

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.	_____	_____	_____	_____	5	_____
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	_____	_____	_____	_____	5	_____
C. Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	5	_____
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	_____	_____	_____	_____	5	_____
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	_____	_____	_____	_____	5	_____

Comments:

*Knows when to step in to clarify erroneous thinking during Commission debates but we make a mistake*

2. Legal Research and Review

1   2   3   4   5   NE

A. Effectively identifies legal issues and performs research and investigations.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

*I realize that most <sup>law</sup> research information is on line today - but pocket parts on the books that we do have should be current pocket parts, most are not.*

3. Employee/Public Relations

1   2   3   4   5   NE

A. Works well with other employees.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

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

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

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

4. Communication

1   2   3   4   5   NE

A. Oral communication is clear, concise and articulate.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

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

5. Quantity/Quality

1   2   3   4   5   NE

A. Amount of work performed.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

B. Completion of work on time.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

C. Accuracy.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

D. Thoroughness.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

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6. Personal Traits

1   2   3   4   5   NE

A. Initiative.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

B. Judgement.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

C. Fairness and Impartiality.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   6   \_\_\_\_\_

D. Analytical Ability.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

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7. Litigation/Administrative Proceedings

1   2   3   4   5   NE

A. Provides timely and effective representation of the City's interest in litigation.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

B. Controls and monitors costs and performance of retained outside legal counsel.

\_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   5   \_\_\_\_\_

Comments:

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**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:

To have the City receive just compensation for  
the denial of use and access to our Truman  
Harbor riparian properties and  
To have the District Hospital Board assist the City  
in having quality hospital care at affordable prices offered  
at the Town Keys Medical Center.

COMMISSION MEMBER: RICHARD PAYNE

DATED: 11-29-16

Richard Payne  
SIGNATURE RICHARD PAYNE

CITY ATTORNEY: \_\_\_\_\_

DATED: 11/29/16

Shawn D. Smith  
SIGNATURE SHAWN D. SMITH

ATTEST:

Cheryl Smith  
SIGNATURE CHERYL SMITH, CITY CLERK