



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 15, 2025	Subject: Employment Agreement, City Manager Pro Tem Staff Member: Andrea Villagrana, Human Resources Manager Department: Human Resources	
Action Required <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommend Council approve the attached Employment Agreement, City Manager Pro Tem.		
Recommended Language for Motion: I move to approve the proposed Employment Agreement as distributed for Mr. Cosgrove to serve as City Manager Pro Tem.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

City Manager Bryan Cosgrove will retire on December 31, 2025. The City's charter states Council shall appoint a City Manager Pro Tem whenever the office becomes vacant.

EXECUTIVE SUMMARY:

Council is currently recruiting a new City Manager. In the interim, to meet the requirements established in the Wilsonville City Charter, Council must appoint a City Manager Pro Tem who shall possess the powers and duties of the manager.

City Manager, Bryan Cosgrove, offered to serve as City Manager Pro Tem for up to three (3) months while Council completes the recruitment process for a new City Manager.

EXPECTED RESULTS:

During this three-month period, Mr. Cosgrove can ensure the City continues operations and can facilitate the continued advancement of the budget process for the next fiscal year.

TIMELINE:

The term of this contract shall commence on January 1, 2026, and conclude on March 31, 2026, with a provision for early termination upon the appointment and onboarding of a new City Manager.

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

The community can provide public comment at the December 15, 2025 Council meeting.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Provides continuity of operations for the City while Council selects a new City Manager.

ALTERNATIVES:

1. Appoint a different City employee as City Manager Pro Tem.
2. Recruit and select an external candidate for the City Manager Pro Tem role.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Employment Agreement City Manager Pro Tem