



Office of the Mayor

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February 23, 2023

Elizabeth Alba, City Manager
City of Sunnyside
818 E. Edison Avenue
Sunnyside, WA 98944

Dear Elizabeth,

The City Council met on Tuesday, January 24, 2023 in Executive Session to review your performance as City Manager for the period ending January 1, 2023.

Your employment agreement with the City requires that you receive a summary of that performance evaluation. The attached review is a composite evaluation representing the entire City Council.

Some areas within the evaluation were marked "N/A" as the City Council felt that we did not have enough information to properly evaluate your performance. These items were not used in your overall evaluation and did not affect the overall scores.

The Council evaluated and rated your performance in the following areas either *above average* or *satisfactory*.

Personal	Professional Skills and Status	Relations with City Council
Policy Execution	Reporting	Citizen Relations
Staffing	Supervision	Fiscal Management
Project Management		

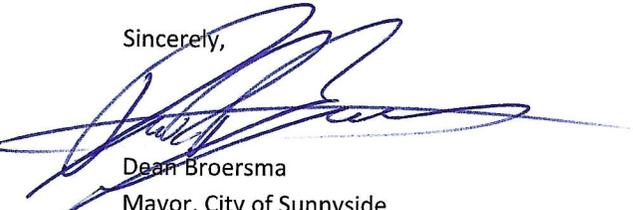
There are a few areas of concern that we believe should be addressed in the next evaluation period. Those areas along with a recommended course of action are outlined in the attached City Manager Evaluation Rubric.

Your next evaluation will be conducted and completed in accordance with the requirements of your employment agreement.

The Council truly appreciates the hard work you and your staff have provided to our community.

We are excited about the future of the city and look forward to our continued partnership.

Sincerely,



Dean Broersma

Mayor, City of Sunnyside

(For and on behalf of the Sunnyside City Council)

**CITY OF SUNNYSIDE
CITY MANAGER
PERFORMANCE EVALUATION**

This form is to be used by each member of the City Council to evaluate the City Manager's performance in each of the areas noted below:

Performance levels can be noted, based on the following scale:

- | | | |
|------------|------------------------|--|
| 1 | = poor | (rarely meets expectations) |
| 2 | = below average | (usually does not meet expectations) |
| 3 | = satisfactory | (meets performance expectations) |
| 4 | = above average | (generally exceeds performance expectations) |
| 5 | = excellent | (almost always exceeds expectations and performs at very high standards) |
| N/A | = | (insufficient time/not applicable) |

January 2022 thru January 2023

1. PERSONAL

- 4 Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- 5 Composure, appearance, and attitude fitting for an individual in their executive position.

Comments:

- Overworking to the point of illness
- Delegate more – selfcare
- Composure and appearance are impeccable.
- Council has received numerous laudable comments from citizens, other elected and appointed officials regarding interactions with the city manager.

2. PROFESSIONAL SKILLS AND STATUS

- 4 Possesses knowledge of current developments affecting the management field and continues to learn new developments.
- 4 Commands respect in management profession.
- 4 Demonstrates a capacity for innovations.
- 4 Anticipates problems and develops effective approaches for solving them.

4 Demonstrates receptivity to new ideas proposed by others.

3. RELATIONS WITH CITY COUNCIL

4 Carries out directives of the Council as a whole rather than those of any one Council member.

4 Assists the council on resolving problems at the administrative level to avoid Council involvement on administrative issues.

4 Assists the Council in establishing policy, while acknowledging the ultimate authority of the Council.

4 Responds with appropriate information to requests for information or assistance by the Council.

4 Demonstrates receptivity to new ideas proposed by Council members.

Comments:

- Council would like the manager to utilize the Council Subcommittees to introduce new items before bringing them before the full Council.
- Council would like the manager to schedule a Strategic Council Retreat to discuss the future of city programs.
- Council would like to ensure that the Mayor and/or Deputy Mayor approve the agenda prior to it being published.

4. POLICY EXECUTION

4 Implements Council action in accordance with the intent of the Council.

4 Supports the actions of the Council after a decision has been reached.

4 Enforces City policies

4 Understands City's laws.

3 Reviews enforcement procedures periodically to improve effectiveness.

4 Offers workable alternatives to the council for changes in ordinances or policies when impractical in actual administration.

Comments:

- The manager has demonstrated she possesses all of the skills necessary for her

position.

- Council was impressed by the manager’s ability to see multiple projects through completion.

5. REPORTING

- 3 Provides the Council with reports concerning matters of importance to the City.
- 4 Prepares accurate and comprehensive reports.
- 3 Prepares a sound agenda, which deals with matters in an effective manner and focuses Council attention on policy issues.

Comments:

- Ensure timely and consistent weekly reporting to Council.
- The Council Agenda should be approved in concert with the Mayor and/or Deputy Mayor prior to being published.

6. CITIZEN RELATIONS

- 4 Responds to complaints from citizens.
- 5 Demonstrates dedication to the community and its citizens.
- 4 Displays skill with the news media, avoiding political positions and partisanship.
- 4 Displays capacity to listen to others and to recognize their interests – works well with others.
- 4 Demonstrates willingness to meet with members of the community to discuss their real concerns.
- 4 Works effectively with other public officials.
- 4 Works effectively with other entities within the City.

Comments:

- Ensure that proper follow-up is taken on all citizen complaints.
- Laudable comments from many sources regarding the manager’s willingness to listen and offer workable suggestions and solutions.
- Council needs to be provided with press releases prior to them being released to the public.
- Community forums should continue to be part of the city’s program moving forward.

7. STAFFING

- 5 Recruits and retains competent personnel for City positions.
- 3 Demonstrates awareness of weak or indifferent personnel and works to improve their performance.
- 4 Displays concern about employee relations and works to improve communication at all levels of the organization.

Comments:

- Council is extremely pleased with the personnel hires during the rating period.
- Council would like the manager to review the organizational chart and determine whether or not we have the proper number of managers and employees (ensure we are not top-heavy)
- Council would like to be briefed on any department head, staff or employee evaluation programs.
- Succession plans and promotion-from-within the city should be a focus.

8. SUPERVISION

- 4 Encourages department managers to make decisions within their own jurisdictions without City Manager approval, yet maintains general control of administrative operations.
- 5 Develops a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Manager's office.
- N/A Evaluates personnel periodically, and points out management weaknesses and strengths.

Comments:

- Manager is well-liked amongst all city staff.
- N/A: Council is unaware of any evaluation programs being utilized by the manager and was unable to evaluate the manager on this item.

9. FISCAL MANAGEMENT

- 4 Prepares a balanced budget to provide services at a level directed by the Council.
- 4 Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.

- 4 Prepares budget in an intelligent format.
- 5 Possess awareness of the importance of financial planning and control.

Comments:

- Council is extremely impressed with the manager’s knowledge and understanding of municipal finance.
- Council was very happy with the Auditor’s report during the rating period.

10. PROJECT MANAGEMENT

N/A Develops procedures that assure systematic progress, timely closure, and effective tracking of projects.

Comments:

- N/A: Council is unaware of any project management tools that the manager may be using to oversee projects and therefore felt it could not evaluate the manager on this item.

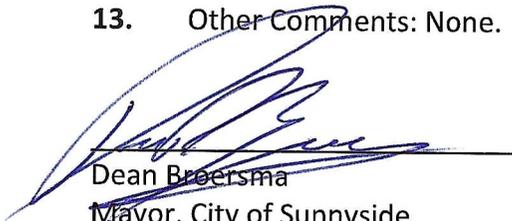
11. What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Manager?

- Personnel Management
- Balanced Budget
- Clean Auditor’s Report

12. What performance areas would you identify as needing improvements? Why? What constructive, positive ideas can you offer the City Manager to improve these areas?

- Communication with Council needs to be improved.
- Weekly reporting needs to be on-time, accurate and informative.
- Council should be made of aware of any communication with the media

13. Other Comments: None.


Dean Broersma
Mayor, City of Sunnyside
(For and on behalf of the Sunnyside City Council)