



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Authorization to Fill a Vacant Position

Preferred Agenda: April 26, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: Sweet Home Charter Chapter VI, Section 20 (E)

Towards Council Goal: Invest in long-term staff stability & training

Attachments: NA

Purpose of this RCA:

To review the vacant position and authorize the City Manager Pro Tem to appoint an employee to fill the vacancy.

Background/Context:

The City has accepted the resignation of Treatment Plant Operator. His last day will be June 30th. Management would like to begin the recruitment process so a potential new hire would be in place by July 1st, 2022 for a smooth transition.

On April 25th, staff also received the resignation of the seasonal municipal maintenance worker. This position is important to maintain the current level of service in the parks.

Staff and the City Attorney has concluded that there is no authority to hire an employee under the rules of the Sweet Home City Charter.

The charter states that “the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council.”

Staff is seeking authorization for the Manager Pro Tem to fill both positions based on recommendations from the Public Works Director.

The Challenge/Problem:

During the interim period, how does the City fill vacancies to ensure continuity of operations?

Stakeholders:

- City of Sweet Home citizens – The citizens and businesses in Sweet Home rely on this position to access vital services and enjoy a livable community.

- City of Sweet Home staff – Timely recruitment and onboarding ensures that essential functions can continue without interruption, and limits burnout of existing employees.
- City of Sweet Home City Council – The City Council reviews and adopts the annual budget which outlines what staffing is for the organization. Additionally, the Council has placed a specific emphasis on investing in staff stability.

Issues and Financial Impacts:

These positions are budgeted and have no additional impact on the budget.

Elements of a Stable Solution:

The City needs to complete a search and fill the positions. This requires an authorization to fill the position from five (5) or more City Councilors.

Options:

1. Do Nothing – Council could choose not to authorize the City Manager Pro Tem to appoint a candidate to these budgeted vacancies.
2. Authorize the City Manager Pro Tem to appoint a Treatment Plant Operator employee and a seasonal municipal maintenance worker– The City Council could choose to allow the Pro Tem to appoint an employee as needed -determined by the Pro Tem and respective Department Heads.

Recommendation:

Staff recommends option 2, move to authorize the City Manager Pro Tem to appoint a Treatment Plant Operator and a seasonal municipal maintenance employee.