



**DATE:** February 22, 2021  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Authorization to Begin Recruitment Process for a City Planner

<b>Budgeted Amount:</b>	<b>Estimated Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

**Council Should Consider**

Motions to approve, table, or deny the following:

- Authorizing staff to begin the recruitment process for a City Planner.

*All items need a simple majority for action unless otherwise noted.*

**Background**

Following a discussion at the February 16, 2021 work session, the City Council directed staff to begin the recruitment process for a City Planner position. An updated job description for the position has been attached and below is the anticipated recruitment process.

Anticipated process:

- Council approves authorization to begin the recruitment process
- Staff posts for the position and reviews candidates
- Staff reviews applications and selects interview candidates
- Staff will conduct a first round of interviews and select final round candidates
- Staff will conduct a final interview. Councilmembers may choose to attend the final interview, but the Council should decide with this authorization on who, from Council, will attend.
- Staff will bring forward a finalist for official Council approval

The City Council at its work session raised the possibility of a “meet and greet” with finalists, this is not currently part of the process but could be included should Council request it.

**Budget Impact**

This position will not adversely affect the 2021 budget as it is replacing a previously budgeted position.

**Attachments**

Attachment A: Updated City Planner Job Description