

## MEMORANDUM

---

January 28, 2020

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: City Attorney Performance Evaluation

SYNOPSIS: Commissioners will discuss the performance evaluation of the City Attorney and the potential to go out for an RFP.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department. This process provides for a yearly review of the City Attorney's performance and summarizes the entire Commission's experience with the Attorney during the past year.

Ratings in the various evaluation categories have been compiled in a chart which is provided with this memorandum.

Attachment: Summary of Ratings