



City of Tigard  
Tigard Special Meeting - Agenda

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**TIGARD CITY COUNCIL Revised Agenda as of September 30, 2011 - Revisions were to show that there will be two City Council Executive Sessions followed by a Special Business Meeting.**

**MEETING DATE AND TIMES:** October 4, 2011 - 4 p.m. Executive Session and a 6 p.m. Executive Session followed by a 7 p.m. Special Business Meeting

**MEETING LOCATION:** City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

**PUBLIC NOTICE:**

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

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SEE ATTACHED AGENDA



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4 p.m. - Executive Session  
6 p.m. - Executive Session

- **EXECUTIVE SESSIONS:** Executive Sessions will be called under ORS 192.660 (2) (a) to consider employment of a public official. The governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

1. SPECIAL BUSINESS MEETING - 7 p.m.
  - A. Call to Order - Tigard City Council
  - B. Roll Call
2. SELECT FINALIST FOR TIGARD CITY MANAGER AND AUTHORIZE STAFF TO NEGOTIATE A CONTRACT
3. ADJOURNMENT

**Special Meeting****Date:** 10/04/2011**Length (in minutes):** 20 Minutes**Agenda Title:** Select Finalist for Tigard City Manager and Authorize Staff to Negotiate a Contract**Submitted By:** Cathy Wheatley  
Administrative Services**Item Type:** Motion Requested**Meeting Type:** Special Meeting**ISSUE**

Select Derek Todd or Marty Wine as the finalist and offer him or her the Tigard city manager position and authorize staff to negotiate a contract.

**STAFF RECOMMENDATION / ACTION REQUEST**

By council motion: Select the finalist for the Tigard city manager position and authorize staff to negotiate a contract with the new city manager.

**KEY FACTS AND INFORMATION SUMMARY**

- Former City Manager Craig Prosser retired on July 31, 2011.
- The Tigard City Council has met frequently since March 2011 to set a process for a nationwide recruitment for a new City of Tigard city manager. Key dates in the process are noted below under the heading of "Dates of Previous Council Consideration."
- Prior to holding a public hearing asking for public input on criteria for recruitment and selection of a new city manager, the mayor and individual council members selected names of people in the community and members of the Tigard staff to elicit input regarding attributes of the ideal Tigard city manager.
- The council narrowed the field of 87 applicants to six and the city conducted a two-day assessment center on September 16 and 17, 2011. The first day consisted of a mock council meeting presentation and questions posed to the finalists by citizen panel members. Panel members were as follows:
  - Mock City Council Panel
    - Alexander Craghead
    - Jack Schwab
    - Maureen Wolfe
    - Sue Yesilada
  - Interview Panel
    - Joanae Armstrong
    - Jason Rogers
    - Susan Stark Haydon
    - Sydney Webb
- The second day of the assessment center consisted of one-on-one interviews of the six finalists by the mayor and councilors. The interviews were followed by an evaluation and selection of City Council's top two candidates: Derek Todd and Martha (Marty) Wine.
- Attached is the press release issued September 28, 2011, which gives summary background information on the two candidates.
- The mayor and councilors called for a special meeting on October 4, 2011, as it is the intention of the council to select the final candidate and offer him or her the Tigard city manager position and authorize staff to negotiate a contract.

**OTHER ALTERNATIVES**

Delay making a decision should the Council members determine they need additional information on the candidate(s).

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

N/A

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

April 12, 2011	Discussed city manager recruitment.
April 19, 2011	Discussed city manager recruitment.
April 26, 2011	Discussed city manager recruitment.
May 10, 2011	Discussed selection of professional search firm and considered profile interview questions.
May 24, 2011	Discussed candidate profile.
June 14, 2011	Conducted a public hearing for citizen input on the criteria for recruitment and selection of a new city manager.
September 16 and 17, 2011	Two-day assessment center conducted. (See above in "Key Facts and Information Summary.")

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**Attachments**

September 28, 2011, Press Release: "City of Tigard Narrows Search for City Manager"



City of Tigard

13125 SW Hall Blvd.  
Tigard, Oregon 97223

Press Release

September 28, 2011

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For Immediate Release

**Contact: Liz Newton, Interim City Manager**  
**City of Tigard**  
**503-718-2412**  
[liz@tigard-or.gov](mailto:liz@tigard-or.gov)

### City of Tigard Narrows Search for City Manager

The Tigard City Council narrowed its search for a new city manager to two candidates. Beginning in May 2011, a nationwide search was conducted for a Tigard city manager by Alliance Resource Consulting LLC. A total of 87 resumes were presented to the Mayor and Council in mid-August. The field was narrowed to six candidates who were selected to participate in a two-day assessment center held September 16 and 17. The two finalists who emerged from the assessment center were Martha (Marty) Wine and Derek Todd.

Ms. Wine received a Bachelor of Arts Political Science degree from Western Washington University and a Master of Public Administration degree from Seattle University. She began working for the City of Renton, Wash. in 2006 and now serves as the assistant chief administrative officer. Prior to this, Ms. Wine was a principal associate for Berk and Associates, a local and regional public sector consulting firm in Seattle, Wash. Her work experience includes serving as a senior budget analyst for the City of Bellevue, Wash. from 1997 to 1998 and as a King County, Wash. budget analyst from 1994 to 1997.

Mr. Todd received both his Bachelor of Arts Political Science degree and his Master of Public Administration City Management degree from Brigham Young University. His most recent position was serving as town administrator from 2005 to 2011 for the Town of Frederick, Colo. Prior to this, Mr. Todd was employed by the City of Renton, Wash. initially as a management analyst from 1998-2000 and then as assistant to the chief administrative officer from 2000-2005.

The Tigard City Council will meet in executive session at 6:30 p.m. on Tuesday, October 4, 2011. Immediately following the executive session council plans to convene a special business meeting to select the finalist and authorize staff to negotiate a contract.