

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: City Manager Annual Performance Review

Meeting Date: June 23, 2014
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 comments. 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 includes a couple of key questions, framed from the agreed-upon performance dimensions, which were sent to the executive leaders of each City department, other City employees who had worked on projects with the City Manager, union leadership and an identified group of community leaders. City Councilors also are completing their own evaluation forms. A summary of this feedback and the City Manager's self-evaluation are being sent to the council in advance of this work session.

Human Resources is compiling this information to support the City Council in getting a well-rounded view of the performance of the City Manager this past year. Human Resources will also calculate the compensation adjustment based on the City Manager contract language. With respect to compensation, the contract provides that the City Manager will receive (1) whatever Cost of Living Adjustment (COLA) that non-represented employees receive, and (2) a merit and deferred compensation adjustment based on the ratings that the council gives to the City Manager, "unless the council determines that the City's budget situation is sufficiently ominous that no merit or deferred compensation increase should be made." The calculation related to any compensation adjustment will be included in the notebook containing the evaluation forms and summaries that will be provided to each elected official.

RELATED CITY POLICIES

The City Council has historically conducted an annual performance review of the City Manager.

SUGGESTED MOTION

None.

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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