



MEMORANDUM

---

**DATE:** March 15, 2021  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Council Participation in Upcoming City Planner Interviews

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

---

**For Council Consideration**

Council may discuss and provide further direction on which Councilmembers will participate in upcoming City Planner interviews.

**Background**

The City Council authorized the recruitment process for a City Planner at a previous meeting; at that meeting Council discussed the possibility of Councilmembers participating in the interview process. Council generally agreed that they would like to have no more than two members sit in on the interviews, but which Councilmembers was not determined. Staff is assuming that there will be two rounds of interviews, the first round will consist of more candidates and the second round will be from a smaller pool of finalists, and Council will only participate in the second round. Should Council desire to change that process, they should also weigh in on that during this discussion. Note, the application window does not close until March 19<sup>th</sup>, the interviews will likely occur early April.

**Budget Impact**

N/A

**Attachment**

N/A