



City Attorney Evaluation

Please rate the City Attorney using the following scale:

5	Exceptional	Performance is consistently superior and significantly exceeds expectations.
4	Highly Effective	Performance frequently exceeds expectations.
3	Proficient	Performance consistently meets expectations.
2	Inconsistent	Performance meets some, but not all expectations.
1	Unsatisfactory	Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills.
N/A	Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

Please rate each category below. Bullet points are provided within each category to assist as you evaluate the category. The bullet points are not meant to be all inclusive.

Please return your evaluation form to the City Attorney.

1. Technical Competency
<ul style="list-style-type: none"> Scope of legal expertise necessary to meet the City’s needs on issues that arise Proactive identification of potential issues upon becoming aware of them Accuracy and technical correctness of legal advice Efficient and effective knowledge of City codes, regulations, Florida Statutes, and case law regarding municipal government
<p>COMMENTS:</p> <p>Since joining the City in April 2016 Amber has worked diligently to attain expertise in Florida’s statutes, common law, and administrative procedures. She stays abreast of new legislation and developing trends in the law by attending conferences and seminars, conducting her own research, and networking with other local government lawyers, enabling her to proactively identify potential issues facing the City. Effective August 1, 2022, she achieved distinction as a Board Certified City, County, and Local Government Lawyer by the Florida Bar. Only 311 out of the state’s 107,000+ licensed attorneys bear this distinction for city, county, and local government law and I am very proud of her accomplishment. Maintaining this certification requires a high level of ongoing continuing legal education in this area of law, as well as additional peer review every five years.</p>

- 5-Exceptional
 4-Highly Effective
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 N/A-Not Applicable

2. Legal Representation
<ul style="list-style-type: none"> • Representation of the City in a professional and ethical manner • Impartiality and objectiveness in performing duties and responsibilities • Ability to maintain the City Commission’s and staff’s confidence while informing them of the different legal risks that proposed actions might generate • Effectiveness in achieving the best possible legal outcomes for the City
<p>COMMENTS:</p> <p>Amber has done a great job building an effective legal team who competently advise the Commission, as well as staff, on the best course of action in matters of policy and potential risk to the city. Amber ensures that her team and herself maintain the highest level of ethics and standards at all times. Under Amber’s guidance, the City Attorney’s Office is committed to achieving the best possible legal outcomes for the City and adheres to best practices in drafting clean code language, drafting comprehensive and comprehensible contracts, and issue spotting for potential legal pitfalls. This year, the office has worked on four ordinances related to impact fees, some of which are still ongoing: (1) an impact fee increase; (2) adoption of a new mobility impact fee; (2) an impact fee deferral program; and (4) economic development incentives related to impact fees. The City Attorney’s Office has partnered with administrative staff for each of these projects, including reviewing timelines, discussing procedures, consulting with outside counsel on areas of specific expertise, considering practical parameters, and drafting ordinances and advertisements.</p>

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3. Interaction with City Manager
<ul style="list-style-type: none"> • Spirit of cooperation without compromising objectivity • Integration of strategic planning initiatives • Responsiveness and timeliness in responding to requests • Maintenance of good working relationships while serving as an effective member of the management team
<p>COMMENTS:</p> <p>Since Jerome joined the city on October 1, 2021, Amber and Jerome have developed a highly collaborative relationship that began with onboarding of key legal issues even prior to his first official day on the job. They meet at least twice a week and I know from comments city manager has made that he values Amber’s input and support very highly.</p>

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<p>4. Problem Solving/Decision Making</p> <ul style="list-style-type: none"> • Level of analysis and identification of alternatives • Degree of timeliness and appropriateness of decisions • Proactive and professional acceptance of responsibility for decisions
<p>COMMENTS:</p> <p>Under Amber’s leadership, the City Attorney’s Office provides counsel that is well-studied, thought out, and creative, yet compliant. This year, when the City faced a computer network incident, the office was challenged with uncharted legal territory and significant legal roadblocks to addressing the situation effectively. The City Attorney’s Office took an all-hands-on-deck approach and through research and collaboration, devised solutions with desirable results. The City Attorney’s Office has continued to provide timely responses to legal requests. In November, the office launched a template library that now includes 75+ templates and continues to grow. These templates ensure consistency among City documents, increase efficiency for staff when drafting documents, and reduced time to conduct legal reviews.</p>

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<p>5. Relationship with City Commission</p> <ul style="list-style-type: none"> • Prompt and proper response to requests • Timely and informative updates on current issues • Review agenda items to ensure legal compliance • Completing directives of the City Commission as a whole as opposed to those of any one member or minority • Willingness to meet with Commissioners to deal with individual problems and issues
<p>COMMENTS:</p> <p>Amber is prompt in answering questions and responding to commission directives. We have been meeting regularly on a monthly basis and as needed. Coming from a high-tech background I sometimes find the circumspection of the city’s legal approach to be constraining. Amber has spent time with me helping me understand the importance of minimizing legal risk to the city and helping me balance risk and outcomes. I expect we will continue to have these conversations during my tenure as a City Commissioner! I find Amber to be available during and outside of business hours.</p>

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6. Communications
<ul style="list-style-type: none"> • Effectiveness of verbal and written communications with the City Commission, staff, and the community • Timely, forthright, open, and concise communication (avoids jargon) • Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings
<p>COMMENTS:</p> <p>Amber is a consummate professional. She represents the City with the highest degree of professionalism and excellence and has been recognized by her peers again this year with her second appointment to the Executive Council of the City, County and Local Government Law Section of the Florida Bar. She has also been named for a second consecutive year to the peer-nominated Florida Trend’s Florida Legal Elite (July 2022). She keeps me up to date on key developments and important legal matters affecting the City. She continues to hold recurring meetings with representatives of Wellen Park and the West Villages Improvement District, in order to anticipate upcoming legal issues and address questions and concerns. This communication has been key to the successful completion of City requirements and timely project delivery, for example, the conveyance of infrastructure from West Villages Improvement District and Wellen Park developers, including a public safety building, a water treatment plant, and wastewater facilities.</p>

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7. Management of the City Attorney’s Office
<ul style="list-style-type: none"> • Planning and organization of work that carries out policies adopted by the City Commission • Planning and organization of responses to public inquiries, complaints, and concerns raised by the City Commission
<p>COMMENTS:</p> <p>Each member of the City Attorney’s Office is a distinguished professional and team player. Together, the team works effectively to provide the City excellent legal representation. In managing the City Attorney’s Office, Amber focuses on developing staff and planning for the City’s future legal needs. She has utilizing targeted recruitment efforts for skill and diversity and has attracted and engaged an outstanding team of professionals. The team grew this year with the addition of an experienced Assistant City Attorney whose representation focuses in large part on the North Port Police Department. Amber has also grown her team from within, having reclassified one Assistant City Attorney to a Deputy City Attorney. This will change the reporting structure in the office, enabling Amber to focus on higher-level management and legal issues. This year, the office has implemented digital intake for legal requests, converting an outdated paper process that required a total of four signatures and transmission through the City Manager’s Office, to a quick, web-based digital form that automatically syncs a request and its attachments directly into the City Attorney’s Office’s case management system. Additionally, all public-facing reports have been automated, including the monthly departmental report posted to the City’s website. I particularly appreciate Amber’s use of automation to enhance the overall efficiency of her office.</p>

5-Exceptional 4-Highly Effective 3-Proficient 2-Inconsistent 1-Unsatisfactory
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OVERALL RATING

Score

5-Exceptional 4-Highly Effective 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

(CITY COMMISSIONER’S COMMENT)

Amber continues to provide outstanding leadership not only to her team but to city staff and the community, as well. She brings the highest level of professionalism to her position and has been recognized by her peers for the outstanding quality of her work. The Attorney’s Office has come a very long way in the 6 years Amber has been with the City and I appreciate her ability to grow her team and handle the myriad of legal challenges that have come our way since I joined the commission in 2020. I particularly appreciate her use of automation and streamlined processes to further enhance the efficiency of her office and other departments, as well.

(EMPLOYEE’S COMMENT)

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CITY ATTORNEY SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE) Barbara Langdon	(INSERT DATE) 8/24/2022
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