

PERFORMANCE INDICATORS MATRIX RATING
CITY ATTORNEY
COMMERCE CITY
(WORKING PAPER –DRAFT)

PERFORMANCE FACTOR	Notes and Examples
<p>I. Interaction with City Council: Clear and complete communication and sharing of opinions (oral and written). Provides independent professional, candid, and tactful input appropriate for an attorney representing a government organization. Comments on policy issues appropriately.</p>	
<p>II. General Administration: Budget preparation, management of operations and personnel is effective. Effective development and implementation of plans to support policy and projects. Works effectively with City Manager and Municipal Judge. Conforms legal representation to objectives as determined by the city acting through its authorized agents. Promotes the professional development of city attorney personnel. Appropriately and effectively uses city attorney personnel and outside counsel.</p>	

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III. Legal/Judicial Administration: Effectively oversees the municipal prosecutor, represents the city in administrative proceedings, and assists the City Manager and departments in the enforcement of adopted ordinances. Professionally interacts with members of the public.	
IV. Legislative Counsel: Assists in the development of proposed legislation. Ordinances and resolutions are prepared clearly, thoroughly, consistently, and in a timely fashion. Advises Council of Federal, State, or local laws, and important judicial decisions affecting ordinances.	
V. Litigation: Works with City Manager, Risk Manager, and departments to process claims to avoid unnecessary litigation. Provides advice of new lawsuits, and makes timely and appropriate legal recommendations. Provides timely communication of litigation and claim reports (quarterly and as needed). Uses outside counsel as ethically required.	
VI. Professional/Personal Development: Complies with all continuing legal	

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education requirements. Attends important professional meetings and proactively seeks professional development opportunities. Effectively uses vacation time.	
VII. Actions That Have Demonstrated Leadership to the City of Commerce City's Vision/Mission/Values:	

NOTES:
