City Attorney Performance Evaluation

December 3, 2021

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 Exceeds Job (4) Standard Outstanding (5)		The employee's work performance consistently meets the standards of the position. The employee's work performance is frequently or consistently above the level of a satisfactory employee. 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.	<u>Performan</u>	ce Evaluation and Achieveme	nts								
1.	City Commission	/ Boards Relationships	<u>NE</u>	_1_	2	3	_4_	_5_														
A.		gal advice to the City Commission, ions and City staff.		alan kanga dimakalan				X														
В.	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.			-	North-middle-side		-	_X															
D.	D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.		de Parrier Salar Salar				_X_															
E.		e necessary to the responsibilities d is readily available to	-	physical control	***************************************	\$\text{\$\pi_{\pi}\$}\$	_X_															
Co	mments:																					

2.	Legal Research and Review	<u>NE</u>	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
Со	omments:						
	-				-		
3.	Employee/Public Relations	NE	_1_	2	3	4	_5_
À.	Works well with other employees.		**************************************			_X_	
B.	B. Meeting and handling the public while recognizing ethical obligation to the City.				ganization designation of the contract of the	of the columns of the	_x_
Comments:							
							
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.				September September 1		_X
Comments:							

5.	Quantity/Quality	<u>NE</u>	1	2	_3_	4	_5_
A.	. Amount of work performed.						_X
B.	Completion of work on time.			-			X
C.	Accuracy.	***			*****	terdelande-desarraman.	_X_
D.	Thoroughness.	-			entermina grande	-	_X_
Со	omments:						
	7						
6.	Personal Traits	<u>NE</u>	1	2	_3_	4	_5_
A.	Initiative.	**************************************					_x_
B.	3. Judgement.					X_	
C.	C. Fairness and Impartiality.						_X
D.	Analytical Ability.						_X
Comments:							
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7.	Litigation/Administrative Proceedings	<u>NE</u>	_1_	2	_3_	4	_5_
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.			New data (Articular)	13			_X_
Comments:							
						-	

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:

Consistency across the Requirements of the position and over the years. Where we have disagreed ahs been minimal. But, always academic. I have yet to doubt his legal advice or direction. Where I have questioned it, has always been met with well thought out reason and detailed response that was easy to understand.

III. Future Goals and Objectives

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

I know that I have written this before in earlier evaluations. Future goals should come from a combined

I know that I have written this before in earlier evaluations. Future goals should come from a combined direction of the commission, in conjunction with the self-appointed goals of the City Attorney. Right now, I believe that we have a lot on the table for us to decipher, dissect and determine together. With those specific issues before us, I believe that the goals and objectives are pretty much set, except for those that Mr. Smith might have for himself personally, and his department. Those will be part of an in person discussion with this commissioner.

OMMISSIONER CLAYTON LOPEZ

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated