

Lu. Hoover

City Attorney Performance Evaluation

Date: 3/12/24

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement (2) Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job (3) Standard The employee's work performance consistently meets the standards of the position.

Exceeds Job (4) Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee.

Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

Not evaluated (NE) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

<u>1. City Commission/ Boards Relationships</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides sound legal advice to the City Commission, Boards, Commissions and City staff.	---	---	---	---	---	✓
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	---	---	---	---	---	✓
C. Accepts direction/instructions in a positive manner.	---	---	---	---	---	✓
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	---	---	---	---	---	✓
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	---	---	---	---	---	✓

Comments:

When he sends out Gray Robinson reports, he advises all departments of potential impact to their work, making them more effective in their jobs.

2. Legal Research and Review

NE 1 2 3 4 5

A. Effectively identifies legal issues and performs research and investigations.

— — — — — ✓

B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.

— — — — — ✓

Comments:

Every time I have requested information on a legal matter, including its history, Ron has done a thorough investigation and is timely getting back to me.

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

— — — — — ✓ —

B. Meeting and handling the public while recognizing ethical obligation to the City.

— — — — — ✓

Comments:

With Ron's long employment with the city, he has had the opportunity to work with many of our employees and has a great working relationship with most of them. He continues to try and improve those relations with all.

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate.

— — — — — ✓

B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.

— — — — — ✓

Comments:

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	—	✓+
B. Completion of work on time.	—	—	—	—	—	✓
C. Accuracy.	—	—	—	—	—	✓
D. Thoroughness.	—	—	—	—	—	✓

Comments:

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	—	—	—	—	—	✓
B. Judgement.	—	—	—	—	—	✓
C. Fairness and Impartiality.	—	—	—	—	—	✓
D. Analytical Ability.	—	—	—	—	✓	—

Comments:

In my interview, Ron was open about his desire to improve on his analytical ability.

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides timely and effective representation of the City's interest in litigation.	—	—	—	—	—	✓
B. Controls and monitors costs and performance of retained outside legal counsel.	—	—	—	—	✓	—

Comments:

Ron is working diligently to fully staff his office to eliminate the need for outside counsel in all

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: *In my view Ron has had a very successful first year as City Attorney and I'm looking forward to working with him in year 2.*

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: _____

- 1) Continue working on his working relationships with key personnel.*
 - 2) Complete full staffing of the legal department.*
- _____

Combined Score of All Commission Members

[Signature] 3/13/2024

RONALD J. RAMSINGH, CITY ATTORNEY

ATTEST:

[Signature]

KERI O'BRIEN, CITY CLERK

Mary Lou Hoover
3/12/24

Date: 3/13/2024