



MEDINA, WASHINGTON

AGENDA BILL

April 28th, 2025

Subject: Recruitment Timeline Update

Category: City Business

Contacts: Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

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 potential interview structure.

Agenda Time Estimates

Drafted Finalist Process – [15 Minutes](#)

Budget/Fiscal Impact: N/A

Recommendation: Discussion and Recommendations

City Manager Approval: N/A

Proposed Council Motion: N/A.

Attachments:

Drafted Finalist Process

Drafted Finalist Process – Proposed week of May 12th

Evening Before – Out-of-Town Candidates Arrive (Hotel Night)

Day 1

AM – City Tour (1.5 - 2 Hr)

- This could be a walking and/or vehicle tour depending on route
 - Does City have vehicles for groups?
- Department Directors, External Stakeholders – Councilmembers?
- Tour points: Housing types, SR520, Park properties, Schools (3), Green Store, City project sites, other? (City decides stops, route, etc.)

Lunch – Box Lunch w/ larger group – informal conversation – If Council quorum need to advertise

PM - Staff/External Stakeholder Interviews (Needs to wrap up by 3 pm for candidates)

- Four Groups (30 minute rotations) - could either have questions or self-directed (could also make 2 groups)
 - Public Safety: Jeff Sass & Rosalie Gann
 - Planning: Steve Wilcox & Laura Bustamante
 - Parks & PW: Ryan Osada & Collette McMullen
 - Administrative: City Clerk (Aimee) & Finance/HR - Ryan Wagner
- Facilitated debrief w/ Debbie - groups together

Evening – Community Meet & Greet (90 min – 2 hr)

- Candidate stations w/ mingling
- Candidate Self Introductions
- ?? Candidate Questions - Two or three questions that all candidates respond to
- Comment Cards for Community Members

Out of Town Candidates – Hotel Night

Day 2

Council Interviews w/ Candidates – Executive Session

- Interviews – 1 hr per candidate (is that enough time?)
- Council Deliberations
- Debbie provides feedback from Day 1 Interviews, Community Comment Cards
- Council feedback from interviews

Candidates dismissed after their interview – or does Council want them to hang around. Allow for candidates to fly home if coming from out-of-state.