



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action –Approving the Consulting Transition City Manager Employment Agreement.

Preferred Agenda: August 23, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Charter

Towards Council Goal:

Attachments: Consulting Transition City Manager Contract - Wurster

Purpose of this RCA:

To approve the agreement for Christy Wurster as Consulting Transition City Manager.

Background/Context:

The City Council wants to thank staff for their valuable contributions to the hiring process and helping the City Council with their evaluation of multiple applicants for the City Manager position. From the beginning, the Council requested Oregon Cascades West Council of Governments (OCWCOG) guide us through the candidates search to be sure that the hiring process was as impartial as possible. The City Council approved a list of knowledge, skills, and abilities they believed would be necessary to see the city through the next stage of growth. From that list, a scoring tool was developed by our OCWCOG representative. That scoring mechanism was used to invite candidates for the first and second interviews and continued throughout the hiring process.

After considering the city's needs, the Council extended a conditional offer of employment to Kelcey Young. She has accepted the position and anticipates a start date of October 1, 2022.

Christy Wurster, City Manager Pro Tem has offered services as Consulting Transition City Manager to help onboard Kelcey Young. Legal Counsel has drafted and reviewed the attached agreement which required approval by the City Council.

The Challenge/Problem:

To fill the office of City Manager

Stakeholders:

- Citizens of Sweet Home – A City Manager or Manager Pro Tem is necessary to conduct business.

- City Staff – A City Manager or Manager Pro Tem in place for continued direction of staff and projects
- City Council – A City Manager or Manager Pro Tem is necessary to conduct Council meetings and perform as the Ex-Officio City Recorder

Issues and Financial Impacts:

The City Manager position is a budgeted position.

Elements of a Stable Solution:

The Consulting Transition City Manager will aid in the transition until Kelcey Young begins as City Manager.

Options:

1. Option – Make a motion to approve the Consulting Transition City Manager Agreement with Christy Wurster.
2. Option – Make a motion to amend the agreement.
3. Option – Do Nothing

Recommendation:

Staff recommends option #1 - Make a motion to approve the Consulting Transition City Manager Agreement with Christy Wurster.