

Proposed Project Schedule - Islamorada, Village of Islands

2/11/2021

Phase I: Needs Assessment / Information Gathering

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| February 24, 2021 | CB&A begins meeting with the Mayor and Council Members and any other suggested stake holders to understand the job and its challenges. |
| March 2, 2021 | CB&A submits the draft of the full recruitment profile to the City for its review. |
| March 9, 2021 | City provides comments on the proposed recruitment profile |

Phase II: Recruiting

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| March 12, 2021 | CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 13,800 local government professionals. |
| April 9, 2021 | Closing date for submission of applications. |
| April 14, 2021 | CB&A reports on the results of the recruitment. |

Phase III: Screening, Reference Checks and Credential Verification

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| May 10, 2021 | 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 and Internet/newspaper archives checks. |
| May 20, 2021 | City selects candidates for interviews. |

Phase IV: Interview Process Coordination and City Manager Selection

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| June 1, 2021 | City provides a City tour and possibly holds reception for the finalists. |
| June 2, 2021 | One-on-one and full City Council Interviews and decision. |

Phase V: Negotiation, Warranty & Continuing Assistance

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