



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1819-67**

**File ID:** K-1819-67

**Type:** Contract

**Status:** Agenda Ready

**Version:** 1

**Reference:** Item 34

**In Control:** City Council

**Department:** City Clerk Department

**Cost:**

**File Created:** 09/19/2018

**File Name:** Interim City Manager

**Final Action:**

**Title:** CONTRACT K-1819-67: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MARY RUPP TO SERVE AS INTERIM CITY MANAGER FOR THE CITY OF NORMAN.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1819-67 with Mary Rupp; and, if approved, authorize the execution thereof.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 09/25/2018

**Agenda Number:** 34

**Attachments:** K-1819-67

**Project Manager:** Brenda Hall, City Clerk

**Entered by:** Ellen.Usry@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-1819-67

#### Body

City Manager Steve Lewis' last day on the job for the City of Norman is September 28, 2018. Council, with the assistance of the Oklahoma Municipal Management Services, Inc. (OMMS) identified a candidate for Interim City Manager that was interviewed by the full Council on September 18, 2018. Ms. Rupp has city management experience from the City of Stillwater and the City of Perry. She is retired at this time and lives in Perry. Contract K-1819-67 secures the services of Mary Rupp as Interim City Manager during the time period that will be necessary to recruit and hire a permanent City Manager to replace Mr. Lewis.

Her first official day on the job as Interim City Manager will be September 28, 2018. The Contract sets a compensation rate of \$9,800 per month plus reasonable travel and lodging expenses. Ms. Rupp, as Interim City Manager, will not be required to permanently relocate to the City of Norman. Formal consideration of the Contract is being scheduled for City Council consideration for the September 25, 2018 Council meeting.

By Article XVII, Section 1 of the Charter, the City Manager's compensation must be set by Ordinance. This companion Ordinance, O-1819-16 will be scheduled for consideration at the same meeting. Article XII, Section 5 of the Charter provides that if, in the judgment of the Council, it is necessary for the immediate preservation of the peace, health, or safety of the citizens of Norman that this Ordinance become effective prior to the time an

ordinary ordinance would become effective, then the Council may declare an emergency so that the ordinance will become effective immediately upon its passage.

Procedurally, an Emergency clause requires a reference in the Title, and a separate section that must be passed by a separate vote by 2/3rd majority of Council. To allow the Ordinance setting the compensation of the Interim City Manager to become effective at the same time Ms. Rupp will report to work as set out in the Contract, such an Emergency Clause has been included in Ordinance O-1819-16 for Council's consideration.