



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: Amber is probably one of the most competent attorney’s this city has ever seen. She has worked here for a few years and her experience, to me is far superior to the time she has in this city. Her technical competency is top notch.</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: Amber is an extremely professional and ethical in her standards. I have never seen her act in any way biased and treats each commissioner with equal importance and respect.</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: Though I do not feel I can fully answer her relationship of professionalism and interaction with the City Manager, as I only see it for a limited time while in a public meeting, during that time they seem to work quite well together and work as a team in guiding the board.</p>

5-Exceptional
4-Highly Effective
3-Proficient
2-Inconsistent
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 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: Amber is always well informed during the meetings and when she doesn't have the answer she always seems to present it to us within minutes. She isn't afraid to let us know when we aren't on the right "legal" track and takes a, sometimes, difficult board with stride and grace.</p>

- 5-Exceptional
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 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: Amber is always quick to respond and her office is always open when she is available. She is always informative and willing to help each commissioner individually, yet understands her position under the board and isn't afraid to inform if she feels I am "stepping" outside my boundary.</p>

- 5-Exceptional
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 2-Inconsistent
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 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: I have known Amber to be direct and to the point. She never minces her words and that is refreshing as someone who relies on her expertise and always wants to get to the point.</p>

- 5-Exceptional
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 2-Inconsistent
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 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: Amber is a strong leader and her staff shows this everyday in their ability to carry out the level of work that flows through her office, whether it is internal or external. Her staff, exudes her ability to lead, whether in their attitude when I enter to the very questions being raised in this section.

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

(CITY COMMISSIONERS COMMENT)

Again, I cannot say enough about the competence, and integrity of Amber. Every day that I work directly with her I am greatly impressed.

(EMPLOYEES COMMENT)

[Empty box for employee comment]

CITY ATTORNEY SIGNATURE / DATE:

(INSERT SIGNATURE) 	(INSERT DATE) 8/8/2019
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
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