Council Agenda Item

Meeting Date:	November 17, 2026
Agenda Item:	City Manager Performance Evaluation Tool
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

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

As part of the annual City Manager performance evaluation process, the Common Council reviews the evaluation policy and tool to ensure they remain relevant, effective, and aligned with Council expectations.

Over the past three years, the City has utilized a standardized evaluation process incorporating performance categories and opportunities for written feedback. In 2025, the Common Council requested a more streamlined evaluation tool with a stronger connection to the City's strategic priorities.

The City Manager Performance Evaluation Policy and tool were presented to the Common Council on October 20, 2026, for initial review. Both documents are being brought forward at the November 17, 2026, meeting to provide Council an opportunity to discuss and approve any desired revisions prior to the upcoming evaluation process.

No changes are being recommended by staff at this time.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

1. September 16, 2025 – Common Council adopted the revised City Manager Performance Evaluation Policy and evaluation tool with additional considerations identified for future review.
2. October 21, 2025 – Common Council approved the City Manager evaluation tool through the consent agenda.
3. October 20, 2026 – Common Council received the City Manager Performance Evaluation Policy and tool for review in advance of the November 17, 2026, meeting.

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommend that the Common Council review the City Manager Performance Evaluation Policy and evaluation tool, consider any desired modifications, and approve the documents as presented or amended.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. City Manager Evaluation Policy
2. City Manager Self-Evaluation
3. City Manager Evaluation Tool – Council version
4. City Manager Evaluation Tool – Staff version