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Pinellas County Board of County Commissioners  
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*WERTH*  
*KTO*

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## MEMORANDUM

**TO:** County Commissioners

**FROM:** Charlie Justice, Chairman  
Pinellas County Board of County Commissioners

**CC:** Commission Aides

**DATE:** July 13, 2016

**SUBJECT:** County Attorney Review

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Attached is the annual Performance Evaluation form for the County Attorney. Please complete and return to my office by Friday, July 29, 2016.

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Pinellas County Board of County Commissioners  
2016 Annual Performance Evaluation for  
James Bennett, County Attorney



EVALUATION PERIOD: MAY 2015 - MAY 2016

The evaluation of the County Attorney is designed to be a communication and learning process. The Board of County Commissioners (BCC) and the County Attorney can learn more about the strengths and weaknesses in the relationship. The evaluation form is completed by the individual members of the BCC and discussed with the County Attorney. The evaluation consists of five sections. Within each section are listed a few key elements for the evaluator to consider. Next to each element please indicate the appropriate rating that best captures the performance level.

*Performance levels should be noted based on the following scale:*

|     |                                |  |
|-----|--------------------------------|--|
| 4   | Excellent (Outstanding)        | Consistently exceeds performance expectations  |
| 3   | Commendable (Above Average)    | Frequently exceeds performance expectations    |
| 2   | Satisfactory (Average)         | Meets performance expectations                 |
| 1   | Marginal (Below Average)       | Usually does not meet performance expectations |
| N/A | Not applicable or unobservable |  |

LEGAL PROBLEM SOLVING

- 4 A. Understands problems presented and is able to understand the legal issues in the problem
- 4 B. Reaches sound legal conclusions
- 4 C. Enjoys the confidence of the Commissioners as a source of legal problem solving
- 3 D. Understands the perspective of County government in the legal issue presented

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- 4 E. Assumes final responsibility for legal review of matters to be placed on a meeting agenda
- 4 F. Provides legal analysis to facilitate legally sound policy/program implementation and evaluation of results
- 4 G. Prepares ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared
- 4 H. Ensures that the BCC conducts its business within the bounds of the law
- 3 I. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain

COMMUNICATING RESPONSES

- 3 A. Answers the issues presented and is able to communicate opinions precisely
- 3 B. In written communications, has proper organization, clarity, conciseness, precision and grammar
- 4 C. In oral communication, has the ability to speak clearly, concisely and understandably
- 4 D. Keeps the BCC and County staff apprised of court rulings and administrative decisions affecting legal interests of the County
- 3 E. Knows when not to speak
- 3 F. Has the ability to listen to oral representations of the BCC and discern the problems presented
- 4 G. Has the ability to present arguments fairly and fully, and to defend position in conflict-type meetings
- 3 H. Keeps BCC advised of progress/status of legal issues on which County Attorney is working
- 4 I. Is willing to listen to ideas of others
- 3 J. Alerts clients of problems with adequate notice

WORKING EFFECTIVELY

- 2.5 A. Works effectively with Commissioners, County Administrator, department heads and staff, and the public
- 4 B. Recognizes spheres of responsibility of client staff
- 4 C. Is flexible in day-to-day duties
- 4 D. Is dependable and volunteers to do more on own initiative
- 4 E. Follows up to ensure decisions are implemented
- 4 F. Has strong work ethic and desire for professional excellence
- 4 G. Performs legal services in a timely fashion to permit BCC and County staff to meet established deadlines
- 4 H. Professionally and competently implements BCC decisions and enforces County ordinances and codes in an effective manner, reflecting the County's primary objective of achieving voluntary compliance
- 3 I. Coordinates work with staff from other departments in a collaborative manner in order to accomplish goals

ADMINISTRATION/MANAGERIAL

- 4 A. Possesses appropriate supervisory skills, sets realistic goals for employees, and provides motivation for employees.
- 3 B. Supervises and manages staff effectively
- 3 C. Recruits and retains competent personnel for the Office of the County Attorney positions
- 3 D. Recommends and retains outside counsel upon BCC approval when necessary and monitors work activity
- 3 E. Enables and encourages staff to grow and succeed
- 3 F. Expends budgeted funds within budgeted amounts and takes appropriate corrective action when unexpected budget problems develop
- 3 G. Creates a working environment that encourages responsibility, decision-making, and accountability within the department

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INTEGRITY

- 4 A. Conducts self with the ethical standards of the legal profession and with the ethics and integrity of a public servant.
- 4 B. Demonstrates accountability for personal actions
- 4 C. Keeps promises and commitments made to others
- 4 D. Does not yield to pressure, show bias or manipulate others
- 4 E. Avoids situations and actions that could be considered inappropriate or which present a conflict of interest
- 4 F. Adheres to a set of core values that are represented in decisions and actions
- 4 G. Does not misrepresent self or use position of authority for personal gain

Commissioner Comments:

Jim consistently provides excellent legal services to the County Commission, Administrator and other clients. I would like to see progress in the diversity of the County Attorney staff and the working relationship with the County Administrator.

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Kenneth T. Welch  
 Commissioner Name

2016-07-21  
 Date