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May 4, 2018

Memorandum

To: Human Resources Committee, Ordinance and License Committee, Common Council
From: Brian Running
Re: Timing of the City Administrator's Annual Review

A referral has been made by Council Member Kathleen Cummings to amend WMC §2.015(7), to require that the City Administrator's annual review be completed by the last day of February each year.

The changes to the subsection would be as follows:

2.015 City Administrator.

...

- (7) **Annual Review.** The City Administrator shall undergo an annual performance review, which shall be completed no later than the last day of February each year. 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.

The remainder of §2.015 would be unchanged. A proposed ordinance is attached.

The City Attorney's Office supports this amendment.

City of Waukesha, Wisconsin

Ordinance No. ____-18

**An Ordinance Amending Section 2.015 of the Waukesha Municipal Code,
Regarding the Timing of the City Administrator's Performance Review**

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

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

- (7) **Annual Review.** The City Administrator shall undergo an annual performance review, which shall be completed no later than the last day of February each year. 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. All ordinances, or portions of ordinances, inconsistent with this ordinance are hereby repealed.

Section 3. This Ordinance shall be effective immediately upon its publication.

Passed the _____ day of _____, 2018.

Shawn N. Reilly, Mayor

Attest: Gina L. Kozlik, City Clerk

Referral

May 1, 2018

To: H.R. Committee, City Attorney's Office
and License and Ordinance
Committee

From: Alderman Kathleen M. Cummings

Amend 2.015 City Administrator (7) To add language
to include that his or her review occur no later
than the last day of February.

Respect fully submitted,
Alderman Kathleen Cummings
District 9