



Eugene City Council

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www.eugene-or.gov

EUGENE CITY COUNCIL AMENDED AGENDA

October 5, 2022

12:00 p.m. CITY COUNCIL SPECIAL MEETING

As the state and community recover from the COVID-19 pandemic, City Council meetings will continue to be held 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>

Note that this agenda has been amended to correct the agenda item title.

**Meeting of October 5, 2022;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Matt Keating, Vice President

Alan Zelenka

Mike Clark

Greg Evans

Randy Groves

Emily Semple

Jennifer Yeh

12:00 p.m. CITY COUNCIL SPECIAL MEETING

1. SPECIAL MEETING: Process for Appointing Interim Ward 7 Councilor

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.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Special Meeting: Process for Appointing Interim Ward 7 City Councilor

Meeting Date: October 5, 2022
Department: City Manager's Office
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

On October 3, 2022, Lane County Elections Office and the Eugene City Recorder certified the election results recalling Claire Syrett from the office of City Councilor for Ward 7. The council has the option to initiate a recruitment and selection process to appoint an interim Ward 7 City Council, appoint a qualified nominee outright, or give other direction to staff. This is an opportunity for the council to discuss the process and timeline for recruiting and/or appointing an interim replacement.

BACKGROUND

The Eugene Charter outlines the following process for filling vacancies on the council:

Section 8. Council – Qualifications

During a councilor's term, the councilor shall reside in the ward from which the councilor was elected or to which he or she was appointed. In addition, to be elected or appointed as a councilor, a person must meet the qualifications described in Section 19.

Section 19. Qualifications

No person may hold an elective city office unless a legal elector under the laws and constitution of the state, a resident of the city for one year immediately before being elected or appointed to the office, and unless, if elected, receiving a majority of the votes cast for candidates for the office at the election at which the office is filled. The city council shall provide for such election by majority vote.

Section 24. Vacancies – Filling (*excerpt*)

(2) The council shall fill a vacancy in any other elective city office by appointment within ninety days after the vacancy occurs. A person so appointed shall hold office until the successor to the office is duly elected and qualifies therefor.

(3) If the position of a city councilor or mayor becomes vacant more than 100 calendar days prior to the May election of any year, an election to fill that vacancy shall be conducted in the same year. If the position of city councilor or mayor becomes vacant less than 100 days prior to the May election of any year, the election to fill that vacancy shall

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be conducted the next year. If a candidate for election to a vacated position achieves a majority of all votes cast for that position in the May election, that candidate shall assume office the following July 1, notwithstanding Section 21 of this charter. The term of office of any person elected to fill a vacancy shall expire when the term of the vacated position expires.

Based on the timing of this recall, the council shall appoint an interim councilor no later than January 1, 2023 who will serve until a successor, duly elected in May 2023, takes office in July 2023. The elected successor would serve the remainder of the council term through January 2025.

The council has the authority to appoint a qualified person to the Eugene City Council outright or to undertake a recruitment and selection process similar to the one used in 2017 for filling the Ward 4 vacancy. If the latter is preferred, staff will open an online application and publicize the vacancy in various ways, including a press release, webpage announcement, notice to stakeholder groups, and media notice. The application period could be followed by council interviews and appointment. (See Attachment A for possible timeline.)

To set a recruitment process in motion, direction from the council on the following variables is requested in order to:

1. Confirm application, supplemental questions, and deadline for submitting applications (See Attachment B.)
2. Confirm interview selection process and interview format.
3. Confirm final appointment process, timeline.

PREVIOUS COUNCIL DIRECTION

This is the council's first meeting on this topic.

COUNCIL OPTIONS

The council has the option to initiate a recruitment and selection process to appoint an interim Ward 7 City Councilor, appoint a qualified nominee outright, or give other direction to staff.

CITY MANAGER'S RECOMMENDATION

The City Manager has no recommendation on this item.

MOTION OPTIONS

1. Move to approve the interim appointment plan as presented in the attachments.

OR

2. Move to approve the interim appointment plan as presented in the attachments, with the

following changes: _____

OR

3. Move to appoint _____ as interim councilor for Ward 7.

ATTACHMENTS

- A. Possible Timeline
- B. Possible Candidate Application
- C. Possible Interview and Appointment Process

FOR MORE INFORMATION

Staff Contact: Katie LaSala
Telephone: 541-682-5882
Staff E-Mail: klasala@eugene-or.gov

POSSIBLE TIMELINE AND STEPS FOR FILLING COUNCIL VACANCY

Process Step	Date
Confirm process, application and supplemental questions	October 5, 2022
Activate application	October 6, 2022
Publicize appointment opportunity: a. Press release b. Media announcement/display ads c. Webpage announcement d. Notice to stakeholders/community groups e. Word of mouth	October 6, 2022
Application deadline	November 9, 2022
Submitted applications and interview ballot sent to council	November 14, 2022
Council interview ballots due	November 23, 2022
Selected applicants contacted to confirm interviews	November 28, 2022
Councilors submit interview questions	November 28, 2022
Meeting scheduled to conduct interviews	December 5 and/or 7, 2022
Council appointment ballots due	December 8, 2022
Council meeting/action to confirm appointment	December 12, 2022

Council Break Begins: December 15, 2022

State of the City: January 4, 2023

POSSIBLE CANDIDATE APPLICATION

Candidate Name
Residence Address, Mailing Address
Home Phone, Work Phone
Email Address, Website
Race & Ethnicity (Optional)

Do you reside in Ward 7? If yes, how long have you resided in Ward 7?
How long have you been a resident of the city of Eugene?

Occupation
Occupational Background
Educational Background
Prior Government Experience

Supplemental Questions*:

- 1) How would you describe Ward 7 in terms of physical, social, and demographic characteristics; and what are your unique qualifications for representing Ward 7?
- 2) What are the three most important issues facing the residents of Ward 7?
- 3) What do you see as the most pressing needs for the Eugene community and what would be your top priority as a City Councilor?
- 4) Describe your experience working with a diversity of perspectives and opinions. How would you work to effectively convey your viewpoint and make decisions as a City Councilor?
- 5) Describe your experience in the formation or implementation of public policy and regulations.

*Supplemental questions used in 2017 process for filling the Ward 4 vacancy

POSSIBLE INTERVIEW AND APPOINTMENT PROCESS**1. Council selects applicants to be interviewed via ballot.**

- a. Each Councilor submits a ballot indicating the candidates they would like to interview. Each councilor can indicate as many candidates as they would like for the interview process. Councilors submit ballots to staff to compile the results.
- b. Candidates receiving 4 or more votes will advance to interviews.
- c. Sample Interview Ballot

Candidate Name	Interview
Candidate A	W2, W6, W8, W4, W5, W1
Candidate B	W2, W4, W6, W8, W3, W5
Candidate C	W1, W6, W3, W5, W8,
Candidate D	W6, W4, W3, W5
Candidate E	W1, W2, W3
Candidate F	W1, W3

2. Interviews

- a. Interviews will be 30 minutes for each candidate
- b. Candidates to provide an opening statement (interest in serving on city council, contribution he/she hopes to make as a member, etc.)
- c. Each councilor may submit and ask one interview question.

Questions used for Ward 4 vacancy in 2017, for reference:

- i. *Describe experiences you have had which contribute to your ability to be a city councilor. This could include education, employment, volunteer work, family or social relationships.*
- ii. *Please tell us how you balance your personal priorities and values with the priorities and values of your ward and the priorities and values of Eugene as a whole.*
- iii. *As a city councilor, how do you define social justice and how would you lead the city toward its human rights goals?*
- iv. *What do you think about City Hall? Include process, location, design and, most importantly, funding.*
- v. *Please tell us your general impression of the people of Ward 4, their common views and values compared to other wards, and what makes you the best fit to be the representative of the people of Ward 4.*
- vi. *In a survey done by the City, 75% of Eugene residents agreed that “climate*

- vii. *change requires much stronger regulations of greenhouse gas emissions.” Do you agree or disagree with this statement, and why? Secondly, when it comes to funding climate change projects do you see them as being on par with other essential services like libraries, parks, police and fire? Or do you think funding is more discretionary and we should fund these projects as money is available?*
- viii. *How do you view the role of neighborhood associations in determining city policy, keeping in mind that not all Eugene neighborhoods have active associations?*
- ix. *Follow-up question if time available*

3. After interviews, Council votes for preferred candidate(s) using preference voting ballots

Example:

- i. Councilors vote for their top three preferences
- ii. Four candidates represented as A – D.
- iii. In the below scenario, no candidate won an outright majority of first-preference votes. As a result, the candidate (Candidate B) with the smallest number of first-preference votes is eliminated.
- iv. Second-preference votes would be included in the total to achieve a majority

	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 8	Totals
First choice	A	C	D	A	A	D	D	A = 3 D = 3 C = 1 B eliminated
Second choice	B	D	C	B	D	A	C	A = 4 D = 5 D gains 2 votes, D wins
Third choice	C	E	A	C	C	B	B	

4. Ballot results will be shared with council in advance of the meeting to take action on the appointment.

5. Final decision made by motion, vote.