

**CANBY CITY COUNCIL
SPECIAL MEETING MINUTES
April 22, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order.

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon, and Shawn Varwig.

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; and Melissa Bisset, City Recorder.

OTHERS PRESENT: Phil McKenney, Peckham & McKenny, Inc. attended virtually (City Administrator Recruiter)

CALL TO ORDER: Mayor Hodson called the Special Called Meeting to order at 7:04 p.m.

Mayor Hodson explained that the agenda was noticed to include a statement about submitting comments or signing up to speak regarding the City Administrator hiring standards, criteria and policy directives including the profile. No comments were received and no one requested to speak.

Mayor Hodson stated there had recently been a City Council Work Session where Council directed Mr. McKenney to make some changes.

Mr. McKenney recommended changing the advertised salary from \$135,000 - \$175,000. He stated they contacted approximately twenty cities similar in size in Oregon and there were several comparable cities that were around the proposed salary range. If they changed the salary range it would place the City of Canby in the mid-quartile.

Councilor Spoon asked how many of the towns are in close proximity to in an urban area. She was concerned about the cost of living as the City requires the City Administrator to live within the City limits. She stated that the housing prices are higher in Canby than other cities that are not in an urban area.

Mr. McKenney targeted Happy Valley, Klamath Falls, Lake Oswego, Milwaukie, Sherwood, Tualatin, and Wilsonville. He stated that population does not always correlate with complexity noting that Canby has wastewater services and a police department.

Mr. McKenney stated there would be a lot of advertising and the presented candidate profile would become a major piece in the marketing campaign. There would be a direct invitation with the candidate profile that would go to approximately 350 - 400 people in the western United States. There would also be an electronic distribution. The position would be advertised in a

newsletter. They have an email list with 4,200 recipients. Mr. McKenney also would do personal outreach.

Discussion ensued regarding the most recent City Administrator recruitment process.

Councilor Parker supported the proposed salary range of up to \$175,000. It was noted that the salary range for Lake Oswego was \$149,000 - \$181,000.

Councilor Spoon asked if adjusting the price range would get a better pool of candidates. Mr. McKenney stated there were many unknowns especially with COVID-19 know and it was hard to tell. From his experience he has seen that having a higher price range typically increases the quality of the applicant pool.

Discussion ensued regarding the COVID-19 pandemic and what the recruitment process may look like.

Mr. McKenney assured the Council that they will make a significant effort and find the right candidate.

Mayor Hodson reviewed the schedule in the profile. The filing deadline would be June 1. Preliminary interviews would be conducted June 3 – June 12, 2020. Mr. McKenney would provide recommended candidates a few days prior to June 17 and the finalist interviews would be July 10, 2020.

Councilor Spoon was stated that it was important to her that the City Administrator would live in the City. Discussion ensued regarding what the process would look like based on the current stay at home orders. She expressed concern with potential candidates possibly not being able to physically visit Canby.

Mr. Kenney would keep the Council up to date on timeline and candidate pool and let them know if anything needed to change.

****Councilor Varwig moved to ADOPT THE CITY ADMINISTRATOR HIRING STANDARDS, CRITERIA AND POLICY DIRECTIVES INCLUDING THE CANDIDATE PROFILE. Motion was seconded by Councilor Spoon and passed 6-0.**

The meeting adjourned at 7:23 p.m.



Melissa Bisset, CMC
City Recorder



Brian Hodson
Mayor