

**A RESOLUTION APPROVING 2026 PERFORMANCE STANDARDS AND
APPROVING A SALARY INCREASE FOR CITY ATTORNEY LEE ZARZECKI**

NO. 2025-179

WHEREAS, the City Council adopted Resolution 2024-003 appointing Lee Zarzecki to the position of City Attorney, effective February 15, 2024, and memorialized said employment by the Employment Agreement (the "Agreement");

WHEREAS, the City Council completed the City Attorney's 2025 performance evaluation and agrees to approve an increase in his annual base salary in the amount of \$18,000.00, for a new total annual base salary of \$271,000.00; and

WHEREAS, the City Council and the City Attorney have come to agreement on the City Attorney's 2026 performance standards, which are attached hereto and labeled as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO, AS FOLLOWS:

SECTION 1. Findings. The recitals to this resolution are incorporated as findings of the City Council. This resolution is found to be necessary for the preservation of the public health, safety, and welfare and in the public interest.

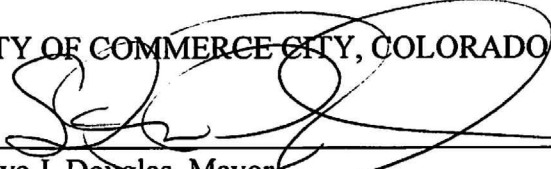
SECTION 2. Salary Increase. City Council hereby approves an increase in the City Attorney's annual base salary in the amount of \$18,000.00, for a total new annual base salary of \$271,000.00, which shall be effective December 1, 2025.

SECTION 3. 2026 Performance Standards. The City Attorney's performance standards for the 2025 evaluation period are hereby agreed upon and attached as Exhibit A.

1
RESOLVED AND PASSED THIS 1ST DAY OF DECEMBER 2025.



CITY OF COMMERCE CITY, COLORADO



Steve J. Douglas, Mayor

ATTEST



Kim Garland, Acting City Clerk

EXHIBIT A: CITY ATTORNEY PERFORMANCE STANDARDS

LEADERSHIP & VISION – OUTCOME 1

Description:

- Leads by example and models behavior rooted in ethics and integrity.
- Establishes a results-oriented vision and strategy for the City Attorney's Office that:
 - supports the overall goals of the organization;
 - increases productiveness in areas needing the most improvement; and
 - identifies, evaluates and implements measurement systems for current and future projects.
- Develops a high-performance team by establishing a spirit of cooperation and cohesion for achieving goals.
- Demonstrates agility and adaptability by quickly identifying solutions to potential political issues or internal/external forces that may influence or alter the organization's goals.
- Collaborates with the City Council and City Manager to achieve City Council priorities by:
 - promoting and modeling team collaboration and removing barriers to productivity that may impede effective teaming with other City departments in achieving such priorities;
 - empowering City Attorney's Office staff to make and own strategic decisions that align with achieving City Council priorities; and
 - knowing when to intervene and when to hold someone accountable who fails to effectively team with other City departments in achieving City Council goals and priorities.
- Promotes and models excellent client service (internally and externally) by:
 - expressing disagreement constructively (e.g. by emphasizing points of agreement, suggesting alternatives that may be acceptable to the team);
 - interacting professionally with clients and colleagues at all times; and
 - promptly responding to requests with accuracy and a courteous demeanor.
- Demonstrates openness to new organizational structures, procedures and technology.
- Seeks formal and informal professional development opportunities for self.

Measurement: Council Feedback, Team Feedback, Department Feedback, Reports.

Rating:

Weight: 25%

Examples and Comments:

TALENT MANAGEMENT – OUTCOME 2

Description:

- Engages employees in achieving the City Attorney Office's Mission Statement.
- Establishes high-quality relationships with employees and invests in each of them.
- Provides regular and meaningful feedback to employees by:
 - instituting regular check-ins with direct reports;
 - creating a process for regular feedback, coaching and career development for CAO staff members to maximize their probability of success and retention; and
 - creating greater transparency around selections for assignments and awards.
- Understands individual strengths and abilities and effectively places the right people in the right roles while maximizing each employee's utilization and performance by distributing work assignments equitably.
- Effectively identifies and resolves team and/or individual performance-related issues or conflicts, including removing barriers that disproportionately impact any employee's potential performance.
- Actively listens to employees, effectively understands, identifies and analyzes what one is hearing in order to decide how to best respond.
- Clearly communicates with employees by:
 - overcoming physical, psychological, and semantic barriers in interactions with others;
 - keeping on target and avoiding digressions;
 - using persuasion effectively; and
 - maintaining a climate of mutual benefit and trust.

Measurement: City Council Feedback, Team Feedback, Department Feedback, Reports.

Rating:

Weight: 20%

Examples and Comments:

LEGAL COMPETENCE – OUTCOME 3

Description:

- Demonstrates general knowledge of a wide variety of municipal law areas.
- Produces concise, cogent and coherent written work product in final form to City Council, City Manager and City departments.
- Handles special projects as assigned by the City Council.
- Transactional Assignments:
 - High level understanding of the City Charter, Commerce City Revised Municipal Code, City Policies, City contract provisions and the City's procurement process; and
 - Effectively negotiates contracts, considers risks, and creatively drafts provisions to meet the needs of the City.
- Litigation Assignments:
 - Able to strategize and direct the course of litigation in a cost effective manner;
 - Advises the City regarding settlement options;
 - Timely analyzes case strengths and weaknesses;
 - Meets all internal and external deadlines;
 - Produces well-reasoned, well-written, comprehensive and persuasive pleadings;
 - Continually updates client on case, including the impact of new information and case tactics;
 - Thoroughly prepares witnesses for depositions, hearings and trials; and
 - Oversees and advises outside counsel that may be hired for litigation.

Measurement: City Council Feedback, Team Feedback, Department Feedback, Reports.

Rating:

Weight: 25%

Examples and Comments:

OPERATIONAL & ADMINISTRATIVE COMPETENCE – OUTCOME 4

Description:

- Oversees and timely communicates/responds to the City Attorney's Office's business operations matters with the City, including:
 - reviewing and timely submitting the CAO's operational invoices;
 - reviewing and timely submitting the CAO's legal bills, including:
 - Requiring working attorneys to actively manage bills with outside legal counsel
 - Requiring outside legal counsel to submit legal invoices on a regular basis and in accordance with the periods specified in their legal contract
- Manages training opportunities across the CAO in accordance with the CAO's training budget:
 - Identifies, approves and manages CLE's (internal and external), training and professional development opportunities; and
 - Approves and manages travel.
- Works with the City leadership to identify solutions when processes break down between the CAO and client departments.

Measurement: City Council Feedback, Team Feedback, Department Feedback, Reports.

Rating:

Weight: 20%

Examples and Comments:

INVESTMENT IN ORGANIZATION – OUTCOME 5

Description:

- Actively participates in and promotes City Council priorities;
- Brings forth solutions to problems that impact the entire organization; and
- Helps lead the effort to implement such solutions.

Measurement: City Council Feedback, Team Feedback, Department Feedback, Reports.

Rating:

Weight: 10%

Examples and Comments: