

Medina Finalist Process

Day 1 – Thursday, June 5

- 10:00 – 11:00 am: City Group Tour (Candidates, Council Sub-Group, City Representative)
 - **City to-do:** Get vehicle(s), drivers, determine tour route & plan w/ defined stops, provide name tags
 - **GMP to-do:** Notify candidates of time and location (Start @ City Hall)

Vehicle Option

- 1) City Vehicles – Split group into two separate cars for tour, shared audio

Staff on Tour

- 1) Ryan Osada
- 2) Steve Wilcox

- **GMP to-do:** Notify candidates of time and location (Start @ City Hall)

Lunch

- 1) Catered Lunch at City Hall

- 11:30 am – 12:45 pm: Catered lunch w/ 3 candidates, Council Sub-Group, Dept Directors & Community Stakeholders
 - **City to-do:** Decide on attendees, select location and arrange for lunch, provide name tags and/or name tents
 - **GMP to-do:** Notify candidates time and location

Afternoon Interviews (Dept. Directors & Community Stakeholders)

| Time Slot | Public Safety | Planning | PW/Parks | Admin |
|-------------|-----------------------------------|------------------|-------------------|-------------------|
| Staff | Chief Jeff Sass | Steve Wilcox | Ryan Osada | Ryan W & Aimee K. |
| Stakeholder | Rosalie Gann | Laura Bustamante | Collette McMullen | |
| 1:00 – 1:15 | Panels Prep w/ Debbie as Group | | | |
| 1:15 -1:45 | Miller | Huebner | Swanson | |
| 2:00 – 2:30 | | Miller | Huebner | Swanson |
| 2:45 – 3:15 | Huebner | Swanson | | Miller |
| 3:30 – 4:00 | Swanson | | Miller | Huebner |
| 4:00 – 4:45 | Panels Debrief w/ Debbie as Group | | | |

City to-do: Verify panel members, make non-confidential binders for interview panelists, assign rooms for panels, set-up rooms, water/snacks for candidates & interview panel members, approve interview questions, provide name tents and/or name tags for interview panel members

GMP to-do: Provide non-confidential electronic packet to City, draft Interview questions, facilitate prep and debrief

6:00-7:30 pm: Reception (Council, Staff, Community) - St. Thomas

City to-do: advertise, produce comment cards, provide receptacles for comment cards, provide pens for participants to use, provide name tags, provide any refreshments

GMP: Finalize format based on city input, provide information to candidates, provide electronic format of comment cards, summarize comment cards

Reception Venue

- 1) St Thomas School, Center for Leadership and Innovation
- 2) Council reception introduction, Debbie can Emcee after that

Noticing

- 1) Flyers, city website and electronic notifications
- 2) Questions can be submitted beforehand

Day 2 – Friday, June 6

Council Interviews – Executive Session

| Time Slot | Candidate |
|------------------|------------------------|
| 9:30 – 10:00 am | Council Prep w/ Debbie |
| 10:00 – 11:15 am | Huebner |
| 11:30 – 12:45 am | Miller |
| 12:45 – 1:30 pm | Lunch Break |
| 1:30 – 2:45 pm | Swanson |
| 2:45 – 4:00 pm | Council Debrief |

City to-do: Confirm schedule, notice meeting (Executive Session w/ potential or no action following executive session), set-up room, approve interview questions, produce confidential candidate, binders for council members, provide name tents, provide lunch for council & facilitators, provide water/snacks for Council, provide water for candidates

GMP to-do: Notify candidates, provide draft of interview questions, provide electronic confidential candidate packets, facilitate prep and debrief

Next Steps + Potential Action

- 1) Special meeting to continue deliberation?
- 2) June 9th executive session