

City Attorney Performance Evaluation

January 2020

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.	—	—	—	—	—	✓
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:

Shawn and I have developed a great working relationship. He has helped me with the understanding of some complex legal issues. Anytime I've asked him for information, he has made himself available in a timely fashion, even while on vacation.

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:

As our City Attorney, Shawn has reduced costs for outside counsel by doing more in house. This has helped in reaching settlements which are favorable to the City.

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

— — — — — ✓

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

— — — — — ✓

Comments:

Since Shawn's job is to represent the Commissioners and Mayor, he puts us first when giving legal advice on issues. When asked he has sat in on meetings with me and my constituents.

4. Communication

NE 1 2 3 4 5

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:

Whenever I am dealing with a complaint or issue from a constituent, before responding on anything with potential legal consequences I always get his input and I get a timely response.

5. Quantity/Quality

NE 1 2 3 4 5

A. Amount of work performed.

— — — — — ✓

B. Completion of work on time.

— — — — — ✓

C. Accuracy.

— — — — — ✓

D. Thoroughness.

— — — — — ✓

Comments: *The most recent example of his accurate and thorough analysis was demonstrated during the first round on the case for ROGOS. He put us in the best position to move our case forward.*

6. Personal Traits

NE 1 2 3 4 5

A. Initiative.

— — — — — ✓

B. Judgement.

— — — — — ✓

C. Fairness and Impartiality.

— — — — — ✓

D. Analytical Ability.

— — — — — ✓

Comments: *I trust that the information he is giving me is a fair and impartial position, even if it is not exactly what I was hoping to hear.*

7. Litigation/Administrative Proceedings

NE 1 2 3 4 5

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: *Answer to #2 also applies here.*

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 fulfills his duties under each
category with skill and understanding of the laws
and ordinances of our city. I look forward to another
successful year.

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: Continue the good work &

- 1) work on legislation to protect our trees
- 2) assist the commission with affordable housings changes
as needed
- 3) write an effective change to ordinances to cover
all forms of transportation including e-bikes, e-scooters
e-cars, last mile, pedal wagons etc.

Mary Lou Hoover
COMMISSIONER MARY LOU HOOVER

Shawn D. Smith
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

Cheryl Smith
CHERYL SMITH, CITY CLERK

Dated 1/29/20