

CITY OF YUBA CITY  
STAFF REPORT

**Date:** December 19, 2006  
**To:** Honorable Mayor & Members of the City Council  
**From:** Steven R. Jepsen, City Manager

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**Summary**

**Subject:** Letter Amendment to Yuba City City Manager's Contract extending the reimbursement time frame for moving expenses by six months

**Recommendation:** Authorize the Mayor to sign the Amendment Letter to the City Manager's Contract extending the time frame for moving expenses reimbursements by six months

**Fiscal Impact:** None.

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**Background:**

The City of Yuba City has a contract agreement with City Manager, Steven Jepsen that outlines the conditions and compensation for employment. The contract, which became effective June 19, 2006, provides for a period of six months to pay \$5,000 in moving expenses for relocation from Oceanside to Yuba City. While Mr. Jepsen as partially moved to Yuba City, it is his intention to secure more permanent housing within the next six months. He is therefore requesting an extension on the reimbursement of final moving costs as provided for in the current contract.

**Analysis:**

The contract provided for a lump sum payment for moving expenses of \$5,000. While Mr. Jepsen has moved necessary household effects to Yuba City, and technically meets the conditions for reimbursement, his major moving expenses have yet to be incurred.

**Alternatives:**

1. Pay the contract amount for moving expenses of \$5,000 at this time.

**Recommendation:**

Authorize the Mayor to sign the amendment letter to the City Manager's Contract extending the time frame for moving expense reimbursement by six months.

*Attachments:*

- 1) *Letter Amendment to the Employment Agreement between Yuba City and Steven R. Jepsen*

**Letter Amendment to the Employment Agreement between Yuba City and Steven R. Jepsen Dated May 30, 2006.**

This letter amends the contract between Yuba City and Steven R. Jepsen for services as City Manager by modifying Section 14: Moving and Relocation Expenses, to allow for an additional six months for the reimbursement of moving expenses. Moving expense reimbursement would provide for a revised date allowing until June 19, 2007 to submit for such reimbursements. The reimbursement of such expenses would remain a lump sum payment of \$5,000.

The signatures below acknowledge the authorization and modification of the contract as noted above:

\_\_\_\_\_  
John Miller  
Mayor of Yuba City

Date: \_\_\_\_\_

\_\_\_\_\_  
Steven R. Jepsen  
City Manager

Date: \_\_\_\_\_