

NAME OF CITY ATTORNEY:

DATE:

EVALUATOR:

CITY ATTORNEY PERFORMANCE EVALUATION

Please circle the answer you feel is most accurate. There is a space at the end for additional written comments.

1. Is the legal advice that you receive from the City Attorney complete, authoritative and correct as far as you can tell?

- a. Always b. Usually C. Sometimes d. Rarely

Comments:

2. Are communications, both written and oral, from the City Attorney concise and understandable (that is, in plain English with a minimum of legalese)?

- a. Always b. Usually C. Sometimes d. Rarely

Comments:

3. How do you rate the quality and thoroughness of service from the City Attorney?

- a. Excellent
- b. Very good
- c. Satisfactory
- d. Needs improvement
- e. Unacceptable

Comments:

4. How do you rate the City Attorney's knowledge of municipal legal issues and efforts to keep abreast of changes in the laws that affect the City?

- a. Excellent
- b. Very good
- c. Satisfactory
- d. Needs improvement
- e. Unacceptable

Comments:

d. Does the City Attorney keep you adequately informed about the status of legal matters and legal implications of proposed actions or decisions?

- a. Always
- b. Usually
- C. Sometimes
- d. Rarely

Comments:

e. Does the City Attorney meet your expectations as to response time for requested information or action?

- a. Always
- b. Usually
- C. Sometimes
- d. Rarely

Comments:

f. City Attorney's work with Councilmembers, City administration, other City departments, other attorneys and citizens to find resolutions to problems (rather than raising legal obstacles to resolution) is:

Comments:

g. Does the City Attorney retain your confidence when informing you of risks associated with proposed actions or decision?

- a. Always b. Usually C. Sometimes d. Rarely

Comments:

h. City Attorney's communication skills with a wide range of persons, including citizens, Councilmembers, staff and other attorneys, are:

- a. Excellent
b. Very good
c. Satisfactory
d. Needs improvement
e. Unacceptable

Comments:

5. My overall evaluation of City Attorney's performance for the past year is:

- a. Excellent
b. Very good

- c. Satisfactory
- d. Needs improvement
- e. Unacceptable

Suggested goals or objectives for the next year:

CITY ATTORNEY'S IMAGE QUESTIONNAIRE

What is your opinion concerning the City Attorney's behavior:

- | | |
|---|-----------|
| (1) Is she considerate and courteous? | 1 2 3 4 5 |
| (2) Does she demonstrate a thorough knowledge and understanding of municipal law? | 1 2 3 4 5 |
| (3) Does she support those responsible to her? | 1 2 3 4 5 |
| (4) Does she adjust rapidly to change in plans or procedures? | 1 2 3 4 5 |
| (5) Does she function effectively under pressure? | 1 2 3 4 5 |
| (6) Does she consider divergent views? | 1 2 3 4 5 |
| (7) Does she show a willingness to try new approaches or methods? | 1 2 3 4 5 |
| (8) Does she create a feeling of unity and enthusiasm among those in contact with her? | 1 2 3 4 5 |
| (9) Does she demonstrate a sense of humor at appropriate times? | 1 2 3 4 5 |
| (10) Does she make effective decisions? | 1 2 3 4 5 |
| (11) Does she effectively evaluate legal problems and alternatives? | 1 2 3 4 5 |
| (12) Does she coordinate the efforts of persons involved in legal issues? | 1 2 3 4 5 |
| (13) Is she conscious of the problems that exist on your level? | 1 2 3 4 5 |
| (14) Does she demonstrate leadership which results in meeting important goals/objectives? | 1 2 3 4 5 |
| (15) Does she communicate clearly? | 1 2 3 4 5 |
| (16) Does she create a sense of trustworthiness when interacting with him/her? | 1 2 3 4 5 |
| (17) Does she keep the Council informed of council activities, decisions, and goals? | 1 2 3 4 5 |
| (18) Does she maintain sound fiscal control of the City's legal costs? | 1 2 3 4 5 |
| (19) Does she effectively involve others in the decision-making process? | 1 2 3 4 5 |
| (20) Does she maintain high standards of ethics, honesty, and integrity? | 1 2 3 4 5 |
| (21) Does she devote his/her time and energy effectively to her job? | 1 2 3 4 5 |

C. Two things that the City Attorney does now that the Council would most like her to continue:

1.

2.

D. Two things that the City Attorney does now that the Council would most like her to discontinue:

1.

2.
