



Home of the Tualatin River National Wildlife Refuge

## RESOLUTION 2016-006

### COMPLETING THE ANNUAL PERFORMANCE EVALUATION OF THE CITY RECORDER FOR THE CITY OF SHERWOOD

**WHEREAS**, the City Council has conducted the annual performance evaluation for the City Recorder for 2015, 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 2015 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 16<sup>th</sup> day of February, 2016.**

  
\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

## EXHIBIT A

### CITY OF SHERWOOD 2015 CITY RECORDER EVALUATION COUNCIL NUMERICAL RATING AVERAGES February 16, 2016

#### Rating Scale (1-5):

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

#### CITY RECORDER PROFILE

- |   |      |
|---|------|
| 1. Exhibits professionalism, integrity, high ethical standards                                  | 4.71 |
| 2. Approachable, positive, motivated self-starter   | 4.57 |
| 3. Receptive to new ideas and change, exhibits follow through                                   | 4.33 |
| 4. Takes innovative realistic approach to problem solving, decision making and goal achievement | 4.14 |
| 5. Communicates clearly and effectively verbally and in writing                                 | 4.43 |
| 6. Strives for continued professional growth and development                                    | 4.17 |

#### PERFORMANCE, SKILLS, KNOWLEDGE, AND RESPONSIBILITIES

- |   |      |
|---|------|
| 1. Serves as City Elections Official  | 4.43 |
| 2. Serves as Custodian of City Records  | 4.43 |
| 3. Serves as a member of the City's Senior Management Team  | 4.00 |
| 4. Responsible for production of City Council meeting materials, public noticing as required by City and State laws, coordination of professional public meetings | 4.50 |
| 5. Manages Municipal Code, responsible for codification of City Ordinances  | 4.29 |
| 6. Strong overall knowledge of City process, City Code and governing policies   | 4.71 |
| 7. Supports Council approved policies and programs  | 4.43 |
| 8. Reports to Council on a regular basis, accepts directions and instructions   | 4.29 |
| 9. Prepares department budget, exercises fiscal responsibility  | 4.14 |
| 10. Effectively handles citizens communications, complaints and issues  | 4.33 |
| 11. Promotes transparency of City Council and public information  | 4.29 |
| 12. Educates public on City processes and policies  | 4.17 |
| 13. Promotes positive City image  | 4.29 |
| 14. Maintains contact and good working relationship with community groups, other government entities and media representatives                                    | 4.17 |
| 15. Attends all Council meetings unless excused by the Mayor and City Council   | 4.57 |
| 16. Administers and enforces adopted legislation  | 4.17 |
| 17. Continually strives to create programs that create healthy community relationships  | 4.00 |
| 18. Performs all administrative functions for the City Council and other duties as assigned   | 4.57 |

#### OVERALL PERFORMANCE RATING

(an average of the above scores) 4.34