

RESOLUTION NO. 1690

A RESOLUTION APPROVING THE EVALUATION FORM FOR THE TROUTDALE CITY ATTORNEY

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:


1. In September 2004 the Council hired a City Attorney.
2. The City Attorney and Council want annual evaluations of the City Attorney based on mutually agreeable criteria and goals.
3. The City Attorney will be evaluated annually in accordance with the Council approved format and evaluation criteria.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. The City Attorney Evaluation form, attached as Exhibit A, is hereby adopted. The City Attorney will be evaluated annually using this form. At each evaluation, the Council and City Attorney will establish the standards and goals for the following year.

Section 2. This resolution shall be effective immediately upon adoption.

YEAS: 7
NAYS: 0
ABSTAINED: 0



Paul A. Thalhofer, Mayor
April 14, 2004

Date



Debbie Stickney, City Recorder

Adopted: April 13, 2004

CITY ATTORNEY EVALUATION

CITY OF TROUTDALE

Purpose

This evaluation serves the following needs:

- 1) Facilitates a discussion between the City Council and the City Attorney regarding the City's legal work.
- 2) Allows the City Council to identify and refine the role and expectations of the City Attorney.
- 3) Creates a format to discuss the City Attorney's strengths and development needs.

Process

- 1) An executive session to discuss the City Attorney's Evaluation will be scheduled every fall (September-November). The City Attorney may request an evaluation at any time.
- 2) Prior to the evaluation, the City Attorney will complete the Performance and Development Appraisal and submit it along with the quarterly reports that were given to the Council for the prior 12 months.
- 3) The City Attorney materials and blank evaluation forms are distributed by the Mayor to all City Councilors.
- 4) The Mayor and each Councilor completes the forms, signs them, and returns them to the Mayor.
- 5) The Mayor tabulates the results of the Councils evaluation forms.
- 6) The Mayor and the City Attorney meet to discuss the results of the City Councilors evaluations.
- 7) The Mayor completes final evaluation forms that are discussed by the Council and City Attorney in the Executive Session, unless the City Attorney requests an open public meeting

PERFORMANCE AND DEVELOPMENT APPRAISAL

CITY OF TROUTDALE

Instructions

Attached is the evaluation form for the City Attorney. This form addresses:

- 1) The City Attorney's performance in key areas;
- 2) Goals and Accomplishments;
- 3) Strengths and areas for improvement.

Use the following scale to rate the key performance areas:

Excellent (EXC) – means that the staff consistently exceeded the expected level of performance.

Good (GD) – means that the staff consistently fulfills the requirements of the job.

Needs Improvements (NI) - means that there are lapses in meeting the requirements of the job.

No Observations (NO) – means that you are unable to evaluate in the area.

A space to the right of each performance area has been included for individual comments. Add pages if necessary. **Each Council member is encouraged to provide specific examples of why a particular rating has been chosen.**

Upon completion of the form, **sign it and return it to the Mayor.**

KEY PERFORMANCE AREAS

Performance Area	EXC	GD	NI	NO	Comments and Examples
1) Communication					
A. Provides timely and effective written communication to City Council and City Staff (packets, memos, staff reports, quarterly reports).					
B. Provides timely and effective informal communication with City Council and City Staff (phone calls, informal updates, and information items).					
C. Provides clear, concise legal advice, which identifies alternatives.					
D. Maintains close communication with the other City Departments (attends management team meetings).					

2) Support for City Council and City Staff	EXC	GD	NI	NO	Comments and Examples
A. Enforces and assists with implementation of City Council policy decisions, consistent with City Council's intent.					
B. Anticipates legal issues that require City Council or City Staff involvement.					
C. Drafts ordinances, resolutions, contracts, policies and similar legal documents.					
D. Provides legal services that meet changing needs.					
E. Delivers legal services efficiently and effectively.					

3) Financial Planning and Administration	EXC	GD	NI	NO	Comments and Examples
A. Prepares annual budget for the City Attorney's Office.					
B. Effectively administers City Attorney's Office budget.					

4) Professional Development	EXC	GD	NI	NO	Comments and Examples
A. Keeps abreast of the current state, local, and national government law issues.					
B. Participates in professional organizations.					
C. Maintains confidence in the City Attorney's Office.					
D. Maintains effective relationships with other members of the legal profession, and government agencies.					

GOALS / ACCOMPLISHMENTS

Has the City Attorney effectively accomplished or worked towards accomplishing the following goals established by the City Council? Why or why not? Provide examples.

Goal	Effective	Not Effective	Why or why not?
I. Provide effective legal representation.			
II. Support the City Administrator and Department Managers in implementing City Council directives and policies.			
III. Communicate, educate and respond in a timely and accurate manner.			

STRENGTHS AND AREAS FOR IMPROVEMENT

Strengths – Based upon the evaluation, what are the City Attorneys strengths?

Improvements Suggested – Based upon the evaluation, what areas would you suggest the City Attorney improve to increase effectiveness?

Mayor

Date

City Attorney

Date