

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE July 18, 2023	AGENDA ITEM NUMBER 4.i
--------------------------------------	----------------------------------

TO: Mayor Benetti, Council President DiNovo and City Councilors

FROM: Nathan McClintock, City Attorney

THROUGH: Rodger Craddock, City Manager

ISSUE: Consideration to Approve Amendment #1 of the City Manager Agreement

SUMMARY:

At City Council's May 2, 2023 meeting, the city manager agreement for Nichole Rutherford was approved with an effective date of July 1, 2024. This date coincided with the intended retirement of the current city manager, Rodger Craddock. However, recently Mr. Craddock has submitted notice to retire with a final work date of August 4, 2023, providing for transition into his new role as the Executive Director of the Coos County Airport District. Since submitting intent to retire, it was determined to be most beneficial for all parties for Mr. Craddock to split time over the coming weeks between the City and Coos County Airport District. This provides for a short period of support for Ms. Rutherford's successful transition to the role of City Manager. Due to this short overlap of transition, staff is recommending amending the agreement, retro to July 1, 2023.

ACTION REQUESTED:

If it pleases Council, approve Amendment #2 to the city manager agreement changing the effective date of the agreement from July 1, 2024 to July 1, 2023.

BACKGROUND:

The originally approved agreement was the culmination of a process specifically developed for the mapping of the city manager succession plan and began with initial internal discussions and development in early 2021, with the understanding that succession planning is not just a one-time administrative task, but rather requires continued employee development. The city of Coos Bay continually strives towards employee training and development, through regular refresher courses within the employee's area of expertise to ensure awareness of industry trends and training courses that expand the employee's knowledge base, diversifying the entire work force of the city to the greatest extent possible. A succession plan plays a role in this employee development pathway, through identification of potential next steps for current employees. Each department, using similar succession process, has built and is continually developing their team, creating depth and opportunity within the department for future career advancement. Through this process, at the department level, worthy city manager candidates rise to the top and encourage more focused internal discussions on individual career paths and goals.

The formal succession plan which gained consensus from the Council at the March 28, 2023 work session involved the selection of a current employee that has shown leadership and municipal management ability, as well as capacity to implement council goals through collaboration amongst the departments, carrying on a similar focus already in place under the current city manager leadership. A crucial step in the succession plan was implementation of a new position in the 2021-2022 fiscal year, assistant city manager. Following two years of training and mentoring under Mr. Craddock, Ms.

Rutherford is prepared to fully transition into the role of city manager.

BUDGET IMPLICATIONS:

As indicated in the original agreement, a reduced salary scale was noted effective July 1, 2024 (FY25) and has been adjusted to align with the wage scale for the current fiscal year (FY24). This savings will offset with the leave accrual payout upon retirement, resulting minimal budget impact.

ATTACHMENT(S):

- City Manager-first amendment.pdf