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**TO:** City Council  
City of Davis

**FROM:** Heather Renschler, Search Consultant  
Ralph Andersen & Associates

**SUBJECT:** Timetable on City Manager Search Activities

Attached is the updated timeline for the City Manager search that reflects the longer application period.

<b>Revised Timeline</b>	
<b>Task</b>	<b>Completion Date</b>
Meeting and introduction to City Council	Completed
Finalize recruitment brochure	Completed
Establish Community Input Instrument (via internet)	Available On-Line
Open recruitment and application period	Currently Underway
Announce opening at California City Manager's Meeting	Completed
Advertise Career Opportunity (Multiple Sources)	Currently Underway
Review of resumes by Search Consultant	On-going throughout the process
Candidates to Submit By / Review of Resumes by Consultant	Friday, April 29
Initial review of resumes by City Council	Early May
City Council In-Person Interviews (Round #1)	Mid-to-Late May
City Council In-Person Interviews (Round #2)	Late May / Early June
Candidate Backgrounds / Final Steps	Late May / Early June
Negotiations and Offer to Candidate	Mid June
City Manager joins the City of Davis	Date To Be Determined

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