



## Council Agenda Item

Meeting Date: November 7, 2024

Agenda Item: City Manager Performance 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)

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.
2. Second regular meeting of November: The Common Council will provide feedback to the HR manager or designee on the evaluation tool, along with any corrections or suggested additions.

### 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 15, 2023 – Competency categories were reviewed at the Common Council meeting. Discussion was held regarding staff surveys and citizen feedback.
- 4) November 21, 2023 – Council reviewed the Performance Evaluation Tool which was approved.
- 5) August 6, 2024 – Common Council made no changes to the Annual Review Policy.

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

According to the policy, Common Council feedback isn't required until the second November meeting. However, HR is requesting feedback at the first meeting in November to allow the City Manager ample time to complete the self-evaluation using the appropriate tool by the December 1 deadline. In the future, HR will propose a policy update to reflect this timeline change. Staff recommends approval of the tool, pending Council feedback.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. City Manager Annual Review Policy 2024
2. City Manager Evaluation Tool - Draft