



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: <i>I recognize the tremendous workload in your department. You have quickly adjusted priorities when needed or directed.</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
COMMENTS:

5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable
4.5

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
COMMENTS: <i>It really shows you and the CM work very well together, yet both of you realize and respect each other's roles and responsibilities</i>

5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable
4.5

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
COMMENTS: <i>I'm confident once your department is fully staffed this score will increase to a 5.0. I am amazed at how well you and your staff work so well with the other departments</i>

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
COMMENTS: Thank you for your candor, availability and honesty to my inquiries, commission questions and commission directives

- 5-Exceptional
 4-Highly Effective
 3-Proficient
 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
COMMENTS: I know you do your very best to NOT communicate in legalese - this is very appreciated.

- 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
COMMENTS:

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

4.5

OVERALL RATING

Score

4.5

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

(CITY COMMISSIONERS COMMENT)

You and your staff are doing a great job.
Thank you.

(EMPLOYEES COMMENT)

CITY ATTORNEY SIGNATURE / DATE:

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

(INSERT SIGNATURE) Debbie McDowell	(INSERT DATE) 8/13/19
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