



RESOLUTION 2016-065

**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 2016, 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 2016 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 29th day of November, 2016.



Krisanna Clark, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder

EXHIBIT A

CITY OF SHERWOOD CITY RECORDER EVALUATION COUNCIL NUMERICAL RATING AVERAGES November 29, 2016

Rating Scale (1-5):

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

City Recorder Profile

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| 1. Exhibits professionalism, integrity, and high ethical standards. | 4.67 |
| 2. Approachable, positive, motivated self-starter. | 4.33 |
| 3. Receptive to new ideas and change, exhibits follow through. | 3.83 |
| 4. Takes innovative realistic approach to problem solving, decision making and goal achievement. | 4.17 |
| 5. Communicates clearly and effectively verbally and in writing. | 4.66 |
| 6. Strives for continued professional growth and development. | 4.20 |

Performance, Skills, Knowledge, and Responsibilities

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|--|------|
| 1. Serves as City Elections Official. | 4.50 |
| 2. Serves as Custodian of City Records. | 4.60 |
| 3. Serves as a member of the City's Senior Management Team. | 4.50 |
| 4. Responsible for production of City Council meeting materials, public noticing as required by City and State laws, coordination of professional public meetings. | 4.33 |
| 5. Manages Municipal Code, responsible for codification of City Ordinances. | 4.33 |
| 6. Strong overall knowledge of City process, City Code and governing policies. | 5.00 |
| 7. Supports Council approved policies and programs. | 4.33 |
| 8. Reports to Council on a regular basis, accepts directions and instructions. | 4.33 |
| 9. Prepares department budget, exercises fiscal responsibility. | 4.50 |
| 10. Effectively handles citizens' communications, complaints and issues. | 4.00 |
| 11. Promotes transparency of City Council and public information. | 4.00 |
| 12. Educates public on City processes and policies. | 4.50 |
| 13. Promotes positive City image. | 4.50 |
| 14. Maintains contact and good working relationship with community groups, other government entities and media representatives. | 4.00 |
| 15. Attends all Council meetings unless excused by the Mayor and City Council. | 5.00 |
| 16. Administers and enforces adopted legislation. | 4.25 |
| 17. Continually strives to create programs that create healthy community relationships. | 3.67 |
| 18. Performs all administrative functions for the City Council and other duties as assigned. | 4.60 |

Overall Average

4.37