City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2017-076

COMPLETING THE ANNUAL PERFORMANCE EVALUATION OF THE
CITY ATTORNEY FOR THE CITY OF SHERWOOD

WHEREAS, the City Council has conducted the annual performance evaluation for the City Attorney for 2017, the results of which are attached as Exhibit A; and

WHEREAS, the City 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 2017 Performance Evaluation for the City Attorney 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 7th day of November, 2017.

Council President

Attest:

Sylvia Murphy, MMC, City Recorder

CITY OF SHERWOOD
CITY ATTORNEY EVALUATION
COUNCIL NUMERICAL RATING AVERAGES
November 7, 2017

Rating Scale (1-5):
1: Unsatisfactory
2: Improvement Needed
3: Meets Expectations
4: Above Average
5: Exceeds Expectations

1. City Council Boards/Community Relationships
A. Provides sound legal advice to the City Council, Boards, Commissions, and City staff.	4.00
B. Reporting to City Council, Boards, Commissions, and City staff is timely, clear, concise and thorough.	3.80
C. Accepts direction/instruction in a positive manner.	4.00
D. Keeps City Council, Boards, Commissions, and City staff informed of current legal trends and new developments in case law and legislation, etc.	3.40
E. Participates in Council discussions and makes recommendations where appropriate, but allows the Council to make policy decisions without exerting undue pressure.	3.80

2. Legal Research and Review
A. Effectively identifies legal issues and performs research and investigation	3.60
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	3.50
C. Provides effective and efficient legal assistance to City Council, Boards and Commissions.	4.00
D. Review of ordinances and contracts is accurate and timely.	3.60
E. Attempts to obtain all facts prior to making a decision.	3.60

3. Employee/Public Relations
A. Provides clear, concise and thorough advice and reports to City Staff and employees on legal matters.	3.80
B. Works well with other employees.	4.25
C. Represents the City with a positive outlook.	4.20
D. Keeps commitments to the public.	3.33
E. Resolves citizen complaints consistent with Council policy, in a timely manner.	3.50

4. Communication

A. Responds to inquiries from Council and/or Council members in a timely and understandable manner.   4.40

B. Oral Communication is clear, concise and articulate.   3.60

C. Written communications (e.g. contracts, deeds, and other legal documents) are clear, concise and accurate.   3.80

D. Staff reports are thorough and timely.   3.50

E. Notifies all affected parties prior to implementing decisions.   3.60

5. Quantity/Quality

A. Amount of work performed.   3.60

B. Completion of work on time.   3.60

C. Accuracy.   3.50

D. Thoroughness.   3.80

6. Personal Traits

A. Controls emotions effectively in difficult situations.   4.20

B. Exercises good judgment and common sense.   3.60

C. Demonstrates personal honesty and frankness in day-to-day relationships.   3.50

D. Is creative in developing practical solutions to problems faced in the course of work.   3.20

7. Litigation/Administrative Proceedings

A. Provides timely and effective representation of the City's interest in litigation.   3.25

B. Provides timely and effective representation of the City's interest in administrative hearings.   3.00

C. Avoids unnecessary litigation through tactful and professional handling of potential claims against the City.   3.20

Overall Evaluation Average	2017
Question Average Table - Council	**Question AV Score**
Question	
1. City Council Boards/Community Relationships	3.80
2. Legal Research and Review	3.66
3. Employee/Public Relations	3.82
4. Communication	3.78
5. Quantity/Quality	3.63
6. Personal Traits	3.63
7. Litigation/Administrative Proceedings	3.15
Overall Evaluation Average	**3.64**