

City Attorney Performance Evaluation

Overall Score

- 1 = **Minimally Effective** – Immediately work to improve performance in this competency area.
- 2 = **Mostly Effective** – Mostly meets the expected level of performance in this competency area and exhibits room for improvement.
- 3 = **Effective** – Consistently meets the expected level of performance in the competency area.
- 4 = **Consistently exhibits the highest level of performance.** Sets a new Standard.

City Attorney Performance Evaluation

City Attorney Evaluation Overall Score: 37.1

Comments:

During my short tenure, I have found David to be professional, articulate, and highly calculated in his approach to legal matters. He has consistently acknowledged my concerns and provided clear, thoughtful explanations on how we can proceed within the legal framework, as well as what constraints might prevent the city from pursuing certain options. This ability to explain complex legal issues in a straightforward and understandable manner has been particularly valuable in ensuring I am well-informed and able to make sound decisions for the city.

I have also appreciated his critical thinking in relation to city cases and litigation measures. Davids strategic approach to protecting the city's interests is evident, and his capacity to break down intricate legal matters is a testament to his expertise.

As we move forward into the next year, I am excited to continue working together and watching him uphold the city's legal integrity. With more time, I look forward to gaining a deeper understanding of his work and leadership in this role.

What competencies did you consider when evaluating the City Attorney:

I utilized the following competencies in this evaluation. Professionalism, Articulation and Communication, Critical Thinking, Strategic Thinking, Responsiveness to Concerns, and Legal Expertise and Knowledge.

City Council Member Signature: 

Date: 9/29/24

*Revd 10/3/24
PC*

Potential Competencies & Scoring Rubric – City Attorney

Choose competencies which you consider important when evaluating the City Attorney. Choose as many or as few of the areas as you desire. Score the competencies using the following scale:

1 = Minimally Effective – Immediately work to improve performance in this competency area.

2 = Mostly Effective – Mostly meets the expected level of performance in this competency area and exhibits room for improvement.

3 = Effective – Consistently meets the expected level of performance in the competency area.

4 = Consistently exhibits the highest level of performance. Sets a new Standard.

Individual Characteristics

4 Diligent and thorough in the discharge of duties, "self-starter"

4 Exercises good judgment

4 Displays enthusiasm, cooperation, and will to adapt

4 Mental and physical stamina appropriate for the position

4 Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal 20 ÷ 5 = 4.00 score for this category

Professional Skills and Status

4 Maintains knowledge of current developments affecting the practice of local government management

4 Knowledge of Policies/Procedures/Regulations/Charter

4 Demonstrates a capacity for innovation and creativity

4 Anticipates and analyzes problems to develop effective approaches for solving them

4 Willing to try new ideas proposed by governing body members and/or staff

3 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 23 ÷ 6 = 3.83333333 score for this category

Relations with Council Members

4 Carries out directives of the Council as a whole as opposed to those of any one member or minority group

3 Sets meeting agendas that reflect the guidance of the council and avoids unnecessary involvement in administrative actions

4 Disseminates complete and accurate information equally to all members in a timely manner

3 Assists by facilitating decision making without surprising authority

4 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 18 ÷ 5 = 3.6 score for this category

Policy Execution

4 Implements governing body actions in accordance with the intent of council

4 Supports the actions of the council after a decision has been reached, both inside and outside the organization

- 4 Understands, supports, and enforces local government's laws, policies, and ordinances
- 4 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 4 Offers workable alternatives to the council for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

Communication

- 4 Communicates effectively with Council, staff, and the community
- 3 Answers are provided in a timely and understandable manner
- 3 Timelines for follow-up to requests are clearly communicated
- 4 Maintains poise and composure while presenting in emotionally charged and crisis situations
- 4 Maintains confidentiality regarding all matters discussed with the Mayor, Council Members, City Manager, and staff

Add the values from above and enter the subtotal 18 ÷ 5 = 3.6 score for this category

Legal Consultation

- 4 Provides an efficient and effective knowledge of the City's Code and regulations
- 4 Provides an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City
- 4 Provides advice that considers the overall goals and objectives of the City
- 3 Provides the scope of legal expertise necessary to meet the City's needs on issues that arise
- 3 Proactively identifies potential issues when he is aware of them to avoid problems from occurring
- 4 Provides alternative and innovative solutions to known problems

Add the values from above and enter the subtotal 22 ÷ 6 = 3.6666666666666666 score for this category

Legal Representation

- 4 Represents the interests of the City as directed by the City Council
- 4 Effectively achieves the best possible legal outcomes for the City's interests given the issues that arise
- 4 Represents the City in a professional and ethical manner
- 4 Is impartial and objective in his duties and responsibilities
- 4 Estimates of legal impacts are reasonably accurate on a consistent basis

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

Staff Work

- 3 Prepares ordinances, resolutions, contracts, and other legal work accurately and consistent with the direction and objectives communicated by the City Council and City Manager
- 3 Maintains good working relationships and serves as an effective member of the management team
- 4 Accurately identifies and addresses all legal issues within documents and items he reviews
- 4 Displays a positive attitude in carrying out his responsibilities and responding to requests

3 Is successful in accomplishing objectives previously established

Add the values from above and enter the subtotal 17 ÷ 5 = 3.4 score for this category

Cost/Fiscal Accountability and Control

3 Regular legal activities are achieved within budgetary goals and limits

3 Effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff, when possible, to perform administrative and other functions

3 Develops and utilizes standard forms where possible to minimize preparation of legal documentation

3 Legal tasks are performed with appropriate authorization according to established procedures and contract requirements

3 Costs are effectively managed and controlled given the issues, assignments, and requests made to the City Attorney

Add the values from above and enter the subtotal 15 ÷ 5 = 3 score for this category

Responsiveness/Timeliness of Actions

4 Requested legal work and assignments are completed in a timely manner within established time frames

4 City Attorney is accessible to Council when needed for legal information and assistance

4 Legal review and requests for information are completed in time to avoid delays to City projects and programs

4 Follows-up effectively to requests that are made by Council

4 Accurately interprets and clarifies the City Council and City Manager direction

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category