



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Cara Silver, Town Attorney *Handwritten signature*

**DATE:** March 24, 2023

**RE:** Approval of Interim Town Manager Employment Agreement and Budget Amendment

### RECOMMENDATION

The Council subcommittee consisting of Mayor Aalfs and Council Member Hasko and the Town Attorney recommend that the Town Council approve an employment agreement for Interim Town Manager with Howard Young (Attachment 1) and approve a budget amendment to hire additional consultants during this transition.

### BACKGROUND

The Town Council has indicated its desire to retain the services of an Interim Town Manager while it undertakes the process to recruit and retain a permanent Town Manager. Public Works Director Howard Young has indicated his willingness to serve as the Interim Town Manager until a permanent Town Manager can be recruited. Howard Young has been employed by the Town for approximately 20 years and is familiar with its internal operations.

### DISCUSSION

A contract has been prepared which is acceptable to Young and is submitted to the Council for its consideration. The financial terms and conditions of the proposed employment agreement are set forth in the agreement. During the term of the agreement, Young will serve jointly as Interim Town Manager and Public Works Director. However, his duties for both positions will be modified to accommodate both roles. The contract contemplates that 60% of his time will be spent on Interim Town Manager duties and 40% on Public Works duties. The Council also contemplates hiring a retired city manager to

assist the town with some of the administrative functions that Young is not able to perform. Additionally, Young is authorized under the agreement to retain additional consultant support to backfill some of the administrative functions of his Public Works duties in the amount of \$50,000 and to hire a consultant to backfill other interim town manager duties in the amount of \$75,000. The contract will last for 6 months but can be modified to account for the needs of the Council. Young will be paid a 10% premium above his current salary (which equates to \$10,951.38 over a six month period) to account for his expanded duties. At the end of the term of the agreement, Young is entitled to return to his role as Public Works Director.

## **BUDGET AMENDMENT**

The budget will be amended to transfer salary savings in the amount \$50,000 to the Public Works consultant budget and \$75,000 to Town Manager consultant budget.

## **ENVIRONMENTAL REVIEW**

The adoption of guidelines is not considered a project under the California Environmental Quality Act (CEQA).

## **ATTACHMENTS**

1. Interim Town Manager Employment Agreement