

**CITY OF MEDINA, WASHINGTON**

**RESOLUTION NO. 450**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MEDINA, WASHINGTON, REGARDING 2025 CITY MANAGER  
RECRUITMENT PROCESS AND REIMBURSABLE COSTS OF  
APPLICANTS**

**WHEREAS**, the City has established policy in the City of Medina Employee Handbook, adopted by the City Council on December 9, 2024, that provides guidance for reimbursing travel time and expenses incurred by an employee where travel is an integral part of the performance of their duties; and

**WHEREAS**, the City is currently conducting a recruitment process for the position of City Manager; and

**WHEREAS**, in order to remain competitive for qualified candidates for this position, the City Council desires to adopt policy authorizing to similar expenditures for candidates traveling from outside the local commuting area to attend in-person interviews for this position; and

**WHEREAS**, the City Council desires to utilize existing policy for this current recruitment process;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON,  
RESOLVES AS FOLLOWS:**

**Section 1.** The City Council authorizes the application of Policy No. 5-13 of the City of Medina Employee Handbook to candidates for the 2025 City Manager recruitment process, provided authorized expenditures are limited to those candidates invited for an interview with the City Council and further limited to mileage reimbursement (at the current IRS rate), airfare (coach / economy class) plus local transportation from the airport, lodging (if an overnight stay is required by the agency), and meals (at the rate set forth in the Handbook).

**Section 2.** This authorization shall expire upon completion of the 2025 City Manager recruitment process, defined as either the execution of a contract with a City Manager or as otherwise directed by the City Council, whichever occurs first.

**Section 3. Effective Date.** This Resolution shall be effective upon its adoption by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON APRIL 28, 2025 AND  
SIGNED IN AUTHENTICATION OF ITS PASSAGE ON APRIL 28, 2025.**

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Jessica Rossman, Mayor

Approved as to form:  
Inslee Best Doezie & Ryder, P.S.

Attest:

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Jennifer R. Robertson, City Attorney

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Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK: XX  
PASSED BY THE CITY COUNCIL: XX  
RESOLUTION NO. XXX