

STAFF REPORT

City Council Consent Item

DATE: August 1, 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 20.4 hours for the month of June 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 June, the Clerk's Office prepared and published two agendas for Regular City Council meetings one agenda for a Special City Council meeting. The Clerk's Office also posted an agenda for the Rohner Community Recreation Parks District Board and Park & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
June 6, 2022 Regular Meeting	16
June 21, 2022 Regular Meeting	15
June 21, 2022 Special Meeting	1
Totals	32

City Clerk's Office Key Duties	June
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	1
Resolutions	8
Minutes Prepared	3
Notary Services Provided	0

Claims for Damages Filed	1
FPPC Filings:	0
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

Clerk staff continues to participate 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 July 7, 2022. The Committee collaboratively drafted a letter of introduction to 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. The Draft Request for Proposal's is almost complete and will be presented to the International Institute of Municipal Clerks (IIMC) Board for a approved to circulate.

Election Day is November 8, 2022. The City Clerk's office has prepared election information and updated 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.

At tonight's Council Meeting (August 1st) staff is planning on using the hybrid meeting system for the first time since its installation. Clerk staff is pleased to finally provide this hybrid option, which will allow for greater access by the public to public meetings. Staff also hopes to make the Chambers available for other agencies' high priority meetings that can potentially be aired for the public to view in coordination with Access Humboldt.

On June 28, 2022 Clerk staff met with a representative from Soofa, a digital sign company that specializes in real-time community messaging, PSA's, pedestrian foot traffic insights and customizable wayfinding. The meeting was scheduled originally to discuss the potential of posting meeting agendas electronically, however we realized that the Soofa signs, while not specifically suited for agenda posting, but could definitely be a benefit to our parks and potentially for future areas of City expansion, in that the digital display screens create an innovative way to make important City news available and provide equitable access to community members. This could be an opportunity the City looks into in the future.

Soofa Signs for Public Spaces



RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker's Compensation claims and no new liability/tort claims filed as of June 1, 2022. Thank you to diligence and hard work by George Hills, the City only has one open tort claim that is in progress.

Staff continues to follow guidelines set forth both by Cal OSHA and California Department of Public Health regarding COVID-19, isolation, quarantine and return to work criteria.

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

Human Resources

Human Resources Staff continues its ongoing efforts to recruit, conduct interviews and select qualified candidates for the various positions that are open within the City. While some positions continue to be more challenging to identify qualified candidates, we believe that with timeliness and persistence, we'll be able to successfully fill our vacant positions.

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:

- Conference Center Coordinator: Candidate in background
- Park Maintenance Worker II (In house only): Iris Mendes will be starting August 28th.

Police Department:

- Police Dispatcher Full-time: Candidate in background.
- Police Officer Full-time: Open until filled.
- Police Officer Trainee Full-time: Candidate in background.
- Kennel Attendant Part-time: Candidate in background.
- Records Clerk Full-time: Candidate in background

Public Works:

- Utility Worker II/III Full-time: Candidate in background.
- City Engineer Full-time: Closed Friday, July 15, 2022, no applications received.
- Street Maintenance Worker II Full-time: Candidate in background.
- Project Manager Full-time: Closed Friday, July 15, 2022.
- Treatment Plant Operator: Candidate 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

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 33.5 hours for the month of June 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.