

City Attorney Performance Evaluation

February 5, 2020

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

1. City Commission/ Boards Relationships

	<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.	___	___	___	___	___	__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: Shawn consistently prepares to address matters for individual commissioners, the commission as a whole or City Boards. He also excels at times when he provides on the spot advice or recommendations during public meetings. His legal analysis is sound and he is proactive to always protect the best interest of the City of Key West. Shawn has a strong ability to manage his staff, effectively providing the support needed for all of our City's boards which often times requires significant research and time commitment. Shawn and his staff are always responsive to my requests or the requests of the commission as a whole for legal advice, and sometimes to assist questions from residents which is very much appreciated.

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: Shawn is excellent in identifying and researching legal issues. His proactive approach is regularly apparent and excellent. The work product is impressive in volume and quality.

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: I have observed Shawn work very well with other City employees. His support for staff and assisting to achieve their goals is also excellent. While always protecting the City's interest first, Shawn is always polite and professional with his interactions with the public.

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: Shawn is always responsive and timely in his communication with staff, myself and the city commission. His communications are well written.

5. Quantity/Quality

NE 1 2 3 4 5

Performance Evaluation - City Attorney

A. Amount of work performed.

___ ___ ___ ___ ___ X

B. Completion of work on time.

___ ___ ___ ___ ___ X

C. Accuracy.

___ ___ ___ ___ ___ X

D. Thoroughness.

___ ___ ___ ___ ___ X

Comments: The amount of work completed is extraordinary given the number of cases handled in house and the number of boards supported by Shawn and his team. The quality is consistently at a very high level.

6. Personal Traits

NE 1 2 3 4 5

A. Initiative.

___ ___ ___ ___ ___ X

B. Judgement.

___ ___ ___ ___ ___ X

C. Fairness and Impartiality.

___ ___ ___ ___ ___ X

D. Analytical Ability.

___ ___ ___ ___ ___ X

Comments: As stated above, Shawn is proactive in making recommendations and providing advice to protect the best interests of the City. His judgment is excellent as the City benefits from his years of experience and talent. He is fair and professional when providing advice.

7. Litigation/Administrative Proceedings

NE 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.

___ ___ ___ ___ ___ X

Comments: Shawn has provided a strong legal team in his office providing significant cost savings to the City of Key West and our taxpayers by handling matters in-house. He has effectively identified legal matters that his department can handle saving the fees that the City would otherwise need to pay to outside counsel.

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: _____

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: Keep up the excellent work!



COMMISSIONER SAMUEL KAUFMAN

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____