



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 24, 2025

Subject: City Manager Recruitment

Category: City Council Business

Staff Contacts: Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Summary

In Medina, the City Council selects a City Manager to serve as the chief executive officer of the City to implement policies and serve as the City's professional administrator. Due to the City Manager's impending retirement, the City Council is spearheading the recruitment process for a new City Manager. The Personnel Committee, aided by the HR Director and Legal, has been tasked with identifying a recruitment firm from the roster of qualified consultants through MRSC, reviewing and updating the City Manager job description for the recruitment effort, and reporting to the Council on progress.

The Personnel Committee will work with GMP Consultants for this recruitment process. The Committee will meet with GMP Consultants on Friday the 21st and will provide an update on these efforts and the anticipated timeline.

The City Manager Recruitment meets and supports Council's priority 1.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
- 3. Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachments:

1. Any relevant materials will be provided to the City Council after the Personnel Committee meets with GMP Consultants.

Budget/Fiscal Impact: Both the Finance Committee and Personnel Committee are evaluating the compensation range for this position to ensure the city is competitive for candidates.

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: "I move to direct the Personnel Committee to facilitate the preparation and approval of the advertisement material."

Time Estimate: 20 minutes