



CITY OF WAUKESHA

201 Delafield Street, Waukesha, WI 53188
Tel: 262.524.3700 fax: 262.524.3899
www.waukesha-wi.gov

Committee: HR Committee	Date: 01/19/2022
Common Council Item Number: ID# 21-3270	Date: 12/15/2021
Submitted By: Ald Manion	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Review format of the upcoming annual performance review of the City Administrator.	

Details: 2021 blank City Administrator evaluation attached draft for review. Evaluation survey monkey link will be provided to Common Council members during City Administrator evaluation process for rating and comments. Submitted ratings and comments will be presented in closed session to HR Committee and Council with evaluation.
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Options & Alternatives: Click here to enter text.

Financial Remarks: Click here to enter text.
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Executive Recommendation: Click here to enter text.



City of Waukesha City Administrator 2021 Evaluation

Instructions

Each member of the governing body should complete a performance evaluation form.

The deadline for submitting the performance evaluation is Friday, January 14, 2022. Evaluations will be combined and summarized and included on the agenda for discussion at the next HR Committee meeting and will be presented by the governing body to the City Administrator accordingly.

This evaluation form contains nine categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city administrator's performance. The evaluation also has the current year goals for the city administrator. The progress made toward and/or completion of the goals should be evaluated using the rating scale below.

5 = Consistently Exceeds Expectations: Performance (quality and/or timeliness) consistently and clearly exceeds in all essential areas of job standards.

4 = Exceeds Expectations: Performance is highly effective (quality and/or timeliness) and consistently meets and on occasion exceeds expectations.

3 = Meets Expectations: Overall performance (quality and/or timeliness) achieves effective, expected results. Individual is dependable, competent, and knowledgeable.

2 = Improvement Needed: Performance (quality and/or timeliness) fails to meet expectations in one or more essentials areas. Output frequently falls below acceptable levels and must be improved.

1 = Doesn't Meet Expectations: Performance (quality and/or timeliness) is below what should be expected after a reasonable period of time on the job. Significant improvement is essential to meet minimum standards.

This form also contains a section where you are able to add comments you believe are appropriate and pertinent to the evaluation period.

* 1. Council Member Name

* 2. Date:

Date / Time

Date

*** 3. ASSISTING COUNCIL WITH POLICY MAKING**

Providing information

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Keeps the council informed, in a timely manner, of the things you want and need to know about	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides information on an equal basis with all council members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reports provide adequate information and analysis to help us make sound decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prompt follow-up on council requests without having to be reminded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 4. ASSISTING COUNCIL WITH POLICY MAKING

Providing Advise

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
City Administrator has adequate knowledge of municipal affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Considers alternatives before making recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offers quality analysis that accompanies recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Produces and handles information/reports in a way that conveys the message that affairs of the organization are open to public scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 5. INTERNAL ADMINISTRATION

Financial Management

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Has sufficient knowledge of financial matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is effective in controlling costs through economical utilization of manpower, materials and Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepares a balanced budget to provide services at a level directed by council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Partners with appropriate parties to ensure the budget is accurate and submitted on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 6. INTERNAL ADMINISTRATION

Personnel Management

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Effective in recruiting and retaining qualified, diverse leaders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops and maintains a friendly and informal relationship with the staff while maintaining the professional dignity of the city administrator's office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages department heads to make decisions within their jurisdictions with minimal city administrator involvement, yet maintains general control of operations by providing the right amount of communication to the staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willing to address disciplinary problems head-on and take action when warranted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 7. INTERNAL ADMINISTRATION

Getting the Job Done

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Pays sufficient attention to detail to limit errors and avoid having things "slip through the cracks"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a good sense of priorities in the way he spends his time and focuses his efforts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively develops and carries out short and long-term action plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Puts in the necessary work and effort to meet the expectations of the governing body	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 8. EXTERNAL RELATIONS

Citizens

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations:
Generally makes a positive impression on citizens and is respected in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective in handling disputes or complaints involving citizens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates a dedication to service to the community and its citizens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains a nonpartisan approach in dealing with the news media; avoids unnecessary controversy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 9. MISCELLANEOUS

Individual Characteristics

	5 = Consistently Exceeds Expectations:	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Exercises good judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays enthusiasm, cooperation, and is willing to adapt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental and physical stamina appropriate for the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits composure, appearance, and attitude appropriate for executive position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 10. MISCELLANEOUS

Professional Skills

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations:	3 = Meets Expectations	2 = Improvement Needed:	1 = Doesn't Meet Expectations
Maintains knowledge of current developments affecting management of local government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willing to try new ideas proposed by council members and/or staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sets a professional example by handling affairs of the public office fair and impartially	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 11. MISCELANEOUS

Reporting

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Responds in a timely manner to requests from the governing body for special reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reports produced by the CA are accurate, comprehensive, concise, and written to their intended audience organization are open to public scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

* 12. What would you identify as the City Administrator's strength(s), expressed in terms of the principle results achieved during the rating period?

* 13. What performance area(s) would you identify as most critical for improvement?

* 14. What constructive suggestions or assistance can you offer the City Administrator to enhance performance?

* 15. What other comments do you have for the City Administrator (e.g., priorities, expectations, goals or objectives for the new rating period)?

* 16. Using the rating scale below, please evaluate the progress the City Administrator has made toward the following goals.

2021 Goals

5 = Consistently

Exceeds
Expectations

4 = Exceeds
Expectations

3 = Meets
Expectations

2 = Improvement
Needed

1 = Doesn't Meet
Expectations

In conjunction with the Mayor, Community Development and the Center for Growth (Business Alliance), develop a three year plan for economic development for the City. Items that may be included are ideas around the redevelopment of the Waukesha Engine facility and the GE facility, along with other existing vacant buildings and open space in the City.



Work with the Mayor to coordinate a quarterly meeting with leadership of other entities such as the school district, county, WCTC, and other potential collaborators to discuss ways the four entities can collaborate. This goal is certainly dependent on the willingness of the other parties.



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Exceeds
Expectations

4 = Exceeds
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Needed

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Expectations

Organize one facilitated policy summit meeting in 2021 for interested council members. Topics to be determined, in advance, by the interested council members.

*Additional/ongoing sessions to be determined based on the outcome of the first meeting.



Develop a program for increased citizen engagement, possibly to include a Citizen's Academy or new public events/educational programs, to be implemented in 2021.

*Kevin should work on a plan but this one probably will not be implemented until 2022. (Will depend on Covid.)



Comments: