



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, February 10, 2025

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**Subject:** City Manager Recruitment

**Category:** City Council Business

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

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### **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 has identified GMP Consultants as a qualified consultant for this recruitment process, will meet with GMP Consultants prior to this meeting, and will provide an update on these efforts and the anticipated timeline.

The Council is asked to discuss the proposed timeline, and provide input on the job description, which has been reviewed and modified by the Personnel Committee.

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. Revised City Manager Job Description
2. Estimated Timeline for Recruitment Process
3. Proposal and Qualifications of 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. At this time no budget impact is anticipated, based on reviewed comparator cities/positions.

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** “I move to direct the City Manager to negotiate a contract for services with GMP for the purposes of conducting a search for a new City Manager.”

Time Estimate: 25 minutes