



City Attorney Performance Evaluation 2024

Name: Lynn Gelin

Date _____

| Professional Skills | Place a mark in the box that applies. | | | | |
|--|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------|
| | Unsatisfactory 1 | Improvement Needed 2 | Meets Expectations 3 | Exceeds Expectations 4 | Outstanding 5 |
| <ul style="list-style-type: none"> ▪ Decision Making/Judgment: Makes timely decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. Solutions to legal problems sought and willingness to involve him/herself and his/her staff to achieve workable answers wherever possible. | | | | | |
| <ul style="list-style-type: none"> ▪ Legal Assistance: Provides adequate legal assistance to the various Boards and Committees appointed by the Mayor and City Commission. | | | | | |
| <ul style="list-style-type: none"> ▪ Professionalism: Prepares opinions, legislation, briefs, and other work of high quality. | | | | | |
| <ul style="list-style-type: none"> ▪ Approach: Presents options and advice in a positive fashion with a practical outlook toward achieving City policy objectives within parameters permitted by existing law. | | | | | |
| <ul style="list-style-type: none"> ▪ Responsiveness: Responds in a timely manner to the requests of Commission and citizens. | | | | | |
| <ul style="list-style-type: none"> ▪ Follows Direction: Understands and follows Commission's Direction. Presents Commission policies and positions on issues to the citizens, staff and organizations accurately, equitably, and effectively. | | | | | |
| <ul style="list-style-type: none"> ▪ Communication: Responds to inquiries from Commission members and staff in a timely and understandable manner. Keeps the Commission and staff advised of significant developments in municipal law that may impact City activities. Communicates with City staff to provide necessary input at early stages of decision-making process when requested. | | | | | |
| <ul style="list-style-type: none"> ▪ Written Materials: Written materials prepared in thorough, concise, and easy to understand manner. | | | | | |
| <ul style="list-style-type: none"> ▪ Public Meetings: Provides helpful and responsive advice during Commission meetings. Adequately assists committees, Boards, and Commission in their deliberations. Responds appropriately in sensitive situations. | | | | | |



City Attorney Performance Evaluation 2023

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|--|--|--|--|--|--|
| <ul style="list-style-type: none"> ▪ Personal Skills: Understands law and is current with legal developments. Analytical ability demonstrated in daily performance. Maintains confidentiality and trust of Commission members. | | | | | |
| <ul style="list-style-type: none"> ▪ Court Activities: Provides timely and effective representation of the City's interest in litigation. | | | | | |

| | | | | | |
|---------------------------|--|--|--|--|--|
| TOTAL POINTS ÷ 11 = _____ | | | | | |
|---------------------------|--|--|--|--|--|

Commission Member Observations

A. Two things that Attorney does now that Commission member would most like him/her to continue.

(1)

(2)

B. Two things Attorney does that Commission member would like him/her to discontinue and/or modify.

(1)

(2)

Evaluation Completed by: _____

Date: _____