

STAFF REPORT

City Council Consent Item

DATE: June 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 19.9 hours for the month of May 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 May, the Clerk's Office prepared and published two agendas for Regular City Council meetings and five agendas for Special City Council meetings. The Clerk's Office also posted an agenda for the Rohner Community Recreation Parks District Board.

City Council Meetings

Council Meeting Date	Agenda Items
May 2, 2022 Regular Meeting	9
May 2, 2022 Special Meeting	1
May 12, 2022 Special Meeting	1
May 16, 2022 Regular Meeting	15
May 16, 2022 Special Meeting	4
May 23, 2022 Special Meeting	3
May 25, 2022 Special Meeting	1
Totals	34

City Clerk's Office Key Duties	May
Public Records Act Requests	3
General Information Requests	25 – 30 per day, average

Ordinances	0
Resolutions	3
Minutes Prepared	8
Notary Services Provided	1
Claims for Damages Filed	1
FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	9

Clerk staff is participating in the City Clerk Association of California's (CCAC's) Educational Committee to aid in restructuring the CCAC's educational offerings. Clerk staff met with the Committee on June 6, 2022, to continue collaboration on drafting a Request for Proposal's with the intent to circulate it to a list California Universities that may be interested in collaborating with CCAC to develop a new institute for Clerks working to achieve Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.

Election Day is November 8, 2022. The City Clerk's office continues to prepare election information and updating election information on the City's website. A copy of signed *Resolution* 2022-16, calling for an election and consolidation with the County was submitted to the County Election Office on June 14, 2022. The nomination period for those interested in running for a City Council seat will be open from July 18, 2022 at 8:00 a.m. through August 12, 2022 at 5:00 p.m. There will be three Council seats open for election in November. Any members of the public who are interested in running for Council can obtain basic information on the City's website or contact the Clerk's Office directly at 707-725-7600 or email the City Clerk at semmons@ci.fortuna.ca.us.

TecHome Innovations and Burgess Electric completed Council Chamber upgrades and we will be implementing a fully interactive hybrid meeting option beginning in July. The hybrid option will allow greater access to public meetings as well as improved monitors, displays and presentations for Council, public and staff.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker's Compensation claims and no new liability/tort claims filed as of May 1, 2022. Risk staff worked diligently with George Hills and our risk pool to effectively close claims and currently the City only has one open tort claim that is in progress.

On May 20, 2022, Risk staff attended a California Intergovernmental Risk Authority (CIRA) Board of Director's meeting. The meeting took place in Sacramento, however, the meeting was hybrid and City staff attended via Zoom. Topics included elections, actuarial reports, Fiscal Year 2022-23 funding, liability insurance state of the market update, CIRA's General Manager contract, a proposal for a new CIRA Risk Control Advisor position, 2022-23 preliminary budget, a CalPERS amendment, AB 1921 Joint Powers Dissolution Plan, amendments to CIRA's General Liability Memorandum of Coverage, discussion on timing for strategic planning, accounting services and a Worker's Compensation update.

Date of Claim	Type of Claim	Status
03/10/2022	Civil Claim	In progress

Human Resources

As the City, along with most employers, continue to face challenges with hiring and acquiring qualified employees, the City purchased a recruitment module from NEOGOV, a market leader that specializes in public sector and provides software and support that attracts applicants, screens them and streamlines the process of recruitment. We are excited to launch NEOGOV “Recruit” as a way to further expand the reaches of our recruitments!

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:

Parks & Recreation Department:

Park Maintenance Worker I Part-time: Closes Friday, June 10, 2022.

Conference Center Coordinator: Closes Friday, June 17, 2022.

Bus Driver I Part-time: Ryan Johnson started June 1, 2022.

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: Autumn Wilson started June 1, 2022.

Police Officer Trainee Full-time: Candidate is currently in background.

Kennel Attendant Part-time: Closes Friday, June 24, 2022.

Records Clerk Full-time: Closes Friday, July 1, 2022.

Public Works:

Utility Worker II/III Full-time: Closes Friday, June 24, 2022.

City Engineer Full-time: Closes Friday, July 15, 2022.

Street Maintenance Worker II Full-time: Closes Friday, July 1, 2022.

Project Manager Full-time: Closes Friday, July 15, 2022.

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

On June 1, 2022 Nylex, in assistance with IT staff, launched a computer and hardware inventory project to make an inventory list for each department. Nylex Network Technician, Pedro Matias, created a survey that was emailed out to each department's main point of contact. Nylex will continue to work with all departments in hopes of compiling necessary inventory data by the end of August.

Computer/Network

Nylex spent a total of 34.5 hours for the month of April and 37.5 hours for the month of May 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.