

City Attorney Performance Evaluation

February 5, 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.	___	___	___	___	___	<u>X</u>
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	___	___	___	___	___	<u>X</u>
C. Accepts direction/instructions in a positive manner.	___	___	___	___	___	<u>X</u>
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	___	___	___	___	___	<u>X</u>
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	___	___	___	___	___	<u>X</u>

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:

4. **Communication**

NE **1** **2** **3** **4** **5**

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:

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</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:

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</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. Litigation/Administrative Proceedings

	<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: Mr. Smith is thorough, concise and helpful. I don't recall a time since the last evaluation that his response to a request was not "yes" or "we can look into it" if the request was doable at all! That is in direct line with MY personal goals as Commissioner. He interprets and explains clearly in a manner that is easily understood. He has continuously demonstrated his ethical obligation to the City and has vocally maintained that as well. As far as the workload, our legal department has taken on a vast amount of work on behalf of the residents, saving them untold dollars in litigation. On that note, much revenue has been derived by diligent and timely attention to legal notices and reports.

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: First... would be to stay on the current path. Next, asking that Shawn and his staff be circumspect in addressing pitfalls to our affordable housing goals moving forward. I look forward to continued working with Shawn in the next and perhaps final four years on the dais.



COMMISSIONER CLAYTON LOPEZ

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____