



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Appointment of Manager Pro Tem

Preferred Agenda: August 23, 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 Charter

Towards Council Goal:

Attachments: NA

Purpose of this RCA:

City Manager Pro Tem appointment

Background/Context:

Christy Wurster was hired as City Manager Pro Tem February 23, 2022. Per Charter, her term ends August 22, 2022. Police Chief Jeff Lynn will be acting in capacity on August 23rd and has been asked to fill the City Manager Pro Tem position from August 24, 2022, through September 13, 2022. The following is an excerpt from the Sweet Home City Charter:

1. Manager Pro Tem. During the absence of the manager from the city, during his/her temporary disability to act as manager, or during the interim when the council is seeking a manager, 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. No manager pro tem shall hold his/her position for more than six months. No appointment of a manager pro tem shall be consecutively renewed.

In case of the absence of the manager or the manager pro tem from council meetings, the council shall appoint a clerk of the council pro tem.

The Challenge/Problem:

To fill the office of City Manager Pro Tem during the absence of the City Manager from the City, with the powers and duties of the City Manager Pro Tem.

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 of Sweet Home could be held liable without a City Manager or Manager Pro Tem in place.

Elements of a Stable Solution:

Appointment for the office of Manager Pro Tem

Options:

1. Option #1– Do Nothing
2. Option #2– Make a Motion to appoint Police Chief Jeff Lynn as City Manager Pro Tem from August 24, 2022, through September 13, 2022.
3. Option #3– Make a Motion to appoint someone else as City Manager Pro Tem beginning August 24, 2022

Recommendation:

Staff recommends Option #2 – Make a Motion to appoint Police Chief Jeff Lynn as City Manager Pro Tem from August 24, 2022, through September 13, 2022.