

**Exhibit "1"**

## City of Miami Beach Proposed Timeline for City Manager Recruitment Process

Date	Activity
Completed	<b>Stakeholders Meeting</b> <ul style="list-style-type: none"> <li>• Review Recruitment Process</li> <li>• Discuss the process for development of the City Manager Profile, recruitment brochure, and gather feedback on the following:               <ul style="list-style-type: none"> <li>○ Opportunities and Challenges the new City Manager faces</li> <li>○ Desired Professional Characteristics and Personal Qualities of the position</li> </ul> </li> </ul>
January 13, 2021	City Commission approval of timeline, City Manager Job Profile and Optional Services, if any
January 14, 2021	Published Brochure/Placement of Ads and Candidate Recruitment <ul style="list-style-type: none"> <li>• 45-day initial recruitment period</li> <li>• Performance of Optional Services during this 45-day search process</li> </ul>
March 1, 2021	Deadline for priority review of applications <ul style="list-style-type: none"> <li>• Search Consultant conducts due diligence and preliminary screenings via Zoom</li> </ul>
March 12, 2021	Search Consultant reviews and provides written recommendation of candidates to City Commission for review and consideration
March 17, 2021	City Commission selects candidates for Search Consultant to interview <ul style="list-style-type: none"> <li>• Firm to conduct preliminary background checks on final candidates</li> </ul>
March 18, 2021	Search Consultant invites candidates for interview and begins preliminary background investigations including criminal, civil, financial, DMV, and education
Weeks of April 5 <sup>th</sup> and 12 <sup>th</sup> , 2021	<b>Candidate Interviews</b> <ul style="list-style-type: none"> <li>• Finalist Interviews</li> <li>• Deliberations to select new City Manager subject to scheduling of special commission meetings as required</li> </ul>
Week of April 19, 2021	Contract offer and negotiations with selected candidate <ul style="list-style-type: none"> <li>• City/Ralph Andersen &amp; Associates conducts Final Background check (including drug test and fingerprinting) and References (5-10 business days)</li> </ul>
April 21, 2021	City Commission final approval of contract
**Start date of new City Manager will be determined by the City	

*Please note: The proposed timeline may be adjusted as needed based upon the awarding of the contract, publication of the position brochure and placement of ads, the scheduling of meetings of the Search Committee, and the overall needs of the City.*