



CITY OF WAUKESHA

Administration

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Common Council Item Number: Click here to enter text.	Date: 8/18/2020
Submitted By: Kevin Lahner, City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Diane Gard, Finance Director DG	City Attorney's Office Review: Brian Running, City Attorney BR

Subject:
 Confirmation of the appointment of Bridget Souffrant to the Finance Director position as selected by the City Administrator.

Details:
 Human Resources Policy B-2 (O) outlines the procedure for hiring manager and higher level positions at the City. Pursuant to this policy, the Common Council approved a contract with GovHR USA to conduct a nationwide search for the position. The City received more than 45 applicants both locally and from across the country, including multiple candidates in the public and private sectors. The applicant pool was narrowed to six finalists, and a committee consisting of Human Resources Director Marquise Vasquez, Community Development Director Jennifer Andrews, Fire Chief Steve Howard, DPW Director Fred Abadi and City Administrator Kevin Lahner narrowed the list to two candidates. Lastly, a committee of Alderman Jack Wells, Alderman Joe Pieper, Human Resources Director Marquise Vasquez, Mayor Shawn Reilly, and City Administrator Kevin Lahner conducted interviews with the two finalists. The finalist also met with the Finance staff who provided feedback to GovHR on each candidate which was shared with the hiring committee. Upon conclusion of that process, the City Administrator has recommended Bridgett Souffrant to be selected for this role. Ms. Souffrant will be coming from the City of Oak Creek where she is currently serving as the Comptroller/Assistant City Administrator. She previously served in finance roles in Brown Deer and Burlington.

Ms. Souffrant's resume is attached. Her experience, education and professional accomplishments are a great fit for the City of Waukesha team. We are excited to work with an experienced professional that has extensive experience in the public sector.

Options & Alternatives:
 Pursuant to the policy, the Common Council has the discretion to approve or deny the recommendation. If the recommendation is denied, the City would conduct a new search for the position. Given the high level of professional experience and the unique skillset required for public financial professionals it is unlikely we will find another candidate of this caliber and experience.

Financial Remarks:
 The salary for the position will be \$138,500 per year. The position is graded at Grade 18 and the salary is within the salary range of \$109,708 to 148,107 for the grade.

Executive Recommendation:
 Confirm the appointment of Bridget Souffrant as Finance Director for the City of Waukesha as recommended by the hiring committee and the City Administrator.



