City of WHITEWATER		City Manager Annual Review			
Owner:	City Manager	Approving Position:	Common Council	Pages:	2
Issue Date:	12/17/2020	Revision Date:	9/16/2025	Review Date:	2026
Special Instructions:	This policy will be reviewed annually prior to conducting a review of the City Manager				

I. Policy

The Common Council of the City of Whitewater will conduct a formal evaluation of the City Manager on an annual basis. The evaluation will consist of two parts: (1) a written evaluation and (2) a formal review session conducted at a regularly scheduled meeting, in closed session, with the City Manager in attendance.

At a July Common Council meeting, Council will conduct an informal review of goals related to City Manager performance, strategic plan initiatives and management plan objectives.

All meetings of the Common Council as part of the evaluation will meet legal requirements of the State of Wisconsin's Open Meeting Law (Wisconsin Statute sections 19.83, 19.84 and 19.85).

II. Guidelines

The formal evaluation provides both the City Manager and the Common Council with an opportunity for a comprehensive discussion of the City Manager's performance in the previous year and the goals for the next year. The evaluation process will adhere to the following guidelines:

1. Performance review is an ongoing process. However, the evaluation will focus primarily on City Manager performance for the previous calendar year.
2. The evaluation process will provide an outlet for feedback from Common Council members, department directors, and City Manager direct reports. Subject to Wisconsin public record laws, anonymity will be maintained for all those providing feedback.
3. City Manager demonstration of Practices for Effective Local Government Leadership as provided by the International City/County Management Association (ICMA) will be considered as part of the evaluation process.
4. The evaluation process will include an assessment of City Manager performance related to City Manager goals for the prior year. The process will also include the establishment of clear goals and expectations for the City Manager in the coming year.

III. Procedures

1. No later than November 1, the HR Manager, or designee, will provide Common Council members with the policy for review and a draft of the proposed evaluation tool, which should include a survey component/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.
3. No later than December 1, the HR Manager or designee will distribute the evaluation tool to all Common Council members, department directors, and direct reports of the City Manager for review and completion. Included with the evaluation tool will be a memo from the City Manager reporting on the status of any goals established in the previous year. In addition to the memo, the City Manager will provide the Common Council with a completed self-evaluation form.
4. No later than December 21, all evaluation participants, including Common Council members, will return their completed evaluation to the HR Manager or designee responsible for the original distribution of the evaluation. Responses will then be compiled into a brief report for distribution to the Common Council and City Manager. The HR Manager or designee will distribute a "Confidential" copy of the report to Common Council members at least 72 hours prior to the second regular Common Council meeting in January.
5. Second regular meeting in January: Having received the summary report at least 72 hours in advance of the meeting, the Common Council will meet in closed session with the City Attorney and/or HR Manager to discuss the evaluation results.
6. At the first regular meeting in February, the Common Council will meet with the City Manager in closed session to discuss the evaluation results as provided in the summary report. At this meeting, the Common Council will also discuss City Manager performance related to existing goals and establish new goals for the City Manager in the coming year.
7. Contract Amendment – Should the Common Council and the City Manager wish to amend the City Manager Employment Agreement as a result of the performance evaluation process; those mutually agreed upon amendments will be directed to the City Attorney for drafting.

IV. Performance

This City Manager Annual Review Policy is adopted to be a tool to assist the Common Council in evaluating the City Manager's performance and is not intended to create any new contractual or legal obligation by the Common Council to perform the actions set forth herein:

1. This policy can be changed at any time by the Common Council and compliance with this policy by the Common Council is optional. Failure by the Common Council to comply with the terms and deadlines set forth herein shall be considered a valid and appropriate decision by the Common Council to not comply with the terms or obligations.