

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.