

City of Waukesha, Wisconsin

Ordinance No. _____-17

**An Ordinance Amending Section 2.015 of the Waukesha Municipal Code,
Regarding the Duties and Powers of the City Administrator**

The Common Council of the City of Waukesha do ordain as follows:

Section 1. Subsection (7) of Section 2.015 of the Waukesha Municipal Code is amended to read in its entirety as follows:

- (7) **Annual Review.** The City Administrator shall undergo an annual performance review. The review shall be conducted by a committee composed of the Mayor, Human Resources Committee Chairperson, and Common Council President. If the Council President and Human Resources Committee Chairperson are the same individual, then the committee shall be composed of the Mayor, Human Resources Committee Chairperson and the most-recent past Common Council President who is then a member of the Common Council. If no past Common Council President is then a member of the Common Council, then the Mayor shall appoint a Common Council member to serve as the third member of the committee. The committee shall prepare a report to the Council of the results of the review, identify specific goals to address performance deficiencies, and recommend other appropriate actions to be taken, including salary adjustments.

Section 2. This Ordinance shall be effective immediately upon its publication.

Passed the _____ day of _____, 2017.

Approved:

Attest:

Shawn N. Reilly, Mayor

Gina L. Kozlik, City Clerk