

City Attorney Performance Evaluation

Date: 3/12/2024

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: Ron has stepped into the role magnificently! A HIGH BAR THE ONE #4 IS BECAUSE WE (THE CITY) ARE STILL ADJUSTING BOARDS + POSITIONS. ALSO, THE C/OA OFFICE HAS HAD TRIMS THAT RON SEEMS TO BE IN TOUCH WITH AND ADDRESSING.

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 _

Comments: AGAIN THE LBS TRAIN PERFECT IS BECAUSE OF AN ISSUE THAT DID NOT BEGIN WITH RON ... YET PERSISTS WITH THIS DEPT, ADMIN, + OTHER DEPTS. AT SOME POINT NOVE GOT TO REALIZE THAT WE HAVE TO INCLUDE OUR ATTORNEY IN OUR DECISIONS PRIOR TO MAKING THEM!!

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

Comments: A: BASICALLY, SEE #2. SOME EMPLOYEES HAVE NOT BEEN ALLOWED TO CONSULT W/LEGAL (OR TAKE COUNSEL) IN ADVANCE OF A DECISION! AGAIN, NOT COUNSEL BY THE CITY ATTORNEY. IN FACT, I'VE WITNESSED HIM + HIS STAFF TRY. I HOPE TO SEE BETTER COOPERATION BETWEEN LEGAL + ADMIN BEFORE THE END OF MY TERM.

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

Comments: ALWAYS ACCURATE! RON HAS/WILL GO THE EXTRA MILE TO MAKE SOMETHING CLEAR!

5. <u>Quantity/Quality</u>	<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:

6. <u>Personal Traits</u>	<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: *Row TAKES THE INITIATIVE. KNOWS HOW TO "BREAK IT DOWN" FOR CLARITY WITH ANY PRESUDICE OF ANY KIND.*

7. <u>Litigation/Administrative Proceedings</u>	<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: *ON AT LEAST 2 OCCASIONS, HAS NOTICED BENEFIT OF HIRING OUTSIDE V. KEEPING INTERNAL (CASES).*

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: REALITY WOULD BE SOMEWHERE BETWEEN EXCEEDS + OUTSTANDING. REASON WOULD BE BECAUSE OF HIS WILLINGNESS TO WORK + TENACITY WHEN WORKING. BASICALLY, WHOEVER NEW STAFF OF ATTORNEYS WHO HAVE BEEN BROUGHT HOME "WINS" FOR THE CITY. I'VE HAD THE PLEASURE OF WORKING WITH NICK, REPRESENTING THE CIA OFFICE WHO CONVEYS RON'S SINCERE SENSE OF CARE! OTHERS IN THE OFFICE REFLECT RON'S CARING. THIS SPEAKS LOUDLY FOR RON.

III. Future Goals and Objectives

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

- ① STATED GOALS INCLUDE HIRING 1 MORE INCONSISTENT TO COMPLETE STAFF.
- ② TO BRUSLE ALL BOARDS + DEPARTMENTS INVOLVED IN REPRESENTATIVE PROBLEM ESPECIALLY AT MEETINGS + DECISION MAKING.
- ③ PURSUE MORE TRAINING FOR CIA + STAFF.
- ④ ASSIST IN MGMT DIRECTORS W/ STRATEGICAL + LEGAL APPROACH TO GOALS + O.B.S. SO THAT IT FITS WITH OUR CITY'S UNIQUE PERSONALITY

Combined Score of All Commission Members

RJ 3/13/2024

RONALD J. RAMSINGH, CITY ATTORNEY

ATTEST:

Keri O'Brien

KERI O'BRIEN, CITY CLERK

[Signature]

Date: 3/13/2024