



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2014-012

A RESOLUTION APPROVING THE FINAL 2013 PERFORMANCE EVALUATION FOR THE CITY RECORDER

WHEREAS, the City Recorder has been employed by the City of Sherwood since 2006 under an agreement that was effective March 6, 2006; and

WHEREAS, the City Council modified that agreement in 2008 by Resolution 2008-027; and

WHEREAS, the City Council has conducted the annual performance evaluation for the City Recorder for 2013, the results of which are attached as Exhibit A; and

WHEREAS, Council wishes to formally approve the final evaluation form to conclude the evaluation process;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby approves the final 2013 Performance Evaluation for the City Recorder as contained in the attached Exhibit A.

Section 2. This resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 18th day of February, 2014.


Bill Middleton, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

**CITY OF SHERWOOD - CITY RECORDER EVALUATION
COUNCIL AVERAGES AND COMMENTS**

January 29, 2014

Average scores based on Councilor Evaluations tabled in the categories below. The comments were taken from all submitted evaluation forms. Evaluation criteria are those adopted by the City Council pursuant to Resolution 2009-086.

Note: Averages were created using the number of respondents. For example, if one respondent did not answer a question or responded N/O, that response was not used in calculating the average. In total, four (4) written evaluation forms were provided by the Mayor and Council.

RATING SCALE (1-5)

- 1 Unsatisfactory
- 2 Improvement Needed
- 3 Meets Expectations
- 4 Above Average
- 5 Exceeds Expectations

CITY RECORDER PROFILE

City Recorder Profile	Average	N/O
<p>1. Exhibits professionalism, integrity, high ethical standards</p> <p>Comments:</p> <p>A. Particularly good when responding to public record requests where the request somehow disrespects the City Recorder.</p>	5.0	
<p>2. Approachable, positive, motivated self-starter</p> <p>Comments:</p> <p>A. Constant resource.</p> <p>B. Always welcomes me with a smile and an open door.</p>	5.0	
<p>3. Receptive to new ideas and change, exhibits follow through</p> <p>Comments:</p> <p>A. On the URA Century Drive budget question, Sylvia did a great job over several weeks working through staff to get a clear and accurate answer.</p>	4.8	
<p>4. Takes innovative realistic approach to problem solving, decision making and goal achievement</p> <p>Comments:</p> <p>A. Especially when buried with lengthy meeting minutes and numerous record requests this summer.</p>	5.0	
<p>5. Communicates clearly and effectively verbally and in writing</p> <p>Comments:</p> <p>A. Keeps Council well informed.</p>	5.0	
<p>6. Strives for continued professional growth and development</p> <p>Comments:</p> <p>A. MMCR only few in state.</p> <p>B. Sylvia is one of a few recorders to receive her recent certification.</p> <p>C. Sets one of the best examples of continuing education I have witnessed.</p>	5.0	

Total Overall Average:	5.0	

CITY RECORDER EVALUATION CRITERIA

Performance Skills, Knowledge and Responsibilities	Average	N/O
<p>1. Serves as City Elections Official</p> <p>Comments:</p> <p>A. Especially investigating the E-Sheets for petitions.</p> <p>B. Sylvia exhibits knowledge/awareness of current Elections Laws and conducts them in an efficient manner. A minor miscalculation on the number of signatures needed on a recall but overall she is above average in this category.</p>	5.0	
<p>2. Servers as Custodian of City Records</p> <p>Comments:</p> <p>A. This has been a very busy year in requests for public records. Sylvia has had difficulty keeping up with the requests. It is suggested that she get additional staff to help in this area. Deals with confidential information professionally and seeks legal guidance as needed.</p> <p>B. Sylvia consistently shows that this is a priority in her job.</p>	5.0	
<p>3. Servers as a member of the City's Senior Management Team</p> <p>Comments:</p> <p>A. Asset to all staff/resource.</p> <p>B. It is difficult to rate Sylvia in this section since this is an internal group that does not report to Council. She does keep us up to date on issues that occur during these meetings. She communicates and collaborates directly with Council to insure open and honest exchanges of information</p>	5.0	
<p>4. Responsible for the production of City Council meeting materials, public noticing as required by the City and State laws, coordination of professional public meetings</p> <p>Comments:</p>	5.0	

<p>A. I personally know of times Sylvia has reached out to staff to make sure their resolution language honored their intent.</p> <p>B. Excellent job following noticing requirements. Especially enormous public testimony minutes this summer.</p> <p>C. Constant reminders are very helpful to keeping things on track.</p> <p>D. Meets deadlines in disseminating agendas, letters, and materials to Council and the public; participates in or supports City wide and community events.</p>		
<p>5. Manages Municipal Code, responsible for codification of City Ordinances</p> <p>Comments:</p> <p>A. I am not well versed on this process. However, the Code is always up to date and readily available to staff and the public.</p>	5.0	
<p>6. Strong overall knowledge of City process, City Code and governing policies</p> <p>Comments:</p> <p>A. Especially when meeting leader gets out of sequence. Keeps us all on track and within the lines on a regular basis.</p> <p>B. Either knows or immediately researches and finds out asap.</p> <p>C. It appears that she has a good knowledge of City Process and governing policies.</p>	5.0	
<p>7. Supports Council approved policies and programs</p> <p>Comments:</p> <p>A. She does not question policies and implements them in a positive manner showing complete respect for the process.</p>	5.0	
<p>8. Reports to Council on a regular basis, accepts direction and instructions</p> <p>Comments:</p> <p>A. Reports are always timely and she takes Council direction well. This is an area in which she excels.</p>	5.0	
<p>9. Prepares department budget, exercises fiscal responsibility</p> <p>Comments:</p> <p>A. Is very resourceful in her economizing and it is appreciated.</p> <p>B. I have not been involved in her department's budget process. The only area she may need more resources is if public records requests continue at the current rate.</p>	5.0	

<p>10. Effectively handles citizens communications, complaints and issues</p> <p>Comments:</p> <p>A. Citizens compliment often.</p> <p>B. Very professional especially when the complaints challenge Sylvia's own work.</p> <p>C. Sylvia handles numerous communications with the public and citizens appear to be pleased with her actions.</p>	5.0	
<p>11. Promotes transparency of City Council and public information</p> <p>Comments:</p> <p>A. The City in general has changed its focus to providing information to the public in a more transparent manner. This is a new process that has been well received by the public. Sylvia has been very supportive in this effort to open City government to the public.</p> <p>B. Continued use of Colleen at ½ time? Admin 2.</p>	5.0	
<p>12. Educates public on City processes and policies</p> <p>Comments:</p> <p>A. Special Committee and City Charter.</p> <p>B. I have seen this time and again this past year.</p> <p>C. Very clear emails to public regarding record requests that are somewhat vague.</p> <p>D. I have heard Sylvia explaining to the public the process of how our city works on many occasions. She takes time to go the extra mile to help the public.</p>	5.0	
<p>13. Promotes positive City image</p> <p>Comments:</p> <p>A. Always concise and professional even in tough situations. Great job!</p> <p>B. So professional, organized and kind!</p> <p>C. Sylvia is always working hard to put forth a positive image for the City. She is helpful in planning and participating in numerous events.</p>	5.0	
<p>14. Maintains contact and good working relationship with community groups</p> <p>Comments:</p> <p>A. Gives and arranges tours for scouts and really enjoys helping them see the civic process</p>	5.0	

<p>firsthand.</p> <p>B. I am always kept up-to-date and our City has a positive working relationship with all government agencies. Media relations are not normally a part of her duties.</p>		
<p>15. Attends all Council meetings unless excused by the Mayor and City Council</p> <p>Comments:</p> <p>A. Always well prepared to keep us on track even when Sylvia cannot attend.</p> <p>B. I am not aware of her missing very many Council meetings. She attends Council meetings along with other meetings as requested. She has participated in the Charter Committee and the Citizens Committee to add items to the ballot.</p>	5.0	
<p>16. Administers and enforces adopted legislation</p> <p>Comments:</p> <p>A. I am not aware of how she performs her role in this area.</p>	5.0	
<p>17. Continually strives to create programs that create healthy community relationships</p> <p>Comments:</p> <p>A. In-house improvements obvious to processes.</p> <p>B. I am not sure of her creation of programs but she does administer and work very well with our community partners.</p>	5.0	
<p>18. Performs all administrative functions for the City Council and other duties as assigned</p> <p>Comments:</p> <p>A. With a smile! Thank you for doing the real heavy lifting!!</p>	5.0	
<p>Total Overall Average:</p>	5.0	

SUMMARY RATING:				
Overall Performance Rating - considering the results obtained against established performance standards as well as overall job performance, the following rating is provided: Check one				
Unsatisfactory	Improvement Needed	Meets Expectations	Above Average	Exceeds Expectations
				4 respondents