

Draft Timeline for CM Hiring (from December 10th HR memo on City Manager Hiring Process)

Advertisement/ Position Open: December 19, 2019 – January 30, 2020
February 3, 2020 Applicant Review
February 4, 2020 Background Authorizations sent to finalists
Week of February 10, 2020 Telephonic Interviews (February 10th is a Council Meeting date)
Week of February 24, 2020 In Person Interviews (The 24th is a Council Meeting date)
February 28, 2020 Selection made
Week of March 1st Negotiations

If Negotiations are successful

April 6, 2020 Estimated start date (will depend on applicant’s notice requirements, provides for 39 days between selection and start date)
April 10, 2020 City Manager Koester’s last day. Provides for 1 week of overlap
April 13, 2020 New Manager Sworn in (This is a Council Meeting date)

If Negotiations/hiring process is not successful

March 1- March 18 Solicit interested candidates (City Manager reaches out to interested candidates and provides Council with resumes)
March 23rd Council meeting Review candidates (Council could schedule an executive session to discuss). Make selection and provide notice to candidate.
March 13th Council meeting Resolution to appoint interim manager
April 3th City Manager Koester’s last day. Provides for one meeting cycle (3 weeks) of overlap. CM search would occur under direction of interim manager.