

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: April 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 22.4 hours for the month of March 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 March, the Clerk's Office prepared and published two agendas for Regular City Council meetings and two agendas for Special City Council meetings. The Clerk's Office also posted agenda's for the Rohner Community Recreation Parks District Board, Measure E Committee, and the Historical Commission.

City Council Meetings

Council Meeting Date	Agenda Items
March 7, 2022 Regular Meeting	7
March 17, 2022 Special Meeting	1
March 21, 2022 Regular Meeting	11
March 21, 2022 Special Meeting	1
Totals	20

City Clerk's Office Key Duties	March
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	4

Minutes Prepared	6
Notary Services Provided	2
Claims for Damages Filed	1
FPPC Filings:	48
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

The week of April 4 through April 8, Clerk staff attended the four-day City Clerk's Association of California Annual Conference in Burlingame, California. The training included 6-hour 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 book for this dialogue was Grapes of Wrath by John Steinbeck, one of the greatest American literary works in history. This is the eighth AD completed to date and after ten, a Clerk is eligible to join the Athenian Leadership Society fellowship. It is the highest recognition in the Athenian Leadership Society. The conference presented fantastic networking opportunities and included training on advanced records management, seminars on leading change, tips and tricks for great hybrid/in-person/remote meetings, 2022 Election primer, wearing multiple hats for one city, information about successful work models during a pandemic, and a workshop on The Enneagram 3 M Triad: Mindfulness, Meaningful Connections, and Movement. This was the first time clerk staff attended this conference and it was a privilege to participate and to gain so much helpful insight to the Clerk's profession.

The City Clerk's office is gearing up in anticipation of this year's upcoming election. Over the course of the next month, staff will work on updating election information on the City's website as well as providing information for potential candidates. The Clerk's Office is excited to announce that nomination papers will be made available electronically for the first time for the City. This a way to make more relevant candidate and election information available to those that are interested, but will also help streamline the nomination process for potential candidates and staff.

The City received an update from TecHome Innovations regarding the hardware for Council Chamber upgrades. A majority of the monitors arrived and the electrician is planning to be on site early next month. Once the upgrades are complete, and the Chambers have the technical ability to host fully interactive hybrid meetings, Council can reconsider the circumstances of the previously declared state of emergency arising from the COVID-19 pandemic and to determine whether Committees, Commissions and Boards may continue to adopt a new resolution to conduct public meetings in accordance with Government Code section 54953(e).

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

CIRA Risk Manager, Erike Young, was scheduled to be in Fortuna and Ferndale the week of April 18, 2022, providing risk assessments for the cities. Unfortunate events have required rescheduling the assessment. Staff will provide updates as more information becomes available.

There were no new Worker's Compensation claims and no new liability/tort claims filed as of March 1, 2022. There was one new liability claim, and 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
03/10/2022	Civil Claim	In progress

Human Resources

City Human Resources staff (Buffy) works hard to post timely and accurate recruitments and has been successful in attracting qualified candidates to fill open positions. For the newly filled positions, Division Heads and their crews are providing training to new employees. With event season on the horizon, it's great to see some departments rounded out and fully, if not close to fully staffed. The City continues to fly recruitments for the Police Department and the Utilities Division

Current Recruitments:

Parks & Recreation Department:

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

Conference Center Worker Part-time: Applicant currently in background.

Bus Driver I Part-time: Closed Friday, March 25, 2022 and interviews are set for April 12.

Recreation Leader Part-time: Continuous recruitment

Police Department:

Police Dispatcher Full-time: Open until filled.

Police Officer Full-time: Open until filled.

Community Services Officer – Field CSO Part-time: Open until filled. Applicant currently in background.

Police Officer Trainee Full-time: Two applicants are currently in background.

Public Works:

Utility Worker II/III Full-time: Closed March 18, but has been extended to May 6, 2022.

Public Works Director Full-time: New Public Works Director Brendan Byrd starts his new position on April 10, 2022.

Treatment Plant Operator OIT/I & II Full-time: Applicant currently in background.

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

CalCities and the California Governor's Office of Emergency Services sent out notification to all public safety leaders regarding the need for all organizations to protect themselves against potential malicious cyber activity and protect, and enhance readiness to confront potential Russian Government cyber-attacks. City staff met with Nylex on March 31, 2022 to review potential concerns as well as discuss the implementation of new City software in Planning and Building and Parks and Recreation. Nylex is well informed and keeping close tabs on cyber related concerns and have safety mechanisms in place currently to safeguard the City's cyber front.

Nylex hours for the month of March will be on next month's staff report.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.