

STAFF REPORT

City Council Consent Item

DATE: November 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 13.6 hours for the month of October 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 October, the Clerk's Office prepared and published two agendas for Regular City Council meetings, one agenda for the Rohner Community Recreation & Park District meeting, and published one agenda for the Parks & Recreation Commission.

City Council Meetings

Council Meeting Date	Agenda Items
October 3, 2022 Regular Meeting	8
October 17, 2022 Special Meeting	19
Totals	27

City Clerk's Office Key Duties	October
Public Records Act Requests	4
General Information Requests	25 – 30 per day, average
Ordinances	0
Resolutions	5
Minutes Prepared	3
Notary Services Provided	6
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. A Request for Proposal (RFP) to develop a new institute for Clerks working to achieve Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations is complete and sent to over fifty California Universities. The RFP and introduction letter were also cities across the state that have qualifying California Universities in their City as a method to circulate the RFP as broadly as possible. The Committee will meet again on November 17, 2022 to discuss progress of the RFP.

Congratulations to the City of Fortuna's new Council Member's Elect Mike Johnson (incumbent), Kyle Conley and Mrs. Kris Mobley! The City would like to express appreciation for all those brave and committed souls who threw their hat in the ring, including Arlene Spiers and Henry Wotherspoon. City Election Officials would also like to thank all of the hard workers behind the scenes at the County Registrar's Office as well as all of the volunteers who take time out of their lives to work at the polls. 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 two new Worker's Compensation claim and no new liability/tort claims filed as of October 1, 2022. The City is working closely with our risk pool, California Intergovernmental Risk Authority (CIRA) counsel with Leibert Cassidy Whitmore (LCW), and our Worker's Compensation Third Party Administrator LWP, to move claims toward closure.

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

On November 1, 2022, risk staff attended a virtual training on insurance requirements for contracts and purchase orders. The webinar was informative and risk staff continues to provide training options via CIRA for employees to participate in relevant trainings to aid in mitigating risk and loss for the City.

Human Resources

Human Resource staff will be working closely with our partnering agencies in the Humboldt County Employment Relations Consortium to compile our annual training offerings through LCW. Our partnering agencies include Arcata Fire Protection District, our risk pool CIRA, City of Arcata, City of Trinidad, County of Humboldt, Redwood Coast Energy Authority, and the Wiyott Tribe. Our agencies collaborate each year to select four full day or eight half-day trainings on

topics pertaining to employment relations. The compiled list is then scheduled and each agency will provide training dates, times and location for all relevant staff.

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: Jared Stainbrook and Isaiah Stringer started their new positions in September.

Conference Center Worker: Valerie Weyna and Jacob Burroughs started their new positions in September.

Bus Driver I Part-time: Kelea Town started her new position in October.

Police Department:

Police Dispatcher Full-time: Open until filled.

Public Works:

Utility Worker II/III Full-time: One candidate is currently in background and the recruitment was re-opened to fill the second open position.

FBID:

Economic Development Specialist & Business Improvement District Administrator Part-time: Interviews took place November 10, 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 continues to work with staff in various locations to determine best locations and needs for installation of the new fiber optic lines. Fiber optic lines are being put in place because the City's data usage exceeds what is efficiently available on the current solely

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 is an exciting opportunity for expansion of infrastructure to the City's benefit.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent agenda vote.