

Combined City Attorney Performance Evaluation

December 2, 2014

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: "C" was exceeds instead of outstanding, because shawn will usually accept direction in a positive manner, except when he knows that it is not in the City's best legal interest. He will make that opinion know in advance if indeed there is an issue.
 So, the "exceeds" here is actually a technical term used in the most literal sense...

| 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: This past year has been especially challenging for the CA's office. Shawn stepped up when necessary to do the job that he had to do during a particularly difficult time.
There is historical record of a particular situation in which Shawn could not work... 'nuff said.

| 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. <u>Quantity/Quality</u> | <u>NE</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|--------------------------------|-----------|----------|----------|----------|----------|----------|
| A. Amount of work performed. | --- | --- | --- | --- | --- | ✓ |
| B. Completion of work on time. | --- | --- | --- | --- | ✓ | --- |
| C. Accuracy. | --- | --- | --- | --- | --- | ✓ |
| D. Thoroughness. | --- | --- | --- | --- | --- | ✓ |

Comments: _____

| 6. <u>Personal Traits</u> | <u>NE</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|-------------------------------|-----------|----------|----------|----------|----------|----------|
| A. Initiative. | --- | --- | --- | --- | --- | ✓ |
| B. Judgement. | --- | --- | --- | --- | --- | ✓ |
| C. Fairness and Impartiality. | --- | --- | --- | --- | --- | ✓ |
| D. Analytical Ability. | --- | --- | --- | --- | --- | ✓ |

Comments: I have all the confidence in the world in Mr. Smith as our C. A., His integrity and tenacity for accuracy is certainly needed in our city!

| 7. <u>Litigation/Administrative Proceedings</u> | <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. | --- | --- | --- | --- | --- | ✓ |
| B. Controls and monitors costs and performance of retained outside legal counsel. | --- | --- | --- | --- | --- | ✓ |

Comments: _____

Until Shawn, we had no way to measure costs of litigation. I sincerely believe that the City's legal department is more efficient than ever! Thanks to Shawn and the staff he has assembled in that office!

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: Once again, I can think of no other rating to give Shawn other than outstanding!

III. Future Goals and Objectives

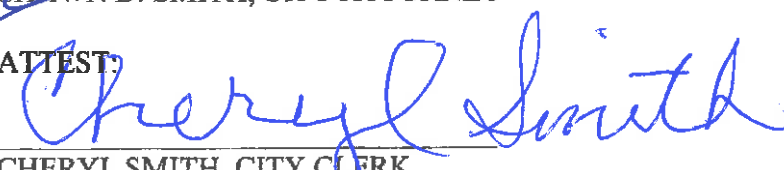
Specific goals and objectives to be achieved in the next evaluation period: _____

To continue on the current path!


LAYTON L. LOPEZ, Commissioner
DISTRICT VI


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:


CHERYL SMITH, CITY CLERK

Dated 12/02/2014