

Town Attorney Performance Review Rating Sheet

Rate each item from 1 (LOW) to 5 (High) based on your opinion of the City's Attorney's Performance.

Mark 0 if you do not have enough information to rate. Long answer comment boxes are at the end of each section.

* Required

1. Email address *

Legal Consultation

2. Has legal advice provided by the Town Attorney proven to be accurate and technically correct?

Mark only one oval.

0 1 2 3 4 5

Unsatisfactory Performance for the Town Greatly exceeds towns performance standards

3. Does the Town Attorney provide his best and honest recommendations are given all existing legal issues and ramifications

Mark only one oval.

0 1 2 3 4 5

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4. Does the Town Attorney possess and provide an efficient and effective knowledge of the Town's Municipal Code and regulations?

Mark only one oval.

0 1 2 3 4 5

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5. Does the 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

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

6. Does advice provided by the Town Attorney regularly take into account and balance the overall goals and objectives of the Town?

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

7. Does the Town Attorney regularly provide the scope of legal expertise necessary to meet the Town's needs on issues that arise, either from himself, within his firm or other available resources

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

8. Does the Town Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

9. Are alternatives and innovative solutions provided rather than just raising problems?

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

10. Is the Town Attorney able to maintain the Town Commission's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

Mark only one oval.

0 1 2 3 4 5

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11. Comments on Legal Consultation

Please put any comments related to the above section here.

Legal Representation

12. Does the Town Attorney aggressively represent the interest of the City as directed by the Town Commission?

Mark only one oval.

0 1 2 3 4 5

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13. Is the Town Attorney's approach effective in achieving the best possible legal outcomes for the Town's interest given the issues that arise?

Mark only one oval.

0 1 2 3 4 5

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14. Does the Town Attorney represent the Town in a professional and ethical manner?

Mark only one oval.

0 1 2 3 4 5

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15. Is the Town Attorney impartial and objective in his duties and responsibilities?

Mark only one oval.

	0	1	2	3	4	5	
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16. Are the Town Attorney's estimates of legal impacts reasonably accurate on a regular basis?

Mark only one oval.

	0	1	2	3	4	5	
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17. Comments on Legal Representation

Please put any comments related to the above section here.

Staff Work

18. Does the Town Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the Town Manager, City Manager and/or department directors.

Mark only one oval.

	0	1	2	3	4	5	
Unsatisfactory Performance for the Town	<input type="radio"/>	Greatly exceeds towns performance standards					

19. Does the Town Attorney maintain good working relationships and serve as an effective member of the management team?

Mark only one oval.

	0	1	2	3	4	5	
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20. Does the Town Attorney accurately identify and address all legal issues within documents and items that he reviews?

Mark only one oval.

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21. Are staff and the Town Commission advised of key changes in municipal law as it pertains to the City's activities?

Mark only one oval.

0 1 2 3 4 5

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22. Does the Town Attorney display a positive attitude in carrying out his responsibilities and responding to request?

Mark only one oval.

0 1 2 3 4 5

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23. Has the Town Attorney been successful in accomplishing any objectives previously established?

Mark only one oval.

0 1 2 3 4 5

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24. Comments on Staff Work

Place any comments about the above section here.

25. Are regular legal activities achieved within budgetary goals and limits?

Mark only one oval.

	0	1	2	3	4	5	
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26. Has the City Attorney been effective in minimizing legal cost by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?

Mark only one oval.

	0	1	2	3	4	5	
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27. Are standard forms developed and used where possible to minimize the preparation of legal documentation?

Mark only one oval.

	0	1	2	3	4	5	
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28. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

Mark only one oval.

	0	1	2	3	4	5	
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29. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?

Mark only one oval.

	0	1	2	3	4	5	
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30. Does the Town Attorney display the ability and knowledge to research issues in a minimum amount of time?

Mark only one oval.

0 1 2 3 4 5

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31. Have legal costs been effectively managed and controlled given the issues, assignments, and requests made to the Town Attorney?

Mark only one oval.

0 1 2 3 4 5

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32. Comments on Cost/Fiscal Accountability and Control

Please place any comments regarding the above section here.

Responsiveness/Timeliness Of Actions

33. Are requested legal work and assignments completed in a timely manner within established time frames?

Mark only one oval.

0 1 2 3 4 5

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34. Is the Town Attorney accessible when needed to respond to a request for legal information and assistance?

Mark only one oval.

0 1 2 3 4 5

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35. Are legal review and requests for information completed in time to avoid delays to Town projects, programs, and other tasks?

Mark only one oval.

0 1 2 3 4 5

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36. Does the Town Attorney follow-up effectively to request that are made?

Mark only one oval.

0 1 2 3 4 5

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37. Does the Town Attorney accurately interpret and clarify Town Commission intent?

Mark only one oval.

0 1 2 3 4 5

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38. Comments on Responsiveness/Timeliness Of Actions

Please place any comments about the above section here

Communications

39. Does the Town Attorney communicate effectively with the Town Commission, staff and community?

Mark only one oval.

0 1 2 3 4 5

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40. Are answers provided in a timely and in an understandable manner?

Mark only one oval.

0 1 2 3 4 5

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41. Are timelines for follow-up to request clearly communicated?

Mark only one oval.

0 1 2 3 4 5

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42. Does the Town Attorney maintain confidentiality with regard to all matters discussed with the Mayor, Town Commission and/or City Manager and staff?

Mark only one oval.

0 1 2 3 4 5

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43. Does the Town Attorney effectively report to the Town Commission and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

Mark only one oval.

0 1 2 3 4 5

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44. Comments on Communications

Please place any comments about the above section here.

Comments on Overall Evaluation

45. General Comments and Rating Regarding City Attorney's Performance:

46. Future Goals, Objectives and Other Directions:

47. Please enter your name.

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