

CITY ATTORNEY EVALUATION COMMITTEE MEETING
The Office of the Mayor in the Municipal Building

June 19, 2013
11:30 a.m.

Agenda

Councilmember Anne Garcia Garland, Chair

- I. CALL MEETING TO ORDER
- II. APPROVAL OF MAY 22, 2013 MINUTES
- III. REVIEW OF EVALUATION MATERIALS SUBMITTED BY THE LEGAL DEPARTMENT
- IV. FINALIZE EVALUATION PROCESS AND SCHEDULE
- V. ADJOURNMENT

**MINUTES OF THE
CITY ATTORNEY EVALUATION COMMITTEE MEETING**

May 22, 2013

The regular meeting of the City Attorney Evaluation Committee convened at 11:30 p.m. on May 22, 2013 in the Mayor's Chambers of the Municipal Building.

Present: City Attorney Evaluation Committee
Councilmember Anne Garcia Garland, Chair
Councilmember David N. Mosby
Councilmember Trina Baughn.

Also Present: Diana R. Stanley, City Clerk
Kenneth R. Krushenski, City Attorney

APPROVAL OF THE APRIL 10, 2013 MINUTES

Committee member Baughn moved, seconded by Committee member Mosby to approve the April 10, 2013 meeting minutes as presented in the agenda packet. The motion carried by unanimous voice vote with Committee members Baughn, Garcia Garland, and Mosby voting "Aye."

REVIEW OF CITY ATTORNEY PROGRESS REPORT AND EVALUATION OF FY2012/213 GOALS AND OBJECTIVES OF THE CITY ATTORNEY/LEGAL DEPARTMENT IN RELATION TO CITY ATTORNEY EVALUATION FORM

The Committee discussed the City Attorney's provided Progress Report and later spent great detail on discussions on the benefits of performing evaluations of the City Attorney and the values, i.e. Meets Expectations, assigned to the current City Attorney Evaluation Forms. The Committee considered revising the City Attorney Evaluation Forms so as to provide for a better understanding of the evaluation results for the benefit of City Council and the City Attorney.

FINALIZE EVALUATION PROCESS AND SCHEDULE

The Committee decided to review other forms used by other cities to evaluate City Attorneys and return to the next meeting with ideas and suggestions of different evaluations (tools, questions, techniques). The City Attorney was also asked to perform a similar search and return results to the Committee for their next meeting.

The Committee scheduled their next meeting for Wednesday, June 19, 2013 at 11:30 a.m.

ADJOURNMENT

The meeting adjourned at 12:55 p.m.

Diana R. Stanley, City Clerk
Secretary for City Attorney Evaluation Committee

APPROVED BY THE CITY ATTORNEY EVALUATION COMMITTEE
[TBD]

Anne Garcia Garland, Chair
City Attorney Evaluation Committee, 2013

CITY CLERK MEMORANDUM
13-34

DATE: June 18, 2013

TO: City Attorney Evaluation Committee
Councilmember Anne Garcia Garland, Chair
Councilmember Trina Baughn
Councilmember David N. Mosby

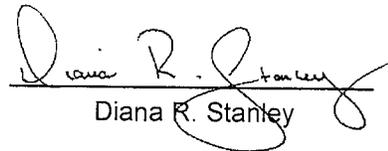
FROM: Diana R. Stanley, City Clerk

SUBJECT: CITY ATTORNEY EVALUATION FORMS AND SUGGESTIONS

To date, the City Clerk's Office has not received any suggested changes or ideas for City Attorney Evaluations from the Committee for inclusion in the July 19, 2013 City Attorney Evaluation Agenda Packet. The Legal Department has performed inquiries and searches of other Tennessee cities and those results have been attached.

Upon researching the current City Attorney Evaluation Forms used by the City, the City Clerk determined that these evaluations are fairly recent. In 2011, the City Manager Evaluation Committee met on several occasions with Municipal Technical Advisory Service (MTAS) Consultant Margaret Norris to aid in creating a new evaluation tool based on her experience, the processes of other cities, and the need to establish a modern rating scale that would better benefit the City Manager. That particular evaluation form for the City Manager was unanimously approved by City Council on April 11, 2011. In order to make the evaluations parallel, the City Attorney Evaluation unanimously approved a motion on June 9, 2011 to convert the City Attorney Evaluation Forms to the new rating systems as the City Manager's.

Based on this history of the recent evaluations forms coupled with staff's and Council's time frame, the early stages of the current evaluations, and the research results from the Legal Department's evaluations of City Attorney, the City Clerk would recommend proceeding with the current evaluation rating system.


Diana R. Stanley

Attachments

- 1) April 11, 2011 Minutes of City Council Meeting
- 2) June 9, 2011 Minutes of the City Attorney Evaluation Committee
- 3) Legal Department Results for City Attorney Evaluations

cc: Mark S. Watson, City Manager
Kenneth R. Krushenski, City Attorney

Mr. Lockhart came forward and spoke about a co-worker that was accused of being an alcoholic and was harassed because, unknown to his co-workers, he had Parkinson Disease. Mr. Lockhart reminded everyone that we all should be more compassionate of others and be careful of things we say and do.

Mayor Beehan expressed appreciation on behalf of the Council and the Community of Oak Ridge for the educational and informative work presented by the 'PK Hope is Alive' Foundation.

4. PROCLAMATION – 'FAIR HOUSING MONTH' APRIL

City Clerk Donna Patterson read the proclamation proclaiming April as 'Fair Housing Month'.

A motion was made by Councilmember Miller, seconded by Councilmember Smith, to approve the proclamation as read.

Those voting for: Councilmembers Garcia Garland, Hayes, Hensley, Miller, Mosby, Smith, and Mayor Beehan.

The motion carried unanimously.

III. SPECIAL REPORTS

1. CITY MANAGER EVALUATION PROCEDURE FOR FY 2011

Councilmember Hayes, the Chairman of the City Manager Evaluation Committee, explained that the committee had met several times to discuss the type of evaluation procedure to use with the new City Manager. After researching several evaluation forms and with the help of Margaret Norris, a Municipal Management Consultant with MTAS, the Committee is recommending the evaluation form and schedule presented tonight. The City Manager Evaluation Committee is in agreement that this evaluation process will provide beneficial information to both the City Manager and the City Council.

A motion was made by Councilmember Miller, seconded by Councilmember Smith, to approve the City Manager Evaluation Procedure for FY 2011 as presented.

Those voting for: Councilmembers Garcia Garland, Hayes, Hensley, Miller, Mosby, Smith, and Mayor Beehan.

The motion carried unanimously.

IV. CONSENT AGENDA

A motion was made by Councilmember Smith, seconded by Councilmember Miller, to approve the Consent Agenda as presented with the removal of Item #4.

Those voting for: Councilmembers Garcia Garland, Hayes, Hensley, Miller, Mosby, Smith, and Mayor Beehan.

The motion carried unanimously.

The Consent Agenda was approved, as amended, with Councilmembers Garcia Garland, Hayes, Hensley, Miller, Mosby, Smith, and Mayor Beehan voted 'for' thereby:

- Approving the Minutes of March 7, 2011 City Council Meeting
- Approving the Minutes of March 28, 2011 Special Called Meeting
- Adopting **Resolution No 4-25-11** / Approval Of Agreements To Deliver Electric Power To The East Tennessee Technology Park (ETTP)

ATTORNEY'S EVALUATION
COMMITTEE MEETING
JUNE 9, 2011
4:30 P.M.

PRESENT: Councilmembers Miller, Garcia Garland, and Hensley (the 'Committee')
City Attorney Ken Krushenski
City Clerk Donna Patterson

Chairperson Jane Miller called the meeting to order at 4:30 p.m.

The Committee discussed the option of continuing with the past City Attorney Evaluation form or changing to a new form to be consistent with the new City Manager's evaluation form.

A motion was made by Councilmember Garland, seconded by Councilmember Hensley, to convert the previous City Attorney evaluation form to a new 2011 form with the following ratings: NI (needs improvement), FME (fully meets expectations), EE (exceeds expectations), and NA (not applicable or no observation).

Those voting for: Councilmembers Miller, Garcia Garland, and Hensley.

Motion carried unanimously.

The City Clerk was directed to update the form for the Committee's review to be discussed at the next meeting.

A motion was made by Councilmember Garcia Garland, seconded by Councilmember Hensley, for the City Attorney to do an updated Progress Report and Evaluation of FY 2011/2012 goals to be reviewed by the Committee.

Those voting for: Councilmembers Miller, Garcia Garland, and Hensley.

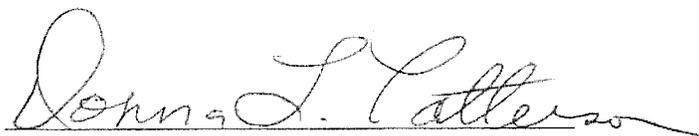
Motion carried unanimously.

A motion was made by Councilmember Garland, seconded by Councilmember Hensley, to set June 23rd and June 30th as the next City Attorney Evaluation Committee Meetings.

Those voting for: Councilmembers Miller, Garcia Garland, and Hensley.

Motion carried unanimously.

There being no further business, the meeting adjourned.


Donna L. Patterson, City Clerk

Survey of Tennessee Cities' Evaluation Process for Their City Attorney

City	Evaluation Process	Contact Person
Alcoa	No annual evaluation, no form to "grade" attorney (City Attorney is Doug Overbey, however, several attorneys in the firm also perform the work of the city attorney)	Shelly Wilson Robertson, Overbey, Wilson & Beeler 865-521-3010 slwilson@rio-law.com
Atoka	No formal evaluation	Lyle Jones, City Attorney lyle.a.jones@gmail.com
Brentwood	Evaluated by City Manager using form that is used for all other employees - see attached	Roger Horner, City Attorney 615-371-0060
Bristol	City Attorney is evaluated by City Manager using the same form as all supervisory personnel. (Form attached)	Jack Hyder, City Attorney jhyder@bristoltn.org
Clarksville	No formal evaluation process by City Council, all employees are supposed to have performance counseling with supervisor per city code	Lance Baker, City Attorney 931-553-2475
Farragut	No formal or informal evaluation process	Tom Hale 865-525-5134 pmartin@kramer-rayson.com
Gallatin	No formal process	Joe Thompson, City Attorney 615-230-0681
Gatlinburg	Hired by City Manager and not formally evaluated. Compensation set by Board of Alderman.	Ron Sharp, City Attorney Sharp & Ripley PLLC 865-453-2877
Gilt Edge	No formal evaluation	Lyle Jones, City Attorney lyle.a.jones@gmail.com
Knoxville	No written evaluation for Law Director Charles Swanson. City Council has own attorney (Rob Frost) and he does not receive a written evaluation but has personal contact with individual councilmembers.	Alyson Eberfing, Attorney aeberfing@cityofknoxville.org
Maryville	Hired by City Manager and not formally evaluated.	Melanie Davis Kizer & Black Attorneys, PLLC 865-980-1625
Murfreesboro	No annual evaluation, raise/step increase is part of compensation/classification plan	Susan McGannon, City Attorney 615-849-2616
Shelbyville	No formal process	Ginger Shofner, City Attorney 931-684-4611

CITY OF BRENTWOOD, TENNESSEE

Annual () Informal ()
 Probation () Self ()

Employee Name: _____

Job Title: _____

Job Requirements	Far Exceeds (Examples on Reverse)	Consistently Exceeds	Consistently Meets	Usually Meets Occasionally Below	Unacceptable (Explanation on Reverse)
	5	4	3	2	1
EMPLOYEE DEVELOPMENT:					
Effectiveness in helping employees develop their abilities and improve their performance, including in the area of safety, if relevant.					
	5	4	3	2	1
PLANNING & ORGANIZATION:					
Effectiveness in setting goals for self and subordinates and in organizing resources to meet these goals.					
	5	4	3	2	1
MONITORING & CONTROL					
Effectiveness in evaluating how well self and subordinates are meeting goals and in making modifications to improve performance.					
	5	4	3	2	1
ONGOING COMMUNICATION					
Consistency in communicating expectations and giving feedback to employees and keeping peers, supervisors and subordinates informed.					
	5	4	3	2	1
COMMUNICATION SKILLS					
Effectiveness in conveying ideas and information orally and in writing in an accurate and understandable manner. Effectiveness in making others feel listened to.					
	5	4	3	2	1
LEADERSHIP					
Effectiveness in motivating subordinates through delegation of responsibility and accountability. Effectiveness in teaching personal work habits and attitudes through example.					
	5	4	3	2	1
FAIRNESS & CONSISTENCY					
Effectiveness in dealing with peers and subordinates in a manner that is reasonable and predictable.					
	5	4	3	2	1
PROBLEM ANALYSIS & DECISION MAKING					
Effectiveness in gather and assessing information and making prompt, effective and (if appropriate) creative decisions.					
	5	4	3	2	1
RESULTS ORIENTATION					
Effectiveness in getting the job done.					

Employee _____ Date _____ Rater _____ Date _____ Department Head _____ Date _____

Other Appropriate Signer _____ Date _____ Human Resources Director _____ Date _____ City Manager _____ Date _____

CITY OF BRENTWOOD, TENNESSEE
EMPLOYEE PERFORMANCE EVALUATION REPORT

Reason for report:

Annual () _____
Probation () 6 / 12 _____
Other () _____

Date: _____

EMPLOYEE NAME: _____ JOB TITLE: _____

RATINGS

- (1) - Unacceptable (comments/examples must be entered)
- (2) - Usually meets, occasionally below requirements
- (3) - Consistently meets requirements
- (4) - Consistently exceeds requirements
- (5) - Far exceeds requirements (comments/examples must be entered)

RATING

- 1. Knowledge of Job/technical skills: _____
- 2. Quality of work: _____
- 3. Quantity of work: _____
- 4. Attendance and punctuality: _____
- 5. Ability to work with other employees: _____
- 6. Ability to work with others outside city government: _____
- 7. Dependability/Reliability: _____
- 8. Initiative - Willingness to accept responsibility, use judgment and make decisions. _____
- 9. Concern for safety: _____
- 10. Job Related/Self Improvement: _____

OVERALL PERFORMANCE Total Points _____ Average Points _____

Describe the employee's greatest strength in performing his/her job, plus any additional comments on the employee's strengths.

Describe the area in which the employee's self-improvement efforts would be most beneficially directed, plus any additional comments to help the employee toward reaching his/her potential. Comments may be positive in nature rather than critical.

List any specific outstanding contributions the employee has made in the past year.

Comments from conference with employee:

Recommend regular full-time status	_____
Recommend regular part-time status	_____
Recommend dismissal (explain)	_____
Continue probationary employment	_____

Recommended merit increase (if applicable)	_____ %
---	---------

_____ Employee	_____ Date	_____ Rater	_____ Date
_____ Department Head	_____ Date	_____ Other Appropriate Signer	_____ Date
_____ Human Resources Director	_____ Date	_____ City Manager	_____ Date

City of Bristol Tennessee
Performance Appraisal Report
Supervisory
For the period of April 1, 2012 to March 31, 2013

Employee:	Position:	Department	Type of Appraisal

Current Address:

Street Address

--	--	--

City

State

Zip

Has your address changed in the past 12 months?

Yes

No

Are you now a City resident?

Yes

No

1. ATTENDANCE: Has good attendance. Stays within the guidelines for sick and vacation time and notifies appropriate supervisors of known absences/vacation time. Can be counted on to be there.

Meets Expectations

Needs Improvement

2. SAFETY: Performs work in a safe manner. Adheres to all city rules and complies with all federal and state laws and regulations. Accident/injury free year.

Meets Expectations

Needs Improvement

3. APPEARANCE: Arrives at work in appropriate attire. Clothing or uniforms are clean, and appearance is professional and presents a good image.

Meets Expectations

Needs Improvement

General Performance Characteristics

Exceeds Expectations: Good or great attitude and work ethic; reliably gets the job done; a consistent high performer; a can-do person; motivated to achieve; little supervision required.

Meets Expectations: A positive attitude; does what is expected; reliable; a solid work ethic.

Needs Improvement: Poor attitude; below expected work performance; unreliable; unmotivated; requires high level of supervision.

4. ATTITUDE: Has a positive attitude.

Exceeds Expectations

Meets Expectations

Needs Improvement

5. TEAMWORK: Is a team player. Is cooperative and works to get the job done. Has a positive relationship with peers and others.

Exceeds Expectations Meets Expectations Needs Improvement

6. COMMUNICATION: Is an effective communicator, both written and oral, with co-workers, supervisors and citizens. Is diplomatic and courteous when communicating even in difficult situations. Positive public relation skills.

Exceeds Expectations Meets Expectations Needs Improvement

7. JUDGMENT: Uses good judgment. Makes timely decisions and involves others when necessary.

Exceeds Expectations Meets Expectations Needs Improvement

8. JOB KNOWLEDGE: Can perform all functions of job and understands importance of project completion. Meets deadlines and keeps all pertinent personnel involved in the progress of work.

Exceeds Expectations Meets Expectations Needs Improvement

9. BEHAVIOR: Exhibits ethical behavior and is fair minded with peers, supervisors and citizens.

Exceeds Expectations Meets Expectations Needs Improvement

10. EQUIPMENT OPERATION: Is able to operate all equipment and technology assigned in an effective manner following all applicable guidelines.

Exceeds Expectations Meets Expectations Needs Improvement

11. PROBLEM SOLVING: Is able to work through problems to a successful end. Reaches sound conclusions and adheres to city policies when addressing issues.

Exceeds Expectations Meets Expectations Needs Improvement

12. ACCURACY: Is conscientious and performs work with accuracy. Completes assignments timely with attention to accurate detail.

Exceeds Expectations Meets Expectations Needs Improvement

13. PRODUCTIVITY: Is a productive employee. Follows proven operational methods; makes suggestions for possible improvements to methods. Effectively uses time. Is a hard worker.

Exceeds Expectations Meets Expectations Needs Improvement

14 APPLIED KNOWLEDGE: Applies knowledge and utilizes skills to effectively perform work. Uses knowledge to introduce new ideas.

Exceeds Expectations Meets Expectations Needs Improvement

15. TRAINING: Is open to learning new ways, adjusting past practices. Quick study. Learns from mistakes. Is a good listener.

Exceeds Expectations Meets Expectations Needs Improvement

16. DELEGATION: Has good delegation skills. Provides clear and concise direction when delegating a task/project to others.

Exceeds Expectations Meets Expectations Needs Improvement

17. CRITICISM: Can give and receive constructive criticism well. Recognizes value in the opinion of others.

Exceeds Expectations Meets Expectations Needs Improvement

18. VISION: Has a shared vision with supervision. Goals and objectives are in line with the common vision.

Exceeds Expectations Meets Expectations Needs Improvement

19. DECISION MAKING/PROBLEM SOLVING: Makes decisions promptly using pertinent data to ensure effectiveness. Is problem solving oriented and looks to find the best solution for all involved.

Exceeds Expectations Meets Expectations Needs Improvement

20. RESPECTFUL: Is respectful of peers, supervisors and subordinates. Recognizes being respectful can earn the respect of others.

Exceeds Expectations Meets Expectations Needs Improvement

21. MANAGEMENT SKILLS: Has ability to manage projects, staff and provide meaningful data to support departmental goals and objectives. Can manage work related and non-work related functions allowing a balanced life.

Exceeds Expectations Meets Expectations Needs Improvement

Performance Goals and Objectives for Next Year

Training Identification to Achieve Goals and Objectives

EMPLOYEES NOTE:

Your signature does not necessarily indicate agreement with the performance appraisal. It indicates only that you have been given a copy of your appraisal and have had a detailed discussion with your supervisor concerning the Appraisal items, Performance Goals and Objectives and Training Identification for the next year. Do not sign if this detailed discussion has not taken place or if you are still unsure of Goals and Objectives or Training; have your supervisor make these things clear to you so you can achieve them during the coming appraisal year. Use the Your Comments section below to document your concerns.

Employee's Signature

Date

Supervisor's Signature

Date

Department Director or Chief

Date

YOUR COMMENTS: (Please be specific and constructive.)

HR: _____

2012 City Attorney Evaluation Forms

COURTESY AND COMMUNICATION SKILLS

Rate the ability of the City Attorney to inspire, encourage, and facilitate the activities of subordinates and peers to achieve City goals. Consider the degree of ingenuity demonstrated in seeking proactive solutions and assuming responsibility for outcomes, as well as creativity, resourcefulness, and communicating in a manner that inspires confidence or builds support.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Is accessible, responsive, considerate and courteous in his interactions with Council.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Provides legal opinions and/or advice in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Creates a sense of trustworthiness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments

NI = Needs Improvement

FME = Fully Meets Expectations

EE = Exceeds Expectations

NA = No observation or too early to tell

Keeps the Council informed about current issues, legal activities, decisions, and goals.

General Comments

NI = Needs Improvement

FME = Fully Meets Expectations

EE = Exceeds Expectations

NA = No observation or too early to tell

Communicates well with a wide range of persons, including Councilmembers, citizens, staff, and other attorneys.

General Comments:

List notes or comments that support the overall rating on courtesy and communication skills.

KNOWLEDGE AND ADAPTABILITY

Rate the ability of the City Attorney to prepare and review legal documents, represent the City in all legal matters, and direct the management of all litigation and laws of the City of Oak Ridge, per the Oak Ridge City Charter.

NI = Needs Improvement

FME = Fully Meets Expectations

EE = Exceeds Expectations

NA = No observation or too early to tell

Demonstrates a thorough knowledge and understanding of municipal law.

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
--	------------------------	--------------------------------	---------------------------	--

Is knowledgeable about City issues and about legal trends that may impact the City.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
--	------------------------	--------------------------------	---------------------------	--

Provides advice on ordinance changes, drafting of new ordinances and amendments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
--	------------------------	--------------------------------	---------------------------	--

Provides concise, understandable, and helpful legal options and/or advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
--	------------------------	--------------------------------	---------------------------	--

Demonstrates openness to alternative approaches.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
------------------------	--------------------------------	---------------------------	--

Adjusts rapidly to changes in plans or procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

List notes or comments that support the overall rating on knowledge and adaptability.

ADMINISTRATIVE SKILLS AND EFFECTIVENESS

Rate the ability of the City Attorney to supervise the administrative affairs of the legal department to include staffing, the management of the department, and the provision of City services.

NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
------------------------	--------------------------------	---------------------------	--

Functions effectively under pressure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---------------------------------------	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
------------------------	--------------------------------	---------------------------	--

Demonstrates leadership that contributes to achieving the City's goals and objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------	-----------------------

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Effectively evaluates legal problems and alternatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Demonstrates effectiveness in avoiding unnecessary legal controversy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

List notes or comments that support the overall rating on administrative skills and effectiveness.

PERSONAL AND PROFESSIONAL QUALITIES

Evaluate the character of the City Attorney, including his integrity, his ethics, his fairness and equity in dealing with employees, City Council and the public, his dedication to professional development, time management, problem solving, and decision-making skills.

	NI = Needs Improvement	FME = Fully Meets Expectations	EE = Exceeds Expectations	NA = No observation or too early to tell
Maintains high standards of ethics, honesty, and integrity in all personal and professional relationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Comments:

NI = Needs Improvement

FME = Fully Meets
Expectations

EE = Exceeds
Expectations

NA = No observation or
too early to tell

Retains your confidence when
informing you of risks associated
with proposed actions or
decisions.

General Comments:

NI = Needs Improvement

FME = Fully Meets
Expectations

EE = Exceeds
Expectations

NA = No observation or
too early to tell

Works toward gaining and
maintaining the respect and
support of staff.

General Comments:

List notes or comments that support the overall rating on personal and professional qualities.

ADDITIONAL NARRATIVE – LOOKING AHEAD

What would you identify as the City Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the City Attorney to enhance performance?

What other comments do you have for the City Attorney, e.g. priorities, expectations, goals, or objectives for the new rating period?

Please provide recommendations and comments on a possible change in compensation (currently \$102,460.80) and a contract extension beyond the current expiration date of March 1, 2016

Please enter your name:

Please provide your e-mail address *only* if you wish to receive a copy of the completed form *and* if completed this form through the link provided in the e-mail sent by the City Clerk. If you filled out the attached PDF form that was sent by e-mail then you can simply save the form on your computer.