



# REQUEST FOR COUNCIL ACTION

---

**Title:** Request for Council Action – Resolution No. 27 for 2021 - City of Sweet Home Fleet Policy Revisions

**Preferred Agenda:** December 14, 2021

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Fleet Safety Program Policy

**Towards Council Goal:** 2:1 Update & Streamline Process  
2:3 Invest in Long Term Staff Stability & Training

**Attachments:** Resolution No. 27 for 2021 – City of Sweet Home Fleet Policy Track Changes, City of Sweet Home Fleet Policy Final Version.

---

**Purpose of this RCA:**

Revisions to the City of Sweet Home Fleet Safety Policy

**Background/Context:**

The City of Sweet Home Fleet Policy was last updated in June 2020. Recent review of the policy found inconsistencies in the time period considered for driving record review. Staff recommends changing the language from three years to five to align with the Certified Court Print Driving Record which included most traffic violations and accident entries for at least the previous five years.

**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. 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, to maintain a safe workplace and protect taxpayers from liability.

**Options:**

1. Option #1– Do nothing. There would be no revisions to the Fleet Policy.
2. Option #2– Approve Resolution No. 27 for 2021 as presented.
3. Option #3– Recommend additional revisions. City 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 City Council meeting.

**Recommendation:**

Staff recommends Option #2 – Motion to approve Resolution No. 27 for 2021 – A Resolution Adopting a Revised City of Sweet Home Fleet Safety Program Policy as presented.