



## **CITY OF ORLAND STAFF REPORT**

**MEETING DATE: June 9, 2025**

### **SPECIAL MEETING**

**TO:** Honorable Mayor and Council

**FROM:** Scott Drexel, City Attorney

**SUBJECT:** Appointment of Ad Hoc Committee for City Planner Recruitment Process

#### **SUMMARY:**

Staff recommends that the City Council appoint two Council members to serve on an ad hoc committee to participate in the interview process for the City Planner position and provide input to the City Manager regarding candidate selection.

#### **DISCUSSION / ANALYSIS:**

The City of Orland is currently recruiting for the position of City Planner. Per the City's Municipal Code, the City Manager has the authority to appoint department heads, including the City Planner position. However, employment contracts for department head positions are subject to City Council approval.

To ensure Council input early in the selection process and to promote transparency in the recruitment of this key position, staff recommends the formation of an ad hoc committee consisting of two Council members. This approach is a common practice in other California municipalities.

The City Planner position is critical to the City's development review process, long-range planning efforts, and implementation of the General Plan. Given the importance of this position to the community's future growth and development, Council participation in the selection process will help ensure the selected candidate aligns with the Council's vision and priorities for the Planning Department.

The proposed ad hoc committee would:

- Participate in the review of applications and selection of candidates for interviews
- Participate in panel interviews of final candidates
- Provide feedback and recommendations to the City Manager regarding candidate qualifications and fit
- Serve in an advisory capacity only, with final selection authority remaining with the City Manager

As an ad hoc committee focused on a specific, limited task, this committee would dissolve upon completion of the recruitment process.

**RECOMMENDED ACTION:**

Staff recommends the City Council appoint two members to serve on an ad hoc committee for the City Planner recruitment process. This will ensure appropriate Council input consistent with the Brown Act, while maintaining the City Manager's appointment authority as established in the Municipal Code.