



## Council Agenda Item

Meeting Date: September 16, 2025

Agenda Item: City Manager Annual Review Policy & Evaluation Tool

Staff Contact (name, email, phone): Sara Marquardt, [smarquardt@whitewater-wi.gov](mailto:smarquardt@whitewater-wi.gov), 262-473-1387

### BACKGROUND

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

In accordance with the City Manager Annual Review Policy, an annual review of the policy itself is required. Historically, this review has taken place in August with the evaluation tool presented in late October. To improve efficiency, Human Resources is recommending that the policy review and the introduction of the performance evaluation tool be combined and presented at the same meeting, to occur no later than November 1.

The policy has also been updated to reflect minor capitalization edits and a revision regarding how evaluation results will be delivered to the Council.

Last year, the Council experienced some challenges in completing the evaluation tool. Staff's goal is to ensure the evaluation process is both meaningful and easy as possible. For reference, the performance evaluation tool used over the past two years is attached. Also attached is the evaluation tool currently in use by City of Whitewater employees for 2024/2025 and an outline of a hybrid option combining the two. Staff is requesting feedback from the Council on whether to continue with the previously utilized tool or adopt a new format.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 1) June 20, 2023 – Common Council reviewed the City Manager Annual Review Policy. Suggested changes included the addition of a six-month review and incorporation of the management plan into the policy.
- 2) August 1, 2023 – HR presented revisions to the City Manager Annual Review Policy. Minor changes were requested and the policy was approved.
- 3) August 6, 2024 – Common Council approved the policy on the Consent Agenda with no changes.

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

Staff recommends approval of the suggested changes to the policy and requests feedback on the preferred performance evaluation tool. Based on the feedback received, the performance evaluation tool will come back to Council for final approval.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City Manager Annual Review Policy with highlighted changes
2. City Manager Evaluation Tool utilized in years 2023 and 2024
3. Performance Evaluation Tool utilized for City of Whitewater Employees for year 2024/2025 (irrelevant pages removed for efficiency)
4. Hybrid Outline