



**RESOLUTION 2016-063**

**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 2016, the results of which are attached as Exhibit A; and

**WHEREAS**, 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 2016 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 18<sup>th</sup> day of October, 2016.**

  
\_\_\_\_\_  
Krisanna Clark, Mayor

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

## EXHIBIT A

### CITY OF SHERWOOD CITY ATTORNEY EVALUATION COUNCIL NUMERICAL RATING AVERAGES October 18, 2016

#### 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. 4.14
- C. Accepts direction/instruction in a positive manner. 4.14
- D. Keeps City Council, Boards, Commissions, and City staff informed of current legal trends and new developments in case law and legislation, etc. 3.57
- E. Participates in Council discussions and makes recommendations where appropriate, but allows the Council to make policy decisions without exerting undue pressure. 4.14

#### 2. Legal Research and Review

- A. Effectively identifies legal issues and performs research and investigation 3.86
- B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments. 3.67
- C. Provides effective and efficient legal assistance to City Council, Boards and Commissions. 3.71
- D. Review of ordinances and contracts is accurate and timely. 3.86
- E. Attempts to obtain all facts prior to making a decision. 4.14

#### 3. Employee/Public Relations

- A. Provides clear, concise and thorough advice and reports to City Staff and employees on legal matters. 4.00
- B. Works well with other employees. 4.00
- C. Represents the City with a positive outlook. 4.29
- D. Keeps commitments to the public. 3.75
- E. Resolves citizen complaints consistent with Council policy, in a timely manner. 3.40

#### 4. Communication

- A. Responds to inquiries from Council and/or Council members in a timely and understandable manner. 4.43
- B. Oral Communication is clear, concise and articulate. 4.29
- C. Written communications (e.g. contracts, deeds, and other legal documents) are clear, concise and accurate. 4.14
- D. Staff reports are thorough and timely. 3.67
- E. Notifies all affected parties prior to implementing decisions. 3.25

#### 5. Quantity/Quality

- A. Amount of work performed. 3.60
- B. Completion of work on time. 3.80
- C. Accuracy. 3.50
- D. Thoroughness. 3.86

#### 6. Personal Traits

- A. Controls emotions effectively in difficult situations. 4.57
- B. Exercises good judgment and common sense. 4.14
- C. Demonstrates personal honesty and frankness in day-to-day relationships. 4.17
- D. Is creative in developing practical solutions to problems faced in the course of work. 3.67

#### 7. Litigation/Administrative Proceedings

- A. Provides timely and effective representation of the City's interest in litigation. 4.00
- B. Provides timely and effective representation of the City's interest in administrative hearings. 3.80
- C. Avoids unnecessary litigation through tactful and professional handling of potential claims against the City. 3.67

#### Overall Averages

Category Average Table - COUNCIL		Category AV Score
<b>Category</b>		
1. City Council Boards/Community Relationships		4.00
2. Legal Research and Review		3.85
3. Employee/Public Relations		3.89
4. Communication		3.96
5. Quantity/Quality		3.69
6. Personal Traits		4.14
7. Litigation/Administrative Proceedings		3.82
Overall Evaluation Average		<b>3.92</b>