

CITY OF WAUWATOSA
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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, June 24, 2008

Council Chambers

PRESENT: Alds. Purins, Krol, Donegan, Walsh – 4

EXCUSED: Ald. Ewerdt

ALSO PRESENT: A. Kesner, City Atty.; B. Aldana, Asst. City Atty./HR Dir.

Ald. Purins as chair called the meeting to order at 7:30 p.m.

City Administrator proposed evaluation form

The committee discussed the proposed draft evaluation form from Ms. Aldana. This draft is a proposed framework for starting purposes and a goal setting section needs to be added.

The committee discussed the individual criteria and made suggestions on items to delete or change. It was noted that some of the language was open to interpretation and too objective. Ms. Aldana mentioned that there are other tools for evaluating someone other than a scoring system. The committee could consider using strengths and weaknesses for feedback purposes.

Ald. Purins suggested that a better timeline should be established for the annual review. A self assessment should also be completed. In January the committee should meet with the city administrator for his appraisal and possibly at that time set goals for the next year. At year's end a review of the goals should be completed. Ald. Purins commented that maybe a mid year review would be appropriate. Ald. Donegan thought that the city administrator's position is self directed and the committee should not be micro-managing. Ms. Aldana suggested that maybe a written report could be furnished to the common council with an update of projects mid year.

Ald. Purins reported that he has discussed goals with Mr. Archambo and the city administrator has set some self directed goals. The committee would like to see these in writing for their review and needs to make a determination on the best way to review these. Ald. Purins said he would get this information from Mr. Archambo.

Ald. Donegan commented that he would like to see something more assertive that addresses balancing the expectation of superior city services and the budget restraints that don't allow it. He would like to see something in the evaluation that includes the relentless pursuit of productivity improvement from every employee. Ald. Donegan thought it would be helpful if the city administrator could make presentations to the council on projects so that the council can make good value decisions.

Ald. Walsh commented that the committee should set some strategy and have fiscal goals in place before the budget process starts. It would be helpful if a matrix were developed. Mr. Archambo should set three to five specific goals for the year. A tool for goal setting is SMART goals (Specific, Measurable, Attainable, Realistic, Timely).

Ald. Krol suggested that this discussion be continued at a future meeting to spend time on goal setting issues.

The meeting adjourned at 8:10 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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