

City Attorney Performance Evaluation

COMMISSIONER CLAYTON LOPEZ

October 16, 2012

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

<u>1. 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. Legal Research and Review

NE 1 2 3 4 5

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

___ ___ ___ ___ ___ ✓

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

___ ___ ___ ___ ___ ✓

Comments: SHAWN IDENTIFIES LEGAL ISSUES FAR IN ADVANCE OF A PROBLEM. MANY "ISSUES" SINCE I HAVE BEEN ON THIS COMMISSION HAVE BEEN AVERTED BECAUSE OF HIS DILIGENCE + INTUITION.

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: SOME INTERNAL + EXTERNAL CUSTOMERS DON'T LIKE TO HEAR AN "ASKED FOR" OPINION. SHAWN NEVER HESITATES TO GIVE HIS BEST ASSESSMENT ON ANY MATTER. THIS IS SOMETIMES PROBLEMATIC FOR SOME.

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: THOROUGH, EFFICIENT, EFFECTIVE. BECAUSE OF HIS TENACITY MANY PROBLEMS HAVE BEEN AVOIDED BECAUSE OF HIS TENACITY.

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	—	X
B. Completion of work on time.	—	—	—	—	X	—
C. Accuracy.	—	—	—	—	—	X
D. Thoroughness.	—	—	—	—	—	X

Comments: THE ONLY REASON FOR THE "1-LESS" ON COMPLETION IS NOT BECAUSE OF HIM, BUT BECAUSE OF HIS STAFF + HIS STAFF ARE THE BEST I'VE SEEN. BUT THEY ARE LABORING BEYOND REASONABLE EXPECTATIONS. I WOULD LIKE TO SEE A PERMANENT INTERN OR EX-TERM POSITION TO HANDLE LESSOR CASES.

6. Personal Traits

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

Comments: I FULLY RESPECT HIS (AND HIS STAFF'S) JUDGEMENT. HIS COMMISSIONER DEPENDS ON THEIR INITIATIVE. I CAN COUNT ON THEIR FAIRNESS IMPARTIALITY ABILITIES TO PUT THINGS IN PROPER PERSPECTIVE

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</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: A. TIMELY, ACCURATE + EFFECTIVE. B. EFFICIENT!

II. Summary Rating

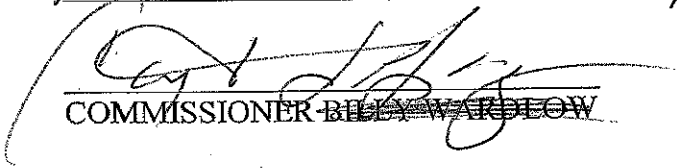
Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: SHAWN'S IS THE MOST CONSISTENT EVALUATION THAT I AM PRIVILEGED TO PROVIDE SINCE BECOMING A CITY COMMISSIONER. HIS WORK PRODUCT IS EQUALLY CONSISTENT LEADING TO THAT END RESULT!

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: TO HELP THIS COMMISSIONER COME UP WITH AN EFFICIENT AND EFFECTIVE WAY TO PROVIDE A LOW COST LEGAL REPRESENTATION IN CASES THAT MAY NOT REQUIRE ATTORNEY STATUS. I BELIEVE THAT IF WE CAN DO THAT, WE WOULD INCREASE THIS DEPT'S PRODUCTIVITY FAR BEYOND WILDEST EXPECTATIONS!


COMMISSIONER ~~BILLY WARDLOW~~

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated 10/17/12