



DATE: May 28, 2024

TO: Mayor Robinson and Bellevue City Councilmembers

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SUBJECT: Discussion regarding the city manager profile and next steps

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Following the retirement of former City Manager Brad Miyake at the end of November last year, the City Council appointed Diane Carlson as the acting city manager. Ms. Carlson will continue in this role until a permanent city manager is selected.

At the upcoming council meeting on Tuesday, the deputy city manager, human resources director, and Juan Padilla, a human resources consultant hired to develop a City Manager Profile, will present information for the council's consideration regarding the profile.

### **Background**

Under the council-manager form of government, the council appoints a professional city manager who serves as the sole employee of the city council. The city manager is directly accountable to the council. While the council serves as the policymaking body, the city manager has several key responsibilities, including:

- Providing general supervision over the city's administrative affairs
- Implementing council policies
- Proposing a biennial budget for council review and adoption

On March 4th, the council directed staff to develop a City Manager Profile and initiate an external recruitment process utilizing an executive search firm.

### **Council Discussion**

During the meeting, the council will receive details about the data gathering process and the resulting City Manager Profile. The council will then have the opportunity to discuss and consider adopting the profile and providing direction for the next steps.

**Ask of Council**

Adoption of City Manager Candidate Profile as presented as well as Council's direction on the next steps.