

MEMORANDUM

TO: Mayor and City Council

FROM: Jake Boone, Assistant City Manager

SUBJECT: RESOLUTION DELEGATING ADDITIONAL LIMITED HUMAN RESOURCE AUTHORITY TO THE CITY MANAGER PRO TEM

DATE: October 4, 2023

Background

The City Council has appointed David Clyne as Interim City Manager. As Interim City Manager, Mr. Clyne is Manager Pro Tem for purposes of Section 33(h) of the 2014 Cottage Grove Charter. That section grants that the Manager Pro Tem “may appoint or remove employees only with Council approval.”

While the City Manager is closely involved with the appointment or removal of department heads and other non-represented management and supervisory employees, longstanding practice has been to delegate much of this authority to department heads when it comes to the appointment or removal of other employees. The resolution before the Council would allow routine, lower-level appointments and removals to take place as normal.

As the City is currently engaged in several critical recruitment processes, this delegation of authority would reduce the risk that desired candidates would move forward with other opportunities rather than waiting through an extended hiring process with the City.

This resolution would not delegate any authority to appoint or remove department heads or non-represented management or supervisory employees without Council approval; that would remain under case-by-case Council oversight.

Recommendation

It is staff’s recommendation that Council pass the resolution delegating additional limited human resource authority to the manager pro tem.

Cost

None.



David Clyne, Interim City Manager



Jake Boone, Assistant City Manager

RESOLUTION NO. _____

A RESOLUTION DELEGATING ADDITIONAL LIMITED HUMAN RESOURCE AUTHORITY TO
THE CITY MANAGER PRO TEM

WHEREAS, the City's permanent City Manager retired on September 29, 2023; and

WHEREAS, the City Council has engaged GMP Consultants to provide interim City Manager and replacement recruitment services; and

WHEREAS, the interim City Manager will be an employee of GMP Consultants and will perform such scope of work as assigned by the City; and

WHEREAS, pursuant to Section 33 (h) of the City Charter, the Council appointed interim City Manager as Manager Pro Tem with the authority and duties of the Manager, with the exception that a manager pro tem may only appoint or remove City employees with Council approval; and

WHEREAS, a full staff is necessary for City operations to continue and for the City to adequately perform its critical functions and services; and

WHEREAS, the City Council, therefore, desires to delegate additional limited authority to the Manager Pro Tem in order to oversee and approve the routine appointment and removal of certain City employees.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 33 (h) of the City of Cottage Grove City Charter, the City's Manager Pro Tem is hereby authorized to appoint and remove City employees, with the exception that the manager pro tem must obtain Council approval before appointing or removing any City department head, non-represented management employee, or non-represented supervisory employee.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 9TH DAY OF OCTOBER, 2023.

Candace Solesbee, Mayor

Dated: _____

ATTEST:

Mindy Roberts, City Recorder

Dated _____