

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 10 th is a Council Meeting date)
Week of February 24, 2020	In Person Interviews (The 24 th is a Council Meeting date)
February 28, 2020	Selection made
Week of March 1 st	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 13 th Council meeting	Resolution to appoint interim manager
April 3 th	City Manager Koester's last day. Provides for one meeting cycle (3 weeks) of overlap. CM search would occur under direction of interim manager.