



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Resolution No. 11 for 2022

**Preferred Agenda:** April 12, 2022

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

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** City of Sweet Home Charter

**Towards Council Goal:** Vision Statement: “The Sweet Home community members have elected the City Council to represent their collective best interests. We have been entrusted to make decision that do the most good for the most people for the longest period of time.”  
Mission Statement: “...As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.”  
GOAL #2. Be an effective and efficient government.

**Attachments:** Resolution No. 11 for 2022  
City Manager Position Profile  
City Manager Recent Recruitment Comps

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## **Purpose of this RCA:**

Approval of the City Manager position profile.

## **Background/Context:**

At the March 22, 2022, City Council Meeting, the Sweet Home City Council declared the City Manager position vacant and stated the Council’s intent to hire a City Manager. To begin the recruitment process, a position profile adopting standards, criteria, and policy directives to be used in hiring a City Manager needs approval by the Council.

## **The Challenge/Problem:**

The City Council needs to discuss and select items related to the employment of a City Manager. Discussion should include a competitive salary range to attract qualified candidates, the minimum length of managerial experience in local government a candidate should have, and any other desired qualifications the Council hope to see in the next City Manager.

## **Stakeholders:**

- City Residents. Residents deserve the best professional administration available to them at a fair value.

- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible and return on the taxpayer's investment. They must balance leadership with representation.
- Management Team. Comprised of six department heads, each with a responsibility to the citizens to run their day-to-day operations as efficiently as possible.

#### **Issues and Financial Impacts:**

The salary range provided will be budgeted. Any revision to the City Manager salary will affect Internal Services charges to other departments.

#### **Elements of a Stable Solution:**

To provide clarity in desired attributes of the next City Manager so the City can attract qualified candidates and ensure a successful recruitment process.

#### **Options:**

1. Option #1– Make a motion to approve Resolution No. 11 for 2022, adopting the Standards, Criteria, and Policy Directives for the City Manager; approving the Position Profile; and directing staff to begin advertising the vacant City Manager position.
2. Option #2– Amend and Make a motion to approve Resolution No. 11 for 2022, adopting the Standards, Criteria, and Policy Directives for the City Manager; approving the Position Profile (as amended); and directing staff to begin advertising the vacant City Manager position.
3. Option #3 – Do nothing and recommend further discussion during a work session to determine desired qualifications of the next City Manager.

#### **Recommendation:**

Option #1 – Make a motion to approve Resolution No. 11 for 2022, adopting the Standards, Criteria, and Policy Directives for the City Manager; approving the Position Profile; and directing staff to begin advertising the vacant City Manager position.

- Salary Range: Consider adjusting the salary range.
- Experience: Consider changes to the experience level required for the position.