



DATE: March 4, 2024

TO: Mayor Robinson and Bellevue City Councilmembers

FROM: Charmaine Arredondo, City Clerk, 452-6466
City Clerk's Office

Joy St. Germain, Director, 452-4581
Human Resources Department

SUBJECT: Discussion regarding process to fill permanent city manager position

Upon former city manager Brad Miyake's retirement at the end of November of last year, the City Council appointed Diane Carlson to serve as the City's acting city manager. Ms. Carlson will continue in that role until a decision on a permanent selection has been made.

At the council meeting on Monday, the City Clerk and the Human Resources director will present information for council consideration regarding available options for permanently filling the city manager position.

Background

Under the council-manager form of government, the council appoints a professional city manager, who is the one and only employee of the city council. The city manager is held directly accountable to the council, and while the council is the policymaking body, the city manager is charged with a number of duties including providing general supervision over the administrative affairs of the city, implementing the council's policies and proposing a biennial budget for council consideration and adoption.

The past two city managers in Bellevue have each had lengthy tenures. Steve Sarkozy was appointed by the council in 1999 after a recruitment process and served until 2013, at which point Brad Miyake was appointed as the acting city manager. Mr. Miyake was formally appointed by the council as the permanent city manager in 2014, following a recruitment process, and served in that role until last November.

Options

The council can now determine the process for permanently filling the city manager position. As with any vacancy, there are two options; the council can directly appoint a qualified individual, or the council can choose to proceed with a recruitment process to solicit interested candidates for the position.

During either a direct appointment process or a recruitment process, the council shall choose an individual to fill the role of city manager based solely on the individual's executive and administrative qualifications with special reference to their actual experience in, or knowledge of, accepted practice in respect to the duties of the office.

Should the council wish to proceed with a recruitment process, there are two different pathways and staff will seek direction on which alternative to proceed with. First, the council can choose to utilize internal staff to conduct the recruitment process. In this case, the Human Resources Department would be charged with overseeing the recruitment and would work in conjunction with the city clerk, who serves as the council's confidential support throughout the process.

The second option would be utilizing an executive recruiting firm to conduct the recruitment. Should the council choose this option, the director of human resources and the city clerk would work closely with the firm on the many facets of the recruitment.

Ask of Council

1. Determine how to proceed with permanently filling the city manager position, and direct staff accordingly. If the council does not decide on a process on Monday evening, staff can return later to receive formal direction from council.
2. If a recruitment process is desired, staff seek council direction on whether to conduct the recruitment with existing internal resources or utilize the services of an executive recruiting firm.

Once the path forward has been determined, staff will return at a future meeting with more information on next steps.