

Regular Workshop – November 12, 2014  
Agenda Item 11

Agenda Item: Town Attorney's Annual Performance Evaluation

Presenter: Mayor James L. Brown

Summary: The Town Attorney's Contract provides for an annual evaluation which is scheduled for the November 12, 2014 Regular Workshop Meeting. Attached are copies of the Town Attorney's evaluations that were completed by Town Commissioners and received in the Human Resources Manager's office by October 31, 2014.

Attachments: 10-31-14 Memo, HR Manager to Commission;  
Town Attorney Evaluation Forms.

Recommended

Action: Pending discussion, provide direction to Manager

**M E M O R A N D U M**

Date: November 04, 2014

**TO:** Town Commission  
**FROM:** Lisa Silvertooth, Human Resources Manager  
**SUBJECT:** Town Attorney's Annual Performance Evaluation

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The Town Attorney's Contract provides for an annual evaluation which is scheduled for the November 12, 2014 Regular Workshop Meeting. Attached are copies of the Town Attorney's evaluations that were completed by Town Commissioners and received in my office by October 31, 2014.

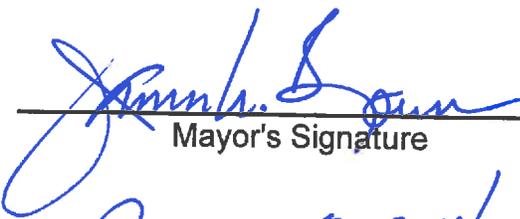
I appreciate the time the Commissioners took to prepare these documents, knowing that it is a difficult job.

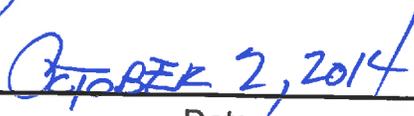
A copy has been provided to the Town Attorney for her review and comments.

Town of Longboat Key  
Town Attorney Performance Evaluation

Evaluation period: November 1, 2013 to October 31, 2014

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

  
\_\_\_\_\_  
Mayor's Signature

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Body Signature

\_\_\_\_\_  
Date Submitted

Town of Longboat Key

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY**  
**ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating FS Comments: The town attorney has done a great job of advising the commission on legal matters

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: FS Comments: Given her short time as T.A., I believe Maggie has developed an excellent understanding of the Town's codes & ordinances

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: FS Comments: Has a very good grasp of town operations

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: FS Comments: She has worked through some very difficult times with the commission and has overcome the problems

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: FS Comments: She has done very well in this arena.

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: FS Comments: From conversation she has with board members, she is doing a good job.

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: FS Comments: I am very pleased with her performance in this area

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: FS Comments: very good!

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: FS Comments: Very good as expected.

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: FS Comments: Maggie does a very good job of explaining legal concepts.

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: FS Comments: Maggie has done an outstanding job of working with issues of all types and has demonstrated to me her ability to work with any situation.

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

Although Maggie has only been with L BK for about one year, I believe she has done an outstanding job of knowing who to recommend as consultants for the Town.

**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

\_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

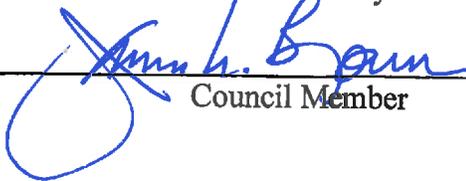
A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	FS	S	U
Job Knowledge	E	FS	S	U
Town Knowledge	E	FS	S	U
Interaction with Commission	E	FS	S	U
Interaction with Intergovernmental/Professional Agencies	E	FS	S	U
Interaction with Charter Officers	E	FS	S	U
Interaction with Public	E	FS	S	U
Completion of Work	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Personal Characteristics	E	FS	S	U

**TOTALS:**

**SIGNATURES:**

\_\_\_\_\_  
Town Attorney  
  
\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date  
*Oct 2, 2014*  
\_\_\_\_\_  
Date

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**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

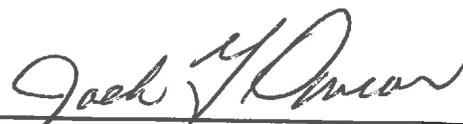
\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

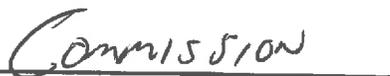
Town of Longboat Key  
Town Attorney Performance Evaluation

Evaluation period: November 1, 2013 to October 31, 2014

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

  
\_\_\_\_\_  
Vice Mayor's Signature

9-30-2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Governing Body Signature

9-30-2014  
\_\_\_\_\_  
Date Submitted

Town of Longboat Key

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY**  
**ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating FS Comments **IMPROVED**

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**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: FS Comments: **IMPROVED**

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**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: FS Comments: **IMPROVED**

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E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: **FS** Comments: **IMPROVED—VERY DIRECTED, ARTICULATE AND PROFESSIONAL**

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**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: **FS** Comments: **GOOD WORK HERE. WELL CONNECTED AS SEEN WITH OUTSIDE COUNCIL FOR BEACH STRUCTURE ISSUE AND CODE WORK ISSUE. ASSISTANT TOWN COUNCIL WHO IS QUITE PROFICIENT BROUGHT IN BY MAGGIE THROUGH PAST EXPERIENCE WITH HIM.**

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**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: \_\_\_\_\_ Comments: **DON'T KNOW**

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**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: **FS** Comments: **DIRECT AND CONFIDENT**

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**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable"

means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: S Comments: **NEEDS TO LEAD HER COLLEAGUES AND PEERS AND NOT BE LABELED BY THEIR TARDINESS OR INCOMPETENCE. I DON'T WANT TO HERE THAT BECAUSE OTHERS DROPPED THE BALL YOU COULD NOT DELIVER. "THE BUCK STOPS HERE" MUST BE YOUR MOTTO—YOU MUST LEAD OTHERS NOT MAKE EXCUSES FOR THEM!**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: E Comments: \_\_\_\_\_

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: FS Comments: **BE FACTUAL – BE DIGNIFIED—BE THOUGHTFUL—BE A COUNSELOR**

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: S Comments: **NEED TO WORK HERE—JUST BE YOU—KNOW YOU ARE LEGAL LEADER YOU ARE THE LEGAL VOICE OF LBK**

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

**DEMEANOR—DELIVERY—EFFECTIVENESS///YOU HAVE GROWN/// YOU ARE OUR COUNCIL!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

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**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

TIME—TIME—TIME--TIME

WHERE ARE THE NEY SAYERS NOW? KEEP GROWING!!!!!!

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**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should

consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	<b>FS</b>	S	U
Job Knowledge	E	<b>FS</b>	S	U
Town Knowledge	E	<b>FS</b>	S	U
Interaction with Commission	E	<b>FS</b>	S	U
Interaction with Intergovernmental/Professional Agencies	E	<b>FS</b>	S	U
Interaction with Charter Officers	E	<b>FS</b>	S	U
Interaction with Public	E	<b>FS</b>	S	U
Completion of Work	E	<b>FS</b>	S	U
Ethics and Integrity	E	<b>FS</b>	S	U
Communication Skills	E	<b>FS</b>	S	U
Personal Characteristics	<u>E</u>	<u><b>FS</b></u>	<u>S</u>	<u>U</u>

**TOTALS:**

**SIGNATURES:**

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date

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**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

**SIGNATURES:**

\_\_\_\_\_

Town Attorney

\_\_\_\_\_

Date

\_\_\_\_\_

Council Member

\_\_\_\_\_

Date



**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_

Human Resources Manager

\_\_\_\_\_

Date

Town of Longboat Key  
Town Attorney **Performance Evaluation**

Evaluation period: November 1, 2013 to October 31, 2014

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\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Governing Body Signature

*11-4-14*  
\_\_\_\_\_  
Date Submitted

**Town of Longboat Key**

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY  
ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating \_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

\_\_\_\_\_  
\_\_\_\_\_

**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	FS	<u>S</u>	U
Job Knowledge	E	FS	<u>S</u>	U
Town Knowledge	E	FS	<u>S</u>	U
Interaction with Commission	E	FS	<u>S</u>	U
Interaction with Intergovernmental/Professional Agencies	E	FS	S	U
Interaction with Charter Officers	E	FS	S	U
Interaction with Public	E	FS	S	U
Completion of Work	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

**TOTALS:**

Commission should review scope of work and make sure attorney understands and Commission directs where our legal resources are spent. This is not criticism of Town Attorney but criticism of Commission in possible failure to give adequate direction.

**SIGNATURES:**

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date



**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

Town of Longboat Key  
Town Attorney **Performance Evaluation**

Evaluation period: November 1, 2013 to October 31, 2014

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\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Body Signature

\_\_\_\_\_  
Date Submitted

**Town of Longboat Key**

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY  
ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating FS Comments: ADVICE HAS BEEN PROVIDED WITH  
INCREASING LEVEL OF CONFIDENCE DURING THE PAST YEAR.

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: FS Comments: THIS IS A LONG-TERM POSITION WHEREBY  
ALL KNOWLEDGE AND BACKGROUND CAN NOT BE PRESENT ON DAY ONE.  
IT IS THE GROWTH AND QUALITY OF THE GROWTH THAT MATTERS.

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: FS Comments: SEE ABOVE

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: E Comments: \_\_\_\_\_

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: FS Comments: \_\_\_\_\_

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: E Comments: \_\_\_\_\_

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: E Comments: \_\_\_\_\_

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: FS Comments: \_\_\_\_\_

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: E Comments: \_\_\_\_\_

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: FS+ Comments: \_\_\_\_\_

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: E Comments: \_\_\_\_\_

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

Sound background in municipal law; ability and willingness  
to delve into complicated issues and produce product  
that is most appropriate to commission; Recurring and lesson  
w/ lobbyist in last legislative session was laudable.

**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

Continue to increase assuredness and build specific  
15K background to justify assuredness

**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

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**Unsatisfactory (U)**

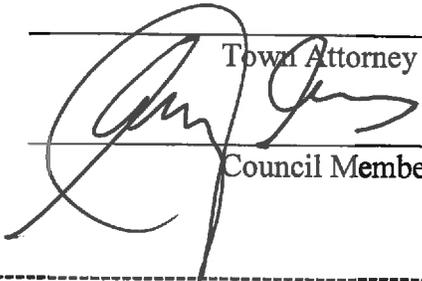
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**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	<u>FS</u>	S	U
Job Knowledge	E	<u>FS</u>	S	U
Town Knowledge	E	<u>FS</u>	S	U
Interaction with Commission	<u>E</u>	FS	S	U
Interaction with Intergovernmental/Professional Agencies	<u>E</u>	FS	S	U
Interaction with Charter Officers	<u>E</u>	FS	S	U
Interaction with Public	E	<u>FS</u>	S	U
Completion of Work	<u>E</u>	FS	S	U
Ethics and Integrity	<u>E</u>	FS	S	U
Communication Skills	<u>E</u>	FS	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

TOTALS: ?

**SIGNATURES:**

  
\_\_\_\_\_  
Town Attorney  
\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date  
10-20-2014  
\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

Town of Longboat Key  
Town Attorney Performance Evaluation

Evaluation period: November 1, 2013 to October 31, 2014

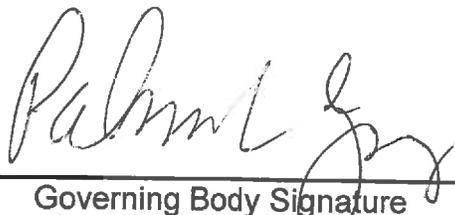
Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

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Mayor's Signature

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Date

  
\_\_\_\_\_  
Governing Body Signature

OCT 13, 2014  
\_\_\_\_\_  
Date Submitted

**Town of Longboat Key**

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY  
ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating: FS Comments: MRS PORTME GIVES US VERY CLEAR & CONCISE LEGAL OPINIONS & ADVICE, AND SHE IS ALWAYS AVAILABLE WHEN NEEDED.

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: FS Comments: MRS. PORTME IS (VERY THOROUGH IN) HER DISCUSSIONS WITH THE COMMISSION OF THE LEGAL ISSUES CONFRONTING US.

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: FS Comments: SHE DOES EXHIBIT A GOOD UNDERSTANDING OF THE TOWN & ITS OPERATIONS.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: E Comments: MRS PORTME IS RESPECTFUL OF THE COMMISSION & COMMISSIONERS BUT FIRM IN HER ADVICE TO US.

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: FS Comments: AS FAR AS I CAN JUDGE, MRS PORTME WORKS WELL WITH POLICY MAKERS AT ALL LEVELS.

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: FS Comments: MRS PORTME REACHES OUT TO US TO MEET & DISCUSS ISSUES SHE WANTS US TO BE AWARE OF

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: FS Comments: MRS. PORTME IS ALWAYS POSITIVE & PROFESSIONAL (IN MY PRESENCE) NO MATTER HOW LONG HER DAY HAS BEEN. SHE IS VERY EVEN-TEMPERED AND TREATS EVERYONE WITH CONSIDERABLE respect.

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: FS Comments: MRS PORTME HAS RESPONDED TO ALL MY REQUESTS WITH CONSIDERABLE SPEED.

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: E Comments: MRS PORTME SETS VERY HIGH STANDARDS FOR HERSELF & ENCOURAGES US TO DO THE SAME.

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: E Comments: MRS. PORTME IS A VERY GOOD COMMUNICATOR — NOT SOMETHING I CAN SAY ABOUT EVERY LAWYER.

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: E Comments: MRS. PORTME IS BLESSED WITH A SUNNY NATURE AND A SHARP MIND AND A LOVE FOR HER PROFESSION

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

MRS PORTME HAS BEEN ABLE, I BELIEVE, TO OVERCOME THE FACT SHE IS NOT DAVID PERSSON (WITH WHOM LORRAINE HAD A VERY POSITIVE & LENGTHY RELATIONSHIP) —

**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

MRS PORTME SEEMS TO BE ABLE TO HOLD HER OWN AGAINST HER MORE SENIOR ADVERSARIES WHO APPEAR AS IF SHE US — I DON'T THINK I CAN GIVE HER ANY ADVICE!

AND HAS BEEN able to develop AS HER  
OWN PERSON OVER THE last 6 MONTHS. THE  
TOWN AND THE Commission needed to define  
WHAT WE EXPECTED OF OUR TOWN ATTORNEY &  
MRS. PORTER HAS RISEN TO THOSE EXPECTATIONS.  
SHE COMES TO MEETINGS VERY WELL PREPARED,  
SHE HAS A VERY GOOD GRASP OF COMPLICATED  
LEGAL ISSUES WE FACE, & SHE IS UNFATHOMABLY  
POLITE - YET FIRM - WHEN SHE IS CHALLENGED.

**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	FS	S	U
Job Knowledge	E	FS	S	U
Town Knowledge	E	FS	S	U
Interaction with Commission	E	FS	S	U
Interaction with Intergovernmental/Professional Agencies	E	FS	S	U
Interaction with Charter Officers	E	FS	S	U
Interaction with Public	E	FS	S	U
Completion of Work	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Personal Characteristics	E	FS	S	U

**TOTALS:**

**SIGNATURES:**

\_\_\_\_\_

Town Attorney

\_\_\_\_\_

Date

\_\_\_\_\_

Council Member

\_\_\_\_\_

Date



**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_

Human Resources Manager

\_\_\_\_\_

Date

October 28, 2014

## TOWN ATTORNEY

### ANNUAL PERFORMANCE AND REVIEW

During the Commission meeting, I noted that I did not think an evaluation of Town Attorney Maggie Mooney-Portal was appropriate at this time in lieu of the recent show of support for her, which was a clear demonstration that the Commission as a whole was satisfied with her efforts. Although my position remains unchanged, the Commission nevertheless has elected to perform such an evaluation, and so shall I.

Since I believe that there have been varying levels of performance during the last 12 months, it is my opinion that placing a value relative to many of the facets itemized in the Town Attorney Annual Performance Appraisal is difficult and even could be misleading. Averaging the totality would not yield an equitable result, nor would be basing ratings simply upon the time interval either preceding or following her near resignation. Some facets such as Ethics and Integrity are and always have been beyond reproach, with an E rating, while the nature of other facets, not so much.

Since earlier this year, when the Commission voted in support of Maggie continuing as the Town Attorney and since she (with my encouragement) withdrew her resignation, I have noticed a significant upswing in her overall performance. To my way of thinking, she has stepped up her game, and is taking many positive steps towards, nay - actually meeting my expectations, and I am fully optimistic that this effort will continue. This should not be construed as placing the burden of all prior issues upon Maggie. Cooperation and communication is a two-way street, and breakdowns in this on both sides contributed to earlier issues.

With what I have experienced since a mutual pledge toward greater cooperation and communication, I am pleased with what I have seen and look forward to a sound, productive relationship with Maggie and her compatriots at Persson & Cohen, P.A. At this point, **I rate Maggie's overall performance between Satisfactory and Fully Satisfactory.**



Phill Younger

Commission - LBK

Town of Longboat Key  
Town Attorney **Performance Evaluation**

Evaluation period: November 1, 2013 to October 31, 2014

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

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Mayor's Signature

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Date

---

Governing Body Signature

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Date Submitted

Town of Longboat Key

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY**  
**ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating \_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

---

E=Excellent      FS=Fully Satisfactory      S=Satisfactory      U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

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**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

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**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	E	FS	S	U
Job Knowledge	E	FS	S	U
Town Knowledge	E	FS	S	U
Interaction with Commission	E	FS	S	U
Interaction with Intergovernmental/Professional Agencies	E	FS	S	U
Interaction with Charter Officers	E	FS	S	U
Interaction with Public	E	FS	S	U
Completion of Work	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

**TOTALS:**

**SIGNATURES:**

\_\_\_\_\_

Town Attorney

\_\_\_\_\_

Date

\_\_\_\_\_

Council Member

\_\_\_\_\_

Date

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**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_

Human Resources Manager

\_\_\_\_\_

Date

Town of Longboat Key  
Town Attorney Performance Evaluation

Evaluation period: November 1, 2013 to October 31, 2014

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Lisa Silvertooth. The deadline for submitting this performance evaluation is October 31, 2014. Evaluations will be summarized and included on the agenda for discussion at the Workshop to be held on November 12, 2014.

---

Mayor's Signature

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Date



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Governing Body Signature

10/22/14

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Date Submitted

Town of Longboat Key

Date Sent: 9/16/14  
Return by: 10/31/14

**TOWN ATTORNEY**  
**ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name:

**JOB PERFORMANCE RATINGS**

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**LEGAL COUNSEL RESPONSIBILITY:**

To advise on legal issues for the Town by rendering legal opinions and giving legal advice.

Rating E Comments: High marks on researching legal concepts dealing with case law, judicial opinions, statutes and regulations all needed to render legal opinions and give legal advice.

**JOB KNOWLEDGE:**

Possesses and applies a comprehensive understanding and knowledge of the Town Charter, Code of Ordinances, Florida Statutes, and Municipal Law.

Rating: FS Comments: As Town Attorney she has a good understanding of general knowledge pertaining to local, state and federal court systems which is most relevant in filing deadlines.

**CITY KNOWLEDGE:**

Demonstrates a comprehensive understanding of Town operations.

Rating: E Comments: IT about teamwork and progress. ~~and~~  
She coordinates and communicates legal advice with the Commission and staff to achieve goals on a timely basis.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**INTERACTION WITH COUNCIL:**

Demonstrates a positive and trusting relationship with Commission, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

Rating: FS Comments: Very accessible to individual briefings by acting as an advisor on legal issues as they arise. This better prepares all Commissioners to be able to take action at Public meetings.

**INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:**

Works effectively with policy makers at the federal, state, and county levels, and amicably assists the Town in solving community or union problems, while forcefully representing the interests of the Town of Longboat Key.

Rating: FS Comments: No problems with Substantive Laws and legal procedures with government agencies.

**INTERACTION WITH CHARTER OFFICERS:**

Demonstrates a positive legal consultative relationship with Charter Officers in their pursuit of meeting the goals and objectives of the Town.

Rating: FS Comments: She recognizes and demonstrates a positive legal consultative relationship and acts as part of a legal team support system with Charter Officers.

**INTERACTION WITH PUBLIC:**

Creates a positive and professional impression in dealing with the public including consultants, attorneys, and representatives of citizen groups as well as individual citizens.

Rating: FS Comments: Being a Town Attorney means being under the gun. She reacts with Confidence and remains poised under all conditions.

**COMPLETION OF WORK:**

Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Commission in terms of their priorities, and in consideration of the attorney's ongoing workload.)

Rating: E Comments: The workload of projects has been enormous and the legal issues varied and complex in nature. The Commission's legal priorities have been met on a timely basis.

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

**ETHICS AND INTEGRITY:**

Conducts self in accordance with the ethical standards of the legal profession and the Code of Ethics for public officers.

Rating: E Comments: There is no doubt in both categories.

**COMMUNICATION SKILLS:**

Translates complicated legal concepts and terms into understandable language that enhances its meaning and understanding to Commission, Town staff and the public.

Rating: E Comments: Communicates persuasively in a clear, concise and logical manner.

**PERSONAL CHARACTERISTICS:**

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in the Town Attorney position.

Rating: FS Comments: Personal direction and uncertainties are maintained<sup>at</sup> high levels. Pleasing seven bosses, if not stressful could be difficult.

**MOST SIGNIFICANT ASSET(S):** (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest legal leadership traits demonstrated by this officer this year?

Nothing less than FS and plenty of E's

**DEVELOPMENTAL AREA(S):**

What areas of the Town Attorney's performance do you feel need growth and development? Why? Do you have suggestions as to how the Town Attorney can improve in these areas?

NONE

**PERFORMANCE LEVELS:**

**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

**Fully Satisfactory (FS)**

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

**Satisfactory (S)**

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

**Unsatisfactory (U)**

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings.

**CIRCLE RATING LETTERS FOR EACH ITEM BELOW:**

Legal Counsel Responsibility	<u>E</u>	FS	S	U
Job Knowledge	E	<u>FS</u>	S	U
Town Knowledge	<u>E</u>	FS	S	U
Interaction with Commission	E	<u>FS</u>	S	U
Interaction with Intergovernmental/Professional Agencies	E	<u>FS</u>	S	U
Interaction with Charter Officers	E	<u>FS</u>	S	U
Interaction with Public	E	<u>FS</u>	S	U
Completion of Work	<u>E</u>	FS	S	U
Ethics and Integrity	<u>E</u>	FS	S	U
Communication Skills	<u>E</u>	FS	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

**TOTALS:**

**SIGNATURES:**

\_\_\_\_\_

Town Attorney

\_\_\_\_\_

Date

\_\_\_\_\_

Council Member

\_\_\_\_\_

Date



**FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:**

\_\_\_\_\_

Human Resources Manager

\_\_\_\_\_

Date



**End of Agenda Item**