/III Full-time: Closes February 25, 2022.

Public Works Director Full-time: Closes March 4, 2022.

Treatment Plant Operator OIT/I & II Full-time: Closes March 4, 2022.

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 26.5 hours for the month of January 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.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.