

**CANBY CITY COUNCIL
WORK SESSION MINUTES
October 8, 2009**

Presiding: Mayor Melody Thompson.

Council Present: Richard Ares, Walt Daniels, and Robert Bitter. Councilors Jason Padden and John Henri were absent.

Staff Present: Amanda Klock, Human Resources Director and Kim Scheafer, City Recorder.

Others Present: Jennie Messmer and Matt Michel.

Mayor Thompson called the Work Session to order at 3:30 p.m. in the City Hall Conference Room. The Council met with Jennie Messmer from the League of Oregon Cities to discuss criteria for the position profile, timeline, and advertising options for the City Administrator recruitment process.

Ms. Messmer said the Council would adopt the candidate profile and position description in a public meeting. Individual candidates and applications would be discussed in executive sessions. She reviewed the timeline process with the Council. The application deadline would be January 5 with a possible offer by the end of February and likely a new City Administrator by the first of April. She gave them the dates for and where the advertisements would be published. The recruitment was a little longer because of the holidays.

Councilor Ares suggested having the application deadline before the holidays, but the interviews after the holidays.

Ms. Messmer said from experience, most of the local applications came in the last week before the deadline. They could lose some candidates if they waited too long between application to actual screening and interviews. There was discussion about the pros and cons of phone interviews to narrow down the candidates.

Councilor Bitter asked how many applications they could expect to receive.

Ms. Messmer said around 40 to 50. She thought this would be a position attractive to a number of local candidates. She explained the background check process and discussed the opportunities for community members, leaders, and staff to be part of the process.

Councilor Ares thought that education did not equate to leadership. He liked how it was stated in the draft to allow them to hire someone who may not have finished the schooling but had excellent credentials and leadership abilities. They also wanted to change the requirement of five years experience as a City Manager or Assistant Manager to reflect that they wanted equivalent experience for someone who had the skills but not the specific experience.

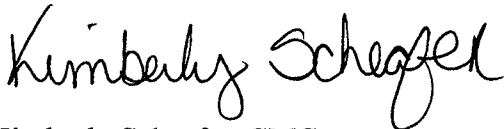
The Council discussed the characteristics they wanted to include. They felt the candidate should have the ability to lead with exceptional skills in developing a team and letting them operate while keeping them accountable. They should have a grasp of Oregon Budget Law and be able to demonstrate experience in managing finances. The candidate should be able to foster

relationships and have proven experience in public relations along with an understanding of collective bargaining. The City Administrator would be the day-to-day person visible to the citizens. Leadership would need to be exhibited as a model. They would be the point person for the media and should participate in professional associations, attend civic meetings, communicate with non-profit organizations, and be visible in the community.

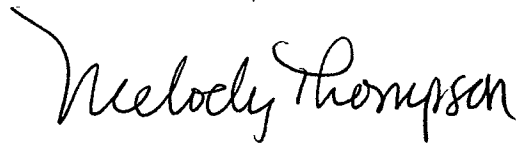
Regarding Council relations, they wanted someone who was an open communicator that was skilled at working with a Council, facilitating meetings, driving a vision, and treating Council members fairly and equitably. They would need to participate in City and regional economic development efforts. Be innovative with economic development, innovative in identifying areas in which they could do better, and innovative in capital facilities planning. Knowing what was going on in the legislature and what grant opportunities were available would be important. They wanted someone who would work as a partner with the business community and encourage community involvement. The most important issues facing Canby they felt were credibility, lack of revenue, and downtown development. There were a lot of changes in the staff and Council and very few people with institutional memory.

They discussed the residency requirement, and they might be able to have some leeway in defining when the selected candidate would have to move. They would like someone who would stay a minimum of three to five years. The salary range would be \$110,000 to \$130,000 a year.

Mayor Thompson adjourned the Work Session at 5:20 p.m.



Kimberly Scheafer, CMC
City Recorder



Melody Thompson
Mayor

Assisted with Preparation of Minutes – Susan Wood