

## City Attorney Performance Evaluation

3/27/25

COMMISSIONER HASKELL

Date: \_\_\_\_\_

### 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.	---	---	---	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

*Handwritten:*  
Avg - 4.0  
(12)

Comments: Very willing to dedicate time and be available to commission

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<b>2. <u>Legal Research and Review</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
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. 4.0  
 (40)

Comments:

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<b>3. <u>Employee/Public Relations</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Works well with other employees.	---	---	---	---	X	---
B. Meeting and handling the public while recognizing ethical obligation to the City.	---	---	---	X	---	---

AV. 3.5  
 (40)

Comments:

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<b>4. <u>Communication</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
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. 4.0  
 (40)

Comments:

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<b>5. <u>Quantity/Quality</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Amount of work performed.	---	---	---	X	---	---
B. Completion of work on time.	---	---	---	X	---	---
C. Accuracy.	---	---	---	X	---	---
D. Thoroughness.	---	---	---	X	---	---

AV. 3.0  
 (X)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>6. <u>Personal Traits</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Initiative.	---	---	---	---	X	---
B. Judgement.	---	---	---	X	---	---
C. Fairness and Impartiality.	---	---	---	X	---	---
D. Analytical Ability.	---	---	---	X	---	---

AV. 3.25  
 (X)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>7. <u>Litigation/Administrative Proceedings</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
A. Provides timely and effective representation of the City's interest in litigation.	---	---	---	---	X	---
B. Controls and monitors costs and performance of retained outside legal counsel.	---	---	---	---	X	---

AV 4.0  
 (X)

Comments: Synopses of pending and complete city litigation are thorough and easy to understand. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

4.0  
20

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

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

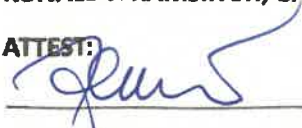
Retain and recruit legal staff  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Combined Score of All Commission Members



RONALD J. RAMSINGH, CITY ATTORNEY

ATTEST:



KERI O'BRIEN, CITY CLERK



Commissioner Monica Haskell

3/27/25

Date: 3/27/25