



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 appointment as the Interim City Attorney in September 2024, I have worked diligently to ensure my ability to provide accurate and relevant legal advice to the City. I have taken opportunities to attend continuing education conferences and seminars, conducting my own research, and actively expanded resources for the City through networking opportunities with other local government lawyers. I feel well equipped to proactively identify potential issues facing the City and knowledgeable to understand what resources are necessary to ensure these issues are dealt with timely.</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:</p> <p>The legal team's job is to present a legal analysis, including potential risks, so that the policymakers can make fully informed decisions as to how to proceed. Without exception, professional ethics and standards are maintained at all times, and unbiased legal advice is delivered, regardless of who is requesting it. Impartiality and objectiveness are key in providing effective legal representation to the City. I ensure that my team and I provide legal services consistent with these standards.</p> <p>The City Attorney's Office is committed to achieving the best possible legal outcomes for the City. This work is often done in the background and in advance of any active claim or litigation. The legal team is committed to best practices in drafting clean code language, drafting comprehensive and comprehensible contracts, and issue spotting for potential legal pitfalls.</p> <p>Attached is this year's budget transmission memo. Pages 2 through 4 identify notable accomplishments and representation of the City for the first half of the fiscal year (October 1, 2024 through April 1, 2025). Key projects during that time period include:</p> <ul style="list-style-type: none"> • Continued work on Hurricane Ian and Hurricane Milton recovery. • Referendum for two City Charter amendments and three bond referendums. • Legal drafting and finalization of the Price Boulevard Construction Contract. • Restatement and amendment to the Wellen Park Post Annexation Agreement and transfer of related real property. • Economic development incentives, including ad valorem exemptions, impact fee deferrals and waivers, and use of economic development funds.

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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>City Manager Fletcher, Deputy City Manager Yarborough, Assistant City Manager Bellia, and I maintain a positive and proactive working relationship. We meet on a regular basis to discuss pending and potential legal issues facing the City. The entire City Manager team is open to hearing all aspects of legal analysis and I do not hesitate to provide candid analyses and recommendations. I have received</p>

unsolicited compliments from the City Manager and his team on how easy I am to work with and the increased level of customer service they have received over this past year.

Further, the entire City Attorney's Office enjoys a positive working relationship with the City Manager's Office as they address issues involving the City Management team. Communications are respectful and collaborative on both sides.

These productive professional relationships serve the City's best interests and I believe it enables the City Manager to have a complete perspective on issues as he makes administrative decisions and recommendations.

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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:</p> <p>The City Attorney's Office provides counsel that is well-studied, thought out, and creative, yet compliant. This year has been exceptional for the City Attorney's Office as it has endured a difficult period of transition while operating several months without access to our office as a result of storm damage and being short staffed with 3 attorney positions vacant for most of the year. I believe that my leadership through this time has maintained the office and allowed for the continued high level of service expected from the City.</p> <p>The City Attorney's Office continues to proactively problem solve by enhancing its template library, which is regularly undergoing refinement. As of August, the library included:</p> <ul style="list-style-type: none"> • 168 published templates for City department use (such as contracts, ordinances, and resolutions); • 72 published templates for the legal team's exclusive use (such as court pleadings and orders); and • 20+ templates currently in development. <p>Departments are regularly requesting new templates for their use; in this fiscal year, we have received and fulfilled several requests for specific templates related to the new ULDC. These templates ensure consistency among City documents, increase efficiency for staff when drafting documents, and reduce the hands-on time for legal review.</p> <p>In an effort to equip departmental leadership and to enhance the legal team's knowledge, the City Attorney's Office offers a training webinar library, with more than 150 on-demand webinars that relate to municipal law. These are free to users, as the City Attorney's Office pays an annual subscription fee.</p>

These training resources assist in providing knowledge of new and developing topics, which should aid in spotting and addressing legal and practical issues.

Our team works collaboratively, but as Interim City Attorney, I bear ultimate responsibility for the City's legal work. I credit the team for their individual and collective contributions, but I hold myself accountable for any errors and any need for improvements. I and the team remain open to process and substantive improvements.

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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>Since my appointment as Interim City Attorney I have continued to hold monthly one-on-one meetings with each Commissioner, with additional meetings scheduled as requested or needed. These meetings have proven successful in relationship development, which is critical for establishing an attorney's credibility with clients. Further, while Commissioners have access to me at all times during and outside of business hours, these meetings provide a set time to discuss pressing topics and pending questions.</p> <p>I strive to respond to Commissioner inquiries promptly and clearly on the day of receipt or next business day. Likewise, I work to complete Commission directives timely. I consistently take my direction from the Commission as a body and do not perform directives of any individual Commissioner.</p> <p>I believe that each of my interactions with the Commission as a body, and likewise my interactions with individual Commissioners, has been a positive experience. I feel like I have built a trust with the Commission that translates into a trust with the City Attorney's Office as a whole.</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)

<ul style="list-style-type: none"> Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings
<p>COMMENTS:</p> <p>At all times, I conduct myself as a representative of the City, both in public and in a personal capacity. I had the privilege this spring to present Local Official Training to a group of elected officials from the surrounding jurisdictions. I received positive feedback from participants on my ability to communicate some complex nuances of the Florida Sunshine Law into an understandable presentation.</p> <p>I routinely keep the City Commission apprised of key developments as they happen in the most important legal matters affecting the City.</p> <p>The entire City Attorney's Office team is trained to provide concise and clear communication, and we have consistently received positive feedback from City staff and Commissioners regarding the quality and clarity of written work.</p> <p>The City Attorney's Office continues its recurring meetings with key staff and stakeholders. Examples include monthly meetings related to the Wellen Park development and frequent meetings related to proposed P3 projects throughout the City.</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>This year has been a complex period of transition for the entire City Attorney's Office. Since my appointment to the Interim role the office has remained consistently short staffed, with 3 attorney positions vacant for most of the year. Managing this office has been a challenge to avoid burn out of the team while maintaining our high level of professionalism and production.</p> <p>Additionally, I have worked with each member of my team individually in order to build trust so that they felt supported and safe during a time when who their boss would be next year remains in flux. I believe I have been very successful in my goal of maintaining the CAO team and soliciting the best work from them. It is this team who deserves most of the credit for the excellent legal work coming out of the City Attorney's Office. I will continue to advocate for them as I believe the City's continued success relies on their continued support.</p> <p>As of August 1, 2025, the City Attorney's Office has received over 460 new matters this fiscal year, with over 630 matters being actively managed by the office. The team has been understaffed while we worked to fill an open attorney position. Despite these challenges, each team member continues to perform exceptionally. We are a highly organized unit, utilizing tools in our case management software.</p>

We achieve cohesion via a dedicated focus on team building and development, as well as scheduled 1:1 meetings with team members.

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OVERALL RATING

Score 4.3

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(EMPLOYEE'S COMMENT)

This past year has been the most challenging of my legal career while also the most rewarding. Being a part of the City's growth and in a leadership position during this pivotal time is something that will shape my future and I am grateful and thankful for the opportunity. I am proud of my team and honored to work with them every day. It is due to their hard work and dedication that this City continues to succeed and rise to every challenge.

I want to thank the Commission for their trust in my professionalism and that I would always have the best interests on the City behind every decision I have made while Interim City Attorney. It has been an honor to serve the City of North Port and its residents in this trusted role, even if it has turned out to be temporary.

CITY ATTORNEY SIGNATURE / DATE:

(INSERT SIGNATURE)

(INSERT DATE)