

J. Weekley

### City Attorney Performance Evaluation

Date: 2/28/2024

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

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

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

<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

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

<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

Comments: \_\_\_\_\_  
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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.	—	—	—	—	—	X
B. Completion of work on time.	—	—	—	—	—	X
C. Accuracy.	—	—	—	—	—	X
D. Thoroughness.	—	—	—	—	—	X

Comments:

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6. **Personal Traits**

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

Comments:

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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.	—	—	—	—	—	X
B. Controls and monitors costs and performance of retained outside legal counsel.	X	—	—	—	—	—

Comments:

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**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: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

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

*Keep doing what you have been doing  
Great job on keeping the Commission informed*

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

Combined Score of All Commission Members

*RJ*

RONALD J. RAMSINGH, CITY ATTORNEY

ATTEST: *Ker*

KERI O'BRIEN, CITY CLERK

*Jenny Weebly*

Date: 2/28/2024