



SPECIAL CITY COUNCIL WORK SESSION AGENDA

November 12, 2025 at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/81536056468>

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

PRE-COUNCIL WORK SESSION [4:00 PM]

- A. [City Manager Recruitment Process \(Villagrana\)](#)

ADJOURN [5:00 PM]

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Kimberly Veliz, City Recorder at 503-570-1506 or : assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506

TO: Mayor O'Neil
Council President Berry
Councilor Cunningham
Councilor Scull
Councilor Shevlin

FROM: Richard Meyers, Senior Consultant, GMP

SUBJECT: WILSONVILLE CITY MANAGER RECRUITMENT

DATE: November 6, 2025

We are nearing the completion of the information gathering and development of the recruitment standards, criteria, and policies for the hiring of Wilsonville's next City Manager.s Attached to this memo are the draft materials that have been prepared for review and consideration. I will be present at the work session on Wednesday, November 12th to discuss the attachments and answer any questions. We will also want to review and discuss the job description and compensation package for the City Manager position at the work session.

Materials Attached:

Draft Profile – The attached profile that highlights the preferred qualifications and unique opportunities for the City Manager position. The information in the profile has been prepared to speak to candidates and describe the community while also establishing guidance for the recruitment process. We try to use the profile to create a picture of the community and the ideal candidate.

Stakeholder Interviews – I have attached a list of the members of the community that have been interviewed or are currently scheduled to be interviewed. Comments from the interviews were used to craft the profile and will be used to help prepare questions for screening initial applicants and draft interview questions for the final interview process.

Revised Search Schedule – The Revised Search Schedule has been prepared with strong consideration of your meeting schedule, upcoming holidays and most importantly providing opportunity for public involvement in the recruitment.

To aid discussion at the November 12th Work Session, the remainder of this memo will step through the search schedule and highlight the recruitment milestones.

The intended outcome from the discussion at the November 12th work session will be to review the draft profile, search schedule, job description and compensation package, recommend any modifications. After the work session, we will prepare the *final* draft documents and send them to the City to make them available for public review.

Profile Approval. At the November 17th City Council meeting, public comments can be received regarding the recruitment and materials. Following public input, the Council can consider the documents. Before we launch the strategic marketing phase of recruitment, the profile, schedule, job description, and compensation package will need to be adopted. The adoption will establish hiring procedures, standards, and criteria for the recruitment.

Launch. The strategic marketing to reach candidates for the position will be launched shortly after the approval of the profile. The position will be open for applications from launch until the First Review date of December 28, 2025. During the open period, I will send periodic updates about the number of applications received.

First Review. I will screen applications received based on the minimum qualifications identified in the profile and job description. We will conduct an in-depth internet inquiry into the remaining applicants to identify any issues. I will then schedule an interview with the most promising candidates. I will prepare a written summary of each candidates' strengths, weaknesses, and fit with the City. The written summary will also include a recommendation for each of the candidates. That confidential material will be provided to the City Council prior to the January 19, 2026, City Council meeting.

Work Session. I will meet with the City Council in Executive Session on November 19th to review the written summary of the applicants. This will include a discussion about the interviews and subsequent recommendations regarding candidates. The Council will provide general guidance regarding evaluation of and recommendations on the candidates. Candidates will be identified for in-person final interviews.

Also, during this work session we will go over more specific logistics of the final interviews (locations, travel/lodging arrangements for candidates, other advisory panels – facilitators and members, public reception of candidates, tours, topic areas for interview questions etc.)

Final Interview Preparation. We will conduct reference and background checks. The information from the checks will be confidential and provided to the City Council as a part of the materials for the final interviews. Based on your guidance, we will coordinate travel arrangements for the candidates. We will develop the interview schedule and draft interview questions for your review and consideration. We will provide digital files of the interview materials for the City to print.

Final Interviews. On the current schedule, final interviews are planned for some time during the week of February 8th. Council members should plan for at least one full day if not two days for the interviews and discussion. We will be onsite for the interviews and will facilitate the process. We will help facilitate the debrief of any advisory panel used in the interviews. The information from the advisory panel, public reception, or any other portion of the interview process will be presented to the City Council.

We will facilitate the evaluation of the candidates with the Council and help gather any information needed to reach a consensus on a preferred candidate. We can help with the job offer and negotiations. Once an official decision is reached, we will notify the unsuccessful finalists.

The dates for First Review and even the identification of candidates for interviews will depend on the number of applications received and whether there are qualified candidates that appear to fit in the community. The dates in the search schedule are suggested dates. If you feel a need for any reason, the dates in the search schedule can be adjusted.

It is important to stress – that at any time in the process – if you are not comfortable with the candidates presented, we will stop the process and open the recruitment back up to find candidates that you feel will fit in the community.

I hope this information is helpful. I look forward to visiting with you on the 12th. If you have any questions, feel free to contact me.

Search Schedule

Revised: 11/4/25

City of Wilsonville, OR
City Manager

Task	Date	Action/Deliverables
Kickoff Meeting	10/3/2025	Client & GMP: Meet to discuss timeline & search process
Profile Development	Weeks 10/12-10/19	GMP: Meet with key stakeholders & create Position Profile
Profile Approval	Week of 11/17	Client: Approve Position Profile
Launch	Week of 11/23	GMP: Push position out to GMP website and network; submit online ads; send direct mailing
First Review	12/28/2025	GMP: Screen applicants and select semifinalists
	Weeks 1/4	GMP: Conduct interviews with most promising candidates
	Week 1/11	GMP: Create Work Session deliverables
Work Session	4 days prior to Work Session	GMP: Provide Work Session deliverables to client
	Week 1/18	GMP & Client: Meet to review semifinalists, choose finalist candidates, and review final interview details
Final Interview Preparation	Week 1/25- 2/1	GMP: Conduct background and reference checks, complete final interviews schedule, coordinate travel with candidates, coordinate with client on final interview details
Final Interviews	Week 2/8	Client: Hosts finalist interviews GMP: Facilitate final interviews, debriefing, and selection process Client: Makes hiring selection

Stakeholder Interviews Conducted:

Mayor O'Neil
Council President Berry
Councilor Cunningham
Councilor Shevlin

Councilor Scull scheduled to be interviewed

Community Leaders:

Leigh Crosby
Tanya Ange
Gary Schmidt
David Mauk

Scheduled:

Dr. Cathy Ludwig
Kevin O'Malley
Tim Cook
Commissioner Ben West

Still trying to get response:

Dr. Abdy Afjeh – OIT
Lara Pracht – OIT

Staff:

Amanda Guile-Hinman
Dwight Brashear
Keith Katko
Andy Stone
Kris Ammerman
Shasta Sasser
Rob Wurpes
Delora Kerber

CITY MANAGER

Item A.

WILSONVILLE *Oregon*



Why Apply?



This is an exceptional opportunity to help shape the future of Wilsonville, a city that combines small-town charm with the benefits of big-city services. The City Manager will work alongside dedicated City employees committed to providing outstanding service through collaboration and excellence. This commitment is reflected not only in high citizen satisfaction ratings for a clean and safe community but also in making Wilsonville a great place to live, work, and thrive. Situated on the Willamette River at the southern edge of the Portland metro area, Wilsonville lies halfway between Portland and Salem along I-5, offering convenient access to urban amenities while maintaining a rural Oregon atmosphere.



WELCOME TO WILSONVILLE

Wilsonville is a vibrant and growing community of 27,048 residents, located 17 miles south of Portland. As the gateway between the Portland metropolitan area and Oregon's fertile Willamette Valley, the city offers high-quality amenities on a welcoming small-town scale with easy access to Portland's urban offerings and Oregon's natural wonders.

Wilsonville is conveniently positioned along Interstate 5, midway between the state's largest city, Portland, and the capital, Salem. Due to its prime location and business friendly environment, Wilsonville has its own diverse and growing economy, supported by small businesses as well as regional and international employers such as Sysco, Siemens, and Coca-Cola. An estimated 16,000 people work within the city limits.

Despite steady growth, Wilsonville maintains a strong sense of community with well-planned neighborhoods, a low crime rate, and one of Oregon's best public school systems. Distinctive neighborhoods include Charbonneau, a scenic golf course community, and Villebois, a European-inspired urban village recognized with a national design award. The Frog Pond West neighborhood also gained attention as the site of the 2019 NW Natural Street of Dreams.

Wilsonville also places a high value on parks and open spaces, with 19 public parks, nearly 300 acres of open space, and 19 miles of interconnected trails. The centerpiece of the community, Town Center Park, is a popular 5-acre community gathering space featuring a signature cascading water feature with a zero-depth entry pond and bubbler elements, along with a playground, walking paths, and open lawn areas that host various events throughout the year. The Willamette River runs through the city, offering a scenic backdrop and access for boating, canoeing, kayaking, and fishing. Within a two-hour drive are Oregon's renowned wine country, the Columbia River Gorge, Mt. Hood, and the Pacific Coast.

Wilsonville is home to a growing mix of restaurants, breweries, boutique shops, and gathering places. The city also supports a strong arts and culture scene, with public art installations and annual events like outdoor movies, a concert series, beer festival, and cycling race. Portland International Airport serves the region and is just 30 miles away.



THE CITY OF WILSONVILLE

Item A.

The City of Wilsonville serves a population of 27,048 across 7.6 square miles with a total 2025-26 budget of \$228.9 million and a team of 202 FTEs. The City is located in both Clackamas and Washington Counties and within the Portland metropolitan area's urban growth boundary.

As a full-service city, Wilsonville provides a wide range of public services, including public works, library services, parks and recreation, and public transportation. Police protection is provided through a contract with the Clackamas County Sheriff's Office, while fire and emergency services are delivered by Tualatin Valley Fire & Rescue. The City also owns its water and wastewater treatment facilities, which are operated under private sector contracts.

Incorporated in 1968, the City operates under a council-manager form of government, with a Mayor and four Council Members elected at large to four-year terms. The City Council also serves as the Urban Renewal Agency Board. The City Manager is responsible for implementing Council policies and ordinances, managing day-to-day operations, and appointing department heads. The current City Manager is retiring after 14 years of service to Wilsonville.

The City takes pride in maintaining high standards of performance, accountability, and service to its citizens, supported by a positive organizational culture that reinforces the City's core values: Customer Service, Collaboration, Commitment, and Competence.

FTEs
202

BUDGET
\$228.9 million

AREA
7.6 square
miles

POPULATION
27,048





View job
description at
gmphr.com

THE CITY MANAGER

The City Manager serves as the chief executive officer of the City and is responsible for its overall administration and operational leadership. The City Manager plays a critical role in shaping the strategic vision of the City and ensuring that all functions align with the goals and priorities established by the City Council. Working with broad authority through a structured management team, the City Manager promotes accountability, innovation, and transparency in municipal operations and fosters collaborative relationships. Direct reports include the Assistant City Manager, Government Relations Manager, Communications & Marketing Manager, Finance Director, Community Development Director, and Public Works Director.

THE IDEAL CANDIDATE:

- Value-driven, with the ability to both embody and inspire the City's core values and to continuously pursue improvements in the delivery of municipal services that enhance the quality of life and well-being of all community members.
- An experienced leader who meets difficult, challenging, or divisive situations with respect, integrity, and passion.
- Demonstrates sincere appreciation for and responsiveness to elected officials, community members, and staff. Thoughtful and intentional in all interactions, demonstrating empathy, kindness, and active listening while inspiring collaboration.
- Conveys a long-range vision and consistently seeks, values, and enjoys opportunities for community engagement. Comfortable building relationships, open to community-generated ideas, and committed to bringing people together around common goals. Seeks opportunities to ensure that every member of the community feels valued and included.
- Excellent communication skills and follow-through to resolve issues. Skilled in leading and facilitating policy discussions that support and enable the Council to reach consensus, especially on difficult issues. Able to be candid in providing responses to Council while finding solutions or common ground.
- Experienced in growth and economic development, with a strong understanding of financing tools and opportunities. Comfortable facilitating discussions on the impacts and benefits of growth, and skilled at promoting, managing, and leveraging developments to achieve the goals established by the Council.



OPPORTUNITIES & CHALLENGES

Item A.

Financial Sustainability

Wilsonville has a strong history of stable funding and fiscal responsibility, with nearly 30 years of awards for budgeting and financial reporting. However, rising costs, state-imposed limitations, unfunded mandates, and broader economic conditions are taking a toll. The City will need to explore cost savings, operational efficiencies, and alternative revenue options to strengthen long-term financial sustainability. Careful consideration of alternatives by the Council, along with support from community members, will be essential to addressing local financial challenges.

Healthy Economy

The City is taking a broad approach to strengthening the community's economic health through the adoption of the Tourism Development Strategy, supporting existing businesses and attracting new investments, and planning for funding to support the Basalt Creek Planning Area and infrastructure improvements in the Coffee Creek Industrial Area. Wilsonville is well positioned for continued success with available land and well-maintained infrastructure. Exploring additional opportunities and funding sources will help ensure long-term economic vitality.

Citizen Engagement

Wilsonville has a wealth of tools to inform and involve community members. The City Council desires specific engagement efforts around the adopted 2019 Town Center Plan to better understand the community's sentiments of the plan.

Nuisance Crimes

The City receives very high marks for being a clean and safe place to live. As a proactive effort to improve that rating, the City is exploring improvements to the code enforcement process.

Staffing

Thanks to a strong, value-based work environment that makes working for the City rewarding and meaningful, the City has been fortunate to retain long-term employees. To anticipate and manage future staffing transitions, ongoing efforts are needed to maintain organizational knowledge and skills.

EDUCATION & EXPERIENCE

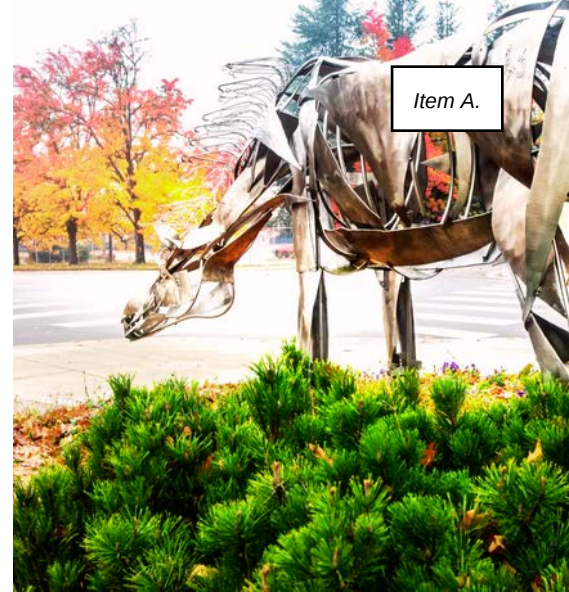
- A bachelor's degree from an accredited college or university in public administration, political science, business administration, urban planning, or a closely related field. (Master's degree is highly desirable.)
- A minimum of 7 years of progressively responsible experience in municipal administration or executive leadership, including significant experience in budgeting, policy development, organizational management, and intergovernmental relations.
- **PREFERRED:** At least 5 years of experience in a senior management role in a comparably sized or larger local government organization.

Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.

COMPENSATION & BENEFITS

The City of Wilsonville offers an annual salary of \$190,000 to \$220,000 for this position, depending on qualifications and experience, along with a comprehensive benefits package.

- Health, Dental, Vision (90/10 cost share)
- \$50,000 Basic Life/ADD Insurance
- PERS, 6% employer contribution
- 401a
- Vacation Leave, 15 hours/month
- Sick Leave, 8 hours/month
- Administrative Leave
- 12 paid Holidays
- \$200/year Wellness reimbursement
- Car & Tech allowance
- Voluntary supplemental insurance options



RESOURCES

[2025-2026 Budget Book](#)

[City Council Goals & Action Plan](#)

[2025 Annual Report](#)

[Comprehensive Plan](#)

[Org Chart](#)

[Wilsonville by the Numbers](#)

[Boones Ferry Messenger](#)

[Wilsonville Chamber of Commerce](#)

[Explore Wilsonville](#)



TO APPLY

Apply Online: gmphr.com

First Review: **xxxx, 2025**

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