

MEMORANDUM

Date: October 30, 2019

TO: Town Commission
FROM: Tom Harmer, Town Manager
SUBJECT: Annual Evaluation of Town Attorney

The Town Attorney's Contract provides for an annual evaluation which is scheduled for the November 4, 2019 Regular Meeting.

The Town Attorney's contract includes an annual hourly rate increase based on a CPI established by the Bureau of Labor Statistics Southeastern Regional Office. The increase for this fiscal year is 1.5% and automatically went into effect on October 1.

Attached is a copy of the Town Attorney's evaluation form that was provided to Town Commissioners for their use in the evaluation. Copies of the Town Commissioner's completed forms are available on request in the Town Clerk's Office.

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

**TOWN ATTORNEY
ANNUAL PERFORMANCE APPRAISAL**

Town Attorney's Name: **Maggie Mooney**

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: _____

TOWN KNOWLEDGE:

Demonstrates a comprehensive understanding of Town operations.

Rating _____ Comments: _____

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

INTERACTION WITH COMMISSION:

Demonstrate 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 OFFICIALS:

Demonstrates a positive legal consultative relationship with Charter Officials 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 herself 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 in 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 official this year?

Rating _____ Comments: _____

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?

Rating _____ Comments: _____

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

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 officials 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 Officials	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>

SIGNATURES:

Town Attorney

Date

Commission Member

Date

End of Agenda Item