

# City of Menlo Park

## City Attorney Evaluation Form

### ANNUAL PERFORMANCE EVALUATION CRITERIA

#### **I. Provision of Legal Services**

1. Provides competent legal advice in a constructive, results oriented and useful manner.

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Capably represents the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings.

Comments \_\_\_\_\_  
\_\_\_\_\_

3. Prepares ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are intended.

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Enforces City ordinances and codes in an effective manner, which reflects the City's primary goal of achieving compliance.

Comments \_\_\_\_\_  
\_\_\_\_\_

5. Keeps City Council and staff apprised of court rulings and legislation affecting legal interest of the City.

Comments \_\_\_\_\_  
\_\_\_\_\_

6. Performs legal services in a timely fashion to permit the City Council and staff to meet established deadlines.

Comments \_\_\_\_\_  
\_\_\_\_\_

7. Performs all services in a manner consistent with the highest standards of professional conduct and with the responsibilities of the office of the City Attorney.

Comments \_\_\_\_\_  
\_\_\_\_\_

8. Provides cost effective services: use of billed time, coordination.

Comments \_\_\_\_\_  
\_\_\_\_\_

## **II. General Management**

1. Manages the operations of the legal department in an effective manner with emphasis on interdepartmental coordination and service levels.

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Maintains effective communications with appropriate clients within the City.

Comments \_\_\_\_\_  
\_\_\_\_\_

3. Demonstrates customer service and enhances City values.

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Budget preparation and management with established administrative procedures in coordination with City Manager.

Comments \_\_\_\_\_  
\_\_\_\_\_

## **III. Major Work Assignments and Job Responsibilities**

1. Provides appropriate level of legal assistance and staffing to the City Council, Staff, Boards and Commissions as necessary for formulation and implementation of legislative policies and projects.

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Special Projects

Comments \_\_\_\_\_  
\_\_\_\_\_

## **IV. Council Relations**

1. Maintains effective communications, both verbal and written, with the City Council.

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Maintains appropriate availability to Council, personally and through designated subordinates.

Comments \_\_\_\_\_  
\_\_\_\_\_

3. Provides prompt response to Council inquiries.

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Maintains a professional, objective and unbiased relation with the City Council.

Comments \_\_\_\_\_  
\_\_\_\_\_

5. Maintains a confidence of Council in objectivity and professional competence of City Attorney, and carries out Council policies in a professional manner.

Comments \_\_\_\_\_  
\_\_\_\_\_

6. Maintains consistency of opinions between attorneys and his/her own opinions.

Comments \_\_\_\_\_  
\_\_\_\_\_

#### **V. Community Relations**

1. Maintains availability and open relations with media and the public as appropriate to the position.

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Seeks to involve and inform those members of the public directly affected by an issue being addressed by the Council, Staff, within the responsibility of the City Attorney.

Comments \_\_\_\_\_  
\_\_\_\_\_

#### **VI City Manager Relations**

1. Maintains effective and open communications, both verbal and written, with the City Manager

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Maintains availability to the City Manager personally and through designated subordinates.

Comments \_\_\_\_\_

\_\_\_\_\_

3. Maintains objectivity and independence necessary to provide effective and objective legal advice to the City Council, recognizing the City Manager as the primary advisor to the City Council.

Comments \_\_\_\_\_

\_\_\_\_\_

## **VII. Management Characteristics**

1. Decisiveness \_\_\_\_\_

2. Objectivity \_\_\_\_\_

3. Creative \_\_\_\_\_

4. Drive/Initiative \_\_\_\_\_

5. Independence \_\_\_\_\_

6. Attitude \_\_\_\_\_

## **VIII. Career and Professional Development**

1. Participates fully in activities of department directors aimed at improvement of management and executive skills.

Comments \_\_\_\_\_

\_\_\_\_\_

2. Attends personally, or through other attorneys in the firm, conferences and seminars where the subject matter, timing and location will advance interests of the City and enhance personal professional development related to municipal law.

Comments \_\_\_\_\_

\_\_\_\_\_

3. Participates actively in professional programs and activities.

Comments \_\_\_\_\_

\_\_\_\_\_

## **IX. Personal Traits and Management Skills**

1. Major Strengths List

Comments \_\_\_\_\_

\_\_\_\_\_

## 2. Major Improvement Areas

Comments \_\_\_\_\_

### Overall Rating

10 9 8 7 6 5 4 3 2 1

**(Outstanding)                      (Satisfactory)                      (Needs Improvement)**

## Comments