



MEDINA, WASHINGTON

AGENDA BILL

May 12th, 2025

Subject: City Manager Recruitment Timeline Update

Category: City Business

Contacts: Ryan Wagner, Finance and HR Director and Debbie Tarry, GMP Consultant

Summary

The purpose of this agenda item is to provide the Medina City Council and the community with an update to the City Manager recruitment process, including key dates and to finalize the interview structure.

Attachments:

Drafted Finalist Process

Budget/Fiscal Impact: N/A

Recommendation: Discussion and Recommendations.

City Manager Approval: N/A

Proposed Council Motion: N/A.

Time Estimate: 15 minutes

Day 1

9:30 am: Group Tour (Candidates & City Representative)

11:00 am – 12:30 pm: Catered lunch w/ 4 candidates, Personnel Committee, Dept Directors & Community Stakeholders

Afternoon Interviews (Dept. Directors & Community Stakeholders)

Time Slot	Public Safety	Planning	PW	Admin
12:45 – 1:00	Panel Prep w/ Debbie			
1:00 -1:30	Candidate 1	Candidate 2	Candidate 3	Candidate 4
1:45 – 2:15	Candidate 4	Candidate 1	Candidate 2	Candidate 3
2:30 – 3:00	Candidate 3	Candidate 4	Candidate 1	Candidate 2
3:15 – 3:45	Candidate 2	Candidate 3	Candidate 4	Candidate 1
4:00 – 4:45	Panels Debrief w/ Debbie			

6:00 – 7:30 pm: Public Reception

Day 2

Council Interviews

Time Slot	Candidate
8:30 – 9:00 am	Council Prep w/ Debbie
9:15 – 10:30 am	Candidate 1
10:45 – 12:00 pm	Candidate 2
12:00 – 12:30 pm	Lunch Break
12:45 – 2:00 pm	Candidate 3
2:15 pm – 4:00 pm	Candidate 4
4:00 – 5:00 pm	Council Deliberations