



# REQUEST FOR COUNCIL ACTION

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

**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  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

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## **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:**

Currently there is one vacant position for a temporary seasonal employee in the Public Works Department.

Staff and the City Attorney has concluded that there is no authority to hire a temporary 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 this position 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 – Additional assistance during peak seasonal months 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:**

This position is budgeted for the 2022 fiscal year due to end on June 30, 2022.

**Elements of a Stable Solution:**

The City needs to complete the existing search and fill the seasonal position. 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 candidates to this budgeted vacancy.
2. Authorize the City Manager Pro Tem to appoint a temporary seasonal employee– 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 temporary seasonal employee.