

**Town of Los Gatos
Town Manager Search
Proposed Draft Schedule 4/1/24**

	Activity	Timeline Without Ad Hoc Committee	Timeline With Ad Hoc Committee
I.	Pre-Recruitment		Pre-Recruitment
	<ul style="list-style-type: none"> • Town Council Special Meeting re: Town Manager priorities and recruitment process • Finalize project schedule 	Week of April 8	Week of April 8
II.	Development of Candidate Profile	4/8/24 – 5/21/24	4/8/24 – 5/7/24
	<ul style="list-style-type: none"> • <u>Virtual meetings</u>: one-on-one with Mayor and each Council Member • Ad Hoc Committee provided draft WORD version for review • Ad Hoc Committee meeting for review/approval of draft WORD version • Town Council provided draft WORD version • Town Council meeting for review/approval of draft WORD version • Town Council provided TYPESET COPY for review • Town Council meeting for review/approval of TYPESET COPY version 	4/15/24 – 4/19/24	4/15/24 – 4/19/24
			4/26/24
			4/29/24
		5/3/24	
		5/7/24	
		5/17/24	5/3/24
		5/21/24	5/7/24
III.	Recruitment	5/27/24 – 6/28/24 (5 weeks)	5/13/24 – 6/14/24 (5 weeks)
	<ul style="list-style-type: none"> • Recruiter will provide on-going updates during search, and summary at conclusion of recruitment 		
IV.	Recruiter conducts/completes supplemental process with select applicants	7/1/24 – 7/19/24 (3 weeks)¹	6/17/24 – 6/28/24 (2 weeks)
V.	Recommendation of Candidates/Selection of Finalists	Week of July 22	Weeks of July 8 & 15
	<ul style="list-style-type: none"> • <u>Optional virtual meeting (60 to 90 minutes)</u>: with Ad Hoc Committee meeting to review recommended candidates • <u>Virtual or in person meeting (60 to 90 minutes)</u>: with Town Council (Closed Session) to provide recommended candidates; Council selects finalists for interview process • Peckham & McKenney notifies all candidates of status in recruitment process 		7/9/24 ²
		7/23/24 Special Meeting	7/16/24
VI.	Finalist Interview Process	Week of July 29	Week of July 22
	<ul style="list-style-type: none"> • 2 consecutive day in-person Town Council Closed Session for interviews 	August 1 & 2	July 25 & 26
VII.	Qualification		
	<ul style="list-style-type: none"> • Conduct thorough background and reference checks on leading candidate • Provide negotiation assistance 		

Note: All written materials relating to the recruitment generated by the Recruiter will be provided to the Town liaison for confidential distribution to the Town Council and for facilitating the exchange of information.

¹ Three (3) weeks because week of July 1 is a holiday week (applicants are not available).

² Week of July 8 because July 3 is the soonest a meeting could be scheduled and the week of July 1 is a holiday week.