

City Attorney Performance Evaluation

November 1, 2022

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.	___	___	___	___	___	__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:

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:

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:

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

Comments: _____

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

Comments: _____

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

Comments: _____

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.	___	___	___	___	___	<u> X </u>
B. Controls and monitors costs and performance of retained outside legal counsel.	___	___	___	___	___	<u> X </u>

Comments: _____

II. Summary Rating

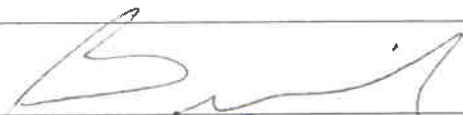
Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

- Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

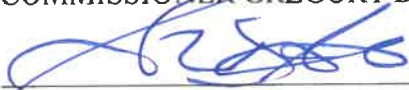
Comments: My performance evaluations of the three positions that the Commission evaluates (City Manager, City Attorney, and City Clerk) are all scored the same with the employee scored at a (5) in all evaluated areas. Any and all issues I have with the employee that need improvement are discussed one-on-one with the employee.

III. Future Goals and Objectives

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



COMMISSIONER GREGORY DAVILA



SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____