

Proposed Project Schedule - Flagler Beach City Manager

April 23, 2023

Phase I: Needs Assessment / Information Gathering

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| April 14, 2023 | CB&A meets with the Mayor and Commission Members and any other suggested stake holders to understand the job and its challenges. |
| April 26, 2023 | CB&A submits the draft of the full recruitment profile to the City for its review. |
| May 1, 2023 | City provides comments on the proposed recruitment profile. |

Phase II: Recruiting

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| May 5, 2023 | CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to almost 14,000 local government professionals. |
| May 29, 2023 | Closing date for submission of applications. |
| June 3, 2023 | CB&A reports on the results of the recruitment. |

Phase III: Screening, Reference Checks and Credential Verification

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| June 22, 2023 | CB&A forwards its candidate report and materials to the City electronically. These will include the candidates' resumes, the candidate introduction, and the results of our reference, background, social media, and Internet/newspaper archives checks. |
| June 28, 2023 | City selects candidates for interviews. |

Phase IV: Interview Process Coordination and City Manager Selection

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| July 13, 2023 | City provides a City tour and holds reception for the finalists. |
| July 14, 2023 | One-on-one and full City Commission Interviews and possible decision. |
| July 18, 2023 | City selects City Manager, if it has not already done so. |

Phase V: Negotiation, Warranty & Continuing Assistance

Post-Selection: CB&A works with City representatives and the selected candidate on an employment agreement.