



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><i>CONGRATULATIONS on becoming Florida Bar certified in City, County and Local Government. That is a huge achievement.</i></p> <p><i>You consistently and proactively stay informed about new state laws and issues that affect our city.</i></p>

- 5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory
 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: <i>The professionalism and ethical manner you conduct yourself is also portrayed within your office and staff. I always appreciate your honesty and sincerity in answering questions.</i></p>

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

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: <i>I am happy you and the City Manager have formed a productive and professional working relationship. Kudos to you both.</i></p>

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

4. Problem Solving/Decision Making
<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: <i>Your department is constantly pivoting with changes priorities, code, statutes, and "emergencies". It seems each year your department is immersed in high-stake situations that need haven't been experienced before in the city. This past year was no exception with the computer incident. With your leadership, the legal team worked with the other departments to bring that situation to a close.</i></p>

I appreciate your desire to find efficiencies whenever possible. I'm sure the templates have been helpful not only to your department but within the other departments too. The templates also assist in communicating expectations.

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

5. Relationship with City Commission
<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><i>I am grateful for our 1-1 monthly meetings. It gives us a chance to discuss matters in a casual setting and form a professional, yet friendly, relationship. I value this hour but also know you are always available should the need arise. I really appreciate your quick responses to my email inquiries.</i></p> <p><i>You have a way of anticipating situations and are proactive in informing the commission. You address issues with an easy-to-understand style, factual information and are always willing to answer questions. I trust you and your responses.</i></p> <p><i>Your staff is always so professional and willing to help, too.</i></p>

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

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><i>Your communication techniques are stellar and I wish I could give you a higher score.</i></p>

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

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><i>You have a great team!</i></p>

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

OVERALL RATING

Score **4.7**

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

(CITY COMMISSIONER'S COMMENT)

<i>You and your department consistently go above and beyond. I appreciate you and all you do for our city. Keep up the great job! 😊</i>

(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) <i>Debbie McDowell</i>	
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