



# City of Marco Island

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## City Manager Recruitment Process and Timeline

This recruitment process is designed to ensure full compliance with Florida's Government-in-the-Sunshine Law (Chapter 286, F.S.), Florida Public Records Law (Chapter 119, F.S.), and all City of Marco Island public meeting, notice, and recordkeeping requirements.

### Step 1: Recruitment Preparation

**Timeframe:** January–February 2026

#### Key Activities

- Human Resources (HR) develops the City Manager job description and recruitment advertisement.
- HR identifies recommended advertising platforms and overall recruitment strategy.

#### Recommended Posting Platforms

- City of Marco Island official employment website.
- LinkedIn Recruiter (no additional cost – covered by the City's current subscription).
- Florida City and County Management Association (FCCMA) (30-day posting approx. \$450).
- Florida League of Cities (FLC) (30-day posting approx. \$350).
- International City/County Management Association (ICMA) (30-day posting approx. \$550).
- Other municipal executive recruitment platforms as recommended by HR.

#### Action Required – Public Meeting

- City Council approval of the job description, recruitment strategy, and authorization to advertise.

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### Step 2: Recruitment and Application Period

**Timeframe:** February–March 2026

#### Key Activities

- Position posted for a recommended four (4) week period.
- Proposed posting dates: **February 4, 2026 – March 4, 2026.**

#### Sunshine & Public Records Alignment

- All applications and resumes are public records pursuant to Chapter 119, Florida Statutes.
- Confidentiality cannot be guaranteed to applicants.

- City Council Members may review applications independently but may not discuss applicants outside a publicly noticed meeting.

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### **Step 3: Candidate Review and Preliminary Screening**

**Timeframe:** March–April 2026

#### **Key Activities**

- HR reviews applications to confirm minimum qualifications.
- HR prepares a candidate summary indicating whether each applicant meets minimum qualifications.
- Candidate materials are provided to City Council no later than **April 1, 2026**.

#### **Council Review Process**

- Council Members independently review candidate materials.
- Each Council Member submits individual rankings of their top five (5) candidates during a publicly noticed meeting. (Proposed meeting date 4/6/2026)
- HR compiles rankings without commentary, evaluation, or advocacy.

#### **Sunshine Law Alignment**

- Rankings and candidate summaries are public records.
- No Council-to-Council communication regarding candidates occurs outside a noticed public meeting.

#### **Action Required – Public Meeting (April 2026)**

City Council discusses compiled rankings in an open meeting and narrows the applicant pool to five (5) finalists for interviews. (Proposed meeting date 4/6/2026)

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### **Step 4: Finalist Interviews and Reference Checks**

**Timeframe:** April–May 2026

#### **Reference and Background Checks**

- If Council elects to conduct reference or background checks prior to interviews, the scope and screening types must be approved during a public meeting.
- Candidates must provide written authorization.
- HR coordinates screenings (estimated completion time: 2–3 weeks).

#### **Public Records Alignment**

- Screening and reference check results become public records upon receipt by the City, subject to any statutory exemptions.

#### **Interviews**

- Finalist interviews conducted during a publicly noticed City Council meeting in **May 2026**.
  - Councilors may meet with the candidates individually but cannot discuss with other Councilors outside of a public meeting.

## **Council Deliberations**

- All discussion, deliberation, and evaluation of candidates occur only during the public meeting.

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## **Step 5: Selection, Contract Negotiation, and Appointment**

**Timeframe:** June–July 2026

### **Key Activities**

- City Council selects the preferred City Manager candidate during a publicly noticed meeting by formal action.
- HR coordinates any final reference or background checks, if applicable.
- Employment contract negotiations conducted by City Council members in coordination with the City Attorney.
- City Council designates an authorized member to negotiate contract terms.
- Final contract with City Manager approved at the Council Meeting.

### **Sunshine Law Alignment**

- The final employment agreement is approved by City Council at a public meeting and becomes a public record.
- Anticipated start date established following Council approval, with a target start date of **August 2026**.