



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Resolution No. 30 for 2022- A Resolution Approving the 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:** Resolution No. 30 for 2022  
City Manager Employment Agreement - Young

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## **Purpose of this RCA:**

The City Council has extended an Offer of Employment to Kelcey Young for the position of 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.

## **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:**

Appointment for the office of Manager.

**Options:**

1. Option – Make a motion to approve Resolution No. 30 for 2022, approving the City Manager Employment Agreement with Kelcey Young.
2. Option – Make a motion to amend Resolution No. 30 for 2022.
3. Option – Do Nothing

**Recommendation:**

Staff recommends option #1 - Make a motion to approve Resolution No. 30 for 2022, approving the City Manager Employment Agreement with Kelcey Young.