

Meeting Date: 9/27/2011



Agenda Item # 8-A

CITY COUNCIL AGENDA ITEM

Contact Name: Debbie Renner **Department Director:** _____
Department/Contact # City Clerk **City Manager:** Jamie Croteau

Type of Item: Public Hearing Resolution
 Ordinance First Reading Discussion & Action
 Ordinance Second Reading Council Approval

Subject: Discuss Form for City Attorney Evaluation

BACKGROUND: As you requested, Mr. Reischmann provided me with the attached form for possible use to conduct an evaluation of the City Attorney. I have modified the form to be more compatible for Orange City.

RECOMMENDATIONS: If the attached form is not to your liking, Mr. Reischmann can provide you with additional for comparison/consideration.

ATTACHMENTS: City Attorney Evaluation form

FINANCIAL IMPACT: N/A

Reviewed by City Attorney _____
Reviewed by Finance Dept. _____
Reviewed by: _____

1st Discussion Date: date.	2nd Discussion Date: date.	Third Discussion Date: date.	Other Dates: date.
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**EVALUATION OF LEGAL SERVICES
FOR COUNCIL MEMBERS**

1. **Legal Advice**

- Provides sound legal advice on a regular basis whether in person, by telephone, by email or by correspondence
- Identifies potential legal risks or liabilities.

above expectation _____ *meets expectation* _____ *improvement expected* _____ *unsatisfactory* _____

Comments:

2. **Public Meetings**

- Attends regular and special Council meetings, workshops, and other public meetings or hearings as requested
- Is appropriately prepared to provide legal advice with regard to items on City agendas.

above expectation _____ *meets expectation* _____ *improvement expected* _____ *unsatisfactory* _____

Comments:

3. **Legal Review**

- Provides assistance in reviewing, revising, negotiating, and drafting contracts or other documents relevant to the business of the City
- Provides legal review and direction on City Contracts
- Drafts ordinances and resolutions

above expectation _____ *meets expectation* _____ *improvement expected* _____ *unsatisfactory* _____

Comments:

4. **Pending Claims and Litigation**

- Provides legal advice regarding issues which may escalate into claims or litigation against the City
- Identifies and provides legal advice regarding issues which the Council may wish to pursue in litigation
- Timely conveys the status of pending claims and litigation to Council members and City Manager

above expectation _____ *meets expectation* _____ *improvement expected* _____ *unsatisfactory* _____

Comments:

5. **Communication**

- Communicates regularly with Council
- Available to Council
- Provides concise and authoritative legal advice
- Is available and responsive to requests from Council and/or Manager

above expectation _____ *meets expectation* _____ *improvement expected* _____ *unsatisfactory* _____

Comments:

Council Member Name: _____

Date: _____