



CITY OF GREENACRES

City Attorney Performance Evaluation

Rate each item from 1 (Low) to 5 (High) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

I. LEGAL CONSULTATION

- A. Has legal advice by the City Attorney proven to be accurate and technically correct?
- B. Does the City Attorney provide his best and honest recommendations given all existing legal issues and ramifications?
- C. Does the City Attorney possess and provide effective knowledge of the City's Municipal Code and regulations?
- D. Does the City Attorney possess and provide effective knowledge of other government regulations and case law regarding the City and issues facing the City?
- E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either from himself or other available resources?
- G. Does the City Attorney proactively identify potential issues to avoid problems from occurring?
- H. Are alternatives and innovative solutions provided rather than just raising problems?
- I. Is the City Attorney able to maintain the City Council's and Staff's confidence while informing them of the different legal risks that proposed actions might generate?

II. LEGAL REPRESENTATION

- A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?

- B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- C. Does the City Attorney represent the City in a professional and ethical manner?
- D. Is the City Attorney impartial and objective in his duties and responsibilities?
- E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

III. STAFF WORK

- A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal documents accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or Department Directors?
- B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- D. Are Staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- F. Has the City Attorney been successful in accomplishing objectives previously established?

IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- A. Are regular legal activities achieved within budgetary goals and limits?
- B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City Staff when possible to perform administrative and other functions?

- C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- D. Are legal tasks performed within appropriate authorization according to established procedures and contract requirements?
- E. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- F. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

V. RESPONSIVENESS AND TIMELINESS OF ACTIONS

- A. Are requested legal work and assignments completed in a timely manner within established time frames?
- B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- D. Does the City Attorney follow-up effectively to requests that are made?
- E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

VI. COMMUNICATIONS

- A. Does the City Attorney communicate effectively with the City Council, City Staff and the Community?
- B. Are answers provided in a timely and understandable manner?
- C. Are timelines for follow-up to requests clearly communicated?
- D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and Staff?

