



**City of Waukesha**  
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<b>Committee:</b> Human Resources	<b>Date:</b> 7/20/2022
<b>Common Council Item Number:</b> ID# 22-4531	<b>Date:</b> 7/20/2022
<b>Submitted By:</b> Ald. Cassie Rodriguez	<b>City Administrator Approval:</b> <a href="#">Click here to enter text.</a>
<b>Finance Department Review:</b> <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> <a href="#">Click here to enter text.</a>
<b>Subject:</b> <b>Review and approve timeline for City Administrator's performance evaluation.</b>	

**Details:**  
[Click here to enter text.](#)

**Options & Alternatives:**  
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**Financial Remarks:**  
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**Executive Recommendation:**  
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## City Administrator 2022 Performance Evaluation Timeline

<b>Dates</b>	<b>Task</b>	<b>Responsible Party</b>
<i>Next scheduled HR Committee meeting</i>	<i>Vote on timeline for City Administrator's performance evaluation.</i>	<i>HR Committee</i>
<b>September 1<sup>st</sup></b>	Begin completing self-evaluation. Review current year's goals and track progress.  Identify 3-4 potential goals for next year.	City Administrator
<b>September 17<sup>th</sup></b>	Self-evaluation is due on, or before, this date.	City Administrator
<b>September 19<sup>th</sup></b>	Self-evaluation results provided to the HR Committee members.	Human Resources
<b>September 21<sup>st</sup></b>	HR Committee will review City Administrator's self-evaluation results.  City Administrator will discuss self-evaluation, highlight achievements, and answer questions.	HR Committee City Administrator
<b>September 23<sup>rd</sup></b>	Send evaluation link to full Council for completion.	Human Resources
<b>October 10<sup>th</sup></b>	Performance evaluation ratings due on, or before, this date.	Common Council
<b>October 19<sup>th</sup></b>	HR Committee to review compiled data, make a salary recommendation and establish goals for next year.	HR Committee
<b>Week of October 24<sup>th</sup></b>	Meet and discuss evaluation with City Administrator before sharing final recommendations to the Council.	HR Committee Chairperson
<b>November 1<sup>st</sup></b>	Council to vote on recommendations.	Common Council
<b>December</b>	Merit increase is processed.	Human Resources
<b>January 1<sup>st</sup></b>	Merit increases go into effect.	Human Resources