

RESOLUTION NO. 2287

AUTHORIZE EXTENSION OF AN EXISTING LINE OF CREDIT FOR THE WEST SIDE URBAN RENEWAL AREA.

WHEREAS, the City entered into a \$15 million Tax-Exempt Non-Revolver Credit Facility with the Bank of America, N.A. (the "Bank") originally on June 23, 2005, that was subsequently amended and currently matures on May 1, 2011 (the "Amended 2005 Facility") to finance urban renewal projects in the West Side Urban Renewal Area; and,

WHEREAS, the Urban Renewal Agency of the City of Wilsonville has entered into an intergovernmental agreement to pay tax increment revenues from the West Side Urban Renewal Area to the City in the amounts that are due from the City under the Amended 2005 Facility; and,

WHEREAS, the Bank is willing to extend the maturity of the Amended 2005 Facility; and

WHEREAS, pursuant to the authority in ORS 287A.180, the City desires to extend the maturity of the Amended 2005 Facility;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. Delegation.

The Finance Director or the Finance Director's designee (each of whom is described in this resolution as a "City Official") is hereby authorized to:

- (A) Extend the maturity of the Amended 2005 Facility one or more times pursuant to ORS 287A.180 as the City Official determines desirable for the City.
- (B) Further amend the Amended 2005 Facility (1) to maintain the tax-exempt status of the amounts borrowed under the Amended 2005 Facility, (2) to make any other changes that the City Official determines are otherwise necessary or desirable.
- (C) If applicable, designate the borrowing extending the Amended 2005 Facility as a qualified tax-exempt obligation under Section 265(b) of the Internal Revenue Code of 1986, as amended.
- (D) Modify the existing intergovernmental agreement with the Urban Renewal Agency of the City to provide that the agency is obligated to pay tax increment revenues from the West Side Urban Renewal Area to the City in amounts sufficient to pay the amounts due from the City under the borrowings extending the maturity of the Amended 2005 Facility. The City Official may modify the existing intergovernmental agreement and take the other actions described in this

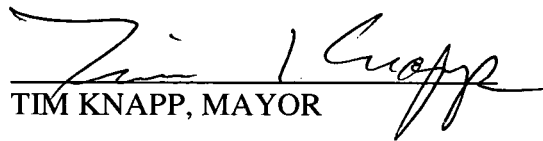
Section 1 multiple times if the Amended 2005 Facility is amended more than once.

- (E) Execute and deliver any other certificates or documents and take any other actions that the City Official determines are desirable to carry out this resolution.

Section 2. Effective Date.

This resolution shall take effect on its date of adoption.

ADOPTED by the Wilsonville City Council at a special meeting thereof this 20th day of April, 2011 and filed with Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Councilor Núñez	Yes
Councilor Hurst	Yes
Councilor Goddard	Excused
Councilor Starr	Yes

RESOLUTION NO. 2286

A RESOLUTION ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE EMPLOYMENT OF A PUBLIC OFFICER

WHEREAS, the Council is undertaking a selection process to identify and appoint a new City Manager; and

WHEREAS, the Council has contracted with an executive search firm, Waldron & Company, to compile information received from the public and create a position profile reflecting public input, and listing Council hiring standards, criteria, and policy directives employed to identify a new City Manager, a copy of which, marked Exhibit A, is attached hereto and incorporated by reference as if fully set forth herein; and

WHEREAS, the Council has duly noticed a public hearing for April 4, 2011 and has received, both prior to and at the public hearing, input and comments from the public regarding hiring standards, criteria, and policy directives employed to identify a new City Manager as set forth in Exhibit A; and


NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Having received input and comment from the public, and being fully advised in the matter, the City Council adopts Exhibit A, which lists the hiring standards, criteria, and policy directives for the employment of the next City Manager; together with the following amendments, exhibits leadership through integrity, courage, creativity/vision, inspiration and tenacity.
2. This resolution becomes effective upon adoption.

ADOPTED, by the City Council of the City of Wilsonville at a regular meeting thereof this 4rd day of April, 2011, and filed with the Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp – Yes
Council President Núñez – Yes
Councilor Hurst – Yes
Councilor Goddard – Yes
Councilor Starr – Yes

Attachment: Exhibit A – Position Profile – City Manager Recruitment

City of
Wilsonville
in Oregon



City Manager

The City

Once a small farming community, Wilsonville is now a fast-growing city of about 19,055 and is situated just south of Portland along the Willamette River. It straddles Interstate-5 and is close to the I-205 junction. The City serves as the dual gateway between the urbanized Portland metro area to the north and the rich agricultural lands of the Willamette Valley. Wilsonville offers both city amenities and rural attractions.

Wilsonville has a diverse economy strengthened by leading firms in the high-tech industry and numerous warehousing and distribution facilities, including Xerox, Mentor Graphics, Flir Systems, Sysco, Orepac and many others. Wilsonville is not only an economic engine for the region, but it is also a carefully planned city, with high-development standards, that draws residents, families, and businesses seeking an attractive, environmentally sensitive community.

Wilsonville has won state and national awards in planning, urban forestry, wastewater and water management, finance and transit while doubling their population, tripling their employment and adding thousands of new homes and millions of square feet in industrial and commercial space. Wilsonville serves as the southern terminus of the suburban-to-suburban high speed commuter rail line linking it to the cities of Tualatin, Tigard and Beaverton, as well as to the region's MAX light rail line.

Wilsonville is fortunate to have a devoted citizenry and a committed business community. The hard work, discipline and expertise contributed by those on the City's boards and commissions, and numerous other committees and task forces help focus Wilsonville's vision to build a better community. Excellent schools, hundreds of acres of parks and hiking trails, sustainable communities with healthy neighborhoods and quality jobs make Wilsonville a desirable place to live.

For more information please visit the City's website: <http://www.ci.wilsonville.or.us/>



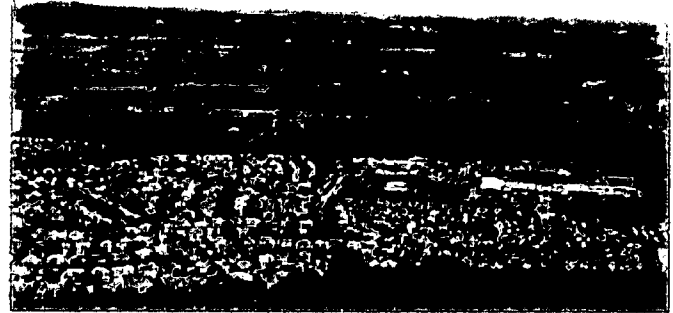


City Government

The City of Wilsonville has a home-rule charter and is a council-manager governed municipality whereby City Council is the policy-making body and the unelected City Manager is in charge of the day to day operations. The Mayor and a four-person City Council are elected to four year terms.

To review the Mayor and Council Bio's please visit the City's website: <http://www.ci.wilsonville.or.us/Index.aspx?page=850>

The City of Wilsonville is a full-service city and provides a multitude of public services including public works, library, parks & recreation, community services and public transportation. Police and fire protection are contracted to other governmental agencies through the Clackamas County Sheriff's Office and Tualatin Valley Fire & Rescue respectively. The City also owns, operates and maintains its own wastewater treatment plants and under contract, the City owns and operates the water supply.



The Position **Salary: \$110,000-\$140,000 DOQ - Excellent Benefits Package**

The City Manager plans, organizes and directs the overall administrative activities and operations of the City. The Manager directs and coordinates the development and implementation of goals, objectives and programs and develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner. The City Manager advises the City Council on issues, programs and the City's financial status and ensures that the Council is kept informed of City functions, activities and programs as well as legal, social and economic issues affecting City activities.

With 186 total staff, the City Manager has four direct reports including Community Development, Public Works, Finance and the Assistant City Manager who oversees Human Resources/Risk Management, Law Enforcement, Community Services and Transportation. The Manager conducts and coordinates, through department heads, department strategic planning efforts and other studies of city services to ensure services are provided in the most effective and efficient manner. The City Manager oversees the selection, training, professional development and performance evaluation of City Staff. The Manager also oversees the implementation of effective employee relations and related programs and provides policy guidance and interpretation to staff. Additionally, the City Manager prepares and administers the annual City budget of \$114M (capital, operating and other) for approval by the budget committee and council.

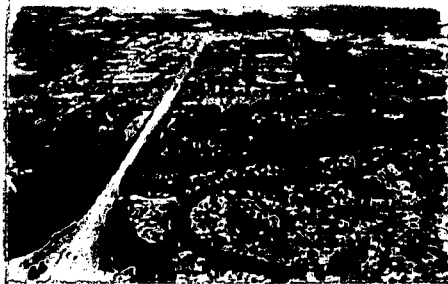
The City Manager represents the City and the Council in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations. The Manager confers with residents, businesses and other individuals that have an interest or potential interest in City affairs. The City Manager interprets, analyzes and explains policies, procedures and programs to the community. In addition, the Manager acts as the City's liaison with the media.





Priorities

- Build strong relationships with the Mayor and each council member. Set clear expectations for communication and develop an understanding of the team dynamics in order to help Council reach consensus on all issues and move forward together to advance the mission and goals of Wilsonville.
- Partner with the Mayor and Council to implement and execute the council goals.
- Build relationships and trust with staff and become a credible leader to manage the organization through growth and change that involves a high level of communication. Maintain a fully functioning cohesive leadership team and establish buy-in and support with enthusiasm and excitement for projects and citywide initiatives.
- Develop and maintain awareness of and coordinate participation in regional initiatives. Develop relationships and maintain open dialogue with leaders in surrounding cities and agencies, contributing to an environment that encourages and supports intergovernmental collaboration on larger issues affecting the region. Above all, understand the issues and how they affect the City, execute Wilsonville's role and plan for the future.
- Establish strong partnerships with leaders in public, private and non-profit organizations. Manage existing relationships, establish new ones and reach out to detractors within the community to harness and gather support and bring credence to decisions that further the City's vision.



- Develop strong relationships within the community and further promote citizen engagement by developing an effective communications strategy to solicit feedback. Become a visible figure in the community and provide transparent communication that clearly articulates city services, goals, initiatives, updates and successes.
- Build strong trusting relationships with union leaders. Develop a mutual respect that leads to healthy negotiations and honest, objective conversations for the future sustainability of the City.
- Manage the City's ongoing large development and infrastructure projects. Educate Council regarding options and oversee the management and execution of the projects in a timely and fiscally responsible way.
- Partner with the Council to develop and execute a strategy focusing on striking a balance between future growth of the City and maintaining a quality of life for the citizens. Work with the Council to prioritize and ensure the right resources and infrastructure are in place to handle the growth.
- Review and analyze internal operations and make recommendations for process improvements and efficiencies. Provide structure and create guidelines with a focus on customer service and performance metrics.





The Ideal Candidate

The City of Wilsonville seeks a strategic and dynamic leader with a proven ability to manage organizations through growth, transition and change. The City Manager engages in policy discussions and provides alternatives, considers options and conducts proper due diligence in support of elected officials. The ideal candidate will have a comfort level and political awareness when communicating with diverse audiences. An effective problem solver, the ideal candidate balances strategic vision with managing day-to-day operations. The City Manager has a successful track record in managing performance, setting clear expectations, accountability and specifically fiscal responsibility.

An articulate communicator, the City Manager brings valuable experience in developing effective relationships both internally and externally. With a strong sense of situational awareness, the ideal candidate is transparent and recognizes the importance of relationships and partnerships. The successful candidate is an active listener that values honesty and integrity and believes in fostering mutual respect. The City Manager values differing opinions and encourages open discussion, collaboration and dialogue amongst colleagues but can ultimately guide the discussion to a conclusion and final decision. The successful candidate promotes cross-functional teams in support of organizational goals and initiatives with a strong focus on customer service.

Considered to be approachable, the City Manager is an outward leader that enjoys being visible, involved and committed to the community. The successful candidate leads by example and is fully invested in the city's success. The City Manager maintains an understanding of issues affecting the community including an ability to see things from a regional perspective. The ideal candidate is confident and consistent coupled with an ability to compromise and make tough decisions. The City Manager has a successful track record in public relations and enjoys working with the media.



Minimum Requirements

The City Manager will have 7-10 years of increasingly responsible leadership and managerial experience preferably with a well-rounded background that includes a combination of municipal, public and private sector experience. Strong knowledge of municipal government and experience leading a growth oriented organization of similar size and complexity as Wilsonville with a track record of success and achievement is desired. A strong financial and budgeting background with experience in municipal or public, private sector financing is required. Experience working closely with elected officials is essential as is partnering and negotiating with labor management. A Bachelors degree, Graduate Degree and/or an equivalent combination of experience and education is desired.

How to Apply

The City of Wilsonville is an Equal Opportunity Employer. All qualified applicants are encouraged to apply as soon as possible, no later than April 15, 2011. Please send resume and cover letter to:

 **Waldron & Company**

10220 SW Greenburg Road, Suite 380
Portland, OR 97223
503-620-1106 | 503-968-8081 (fax)
Portland@waldronhr.com
www.waldronhr.com

