



## Legislation Text

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**File #:** ID-299-19, **Version:** 1

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### *Department of Administrative Services*

**Reference:** City Attorney Evaluation Process and Addendum to Contract

**To:** Mayor Kenneth J. Kreutzer and Members of City Council

**Through:** Marv Falconburg, Acting City Manager

**Prepared By:** Karen Borkowski Surine, Administrative Services Director

**Date Prepared:** 9/24/2019

### **PURPOSE**

To consider approving the City Attorney performance evaluation process and contract addendum.

### **STRATEGIC FOCUS AREA**

Financially Responsible

### **BACKGROUND**

Attorney Joseph Rivera of Murray, Dahl, Beery & Renaud LLP, was selected by City Council to create an annual assessment tool to review the City Attorney's performance. Council met with Attorney Rivera on August 6, 2019 in Executive Session and then again on September 17, 2019 at the Regular City Council meeting to request and refine a tool whereby Council can evaluate and provide direction to the City Attorney, as well as give confidential constructive feedback from City Council, Department Directors and City Attorney's direct reports. Each Councilmember would meet individually with the City Attorney annually within the timeframes City Council sets.

The City Council directs the Administrative Services Director to compile the data from the review questionnaires and present the information to City Council. City Council would meet collectively with the City Attorney to provide a comprehensive review and annual goals & objective for the City Attorney.

The Addendum to the City Attorney contract addendum provides an overview of the procedure with specific timeframes for the evaluation forms. For this year, the entire process is to be completed by December 17, 2019 but going forward, it will be completed by July 15<sup>th</sup> of each year.

Compensation is generally reviewed annually. I would suggest Council wait to consider any adjustment until Council meet in January to review the information collected from the evaluation forms. At this time HR will submit information compiled from a market rate study for this position.

The City Attorney remains an at-will employee who serves at the pleasure of City Council.

### **FINANCIAL IMPACT**

None at this time.

### **OPTIONS FOR COUNCIL CONSIDERATION**

Approve the proposed process and evaluation forms for the annual performance appraisal of the City Attorney and the Addendum to the City Attorney Contract or give staff further direction.

### **ATTACHMENTS**

Resolution approving the process, addendum and compensation for the City Attorney.  
City Council's evaluation form for the City Attorney.  
Department Director's evaluation form for the City Attorney.  
City Attorney direct report evaluation form.