



## RESOLUTION 2023-083

### APPOINTING A CITY MANAGER PRO TEM AND ASSISTANT CITY MANAGER

**WHEREAS**, Section 33 of the City Charter requires the City Council to appoint a City Manager Pro Tem when the position of City Manager becomes vacant or the City Manager is temporarily disabled from discharging the duties of the office; and

**WHEREAS**, a vacancy exists in the office of the City Manager and there is presently an open position for Assistant City Manager; and

**WHEREAS**, Council believes that the present workload of the Office of the City Manager necessitates the appointment of an Assistant City Manager; and

**WHEREAS**, Council believes that Craig Sheldon possesses the skill and experience to lead the City as City Manager pro tem and that Kristen Switzer possesses the skill and experience to fill the position of Assistant City Manager; and

**WHEREAS**, Section 33 of the City Charter requires the City Manager pro tem to seek and receive Council approval and consent before appointing and removing city staff; and

**WHEREAS**, the Council has been informed that the City has a need to make appointments and removals in certain positions to ensure the City's continuing municipal operations; and

**WHEREAS**, Council desires to consent and approve of the appointment of Craig Sheldon as City Manager pro tem and Kristen Switzer as Assistant City Manager; and

**WHEREAS**, Council desires to consent and approve of the hiring of any personnel in positions already budgeted for the present fiscal year; and

**WHEREAS**, Council desires to consent and approve a granting of authority to the City Manager pro tem to remove employees in the best interest of the City, on the condition that any and all affected department directors, the Human Resources Director, and the City Attorney unanimously consent to the removal.

### **NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

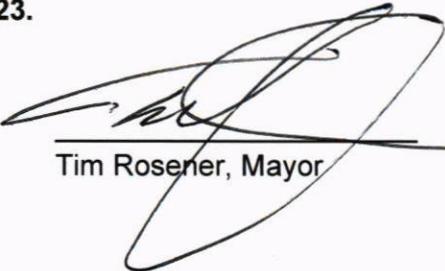
**Section 1.** The City Council hereby appoints Craig Sheldon as City Manager pro tem and Kristen Switzer as Assistant City Manager.

**Section 2.** The City Manager pro tem may make hiring decisions, in the best interest of the City, for any position already budgeted for the present fiscal year.

**Section 3.** The City Manager pro tem shall have the authority to remove employees, in the best interest of the City, on the condition that any and all affected department directors, the Human Resources Director, and the City Attorney unanimously consent to the removal. To the extent that unanimity does not exist with respect to any decision to remove, the City Manager pro tem shall seek approval from Council. Nothing in this provision shall prevent the City Manager pro tem from placing any employee, save for those employees referenced in Section 35 and 36 of the City Charter, on paid administrative leave pending a final employment decision.

**Section 4.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 28<sup>th</sup> of November, 2023.**



Tim Rosener, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder