

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Work Session: City Manager Annual Performance Review

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Meeting Date: July 26, 2010  
Department: Central Services-Human Resources  
*www.eugene-or.gov*

Agenda Item Number: C  
Staff Contact: Denise Smith  
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### **ISSUE STATEMENT**

Jon Ruiz was hired as the Eugene City Manager on April 14, 2008. This agenda item is for the council to conduct City Manager Ruiz's second annual performance review. The two-part format agreed upon by the council and City Manager Ruiz includes an executive session followed by a public session. During the executive session, councilors will review the results of the feedback gathered, share their overall performance feedback, and discuss any compensation adjustments. Based on the discussion, the City Manager will submit his proposed goals for the coming year to the council.

### **BACKGROUND**

Using a modified process this year, agreed upon by the City Council and City Manager, a couple of key questions, framed from the agreed-upon performance dimensions, were sent to the executive leaders of each City department and an identified group of community leaders. A summary of this feedback and the City Manager's self-evaluation were sent to the council in advance of this work session. City Councilors were also asked to fill out their own dimension forms.

Human Resources has compiled all of this information to support the City Council in getting a well-rounded view of the performance of the City Manager this year.

### **RELATED CITY POLICIES**

The City Council has historically conducted an annual performance review of the City Manager. This process is a continuation for City Manager Jon Ruiz.

### **CITY MANAGER'S RECOMMENDATION**

In consideration of the current budget situation, the City Manager recommends that his compensation not be adjusted at this time. However, prior to Monday's meeting, he will provide draft guidelines for future compensation adjustments.

## **SUGGESTED MOTION**

Move to complete goal-setting for the next year with the City Manager by October 1, 2010, and to accept the agreed-upon compensation adjustment.

## **ATTACHMENTS**

Notebooks containing the following information were provided under separate cover:

- A. Copies of the compiled feedback summaries
- B. Individual comments from city councilors
- C. Copy of an overall summary of the councilors' review comments and ratings to go into the section of the notebook labeled "Mayor and Council Comments."

## **FOR MORE INFORMATION**

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