



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Revisions to City Manager Pro Tem Contract

Preferred Agenda: March 8, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: City of Sweet Home Fleet Policy

Towards Council Goal: WE ASPIRE to have an effective and efficient local government.
Invest in long-term staff stability & training.
Continue to implement financial “best” practices

Attachments: NA

Purpose of this RCA:

Authorize revisions to allow the City Manager Pro Tem the use of a City vehicle.

Background/Context:

The City Council extended an offer of employment to Christy Wurster for the position of City Manager Pro Tem for the City of Sweet Home during the time for which a permanent City Manager is sought.

A contract was approved by the City Council, but staff is requesting a revision to include the use of the City Manager vehicle by adding the following language to the contract:

Manager Pro Tem will be allowed use of city vehicle for work and “on call” purposes. Manager Pro Tem understands the use of the vehicle will be reported by the city and taxed according to the IRS rules. City-owned cars are provided solely for business activities and should not be used for any other purposes other than di minimis stops. Manager’s use will be consistent with City Policy regarding safety and use privileges.

The Challenge/Problem:

How do we update the City Manager contract in a manner that is fair to the community and employee?

Stakeholders:

- City Residents. Residents deserve the best professional administration available to them at a fair value.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible and return on the taxpayer’s investment. They must balance leadership with representation.

- *Management Team*. Comprised of six department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.

Issues and Financial Impacts:

The use of the vehicle will be reported by the city and taxed according to the IRS rules.

Elements of a Stable Solution:

Approve a contract that strikes a balance between the needs of the community and fair compensation for employees.

Options:

1. Option #1– Make a motion to authorize the revisions to the City Manager Pro Tem to allow use of the City Manager vehicle and authorize the Mayor to sign.
2. Option #2 – Deny the staff request for revisions to the contract.

Recommendation:

Option #1– Make a motion to authorize the revisions to the City Manager Pro Tem to allow use of the City Manager vehicle and authorize the Mayor to sign.