

To: Council  
From: Alice  
Date: 12/16/24  
Re: Next steps for Manager Selection

As we agreed at the end of our workshop on Saturday, I drafted an outline of steps for the council to consider/discuss so that we define our process for moving forward with our manager recruitment/selection. This is for the council to discuss/consider. I believe that it will be important to have an established process so that the public (and council) are aware of the steps that will be followed.

This is written with the idea that recruitment has occurred and so our task begins with selecting candidates that we will move forward in the process.

1. Council will Review Consultant's choices
  - a. Executive session
  - b. Add or delete candidates from the group reviewed by the consultants
  - c. Add applicants received through City internal process
  - d. Optional – council members can review applications/submitted info prior to making this decision if they wish. As I understand, we have some obligation to use care in how we do this since the applications contain some sensitive information.
2. Consultant next step
  - a. Conduct Pre-Interview
  - b. Conduct Background checks
  - c. Conduct reference checks
  - d. Confirm or modify their recommendation
3. Consultant will report to Council
  - a. Executive Session
  - b. Written and/or verbal reports
  - c. Council select candidates to move forward to interview
4. Interviews will be conducted on-site
  - a. Consultant/staff arrange interview schedule
  - b. Consultant provide model questions/framework for interviews
  - c. Council conduct Interviews – Executive Session
  - d. Staff/Community meet/greet activities
5. Council will make selection
  - a. Executive session
6. Council will negotiate contract
  - a. Executive Session
  - b. Assistance from Consultant and City Attorney
  - c. Establish benefit/salary package
  - d. Establish start date