



**DATE:** December 13, 2016  
**TO:** Mayor and City Council  
**FROM:** City Clerk

## **SUBJECT**

Personnel Commission Recruitment Update and Process for Selecting and Appointing Four Members to the Personnel Commission

## **RECOMMENDATION**

That the City Council reviews the process for selecting and appointing four members to the Personnel Commission.

## **BACKGROUND**

At its regular City Council meeting on [October 25, 2016](#), the City Council directed staff to conduct a special recruitment to fill four vacancies on the Personnel Commission. The special recruitment was conducted from November 1, 2016 to December 8, 2016. As of the writing of this report, the City Clerk's Office has received 19 applications. Attachment II provides the preliminary list of applicants.

Continuing with the desire of the City Council to streamline the interview process and narrow the field of candidates to be interviewed, Council Members will have the opportunity to review all the applications submitted by each applicant and select up to ten applicants to interview. Council Members will communicate their selections to the City Clerk by Friday, December 16, 2016. Applicants who receive at least two votes will be invited to interview with the City Council on Tuesday, January 10, 2016.

## **PUBLIC CONTACT**

Information about the Personnel Commission recruitment was disseminated via the following channels: press release, Daily Review newspaper advertisement, news item on the City's homepage, City's Facebook, City's Twitter, Nextdoor.com, GovDelivery emails, electronic billboards at Southland Mall and Clear Channel, Channel 15, and outreach at the Light Up the Season event.

## **NEXT STEPS**

The City Clerk will provide the City Council with a list of the applicants who will be selected to interview on Tuesday, January 10, 2016. The swearing-in and official appointment of selected members is scheduled for Tuesday, January 17, 2016.

*Prepared and Recommended by:* Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

---

Kelly McAdoo, City Manager