

Greeley City Council – Annual Performance Review
Douglas Marek, City Attorney – February 18, 2020

Overall Performance Rating and Summary: Occasionally Exceeds Expectations

Council Comments: Overall reliable and can expect answers to questions in a timely fashion; appears there is work that needs to be done in terms of management in the office.

Fiscal Year 2019 Performance Highlights:

Council Comments: Understanding of municipal law is a strength; identified need to work better with staff for oversight and guidance; state-level boards are indicative of Doug's state-wide excellent reputation; Kudo's from CML for performance with Amicus Briefs; provides excellent counsel and explanations are easy to follow; proactive rather than reactive.

Fiscal Year 2019 Performance Goals:

Council Comments: Formalize substantive legal advice and opinions; use a management and staff coaching consultant; have more frequent and direct contact with staff in terms of development, leadership, training, and team building.

Performance Focus Area

Job Knowledge/ Skills (Applied Wisdom) - Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen
Rating: Regularly Exceeds Expectations Council Comments: Provides answers on a timely basis; job knowledge and skill set are very strong. His Board appointment epitomizes his stellar reputation state-wide. Much tenured, exceptional attorney.
Interpersonal Relations (Principled Relationships) - Composure; Compassion Savvy (interpersonal and political); Conflict Management
Rating: Occasionally Exceeds Expectations Council Comments: Professional – clearly values principled relationships and is professional in all regards.
Customer Service (Integrity) - Effective service delivery; fostering diversity; compliance with and support of policies and programs; communications skills; integrity and trust; ethics and values
Rating: Occasionally Exceeds Expectation Council Comments: Always structures for excellence; customer service is superior; concerns regarding attorney staffing.
Accountability - Resource allocations; performance measures/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action oriented
Rating: Regularly Exceeds Expectations Comments: Very reliable; keeps Council informed as appropriate and provides litigation reports that are well done; runs the office with professionalism.
Management and Supervision (Stewardship) - Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others
Rating: Occasionally Exceeds Expectations Council Comments: Build a more coachable team; developed a management system that maximizes efficiency of employees and has a maneuverable span of control.

Leadership - Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage
Rating: Occasionally Exceeds Expectations Council Comments: Coaching; leads by example; can perform in each position in his office - a trait of excellent leadership.
Excellence - Intellectual and action oriented horsepower; Creativity; Drive for Results
Rating: Occasionally Exceeds Expectations Council Comments: Dependable; provides his high quality leadership in the most cost-effective manner.
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 personal and department policies.
Rating: Occasionally Exceeds Expectations Council Comments: Provides accurate and timely information; developed an internal case management system that is all-inclusive. In spite of an increased need for research city-wide, he and his staff have stayed caught up; utilize coaching both for staff but also individually.

Other Council Comments: Doug Marek is, and had been, an excellent City Attorney. He manages a fairly large office in a strategic and organized fashion. We are lucky to have Doug on our team! Brings strong leadership and ethics to the organization and his department.