



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY ATTORNEY – Fiscal Year 2021

RATING: Use the following to determine the employee’s performance in each of the performance areas and overall performance.

Rarely Meets Expectations | Occasionally Meets Expectations | Regularly Meets Expectations | Occasionally Exceeds Expectations | Regularly Exceeds Expectations

Overall Performance Rating and Summary

Occasionally Exceeds Expectations

Council comments: Mr. Marek’s legal knowledge and commitment to acting in the best interest of the City of Greeley continued to be a strength throughout 2021. He is viewed by peers, direct reports, Council and the community as a skilled legal practitioner and intelligent thought partner. He constructs sound legal arguments and is adept at communicating complex legal issues in a clear, relatable manner. Mr. Marek is a respected leader at city and state levels, and is a trusted legal partner to the City of Greeley and the City Council. Of particular note is the agility Mr. Marek displayed throughout 2021 in adjusting to rapidly changing conditions surrounding city leadership and the pandemic.

Fiscal Year 2021 Performance Highlights – Note areas of excellence, areas for improvement, and goals (achieved or not achieved and any obstacles that influenced non-achievement).

Council comments: Council appreciates Mr. Marek’s flexibility in taking on new roles and responsibilities in order to meet or exceed community and organizational needs. Strategic hires and continuing success attracting strong legal talent to the CAO has enabled the legal team to provide effective and collaborative service.

Fiscal Year 2022 Performance Goals – highlight individual goals for the City Attorney’s performance that are of particular importance for the coming year.

Continue to utilize executive coaching in support of individual and team development.

Leverage opportunities to communicate frequently with the City Council.

Maintain sense of urgency and proactively manage expectations surrounding work product deliverables.

Maintain enhanced cadence of staff check-ins implemented in 2021 and encourage staff to leverage opportunities for professional development.

EMPLOYEE NAME & TITLE:

DATE:



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Performance Focus Areas: Throughout the areas identified below, evaluate the employee’s general performance in the specific area and the extent to which the employee demonstrated (or struggled to demonstrate) the City’s Core Values as noted.

Job Knowledge/ Skills (<i>Applied Wisdom</i>) Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen;	Rating: Occasionally Exceeds Expectations
	Comments: Displays excellent job knowledge and skill level. Is well prepared and utilizes solid research to support his arguments.
Interpersonal Relations (<i>Principled Relationships</i>) Composure; Compassion; Savvy (interpersonal and political); Conflict Management;	Rating: Occasionally Exceeds Expectations
	Comments: Interacts with employees, City Council, members of the Weld County Bar, the courts, and other stakeholders in a cordial, professional manner. Maintains composure and possesses excellent conflict management skills. Is a calming influence in heated situations and fosters principled professional relationships. Could be more proactive in communicating with Council members.
Customer Service (<i>Integrity</i>) Effective service delivery; fostering diversity; compliance with and support of policies and programs; communication skills; integrity and trust; ethics and values;	Rating: Regularly Meets Expectations
	Comments: Displays the highest levels of integrity and ethical behavior. Responds well to customer questions and provides on-point answers with appropriate levels of detail. Guided his team to deliver effective customer service. Work quality is consistently outstanding.
Accountability Resource allocation; performance measure/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action Oriented	Rating: Occasionally Exceeds Expectations
	Comments: Allocates resources well and has good measurement tools in place. Navigated leadership transitions with confidence over the past year. Is self-aware and owns his professional strengths and growth opportunities. Makes sound decisions for the City of Greeley and is a great leader in the City Attorney’s office.
Management and Supervision (<i>Stewardship</i>) Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others;	Rating: Occasionally Exceeds Expectations
	Comments: Managed his staff and City legal matters well during a time of great change in our City. Continue to optimize opportunities to build teams and guide staff.

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Leadership Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage;	Rating: Occasionally Exceeds Expectations Comments: Strong leadership skills in Greeley and at the state level are very apparent. Leads with vision and purpose. Continue to implement department vision in 2022.
Excellence Intellectual and action oriented horsepower; Creativity; Drive for Results	Rating: Occasionally Exceeds Expectations Comments: Is fair, balanced and calm. These traits have been very powerful in a period of rapid change and serve him well in guiding the CAO to achieve strong results.
Research & Legal Counsel <ul style="list-style-type: none">▪ Provides accurate, concise and timely counsel to City Councilors, Boards and Commissions.▪ Protects the City’s interests from a legal standpoint; maintains confidentiality.▪ Provides all Councilors with the same information within the same time frame.▪ Exhibits a high degree of legal expertise.▪ Initiates legal action on behalf of and defends the City in any legal action initiated against it.▪ Provides accurate, concise and timely council to all City directors, supervisors and other appropriate staff.▪ Identifies any legal concerns with the City’s personnel and department policies.	Rating: Occasionally Exceeds Expectations Comments: Mr. Marek is an excellent attorney who provides accurate, concise counsel to City Councilors, Boards and Commissions, directors, supervisors and other appropriate staff. He exhibits a high degree of legal expertise and acts in the best interest of the City at all times.

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OTHER COMMENTS: (Employee from performance meeting or self-evaluation; or Supervisor from performance meeting)

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	SIGNATURE	DATE
<i>Employee</i>		
<i>Reviewer</i>		

EMPLOYEE NAME & TITLE:

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DATE:

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