

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF KEY WEST, FLORIDA, APPROVING THE CITY
ATTORNEY PERFORMANCE EVALUATION; PROVIDING FOR
AN EFFECTIVE DATE**

WHEREAS, individual Commissioners have evaluated the City Attorney based upon the City Commission approved City Attorney Performance Evaluation form;

WHEREAS, the City Attorney works for the City Commission, and not individual Commissioners, so evaluations must be combined to effectuate proper review;

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the attached City Attorney Performance Evaluation of City Attorney Shawn D. Smith is hereby approved.

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2010.

Authenticated by the presiding officer and Clerk of the Commission on _____, 2010.

Filed with the Clerk _____, 2010.

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK

City Attorney Performance Evaluation

City Commission Approved Combined Review

City Attorney

May 18, 2010

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

Comments: _____

2. <u>Legal Research and Review</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively identifies legal issues and performs research and investigations.	---	---	---	---	---	---
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	---	---	---	---	---	---

Comments: _____

3. <u>Employee/Public Relations</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees.	---	---	---	---	---	---
B. Meeting and handling the public while recognizing ethical obligation to the City.	---	---	---	---	---	---

Comments: _____

4. <u>Communication</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Oral communication is clear, concise and articulate.	---	---	---	---	---	---
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	---	---	---	---	---	---

Comments: _____

5. Quantity/Quality

NE 1 2 3 4 5

- A. Amount of work performed. _____
- B. Completion of work on time. _____
- C. Accuracy. _____
- D. Thoroughness. _____

Comments: _____

6. Personal Traits

NE 1 2 3 4 5

- A. Initiative. _____
- B. Judgement. _____
- C. Fairness and Impartiality. _____
- D. Analytical Ability. _____

Comments: _____

7. Litigation/Administrative Proceedings

NE 1 2 3 4 5

- A. Provides timely and effective representation of the City's interest in litigation. _____
- B. Controls and monitors costs and performance of retained outside legal counsel. _____

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: _____

III. Future Goals and Objectives

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

MAYOR/COMMISSIONER

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____