



# City Attorney Performance Evaluation Form

This evaluation form is provided to each City Council Member to individually assess the City Attorney's performance over the past year. The intent is to provide constructive, professional feedback that recognizes achievements, identifies areas for improvement, and helps set goals for the coming year.

**City Attorney:** Holly Wells, Birch Horton Bittner & Cherot  
**Evaluation Period:** November 2024 - October 2025

## Process

1. Each Council Member must independently complete this evaluation form.
2. Submit the completed form to the **City Clerk no later than October 31, 2025.**
3. A Tally Team will compile and average all Council responses.
4. The results will be discussed with the City Attorney to review progress and establish next-year goals.

Use the following rating scale:

- 5 – Exceptional.** Consistently exceeds expectations.
- 4 – Exceeds Expectations.** Frequently performs above expected standards.
- 3 – Meets Expectations.** Performs duties effectively and satisfactorily.
- 2 – Needs Improvement.** Inconsistent performance; requires attention.
- 1 – Unsatisfactory.** Fails to meet expectations.

\* Required

### 1. Legal Competence & Advice \*

Provides accurate, timely, and practical legal guidance.  
Demonstrates thorough knowledge of municipal, state, and federal law.  
Anticipates legal risks and offers sound preventive counsel.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

### 2. Comments on Legal Competence & Advice

### 3. Ethics & Professional Conduct \*

Acts with integrity, impartiality, and professionalism.  
Maintains confidentiality and avoids conflicts of interest.  
Upholds the City's legal and ethical standards.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

### 4. Comments on Ethics & Professional Conduct

We'd love your feedback.

We have two questions for you.



5. Policy & Legislative Support \*

Drafts and reviews ordinances, resolutions, contracts, and agreements.  
Interprets laws and policies to ensure compliance and clarity.  
Provides constructive input during policy formulation.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

6. Comments on Policy & Legislative Support

7. Council & Staff Relations \*

Communicates clearly and respectfully with Council and staff.  
Explains legal issues in understandable terms.  
Builds trust through consistency and responsiveness.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

8. Comments on Council & Staff Relations

9. Litigation & Risk Management \*

Represents the City effectively in legal matters.  
Mitigates potential liability and manages claims efficiently.  
Provides strategic recommendations on settlements and disputes.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

10. Comments on Litigation & Risk Management

11. Intergovernmental & External Counsel Coordination \*

Works cooperatively with outside counsel, agencies, and opposing parties.  
Represents the City's interests in regional or state legal contexts.  
Ensures consistent legal messaging and documentation.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

12. Comments on Intergovernmental & External Counsel Coordination

13. Responsiveness & Communication \*

Provides prompt responses to Council and staff requests.  
Delivers clear, concise, and actionable information.  
Keeps Council informed of emerging legal issues.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

14. Comments on Responsiveness & Communication

15. Strategic Counsel & Problem Solving \*

Identifies emerging legal challenges and solutions.  
Contributes to long-term strategic planning and governance stability.  
Balances legal risk with practical implementation.

Unsatisfactory ☆ ☆ ☆ ☆ ☆ Exceptional

16. Comments on Strategic Counsel & Problem Solving

17. Overall Performance \*

Provide an overall average rating for the City Attorney's performance.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

18. Overall Comments

19. Key Achievements This Year

List key achievements accomplished by the City Attorney this year.

20. Areas for Improvement or Focus

Identify areas for improvement or focus.

21. Suggested Goals for Next Year

Suggest goals for the City Attorney for the next year.

22. Council Member Name \*

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