



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: Mr. Golen has consistently provided this City with legal advice, while managing an office that is short staffed and has done so, even while being denied the opportunity to fill the position permanently, that he now fills temporarily.</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: It is apparent to me that Mr. Golen is part of a well functioning team, that instills confidence in those of us who depend on the City Attorney's Office.</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 rate this as a 3, which is my lowest ranking. I do so, as I am not wholly involved in this particular function of the position.</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: While I think Mr. Golen performs this function very well, I do not think my limited time as a commissioner allows me to fully know how well this is achieved. I do know he has responded to my queries in a timely manner and has been candid in all conversations.</p>

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☐ 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: Just excellent!</p>

☒ 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
<p>COMMENTS: Again, I am not party to all of the above mentioned duties, but am fully confident that based on my interactions, Mr. Golen performs well in this area.</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

COMMENTS: Managing an office from “below” so to speak, Mr. Golen has excelled.

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

OVERALL RATING

Score

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

(CITY COMMISSIONER’S COMMENT)

I regard a 5 rating as perfect. No person is perfect. That being said, Mr.Golen has done an amazing job taking over the duties of a major office in this city. I am grateful that he has been there to not only fill in the top position in the office, but to also help guide this new commissioner in his duties. My past experience with Mr. Golen while on the Charter Review Advisory Board, showed me he has the competency to perform the functions of the office, while maintaining a personable approach to dealing with issues and personnel.


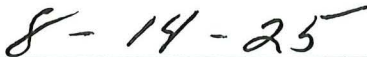
He has consistently been open and frank with me in our One on Ones and has been available to me when ever I have needed. We are fortunate.

(EMPLOYEE’S COMMENT)

CITY ATTORNEY SIGNATURE / DATE:

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

(INSERT SIGNATURE) 	(INSERT DATE) 
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