

## City Attorney Performance Evaluation

MAYOR HENRIQUEZ

Date: 3/27/25

### 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

<b>1. City Commission/ Boards Relationship</b>	<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.	—	—	—	—	—	X
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	—	—	—	—	—	X
C. Accepts direction/instructions in a positive manner.	—	—	—	—	—	X
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	—	—	—	—	—	X
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	—	—	—	—	—	X

Av. 5.0  
 (X)

Comments:

**2. Legal Research and Review**

NE   1   2   3   4   5

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

—   —   —   —   —   X

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

—   —   —   —   —   X

AV-5.0  
KW

Comments:

**3. Employee/Public Relations**

NE   1   2   3   4   5

A. Works well with other employees.

—   —   —   —   —   X

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

—   —   —   —   —   X

AV-5.0  
KW

Comments:

**4. Communication**

NE   1   2   3   4   5

A. Oral communication is clear, concise and articulate.

—   —   —   —   —   X

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

—   —   —   —   —   X

AV 5.0  
KW

Comments:

**5. Quantity/Quality**

- A. Amount of work performed.
- B. Completion of work on time.
- C. Accuracy.
- D. Thoroughness.

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

AV. 5.0  
(K)

**6. Personal Traits**

- A. Initiative.
- B. Judgement.
- C. Fairness and Impartiality.
- D. Analytical Ability.

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

AV. 5.0  
(K)

**7. Litigation/Administrative Proceedings**

- 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.

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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Comments:

AV. 5.0  
(K)

**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:

5.0  
K

**III. Future Goals and Objectives**

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

Ron and I spoke in reference to my goals & objectives.

Combined Score of All Commission Members



RONALD J. RAMSINGH, CITY ATTORNEY

ATTEST:



KERI O'BRIEN, CITY CLERK

  
MAYOR DANISE HENRIQUEZ

Date: 3/27/2025