

## MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Municipal Court Judge Annual Evaluation

DATE: May 5, 2010

### Background

The Municipal Court Judge performance evaluation is due and is typically conducted in an executive session. In order to conduct the evaluation in an executive session the evaluation form must be adopted in an open meeting prior to using the form in an evaluation process.

### Recommendation

Adopt the evaluation form and set a date and time to conduct the evaluation of the Municipal Court Judge.

### Cost

Any costs associated with possible salary increase.

---

Richard Meyers, City Manager

## Municipal Judge Performance Evaluation

These are sources that you can use to evaluate the performance of the Municipal Judge.

1. Visit court and observe proceedings.
2. Talk to department heads.
3. Refer to the Budget Document - sections on Police and Municipal Court, these include brief descriptions of past year's activities.
4. Council should feel free to contact the Judge any time they have concerns and discuss those on a one-on-one basis. It is this committee's belief that you should handle these inquiries as soon as possible and not save them for annual review. This would help the Judge and the Council maintain a working relationship.
5. Grade the court on the approved evaluation form with a numbered grading system.
6. The Judge's position is an at will employee and no contract is required.
7. Salary will be reviewed by the Council at the evaluation and any changes made at that time.

**Municipal Court Judge Performance Evaluation**

INSTRUCTIONS: Place a check mark on the line underneath the number you think is appropriate for each item. The numerical rating (1 through 4) is an effort to quantify opinions and judgement about specific management responsibility. While subjective, it suggests a useful emphasis or relative degree of acceptability. Please use the comment space to record specific comments on each point. Use the back of the form if more space is needed.

*1 - Not making progress toward expectations; 2 - Making progress toward expectations; 3 - Meets expectations; 4 - Exceeds expectations; 5 - Not observed.*

<b>Professionalism</b>	1	2	3	4	5	Comments
Projects a professional and positive image						
Courteous to public and staff at all times						
Controls emotions effectively in difficult situations						
Involved in community events and professional organizations						

<b>City Council Relationship</b>	1	2	3	4	5	Comments
Provides accurate and sufficient information to City Council to highlight criminal justice trends and needs in our community						
Provides annual data on Court proceedings for budget preparation and Judge evaluation						
Effectively assists the City Council in understanding and addressing issues facing Municipal Court						

<b>Communications</b>	1	2	3	4	5	Comments
Communicates effectively with Police Department and City Attorney's Office						
Oral communications are clear, concise and accurate						
Written Communications are clear, concise and accurate						

<b>Court Administration</b>	1	2	3	4	5	Comments
Creative in developing practical solutions to problems faced in the course of work						
Keeps current on changes in local, state and federal laws affecting Municipal Court						
Manages uncollected fines						
Shows consistency in courtroom proceedings						
Proposes in a timely manner a balanced and well prepared budget document						
Encourages training for professional staff						
Court begins on time and proceedings are conducted in a timely manner						
The operation of court appears organized						

Based on your overall evaluation of the Municipal Judge, what would you list as strong points.

- C Knowledge and understanding of the laws
- C Respectful and educated approach to all cases
- C Facts of all cases
- C Professionalism
- C Genuine compassion and caring of people appearing in court
- C Humane and fair

Based upon your overall evaluation, what areas would you suggest the Municipal Judge work on to improve skills or to be more effective. Please be as specific as possible.

- C Time Management
- C Delegate social service issues to the proper agency
- C Better reporting of Court activities (quarterly reports)

What goals and expectations do you have for Municipal Court for the coming year?

- C Council to set subcommittee to meet with Judge to address some Council concerns
- C Possibility of quarterly reports on matters of the Court that Council might be interest

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Municipal Judge: \_\_\_\_\_

Date: \_\_\_\_\_



Cottage Grove  
Municipal Court Judge  
**Self-Evaluation Form**

Please describe your strengths or examples of exceptional performance.

Describe your performance deficiencies or job behavior requiring improvement.

Highlight your progress in meeting goals previously set with City Council.

Describe efforts you have taken to stay current on changes in local, state or federal laws pertaining to Municipal Court.

What are your goals or specific areas of improvement you would like to address during the next evaluation period?