

**City Attorney Evaluation 2017**  
**PERFORMANCE MEASURES OF THE CITY ATTORNEY'S OFFICE**  
**8/1/2016 - 7/31/2017**

**THE MISSION OF THE CITY ATTORNEY'S OFFICE.**

The City Attorney's Office goal is to provide competent, timely, and ethical legal advice and counsel, effectively and zealously represents the City's interests and positions in negotiations, hearings and litigation, clearly communicate with and educate City officials, City Administration, and City boards, councils, and committees on ethical and legal issues and support the City's goals through its efforts.

**GOAL #1.                    PROVIDE COMPETENT, TIMELY, AND ETHICAL LEGAL ADVICE AND COUNSEL.**

**Objective 1A:**            The City Attorney's office shall provide competent, timely, and ethical legal services.

Measurement:            Competence and timeliness will be measured by input received from the City Commission, City Manager, Department Heads and subordinate boards and commissions to which the office provides support.

Outcome desired:        The outcome is to receive overall positive responses about the quality of the legal service received.

Data source:              The data will be gathered from inquiries of the City Commission, City Manager and Department Heads. (Electronic On-Line surveys sent to Commissioners and Senior Staff)

**Objective 1B.**            Continue to update legal knowledge through legal seminars as well as continuing surveys of changes in law through other sources.

Measurement:            This objective will be measured by attendance at continuing legal education seminars, use of legal periodicals and professional journals, and membership and activity in professional organizations and listservs. The goal is for at least 6 credit hours of continuing legal education seminars per year for each lawyer, along with attorneys' individual updates through the other listed sources.

Outcome desired:        The outcome desired is to provide competent legal advice based upon up-to-date knowledge in the field.

Data Source:              The data will be collected from calendars, and anecdotally from the attorneys' subscriptions and memberships. (EXHIBIT A –Office Statistical Info/Outputs and EXHIBIT B – Additional Supporting Information)

**GOAL #2.                    ADVISE AND EDUCATE THE CITY COMMISSION, CITY OFFICIALS, CITY ADMINISTRATION, CITY BOARDS/COMMITTEES, AND OTHERS ON LEGAL AND ETHICAL ISSUES AND OTHER TRAINING MATTERS.**

**Objective 2A.**            An attorney from the City Attorney's Office shall attend all meetings of, and advise, the City Commission, the Housing Board of Appeals, Planning Commission, Zoning Board of Appeals, Transit Local Advisory Council, Transit Local Coordinating Committee, the Historic District Commission, the Election Commission, as well as other boards, councils, and commissions upon request.

Measurement:            To attend 100% of those meetings unless advised that our presence is not needed.

Outcome desired:	The outcome desired is that the membership of the Boards, Councils, and Commissions will know its authority and duties, act within its authority and duties, and will feel and exhibit enhanced competence in its authority and duties.
Data source:	The attendance data will be collected on calendars. (EXHIBIT A –Office Statistical Info/Outputs and EXHIBIT B – Additional Supporting Information)
<b><u>Objective2B.</u></b>	The City Attorney’s office will seek input as to legal and/or other staff training that might be needed and work with all Departments to make sure that legal issues are covered in staff’s anticipated training schedule as requested.
Measurement:	Legal training sessions that have been provided to Commissions, Boards, and City Departments, whether at the request of the body or at the instigation of the City Attorney’s Office.
Outcome desired:	The outcome desired is for City Staff to feel they are knowledgeable on legal issues affecting their department.
Data source:	The data will be collected on a calendar or in a log. (EXHIBIT A –Office Statistical Info/Outputs and EXHIBIT B – Additional Supporting Information)
<b>GOAL #3.</b>	<b><u>THE CITY ATTORNEY'S OFFICE WILL SUPPORT CITY AND COMMISSION GOALS.</u></b>
<b><u>Objective 3A.</u></b>	The City Attorney’s Office will have internal communication both within the City Attorney’s Office and with the larger City Organization in order for the City to provide quality services to our citizens and fellow workers.
Measurement:	The City Attorney will participate in Strategic Leadership Team Meetings held by the City Manager and hold City Attorney Office staff meetings.
Outcome desired:	The outcome desired is internal communication so that the City Attorney’s Office understands how it can help to facilitate the Commissions, Boards, and Departments in implementing their goals.
Data source:	The data will be collected on a calendar or in a log. (EXHIBIT A –Office Statistical Info/Outputs and EXHIBIT B – Additional Supporting Information)
<b><u>GOAL #4.</u></b>	<b><u>THE CITY ATTORNEY WILL ORGANIZE THE STAFF AND RESOURCES TO ACHIEVE THE MOST EFFECTIVE AND EFFICIENT LEVEL OF SERVICE.</u></b>
<b><u>Objective 4A.</u></b>	Training/Cross Training/Planning/Personal Growth Opportunities.
Measurement:	The City Attorney will observe and interact with department staff members to assess where additional training and cross-training would be beneficial to the City and attempt to provide personal growth opportunities to staff members.
Outcome desired:	To have the ability to always have an attorney to cover any matter that the City Attorney’s Office may need to be involved in using the most effective resource at the best value. To provide

personal growth opportunities and training to help staff members feel “invested” in the department and to prevent staff members from becoming stagnant.

Data source: An “Organizational Chart, Work Output, Resource Management” document is attached documenting the outcome.

**Objective 4B.** Budget.

Measurement: The City Attorney will be mindful of the departmental budget allocations approved by the City Commission and make best efforts to remain within that budget.

Outcome desired: To make best efforts to remain with the approved budget.

Data source: Finance department figures used to budget report summary.

**Objective 4C.** Workload.

Measurement: The City Attorney will attempt to distribute projects and responsibilities among staff members in a fair and equitable manner.

Outcome desired: To ensure that departmental staff members consider the entire staff a team that works together to achieve a common goal and to avoid individual staff feeling that they’ve been assigned an uneven workload as compared to others at his or her similar position level.

Data source: An “Organizational Chart, Work Output, Resource Management” document is attached documenting the outcome.

**Objective 4D.** Supervise to ensure quality work.

Measurement: The City Attorney will be responsible to provide oversight to best ensure staff member’s work is reviewed and revised as necessary.

Outcome desired: To ensure oversight is provided to all subordinate staff members to ensure the department is providing quality work to the City.

Data source: An “Organizational Chart, Work Output, Resource Management” document is attached documenting the outcome, as well as survey results from Senior Staff.

**Objective 4E.** Succession Planning.

Measurement: The City Attorney shall appoint a Deputy City Attorney, and/or an Assistant City Attorney, and an Assistant City Attorney/Prosecutor in addition to the City Attorney. Each attorney will have at least one other attorney who has a working knowledge of the primary job functions they perform so that one attorney could step in for another attorney when needed. Resources for efficient functioning of the office will be continually assessed to provide the best resource for the best value.

Outcome desired: To have a succession plan in place for the City Attorney’s office that will afford a smooth transition when employees at any level leave.

Data source: An “Organizational Chart, Work Output, Resource Management” document is attached documenting the outcome.