

## City Attorney Performance Evaluation

Evaluated by Commissioner MARY LOU HOOVER

City Attorney

Date: 12/7/21

**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**

<b>1. <u>City Commission/ Boards Relationships</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>NE</u></b>
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: I have a great working relationship with Shawn. He works with boards on an as needed basis especially when individual rights are in play.

**2. Legal Research and Review**

1    2    3    4    5    NE

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 works with our management staff on the legal issues relating to their work.

**3. Employee/Public Relations**

1    2    3    4    5    NE

A. Works well with other employees.

—    —    —    ✓    —    —

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

—    —    —    —    ✓    —

Comments: I have watched Shawn work well staff and I've seen his relationships with certain city staff improve over time. When dealing with the public, he always is cognizant of his obligation to protect the Commission and our City from any legal exposure.

**4. Communication**

1    2    3    4    5    NE

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: Always clear and to the point.

**5. Quantity/Quality**

1   2   3   4   5   NE

A. Amount of work performed.

—   —   —   —   ✓   —

B. Completion of work on time.

—   —   —   ✓   —   —

C. Accuracy.

—   —   —   —   ✓   —

D. Thoroughness.

—   —   —   —   ✓   —

Comments:

*The majority of the time I've worked with Shawn he has completed work on time after a thorough review of the issue. The only real exception was after one of our assist. city attorneys left and duties & responsibilities were reassigned and things ran smoothly thereafter. He has saved the city a lot of money by bringing the work in house.*

**6. Personal Traits**

1   2   3   4   5   NE

A. Initiative.

—   —   —   —   ✓   —

B. Judgement.

—   —   —   —   ✓   —

C. Fairness and Impartiality.

—   —   —   —   ✓   —

D. Analytical Ability.

—   —   —   —   ✓ *outstanding!*

Comments:

*He has always given me a clear understanding of the facts of an issue which has allowed me to make decisions on the issues in front of the commission.*

**7. Litigation/Administrative Proceedings**

1   2   3   4   5   NE

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:

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**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:

Unsatisfactory \_\_\_\_ Improvement Needed \_\_\_\_ Meets Job Standards \_\_\_\_ Exceeds Job Standards \_\_\_\_ **Outstanding** \_\_\_\_

Comments: *In final thoughts, Shawn's work continues to meet my expectations. He may not always tell me what I want to hear, but he does tell me what I need to hear. That gives me confidence in my decisions on the dais.*

**III. Future Goals and Objectives**

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

- 1) Write ordinances can hold up under challenges from businesses and the legislature.*
- 2) Help the Commission reach successful outcomes in any legal proceedings regarding the cruise ship issues including mediation and court proceedings*

Commissioner MARY LOU HOOVER

Dated 12/7/21

*Mary Lou Hoover*  
Signature

City Attorney \_\_\_\_\_

Dated \_\_\_\_\_

Signature