



Eugene City Council

500 E 4th Ave., Suite 302
Eugene, OR 97401
541-682-5010 • 541-682-5414 Fax
www.eugene-or.gov

EUGENE CITY COUNCIL AGENDA

May 12, 2025

5:30 p.m. CITY COUNCIL WORK SESSION

City Council meetings are held in a hybrid format using in person and virtual meeting technology. Information about online or other options for access and participation will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>

Meeting of May 12, 2025; Her Honor Mayor Kaarin Knudson Presiding

Councilors

Greg Evans, President
Alan Zelenka
Randy Groves
Matt Keating

Lyndsie Leech, Vice President
Jennifer Yeh
Mike Clark
Eliza Kashinsky

5:30 p.m. CITY COUNCIL WORK SESSION

1. **Executive Session pursuant to ORS 192.660(2)(f) (ORS 192.355(1) and ORS 192.355(2)) and ORS 192.660(2)(a)**
2. **WORK SESSION: Police Auditor Selection**
3. **WORK SESSION: City Manager Recruitment Process (Initial Steps)**

The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the receptionist at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El consejo de la Ciudad de Eugene agradece su interés en estos asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,
or visit us online at www.eugene-or.gov.

May 12, 2025 Work Session

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Police Auditor Selection

Meeting Date: May 12, 2025
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2
Staff Contact: Keri Beraldo
Contact Telephone Number: 541-682-5765

ISSUE STATEMENT

This is an opportunity for City Council to appoint a new Police Auditor.

BACKGROUND

The City Charter vests the City Council with the sole authority and responsibility to hire a Police Auditor. Since Leia Pitcher vacated the position of Police Auditor on September 13, 2024, Council has been working on a national recruitment. Steps taken include identifying a national recruitment firm to assist City staff with outreach, initial review of applicants, first round interviews and final interviews with Council, a stakeholder panel, and a community panel. Council identified a top candidate to undergo a full employment background check. This work session will be Council's opportunity to appoint a new Police Auditor.

PREVIOUS COUNCIL DIRECTION

[September 23, 2024 Work Session](#)

Councilor Keating, seconded by Councilor Groves moved to conduct a national recruitment for the Police Auditor position run by the City's Employee Resource Center staff, the process to include posting the position as reflected in Attachment A, updating for distribution the brochure in Attachment C, and returning to Council at a work session with options for a selection process, and pursue hiring a recruiter to assist with a national search for the position of Police Auditor with the next step being City staff returning to Council for a work session to present options for recruiter selection.

Passed 8:0

[October 21, 2024 Work Session](#)

Councilor Zelenka, seconded by Councilor Evans moved to contract with Bob Murray and Associates, a professional recruiting firm to assist the City's Employee Resource Center (ERC) with outreach.

Passed 7:0

October 28, 2024 Work Session

Councilor Keating, seconded by Councilor Groves, moved to approve the timeline and recruitment plan. And, moved to authorize Council leadership to develop a list of panelists and participants to be submitted to Council in a memo, with an opportunity for Council to schedule a work session to discuss the list, if desired.

Passed 8:0

COUNCIL OPTIONS

1. Appoint a new Police Auditor and authorize Council President to negotiate an employment agreement for final approval by Council (via consent agenda).

OR

2. Direct staff to pursue an alternate path or additional next steps.

POTENTIAL MOTIONS

1. Move to appoint Craig Renetzky as the Eugene Police Auditor and to authorize the Council President to negotiate an employment agreement with an annual salary that falls within the advertised range of \$125,798 to \$169,811, with final employment agreement approval to be given by Council through the consent agenda prior to its execution.

OR

2. Move to direct staff to reopen the recruitment process for the Police Auditor.

FOR MORE INFORMATION

Staff Contact: Keri Beraldo, Employee Resource Center Co-Director
Telephone: 541- 682-5765
Staff E-Mail: Kberaldo@eugene-or.gov

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: City Manager Recruitment Process (Initial Steps)

Meeting Date: May 12, 2025
Department: Central Services

Agenda Item Number: 3
Staff Contact: Mia Cariaga, CS
Kathryn Brotherton, CS/CAO
Contact Telephone Number: 541-682-5010

www.eugene-or.gov

ISSUE STATEMENT

This work session is an opportunity for the Council to discuss potential paths and give staff direction for recruiting a new City Manager to fill the position that will be vacated by City Manager Sarah Medary upon her retirement in December 2025.

BACKGROUND

In April 2025 City Manager Sarah Medary announced that she will be retiring in December 2025. The City Charter vests the City Council with sole authority and responsibility to appoint the City Manager. If Medary vacates the position prior to the City Council permanently filling it, the City Charter provides that the Mayor appoints a City Manager Pro Tem to temporarily fill the City Manager vacancy.

The City Council last hired a City Manager in June 2020 by directly appointing Sarah Medary to the position. Prior to her appointment by the Council, Mayor Vinis appointed Medary (then the Eugene Public Works Director) as the Pro Tem City Manager.

The City Manager that served in the position prior to Medary (Jon Ruiz) was hired by the Council following a recruitment process that was done with the assistance of an executive recruitment firm. The 2007-2008 recruitment process included the appointment of a Council subcommittee (that met a total of six times), a community forum, and multiple Council meetings. The entire process took approximately seven months. Attachment B to this AIS is the timeline of the 2007 recruitment process (this document was provided to Council as an attachment to the October 8, 2007, AIS).

The recruitment process that the City Council chooses to follow to select the next City Manager is solely Council's decision. Attachment A to this AIS sets out two potential recruitment paths for the Council to consider:

Option 1 engages the full Council at every stage of the recruitment process, including review of all recruitment firms and all candidates. It is estimated that Option 1 will include approximately 12 Council meetings and take approximately 10-12 months to complete.

Option 2 follows the approach taken in 2007 by appointing a subset of the Council to conduct initial reviews of recruitment firms and candidates to then make recommendations to the full Council for final decision. It is estimated that Option 2 will include approximately seven Council meetings and take approximately eight months to complete.

NEXT STEPS & NEEDED COUNCIL DIRECTION

The initial step in the recruitment process will be for City Staff to solicit information from executive recruitment firms interested in conducting Eugene's City Manager recruitment process. Unless directed at this work session to do something different, City Staff intend to start this solicitation immediately and anticipate completing the solicitation within 45 days.

The next step for Council will be to decide, generally, what approach it would like to take in this recruitment process: Option 1 (full Council consideration of everything); Option 2 (2007/subcommittee review and recommendation to full Council); or an alternative path.

If Council is ready, it can make this decision at this work session or, if it is not ready to provide direction, Council can direct staff to schedule another work session to further discuss options and desired approach. If Council would like to proceed with Option 2 (2007/subcommittee), the next step would be to appoint a subset of the Council, which can be a group of Councilors or just Council Leadership. Potential motions are set out below.

POSSIBLE MOTIONS (Alternatives)

1. Move to proceed with Option 1 as outlined in Attachment A to this AIS.

OR

2. Move to proceed with Option 2 as outlined in Attachment A to this AIS and convene a recruitment subcommittee consisting of [Council Leadership] or [X number of Councilors].

If the recruitment subcommittee will consist of a specific number of Councilors:
Move to appoint [Councilor Names] as the recruitment subcommittee.

OR

3. Move to proceed with the following recruitment process: [describe desired process]

OR

4. Move to schedule a work session to further discuss Council's recruitment process options.

ATTACHMENTS

- A. Two Potential City Manager Recruitment Processes
- B. 2007 City Manager Recruitment Process & Timeline

FOR MORE INFORMATION

Staff Contact: Mia Cariaga, Executive Director Central Services

Staff E-Mail: MCariaga@eugene-or.gov

Staff Contact: Kathryn Brotherton, City Attorney

Staff E-Mail: KBrotherton@eugene-or.gov

Two Potential City Manager Recruitment Processes

*The numbering under each step is the anticipated number of full City Council meetings associated with each step in the process.	Step 1: Vendor Selection for Recruitment	Step 2: Job Posting	Step 3: Initial Review & Process Design	Step 4: In Person Interviews	Step 5: Hire	Anticipated Council Meetings and Timeline
<p>Option 1: Full Council Engagement at Every Step</p> <p>These are the steps and estimated number of meetings needed if all City Councilors would engage in each step of the recruitment process during regular Council meetings.</p>	<ol style="list-style-type: none"> 1. Review Request for Information Responses 2. Interview potential vendors 3. Select vendor 	<ol style="list-style-type: none"> 1. Review draft posting and approve or: 2. Review changes and approve <p>*Each Councilor can meet 1:1 with contract recruiter to inform posting and candidate attributes.</p>	<ol style="list-style-type: none"> 1. Receive and review applications 2. First round interviews 3. Determine final candidates 4. Design in person process 	<ol style="list-style-type: none"> 1. Interviews 2. Receive information from other evaluators (partners, public, etc.) and select top candidate 	<ol style="list-style-type: none"> 1. Approve final contract 	<p>12 City Council Meetings over 10-12 months</p>
<p>Option 2: Council Committee/Leadership Engagement Prior to Council Action</p> <p>These are the steps and estimated number of Council meetings needed if the full Council identifies a subset of the Council, either a Council Committee (established per EC 2.013) or Council Leadership. Subset would engage in detailed steps of the recruitment process and prepare recommendations for the full Council. Decisions would be made by the full Council during regular Council meetings.</p>	<ol style="list-style-type: none"> 1. Receive recommendation and select vendor <p>*Subset reviews RFI responses, interviews potential vendors, and makes vendor recommendation to Council.</p>	<ol style="list-style-type: none"> 1. Review recommended posting and approve <p>*Each Councilor can meet 1:1 with contract recruiter to inform posting and candidate attributes. *Subset recommends draft posting for Council approval.</p>	<ol style="list-style-type: none"> 1. Review proposed pool and determine final candidates 2. Approve in person process <p>*Subset conducts initial screening of candidates for Council consideration and recommends pool for in person interviews.</p>	<ol style="list-style-type: none"> 1. Interviews 2. Receive information from other evaluators (partners, public, etc.) and select top candidate 	<ol style="list-style-type: none"> 1. Approve final contract 	<p>7 City Council Meetings over 8 months</p>

2007

to 10/8/2007 AIS

Timeline Public Process for City Manager Recruitment

- June 27 – First meeting of Subcommittee – Discussed tasks of Subcommittee, scope of work, timeline and criteria to research for executive recruiters.
- July 11 – Subcommittee meeting – Reviewed information on 12 firms. Directed HR staff to have in-depth interviews with top 3 finalists.
- July 25 – Subcommittee meeting – discussed information of finalists, telephone interviews. Unanimous agreement to recommend Bennett Yarger Associates to full Council.
- August 13 – City Council Work Session – The Subcommittee reported back to the Council on their work and provided recommendation to contract with Bennett Yarger Associates to assist the Council with the recruitment and hiring of the City Manager.
- August 15 – Subcommittee meeting – Discussed timeline and next steps in the recruitment process.
- September 5 – Subcommittee meeting – Initial meeting with Bob Neher, Executive Vice President, Bennett Yarger Associates. Discussed the upcoming City Manager recruitment process.
- September 8 – Eugene Celebration - Council table for Eugene residents to provide feedback for next City Manager.
- September 12 – City Council Work Session – First meeting with Bob Neher and full Council. Discussed recruitment strategy, timeline, process, job description and profile.
- September 17 – Community Forum – Opportunity for Council to receive public comments on the City Manager Search.
- September 18 – City Council Work Session with Bob Neher. Provided briefing to Council on internal stakeholder comments. Discussion on elements for job description and profile.
- September – 24 – City Council Work Session – Meeting with Bob Neher to discuss and provide comment on the draft candidate profile and job description.
- September 27 – Subcommittee meeting – Review comments and edit candidate profile

- **October 8 – Public Comment on hiring standards, criteria and policy directives.**
- October 10 – Original brochure to be released
- **October 15 or 16 – New brochure release date**
- **Position “open” for 39 days**
- November 23 – Position closes
- Dec. 7 - Progress report to Council
- Dec. 18 – Final Progress report to Council. Selection of final candidates for interviews.
- January 11/12 – Candidate interviews

Bolded bullets indicate changes to timeline with new October 8 public forum.

*February 25, 2008, Contract Execution with Jon Ruiz