



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Travel Reimbursement for City Manager Candidates

Preferred Agenda: May 24, 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: SHMC

Towards Council Goal: Goal 3 – Invest in long-term staff stability & training.

Attachments: None

Purpose of this RCA:

To consider travel reimbursement for City Manager candidates

Background/Context:

Prior to interviewing finalists for the position of City Manager on June 8, 2022, the Council needs to decide whether to pay travel expenses, whether to pay for spouse (or guest) expenses, and whether to set a cap on compensation for expense reimbursement for the candidates.

Reimbursements to consider could include: economy air fare, car rental, parking fees, meals, lodging, and/or mileage reimbursement.

The Challenge/Problem:

Should the City of Sweet Home reimburse reasonable and actual expenses incurred in connection with City Manager candidate interviews?

Stakeholders:

- City Council – City Council has a goal to implement “best” financial practices
- Staff – Staff needs Council direction when scheduling with candidates and discussing travel arrangements and reimbursements.
- Candidates – Expense reimbursements may encourage candidates to continue in the recruitment process; however, not reimbursing expenses should not be a deterrent for a candidate who is truly interested in being the next City Manager for the City of Sweet Home.

Issues and Financial Impacts:

Any funds allocated towards reimbursement would come from the contingency in the General Fund or Internal Service Fund. A Supplemental Budget would be required to utilize the funding however, a Supplemental Budget is already planned to occur in June.

Elements of a Stable Solution:

Attracting and retaining qualified candidates for the position of City Manager.

Options:

1. Option #1 – Do not authorize reimbursements. Candidates would not be offered any reimbursement for travel. This may discourage some candidates from continuing in the process.
2. Option #2 – Authorize reimbursement for the candidates only and for authorized travel expenses up to \$_____ per candidate upon submittal of receipts.
3. Option #3 – Authorize reimbursement for the candidates and a guest for actual authorized travel expenses up to \$_____ per candidate upon submittal of receipts.
4. Option #4 – Authorize a one-time travel reimbursement of \$_____ to any candidate traveling from out of state and \$_____ to an Oregon resident traveling over 100 miles.

Recommendation:

Staff has no recommendations.