



REQUEST FOR COUNCIL ACTION

Title: Information Only – City of Sweet Home Fleet Policy Revision

Preferred Agenda: June 6, 2020

Submitted By: Julie Fisher, Admin Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Fleet Policy

Towards Council Goal: 2.1: Update & streamline process
2.3: Invest in long term staff stability & training

Attachments: Resolution No. 13 for 2020, 2020 City of Sweet Home Fleet Policy Track Changes, City of Sweet Home Fleet Policy Final.

Purpose of this RCA:

Revisions to the City of Sweet Home Fleet Policy

Background/Context:

The City of Sweet Home Fleet Policy was last updated in 2011. Changes to BOLI rules now enables the City to allow drivers who are 18 years of age (previously 21 years of age). This new rule aids the City in recruitment of Seasonal Temporary Employees. The updates also include revised procedures for employees to follow in the event of an accident and added a Daily Driver's Vehicle Inspection Report.

The Challenge/Problem:

Necessary updates to the Fleet Policy for the City of Sweet Home

Stakeholders:

- City of Sweet Home Staff – These changes aim to improve policies regarding Fleet and Safety. Both updates are advantageous to recruit, train, and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Sweet Home must have up to date policies and training to recruit and retain employees and to maintain a safe workplace.

Options:

1. Do Nothing. There would be no revisions to the Fleet Policy.
2. Approve Resolution 13 for 2020 as presented.
3. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.

Recommendation:

Information Only at this time. Recommendation is for action by Council during the 06/23/2020 meeting.