

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: March 21, 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 19.2 hours for the month of February 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 February, 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 and the Parks & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
February 7, 2022 Regular Meeting	8
February 22, 2022 Regular Meeting	16
Totals	24

City Clerk's Office Key Duties	February
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	4
Minutes Prepared	3
Notary Services Provided	1
Claims for Damages Filed	0

FPPC Filings:	1
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	4

On February 25, 2022, Clerk staff attended a 6-hour virtual training, referred to as an Athenian Dialogue (AD). The dialogues are intended to explore leadership principals and practice, drawing on insights contained in a book that all participants have read. The premise of the Athenian Dialogue Society is the idea that clerks are leaders in very profound yet subtle ways, per the Athenian Leadership Society quoted on the International Institute of Municipal Clerk's webpage. The book for this dialogue was Capital Gaines: Smart Things I Learned Doing Stupid Stuff, but Chip Gaines. The book was a quick read or listen, but very motivating and overall, inspiring! Attending this serves two purposes, the first is after attending 10 Athenian Dialogues; a Clerk is eligible to join the Athenian Leadership Society fellowship. It is the highest recognition in the Athenian Leadership Society. The second purpose is that by attending this AD, Clerk's receive points to put toward the education component of becoming certified as a Municipal Clerk!

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

On February 24, 2022, staff attended the Redwood Empire Municipal Insurance Fund's (REMIF) Board meeting. The meeting was held virtually and was well attended. Topics covered included Finance audit for program year ending 06/30/2021, Finance actuarial reports for general liability for REMIF legacy claims, and worker's compensation for REMIF legacy claims, Finance Other Post-Employment Benefits (OPEB) for REMIF retirees, health plan, appointments to the Executive Committee and Health Care Committee, the REMIF building and general Governance. There were also two closed session items regarding claims.

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.

On March 1, 2022, The Governor issued an Executive Order that suspended the Cal/OSHS COVID Emergency Temporary Standards (ETS) requirement for face coverings in the workplace. The Executive Order aligns the ETS with Center for Disease Control (CDC) and California Department of Public Health (CDPH) guidance that no longer requires face coverings for unvaccinated individuals.

City staff continues to provide 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 (0) new Worker's Compensation claims and no new liability/tort claims filed as of February 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 are complete and staff anticipates applying the Cost of Living Adjustment to salaries beginning April 1, 2022. All Memoranda of Understanding (MOU) are updated and have been fully executed by City representation and the bargaining units.

The City continues to face the challenge of attracting qualified candidates to fill open positions. Division Heads and their crews continue to do a great job of providing training to new employees to allow them to hit the ground running in a safe and practical way.

Current Recruitments:

Parks & Recreation Department:

Park Maintenance Worker I Part-time: Closed March 4th and applications are currently in the screening process.

Conference Center Worker Part-time: Closed March 11th and applications are currently in the screening process.

Bus Driver I Part-time: Closes Friday, March 25, 2022

Recreation Leader Part-time: Continuous recruitment

Police Department:

Police Officer Full-time: Open until filled. Jon Gier started February 28th.

Community Services Officer – Field CSO Part-time: Open until filled. A candidate is currently in background for this position.

Police Officer Trainee Full-time: Closes on March 25th.

Public Works:

Vehicle & Equipment Mechanic Full-time: Chad Watson started February 28th.

Street Maintenance Worker II Full-time: Riley Collings started March 13th.

Utility Worker II/III Full-time: Closes March 18, 2022.

Public Works Director Full-time: Closed March 4th and applications are currently in the screening process.

Treatment Plant Operator OIT/I & II Full-time: Interviews scheduled for March 16th.

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 19.5 hours for the month of February 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.