

CITY OF CHELAN
CITY COUNCIL WORKSHOP
AGENDA

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. MOTION CONSIDERATIONS
 - A. GMP Consultants City Administrator Recruitment Agreement (City Administrator Farris) 3 - 6
[Agenda Bill No. 2025-037E](#)
Suggested Motion: I move to authorize the Mayor to finalize and execute the GMP Consultants City Administrator Recruitment Agreement.
4. WORKSHOP DISCUSSION TOPICS
 - A. Introduction of Incoming Finance Director Heidi Evans (City Administrator Farris)
 - B. Budget Amendment No. 2 (Finance Director Tupling)
 - C. Comprehensive Plan Update (Community Development Director Ajax)
 - D. Amendment to the Apple Blossom Center Development Agreement Amendment No. 1 (Community Development Director Ajax)
 - E. Chelan Valley Housing Trust Memorandum of Understanding for the Connecting Housing to Infrastructure Program (CHIP) (HR/Communications Director Coltman)
 - F. Resolution No. 2025-16XX Delegate Authority Policy (HR/Communications Director Coltman)
 - G. Parks and Recreation Ad Hoc Meeting Update (Parks and Recreation Director Horne)
 - H. Transportation Benefit District (TBD) Framework (Public Works Director Youngren)
5. CITY ADMINISTRATOR/DEPARTMENT REPORTS
6. MAYOR AND COUNCIL COMMENTS
7. ADJOURNMENT
 - A. Final Comments / Motion to Adjourn
Suggested Motion: I move to adjourn the meeting.

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A City that is forward-thinking, collaborative and fiscally responsible.

Thriving & Connected - A vibrant, well-planned City where residents have a sense of home.

Healthy & Sustainable - A flourishing City that supports an active community.

Accessible & Welcoming - A safe City where everyone can find community.

The next meeting will be a City Council Regular Meeting on August 12, 2025, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government - City Council - Agendas & Minutes. The City provides special accommodations, such as hearing devices and wheelchair access for City Council meetings. Anyone needing special assistance, please contact the City Clerk's office at 509-682-8019 at least three business days prior to the meeting.



CITY OF CHELAN

CITY COUNCIL

05 Aug 2025

Subject/Title: GMP Consultants City Administrator Recruitment Agreement
Department: Administration
Staff Contact: Wade Farris
Guiding Principles: Visionary & Strategic
Initiatives: Strengthen Strategic Partnerships
Reviewed By: City Administrator

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with..."

PREVIOUS ACTION TAKEN

The City Administrator job description has been discussed at the May 6, 2025 Workshop and the June 10, 2025 Council meeting. On July 22, 2025 the motion to finalize and execute the GMP Consultants City Administrator Recruitment Agreement failed.

OVERVIEW

Based on Council direction at the 22 July Council meeting, Mayor McCardle and City Administrator Farris met with Greg Prothman with GMP Consulting to revise his proposal. Attached is that proposal which includes a more robust search for a new administrator that will bring the City more candidates to evaluate. Mr. Prothman will advertise, evaluate applicants, and then recommend several candidates for the Mayor and Council to consider.

FINANCIAL IMPLICATIONS

The total professional fee is \$18,000, with additional reimbursable expenses:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,200 – 1,500)

- Consultant travel: Mileage at IRS rate and \$75 per hour
- Background checks (approx. \$225 per candidate)

ATTACHMENTS

1. GMP Consultants City Administrator Recruitment Agreement

SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the GMP Consultants City Administrator Recruitment Agreement.



July 28, 2025

Erin McCardle
Mayor
City of Chelan
135 E Johnson Ave
Chelan, WA 98816

Dear Mayor McCardle,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the City's next City Administrator. The following represents a scope of work for these services and the associated professional fee and expenses.

PROJECT WORK PLAN

Phase One – Information Gathering, Profile Development & Position Announcement

- Task 1 – Review and Finalize Search Process and Schedule
- Task 2 – As Identified by the Mayor, conduct Online Key Stakeholder Meetings.
- Task 3 – Develop Candidate Profile using the Materials Prepared by the City

Phase Two – Strategic Marketing Campaign

- Task 1 – Place Advertisements in Appropriate Washington/Oregon Job Boards
- Task 2 – Place Advertisements in ICMA Online Publications

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Collect & Review Candidate Application Materials
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Conduct Semi Finalist Screening Interviews
- Task 4 – Provide Semi Finalist Packets with Consultant Interview Notes to the Mayor
- Task 5 – Meet with the Mayor to Review Semi Finalist Candidates and Select Finalist Candidates

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews
- Task 2 – Conduct Professional References & Background Check on All Finalist Candidates
- Task 3 – Mayor Identifies Interview Panel Members
- Task 4 – Develop Proposed Interview Questions
- Task 5 – Provide the City with Finalist Candidate's Application Materials
- Task 6 – Coordinate Candidate Travel (if any)
- Task 7 – Facilitate Final interviews
- Task 8 – Assist in Facilitating Final Offer and Acceptance

PROFESSIONAL FEE

The fee for conducting a City Administrator search is \$18,000. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf. Expenses include:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,200 – 1,500)
- Consultant travel: Mileage at IRS rate and \$75 per hour
- Background checks (approx. \$225 per candidate)

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the City directly. The City has the right to cancel the search at any time, the only responsibility would be the fees and expenses incurred prior to cancellation. Any additional work requested beyond services provide in the scope of work is billed at \$170 per hour.

GUARANTEE & WARRANTY

If a candidate is not selected, we will repeat the recruitment for the cost of expenses as needed until a candidate is selected.

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once for only a \$750 administrative fee and expenses.

Accepted by:

CITY OF CHELAN

GMP CONSULTANTS

Erin McCardle
Mayor

Date



Greg Prothman
President

7/28/2025

Date