



## Council Agenda Item

Meeting Date: November 7, 2023

Agenda Item: City Manager Performance Evaluation Tool

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### BACKGROUND

(Enter the who, what when, where, why)

1. Per the City Manager Annual Review Policy, no later than November 1, the HR Manager will provide Common Council with a draft of the proposed evaluation tool, which will include a survey component and questionnaire for distribution to all participating employees and officials.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 1) June 20, 2023 – Common Council reviewed the current City Manager Annual Policy. Suggested changes included the addition of a six-month review and incorporation of the management plan.
- 2) August 1, 2023 – HR presented policy changes to the City Manager Performance Evaluation Policy. Minor changes were requested regarding the addition of a private session with the City Attorney and/or HR and the deletion of the phrase “complete anonymity”.
- 3) August 15, 2023 – Competency categories were further discussed at the Common Council meeting. Discussion was held regarding staff surveys and citizen feedback.

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

Per the policy, Common Council feedback is not due until the second meeting in November. However, given that Council has revised the policy and HR is providing a new tool, staff is asking for feedback at both November Council meetings in order to be proactive for the December 1<sup>st</sup> distribution deadline.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City Manager Annual Review Policy
2. City Manager Performance Evaluation Tool