



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

June 15, 2020

5:30 p.m. CITY COUNCIL WORK SESSION

Due to Governor Brown's Stay Home, Save Lives Executive Order to combat the spread of Covid-19, this meeting will be held remotely using 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 June 15, 2020;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Emily Semple, President
Mike Clark
Chris Pryor
Betty Taylor

Jennifer Yeh, Vice President
Greg Evans
Claire Syrett
Alan Zelenka

5:30 p.m. CITY COUNCIL WORK SESSION

- 1. WORK SESSION and POSSIBLE ACTION: Discussion of City Manager Appointment Process, Including Appointment of Sarah Medary to the Position**

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.

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or visit us online at www.eugene-or.gov.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session and Possible Action: Discussion of City Manager Appointment Process, Including the Appointment of Sarah Medary to the Position

Meeting Date: June 15, 2020
Department: Central Services/CAO
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Kathryn Brotherton
Contact Telephone Number: 541-682-8447

ISSUE STATEMENT

This work session, scheduled as directed by Council's November 13, 2019, motion, is an opportunity for the Council to discuss, and potentially decide, how it would like to proceed in filling the City Manager position.

BACKGROUND

The City Council last hired a City Manager (Jon Ruiz) in 2008. The Council's 2007-2008 recruitment process was done with the assistance of the executive recruitment firm Bennett Yarger. The recruitment process, starting with the search to hire an executive recruitment firm and ending with the hiring of Jon, took approximately eight months and cost approximately \$50,000. As part of the 2008 hiring process, Council directed staff to provide it with market data for the City Manager's compensation. Attached to this AIS as Attachment A is 2020 market data. As of June 8, 2020, not all of the governmental entities listed in the 2008 market data document had responded to City staff's request for information; if staff receive additional information prior to the June 15 work session, we will provide you with an updated document.

In October 2019, Jon retired from his position as Eugene's City Manager. While the City Charter vests the City Council with the sole authority and responsibility to appoint the City Manager, the Charter provides that the Mayor appoints a City Manager Pro Tem to temporarily fill a City Manager vacancy. When Jon vacated the position, the Mayor appointed Sarah Medary as City Manager Pro Tem. The City Manager Pro Tem's term of office ends when a City Manager takes office.

On November 13, 2019, the Council held a work session to discuss the process for appointing a new City Manager. The options discussed at the November work session included immediately appointing Sarah Medary, waiting to discuss directly appointing Sarah until a later date, conducting a national recruitment, and holding meetings with the community to obtain input about the process and/or the position. At the work session the Council passed a motion 7:1 directing staff to schedule a work session following the completion of the 2020 budget committee process to discuss the City Manager appointment process, including the appointment of Sarah Medary, and to schedule a work session as soon as possible to discuss with HR attributes of the future City Manager.

June 15, 2020 Work Session – Item 1

On January 27, 2020, the Council held a work session to discuss with Employee Resource Director, Randi Bowers-Payne, desired City Manager attributes. The attributes Randi presented at the work session, taken from the 2008 recruitment process, were: fiscal responsibility, proven leadership, collaborative, and solutions oriented. Council discussion at the work session included: general support of the 2008 attributes; desire to focus on innovative, instead of proven, leadership; the importance that the City Manager operate with transparency, have good follow-up, provide information, and be widely accessible; desire that the City Manager be authoritative, authentic and accountable; and, desire for a City Manager that works well with Council, has budget and fiscal acumen, an approachable leadership style, and is an innovative problem-solver.

PREVIOUS COUNCIL DIRECTION

November 13, 2019, Work Session: Process for Appointing a New City Manager

Council discussion of possible processes for filling the City Manager position vacated by Jon Ruiz. Council passed the following motion 7:1:

Move to wait and hold a work session, until shortly after the completion of the 2020 budget committee process to further discuss the City Manager appointment process, including the appointment of Sarah Medary to the City Manager position and schedule a work session as soon as possible to discuss the attributes for our further City Manager with HR.

January 27, 2020, Work Session: City Manager Attributes

Council discussion of the attributes they would like to see demonstrated by the City Manager Pro Tem, including a discussion of the four attributes identified during the 2007 City Manager recruitment process (fiscal responsibility, proven leadership, collaborative, and solutions oriented). No action was taken at this meeting.

COUNCIL OPTIONS

The Council has the sole authority to determine the City Management hiring process. The options previously discussed by Council include directly appointing Sarah Medary to the City Manager position, conducting a national recruitment to fill the position, and seeking public input regarding the position and/or the process. All of these options remain available to Council. No Councilor has requested the inclusion of information in this AIS specific to any of the hiring process options. At the work session, City staff will be prepared to answer questions Council may have about the 2007 national recruitment process. If the Council decides to conduct a national recruitment, staff can return to Council with a potential schedule, cost estimates, and next steps for starting the national recruitment process.

Prior to the November 13, 2019, work session, Council Taylor requested a motion to directly appoint Sarah Medary to the position; that motion, with an added reference to the 2020 compensation data, is provided below. As of Monday June 8, 2020, no other motions regarding the City Manager appointment process were requested by the Council.

COUNCILOR REQUESTED MOTION

Move to appoint Sarah Medary as the City Manager and to authorize the Council President to negotiate and execute an employment agreement with Sarah that includes a compensation package that considers the market data in Attachment A.

ATTACHMENTS

A. City Manager Compensation Market Data (2020)

FOR MORE INFORMATION

Staff Contact: Kathryn Brotherton

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

Oregon Jurisdictions by Population

Jurisdiction	Pop.	Reg.# EEs	Annual City Budget	Job Title	Salary	Deferred Comp	Auto Allowance	Cell Phone Allowance	City Paid Employee Portion 6% to PERS	Misc.	Total Comp
Salem, OR	169,798	1,238	\$ 632.3	City Manager	\$ 220,500	\$ 13,230	\$ 6,000		\$ 14,384		\$ 254,114
¹ Gresham, OR	111,810	577	\$ 627.0	City Manager	\$ 193,308		\$ 6,000		\$ 13,350	\$23,196.96	\$ 235,855
² Hillsboro, OR	101,540	820	\$ 658.0	City Manager	\$ 197,000	\$ 13,800	\$ 5,700	\$ 900		\$ 3,940	\$ 221,340
³ Medford, OR	81,780	476	\$ 209.9	City Manager	\$ 170,000	\$ 1,700	\$ 6,000	\$ 780	\$ 10,709	\$ 4,200	\$ 193,389
⁴ Springfield, OR	63,000	390	\$ 350.0	City Manager	\$ 175,000	\$ 7,000	\$ 3,480	\$ 540	\$ 11,161		\$ 197,181
⁵ Corvallis, OR	58,885	450	\$ 176.5	City Manager	\$ 187,949	\$ 15,036		\$ 540	\$ 12,212	\$ 3,000	\$ 218,737
Oregon Average					\$ 190,626	\$ 10,153	\$ 5,436	\$ 690	\$ 12,363	\$ 8,584	\$ 220,103
Oregon Median					\$ 190,629	\$ 13,230	\$ 6,000	\$ 660	\$ 12,212	\$ 4,070	\$ 220,038
⁶ Eugene	172,000	1,546	\$ 696.8	City Manager (Ruiz) in October 2019	\$ 241,155	\$ 27,000	\$ 6,000	\$ 480	\$ 16,449		\$ 291,084
Eugene +/- of Oregon Survey Market - AVERAGE					20.95%	62.40%					24.39%
Eugene +/- of Oregon Survey Market - MEDIAN					20.95%	51.00%					24.41%

Footnotes:

Note: Oregon PERS Calculations: Include Base Salary, Auto, Cell and Deferred Compensation

¹**Gresham, OR:** Misc. - 1% of base salary in lieu of HRA/VEBA (it's paid in the same way as auto allowance so it is subject to PERS). No cell phone allowance.

²**Hillsboro:** City Manager pays own PERS. Misc. - 2% VEBA.

³**Medford:** Misc. - \$4,200 VEBA.

⁴**Springfield:** City Manager hired 4/20/20.

⁵**Corvallis:** Misc. - \$3,000 is provided into a Health Savings Account.

⁶**Eugene:** Compensation data is from former City Manager.

Outside Oregon Jurisdictions by Population

<i>Jurisdiction</i>	<i>Pop.</i>	<i>Reg. # EEs</i>	<i>Annual City Budget</i>	<i>Job Title</i>	<i>Salary</i>	<i>Deferred Comp</i>	<i>Auto Allowance</i>	<i>Cell Phone Allowance</i>	<i>City Paid Employee Portion 6% to PERS</i>	<i>Misc.</i>	<i>Total Comp</i>
¹ Tacoma, WA	213,500	3,589	\$ 1,756.0	City Manager	\$ 264,638	\$ 19,000				\$ 1,516	\$ 285,154
² Tempe, AZ	182,500	1,800	\$ 745.0	City Manager	\$ 243,565	\$ 24,357			\$ 29,496		\$ 297,418
³ Fort Collins, CO	171,000	1,600	\$ 600.0	City Manager	\$ 278,475	\$ 36,202	\$ 9,000	\$ 1,512			\$ 325,189
Bellevue, WA	145,000	1,316	\$ 698.5	City Manager	\$ 306,676	\$ 19,014	\$ 5,400	\$ 780	\$ 39,439		\$ 371,309
Redding, CA	91,772	840	\$ 298.6	City Manager	\$ 216,996		\$ 6,000	\$ 300			\$ 223,296
Outside Oregon Average					\$ 262,070	\$ 24,643	\$ 6,800	\$ 864	\$ 34,467		\$ 300,473
Outside Oregon Median					\$ 264,638	\$ 21,685	\$ 6,000	\$ 780	\$ 34,467		\$ 297,418

Eugene	172,000	1,546	\$ 696.8	City Manager (Ruiz) in October 2019	\$ 241,155	\$ 27,000	\$ 6,000	\$ 480	\$ 16,449		\$ 291,084
Eugene +/- of Outside Oregon Survey Markets - AVERAGE					-8.67%	8.73%					-3.23%
Eugene +/- of Outside Oregon Survey Market - MEDIAN					-9.74%	19.68%					-2.18%

Eugene +/- of Combined Oregon and Outside Oregon Survey Markets (pages 1 and 2) - AVERAGE					6.14%	35.56%					10.58%
Eugene +/- of Combined Oregon and Outside Oregon Survey Markets (pages 1 and 2) - MEDIAN					5.61%	35.34%					11.12%

Footnotes:

¹**Tacoma, WA:** Misc. - Parking is provided, \$1,516/yr. Employee pays employee portion of retirement (in relation to retirement system).

²**Tempe, AZ:** No auto/cell provided. Arizona state retirement system is 12.11%.

³**Fort Collins, CO:** Employer contributes 10% in 401 plan and 3% in 457 plan, as note in deferred comp section.

Local Eugene/Springfield Employers

<i>Jurisdiction</i>	<i>Pop.</i>	<i>Reg. # EEs</i>	<i>Annual Budget</i>	<i>Job Title</i>	<i>Salary</i>	<i>Deferred Comp</i>	<i>Auto Allowance</i>	<i>Cell Phone Allowance</i>	<i>City Paid Employee Portion 6% to PERS</i>	<i>Misc.</i>	<i>Total Comp</i>
EWEB		480	\$ 329.0	General Manager	\$ 319,373	\$ 10,000		\$ 924	\$ 19,818		\$ 350,115
Lane County, OR	382,067	1,579	\$ 716.6	County Administrator	\$ 165,006	\$ 16,501	\$ 6,900	\$ 840	\$ 11,355		\$ 200,602
¹ LTD		275	\$ 130.0	General Manager	\$ 167,205	\$ 39,795		\$ 660			\$ 207,660
Springfield School District		1,672	\$ 200.7	Superintendent	\$ 175,000	\$ 15,000	\$ 9,000	\$ 2,400	\$ 10,500		\$ 211,900
Local Employer Average					\$ 206,646	\$ 20,324	\$ 7,950	\$ 1,206	\$ 13,891		\$ 242,569
Local Employer Median					\$ 171,103	\$ 15,750	\$ 7,950	\$ 882	\$ 11,355		\$ 209,780
Eugene	172,000	1,546	\$ 696.8	City Manager (Ruiz) in October 2019	\$ 241,155	\$ 27,000	\$ 6,000	\$ 480	\$ 16,449		\$ 291,084
Eugene +/- Local Employer Survey Market - AVERAGE					14.31%	24.73%					16.67%
Eugene +/- Local Employer Survey Market - MEDIAN					29.05%	41.67%					27.93%
Eugene +/- All Survey Markets Combined (pages 1, 2 & 3) - AVERAGE					8.86%	31.95%					12.61%
Eugene +/- All Survey Markets Combined (pages 1, 2 & 3) - MEDIAN					13.42%	37.45%					16.72%

Footnotes:

¹LTD: No PERS, but defined benefit retirement plan that district contributes on behalf of employee, as noted in the deferred comp section.