



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Council of Governments
Recruitment Services IGA

Preferred Agenda: March 22, 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: City of Sweet Home Financial Policy

Towards Council Goal: Goal 2.1: Update & Streamline Process
Goal 2.5: Continue to Implement Best Financial Practices

Attachments: OCWCOG IGA

Purpose of this RCA:

To review a proposed IGA between the City of Sweet Home and OCWCOG for Recruitment Services.

Background/Context:

ORS 190.010 permits units of local government to enter into agreements for the performance of required duties or the exercise of permitted powers.

Staff requested direction from Council on their preferred recruitment strategy during the March 8, 2022 City Council meeting. The Council decided to use services by Oregon Cascades West Council of Governments (OCWCOG) for the executive search of our next City Manager via motion.

The OCWCOG will be performing the following as per Exhibit A Scope of Work:

- OCWCOG will attend meetings with Sweet Home staff and City Council as requested.
- Survey the City Council and City staff to gather information on what they are looking for in a City Manager.
- Provide standards and criteria for the development of a position profile.
- Identify and recruit candidates thru various advertisements.
- Evaluate/screen prospective candidates and make recommendations to the City Council.
- Develop interview questions for all rounds of interviews with input from the City Council.
- Facilitate the interview process as requested.
- Aide in selection and employment including reference checks.
- Additional services as requested by the City of Sweet Home.

The Challenge/Problem:

Should the City of Sweet Home enter into an IGA with Oregon Cascades West Council of Governments for Recruitment Services not to exceed \$4,500?

Stakeholders:

City of Sweet Home – entering into an IGA with OCWCOG ensures a successful recruitment for our next City Manager.

Oregon Cascades West Council of Governments- provides clarity on charges and fees.

Issues and Financial Impacts:

The services will cost no more than \$4500 including all cost.

Elements of a Stable Solution:

Approval or disapproval of the contract.

Options:

1. Do Nothing.
2. Make a Motion to authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Recruitment Services.

Recommendation:

Option #2 Make a Motion: Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Recruitment Services in an amount not to exceed \$4,500.