

City Attorney Performance Evaluation


City of Cape Coral

Evaluation period: 08/2024 to 08/2025

Councilmember Joe Kilraine

Governing Board Member's Name

Each governing body member should complete this evaluation form, sign it in the space below, and return it to Connie Griglin. The deadline for submitting this performance evaluation is August 21, 2025. Evaluations will be summarized and included on the agenda for discussion at the August 27, 2025 work session.

  
\_\_\_\_\_  
Governing Board Member's Signature  
08/11/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor's Signature  
8-26-25  
\_\_\_\_\_  
Date

**Performance Evaluation**  
**of the**  
**City Attorney**

To be completed independently by each member of the City Council

Consider each category separately, taking into account only that particular category which you are rating. Rate each category using the following choices:

Excellent  
Above Standard  
Standard  
Below Standard

In each category, please circle the rating of your choice.

1. ***Legal Representation***

Renders sound, professional legal advice and service in regard to litigation, the enactment of ordinances and resolutions, and the daily operation of the City; effectively advises, assists, and represents the City Administration in preparing cases, the prosecution and defense of judicial and administrative actions, and in the performance of their other functions and duties.

Rating: Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

Comments: Always well versed and articulate in explaining and executing  
necessary legal action in all aspects of city matters. High level  
of experience and accumulated knowledge is evident and  
reflected in an ability to comprehensively provide advice and coun

2. ***Legal Documents***

Competently and promptly researches, prepares, and reviews ordinances, resolutions, contracts, deeds, leases, and other legal documents required by the City, as requested.

Rating: Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

Comments: Invariably, the work product delivered has been thoroughly  
reviewed, promptly prepared and succinctly communicated.

3. ***Laws and Legislation***

Develops and maintains a working familiarity with City ordinances; keeps abreast of state and federal statutes and constitutional provisions, amendments thereto, and judicial decisions relating to municipalities, municipal officers and employees, and potential municipal liability. Provides advice and recommends appropriate steps to limit or avoid liability. Maintains an awareness of developments and trends in all areas of municipal law; attends professional conferences and programs related to municipal law.

Rating: Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

Comments: Not only is there demonstrated current working knowledge but has  
proactively implemented a comprehensive upgrade of an over-  
abundance of outdated or less sophisticated body of legal  
obligations of city governance and operations.

4. ***Dependability/Availability***

Attends all Council meetings unless excused by the Mayor.

Responsive to Council inquiries; Attends to detail; Demonstrates commitment to City goals & objectives; Fulfills responsibilities; maintains confidentiality as appropriate.

**Rating:**

Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:**

Without exception is always on time, well prepared, and fully committed to support, execute and lead as needed in asserting the city's legal obligations.

5. ***Interpersonal Skills***

Establishes and maintains effective working relationships with Council, staff, public, community organizations and local, state and federal agencies. Provides and accepts constructive criticism. Demonstrates courtesy, tact, and skill in dealing with conflict situations.

**Rating:**

Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:**

Demonstrates an excellent working relationship with all in conducting legal matters. Confident and comfortable in providing counsel regardless of the sensitivity of matters that surface. Firm and confident but tactful in delivery. Always courteous and patient

6. ***Professionalism***

Demonstrates a high degree of integrity and ethics in all aspects of work and in dealing with Council, staff, boards, committees, the public, and other organizations and groups.

**Rating:**

Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:**

Impeccable integrity and true to upholding standards. Sound understanding of legal guardrails, yet willing to test areas of unclear interpretation.

7. ***Legal Services Budget***

Properly advises Council in ways to obtain appropriate legal counsel in a cost-effective manner and monitors costs of outside counsel to ensure proper and cost-effective representation.

**Rating:** Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:** Effectively advises the preferred options to pursue legal support including staffing albeit, financial policy constraints have restricted full implementation. In such cases, is able to deliver required performance and willingly applies resources available to obtain res

8. ***Communication***

Researches issues and writes thorough legal opinions, memoranda and briefs. Communicates oral opinions and advice clearly and understandably. Keeps Council informed of Legal Department activities and City representation; Provides necessary documentation and information.

**Rating:** Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:** Effectively stays on top of legal landscape internally and externally. Communicates and informs well on implications and often provides eye-opening insight on matters.

9. ***Management of Legal Office***

Effectively manages Legal Department structure and staff; organizes staff efforts to support Council, City Manager, City Department heads, and City boards and committees; establishes plans; develops systems and processes; manages execution and work efficiency.

**Rating:** Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

**Comments:** Has the vision to plot legal department's required evolution to a higher and more sophisticated level commensurate with city's size and planned growth. Effectively manages same in current status as well as in its transition.



10. *Commitment to Organization*

Loyal. dedication to department goals and objectives, as well as mission/goals and objectives of organization; works as a team player with employees and management in accomplishing work.

Rating:                      Excellent ☒ Above Standard ☐ Standard ☐ Below Standard ☐

Comments:                Is fully committed to city's goals and well being and so counsels  
council as well as others. Shows flexibility in adapting but not  
to the city's detriment to accomplish collective goals.

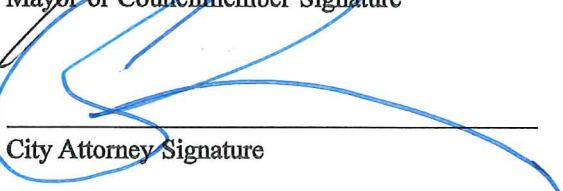
Overall Score: 4            4 = Excellent  
                                  3 = Above Standard  
                                  2 = Standard  
                                  1 = Below Standard

**Additional Comments of Mayor or Councilmember:**

City Attorney has demonstrated superior legal knowledge and provided excellent  
advice in a manner that informs on legal ramifications and risks when options are  
available. Efforts in upgrading the city's legal profile and capability are proactively  
refreshing and well needed. Efforts to reinforce a more aggressive defensive  
posture to protect the city is well recognized, very much needed and desired, as  
well as quite effective to date. It is a pleasure to work with and observe a true  
professional at the top of his game.

  
\_\_\_\_\_  
Mayor or Councilmember Signature

08/11/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney Signature

8/28/25  
\_\_\_\_\_  
Date