



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Granting the City Manager Pro Tem Hiring Authority

Preferred Agenda: November 12, 2024

Submitted By: Cecily Hope Pretty, Assistant City Manager Pro Tem

Reviewed By: Jason Ogden, City Manager Pro Tem / Police Chief

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City Charter Chapter VI, Section 20(E)

Towards Council Goal: Be an Effective & Efficient Government

Attachments: N/A

Purpose of this RCA:

To review vacant positions and authorize the City Manager Pro Tem to appoint employees to fill the vacancies.

Background/Context:

The City of Sweet Home’s Charter states in Chapter VI, Section 20(E) 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.” The City of Sweet Home currently has an acting City Manager Pro Tem and therefore City Council approval is needed to fill staff vacancies.

On September 10, 2024, the City Council granted authority to the City Manager Pro Tem to initiate the hiring process for the roles of Planning Assistant (now titled the Planning & Building Permit Technician), Code Enforcement Officer, Community Services Officer, and Police Officer.

The Challenge/Problem:

Potential candidates have been identified to fill the roles of Planning & Building Permit Technician, Code Enforcement Officer, and Police Officer. Additionally, there is a vacancy for Accounts Receivable Specialist due to an internal promotion. Based on the above referenced Charter language, the current City Manager Pro Tem Jason Ogden does not have the authority to fill these vacancies without City Council approval.

This RCA seeks authorization from the City Council for the City Manager Pro Tem complete the hiring process for these positions in coordination with appropriate department leadership.

Stakeholders:

1. **Citizens:** Citizens deserve competent, qualified service that is not negatively impacted by ongoing vacancies.

2. **City Council:** City Council reviews and adopts the annual budget which outlines what is reflective of full staffing for the organization.
3. **City Staff:** Staff will have the ability to perform their intended functions in a timely manner and provide the services that are expected of them rather than being negatively impacted by ongoing vacancies.

Issues and Financial Impacts:

Each of these positions is budgeted for the fiscal year. Long-term vacancies contribute to staff burnout, negatively affecting retention and leading to additional vacancies that will need to be filled and loss of institutional knowledge.

Elements of a Stable Solution:

A process that allows the City to identify and hire qualified candidates in a timely fashion.

Options:

1. Do nothing: The City Council could choose not to allow the appointment of any new employees to fill existing vacancies.
2. Authorize the City Manager Pro Tem to appoint the positions as described: The City Manager Pro Tem will proceed with the recruitment and hiring process for the specific positions referenced in this RCA.

Recommendation:

Staff recommends Option 2: Authorize the City Manager Pro Tem to appoint the positions as described.