



City Manager

Apply by September 27, 2013

Medina is seeking a responsive and approachable city manager. If you fit the bill, this could be your next job.

Medina is a beautiful and sophisticated community located along the eastern shore of Lake Washington conveniently positioned between Bellevue and Seattle. Its picturesque and historic City Hall is located in a park setting on Lake Washington with breathtaking views of the water, Mount Rainier, the Olympic Mountains and the Seattle skyline. The view from the city manager's office is priceless!

Just a short trip across the Evergreen Point Floating Bridge from Seattle, residents of Medina enjoy an excellent and varied park system of over 26 acres. Surrounded by the natural landscape, park amenities cater to both youth

and adults and include active recreation, tennis courts, open space and wetlands, beach parks, trails and walking paths, and children's play areas. Special events serve to strengthen an already close community.

Medina is a quiet affluent community with a neighborhood feel. The citizenry is made up of primarily professionals, doctors, lawyers and CEOs of major Fortune 500 corporations. Medina has the 3rd highest per-capita income in Washington and 49th highest in the United States.

Medina has two private schools as well as Medina Elementary, a public school. St. Thomas Church is currently developing a major new community life center in the community. The Overlake Golf and Country Club

adds well-groomed and maintained private open space as a distinctive feature to the community landscape.

Public safety is a high priority for Medina with 10.75 fulltime equivalent police officers along with private security details of prominent citizens dedicated to that objective. A video surveillance system records the license plates at all entry points into the city and compares them against a database to identify potential problems. Consequently, there are very low traffic volumes and crime. Most residents have called Medina home for many years. Turnover in this community is minimal.

Yes, Medina is a wonderful place to live. It is an exceptional, affluent, suburban community with an intelligent and articulate population. Of course proximity is important, Seattle is across Lake Washington and the Canadian cities of Vancouver and Victoria are about three hours further north.

History

In 1891, Mr. T.L. Dabney built the first landing in Medina on what later became known as Dabney Point. The landing was directly across from the Leschi Park landing and it became the main crossing point for settlers to enter “the Points Country”.

As the community around the landing began to grow, local residents wanted to give it a distinct name. A community meeting was held and three women were appointed to select a name for the community. Mrs. Flora Belote’s choice was the name selected. She had decided on the name “Medeena”, after a popular Arabian city. Dabney was offended, he wanted it named “Floridine”. Mr. Dabney built a large sign that said “Floridine” and placed it in the water beside his landing. The next evening when he came home from working in Seattle, he found his sign had

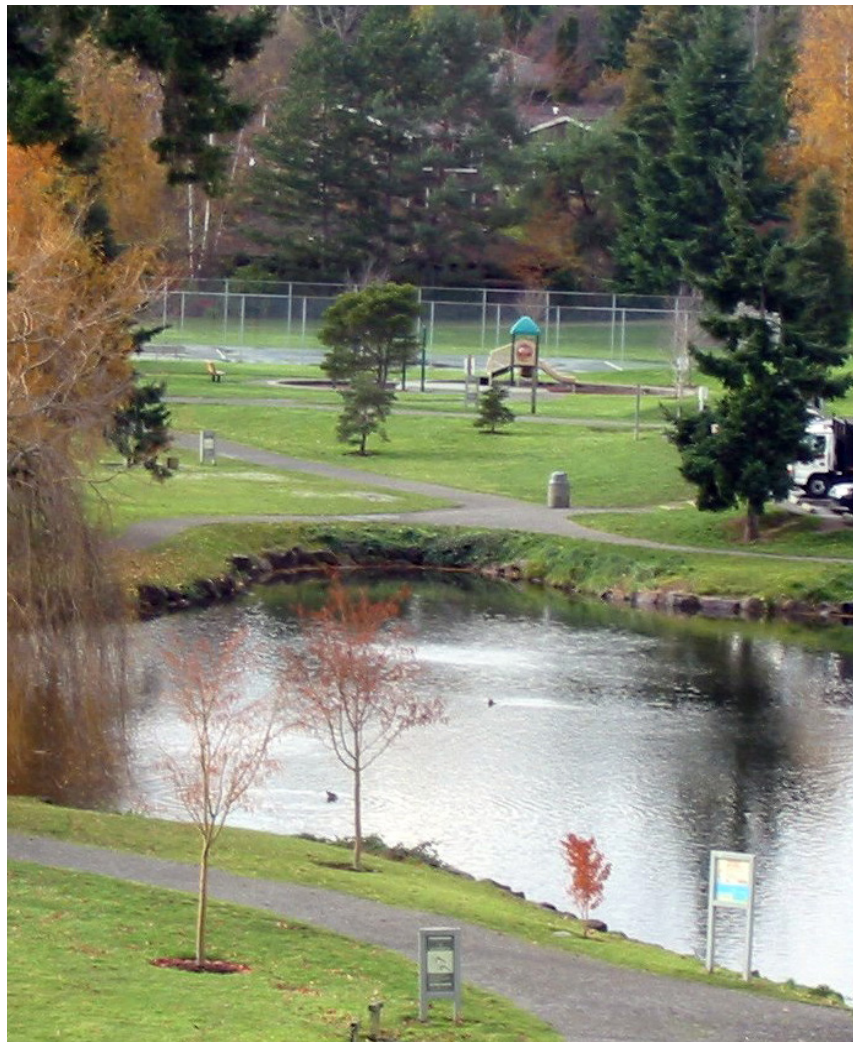


Table I: Historical Population Change

Census	Population	Change
1960	2,285	---
1970	3,455	51.20 %
1980	3,220	-6.80 %
1990	2,981	-7.40 %
2000	3,011	1.00 %
2010	2,969	-1.40 %

Source: U.S. Census

been replaced by a “Medeena” sign. He promptly took it down and put his sign back up. This feud continued for several days, with Dabney replacing the “Medeena” sign each evening when he would return from work. The ladies prevailed. Dabney eventually tired and left the “Medeena” sign up.

By 1900 most of the land in “the Points Country” was being homesteaded. Many of these settlers maintained jobs in Seattle. They would commute by ferry boat or rowboat daily and in the evening, and weekends, they would be free to work their farms and improve estates. Many vegetable plots, strawberry and blueberry patches, grapes and melon patches began to dot the countryside. By the early 1900’s, many of these local farmers began shipping their produce to Seattle’s Pike Place Market.

In 1910, Walter Hagenstein, a Seattle grocer, decided to open a grocery store in Medina. He purchased a building for \$2,200 and began the first and only grocery store on the Points. That same year a post office was established in the back of his store.

Table II: Climate Data for Medina, Washington

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average High °F	46	50	54	58	65	69	75	76	71	60	52	46	60
Average Low °F	35	36	38	42	47	52	55	57	52	46	40	35	45
Precipitation Inches	4.5	3.7	3.8	2.8	2.1	1.7	1.0	1.0	1.7	3.3	4.9	5.5	36.0

Source: weather.com

James Clapp, an early Medina pioneer, purchased a large dairy farm in 1920. He drained and developed the land into one of the finest golf courses in the state. Overlake Golf Course became a real attraction to the eastside. People from Seattle would take the ferry from Leschi to Medina, play a round of golf, purchase vegetables and berries, and return to Seattle by ferry that same day.

In the 1950’s King County zoning decisions motivated Points communities to consider incorporation. In July, 1955 Medina residents voted to incorporate. On April 13, 1970, the Medina City Council adopted Resolution No. 100, which established the City’s classification as a non-charter code city with a council-manager form of government.

Commerce

Medina is largely a suburban, single-family residential community with relatively few commercial enterprises. A grocery store/deli, gas station and nursery make up the commercial sector. A large commercial center next door in Bellevue serves Medina residents.

Geography

Medina is located in King County, Washington. It covers 4.79 square miles of which 1.44 square miles are land and 3.25 square miles are water. Medina is connected to Seattle, on the western shore of Lake Washington, by State Route 520 on the Evergreen Point Floating Bridge, the longest floating bridge in the world.

Climate

Medina’s weather is described as temperate marine, with mild wet winters and warm dry summers. The City has four distinct but relatively mild seasons. Average summer temperatures range from 52°F to 76°F and in the winter range from 35°F to 46°F. Table II provides some additional information.

Demographics

In 2012, the Census Bureau estimated the City's population to be 3,066. There were 1,061 households, and 865 families residing in the city. The population density was 2,061.8 inhabitants per square mile. There were 1,162 housing units at an average density of 806.9 per square mile. The racial makeup of the city was 83.5% White, 0.3% African American, 0.2% Native American, 11.7% Asian, 0.1% Pacific Islander, 0.5% from other races, and 3.8% from two or more races. Hispanic or Latino of any race composed 2.6% of the population.

There were 1,061 households of which 40.0% had children under the age of 18 living with them, 73.1% were married couples living together, 5.7% had a female householder with no husband present, 2.6% had a male householder with no wife present, and 18.5% were non-families. 16.2% of all households were made up of individuals and 8.6% had someone living alone who was 65 years of age or older. The average household size was 2.80

Table III: Population by Age Group

Age Bracket	Percent
Under 10	13.2 %
10 to 20	18.0 %
20 to 30	4.2 %
30 to 40	6.2 %
40 to 50	18.2 %
50 to 60	15.2 %
60 to 70	12.6 %
70 to 80	7.2 %
70 +	3.0 %

Median Age	45.5
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Source: U.S. Census

and the average family size was 3.13. The gender makeup of the city was 49.4% male and 50.6% female.

The City Government

The City of Medina operates as a Council-Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The Mayor is selected by the City Council and serves a two-year term. The City Council is responsible for enacting all legislation and making all policy decisions as well as appointing the City Manager. The City Council also appoints members of the Planning Commission and Parks Board. There are no term limits and councilmembers serve without compensation. The Council meets monthly with a scheduled workshop every other month. The City provides general governmental services, which are authorized by state law, including public safety, highways and streets, parks and recreation, planning and zoning, permits and inspections, general administration and storm drainage services.

Four seats on the Medina City Council are up for election in November 2013. Three incumbents have decided not to continue on the Council and the other incumbent is being challenged. At least three new council members will be elected in November.

Historically, relationships on the City Council have been cordial and friendly; however, over two years ago the former city manager fired the chief of police. This action was divisive in the community with citizens and Council members siding with one party or the other. A \$2 million Federal bias lawsuit was won by the former chief of police earlier this year. Recently, that judgment was set aside and a new trial was ordered by the presiding judge. Although much community healing has taken place in the ensuing years, the new city manager must be sensitive to and aware of preceding organizational history.

The City Manager oversees the administrative functions of the City, appoints department directors and staff and assists the City Council with the development and implementation of policy.

The City workforce totals 24 full time employees with additional part time help and consultants based on workload. There are two Teamster bargaining units representing office workers and the outside crews in park and street maintenance. There is also a Police Officers Guild. All three collective bargaining contracts conclude December 31, 2014.

Financially, the City is on solid ground with significant reserves and a proposed 2013 budget totaling approximately \$6.7 million, including capital projects. The Police Department provides service by contract to the Town of Hunts Point as well as the City of Medina.

In addition to services provided directly by the City of Medina, fire protection and water and sewer service is provided by the City of Bellevue. Marine Patrol is provided by the City of Seattle, and Dispatch by NORCOM.

Challenges and Opportunities

The current chief of police recently accepted a position with another public entity in the Seattle area, consequently, the new city manager will have the opportunity to appoint a new chief of police. The current chief leaves in good standing and has done much to build a solid relationship between the community and the police department.

There is a perceived communications gap between city hall and the residents. At times it does not feel like everyone is on the same page. Closing this gap and making connections with the citizenry has been outlined as a priority for the new city manager. Constructive conversation and giving an ear to the varied voices in the community will make the next city manager successful. He or she must get out front on issues and not let the crisis of the moment “drive the bus.” Strategic communication using all available media tools including social media is essential.

While the next city manager is not required to live in Medina, the individual will need to be involved and fully engaged in the community.

Other Council priorities are:

- Protect Medina’s interests impacted by the SR 520 construction project related to lid design, regional tolling, transit, park and ride lot, noise walls, 84th Avenue, and adjacent land use and partnering with surrounding communities for common interests.
- Plan and implement strategies for traffic safety and calming to discourage speeding and cut-through traffic, encourage safe pedestrian and bicycle access, and create visible entry points into the City.

- Continue capital improvement planning that identifies needed projects and funding for maintenance and upkeep, shop facilities, park expansion, pedestrian walkways and trails, and storm water improvements.



- Ensure that Medina's Comprehensive Plan, building and zoning codes protects the natural suburban environment and the quality and character of the City through processes that are clear and serve both owners and neighbors.
- Ensure a sustainable budget whereby ongoing revenues meet ongoing expenditures through the development and maintenance of sound financial policies to include but not limited to maintenance of appropriate fund balances.
- Maximize public awareness and involvement in City business with continuous improvement of communication strategies and utilizing industry standards to deliver timely information regarding City services, programs, and events.
- Maintain a full complement of police staff and promote public safety through policies that support education, emergency preparedness, and the effective and efficient use of technology in order to maintain a safe and secure community.

The Ideal Candidate

This position is an incredible opportunity for the right person. To be successful, you must possess solid administrative skills, be proactive, and politically savvy. You will need to be straightforward, creative, progressive, and possess high energy. You will also need to have an engaging personality with strong people and communication skills. A willingness and capability to deal with assertive personalities will be important.

The new city manager will be an outstanding team leader and a mentor of staff. Since the professional staff is small, the ideal candidate will need to roll up his/her sleeves and perform some staff work. He or she must be knowledgeable about operational details, but not micromanage the departments. The City has very strong, long-time department directors and solid staff. This manager will provide direction and resources while relying on the staff to get the job done. At the same time, he/she will hold people accountable for their performance and expect projects to be completed on time and within budget. Personally, the manager will be honest, ethical, and an outstanding communicator.

This manager will be an experienced professional, a trusted advisor, who can foresee the consequences of actions, avert crises, and advise the City Council so they can optimize their decision making. As stated earlier, communications will be key to his/her success. The ability to craft a message for different situations to abate concerns and educate the public is essential.

The new city manager must possess skills to mentor and coach new council members. He/she must have the confidence and courage to tell the Council what it needs to hear, not what it wants to hear. The individual will understand politics, and political situations, but not be politically involved.

The manager needs to represent the City in a professional manner, be friendly, outgoing and gregarious and look for opportunities to engage the public. They must have the ability to get involved in creative approaches and fashion productive partnerships. He/she will relish being involved, and know how to listen to and reach out and work with residents. Tact and diplomacy are essential as is attention to detail, and a love for the City. A sense of humor will be critical!

The preferred candidate will have strong technical skills in budget, finance, and human resource management in a local government setting. He/she must have excellent communication and interpersonal skills with an ability and desire to interact with a diversity of individuals, groups and interests. Experience with emergency preparations and response would be an asset. The position requires graduation from an accredited four-year college or university with major coursework in public or business administration or related field. Five years of responsible experience in local government management is required. A Masters in Public or Business Administration is preferred.

Compensation

The expected salary range is \$100,00 to \$140,000 plus excellent benefits. The prior city manager had an employment agreement.

Residency

Residency in the city although desirable, is not required.

Confidentiality

Candidates' names will not be released without the candidates' permission. However, it is expected that when the City Council selects finalists, their names will be released to the public.

How to Apply

Email your resume to Recruit37@cb-asso.com by September 27, 2013. Faxed or hard copy applications will not be considered. Please direct all of your questions to John Darrington at (509) 619-0880 or (509) 823-5138.

The Process

Applicants will be screened between September 28th and October 28th with an invitation to interview by November

6th. Finalists will be interviewed in Medina on November 15th and 16th with a selection shortly thereafter.

Other Information

The City of Medina is an Equal Opportunity Employer and is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply.

COLIN BAENZIGER & ASSOCIATES
EXECUTIVE RECRUITING



City Manager
Medina, WA