

City Attorney Performance Evaluation

City Attorney

DECEMBER 6, 2016

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 Needed (2)** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standard (3)** The employee's work performance consistently meets the standards of the position.
- Exceeds Job Standard (4)** 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>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NE</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	_____

Comments:

NO NEED FOR INDIVIDUAL COMMENT. LOOKING FOR MORE  
COHESION BETWEEN CM, ACM, FINANCE DIR, EA + PLANNING  
DIR. ALL TO CONTINUE FORWARD PROGRESS ALL OF US  
 Performance Evaluation - City Attorney WANT!

2. Legal Research and Review

1    2    3    4    5    NE

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:

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3. Employee/Public Relations

1    2    3    4    5    NE

A. Works well with other employees.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    X    \_\_\_\_\_

B. Meeting and handling the public while recognizing ethical obligation to the City.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    X    \_\_\_\_\_

Comments:

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4. Communication

1    2    3    4    5    NE

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

Comments:

QUALITY "D" IS CONSISTENTLY DEMONSTRATED IN THIS CITY DEPT AMONG ALL EMPLOYEES WITH WHOM I RELATIVELY COMMUNICATE WITH!

7. Litigation/Administrative Proceedings

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NE</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:

COST IS ALWAYS FACTORED INTO LITIGIAL DECISIONS.

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 (Underline one):

Unsatisfactory    Improvement Needed    Meets Job Standards    Exceeds Job Standards    Outstanding

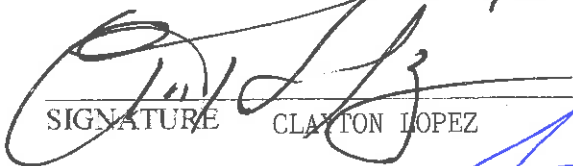
III. Future Goals and Objectives

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

SHAWN HAS BEEN CONSISTANT, PROGRESSIVE + DILLIGENT. I AM LOOKING FORWARD TO HAVING THE CONVERSATION WITH HIM, DISCUSSING HIS FUTURS PLANS FOR THE CITY, HIS DEPT. + HIMSELF. WE'VE COME A LONG WAY WITH HIM AS ATTORNEY FOR THE CITY!

COMMISSION MEMBER: Clayton Lopez

DATED: 12/6/2016

  
SIGNATURE    CLAYTON LOPEZ

CITY ATTORNEY: Shawn Smith  
SIGNATURE    SHAWN SMITH, CITY ATTORNEY

DATED: 12/6/16

Cheryl Smith  
SIGNATURE    CHERYL SMITH, CITY CLERK