

**TOWN ATTORNEY
PERFORMANCE EVALUATION**

Evaluation Period: _____ to _____

Council Member's Name

Each member of the Town Council should complete this evaluation form, sign it in the space below, and return it to the Mayor's Office.

The deadline for submitting this performance evaluation is _____.

Evaluations will be summarized and included on the agenda for discussion at a meeting of the Council on _____.

Council Member's Signature

Date

Mayor's Signature

Date

Town Attorney

Date

INSTRUCTIONS

This evaluation form contains six (6) categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Town Manager's performance.

- | | | |
|---|---|--|
| 5 | = | Excellent (Almost always exceeds the performance standard) |
| 4 | = | Above Average (Generally exceeds the performance standard) |
| 3 | = | Average (Generally meets the performance standard) |
| 2 | = | Below Average (Usually do not meet the performance standard) |
| 1 | = | Poor (Rarely meets the performance standard) |

Note: Any item left blank will be interpreted as a score of "3 = Average".

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. LEGAL CONSULTATION

- _____ Has legal advice provided by the Town Attorney proven to be accurate and technically correct?
- _____ Does Town Attorney provide best and honest recommendations given existing legal issues and ramifications?
- _____ Does Town Attorney possess and provide an efficient and effective knowledge of the Town's Municipal Code and regulations?
- _____ Does Town Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the Town?
- _____ Does advice provided by the Town Attorney regularly take into account and balance the overall goals and objectives of the Town?
- _____ Does Town Attorney regularly provide the scope of legal expertise to meet the City's needs on issues that arise, either from himself within his firm or other available resources?
- _____ Does Town Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- _____ Is Town Attorney able to maintain the Town Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

Comments: _____

Add the values above and enter the subtotal _____ ÷ 8 = _____ Score for this category

2. LEGAL REPRESENTATION

- _____ Does the Town Attorney aggressively represent the interests of the Town as direction by the Town Council.
- _____ Is the Town Attorney's approach effective in achieving the best possible legal outcomes for the Town's interests given the issues that arise?
- _____ Does the Town Attorney represent the Town in a professional and ethical manner?
- _____ Is the Town Attorney impartial and objective in the duties and responsibilities?
- _____ Are the Town Attorney's estimates of legal impacts reasonably accurate on a regular basis?

Comments: _____

Add the values above and enter the subtotal _____ $\div 5 =$ _____ Score for this category

3. STAFF WORK

- _____ Does the Town Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the Town Council, Town Manager and/or department directors?
- _____ Does the Town Attorney maintain good working relationships and serve as an effective member of the management team?
- _____ Do the Town Attorneys accurately identify and address all legal issues within documents and items that they review?
- _____ Are staff and the Town Council advised of key changes in municipal law as it pertains to the Town's activities?
- _____ Does the Town Attorney display a positive attitude in carrying out the responsibilities and responding to requests?
- _____ Has the Town Attorney been successful in accomplishing objectives previously established?

Comments: _____

Add the values above and enter the subtotal _____ $\div 6 =$ _____ Score for this category

4. COST/FISCAL ACCOUNTABILITY AND CONTROL

- _____ Are regular legal activities achieved within budgetary goals and limits?
- _____ Has the Town Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing Town in-house staff when possible to perform administrative and other functions?
- _____ Are standard forms developed and used where possible to minimize preparation of legal documentation?
- _____ Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?
- _____ Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- _____ Does the Town Attorney display the ability and knowledge to research issues in a minimum amount of time?
- _____ Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the Town Attorney?

Comments: _____

Add the values above and enter the subtotal _____ $\div 7 =$ _____ Score for this category

5. RESPONSIVENESS/TIMELINESS OF ACTIONS

- _____ Are requested legal work and assignments completed in a timely manner within established time frames?
- _____ Is the Town Attorney accessible when needed to respond to requests for legal information and assistance?
- _____ Are legal review and requests for information completed in time to avoid delays to Town projects, programs and other tasks?
- _____ Does the Town Attorney follow up effectively to requests that are made?
- _____ Does the Town Attorney accurately interpret and clarify Town Council and Town Manager direction?

Comments: _____

Add the values above and enter the subtotal _____ $\div 5 =$ _____ Score for this category

6. COMMUNICATIONS

- _____ Does the Town Attorney communicate effectively with the Town Council, staff and the community?
- _____ Are answers provided in a timely and in an understandable manner?
- _____ Are timelines for follow up to requests clearly communicated?
- _____ Does the Town Attorney maintain confidentiality with regard to all matters discussed with the Mayor, Town Council Members and/or Town Manager and Staff?
- _____ Does the Town Attorney effectively report to the Town Council and/or Town Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

Comments: _____

Add the values above and enter the subtotal _____ $\div 5 =$ _____ Score for this category

NARRATIVE EVALUATION

What would you identify as the Town Attorney's strength(s) expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What other comments do you have for the Town Attorney? _____
