

EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Work Session: City Manager Annual Performance Review

Meeting Date: July 20, 2011
Department: Central Services-Human Resources
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Agenda Item Number: B
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 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 final ratings. Based on the discussion, the City Manager will submit his proposed goals for the coming year to the council.

BACKGROUND

This year's feedback process included a couple of key questions, framed from the agreed-upon performance dimensions, which 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. Human Resources has also calculated the compensation adjustment based on the City Manager contract language the council adopted this past spring; that adjustment is automatic (based on the council's evaluation) unless the council determines that that the City's budget situation is sufficiently ominous that no merit or deferred compensation increase should be made.

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.

SUGGESTED MOTION

No motion is required. As noted above, the adjustment to the City Managers compensation is automatic based on the average of the ratings from the elected officials.

ATTACHMENTS

Notebooks containing the following information will be 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"
- D. Compensation information based on final ratings

FOR MORE INFORMATION

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