



City Council

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www.eugene-or.gov

EUGENE CITY COUNCIL AGENDA

October 28, 2024

5:30 p.m. CITY COUNCIL WORK SESSION

City Council Monday work sessions are held in 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 October 28, 2024;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Matt Keating, President
Emily Semple
Alan Zelenka
Greg Evans

Randy Groves, Vice President
Lyndsie Leech
Jennifer Yeh
Mike Clark

5:30 p.m. CITY COUNCIL WORK SESSION

- 1. WORK SESSION: Police Auditor Selection Process**
- 2. WORK SESSION: City Manager Update**

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.

October 28, 2024 Work Session

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Police Auditor Selection Process

Meeting Date: October 28, 2024

Department: Central Services

www.eugene-or.gov

Agenda Item Number: 1

Staff Contact: Keri Beraldo

Contact Telephone Number: 541-682-5765

ISSUE STATEMENT

This is a work session for Council to provide direction related to the selection components for the Police Auditor recruitment process. Staff will present information based on the previous selection process to help inform Council's decisions for this process.

BACKGROUND

The City Charter vests the City Council with the sole authority and responsibility to hire a Police Auditor. Leia Pitcher vacated the position of Police Auditor on September 13, 2024. On September 9, 2024, Council unanimously voted to authorize Council leadership to negotiate and execute an employment agreement with Mark Gissiner to serve as the Interim Police Auditor. The Interim Police Auditor's employment contract remains in effect until March 15, 2025, unless Council permanently fills the position prior to that date.

At its September 23, 2024 work session, Council decided to conduct a national recruitment for the Police Auditor position using the current job description and updated recruiting brochure. The Council also decided to utilize a professional recruiting firm to assist the City's Employee Resource Center (ERC) with outreach and publication of the City's national search. ERC staff committed to returning to Council with options for a recruitment firm.

At its October 21, 2024 work session, Council directed staff to work with Bob Murray and Associates, a professional recruiting firm to assist the City's Employee Resource Center (ERC) with outreach. ERC staff have started early phases of the recruitment, including but not limited to updating promotional materials, contacting professional organizations in Police Auditor field to assist with advertising, and attending the National Association for Civilian Oversight of Law Enforcement conference as requested by Council.

During this work session Council is asked to consider options for timelines and engagement for the selection process. Staff will ask Council to share ideas and thoughts about whom to engage in the interview process as well as other forms of engagement such as a community panel.

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

COUNCIL OPTIONS

Timeline and Plan

1. Approve the proposed timeline.
2. Revise the timeline and plan.

AND

Interview Panelists and Participants

1. 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.
2. Authorize Council leadership to develop a proposed list of interview panelists and participants and return to Council for review and approval at a future work session.

POTENTIAL MOTIONS

Timeline and Plan

1. Move to approve the timeline and plan presented in this work session.

OR

2. Move to revise the timeline and plan presented in this work session as follows:

AND

Interview Panelists and Participants

1. Move 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.

OR

2. Move to authorize Council leadership to develop a proposed list of interview panelists and participants and return to Council for review and approval at a future work session.

ATTACHMENTS

- A. Selection Process Overview
- B. Selection Timeline

FOR MORE INFORMATION

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

ATTACHMENT A – SELECTION PROCESS OVERVIEW

The following outlines the Police Auditor Selection process based on process components that were used during the 2009 hiring process.

Screening of Applications:

1) *Initial screening of applications for minimum requirements performed by Employee Resource Center staff*

- Applications will be screening based solely on the minimum requirements that are outlined in the job description.

2) *Screening of applications by the Mayor and City Council to determine candidates to invite to interview*

- City Council and Mayor will be provided application submissions (for those candidates that meet the minimum requirements) and screening criteria to determine those candidates that will be invited to interview.

Interview Process Options:

1) *Interview with the Mayor and City Council (1 hour)*

- Each candidate participates in a structured interview process with the opportunity for follow up questions and discussion with the City Council and Mayor. Interview questions will be developed by the ERC and finalized by Council in a future session.
- Following the interviews, staff will provide the feedback from the other panels and document Council's discussions and decision.

2) *Interview with Internal Stakeholder Panel Members (1 hour)*

- Each candidate participates in a structured interview process with internal stakeholders. Interview questions will be developed by the ERC and finalized by Council in a future session.
- Internal stakeholders could include the following:
 - EPD Command staff
 - EPEA Union President or Officer
 - Police Commission representative
 - Office of Equity and Community Engagement representative
 - Employee Resource Center Labor and Relations Manager
 - Interim Police Auditor or other outside Police Auditor
- Following the interviews feedback from the internal stakeholder panel will be gathered by staff and made available to the Mayor and Council following their interviews.

3) *A Presentation and Q&A Forum with a Community Panel (1 hour)*

- Each candidate will be asked to share a brief oral resume on themselves and to answer a specific question determined by Council in a future session.

- The remaining time will consist of the candidate taking and answering questions that are submitted in writing by community panel members. City staff will facilitate and time candidate responses to ensure consistency.
- Following the forum, participating community members will be asked to complete written feedback forms for each candidate. This information will be shared with Council and the Mayor to inform their decision-making process.
- Community panel participants could include the following:
 - Citizen Review Board
 - Police Commission
 - Human Rights Commission
 - Mental health advocates
 - Communities of color
 - Faith community
 - Chamber of Commerce

4) A tour of the City of Eugene may be given by an Executive or Division Manager with the City.

- This would be an unrated activity given as a courtesy to the candidates to help inform their decision regarding relocating to Eugene should the opportunity be offered to them.

Attachment B - Police Auditor Selection Timeline

ACTION	DATE
Mayor and Council work session to review and select Recruiting Firm to assist with outreach efforts. (Bob Murray selected)	October 21, 2024
Recruitment for Auditor begins	October 25, 2024
Mayor and Council work session to discuss process components which includes screening of applicants and interview components.	October 28, 2024
ERC Staff to perform initial screening of applications for minimum requirements. This would occur as applications are received.	Ongoing through January 1st
Council Break	December 12, 2024 – January 12, 2025
Mayor and Councilors individually review and rank all applicants that meet minimums. ERC compiles the candidate scores/ranking and will provide back to Mayor and Council prior to the work session on January 29, 2025	January 6, 2025 – January 14, 2025
Mayor and Council work session for the following: <ol style="list-style-type: none"> 1. Finalize list of panel participants if needed 2. Finalize interview questions for each panel 3. Finalize list of candidates to interview 	January 29, 2025
Top candidates notified and scheduled for interviews.	January 30, 2025
Interviews held. Depending on the number of candidates this may require more than one day. (More than 5 candidates would require an additional day)	Week of February 17 th (Exact days tbd)
Finalist from interviews identified and notified. Background conducted (Typically takes 3-4 weeks to complete)	February 24, 2025
Mayor and Council work session to approve appointment of candidate to the position of Police Auditor and authorize negotiation of terms of employment to begin.	Early to mid March 2025