



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, February 28, 2022

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**Subject:** Management Transition Plan

**Category:** City Council Business – Discussion

**Staff Contacts:** Personnel Committee: Councilmembers Adkins, Johnston, and Mayor Rossman

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### **Summary**

Personnel Committee Recommendation for 2022 City Manager Hiring Process:

- February 28, 2022: Council Meeting. Personnel Committee presents this recommended workplan for Council approval.
- February 2022 and continuing: Council wants to support Steve in this role. Council asks Steve to identify city manager trainings and other professional supports that he will pursue in order to more fully learn the city manager role, and Council agrees to support those resources (including possible retention of a retired city manager or other consultant).
- March 2022: Council Retreat. The city's goals, objectives and priorities are determined by Council in consultation with staff.
- April 2022: Council Meeting. Steve translates those items from the retreat into his city manager workplan and presents to Council for approval. Council conducts an interview with Steve to discuss his vision of Medina, how he sees the role of city manager, etc.
- Later in April 2022: Personnel Committee performs check-ins with staff (1) about how the city is operating and (2) to conduct 360 review of Steve as interim city manager
- May 2022: Council Meeting, Executive Session. Council holds an executive session to discuss Steve's performance as city manager, including by reference to workplan presented by Steve in April, and determines whether to proceed toward full-time hire. If Council wants to proceed, a community "meet and greet" is scheduled for later in May or early in June.
- Late May / Early June: Community Meet & Greet, if authorized by Council.
- June 2022: Council Meeting. Council reviews any community feedback from meet & greet. Council votes on whether to direct City Attorney to draw up a longer-term contract for Steve as city manager.

**Attachment**

None.

**Budget/Fiscal Impact:** n/a

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** n/a

Time Estimate: 15 minutes