



City of Racine, Wisconsin
AGENDA BRIEFING MEMORADUM

AGENDA DATE: June 4, 2024

SUBJECT: Communication from Mayor Mason appointing James Sullivan as City Administrator.

PREPARED BY: La’Neka Horton, Human Resources Department

BACKGROUND: With the contract for the current City Administrator expiring July 31, 2024, a job announcement for position of City Administrator was posted from 2/02/2024 through 4/29/2024. The recruitment process consisted of two rounds of interviews conducted with two separate panels. There were 7 candidates interviewed in the first round. Of those candidates interviewed, the top 2 candidates were invited back for a second interview.

Mr. Sullivan was the top candidate for the recruitment process. Mr. Sullivan has over 20+ years of experience with Wisconsin law and with government at the local, state, and federal level. Most recently he served as the Milwaukee County Child Support Services.

Pending approval, Mr. Sullivan’s employment with the City of Racine will commence on June 10, 2024, with a term ending July 31, 2027, unless otherwise negotiated.

BUDGETARY IMPACT: Annual salary will be \$157,601.60- The salary is at Grade U, Step 8, of the City’s no-represented pay scale.

• Benefits:

- a. 15 days sick leave-consistent with others recently hired.
- b. 20 days paid vacation- also consistent with recent hires.
- c. Pending a satisfactory annual review, annual increases, and step increases in salary equal to that provided to all other non-represented employees of the City of Racine.
- d. \$175/mo. Car allowance same as previous administrator.
- e. Relocation-up to \$5,000 for moving expenses to be paid to the moving company.

RECOMMENDATION ACTION: To approve the appointment of James Sullivan as City Administrator starting June 10, 2024, and authorize the Mayor and City Clerk to execute an employment contract with Mr. Sullivan.