

### Timeline and Tasks

(all dates are approximate/estimate, subject to change based on selected search firm)

Week of January 27	Personnel Committee – Discuss timeline, recruitment firms, circulate materials to Council, edit job description
February 10	City Council Regular Meeting <ul style="list-style-type: none"> <li>- Select recruitment firm, authorize contract</li> <li>- Review/approve Personnel Committee’s proposed job description</li> </ul>
Week of February 17	Personnel Committee – Review advertisement materials / listings
Monday, February 24	City Council Regular Meeting <ul style="list-style-type: none"> <li>- Briefing on / possible approval of advertisement materials</li> </ul>
March / April	Search Firm - Call for Applications, processing by search firm
Monday, April 14	Search firm provides top candidates’ application materials to Council for review
Week of April 14	Personnel Committee - Discuss interview process and questions / comment cards
Monday, April 28	City Council Regular Meeting <ul style="list-style-type: none"> <li>- Executive Session to discuss/review applications, select top candidates for interviews, disseminate interview questions</li> </ul>
Week of May 5	Conduct Interviews (Council, Staff, Community Stakeholders); and Hold Community Reception/Forum to Meet Top Candidates and solicit feedback
Monday, May 12	City Council Regular Meeting – <ul style="list-style-type: none"> <li>- Executive Session to deliberate and potential action on hiring</li> </ul>
May 12 – May 27	City Attorney / HR Director negotiate contract with selected Candidate, with input from Personnel Committee
Tuesday, May 27	City Council Regular Meeting – <ul style="list-style-type: none"> <li>- Vote on proposed contract</li> <li>- Executive Session to conduct exit interview for current City Manager</li> </ul>
Weeks of May 27, and June 2	<i>Assuming immediate start date</i> , overlap with City Manager for on-boarding (may seek extension via negotiation with current City Manager)