



# REQUEST FOR COUNCIL ACTION

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

**Preferred Agenda:** July 12, 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 begin recruitment to fill a vacancy.

## **Background/Context:**

Brandon Neish, Finance Director for the City of Sweet Home, has submitted his resignation effective July 29, 2022. Staff is requesting authorization to begin recruitment for the vacancy so when a new City Manager is selected, we will be ready to interview for the position.

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 begin recruitment.

## **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:**

The position is budgeted and has no additional impact on the budget.

**Elements of a Stable Solution:**

The City needs to complete a search and fill the 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 begin recruitment of a Finance Director
2. Authorize the City Manager Pro Tem to begin recruitment of a Finance Director– The City Council could choose to allow the Pro Tem to begin the recruitment process.

**Recommendation:**

Staff recommends option 2, move to Authorize the City Manager Pro Tem to begin recruitment of a Finance Director