

**CANBY CITY COUNCIL WORK SESSION**  
**January 9, 2019**

**PRESIDING:** Mayor Brian Hodson.

**COUNCIL PRESENT:** Tracie Heidt, Greg Parker, Traci Hensley, Tim Dale, Shawn Varwig and Sarah Spoon.

**STAFF PRESENT:** Amanda Zeiber, Asst. City Administrator/HR Director; Joseph Lindsay, City Attorney; and Kim Scheafer, City Recorder.

**OTHERS PRESENT:** Eric Pfeiffer-Robinson.

Mayor Hodson read the Work Session statement and called the Work Session to order at 6:00 p.m. in the Mt. Hood Conference Room to discuss changes to the recruitment process for a new City Administrator.

Amanda Zeiber, Asst. City Administrator/HR Director, handed out a recruitment calendar, a previous City Administrator profile, and a job description. The tentative schedule was if the Council decided to have staff do the recruitment. She felt comfortable facilitating the process. She gave the pros and cons of doing an internal vs. an external recruitment process.

There was discussion regarding past recruitments, the differences between the internal and external, the timeline, and how broad the recruitment should be.

There was consensus to have staff get quotes from a recruitment firm for a City Administrator to be hired in September/October and to do a national recruitment.

There was discussion regarding the job description and if changes needed to be made.

Mayor Hodson requested that any changes to the job description should be sent to him by January 25 and he would send them to Ms. Zeiber. He thought they would be able to select a firm by the end of February. They should keep in mind how the City was growing and the type of City Administrator that would help move the City forward.

Kim Scheafer, City Recorder, confirmed the Council's Goal Setting Work Session would be on February 9 from 9 a.m. to 2 p.m.

Mayor Hodson adjourned the Work Session at 6:40 p.m.

Kimberly Scheafer, MMC  
City Recorder

Brian Hodson  
Mayor