



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Granting the City Manager Pro Tem Hiring Authority

**Preferred Agenda:** September 10, 2024

**Submitted By:** Cecily Hope Pretty, Assistant City Manager

**Reviewed By:** Jason Ogden, Interim City Manager / Police Chief

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

**Relevant Code/Policy:** City Charter Chapter VI, Section 20(E)

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

**Attachments:** N/A

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**Purpose of this RCA:**

To review vacant positions and authorize the City Manager Pro Tem to appoint employees to fill the vacancies.

**Background/Context:**

The City of Sweet Home’s Charter states in Chapter VI, Section 20(E) 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.” The City of Sweet Home currently has an acting City Manager Pro Tem and therefore City Council approval is needed to fill staff vacancies.

**The Challenge/Problem:**

There are multiple positions needing to be filled citywide, which include a Planning Assistant, Code Enforcement Officer, Public Works Director, Plant Operator, Administrative Services Manager, part-time Community Services Officer, and Police Officer. Based on the above referenced Charter language, the current City Manager Pro Tem Jason Ogden does not have the authority to fill these vacancies without City Council approval.

This RCA seeks authorization from the City Council for the City Manager Pro Tem to fill these positions in coordination with appropriate department leadership.

**Stakeholders:**

1. **Citizens:** Citizens deserve competent, qualified service that is not negatively impacted by ongoing vacancies.
2. **City Council:** City Council reviews and adopts the annual budget which outlines what is reflective of full staffing for the organization.
3. **City Staff:** Staff will have the ability to perform their intended functions in a timely manner and provide the services that are expected of them rather than being negatively impacted by ongoing vacancies.

**Issues and Financial Impacts:**

Each of these positions is budgeted for the fiscal year. Long-term vacancies contribute to staff burnout, negatively affecting retention and leading to additional vacancies that will need to be filled and loss of institutional knowledge.

**Elements of a Stable Solution:**

A process that allows the City to identify and hire qualified candidates in a timely fashion.

**Options:**

1. Do nothing: The City Council could choose not to allow the appointment of any new employees to fill existing vacancies.
2. Authorize the City Manager Pro Tem to appoint the positions as described: The City Manager Pro Tem will proceed with the recruitment and hiring process for the specific positions referenced in this RCA.

**Recommendation:**

Staff recommends Option 2: Authorize the City Manager Pro Tem to appoint the positions as described.