



## RESOLUTION 2015-006

### A RESOLUTION CONCLUDING THE ANNUAL PERFORMANCE EVALUATION OF THE CITY RECORDER FOR THE CITY OF SHERWOOD

**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 and 2014 by Resolution; and

**WHEREAS**, City Council agreed to criteria to evaluate the City Recorder on December 1, 2009; and

**WHEREAS**, City Council held an Executive Session on December 30, 2014 to administer collected Council feedback and review of the City Recorder's annual performance evaluation and allow the City Recorder to respond and provide feedback; and

**WHEREAS**, the City Council has conducted the annual performance evaluation for the City Recorder for 2014, the results of which are attached as Exhibit A and 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 City Council approves the attached performance summary marked as Exhibit A.

**Section 2.** This resolution is and shall be effective from and after its passage by the Council.

**Duly passed by the City Council this 20<sup>th</sup> day of January 2015.**

  
Krisanna Clark, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder



## CITY OF SHERWOOD – 2014 CITY RECORDER EVALUATION

### *Exhibit A*

The City Recorder supports the City Council and all City departments in achieving the Goals of the City by supporting the values identified by City Leaders. The City Recorder performs the duties and function specified in the City Charter, Municipal Code and the laws of the State of Oregon, and other duties as the City Council may, from time to time, assign.

Evaluation criteria are those adopted by the City Council pursuant to Resolution 2009-086. Average scores are based on Councilor evaluation and rating scores for each question. The comments were taken from all submitted evaluations.

Averages for each profile topic and evaluation criteria were created using the number of respondents. In total seven (7) evaluations were provided by the Mayor and Council. The overall evaluation rating is based on the average rating from all profile topics and adopted evaluation criteria.

#### RATING SCALE (1-5):

1 Unsatisfactory, 2 Needs Improvement, 3 Meets Expectations, 4 Above Average, 5 Exceeds

**2014 Overall Evaluation Rating: 4.4**

#### Overall Performance Summary

Job performance is above average, and makes a contribution to the success of the City. The City Recorder is fully functioning at the appropriate level. Areas and key words of exceptional performance include: supportive, organized, follow through, rule/law clarification, informative, resource, professional, efficient, consistent, and knowledgeable.

#### Summary of Work Improvement Expectations

Suggested Training opportunities: To understand difficult and mixed personalities. Training to equip with strategies and tools to handle difficult situations in dealing with opposing council member opinions.

#### Future Goals and Objectives

*Specific goals and objectives to be achieved in the next evaluation period:*

- Records Management / Clerk Training
- Continued professional development and upkeep of current certification
- City Recorder Conferences



## 2014 City Recorder Performance Evaluation Evaluation Profile and Criteria

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

<b>City Recorder Profile:</b> Supports the City Council and all City departments in achieving the goals of the City by supporting the values identified by City Leaders. Performs the duties and function specified in the City Charter, Municipal Code and the laws of the State of Oregon, and other duties as the City Council may, from time to time assign.	<b>Average</b>
Exhibits professionalism, integrity, high ethical standards	<b>4.3</b>
Approachable, positive, motivated self-starter	<b>4.1</b>
Receptive to new ideas and change, exhibits follow through	<b>4.3</b>
Takes innovative realistic approach to problem solving, decision making and goal achievement	<b>4.4</b>
Communicates clearly and effectively verbally and in writing	<b>4.6</b>
Strives for continued professional growth and development	<b>4.4</b>

<b>City Recorder Evaluation Criteria:</b> Evaluation criteria are those adopted by the City Council pursuant to Resolution 2009-086	<b>Average</b>
Serves as City Elections Official	<b>4.3</b>
Serves as Custodian of City Records	<b>4.4</b>
Serves as a member of the City's Senior Management Team	<b>4.1</b>
Responsible for production of City Council meeting materials, public noticing, coordination of professional public meetings	<b>4.6</b>
Manages Municipal Code, responsible for codification of City Ordinances	<b>4.8</b>
Strong overall knowledge of City processes, City Code and governing policies	<b>4.4</b>
Supports Council approved policies and programs	<b>4.4</b>
Reports to Council on a regular basis, accepts direction and instructions	<b>4.3</b>
Prepares department budget, exercises fiscal responsibility	<b>3.9</b>
Effectively handles citizens communications, complaints and issues	<b>4.7</b>
Promotes transparency of City Council and public information	<b>4.1</b>
Educates public on City processes and policies	<b>4.6</b>
Promotes positive City image	<b>4.3</b>
Maintains contact and good working relationship with community groups, other government entities and media representatives	<b>4.3</b>
Attends all Council meetings unless excused by the Mayor and City Council	<b>4.4</b>
Administers and enforces adopted legislation	<b>4.7</b>
Continually strives to create programs that create healthy community relationships	<b>4.5</b>
Performs all administrative functions for the City Council and other duties as assigned	<b>4.4</b>

**2014 Overall Evaluation Rating** **4.4**