



## CITY MANAGER EXECUTIVE SEARCH TIMELINE

| <u>Timeline</u>                                   | <u>Activity</u>                                                                                                                                                                                                                                                      |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   |                                                                                                                                                                                                                                                                      |
| 4/28/25 & 5/12/25<br>City Council Closed Sessions | <ul style="list-style-type: none"> <li>Recruitment Options Process Presented</li> </ul>                                                                                                                                                                              |
| May 2025                                          | <ul style="list-style-type: none"> <li>City Manager Ideal Qualities &amp; Characteristics of Ideal Candidate Survey released to the public</li> <li>471 responses to survey received</li> </ul>                                                                      |
| 6/9/25<br>City Council Closed Session             | <ul style="list-style-type: none"> <li>Continued discussion - Recruitment Options Process</li> <li>City Manager Ideal Qualities &amp; Characteristics of Ideal Candidate Community Survey results</li> <li>City developed City Manager Recruitment Flyer</li> </ul>  |
| 6/23/25<br>City Council Closed Session            | <ul style="list-style-type: none"> <li>Continued discussion - Recruitment Options Process</li> <li>Continued discussion - City Manager Ideal qualities &amp; characteristics of ideal candidate survey results</li> </ul>                                            |
| 7/16/25 - current                                 | <ul style="list-style-type: none"> <li>Survey responses posted to the City website</li> </ul>                                                                                                                                                                        |
| 7/28/25<br>City Council Closed Session            | <ul style="list-style-type: none"> <li>Draft Executive Search Consulting Services RFP was reviewed by City Council prior to release.</li> </ul>                                                                                                                      |
| 7/29/25                                           | <ul style="list-style-type: none"> <li>Executive Search Consulting Services RFP released on City Bid Net Direct – 71 companies downloaded the RFP</li> </ul>                                                                                                         |
| 8/18/25                                           | <ul style="list-style-type: none"> <li>City received 11 proposals by the RFP 5PM deadline, responses forwarded to City Council.</li> </ul>                                                                                                                           |
| 8/25/25<br>City Council Closed Session            | <ul style="list-style-type: none"> <li>City Council selects and interviews three Executive Search firms.</li> <li>City Council selects HR Dynamics &amp; Performance Management, Inc. (HRD) and City Manager enters into Professional Services Agreement.</li> </ul> |
| 8/26/25                                           | <ul style="list-style-type: none"> <li>City provides HRD with City Manager Ideal qualities &amp; characteristics of ideal candidate community survey results and the City developed City Manager Recruitment Flyer</li> </ul>                                        |
| 8/27/25 – 9/7/25<br>HRD Tasks                     | <ul style="list-style-type: none"> <li>HRD holds individual meetings with Councilmembers to continue development of candidate profile and refine the timeline.</li> </ul>                                                                                            |

| <b><u>Timeline</u></b>                  | <b><u>Activity</u></b>                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | <ul style="list-style-type: none"> <li>• HRD creates draft recruitment brochure and advertisements.</li> <li>• HRD develops marketing/outreach plan.</li> </ul>                                                                                                                                                                                                               |
| 9/8/25<br>Council Closed Session        | <ul style="list-style-type: none"> <li>• HRD meets with City Council and presents results of City Council interviews, draft brochure and timeline.</li> </ul>                                                                                                                                                                                                                 |
| 9/9/25 – 9/12/25<br>HRD Tasks           | <ul style="list-style-type: none"> <li>• HRD refines brochure; makes edits to brochure as necessary based on City Council feedback.</li> <li>• Post on HRDPM.com website.</li> <li>• Place advertisements and outreach via mass mailing lists.</li> <li>• Market the opportunity using social media.</li> <li>• Print brochures.</li> </ul>                                   |
| 9/22/25<br>Council Closed Session       | <ul style="list-style-type: none"> <li>• HRD Discussion on candidate interview process</li> </ul>                                                                                                                                                                                                                                                                             |
| 9/10/25 – 10/10/25<br>HRD Tasks         | <ul style="list-style-type: none"> <li>• Active recruitment period (<u>4 weeks</u>) in which candidates submit resumes from 9/10/25 – 10/10/25.</li> <li>• Conduct targeted recruitment and outreach – direct contacts and phone calls with potential candidates.</li> <li>• Conduct internet research, identify and contact potential candidates (e.g. LinkedIn).</li> </ul> |
| 10/11/25 – 10/12/25<br>HRD Tasks        | <ul style="list-style-type: none"> <li>• Preliminary screening of candidates (for minimum qualifications).</li> <li>• Preparation of preliminary report with summary of candidates in matrix format, and categorized by most highly qualified, qualified, and not qualified.</li> </ul>                                                                                       |
| 10/13/25<br>City Council Closed Session | <ul style="list-style-type: none"> <li>• HRD presents preliminary report to Mayor and City Council (Summary of Candidates in matrix format, and categorized by most highly qualified, qualified, and not qualified).</li> <li>• HRD receive approval to proceed with candidate screening interviews of the most highly qualified.</li> </ul>                                  |
| 10/21/25 – 10/29/25<br>HRD Tasks        | <ul style="list-style-type: none"> <li>• Schedule finalists for the interview panel.</li> <li>• Prepare final interview questions for panels based on City Council participation.</li> <li>• Coordinate preparation of interview binders, supplies and logistics with City staff.</li> </ul>                                                                                  |
| 10/22/25                                | <ul style="list-style-type: none"> <li>• City Council received candidate interview binders</li> </ul>                                                                                                                                                                                                                                                                         |
| 10/30/25<br>City Council Closed Session | <ul style="list-style-type: none"> <li>• Mayor and City Council conduct interviews with finalists; HRD facilitates process.</li> </ul>                                                                                                                                                                                                                                        |
| 10/31//25 – 11/4/25<br>HRD Tasks        | <ul style="list-style-type: none"> <li>• Conduct reference checks following interviews.</li> <li>• Preparing template offer letter and terms negotiations.</li> </ul>                                                                                                                                                                                                         |

| <b><u>Timeline</u></b>                 | <b><u>Activity</u></b>                                                                                                                                                                                                    |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <ul style="list-style-type: none"> <li>• Conducts background checks using an outside service (USA Fact) including educational degrees, employment history, credit check, criminal and civil cases nation-wide.</li> </ul> |
| 11/6/25<br>City Council Closed Session | <ul style="list-style-type: none"> <li>• Follow-up status report to City Council; process still in progress</li> </ul>                                                                                                    |