



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – City Manager Recruitment Strategy

**Preferred Agenda:** March 8, 2022

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

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

**Type of Action:** Resolution \_\_\_\_ Motion  Roll Call \_\_\_\_ Other \_\_\_\_

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

**Towards Council Goal:** Vision Statement: We Aspire to have an effective and efficient local government.  
Be an Effective and Efficient Government (3.) Invest in long-term staff stability and Training.

**Attachments:** Sample Proposals: Jensen Strategies, Slavin Management, Avery Associates, and Strategic Government Resources

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## **Purpose of this RCA:**

The City Council must select a recruitment strategy to be used for the recruitment and selection of the City Manager.

## **Background/Context:**

There are three primary options for recruitment of a City Manager:

1. Recruit for a permanent City Manager utilizing the City Manager Pro Tem Christy Wurster and current City staff.
2. Utilize the services offered by Oregon Cascade West Council of Governments (OCWCOG) through implementation of an intergovernmental agreement for assistance in recruiting the City Manager. This could be accomplished in phases or as a full recruitment package. The cost is based on an hourly rate between \$55 per hour and \$94 per hour. The estimated hours would be based on the work performed with an estimated range between \$1,200 - \$3,000, utilizing some internal staff work, as determined by the City Council.
3. Select and retain an executive search firm to assist in recruiting the next city manager following issuance of a Request for Proposals. The cost for executive firms in similar recruitments have been between \$20,000 to \$30,000. Samples have been included as attachments.

## **The Challenge/Problem:**

Which recruitment strategy will be the most cost effective and attract qualified candidates for the position of City Manager?

**Stakeholders:**

- Staff– with selection of the recruitment strategy, staff will take to appropriate steps to move forward in the recruitment process.
- City Council– The recruitment efforts will require a series of decisions by the City Council at each stage of recruitment.
- Community– Town Hall meetings will be open to the public to aid in the recruitment efforts.

**Issues and Financial Impacts:**

The costs associated with the recruitment of the City Manager were unanticipated in the FY 22 budget and could cost up to \$30,000 for consulting services. Additional costs may also include advertising, consultant and candidate travel, accommodations and meals, and background check expenses, and attorney fees associated with contract development.

**Elements of a Stable Solution:**

The desired outcome will be the selection of a process that results in the successful hiring of the City Manager for the City of Sweet Home.

**Options:**

1. Option #1 – Make a motion to utilize City Manager Pro Tem Christy Wurster and current City staff to conduct all aspects of the recruitment of a City Manager including advertenting, applicant selection, scheduling of interviews, and negotiation with selected candidate.
2. Option #2 – Make a motion to utilize the Oregon Cascades West Council of Governments for assistance in recruitment for the City Manager.
3. Option #3 – Make a motion to authorize staff to prepare an RFP to select and retain an executive recruitment firm to assist in recruiting a permanent City Manager.

**Recommendation:**

Option #2 – Make a motion to utilize the Oregon Cascades West Council of Governments for assistance in recruitment for the City Manager.