



# REQUEST FOR COUNCIL ACTION

---

**Title:** Request for Council Action – Resolution No. 8 for 2025 – Updating Non-Represented Management Salary Schedule

**Preferred Agenda:** March 25, 2025

**Submitted By:** Jason Ogden, City Manager

**Reviewed By:** Blair Larsen, City Attorney

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

**Relevant Code/Policy:** City Charter, Section 5 – Other City Officers and Employees

**Towards Council Goal:** Be an Effective & Efficient Government

**Attachments:** Resolution No. 8 for 2025; Exhibit A, Current & Proposed Salary Schedules

---

**Purpose of this RCA:**

The purpose of this RCA is to seek Council approval to formally transition the current Interim Assistant City Manager position into a Deputy City Manager position on a permanent basis. This role, currently held by Cecily Hope Pretty, has been critical in ensuring the continued functionality and efficiency of city operations amidst significant role consolidations and budgetary constraints.

**Background/Context:**

In August 2024, the City of Sweet Home implemented interim leadership appointments in response to staffing transitions. Jason Ogden was appointed Interim City Manager, and Cecily Hope Pretty was appointed Interim Assistant City Manager. Additionally, the Economic Development Director assumed the role of City Attorney shortly thereafter.

Since that time, the City has benefited significantly from the efficiencies created by these role consolidations. As of March 11, 2025, Jason Ogden has transitioned into the permanent City Manager role, while Cecily Hope Pretty has effectively continued to serve in both the Assistant City Manager capacity and, when needed, as the Interim City Manager, exceeding the six-month interim term limit as defined by the City Charter.

This request does not involve any new budgetary impact as the Assistant City Manager position was already approved within the current fiscal year budget. The Deputy City Manager designation better reflects the responsibilities and leadership contributions of the role and aligns with municipal management best practices. This change also solidifies long-term leadership stability within city administration, ensuring continuity in service delivery.

### **The Challenge/Problem:**

1. Leadership and Continuity: The City requires stable, long-term executive leadership to maintain continuity in operations.
2. Efficiency and Multi-Role Management: The City continues to operate with lean staffing. Between the City Manager and Deputy City Manager, current responsibilities cover multiple departments, including:
  - City Manager duties
  - Deputy City Manager duties
  - Chief of Police
  - ½ of Finance Director responsibilities
  - Economic Development Director
  - Administrative Services Director
3. Budget-Neutral Solution: The position is already accounted for in the budget, providing an effective, cost-saving approach to City operations.

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

The formalization of the Deputy City Manager position has no additional financial impact, as the role was already included in the approved fiscal year budget when the Interim Assistant City Manager position was created. This transition ensures continued leadership stability, allowing for streamlined oversight of multiple departments while maintaining cost efficiency. Operationally, this move optimizes role distribution by consolidating high-level administrative functions under two experienced leaders, reducing the need for additional hires or external consulting. Furthermore, solidifying this position mitigates risks associated with leadership gaps, ensuring uninterrupted governance and strategic oversight for the City's long-term success.

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

A stable solution ensures operational efficiency, leadership continuity, and fiscal responsibility while supporting long-term strategic planning. By formalizing the Deputy City Manager role, the City retains an experienced leader who can effectively oversee multiple departments, streamline decision-making, and enhance internal coordination. This structure allows the City to maximize available resources without incurring additional financial burdens. Additionally, a well-defined leadership hierarchy provides clarity for city staff and strengthens administrative capacity, ultimately benefiting both employees and the community by maintaining high service standards and a proactive governance approach.

### **Options:**

1. Deny the request: The City would need to reconsider alternative staffing solutions, potentially impacting operational efficiency.
2. Move to amend the request: The City Council may direct staff to modify the proposal or structure of the position.
3. Move to approve the formalization of the position: This will allow the City Manager to transition Cecily Hope Pretty from Interim City Manager to Deputy City Manager.

### **Recommendation:**

Staff recommends Option 3: Approve the formal transition of Cecily Hope Pretty from Interim Assistant City Manager to Deputy City Manager, effective March 26, 2025.