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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Authorization to Schedule Hiring Approvals for  
January 6 Study Session**  
DATE: December 20, 2021

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### **Background:**

As the Council is aware, there are three manager positions open: Community Development, Liquor Store, and Technology Services. Applications have been reviewed and candidates selected. Interviews are scheduled for December 20 and 21 and selections should be made by the end of the day December 21 with offers following shortly thereafter.

In order to bring staff onboard as quickly as possible, staff requests Council authorization to make offers, complete background checks, and schedule the hiring approval for the January 6, 2022. While the City Council prefers not to have action items on the Study Session agendas, approving the hirings on that date allows for an expedited onboarding.

### **Recommendation:**

Staff recommends that the City Council authorize hiring approvals for the noted positions at the January 6, 2022 Study Session.