

City Attorney Performance Evaluation

City of Cape Coral

Evaluation period: 08/2024 to 08/2025

Keith Long

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

8/20/2025

Date



Mayor's Signature

Date

8-20-25

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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.

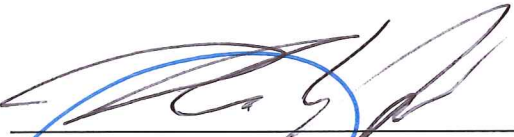

Rating:                      Excellent ☐ Above Standard ☒ Standard ☐ Below Standard ☐

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

Overall Score: 3.5      4 = Excellent  
                                 3 = Above Standard  
                                 2 = Standard  
                                 1 = Below Standard

Additional Comments of Mayor or Councilmember:

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

  
\_\_\_\_\_  
Mayor or Councilmember Signature  
  
  
\_\_\_\_\_  
City Attorney Signature

8/20/2025  
\_\_\_\_\_  
Date

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