

# **STAFF REPORT**

## *City Council Business Item*

---

**DATE:** April 17, 2023

**TO:** City Council

**FROM:** Cameron Mull, Parks & Recreation Director

**THROUGH:** Merritt Perry, City Manager

**SUBJECT:** **Supplemental Budget Request to add Retired Annuitant Extra Help – Facility Custodian position, and Appointment of Patrick Kennedy as Retired Annuitant Extra Help**

**STAFF RECOMMENDATION:**

Consider adopting *Resolution 2023-10*, appointing Patrick Kennedy as a retired annuitant extra help - Facility Custodian and approving a Supplemental Budget Request for janitorial services while the current employee holding the position is out on leave.

**EXECUTIVE SUMMARY:**

The City's Facility Custodian is currently out for an undetermined length of time on a leave of absence, and the parks department has taken on these full-time duties since that individual left. Additionally, the parks department is down another full time maintenance worker due to illness for the foreseeable future. With the change of the seasons to warmer weather, (which requires more of Parks' attention to turf and landscaping maintenance needs), the department cannot commit to continuing the janitorial work without sacrificing those field maintenance, median maintenance, facility maintenance and other parks-related duties and without temporary extra help.

Patrick Kennedy is a retired City of Fortuna employee who served as the City's Facility Custodian for a number of years and is looking for work at this time. Bringing Patrick back temporarily to this position until the Facility Custodian's return date will allow the Parks Department to focus their other parks maintenance activity that need attention.

According to CalPers retirement regulations, a retired employee returning to work has stipulations where they cannot exceed 960 hours per year, so this request would be considered a temporary part-time position for up to 29 hours per week, and not to exceed a 24-month period. Other benefits of utilizing Patrick is that minimal training/ staff time would be required, most City staff are already familiar and comfortable with his presence. The City has tried commercial cleaning service providers in the past, and it has proven difficult to find those who do a quality job and pass the background necessary to work in police facilities.

**FISCAL IMPACT:**

The hourly rate for the Retired Annuitant Extra Help - Facility Custodian position would be \$17.35. If the employee worked the maximum 960 hours allowed under Public Employment Retirement Law (PERL), it would cost the City an additional \$16,660 per year. With only three months remaining in this fiscal year the City anticipates a maximum cost through June 30 of \$5,536. Due to the City continuing to pay the current full time Facility Custodian while out on leave the \$5,536 would be a new/additional cost and would need to be primarily paid for out of General Fund Reserves. The attached Supplemental Budget Request (SBR) has additional detail.

**RECOMMENDED COUNCIL ACTION:**

1. Receive staff report presentation and review Council questions with staff
2. Open Public Comment
3. Close Public Comment
4. Motion to add retired annuitant extra help – Facility Custodian position to the org chart, approve SBR and adopt *Resolution 2023-10*, and read by title only. Roll call vote.

**ATTACHMENT:**

- *Resolution 2023-10; A Resolution of the City Council of the City of Fortuna Approving Appointing Patrick Kennedy as a retired annuitant extra help - Facility Custodian*
- Supplemental Budget Request