



## Staff Report

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**File #:** 21-567

**Version:** 1

**Date:** 1/10/2022

**Item #:** 5.b.

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**TO:** Mayor and City Council

**THROUGH:**

**FROM:** Steve Powers, City Manager

**SUBJECT:**

Appointment of Kristin Retherford as Interim City Manager effective March 1, 2022, and update on the process to recruit a new City Manager.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**SUMMARY:**

Steve Powers has announced his retirement effective March 1, 2022. In order to ensure a smooth transition, an Interim City Manager needs to be designated prior to the departure of the current City Manager.

**ISSUE:**

Shall the City Council appoint Kristin Retherford, Urban Development Director, as Interim City Manager, effective March 1, 2022.

**RECOMMENDATION:**

Appoint Kristin Retherford, Urban Development Director, as Interim City Manager, effective March 1, 2022.

**FACTS AND FINDINGS:**

It is necessary to appoint an Interim City Manager to take effect upon Mr. Powers' departure on February 28, 2022.

Ms. Retherford has indicated a willingness to serve as an interim City Manager until a new City

Manager is appointed.

Ms. Retherford has been the City's Urban Development Director since December 2015. Prior to coming to Salem, she served in a similar role with the City of Wilsonville. Ms. Retherford's background as the City's Urban Development Director requires her to work closely with both the City Council, Urban Renewal Agency Board and the public on a variety of high-profile, complex projects. In addition, she also oversees the Salem Housing Authority, providing leadership and direction for the Authority as the agency has taken on multiple new initiatives (such as HRAP) and the renovation and new construction of multiple existing and new affordable housing developments.

Ms. Retherford's work also spans multiple aspects of the City as an organization, and she has the organizational knowledge and experience to serve in an interim capacity as City Manager.

Ms. Retherford has agreed to serve as Interim City Manager beginning March 1, 2022 and will continue to work with Mr. Powers on the transition. Ms. Retherford will be considered acting-in-capacity as City Manager and will receive additional compensation consistent with City Human Resource Rule 3.05.

To ensure a timely recruitment process the City Manager has engaged Raftelis, an Ohio-based consulting firm, to assist the City Council with recruitment process and selection. Raftelis has provided executive search services to 100's of local governments throughout the U.S. and has substantial experience in the Pacific Northwest. Over the next few weeks Raftelis will be conducting conversations with members of Council in order to create a position profile and desired candidate characteristics, and to provide a process on the recruitment for City Council's consideration and adoption.

## **BACKGROUND:**

Section 23 of the Salem Charter provides that the City Council shall appoint the City Manager, and that when a vacancy in the office of City Manager occurs, Council shall fill the vacancy by appointment as expeditiously as possible.

Steven Powers,  
City Manager

## **Attachments:**

1. Rafetelis proposal