

City of Fremont Update

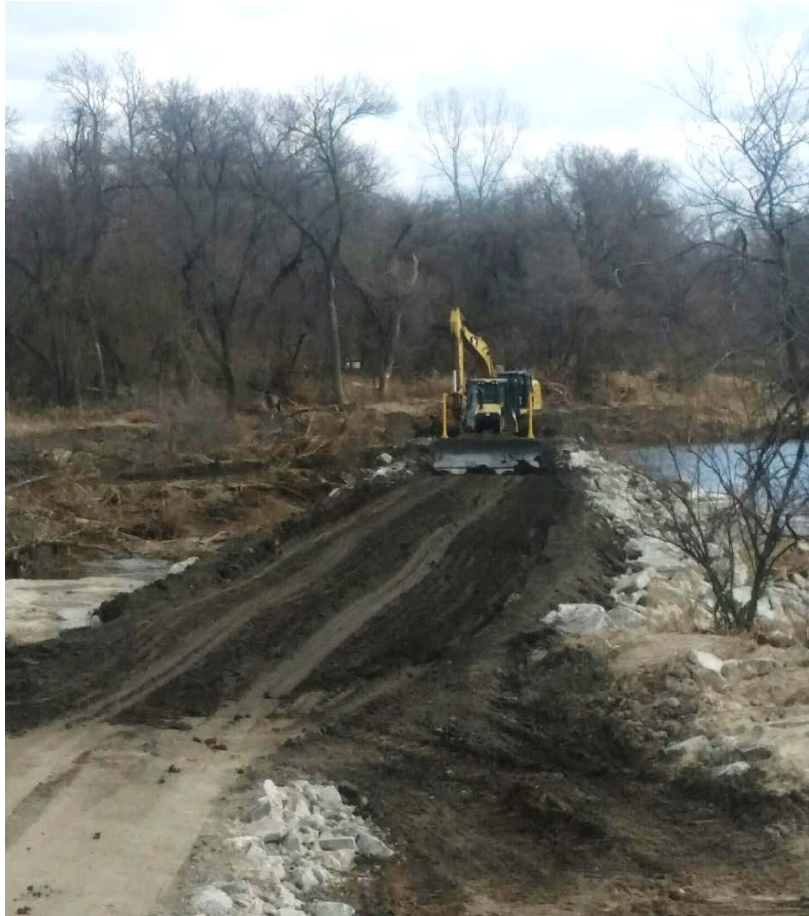
Date: March 6, 2020

To: City Employees/ City Boards/ Mayor & City Council

Rod & Gun Club Breach Temporarily Plugged

Sawyer Construction worked over the past several weeks of February to seal off the Platte River from flowing into Rod & Gun Club Lake #8. An ice jamb in the Platte River, starting at the Burlington Northern Railroad Bridge, caused the water to back up and begin flowing into the open breach. In order to stop the flow from the Platte, a partial levee was built the week of February 17. Then, on February 26, the levee was extended to completely close off the Platte River from flowing into Lake #8.

The estimated cost of building the emergency levee is \$300,000, which will be split among four entities: Dodge County, Lower Platte North Natural Resource District, Rod & Gun Club, and the City.



Coronavirus

Recent news reports surrounding the coronavirus (COVID-19) spreading in the U.S. is concerning. While the Centers for Disease Control and Prevention (CDC) has said there is likely no way to stop the virus from spreading, it must be stressed that there is no need to panic.

The City urges employees and the public to take basic precautions to curb the transmission of all infections, including cold and influenza viruses. The CDC has proscribed protective measures you can take right now to lessen your risk of catching a virus. Here are several:

Hygiene and health is key. As many employees know, particularly in the healthcare and hospitality industries, practicing standard sanitation and hygiene regimens is a top priority.

- Encourage frequent and thorough hand washing with soap and water (hand sanitizer, with at least 60% alcohol content, is a secondary option)
- Remind everyone to keep noses and mouths covered when coughing or sneezing
- Avoid touching these areas, as well as in and around the eyes, with unwashed hands
- Ensure employees have access to personal protective equipment (PPE), including disposable gloves and masks if needed

There is no job so important and no service so urgent that we cannot take the time to do the work safely!

- Everyone who has not yet had a flu shot should get one as soon as possible

Sick employees should stay home. Employees who are sick should not report to work and should avoid contact with others. If employees have any concerns about COVID-19, advise them to see a doctor for evaluation immediately. Employees who have been sick should be fully recovered before returning to work.

Here is a link to the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The safety of our employees is paramount, so let us do our best to take the proper precautions to protect each other.

Department Heads Gear Up to Fill Open Positions

With nine current open positions at the City, the most we have seen in quite some time, the department heads looking to fill open positions are busy with hiring replacements. Here is a brief overview of the processes involved in hiring a new employee:

- 1) The position and its responsibilities are evaluated by administration to determine the best and most efficient use of City and utility resources.
- 2) The department head turns in a requisition form to refill the position, after making sure the job description accurately reflects the responsibilities and minimum job requirements for the position.
- 3) After the requisition is approved, the position is posted on the City's website and bulletin boards, and in the newspaper and on other online sites.
- 4) The department head reviews the applications and the top candidates are scheduled for interviews.
- 5) An interview team interviews and evaluates the applicants and their qualifications.
- 6) HR conducts reference checks on the interview team's top picks.
- 7) The department head picks the candidate they feel is the best fit for the position.
- 8) HR reaches out to the selected candidate with an employment offer and works with the candidate to set a date for pre-employment screenings. Once everything checks out, a starting date is selected and the new hire paperwork is initiated.

Please notice that HR facilitates in the hiring process and advises the department head throughout the process; they do not pick the candidate to hire. (See note below)

The HR Department, like the Information Technology (IT) and Finance Departments, are shared by the City and the Utility. Two of the reasons that these three "shared service" departments serve both the City and Utility are quite simple:

- 1) The shared service departments save taxpayers/ratepayers money. It would require more employees if each department had to have staff for the processes described above, or to purchase, maintain, and troubleshoot their own servers and networks, or to track receipts and expenditures and prepare their own financial statements. More employees equal more costs, which mean higher taxes and utility rates!
- 2) Seasoned professionals lead the shared service departments. While it is important that department heads know some of the basic HR, IT, and finance requirements and regulations, the shared services provided by HR, IT, and finance gives each department head the benefit of having a subject matter expert at their disposal. Whether it is keeping up to date with the latest regulatory standards or knowing the trends in cloud computing, having a knowledgeable professional lead the shared service departments is just plain smart.

* For civil service positions, the department head makes a recommendation to the Mayor and the Mayor makes the selection.

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