

## City Manager Search Timeline as of 8/6/2024

Item	Activity	Timeline
1.	Staff selects a search firm.	5/30/24
2.	City Commission nominates members to the Citizens Advisory Board for the City Manager Search.	7/2/24
3.	Contract with search firm finalized.	7/22/24
4.	Staff meets with search firm to discuss recruitment plan.	7/25/24
5.	Citizens Advisory Board meets in first session to select a Chair and Vice-Chair, establish a meeting schedule, and review the draft recruitment brochure.	8/15/24
6.	Staff reports progress to City Commission as a Conference item. City Commission reviews draft recruitment brochure	8/20/24
7.	Search firm conducts internal stakeholder engagement.	Week of 8/26/24
8.	Citizens Advisory Board meets to review the final draft of the recruitment brochure and advertising list.	Week of 9/9/24
9.	Search firm posts the position and actively recruits candidates.	10/1 – 11/15/24
10.	Search firm conducts due diligence and narrows the field of candidates for Advisory Board's consideration.	11/16 – 12/6/24
11.	Citizens Advisory Board meets to review reduced list of candidates.	Week of 12/16/24
12.	Citizens Advisory Board meets to interview the candidates and deliberate on recommendations to the City Commission	Week of 1/6/2025
13.	Final list of candidates is submitted to the City Commission.	Week of 1/13/2025
14.	Commission members interview the candidates in a Conference Meeting.	2/4/2025
15.	If the Commission is prepared to select a candidate, they may vote to do so at the Regular Meeting. If the Commission prefers to deliberate, a vote may be held at the next Regular Meeting	2/4/2025 or 2/18/2025
16.	Selected Candidate begins working for the City.	TBD