



MEDINA, WASHINGTON

AGENDA BILL

April 28th, 2025

Subject: Recruitment Update – Authorization for Travel Costs for Finalist Candidate(s)

Category: Consent

Contacts: Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

Summary

The purpose of this agenda item is to authorize the reimbursement of travel / per diem expenses for out-of-area candidates for the 2025 City Manager recruitment process. The City's consultant for this recruitment, GMP, has recommended the payment of these reasonable business expenses in order to remain competitive for qualified, top candidates. The expected expenditures will depend upon the number of candidates selected by the City Council for interview, but typically range from \$500-\$1,500, per candidate.

The City Council has adopted a policy in the City of Medina Employee Handbook that pertains to the reimbursement of employees for reasonable travel expenses associated with their work. This Resolution would authorize the application of that policy to selected out-of-area candidates, subject to additional parameters.

Agenda Time Estimates

N/A – Consent Item

Budget/Fiscal Impact: There is existing budget authority for this recruitment process, however the total amount (which is dependent on the number of candidates selected) may trigger a budget amendment.

Recommendation: Adoption of a Resolution No. 450 authorizing the reimbursement of travel expenses for out-of-area candidates for the 2025 City Manager recruitment.

City Manager Approval: N/A

Attachments:

Resolution No. 450