

# City Attorney Performance Evaluation

September 20, 2011

## 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.	___	___	___	___	___	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: AS HAS BEEN THE CASE SINCE SHAWN BECAME C/A, HE HAS DEMONSTRATED A COMMITMENT TO THE CITY AND HIS CHARGE BEYOND ALL EXPECTATIONS!

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

Comments: AGAIN, SHAWN IS THOROUGH BEYOND EXPECTATIONS AND PUTS IN THE TIME + EFFORT THAT CONTINUALLY DEMANDS AN "A+" EVALUATION!

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

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

Comments: WILLING TO "BREAK-DOWN<sup>3</sup> LEGALISE" WHEN NECESSARY. WHEN REDUCED TO WRITING, ALL FORMS OF COMMUNICATION ARE EASILY EXPLAINED FOR CONTENT AND INTENT.

5. Quantity/Quality

NE    1    2    3    4    5

A. Amount of work performed.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

B. Completion of work on time.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    X    \_\_\_

C. Accuracy.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

D. Thoroughness.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

Comments: IF THE CITY'S BUDGET COULD HANDLE IT, THIS DEPT  
UNDER SHAWW'S LEADERSHIP IS ONE THAT I WOULD NOT  
HESITATE TO APPROVE BOTH INCREASES FOR EXISTING STAFF AND  
AT LEAST ANOTHER STAFF POSITION. IN HOUSE LITIGATION +  
REPRESENTATION HAS INCREASED IMMENSELY. THIS NATURALLY INCREASES THE  
WORKLOAD. THIS TEAM HAS BEEN UP TO THE TASK!

6. Personal Traits

NE    1    2    3    4    5

A. Initiative.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

B. Judgement.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

C. Fairness and Impartiality.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

D. Analytical Ability.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    X

Comments: SHAWW'S MIND IS ALWAYS WORKING. THIS COMMISSIONER  
TRUSTS HIS OPINION IMPLICITLY. A BIG REASON FOR THIS IS  
HIS SELF MOTIVATION, ORGANIZATION + DRIVE!

7. Litigation/Administrative Proceedings

NE    1    2    3    4    5

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.

\_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_    XX

Comments: SHAWW CAME INTO THIS POSITION WITH INCREASED PERFORMANCE + REDUCED  
COST IN MIND. HE HAS DONE SO FROM THE BEGINNING. THIS REDUCED THE  
NEED FOR FULLTIME OUTSIDE COUNSEL IMMENSELY!

SHAWN'S INITIATIVES TO REDUCE COSTS INCLUDE EXTERNSHIP RESEARCH POSITIONS AND OTHER FORWARD-OUT OF THE BOX THINKING THAT THE CITY HAS BENEFITED FROM!

## 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: AGAIN, THIS YEAR, MY BIGGEST PROBLEM WITH THIS BVAL IS TO PRODUCE ANYTHING NEGATIVE. FOR THAT I WOULD HAVE TO ASK OUR CITY ATTORNEY TO TAKE AS MUCH CARE OF HIMSELF AS HE DOES THE CITY. BEYOND THAT, DON'T BUG ME ABOUT TURNING IN THIS BVAL (LOL)!

## III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: THERE ARE TOO MANY SPECIFICS TO LIST HERE... SUFFICE IT TO SAY THAT THE COMING YEAR WILL SEE OUR CITY ATTY BEING BUSY WITH ALL OF THE ISSUES CURRENTLY FACING THE CITY. I WELCOME THEM NOT AS CHALLENGES BUT AS OPPORTUNITIES WITH SHAWN IN HIS CURRENT POSITION!

  
COMMISSIONER CLAYTON LOPEZ

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated \_\_\_\_\_