



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – City Manager Recruitment Strategy

Preferred Agenda: October 8, 2024

Submitted By: Cecily Hope Pretty, Interim Assistant City Manager

Reviewed By: Cecily Hope Pretty, Interim Assistant City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: Sweet Home Charter, Chapter VI Section 20

Towards Council Goal: Be an Effective & Efficient Government

Attachments: N/A

Purpose of this RCA:

To review and approve a recruitment strategy for the vacant City Manager position.

Background/Context:

The previous City Manager concluded employment with the City of Sweet Home in August 2024. City Council appointed a City Manager Pro Tem, Police Chief Jason Ogden, and has directed staff to conduct an internally-hosted search for the next City Manager rather than utilizing an external search firm.

The Challenge/Problem:

Staff must prepare a recruitment strategy with the goal of City Council making an appointment for a permanent City Manager prior to the expiration of Manager Pro Tem Ogden's six-month term on February 9, 2025.

Issues and Financial Impacts:

Utilizing staff to conduct the search rather than an external firm will provide significant cost savings to the City.

Elements of a Stable Solution:

Approval of a timely recruitment strategy that will allow City Council the opportunity to attract and review potential candidates for the City Manager position.

The recruitment strategy proposed by staff is as follows:

- October 10th: City Council approves the recruitment strategy.
- October 11th: Staff posts the recruitment to their online job site and places ads with the Oregon City/County Management Association and up to two other job boards or advertising spaces.

- October 22nd: City Council hosts a public hearing to allow the public to comment on what their preferences for the next City Manager.
- November 22nd: The recruitment closes.
- December 5th or 12th: Executive Session to review the candidate packets.

At this point, depending on the candidates, City Council may choose to make an outright appointment or to move forward with an interview process. If interviews are desired, there may be one or two rounds depending on the preference of City Council. Staff will coordinate closely with City Council in December and January on the final portions of the hiring process, with contract negotiations desired in January 2025 and an ideal start date for the new City Manager in the beginning of February 2025.

Options:

1. Do nothing: The City Council could choose to pause recruitment to consider other options.
2. Propose amendment to the recruitment strategy: The City Council could move to make changes to the strategy.
3. Approve the recruitment strategy as proposed: Move to approve the recruitment strategy as proposed.