

STAFF REPORT

City Council Consent Item

DATE: October 17, 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 11.4 hours for the month of September 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 September, the Clerk's Office prepared and published two agendas for Regular City Council meetings.

City Council Meetings

Council Meeting Date	Agenda Items
September 6, 2022 Regular Meeting	6
September 19, 2022 Special Meeting	11
Totals	17

City Clerk's Office Key Duties	September
Public Records Act Requests	2
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	2
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.)	3

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 October 4, 2022. The Request for Proposal to develop a new institute for Clerks working to achieve Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations is complete and has been sent to over fifty California Universities! The RFP and introduction letter will also be sent cities across the state that have qualifying California Universities in their City as a method to circulate the RFP as broadly as possible.

Election Day is November 8, 2022. There are five candidates running for City Council: Mike Johnson (Incumbent), Arlene Spiers, Christina Mobley, Kyle Conley and Henry Wotherspoon. Updated Election and Candidate information is available on the City's website. Any members of the public who have questions regarding the election or campaign practices 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.

Fully interactive hybrid meetings are now in progress and all public meetings will be agendized with the Zoom as an attendance option.

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

There were no new Worker's Compensation claims and no new liability/tort claims filed as of July 1, 2022. There was one new civil suite filed against the City on September 29, 2022. The City is working closely with our risk pool, California Intergovernmental Risk Authority (CIRA) and counsel with Leibert Cassidy Whitmore (LCW) to move both claims toward closure.

Date of Claim	Type of Claim	Status
03/10/2022	Civil Claim	In progress
09/29/2022	Civil Claim	In progress

There were two risk Board of Director meetings held over the last month, one for CIRA and the other for Redwood Empire Municipal Insurance Fund (REMIF). CIRA's Board meeting took place September 28, 2022 and included a discussion item regarding California City's membership in CIRA as well as a closed session that included conference with legal counsel. REMIF's Board meeting took place on October 6, 2022 and included one closed session item and two action items, REMIF Health Plan renewal of Medicare Supplement Plan and waiving the copay for telehealth appointments as well as the adoption of a resolution establishing a 115 Trust or post-employment benefits trust.

On October 4, 2022, risk staff as well as several employees responsible for the oversight of City facility rentals participated in a Special Event Program Risk Management" training to learn about effectively transferring risk to user groups and for special events.

On October 11, 2022, risk staff attended a virtual training hosted by CIRA on "Return-to-Work" Services. The training was through an affiliated company called NPA, which offers specialized services to support injured employees returning to work faster, cutting Worker's Compensation claims costs and complying with the American Disability Act (ADA) and the Fair Employment and Housing Authority (FEHA).

Human Resources

On September 19, 2022, human resource and finance staff attended a presentation by NEOGOV, which is a company that provides interactive software to automate the hiring and onboarding process for the City. The software would improve the applicant experience, as interested job seekers would see a streamlined process and candidates would be able to create user profiles to submit applications electronically. Recruiting has seen significant changes post pandemic and quality software is now critical for outreach, sourcing and inclusion. Using technology accelerates the time to hire by centralizing the process of posting a job, attracting candidates, screening them and selecting qualified candidates, while ensuring recruiting compliance. Implementing this type of software will also streamline the onboarding process, allowing new hires to complete a majority of required paperwork *prior* to their start date. Staff intends to bring more information regarding NEOGOV to a future Council meeting.

The City has had a numerous recruitments over the last two months and staff continues to work diligently to select the most qualified candidates to add to our team!

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 (two positions): Two candidates currently in background.

Conference Center Worker: Closed Friday, September 16, 2022 and interviews are scheduled for October 7, 2022.

Bus Driver I Part-time: Candidate currently in background.

Police Department:

Police Dispatcher Full-time: Open until filled.

Public Works:

Utility Worker II/III Full-time: Closes October 17, 2022.

Street Maintenance Worker II Full-time: Corbin Reback started Monday, October 10, 2022.

Project Manager Full-time: Mat Nyberg started Monday, October 10, 2022.

Treatment Plant Operator III/Shift Supervisor (in house only): Matthew Rogers started in his new position on September 25, 2022.

FBID:

Economic Development Specialist & Business Improvement District Administrator Part-time: Closes Friday, October 14, 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

Nylex has been coordinating with staff and AT&T to assess the sites where new fiber optic connections will be installed. AT&T walked the Patrol Operations Division (POD) October 11th and walked through the Parks and Recreation offices and Waste Water Administrative buildings on October 12th. The fiber optic lines are being put in place because the City's data usage exceeds what is efficiently available on the current sorely outdated lines. Updating the infrastructure will allow for growth and greater capacity and will reduce issues created by phone and computer data overloading the broadband capacity. This will be a large project, and it is an exciting opportunity for expansion of infrastructure to the City's benefit.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.