

ADMINISTRATIVE SERVICES UPDATE

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ADMINISTRATIVE SERVICES

STAFFING

- From April 2023 to December 2023, Cristal Munoz and Diana Sanchez jointly handled the City Clerk function, with Cristal Munoz serving as the Acting City Clerk due to the extended illness and eventual passing of former City Clerk, June Lemos in September 2023.
- Diana Sanchez assumed the position of City Clerk in December 2023.
- In September 2023, Amber Weaver joined the Administrative Services department and has helped tame the backlog. She has been a tremendous addition to the team.
- In November 2023, Cassidy Daniels joined the City team as a Temporary Office Assistant to provide support to the City Manager, Human Resources and Finance. She too, has provided fantastic and much needed, administrative support to the City.

CITY CLERK

CITY CLERK METRICS

| METRIC | COUNT |
|--------------------------------|---------------------------------|
| Agendas – City Council | 15 |
| Agendas – Special City Council | 10 |
| Agendas – Finance & Admin | 4 |
| Agendas – Visit Fort Bragg | 7 |
| Request for Proposals | 5 |
| Request for Qualifications | 1 |
| Bid Openings | 4 |
| Public Records Requests | 134 |
| Public Records Time to Close | 14.3 days to close |
| Public Records Currently Open | 5 |
| FPPC Form 700 Filing | 69% complete (out of 29 filers) |

Time period covered is July 1, 2023 to March 19, 2024.



CITY CLERK

ACHIEVEMENTS

City Hall was the collection drop box for mail-in ballots for two elections.

- Thousands of ballots were collected.
- For the primary election held March 2, 2024 alone, 2,378 ballots were brought to City Hall.

Records cleanup and catch up including:

- Contracts – over 100 files
- Claim files – approximately 15
- City Fleet/Vehicles – approximately 10

City Clerk Records Management File Cleanout Project

- Transitioning files from Active Status to Archive – over 107 files.



ADMINISTRATION

ACHIEVEMENTS

- Reorganized and processed 50 boxes for records destruction that were backlogged in Archive A.
- Updated Bloodborne Pathogens Program and Material Safety Data Sheets (MSDS) for City Hall.
- Coordinated bi-annual CPR/First Aid Training for City employees.
- Managed ever increasing growing number of reservations of City facilities for various citizen groups.
 - **Gym and Town Hall rentals have increased exponentially since 2021.**
- Amber Weaver completed Notary training and is scheduled to take notary examination in April 2023.
- Worked as a team to minimize disruption to City Clerk operations during 2023 due to eventual passing of former City Clerk.
- Created City Manager Roundup to foster increased transparency, communication and engagement with the community. It is also highlights the dedicated work of hard working City employees.
- City wellness program is continuing to foster a healthy workplace.
- The City is now a Blue Zones Worksite approved employer.



ADMINISTRATION

PRIORITIES

- Create system for more accurate and better organized of Town Hall and Gym rentals. Currently in progress.
- Update purchasing procedures to incorporate products that are made from recyclable materials for City employees. Currently in progress.
- Update and streamline the City's Admin Regulations.
- Continuous focus on streamlining processes.



HUMAN RESOURCES

ORGANIZATION STRUCTURE CHANGE

Effective February 11, 2024, the CV Starr Community Center operations were brought under the City.

- Most employees transitioned over to the City, but not all. Some employees were transitioned to independent contractors to better suit operational needs.
- This was done with the assistance of legal counsel to reduce the possibility of misclassification of employees.
- At this time, the City has 106 employees excluding City Councilmembers. It was previously hovering around 66 employees. These number exclude Council members.

HUMAN RESOURCES

CURRENT EMPLOYEE DEMOGRAPHICS

| METRIC | COUNT | GENDER | PERCENTAGE |
|-----------------|-------|--------|------------|
| Total Employees | 111* | Female | 43.2 |
| CV Starr | 41 | Male | 56.8 |

EMPLOYEE POPULATION RACE BREAKOUT

| RACE CATEGORY | PERCENTAGE |
|--------------------------------|------------|
| White | 66.7 |
| Hispanic or Latino | 27.9 |
| Asian | 0 |
| Asian/Pacific Islander | 0.02 |
| American Indian/Alaskan Native | 0.03 |
| Black or African American | 0 |

*** The statistics provided are rough estimates and include City Councilmembers and the CV Starr.**

HUMAN RESOURCES

RECRUITMENT METRICS

Source of Applicants

| Advertising Source | Percentage |
|--------------------|------------|
| Online Job Board | 26.32% |
| City Website | 25.27% |
| Social Media | 25.26% |
| Other | 12.63% |
| Employee Referral | 8.42% |
| Friend | 2.11% |

Social media includes Facebook, LinkedIn, and Instagram. Facebook provided 12.6% of all our candidates.

The City received a total of 95 applicants from June to December 2023. Percentages may not add up to exactly 100% due to rounding.

HUMAN RESOURCES

RECRUITMENT METRICS

Applicant Race Breakout

| RACE CATEGORY | PERCENTAGE |
|---------------------------|------------|
| White | 58.95% |
| Hispanic or Latino | 17.89% |
| Two or more races | 7.37% |
| Undisclosed | 7.37% |
| Black or African American | 6.32% |
| Asian | 1.05% |
| Choose Not to Disclose | 1.05% |
| Asian / Pacific Islander | 0% |

The City received a total of 95 applicants from June to December 2023. Percentages may not add up to exactly 100% due to rounding.

HUMAN RESOURCES

RECRUITMENT METRICS

Applicant Race Breakout

| Gender by Job Type | Female % | Male % | Not Disclosed |
|--------------------|----------|--------|---------------|
| Administrative | 74 | 11 | 16 |
| CV Starr | 67 | 33 | 0 |
| Engineering | 0 | 50 | 50 |
| Finance | 67 | 33 | 0 |
| Law Enforcement | 15 | 76 | 9 |
| Planning | 75 | 25 | 0 |
| Temporary | 84 | 16 | 0 |

The City received a total of 95 applicants from June to December 2023. Percentages may not add up to exactly 100% due to rounding.

HUMAN RESOURCES

HIRING METRICS

| 2023 | Hires |
|---------------|-----------|
| Jan | 0 |
| Feb | 0 |
| Mar | 1 |
| Apr | 0 |
| May | 0 |
| June | 4 |
| July | 0 |
| Aug | 1 |
| Sept | 2 |
| Oct | 1 |
| Nov | 2 |
| Dec | 1 |
| Totals | 12 |

| 2024 | Hires |
|------|------------|
| Jan | 1 |
| Feb | 42* |
| Mar | 1 |

* February 11, 2024, the City hired 42 employees from Mendocino Coast Recreation and Parks District (MCRPD) as part of the CV Starr transition.



HUMAN RESOURCES

ACHIEVEMENTS

- HR is now using DocuSign for various HR forms. This quick hit process improvement has been tremendously successful and feedback received from managers and employees has been extremely positive.
- Successful onboarding of CV Starr employees into the City has been mostly completed due to a great partnership with Finance and the CV Starr Manager. There will continue to be tasks in this area for the foreseeable future.
- Began using JobElephant.com for recruitment advertising. This frees up staff time formerly devoted to job posting advertisements as the company does the work for HR at **no additional cost**.



HUMAN RESOURCES

ACHIEVEMENTS

NEOGOV cloud-based software implementation.

- The first installation, Insight, an applicant tracking system was implemented in December 2023.
 - The module allows for a better candidate experience.
 - The system has the capability to allow candidates to self-schedule to reduce the staff time required to call candidates.
 - The system has capability to have candidates sign their conditional offer letters within the system.
 - The system also has job description version control built into the system that will allow for further process improvements.
 - The system has the capability to mask candidate information to help decrease the opportunity for unconscious bias in the recruitment process.
 - As the City continues to use the applicant tracking system, HR will analyze and incorporate capabilities to continue to improve processes within the HR function.



HUMAN RESOURCES

PRIORITIES

NEOGOV cloud-based software implementation will continue.

- The first installation, Insight, an applicant tracking system, was implemented in December 2023.
- The second installation, Onboard, is currently in progress. The various HR forms used during the pre-employment and initial onboarding of new employees is currently being developed for use.
- The third installation, eForms will follow after the completion of Onboard.
- All of these modules should bring significant process improvements for the HR function.



HUMAN RESOURCES

PRIORITIES

A major update to the City's Personnel Rules and Regulations will be undertaken in the coming months.

- It will include focus on updating the document to ensure legal compliance with new legislation surround leave administration.
- Incorporate policies surrounding the CV Starr.
- Include more focused policy language regarding Equal Opportunity and Diversity, Equity, and Inclusion.

Continued focus on process improvement

- Specific priorities are the NEOGOV Onboard and the NEOGOV eForms module installations. Onboard is currently in progress.

Focus on workplace safety

- Workplace Violence Prevention program to be developed to comply with new legislation.
- Reinvigorate the Safety Committee.



HUMAN RESOURCES

PRIORITIES

Labor negotiations for the Fort Bragg Police Association will be initiated

Open Enrollment for the coming plan year

- Reaching out to benefit vendors to have an in-person open enrollment
- eForms implementation will not be able to be completed to assist with this year's open enrollment, but should be of use for the 2025 open enrollment season.
- This year's open enrollment will include CV Starr department.
- REMIF, in conjunction with RealCare Insurance Marketing, the City's benefits broker, is currently in the RFP process for dental carriers. HR is aware of employee dissatisfaction with the City's current dental plan provider, Delta Dental.

Focus on improving the workplace environment

- HR will continue to work with the Employee Recognition Committee to plan fun events, to include focus on including CV Starr employees.



HUMAN RESOURCES

QUESTIONS?