



### 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.

<b>1. Technical Competency</b>
<ul style="list-style-type: none"> <li>Scope of legal expertise necessary to meet the City’s needs on issues that arise</li> <li>Proactive identification of potential issues upon becoming aware of them</li> <li>Accuracy and technical correctness of legal advice</li> <li>Efficient and effective knowledge of City codes, regulations, Florida Statutes, and case law regarding municipal government</li> </ul>
<p>COMMENTS:</p> <p>Having worked in the City Attorney’s Office for 3+ years, my understanding of the City, its regulations, and internal processes has deepened and continues to expand. I work closely with City staff to identify and address issues early.</p> <p>I stay up-to-date on emerging legal and Florida trends by networking with colleagues in my field and by attending conferences and webinars presented by preeminent professional organizations, such as the Florida Municipal Attorneys Association and the International Municipal Lawyers Association. I continue to work toward fulfilling the requirements for board certification with the Florida Bar, which my contract requires be accomplished by September 2023.</p>

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

<b>2. Legal Representation</b>
<ul style="list-style-type: none"> <li>• Representation of the City in a professional and ethical manner</li> <li>• Impartiality and objectiveness in performing duties and responsibilities</li> <li>• Ability to maintain the City Commission’s and staff’s confidence while informing them of the different legal risks that proposed actions might generate</li> <li>• Effectiveness in achieving the best possible legal outcomes for the City</li> </ul>
<p>COMMENTS:</p> <p>I place a high value on maintaining professional ethics and standards, and deliver unbiased legal advice, regardless of who is requesting it.</p> <p>I am committed to serving the City well and achieving the best outcome for the City. For example, a recent issue arose with the fireworks vendor for the City’s premier annual event, Freedom Fest. The vendor raised a concern and required that the City enter a contract (rather than a purchase order) just days before the event, with insufficient time to present a contract to the Commission. Recognizing the gravity of this issue for the City and the community, I provided immediate and higher focus on the topic, coordinating with the Parks &amp; Recreation Department to analyze the issue and brainstorm creative alternative solutions. As a result, the vendor was satisfied and the issue was resolved in one or two days.</p>

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<b>3. Interaction with City Manager</b>
<ul style="list-style-type: none"> <li>• Spirit of cooperation without compromising objectivity</li> <li>• Integration of strategic planning initiatives</li> <li>• Responsiveness and timeliness in responding to requests</li> <li>• Maintenance of good working relationships while serving as an effective member of the management team</li> </ul>
<p>COMMENTS:</p> <p>I enjoy positive working relationships with the City Manager, Assistant City Managers, and directors. The City Manager and I meet regularly and enjoy open communications. I believe that strong relationships between the City Attorney and administrative leadership benefit the City. An atmosphere of mutual respect allows us to productively discuss legal issues and analyze risks to the City. Regardless of these good relationships, I maintain objectivity, as the City (and not any particular person) is my ultimate client.</p>

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 N/A-Not Applicable

<b>4. Problem Solving/Decision Making</b>
<ul style="list-style-type: none"> <li>• Level of analysis and identification of alternatives</li> <li>• Degree of timeliness and appropriateness of decisions</li> <li>• Proactive and professional acceptance of responsibility for decisions</li> </ul>
<p>COMMENTS:</p> <p>When reviewing a legal file, I look not only at what the client is asking, but what the underlying goals are. To help reach these, I work to explore alternatives, considering the impact on all stakeholders, and work with the client to consider these various perspectives. For example, when working with the Planning Division on the food truck ordinance, in addition to the analyzing the legality of the proposed regulations, my team and I took into consideration the Commission’s expressed objectives, the City’s internal procedures to process permits, the City’s ability to enforce the provisions of the ordinance, and the food truck vendors’ ability to understand and comply with the proposed regulations. I further suggested that staff elicit feedback from the food truck industry to better understand their operations and concerns.</p> <p>I further strive to recognize when a matter requires a detailed technical expertise, and I outsource that work to specialized attorneys. Recent examples include the public-private-partnership (P3) procurement ordinance and updates to the wireless telecommunications ordinance, which will come before the Commission in the Fall.</p> <p>I recognize that as the City Attorney, I bear ultimate responsibility for the City’s legal work. I believe in giving credit to my team for their contributions and I am not afraid to take ownership of errors.</p>

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<b>5. Relationship with City Commission</b>
<ul style="list-style-type: none"> <li>• Prompt and proper response to requests</li> <li>• Timely and informative updates on current issues</li> <li>• Review agenda items to ensure legal compliance</li> <li>• Completing directives of the City Commission as a whole as opposed to those of any one member or minority</li> <li>• Willingness to meet with Commissioners to deal with individual problems and issues</li> </ul>
<p>COMMENTS:</p> <p>I enjoy a positive working relationship with each of the Commissioners. I believe that each Commissioner is comfortable reaching out to me. I respond timely to inquiries and make myself available outside of office hours.</p>

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

<b>6. Communications</b>
<ul style="list-style-type: none"> <li>• Effectiveness of verbal and written communications with the City Commission, staff, and the community</li> <li>• Timely, forthright, open, and concise communication (avoids jargon)</li> <li>• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
<p>COMMENTS:</p> <p>Verbal and written communication skills are key competencies for a successful City Attorney. I emphasize the importance of writing clearly – removing the legal jargon and dissecting a complex analysis into easily digestible components. I believe that clients and courts appreciate this approach.</p>

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<b>7. Management of the City Attorney's Office</b>
<ul style="list-style-type: none"> <li>• Planning and organization of work that carries out policies adopted by the City Commission</li> <li>• Planning and organization of responses to public inquiries, complaints, and concerns raised by the City Commission</li> </ul>
<p>COMMENTS:</p> <p>I am working diligently to build a strong team in our office and to strategize for the City's future legal needs. In addition to team meetings, I have implemented one-on-one meetings, which make communications more effective and build stronger relationships with individual staff members. We are also organizing regular teambuilding opportunities. To further my management skills, I am enrolled to take Level One of the Certified Public Manager training this Fall.</p> <p>The team is working to establish systems and processes that were never implemented when the in-house legal department was created. This should allow for better integration with other departments and for smoother transitions when there is a change in staff duties.</p> <p>The timeliness of legal responses is an area where our office has focused efforts for improvement. Difficulty in filling the open attorney position has resulted in ongoing delays and the need to outsource the placement to a recruiter. While I realize the importance of filling this position fast, I am committed to finding the right candidate that fits our team in term of expertise, culture, and passion to serve the City. I am confident we will find that through the recruitment process.</p> <p>In the meantime, I have addressed the timeliness of legal responses to the extent possible with creative solutions to retain outside legal services within the budget, but it cannot substitute completely for an integrated, full-time team member. Despite these challenges, we continue to reduce turnaround time for new requests and reduce the quantity of files awaiting response. Further, I continue to place a priority on maintaining the high quality of the legal work rather than delivering a faster response.</p>

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

**OVERALL RATING**

Score – 4.57

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

**(EMPLOYEES COMMENT)**

I enjoy my role as City Attorney. The complexity of the legal work and the challenges of managing the department are stimulating and rewarding. I am consistently impressed with the collegiality and skills of the staff in my office, as well as City staff leadership. It is wonderful to work every day with people whom I respect and enjoy.

I am highly conscientious about my work and I strive to serve the City to the best of my ability. I appreciate any feedback that will assist me in reaching and maintaining that goal.

**CITY ATTORNEY SIGNATURE / DATE:**

(INSERT SIGNATURE)	(INSERT DATE)
<i>Amber L. Slayton</i>	July 27, 2019