

**City Attorney Performance Evaluation Form
for the time period between July 2018 to July 2019**

This form is to be used by each **City Council** member in their annual evaluation of the City Attorney, Jack Bajorek.

After all of the Individual Meetings with Council Members and the City Attorney have occurred and all City Council Evaluation Forms are completed, Council will meet and discuss all of the Evaluation Forms completed by Council, Department Directors, and City Attorney's Office staff. This will occur at the City Attorney's Performance Evaluation Meeting. The Administrative Services Director, Karen Borkowski Surine, shall be responsible for maintaining the custody, confidentiality, and anonymity of the evaluation forms completed by Division Directors and City Attorney's Office staff.

The goals of the City Attorney's Performance Evaluation Meeting are as follows:

- 1) Determine an overall rating for each category listed on the Evaluation Form and identify comments from the Department Director and City Attorney's Office Evaluation Forms to be shared by Council with the City Attorney and prepare to share same with the City Attorney; and
- 2) Determine the goals and objectives for the City Attorney and the City Attorney's Office for the next evaluation period and prepare to share same with the City Attorney.

With an employee's consent, City Council may discuss a City employee's performance evaluation in executive session. *See* C.R.S. § 24-6-402(4)(f).

The final overall ratings and the final goal and objectives for the City Attorney and the City Attorney's Office for the next evaluation period will be conveyed in writing to the City Attorney by the Mayor and the Mayor Pro Tem. It is important that the Council "speak in one voice" so that the City Attorney will have clear direction.

In each of the following rating categories, bullet points have been provided to assist you with your evaluation. You need not address each point separately. Please rate Mr. Bajorek using the following scale and place the appropriate number on the "Rating" line in each category. In completing this form, you may emphasize one or more categories in this evaluation by using one, two or three stars. (★)

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 – Unacceptable

City Council, Boards/Commission, Staff Relationships Rating _____ Emphasis _____

Provides sound legal advice to the City Council, Boards/Commissions and City staff
Reporting to City Council, Boards/Commission and City staff is timely, concise, clear, thorough, and understandable

Accepts direction/instructions in a positive manner

Keeps City Council, Boards/Commissions and City staff informed of current legal trends and new developments in case law and legislation

Respectfully listens to the opinions and concerns of Council, Boards/Commissions and City staff

General Comments or Examples: _____

Communication Rating _____ Emphasis _____

Written communication is understandable, succinct and appropriate for the audience and intended purpose

Verbal communication is open, responsive, courteous and protective of the City's legal position

Effectively informs and educates citizens and constituents affected by issues being addressed by City Council

Effectively communicates Council policy to the Council, media, public and City staff

General Comments or Examples: _____

Work Product

Rating _____ Emphasis _____

- Prepares ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by Council, City Manager and staff
- Accurately identifies and addresses al legal issues within documents and items reviewed
- Displays a positive attitude in responding to requests
- Standard forms are developed and used where possible to minimize cost of preparation of legal Documents
- Demonstrates effectiveness in settlement offers and negotiations

General Comments or Examples: _____

Responsiveness/Timeliness of Actions

Rating _____ Emphasis _____

- Requested legal work and assignments completed in a timely manner within established timeframes
- Is accessible when needed to respond to request for legal information or assistance
- Legal reviews and requests are for information are completed in time to avoid delay to City projects, programs and other tasks
- Accurately interprets and clarifies Council and City Manager direction
- Effectively follows up on requests that are made
- Takes initiative to do what is necessary to get the job done

General Comments or Examples: _____

Overall Performance of City Attorney's Office

Rating _____ Emphasis _____

- Fosters cooperation and coordination between the City Attorney's office and other City departments
- Organizational structure and environment maximize the effective provision of legal services
- Achieves desired legal outcomes
- Makes a serious effort to contain legal costs
- City Attorney's office staff demonstrates consistently high-quality performance

General Comments or Examples: _____

Rating Summary

Categories	Rating
Relationships	
Communication	
Work Product	
Responsiveness	
City Attorney's Office	

Significant Accomplishments: _____

Areas Needing Improvement: _____
