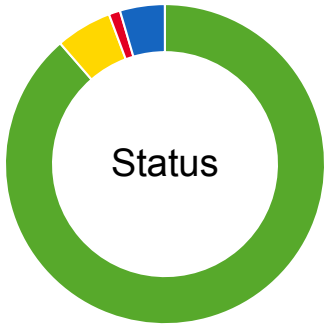




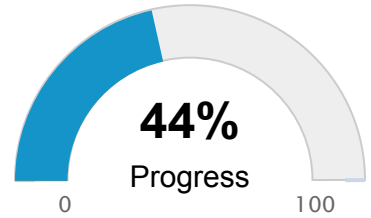
2021 Q2 Work Plan Update

5 Goal	22 Objective
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Overall Summary




	%
● On Track	88.64
● Some Disruption	5.68
● Major Disruption	1.14
● Completed	4.55




Report Legend

 No Update

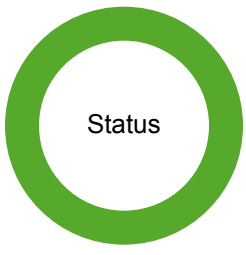
 Overdue

 Priority

Plan Summary

Goal 1  **Progress 38%**


Owner: Annette Peters



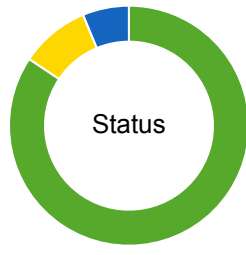
Status	%	#
On Track	100.0	18

Objective: 4 Strategy: 18

Promote a balanced and thriving city economy

Goal 2  **Progress 54%**


Owner: Annette Peters



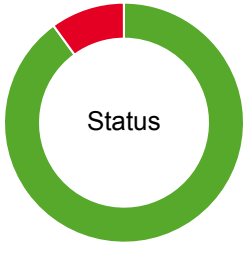
Status	%	#
On Track	84.38	27
Some Disruption	9.38	3
Completed	6.25	2

Objective: 5 Strategy: 32

Promote efficient and effective city government to improve levels of service

Goal 3  **Progress 21%**


Owner: Annette Peters



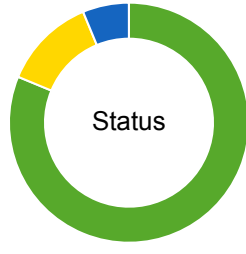
Status	%	#
On Track	90.0	9
Major Disruption	10.0	1

Objective: 4 Strategy: 10

Develop and maintain the public infrastructure to improve community appearance and encourage continued development

Goal 4  **Progress 42%**


Owner: Annette Peters



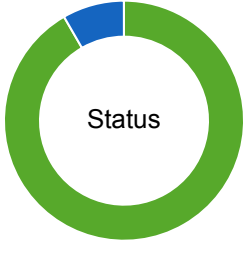
Status	%	#
On Track	81.25	13
Some Disruption	12.5	2
Completed	6.25	1

Objective: 5 Strategy: 16

Promote resident health, safety and education

Goal 5  **Progress 48%**

Owner: Annette Peters



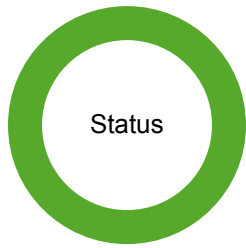
Status	%	#
On Track	91.67	11
Completed	8.33	1

Objective: 4 Strategy: 12

Improve community involvement and trust

Objective 1.1 Progress 50%

Owner: Jason Rogers



● On Track

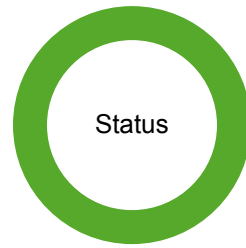
%	#
100.0	3

Strategy: 3

Location of choice for primary employers

Objective 1.2 Progress 42%

Owner: Jason Rogers



● On Track

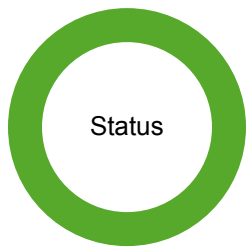
%	#
100.0	3

Strategy: 3

Create a sense of place

Objective 1.3 Progress 25%

Owner: Jason Rogers



● On Track

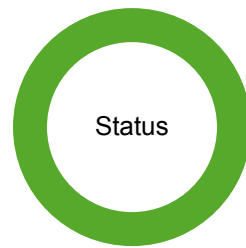
%	#
100.0	8

Strategy: 8

Catalyze development in identified key areas

Objective 1.4 Progress 54%

Owner: Jason Rogers



● On Track

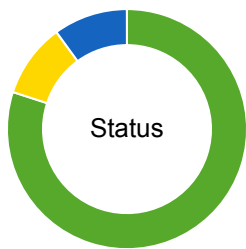
%	#
100.0	4

Strategy: 4

Improve efficiency and effectiveness of development review process

Objective 2.1 Progress 45%

Owner: Cathy Blakeman



● On Track

● Some Disruption

● Completed

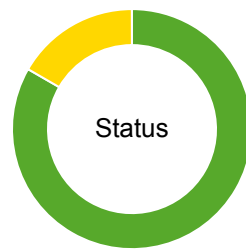
%	#
80.0	8
10.0	1
10.0	1

Strategy: 10

Leverage emerging technologies to enhance capabilities

Objective 2.2 Progress 52%

Owner: Cathy Blakeman



● On Track

● Some Disruption

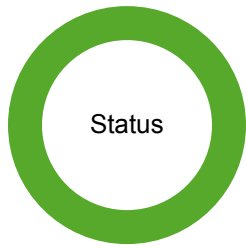
%	#
83.33	10
16.67	2

Strategy: 12

A high-functioning city workforce

Objective 2.3 Progress 75%

Owner: Jason Rogers



● On Track

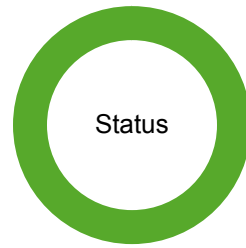
%	#
100.0	1

Strategy: 1

Provide responsive action to council-identified priorities

Objective 2.4 Progress 44%

Owner: Cathy Blakeman



● On Track

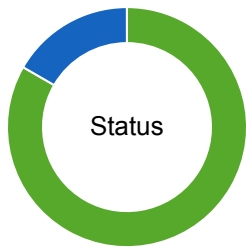
%	#
100.0	3

Strategy: 3

Act in a transparent and accountable manner

Objective 2.5 Progress 72%

Owner: Cathy Blakeman



● On Track
● Completed

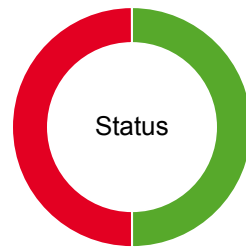
%	#
83.33	5
16.67	1

Strategy: 6

Secure a sustainable financial future

Objective 3.1 Progress 10%

Owner: Jason Rogers



● On Track
● Major Disruption

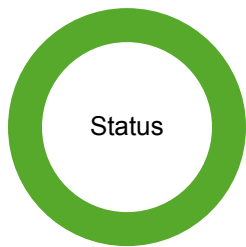
%	#
50.0	1
50.0	1

Strategy: 2

Develop educational infrastructure

Objective 3.2 Progress 42%

Owner: Jason Rogers



● On Track

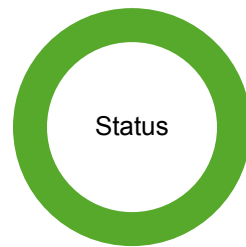
%	#
100.0	3

Strategy: 3

Improve physical infrastructure

Objective 3.3 Progress 9%

Owner: Jason Rogers



● On Track

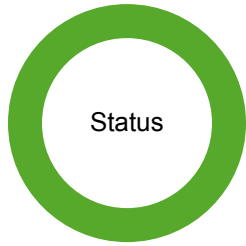
%	#
100.0	4

Strategy: 4

Engineer a safe built environment

Objective 3.4 Progress 25%

Owner: Jason Rogers



● On Track

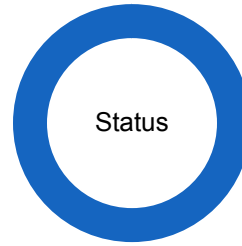
%	#
100.0	1

Strategy: 1

Complete all approved phases of CIPP on time, budget, and to standard

Objective 4.1 Progress 100%

Owner: Jason Rogers



● Completed

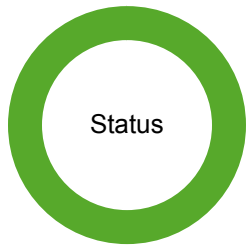
%	#
100.0	1

Strategy: 1

Create aesthetically pleasing neighborhoods

Objective 4.2 Progress 25%

Owner: Jason Rogers



● On Track

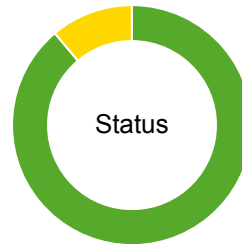
%	#
100.0	2

Strategy: 2

Provide recreation opportunities

Objective 4.3 Progress 37%

Owner: Jason Rogers



● On Track

● Some Disruption

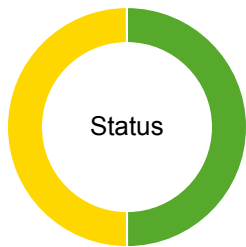
%	#
88.89	8
11.11	1

Strategy: 9

Safeguard resident health and wellbeing

Objective 4.4 Progress 43%

Owner: Clinton Nichols



● On Track

● Some Disruption

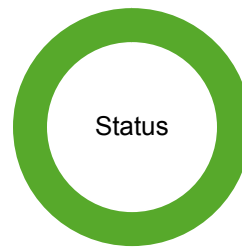
%	#
50.0	1
50.0	1

Strategy: 2

Enhance personal safety

Objective 4.5 Progress 50%

Owner: Clinton Nichols



● On Track

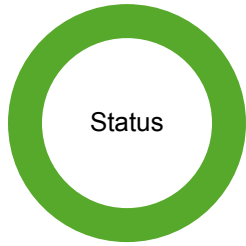
%	#
100.0	2

Strategy: 2

Enhance community safety

Objective 5.1 Progress 33%

Owner: Cathy Blakeman



● On Track

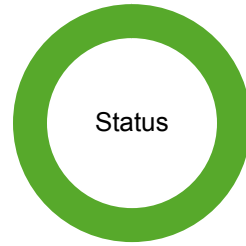
%	#
100.0	3

Strategy: 3

Increase civic pride

Objective 5.2 Progress 50%

Owner: Cathy Blakeman



● On Track

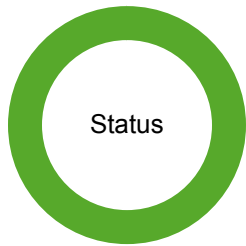
%	#
100.0	1

Strategy: 1

Improve citizen interaction

Objective 5.3 Progress 50%

Owner: Cathy Blakeman



● On Track

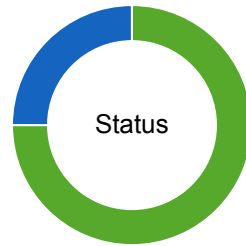
%	#
100.0	4

Strategy: 4

An inclusive community

Objective 5.4 Progress 55%

Owner: Cathy Blakeman



● On Track
● Completed

%	#
75.0	3
25.0	1

Strategy: 4

Improve citizen participation

Goal 1  Progress 38%

Promote a balanced and thriving city economy

Owner: Annette Peters

Objective: 4

Strategy: 18



	%	#
● On Track	100.0	18

Objective 1.1 Progress 50%

Location of choice for primary employers

Owner: Jason Rogers

Strategy: 3



	%	#
● On Track	100.0	3

Update provided by Jason Rogers on Jul 15, 2021 20:21:22

Strategy 1.1.1: Attract diverse employers (50% completed)

Business inquiry activity is at an all-time high in Commerce City. Economic Development Division staff had 49 new project inquiries in second quarter 2021 with a total year-to-date of 80 inquiries. The types of inquiries are as follows:

- 14 retailers,
- 31 primary employers ,
- 2 existing companies with expansion needs and
- 2 start-up businesses.

Additional work with small and existing businesses is highlighted in other Strategy updates. Other business attraction activity during second quarter 2021 includes the following:

- Staff participated in a site tour with local real estate brokers and representatives from an out-of-state business looking to open a new industrial location in the metro Denver area. The tour included two existing buildings that met the companies site criteria, one of which is in Commerce City.
- A national site selector reached out to staff about a company doing a site search to purchase a large distribution building with refrigeration for its expanding operations. Most of the current options in Commerce City are lease opportunities but staff will work with the site selector and company to identify any available properties for sale that may meet their site criteria.
- ED staff continues to work with the State Office of Economic Development and International Trade, the Metro Denver Economic Development Corporation, and Adams County Regional Economic Partnership (AC REP) on prospect leads and marketing. As part of this effort, we are assisting in the coordination of the AC-REP Site Selection Summit July 20-22. The final event on July 22 will be held in Commerce City at Dick’s Sporting Goods Park with over 200 business/community leaders in attendance and Mayor Huseman giving a brief welcome to attendees.
- The 2021 Commerce City Economic Profile was published and updated data from the profile research was included on the RedefiningCommerce.com website. These efforts allow Site Selectors and businesses looking to expand to find information quickly in a step towards working with the ED division on potential business locations to Commerce City.

Strategy 1.1.2: Support start ups & local businesses (50% completed)

The city continues supporting business start-ups and existing businesses through various bi-lingual programs and services. The following highlights activity during second quarter 2021:

- The Small Business Resource Center programs assisted a total of 28 clients with small business counseling services. Assistance included bi-lingual start-up and expansion business guidance through referrals to program partners and assistance with being in compliance with city requirements, in addition to obtaining city business licenses, setting up a shop on the online marketplace Shop Where I Live, and introduction to various site selection tools.

- Staff reached out to an additional 11 businesses as part of the city's BRE efforts. Several existing businesses have expansion needs and asked for assistance. Some completed location and/or expansion projects were previously qualified for business incentives and staff assisted the company with final incentive payments. Staff also worked directly with Bimbo Bakeries which completed a 7,400 sf expansion of their current facility in second quarter 2021 to accommodate an additional proofer and new oven.
- A new Commerce City Small Business Resource Guide was published during second quarter to assist small businesses with various needs, including information on programs offering access to capital and business licensing and permitting contacts. A Spanish version of the guide is currently in production to better assist the city's Spanish speaking entrepreneurs and small business owners.
- Two workshops were offered to small businesses during second quarter: The first was an informational seminar around the topic of addressing individuals experiencing homelessness for the business community was delivered on May 6 . The program had 16 attendees. The seminar was made possible through collaboration with the City's Park, Rec and Golf, Planning, and Police departments, as well as Adams County. The second was an online workshop from Google Partners Training on "How to create YouTube Videos to Attract Customers" was also held on June 24th with 2 attendees and the recording of this resource is available for on demand access.
- Currently, the Shop Where I Live e-marketplace platform available to Commerce City small businesses has 21 business site listings and has generated a sale to a customer in North Carolina. Staff continues working in partnership with the Commerce City Chamber of Commerce to engage and onboard new businesses to the platform. Promotions such as Cyber Summer Saturdays (last Saturday of June, July, and August) are also being created as a way to drive more residents to shop the platform.

Strategy 1.1.3: Work with real estate community on market opportunities (50% completed)

During second quarter 2021, staff worked on the following activities:

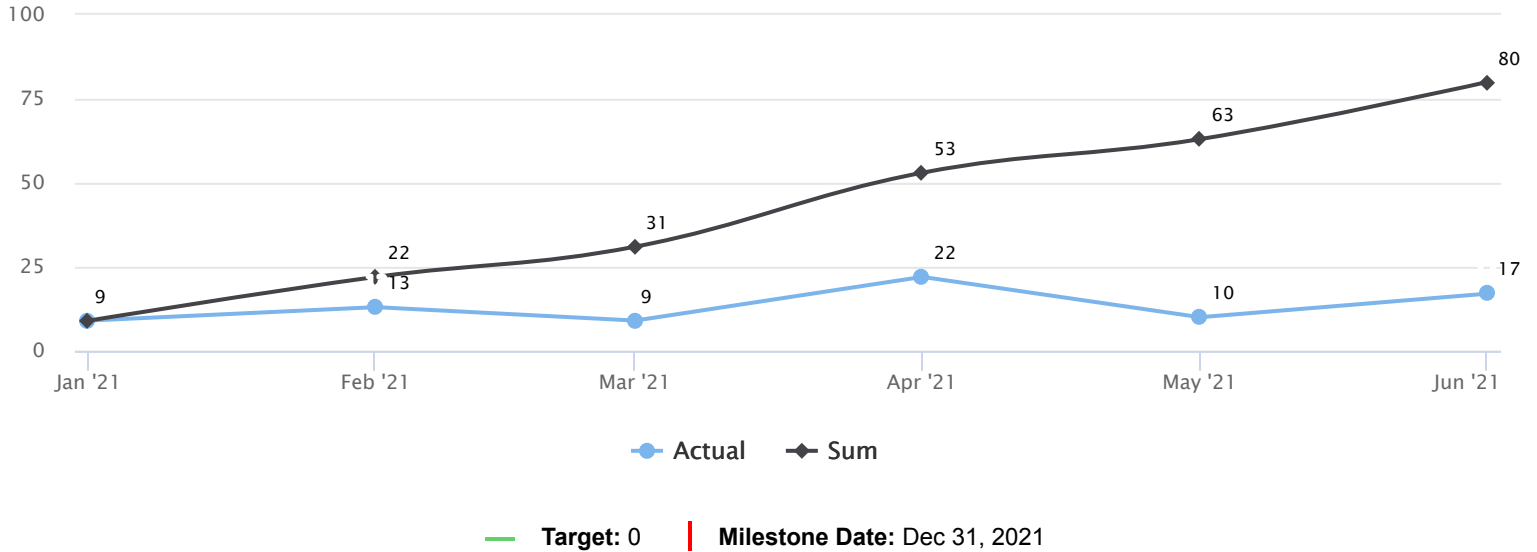
- Outreach efforts to real estate brokers and developers continues. Staff is collecting accurate data and listings for all the commercial real estate opportunities in the city to include in a new marketing app that will highlight the city's real estate opportunities and the community. The project requires extensive data entry.
- Staff continues to monitor new commercial listings and sales/leases in an effort to track of availability of space for new business locations; as well as to track business activity. As part of this, staff also participates in the weekly Development Review Team (DRT) meetings to keep abreast of activity.
- ED staff gave a presentation highlighting planned real estate projects and market activity in Commerce City during the June 17 developers quarterly meeting hosted by Community Development.

Business Inquiries

Number of business inquiries received

Owner: Michelle Claymore

Last Update: Jul 07, 2021 13:28:51



Comment

The Economic Development Division handles a variety of prospect and/or project inquiries for assistance. Services include real estate site searches, data, resource referrals etc. During first quarter, 2021, the team had 48 new prospect/project inquiries for a year-to-date total of 79. These projects include business retention & expansion (BR&E) projects but not all BR&E outreach activities. The following breaks down what types of companies and/or projects:

- New primary employers—(2Q) 31
- Existing businesses—(2Q) 2
- Retail—(2Q) 13
- Start-ups (2Q) 2

Objective 1.2

Progress 42%

Create a sense of place

Owner: Jason Rogers

Strategy: 3



Update provided by Jason Rogers on Jul 15, 2021 22:28:23

Strategy 1.2.1: Implement retail plan (50% completed)

As part of the city's retail attraction plan, staff and the city's retail consultant are targeting national fast casual restaurant chains, a second grocery store in the Northern Range, new lifestyle/mixed-use centers that include commercial development and new hotel developments.

Staff and the city's retail consultant: i) responded to 14 retail-related project inquiries; ii) prepared and released an RFP on May 21 for a hotel development at the Mile High Greyhound Park which produced two proposals; and iii) contacted representatives for grocery store chains and gave a grocery store attraction update presentation to city councilmembers during the June 7 ED sub-committee meeting. Staff

also continued working with developers proposing mixed-use projects with commercial parcels, including Aberdeen, Cutler Farms, Murray Farms, Shea property and MHGP. Finally, staff is working with owners of a new sushi restaurant proposed at Turnberry Marketplace which has experienced some contractor issues resulting in a delayed opening. Targeted opening is now late summer.

Strategy 1.2.2: ED Council Sub-committee (50% completed)

The ED Council Sub-Committee met for the first time June 7, 2021. Retail consultant, Katy Press, gave an update on her work to attract a second grocer to Commerce City's Northern Range. Economic Development followed this with a brief update on some of the retailers expressing an interest in opening new locations in the city.

Strategy 1.2.3: Update the Comprehensive Plan and Sub-Master Plans (25% completed)

The Comp Plan continued moving forward with a PC/CC visioning session, various community outreaches, targeted stakeholder interviews, and various working groups, including citizens advisory, technical advisory, and the staff working group. In addition, the consultant has been hard at work gathering data about the city, residents, and businesses. The consultant has completed the Existing Conditions Report which is currently under review by staff and the appropriate working group and committees.

Objective 1.3

Progress 25%



Catalyze development in identified key areas

	%	#
● On Track	100.0	8

Owner: Jason Rogers

Strategy: 8

Update provided by Jason Rogers on Jul 15, 2021 23:53:56

Strategy 1.3.1: Derby (50% completed)

The Economic Development Division hosted an informational seminar around the topic of addressing individuals experiencing homelessness for the business community that was delivered on May 6th in person and on zoom. 5 Derby area businesses attended in person at the Small Business Resource Center and 11 attendees were present virtually. The seminar was made possible from collaboration with the City's Park, Rec and Golf, Planning, and Police departments, as well as Adams County. Information shared, included the following:

Education

- A better understanding of the homelessness issue in general and available resources
- What are peaceful options or suggested actions for property owners if someone is on their property without permission
- An update on any planned improvements in the area such as utilities, lighting and/or signage that may help the situation

Resources

- What can owners do to better protect their properties and can the Derby catalyst funds be utilized as a resource ie. New or mended fencing, security systems etc.
- Introduce the city's new Community Navigator and county staff and explain their respective roles

Strategy 1.3.2: Light Rail Station (25% completed)

-Staff has prepared an RFP for the 48th and Forest URA formation and it was released July 6, 2021.

-Staff is coordinating with Adams County to confirm participation in the RTD Station URA formation. Once confirmation is received, staff will finalize the RFP for review by the CAO.

Strategy 1.3.3: Adams Tower (35% completed)

- Closed on property January '21
- Facilities have identified initial phase for remodel and begun work
- Staff has reached out to potential partners to develop relationships
- Staff developed options for Council to review at 4/26/21 study session for tenant placement
- Staff distributed survey to local nonprofits to gauge use for space
- Staff is researching options for contractor to prepare options for room use

Strategy 1.3.4: Mile High Greyhound Park (50% completed)

Site

Infrastructure: Site infrastructure is over 90% complete.

Development Review: All infrastructure entitlements for the current phase of work is complete. This includes design guidelines, the initial plat, the PIA, water, sewer, and road plans.

Website: Delwest's project website and video model can be viewed here: <https://mygreyhoundpark.com/>

Rental Products: At buildout, Greyhound Park will offer close to 500 contemporary new studio, 1-bedroom, 2-bedroom and 3-bedroom apartments for rent.

Ownership Opportunities: At buildout, the development will offer over 300 homes for sale. There will be six styles to choose from, including four single-family home types and two duplex projects.

Parcel A

Institutional Use: Staff is actively coordinating various campus visits with the school district to help visualize the project for this parcel.

Allowable Uses: A PUD Amendment is currently being processed to allow additional uses, including commercial, in the event the institutional use locates on Parcel B to leverage synergies with a hotel, per the HOK Design Book.

Design: The CCURA recently conducted a scenario planning exercise with HOK, a global design, architecture, engineering and planning firm, to evaluate the possible layout of Parcels A and B on the MHGP property. It was determined that additional flexibility on locating uses on either Parcel A or Parcel B was desirable in order to achieve the best design outcome possible.

Parcel B

Hotel User: As directed by the CCURA Board, staff posted a request for proposals in June. Responses are due on June 21 and staff will strive to bring the top proposals back to the Board on July 19.

Allowable Uses: A PUD Amendment is currently being processed to allow additional uses, including institutional, on this parcel.

Design: The CCURA recently conducted a scenario planning exercise with HOK, a global design, architecture, engineering and planning firm, to evaluate the possible layout of Parcels A and B on the MHGP property. It was determined that additional flexibility on locating uses on either Parcel A or Parcel B was desirable in order to achieve the best design outcome possible.

Parcel C-1

Construction: Construction is underway and grading work has begun.

Development Review: The project is fully platted, master models have been approved, and building permits can be pulled.

Product: The development will include 30 single-family homes that are approximately 1,700 – 1,850 SF.

Parcel C-2

Construction: Construction will begin this summer.

Development Review: The plat has been approved and will be recorded soon. In addition, the master models are under review

Product: The development will include 40 duplexes that are approximately 1,700 SF

Construction: Construction is expected to begin this fall.

Parcel C-3

Development Review: The pre-application meeting was held and the project is now in the design phase.

Product: The development will include 68 duplex units.

Parcel D-1

Equity Financing: Delwest has received preliminary approval of a HUD construction loan. In order to close the financing gap, Delwest requested a TIF assignment for the first ten years of the project and a partial fee waiver. Staff presented the request to the CCURA Board in June, and the Board directed negotiations on the agreement continue.

Development Review: The PUD permit is under review and will be approved after the subdivision plat has been approved

Product: There will be 270 units, including studio, one, two, and three-bedrooms available for rent. In addition, the project has received LEED Gold Certification for its green building features. Additional features include a community garden and dog park.

Parcel D-2

Construction: Construction is underway and site inspections will begin soon.

Misc.: The necessary ERU water transfer occurred in June 2021.

Product: Product: The development will include 233 affordable apartment units, including studio, one, two, and three-bedrooms. In addition, the project has received LEED Gold Certification for its green building features. Additional community features include a community art and event gallery.

Parcel D-3

Financing: CHAFA approved Delwest's 9% Low Income Housing Tax Credit (LIHTC) financing allocation in May 2021.

Development Review: With financing secure, staff anticipates to receive the first development document soon.

Product: The development will include 50 units for Permanent Supportive Housing. The acceptable housing voucher type has not yet been identified.

Parcel F-1

Development Review: Delwest will submit for review after F-2 has been fully approved.

Product: This parcel contains 120 of the 240 planned townhomes for Parcel F. Structured parking will be provided for both F-1 and F-2 to meet required parking standards of the PUD

Parcel F-2

Construction: Construction cannot begin until architecture, design, and development documents have been approved.

Development Review: The project is currently in the entitlement phase.

Product: This parcel contains 120 of the 240 planned townhomes for Parcel F. Structured parking will be provided for both F-1 and F-2 to meet required parking standards of the PUD.

Strategy 1.3.5: Reunion Center (20% completed)

Staff and the developer have begun negotiations on the development and the tax/fee share agreements. Staff and the developer have exchanged terms and conditions and anticipate a series of meetings to work through details during Q3 2021.

Strategy 1.3.6: Victory Crossing (2% completed)

Staff to re-engage the developer to discuss potential development opportunities and a potential land swap in the latter part of July or early August. A new retail listing has been released by the developer and staff is monitoring the situation to determine how it can assist on attracting end users to the opportunity.

Strategy 1.3.7: Establish a long-term Mortgage and Rental Assistance Program (20% completed)

The ERA program launched April 5, 2021. To date 33% of the funding has been spent. These funds are assisting Commerce City residents with rental arrears, future rental assistance, and utility assistance that includes gas, electric, water and internet payments.

Strategy 1.3.8: Phase III of Aerotropolis Regional Committee marketing efforts

Commerce City is a member of the the Aerotropolis Regional Committee (ARC), which is working with a consultant on driving commerce subject to a data-driven marketing plan for the Colorado Aerotropolis, an area surrounding and influenced by Denver International Airport. There are three phases to the marketing plan development:

- Phase I Competitive Analysis, Target Audience, and Market Research-complete
- Phase II Creative Development; Branding, Target Refinement-complete
- Phase III Go-To-Market Plan Execution and Optimization-in progress

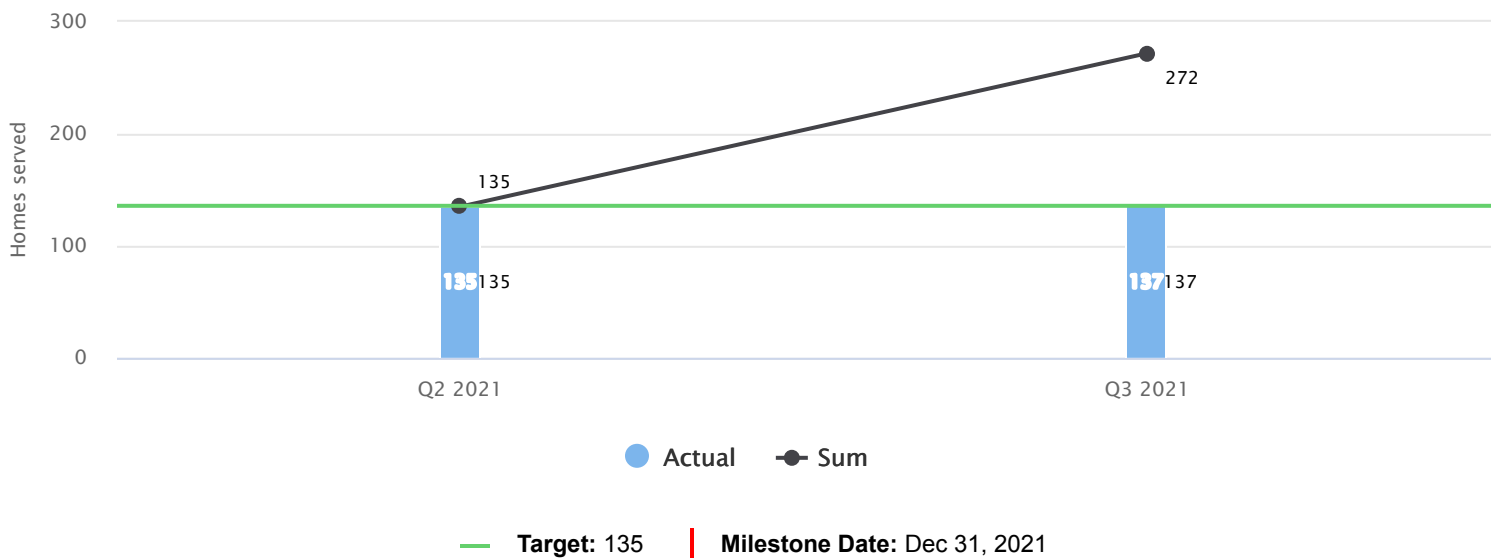
Staff presented an ARC update and the funding request during a City Council study session on February 22, 2021. Ordinance #2325 was presented to City Council on first reading March 1, 2021 and passed on second reading March 15, 2021. There is no significant update for second quarter. All of the Adams County partners have secured current phase funding. The group is waiting on FLYDEN and Denver to secure their funding before moving forward with Phase III work and the contract with Ogilvy. Staff changes at FLYDEN and Denver has slowed down their progress.

Affordable Housing

Number of homes served with Housing Choice Vouchers

Owner: Tricia Mason, Tracy Jones, Alexa Ullom, and Jason Rogers

Last Update: Jul 07, 2021 22:52:04



Comment

Currently Administering 137 Section 8 Housing Choice Vouchers. 23 New vouchers currently being issued, not yet leased.

Objective 1.4

Progress 54%

Improve efficiency and effectiveness of development review process

Owner: Jason Rogers

Strategy: 4



Update provided by Jason Rogers on Jul 16, 2021 22:33:33

Strategy 1.4.1: Business process improvements (50% completed)

Building Safety staff have implemented several business improvement measures in the last quarter which include:

- Publication of monthly metrics on city website for permit applications, plans reviewed, inspections conducted and COs issued.
- Development of city-specific typical details for decks and basement finishes to assist applicants in obtaining permits quicker and building safer and code-compliant projects.
- Initiated issuance of metal stud and demolition permits at time of application for tenant improvements to allow construction to begin while plans are under review by staff.
- Implemented self-certification by registered professionals for qualifying signs and telecommunication equipment to forgo plan review and speed up permit issuance.
- Implemented self-certification by city-licensed contractors for residential re-roofs to forgo city-led inspections.
- Updated building safety placards for dangerous buildings to be more informative and city-centric.

Strategy 1.4.2: Meet review times (75% completed)

Building Safety staff have been able to catch up on plan reviews and issuances of certificates of occupancy in the last quarter due to filling the Chief Building Official position, implemented efficiencies and redistributing duties to additional staff.

Strategy 1.4.3: Review fees (50% completed)

Status of PW Review of Drainage Impact Fee and Road Impact Fee

Received/Reviewing RESPEC Drainage Impact Fee Proposal of \$35K. Preliminary schedule;

- NTP – prior to 7/9/2021
- Data Acquisition & Aggregation – 4 – 6 weeks (8/13/2021)
- Fee Development – 3 – 4 weeks (9/3/2021)
- Preliminary Recommendations Report – 2 weeks (9/17/2021)
- City Review – 1 - 2 weeks (9/24/2021)
- Final Recommendations Report – 1- 2 weeks (9/30/2021)

Received initial Michael Baker Road Impact Fee Proposal (\$40K - \$50K). Preliminary schedule same as above.

Anticipate City Council Study Session o/a 11 October and City Council Action o/a 1 November and 6 December

Strategy 1.4.4: Develop and implement Metro District regulations (40% completed)

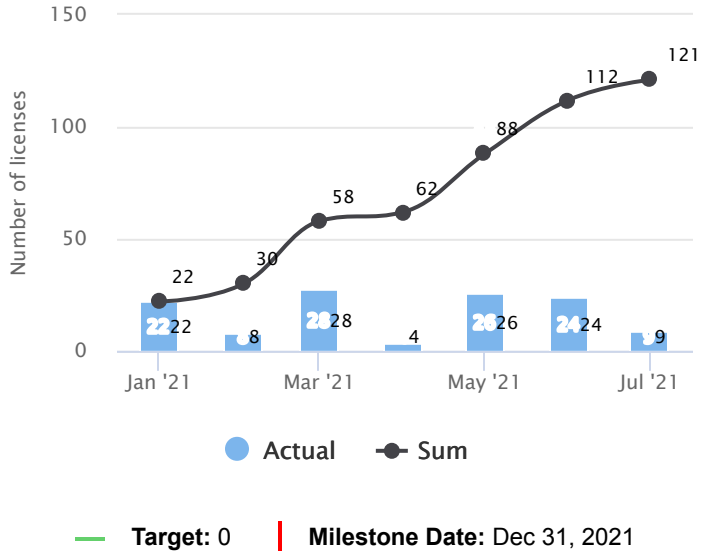
- Staff has conducted research into options for areas of metro district regulation.
- Staff presented to Council on 4/12/21 to obtain consensus direction as to whether or not Council wishes for staff to continue on this process or not.
- Staff prepared online event for residents to provide input on metro districts
- Forthcoming online event for developer input as well

Business Licenses

Number of new business licenses issued

Owner: Dylan Gibson

Last Update: Aug 04, 2021 16:02:51

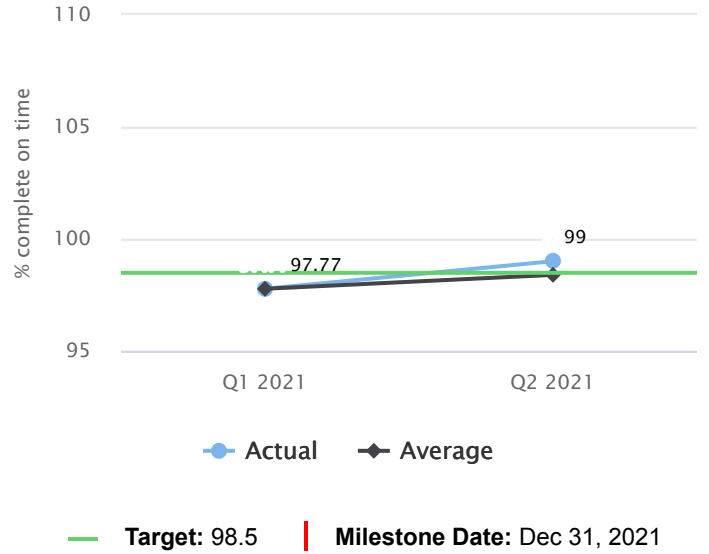


Building Inspections

Percent of building inspections completed on time

Owner: Tricia Mason, Jason Rogers, and Alexa Ullom

Last Update: Jul 07, 2021 21:06:59



Comment

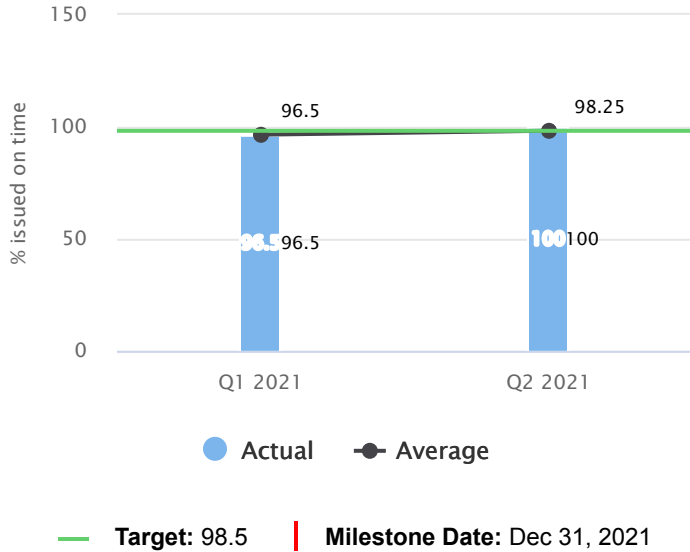
- 8,077 total inspections
- 7,897 completed on the same or next day (next day is still considered on time because we have two business days to perform inspections)
- 97.77% were completed on time.

Certificate of Occupancy

Percent of COOs issued on time

Owner: Tricia Mason, Jason Rogers, and Alexa Ullom

Last Update: Jul 07, 2021 21:07:23

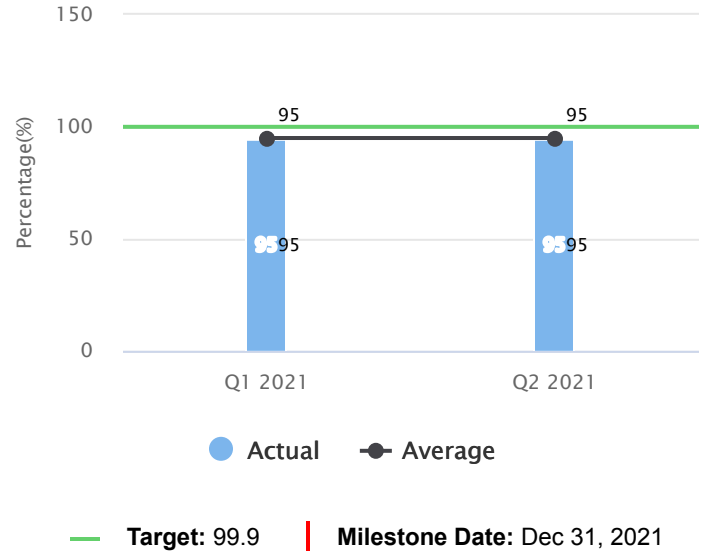


POD Contact/Response

Percent of responses to POD inquiries within 24 hours

Owner: Tricia Mason, Jason Rogers, Steve Timms, and Alexa Ullom

Last Update: Jul 07, 2021 17:15:35

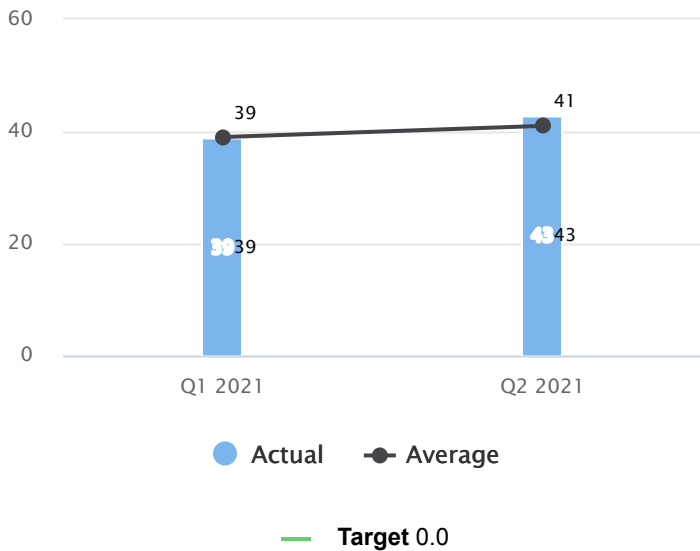


Development Review

Number of monthly DRT cases

Owner: Tricia Mason, Jason Rogers, Steve Timms, and Alexa Ullom

Last Update: Jul 07, 2021 17:15:10



Comment

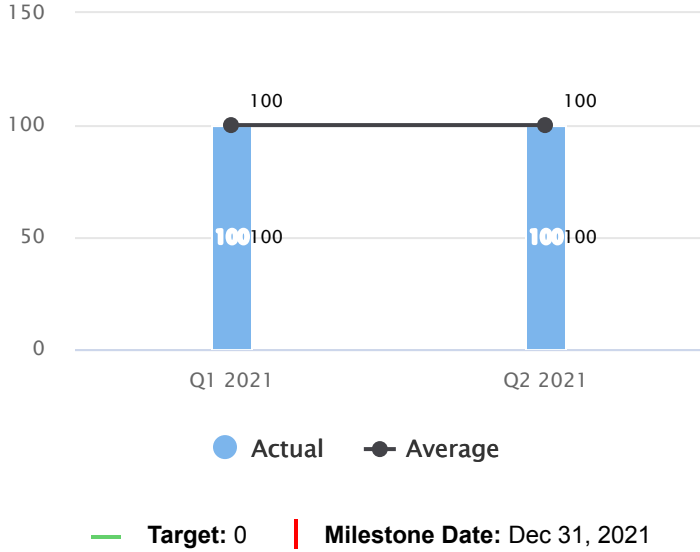
The City processed approximately 700 POD contacts in the 1st quarter of 2021. OF those approximately 95% were handled within 24 hours. There were 720 in Q2

Water Portfolio

Percent of water portfolio updates executed within 30 days of request/transaction

Owner: Tricia Mason, Jason Rogers, Steve Timms, and Alexa Ullom

Last Update: Jul 07, 2021 01:33:31



Comment

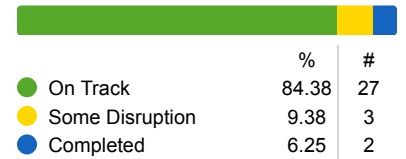
There were no water requests or transactions in Q1 or in Q2

Goal 2 Progress 54%

Promote efficient and effective city government to improve levels of service

Owner: Annette Peters

Objective: 5 | Strategy: 32

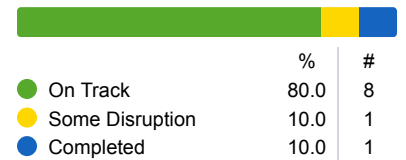


Objective 2.1 Progress 45%

Leverage emerging technologies to enhance capabilities

Owner: Cathy Blakeman

Strategy: 10



Update provided by Cathy Blakeman on Jul 13, 2021 17:08:11

Strategy 2.1.1: Implement new technology projects (33% completed)

Project Updates

- Bluetooth Assisted Listening System in Chambers

- This project has been successfully completed. Instructions to use this system have been posted throughout Council Chambers.
- Civic Center Conference Rooms Audio/Visual Refresh
 - The following conference rooms A/V equipment will be refreshed this year: Council Workroom, City Manager Conference Room, CD Conference Room, HR Training Room and PD Training Room. The rooms will be upgraded with new audio/visual equipment with built-in Zoom conferencing capabilities. Council Workroom is nearing completion and the City Manager conference room will be next. Target is to complete the entire project by end of Q4. This is contingent on getting all the equipment received which has been impacted by a global technology chip shortage.
- Permitting, Land-Use and Licensing System - RFP, Complete Contract and Begin Implementation
 - In Q2 this project successfully evaluated RFP responses, selected a vendor, completed contracting and kicked off the implementation of the Central Square Community Development application. In Q3 2021 through Q2 2022 the project team will work on the configuration and implementation phases of this project with an expected Go-Live in late Q2 2022.
- MSC Training Room Video Conferencing
 - Targeting end of Q3 for adding a microphone and camera to the MSC training room.
- CRM and Mobile App Implementation
 - Project kicked off in Q2. Draft RFP is currently in final review with legal, prior to posting the RFP for bids.
- Closed Captioning for Channel 8 and Online Broadcast
 - The move to a new online streaming vendor must finish before we can start the closed captioning project. In the short-term closed captioning has been added to recorded City Council meetings in YouTube. Excepted to start the closed captioning project in Q3.
- PD Multi-Factor Authentication
 - Initiated pilot testing with Court in Q2, anticipating Court to be live with MFA in Q3. Once initial feedback on from Court is received, MFA will be rolled out to a test group in PD followed by a full production roll-out. Anticipated project completion in early Q4.
- eTicketing Crash Module
 - The Project kick-off meeting has occurred. We are developing a statement of work with Adcom911 and Central Square. Once these items are in place, we will go into the Product configuration and build phase with a targeted go-live in Q4 2021.
- PD Online Crime Reporting Tool
 - Project is scheduled to start in Q3. Initial work on the project charter and plan has started. The project scope only includes

adding an interface for citizens to report minor crimes to the Police Department. Next step is to develop a requirements document and work with PD to prioritize this project.

- Secureplex Replacement
 - This project is in-process but has been delayed due to vendor resource constraints. Expected completion in Q3 2021.
- Wiring Upgrades at the MSC - Release RFP
 - This project will spin up in Q4 2021.

Strategy 2.1.2: Evaluate existing IT systems (77% completed)

Completed projects this quarter:

- Bison Ridge and Eagle Pointe Audio/Visual System Evaluation
- HR Online Performance Management System Evaluation and prepare 2022 budget request
- eDocs Evaluation and prepared 2022 budget request
- Evaluation of Snow Trooper Platform
 - The GIS team is working to improve and build this platform on the City GIS system rather than outsourcing to a third party vendor
- Learning Management System Evaluation and prepared 2022 budget request
- Skype for Business Replacement
 - Microsoft Teams is the Microsoft direct replacement of Skype for Business. Community Relations helped get the communication on this out to City staff

Projects that will kick off in Q4:

- SharePoint Workflows Evaluation
- Access Databases Migration Planning
- Data Warehouse Evaluation

Strategy 2.1.3: Expand usage of current IT systems (14% completed)

Completed projects in this quarter:

- Police Department Crime Scene software upgrades

In Progress Projects:

- GIS System Expansion
 - The GIS Division has started working on the development of many new City GIS web maps for staff use, with the goal to roll these out over the coming quarters
 - The full system expansion includes: a reorganized, streamlined GIS database infrastructure; internal web GIS Portal;

internal web GIS maps with custom tools and reporting functionality; and staff access to all City GIS data on-demand

- New World and NeoGov Integration - Delayed due to vendor technical issues, now to be complete in Q3
- The New World and Benefits Provider Integration - Postponed by HR until Q3 or Q4, after a new benefits provider has been selected and implemented
- SharePoint Expansion - Significantly delayed and now to be completed by the end of Q4
- Cartegraph Expansion
 - Recently accomplishments: Storm Outfalls have been integrated between Cartegraph and GIS; work is in progress to automate work activities related to Outfalls. The team has been gathered and prepared to start the facilities implementation with the vendor the week of July 6. Work is in progress to standardize and properly apply activity types across tasks and assets. The system version has been updated.
- Body Worn Camera Expansion - Plan to complete this project in Q3

Strategy 2.1.4: Formal security assessment (100% completed)

The IT security assessment has been completed by a third-party security vendor. Significant improvements were seen since the last annual assessment. The IT team is working to address and prioritize the findings of the assessment

Strategy 2.1.5: Disaster recovery failover test (0% completed)

This project is scheduled to begin in Q3 2021

Strategy 2.1.6: Wiring upgrades at the MSC (0% completed)

This project is scheduled to begin in Q3 2021

Strategy 2.1.7: Record on Demand in the PD (90% completed)

The software has been purchased, installed and staff trained. This project should close in July

Strategy 2.1.8: PD Online Crime Reporting Tool (10% completed)

Project is scheduled to start in Q3. Initial work on the project charter and plan has started. The project scope only includes adding a web interface for citizens to report minor crimes to the Police Department. Next step is to develop a requirements document and work with PD to prioritize this project

Strategy 2.1.9: Increase cybersecurity awareness (75% completed)

The Knowbe4 cybersecurity system has been setup, courses and training sent out to City staff and multiple simulated phishing attacks have been conducted this year

Strategy 2.1.10: Increase technology online training system usage (50% completed)

Completed projects:

- Expand Brainstorm QuickHelp self-paced training courses
 - Many new Microsoft courses were added to the system and are available to City staff on-demand
- Implement Knowbe4 cybersecurity training system

- The Knowbe4 cybersecurity system has been setup, courses and training sent out to City staff and multiple simulated phishing attacks have been conducted this year

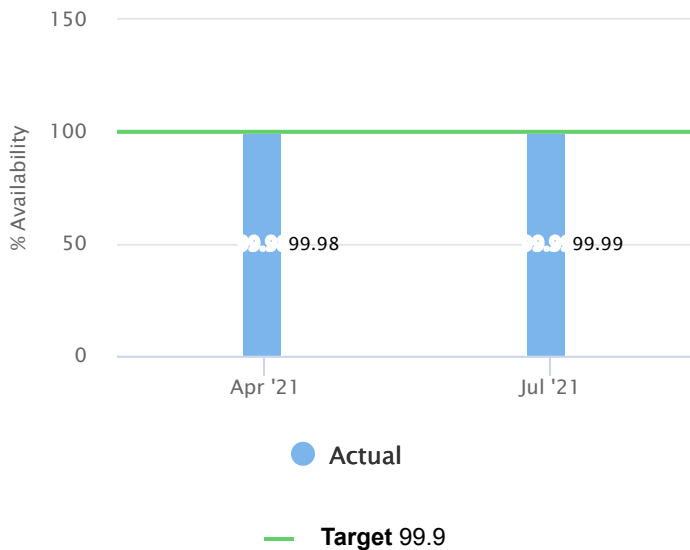
In progress trainings:

- Provide online GIS training for City staff
 - GIS has incorporated changes and updates to the new Parcel Finder based on the initial feedback from City staff, and continual training and demos are being conducted for new Commerce City staff. The GIS Division will be rolling out an updated web mapping system in the next few months and plans extensive training sessions with staff on the new system.
- Offer instructor lead Microsoft Office365 Trainings for City staff including Microsoft Teams, Excel, Word, Outlook, Planner and SharePoint
 - Q2 training successfully completed
 - Q3 training planned for late August
 - Q4 training tentatively planned for early December

Technology Infrastructure Availability

Owner: Justin Bingham

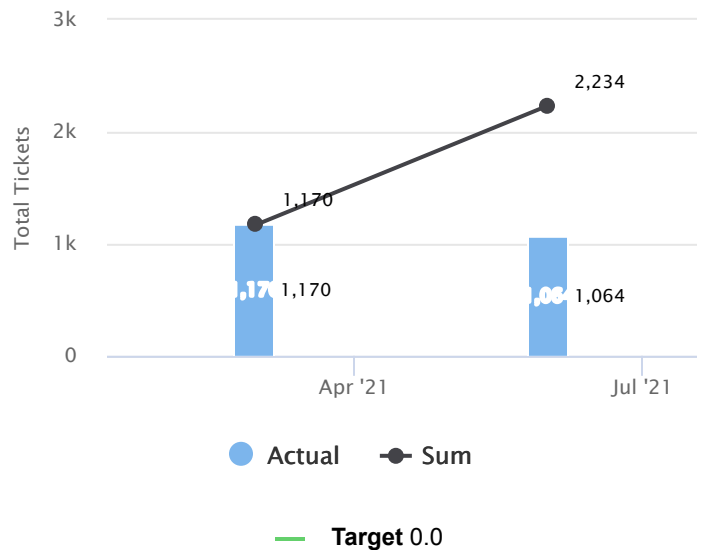
Last Update: Jul 07, 2021 15:18:56



IT Tickets Closed

Owner: Justin Bingham

Last Update: Jul 07, 2021 15:01:57



Objective 2.2

Progress 52%

A high-functioning city workforce

Owner: Cathy Blakeman

Strategy: 12

	%	#
● On Track	83.33	10
● Some Disruption	16.67	2

Update provided by Cathy Blakeman on Jul 13, 2021 19:30:28

Strategy 2.2.1: Learning Management System (50% completed)

Waiting on Budget Approval. HR has met with IT to create a RFP plan. IT will be submitting a budget request for 2022 for on going cost

Strategy 2.2.2: Return to New Normal - flex-scheduling/remote work (50% completed)

As of July 6, 2021 The City has implemented the Telework policy and published new work hours for all depts. see below

- | | |
|--|---|
| <ul style="list-style-type: none">• Face coverings recommended but not required• Civic Center Hours of Operation are 8:30am to 4:30pm, Tuesdays, Wednesdays and Thursdays• Walk-in visitors are not accepted at Civic Center until further notice• Appointments are required. If you need to visit the civic center for necessary in-person business, make an appointment in advance at c3gov.com/QLess.• The Municipal Court does not require advance appointments or use the QLess system. Please visit c3gov.com/court for more information on court related services | <ul style="list-style-type: none">• Frequent cleaning and disinfecting• Special considerations (e.g. special h vulnerable populations upon request• Please conduct city business online, Staff is available Monday-Friday, 8:30• Telework Policy in effect |
|--|---|

Strategy 2.2.3: Update employee policies (50% completed)

HR has selected Littler and a kick off meeting will start July 2021

Strategy 2.2.4: City-wide internship program (50% completed)

HR presented the Veterans Internship Program to Council and the Veterans commission. Legal has reviewed the contract, HR submitted and waiting for response

Strategy 2.2.5: Research City Performance Evaluation System alternatives (50% completed)

HR and IT worked on a needs assessment for the City Performance Evaluation System alternatives. Submitted budget request for the 2022 budget year

Strategy 2.2.6: Research Focal-Point options (50% completed)

HR is currently reviewing this option along with the entire performance management system

Strategy 2.2.7: Lean Sigma overhaul of all HR processes (50% completed)

HR is currently mapping all process

Strategy 2.2.8: Complete procurement for document shredding program (75% completed)

No new update at this time. Will be posting in July as the City reopens

Strategy 2.2.9: Improve employee recognition (50% completed)

Kazoo has been implemented and a full year of behavior bonus have been updated. Next steps : dashboard for all departments

From 3/31/2021 to 6/30/21:

82% of City employees have logged into Kazoo, 40% of active employees are sending recognition

Strategy 2.2.10: Publish Training quarterly (50% completed)

HR published 2nd quarter training Brochure

Strategy 2.2.11: Create New Employee Hire orientation (50% completed)

HR is currently moving to a more online and video orientation. We are waiting for the new Community Relations employee to assist with a high quality video production. Next steps:

- Shortening NHO
- Produce video
- Change the why and what we get out of NHO

Strategy 2.2.12: Implement Neogov Onboard (50% completed)

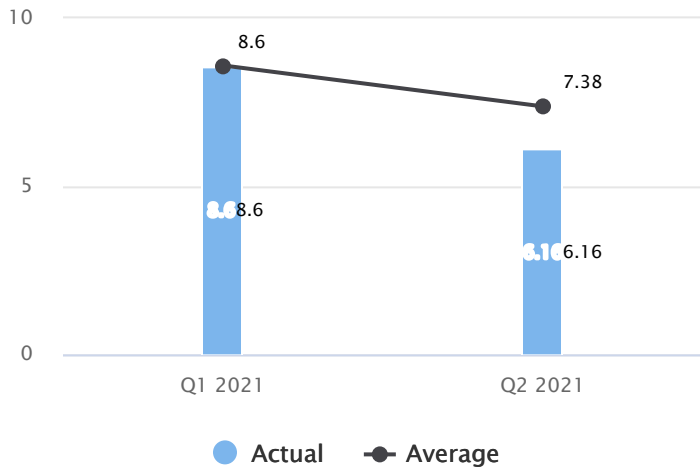
HR has had some system issues in data integration and is working with IT and Tyler NewWorld. Next steps will be testing the onboarding platform 3rd quarter

Vacancy Rate

Current vacancy rate - % of open positions against budgeted positions

Owner: Armando Guardiola

Last Update: Jul 07, 2021 19:29:30



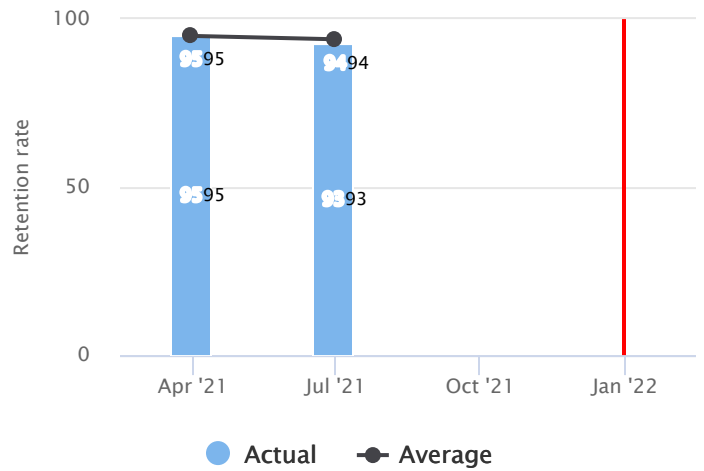
Target: 0 | Milestone Date: Dec 31, 2021

Retention Rate

Overall retention rate

Owner: Armando Guardiola

Last Update: Jul 09, 2021 14:53:39



Target: 0 | Milestone Date: Dec 31, 2021

Comment

Retention Rate

(total employee-Employees that left)/total employees x 100=Retention Rate %

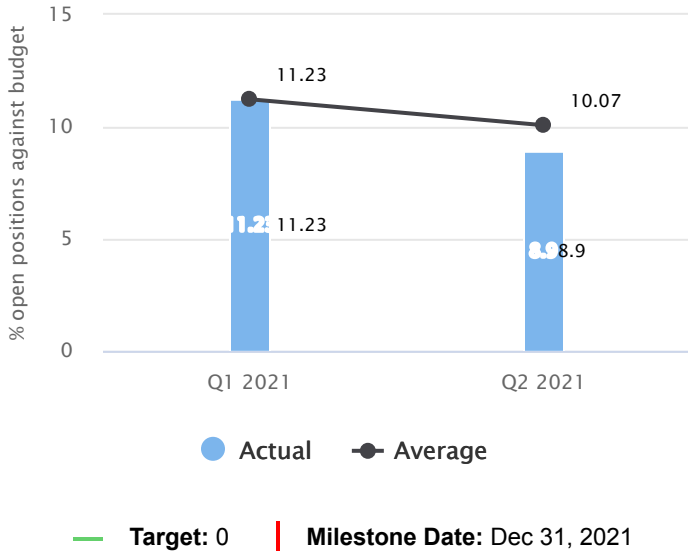
2nd Quarter (406-25)/(406*100)= rate %

Police Vacancy Rate

Vacancy rate in the police department

Owner: Clinton Nichols and Armando Guardiola

Last Update: Jul 07, 2021 19:27:58

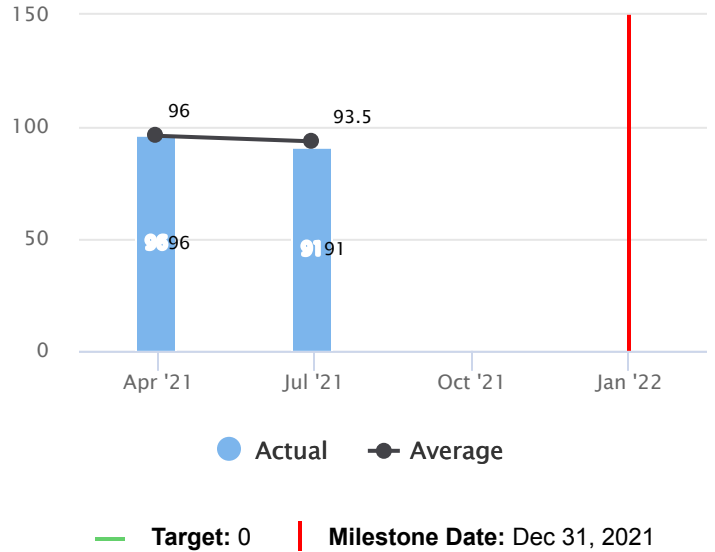


Police Retention Rate

Retention rate in the police department

Owner: Clinton Nichols and Armando Guardiola

Last Update: Jul 09, 2021 14:54:26



Comment

Retention Rate

(total employee-Employees that left)/total employees x 100=Retention Rate %

Objective 2.3

Progress 75%

Provide responsive action to council-identified priorities

Owner: Jason Rogers

Strategy: 1

Update provided by Jason Rogers on Jul 19, 2021 17:14:07

Strategy 2.3.1: Efficiently respond to council action items (75% completed)

A report is sent to City Council and the Leadership Team once a week in order to give timely updates to all council inquiries. Using this tool to keep council and staff informed and on track has proven successful.



Objective 2.4

Progress 44%

Act in a transparent and accountable manner

Owner: Cathy Blakeman

Strategy: 3



Strategy 2.4.1: Increase information available to public (50% completed)

There were 54 news items posted in Q2. 6 press releases were distributed in Q2. There were 5 community workshops held in Q2 (3 English and 2 Spanish).

Strategy 2.4.2: Complete a process evaluation of 3 specialty licenses (83% completed)

3 specialty licenses: ice cream vendor, massage facility, and outdoor vendor.

City Clerk's office is working to update applications to make the information contained on them more relevant to staff and updating website with better information. No code updates or presentations will be necessary.

Strategy 2.4.3: Marijuana Regulations (0% completed)

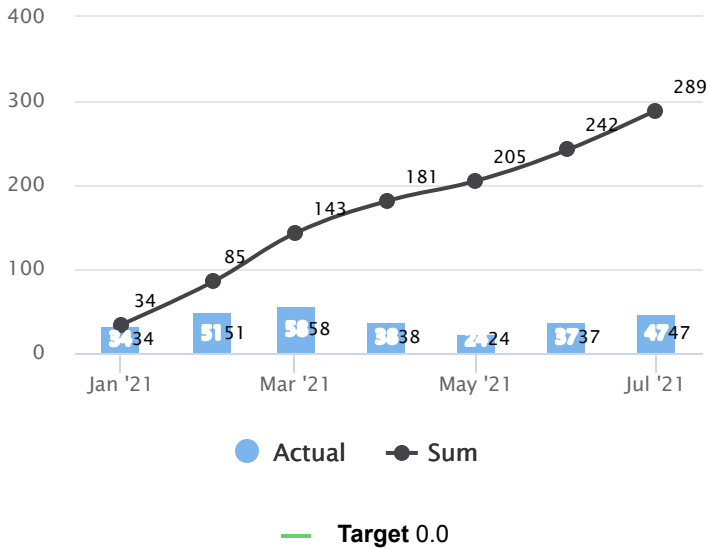
City Attorney's presenting their changes to council in July 2021.

CORA Requests

Number of CORA requests processed

Owner: Dylan Gibson

Last Update: Aug 04, 2021 16:03:17



Publicly Available Information

Increase in information available to the public

Owner: Jodi Hardee

Objective 2.5

Progress 72%

Secure a sustainable financial future

Owner: Cathy Blakeman

Strategy: 6



	%	#
On Track	83.33	5
Completed	16.67	1

Strategy 2.5.1: Manage operational expenditures within 2% of the approved budget for each department (Excludes salary, benefits, allocations). (50% completed)

Budget Analysts provide monthly budget reports to departments, due to the remote work and the COVID-19 pandemic analysts have not held face to face meetings but have made themselves available by phone/email/zoom etc. Analysts include the percent of year elapsed and percent of budget used within each monthly report for comparative purposes. Many expenses throughout departments are not divided equally by months, so it can be challenging to gauge whether departments are within 2% of their budget at a given point in time. Ex: PRG expenses depend on when programs happen, PW expenses are higher in summer months when utilities are higher. Through the May month end reports, there are no significant concerns.

Strategy 2.5.2: Obtain clean 2020 audit opinion by July 31, 2021 (Financial statements present fairly in all material respects of the government) (100% completed)

Finance closed 2020 during the month of March and completed a complete draft of the financial statements in April prior to the start of the audit. Our outside audit firm, Eide Bailly, was onsite 4/19-6/7/21. The financial audit and Comprehensive Annual Financial Report were complete in June. The City received a clean, unmodified opinion. The financial report was presented to City Council on 6/28/21. This strategy has been complete for 2020.

Strategy 2.5.3: Publish the 2022 Budget by December 31, 2021 (40% completed)

The 2022 budget calendar was completed by Finance staff and shared with the leadership team. The 2022 CIPP is well underway. The packet of CIPP requests was prepared and provided to the city manager for feedback. The budget request summary, request packet, and draft source and use document were all provided to the city manager and deputy city managers in June. Staff is preparing for meetings with departments on 7/16. Meeting will be held with city council during the summer and wrap up at their annual budget retreat in September 2021. The calendar indicates the 2022 budget will be adopted 11/1/21 for the 2022 budget year.

Strategy 2.5.4: Increase tax compliance awareness by providing tax payers educational opportunities, enhanced online resources/tools, or by directly engaging at least 2.5% of licensed businesses during 2021 (92% completed)

Direct taxpayer contacts during Q2 2021 were 40 collection site visits + 27 active audits = 67.

YTD direct contact engagements total 130. This represents 2.31% of the 5629 current active licensed businesses.

Strategy 2.5.5: Sustain audit collections and revenue recovery of \$3M annually, pro-rated based on personnel vacancy rate. (92% completed)

At mid-year audit results are as follows:

- 53 YTD audit engagements completed and assessed, 66 audits in process (Auditors continued working remotely via phone, email, internet with taxpayers)
- Audit revenue collections of \$2,769,843
- The Tax Division is at 92.3% of the stated strategy at the end of the 2nd quarter
- It is expected that this strategy will be significantly exceeded in 2021

Strategy 2.5.6: Decrease delinquent tax filings by 40% by December 31, 2021 based on outstanding accounts as of January 31, 2021. (60% completed)

Second Qtr. 2021 –

During the 2nd quarter of 2021 the number of outstanding delinquent tax accounts decreased an additional 30%, from 390 to 272. Year to date delinquent accounts have been lowered by a total of 435 accounts from 707 to 272. This represents a total reduction of 61.5%.

Delinquent accounts are expected to increase in July because it is a monthly and quarterly combined filing period. However, this strategy is on track to be successfully completed.

Goal 3  Progress 21%

Develop and maintain the public infrastructure to improve community appearance and encourage continued development

Owner: Annette Peters

Objective: 4 Strategy: 10

	%	#
● On Track	90.0	9
● Major Disruption	10.0	1

Objective 3.1  Progress 10%

Develop educational infrastructure

Owner: Jason Rogers

Strategy: 2

	%	#
● On Track	50.0	1
● Major Disruption	50.0	1

Update provided by Jason Rogers on Jul 19, 2021 17:17:37

Strategy 3.1.1: Enhance partnerships with school districts and higher ed (20% completed)

Staff will be meeting with Adams 14 School District administration to continue discussions on a possible culinary arts program at MHGP and a proposed innovation center. Conversations in regards to a culinary arts program have been positive and outlined a minimum space need in a building to accommodate programs.

Strategy 3.1.2: Assist with technology literacy (0% completed)

Currently the city does not have the staffing resources or capacity to work on this item at this time.

Objective 3.2  Progress 42%

Improve physical infrastructure

Owner: Jason Rogers

Strategy: 3

	%	#
● On Track	100.0	3

Update provided by Jason Rogers on Jul 19, 2021 18:58:43

Strategy 3.2.1: Continue/enhance 5-year CIPP partnership with SACWSD (50% completed)

Conducted Monthly Coordination Meetings with SACWSD & CD from Apr - Jun to review projects/issues. Reviewed/Coordinated/Deconflicted Current Year and 5-Year CIPP for both Commerce City & SACWSD on monthly basis.

Strategy 3.2.2: Possible Solar Lighting in Derby (25% completed)

Per the request of staff, SACWSD amended their five year plan to include the upgrade of necessary water and sewer lines in their 2021 CIP plan. Once this work has been completed, Xcel Energy will unground existing overhead in the area. As such, staff has met with and continues to work with Xcel Energy to determine the cost for undergrounding overhead electrical lines in the core section of Derby. Staff is collaborating with SACWSD on a joint public outreach effort for residents and business owners to let them know about the infrastructure work that SACWSD will be doing, electrical overhead undergrounding locations, and new lighting locations. Staff is working with Xcel to obtain a price quote for the use of reversal energy to support new lighting locations. Lastly, staff is working with the CCURA's preferred bidder to update the sign and will wire the site for tie-in to Xcel's renewable energy.

Strategy 3.2.3: Partner with SACWSD (50% completed)

Participated in Quarterly developers meetings (hosted by CD - both PW & SACWSD). Conducted Monthly Coordination Meetings with SACWSD & CD Apr - Jun to review projects/issues. Reviewed/Coordinated/Deconflicted Current Year and 5-Year CIPP for both Commerce City & SACWSD on monthly basis.

Objective 3.3

Progress 9%

Engineer a safe built environment

Owner: Jason Rogers

Strategy: 4



● On Track	%	#
	100.0	4

Update provided by Jason Rogers on Jul 19, 2021 19:02:28

Strategy 3.3.1: Analyze problem areas (25% completed)

Completed Core City Signal Pole Assessment - requested proposal from contractor to expand contract to assess all City signal poles. Completed designs to replace deficient bridges at 112th Ave. , Peoria Street, and Potomac Street, and Brighton Road. Submitted RFP to CDOT for design of HSIP Grant Improvements at 96th & Tower, 120th & Chambers, 112th & Havana, 72nd & Locust as well as Upgrade Signal Heads/Higher Visibility Backplates within Core City . Submitted RFP to CDOT for design of Safer Main Streets Grants at Colorado Blvd between 68th & 70th. In process of coordinating IGA with CDOT for all the aforementioned projects.

Strategy 3.3.2: Provide targeted inspections/enforcement (10% completed)

Identify (5) Neighborhood(s) for proactive enforcement (sweeps):

- Adams Heights
- Eagle Creek
- Tichy
- Rose Hill
- Kemp

Code Enforcement has identified a project, Cut and Dump Fall Clean-Up, for a specific area in the city to promote clean and healthy neighborhoods at a low or no cost to those living in the area.

Strategy 3.3.3: Adopt 2020 National Electric Code (0% completed)

Implementation of the 2020 NEC is on track and is expected to be enacted by the beginning of August.

Strategy 3.3.4: Parking/Lighting/Traffic Management in City parks (0% completed)

Procurement and installation of parking signs is currently on hold at this time.

Objective 3.4

Progress 25%

Complete all approved phases of CIPP on time, budget, and to standard

Owner: Jason Rogers

Strategy: 1



● On Track	%	#
	100.0	1

Update provided by Jason Rogers on Jul 19, 2021 19:02:46

Strategy 3.4.1: Provide project management training to staff (25% completed)

Staff has created a draft project management training program based on the materials from the prior session. The training itself will be conducted in partnership with the same outside presenter, likely in Q3 of this year.

Goal 4  Progress 42%

Promote resident health, safety and education

Owner: Annette Peters

Objective: 5

Strategy: 16



	%	#
● On Track	81.25	13
● Some Disruption	12.5	2
● Completed	6.25	1

Objective 4.1 Progress 100%

Create aesthetically pleasing neighborhoods

Owner: Jason Rogers

Strategy: 1



	%	#
● Completed	100.0	1

Update provided by Jason Rogers on Jul 19, 2021 19:03:08

Strategy 4.1.1: Parking and trailers (100% completed)

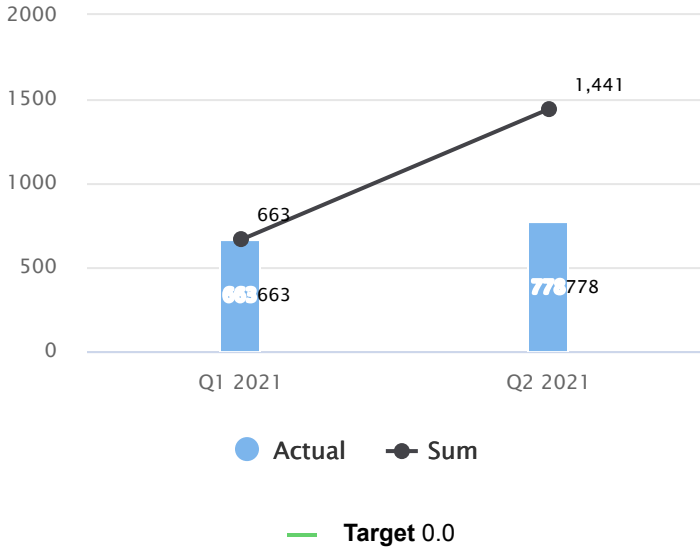
This item has been satisfactorily completed with the passing of a new ordinance designed to improve the efficiency of the police department in addressing large, oversized vehicle parking on Commerce City residential streets. The police department has spent the better part of this quarter training on the ordinance, working with Community Relations to provide information regarding the new ordinance, and then enforcing the new ordinance. There does continue to be the inability to tow large vehicles that are deemed dead storage due to our contractor and their space availability. Contract limitations make this unavoidable, however, the vendor is working with the police department on an appointment basis for towing these large items.

Voluntary Code Compliance

Number of community contacts to achieve voluntary code compliance

Owner: Alexa Ullom and Tricia Mason

Last Update: Jul 07, 2021 22:27:11



Comment

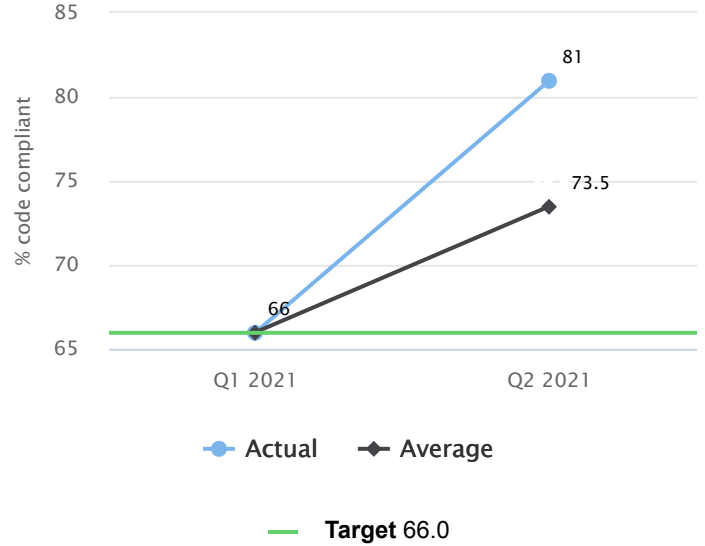
Q1:
 NOV Issued 508
 NOV Compliance 336
 Compliance Rate 66%
 CRM Responed 155

Code Enforcement

Pro- and re-active code enforcement to achieve compliance

Owner: Tricia Mason and Alexa Ullom

Last Update: Jul 07, 2021 19:41:43

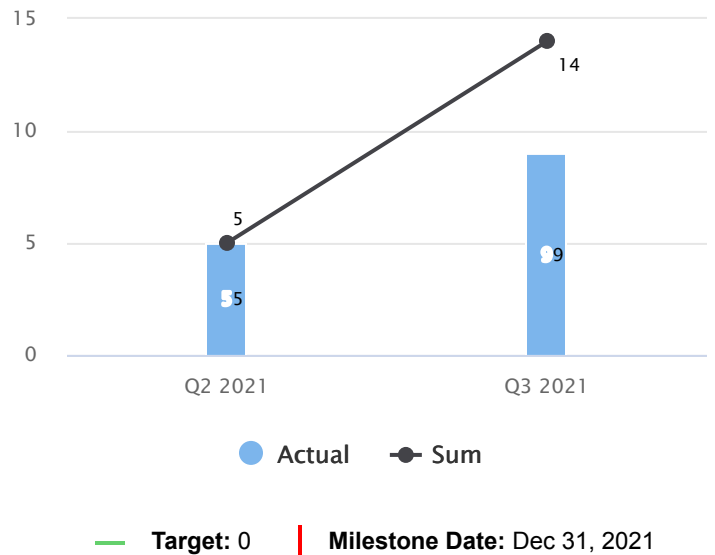


Minor Home Repair Program

Number of households served by the program

Owner: Tricia Mason, Alexa Ullom, and Tracy Jones

Last Update: Jul 07, 2021 22:58:14



Comment

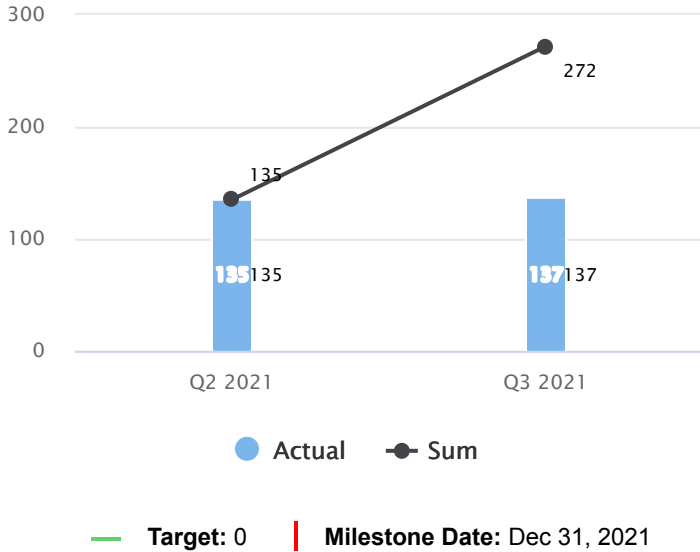
The Minor Home Repair Program completed work on 14 homes to date.

Housing Choice Vouchers

Number of households served by the program

Owner: Tricia Mason, Alexa Ullom, and Tracy Jones

Last Update: Jul 07, 2021 23:03:40



Comment

CCHA continues to administer 137 Housing Choice Vouchers. 23 additional vouchers have been pulled from the waitlist. Not yet leased in units.

Objective 4.2

Progress 25%

Provide recreation opportunities

Owner: Jason Rogers

Strategy: 2



Update provided by Jason Rogers on Jul 19, 2021 19:23:10

Strategy 4.2.1: Expand PRG programming (25% completed)

PRG program expansion continues to be limited due to recruitment challenges, planning for upcoming programs to include but not limited:

- Fall program registration opens in August;
- Planning for Bison Ridge and Eagle Pointe annual maintenance shutdown to occur at the end of August or beginning of September;
- Paradise Island open with capacity restriction and guest reservations required;
- Summer camps and youth sports programs in process;
- Successful July 4th -4thFest celebration; and

- Neighborhood outreach events combined with Cultural Council summer concert series begins in July.

Strategy 4.2.2: Community Connection, Inclusion, and Strategic Initiatives (25% completed)

Community initiatives including but limited to:

- Adams County School District 14 (ACSD14) elementary school gymnasium improvements complete;
- adult program planning and coordination in collaboration with CCPRG, ACSD14, Adams County, Anythink Library and Adelante in process; inclusion program planning and coordination in collaboration with CCPRG, ACSD14 and 27J in process;
- Kids to Parks CCPRG partnership with Sand Creek Regional Greenway and ACSD14 - Lester Arnold High School - Environmental Science collaboration complete. ACSD14-Lester Arnold High School students made a presentation of their findings to the PRG Advisory Committee and will make a presentation to City Council at a future study session; and
- Neighborhood outreach events at Fairfax, Veterans Memorial, Turnberry and Fronterra will include COVID vaccination tents provided by Tri-County Health.

CCPRG grant application submissions:

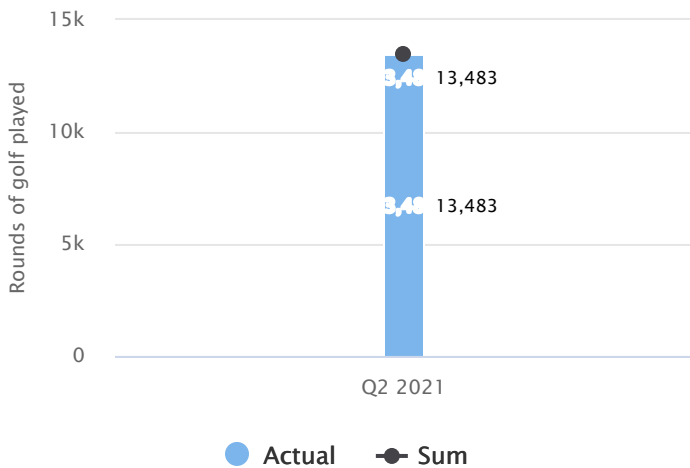
- Adams County Open Space grant submission for Monaco Park renovation \$960,000 approved; and
- CDBG submission for outdoor Fit Court \$70,000 and Outreach materials - homelessness \$10,000 review and approval pending.

Rounds of Golf

Number of rounds of golf played

Owner: Carolyn Keith and Paul Hebinck

Last Update: Jul 07, 2021 14:29:42



Target: 0 | Milestone Date: Dec 31, 2021

Comment

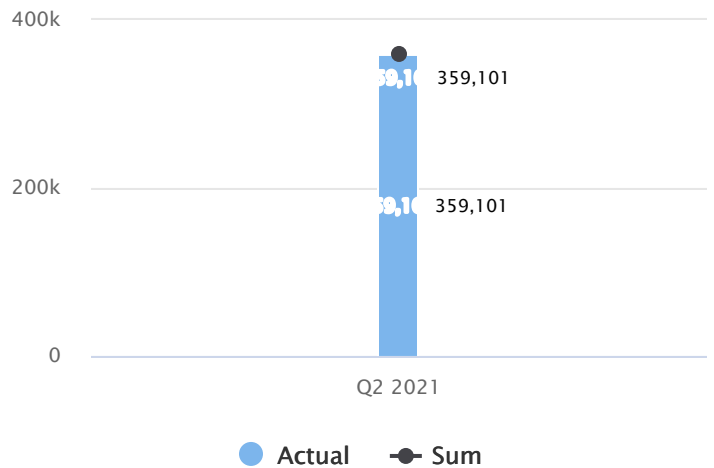
Prior five year average for Q2 rounds of golf played is 11,833.

Bison Grill

Revenue from Bison Grill

Owner: Carolyn Keith and Paul Hebinck

Last Update: Jul 07, 2021 14:27:30



Target: 0 | Milestone Date: Dec 31, 2021

Comment

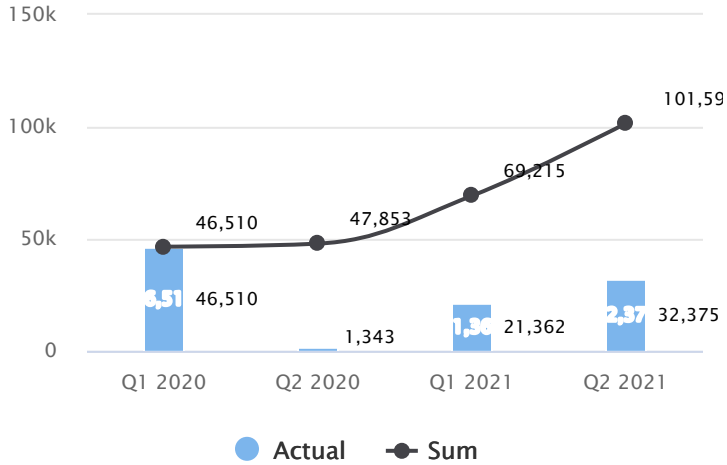
Five-year average (pre-pandemic) \$414,058.

Bison Ridge Admissions

Number of drop-in admissions at Bison Ridge

Owner: Carolyn Keith and Chad Redin

Last Update: Jul 02, 2021 20:39:57



Target: 0 | Milestone Date: Dec 31, 2021

Comment

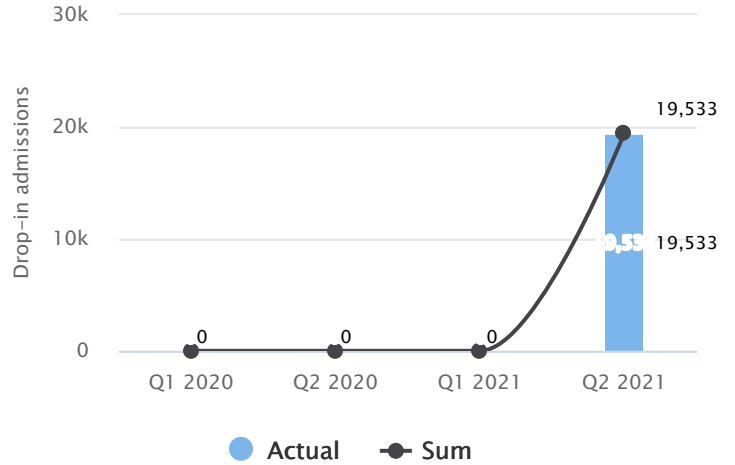
For Quarter 1 (January - March) 2021 the admission numbers for Bison Ridge is 21,362.
 For Quarter 2 (April - June) 2021 the admission numbers for Bison Ridge is 32,375.

Paradice Islands Admission

Number of drop-in admissions

Owner: Carolyn Keith and Chad Redin

Last Update: Jul 02, 2021 20:41:43



Target: 0 | Milestone Date: Dec 31, 2021

Comment

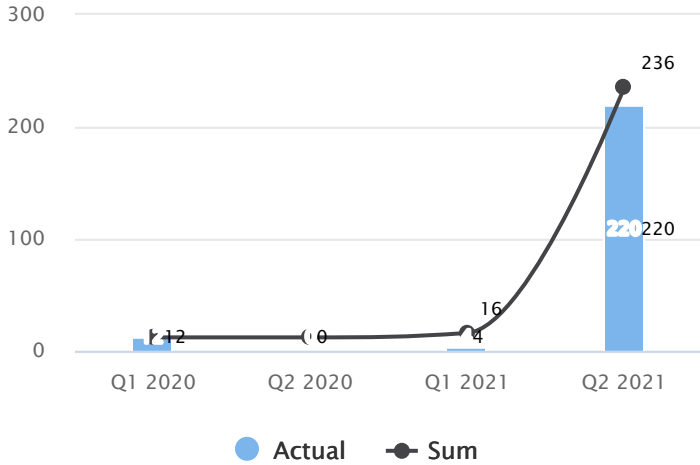
For Quarter 1 (January - March) 2021 the admission numbers for Paradise Island is 0. Paradise Island is a seasonal operation.
 For Quarter 2 (April - June) 2021 the admission numbers for Paradise Island is 19,533. Paradise Island is a seasonal operation.

Outdoor Rentals

Number of rentals of picnic shelters, fields, etc.

Owner: Carolyn Keith and Chad Redin

Last Update: Jul 02, 2021 21:25:42



Target: 0 | Milestone Date: Dec 31, 2021

Comment

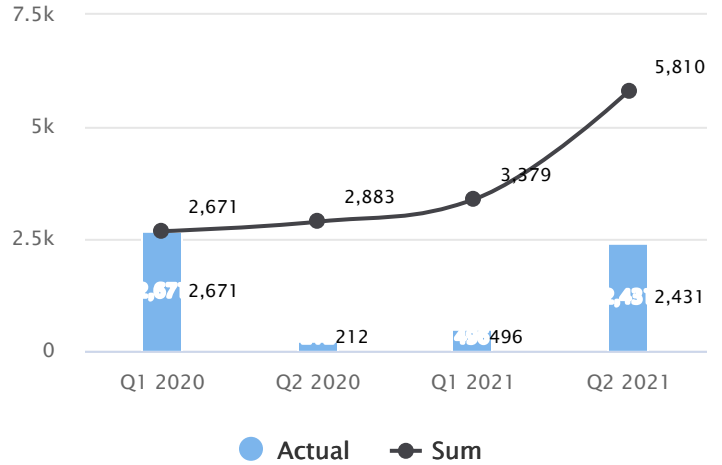
For Quarter 1 (January - March) 2021 the outdoor rentals totals is 4.
 For Quarter 2 (April - June) 2021 the outdoor rentals totals is 220 .

Recreation Programs

Number of program registrations

Owner: Carolyn Keith and Chad Redin

Last Update: Jul 02, 2021 21:27:45



Target: 0 | Milestone Date: Dec 31, 2021

Comment

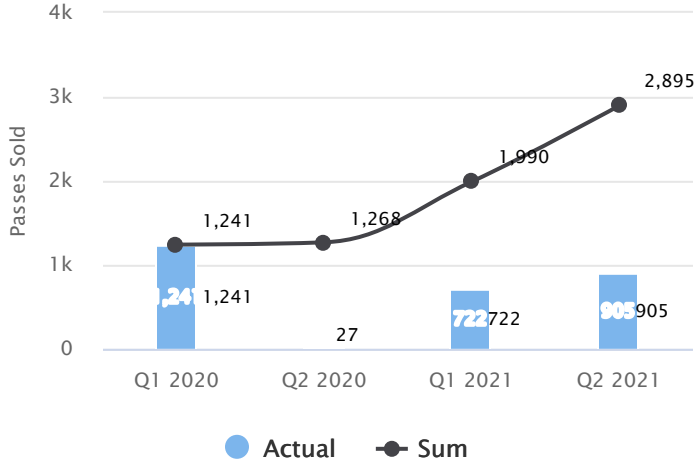
For Quarter 1 (January - March) 2021 the total program registration numbers for the recreation division is 496.
 For Quarter 2 (April - June) 2021 the total program registration numbers for the recreation division is 2,431.

Bison Ridge Pass Sales

Number of passes sold at Bison Ridge

Owner: Chad Redin and Carolyn Keith

Last Update: Jul 02, 2021 21:29:00



Target: 0 | Milestone Date: Dec 31, 2021

Comment

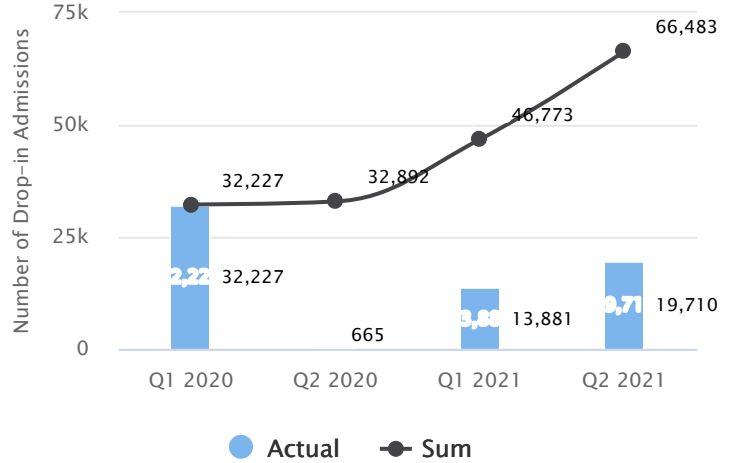
For Quarter 1 (January - March) 2021 the total membership pass sales for Bison Ridge is 722.
 For Quarter 2 (April - June) 2021 the total membership pass sales for Bison Ridge is 905.

Eagle Pointe Admissions

Number of drop-in admissions at Eagle Pointe

Owner: Chad Redin and Carolyn Keith

Last Update: Jul 02, 2021 21:30:14



Target: 0 | Milestone Date: Dec 31, 2021

Comment

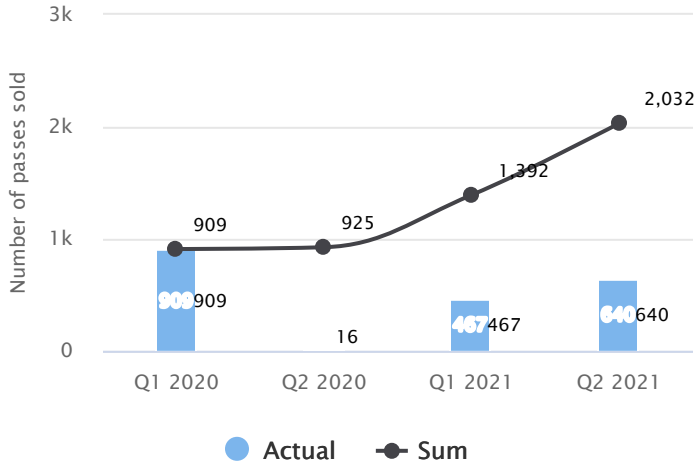
For Quarter 1 (January - March) 2021 the admission numbers for Eagle Pointe is 13,881.
 For Quarter 2 (April - June) 2021 the admission numbers for Eagle Pointe is 19,710.

Eagle Pointe Rec Passes

Number of rec passes sold at Eagle Pointe

Owner: Chad Redin and Carolyn Keith

Last Update: Jul 02, 2021 21:31:27



Target: 0 | Milestone Date: Dec 31, 2021

Comment

For Quarter 1 (January - March) 2021 the total memberships sold for Eagle Pointe is 467.

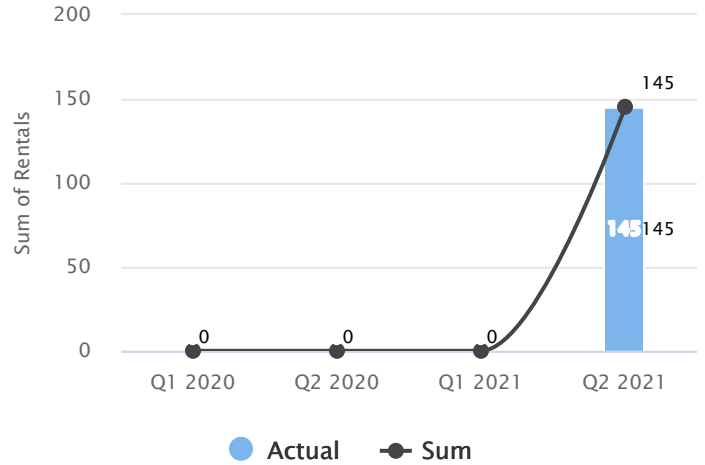
For Quarter 2 (April - June) 2021 the total memberships sold for Eagle Pointe is 640.

Paradise Island Rentals

Sum of rentals at Paradise Island

Owner: Chad Redin and Carolyn Keith

Last Update: Jul 02, 2021 21:33:02



Target: 0 | Milestone Date: Dec 31, 2021

Comment

For Quarter 1 (January - March) 2021 the total rentals for Paradise Island is 0. Paradise Island is a seasonal operation.

For Quarter 2 (April - June) 2021 the total rentals for Paradise Island is 145. Paradise Island is a seasonal operation. Note summer block registrations has inflated this number.

Objective 4.3

Progress 37%

Safeguard resident health and wellbeing

Owner: Jason Rogers

Strategy: 9



	%	#
On Track	88.89	8
Some Disruption	11.11	1

Update provided by Jason Rogers on Jul 19, 2021 20:44:59

Strategy 4.3.1: Adopt LDC amendments and regulate oil and gas according to LDC (25% completed)

Now that Oil and Gas LDC updates have been approved, staff is working on the sign code RFP and the beginning of several housekeeping LDC items. Due to capacity constraints, these items are being worked on as time permits.

Strategy 4.3.2: Monitor air and water quality (10% completed)

Now that the contract and budget have been approved by City Council, staff has begun to work with Lotus Environmental and create the various milestones that will be in examined and analyzed in the various phases. City Council is working with formulating an environmental citizens committee. Lotus is also working to begin to analyze the air quality with the City.

Strategy 4.3.3: Park Ranger Program (25% completed)

- Finalize park rules and adapt with Adams County Open Space rules
- Review of IGA with Adams County Open Space in progress. Anticipate IGA approval by Adams County by August/September, 2021.

Strategy 4.3.4: Community Navigator - Homelessness Outreach (75% completed)

- Operating procedures developed and implementation in progress
- Staff has been trained on the Severe Weather Action Plan. Execution of the IGA with the County is pending.
- Homelessness Outreach by the Community Navigator has begun. A presentation has been scheduled for City Council Study Session on July 12, 2021

Severe Weather Action Plan IGA-Staff have been trained on the Severe Weather Action Plan and IGA execution pending county processing

Operating procedures developed and implementation in progress

Outreach begins-in progress

Strategy 4.3.5: Complete Colorado Health Foundation Healthy Places Grant projects and programs (60% completed)

- Quebec/72nd intersection- complete
- Healthy Places grant funding will extend into 2022.

Strategy 4.3.6: GOCO Generation Wild program and partner with RMANWR (66% completed)

√**Outdoor education, programming and pathways (job opportunities)** taking place in Commerce City and provided by coalition partners - Commerce City youth participating in available programs.

GOCO Generation Wild Northeast Metro Coalition (NEMC)

- Grant contract for years 2017, 2018 and 2019 programs and pathways completed, while most programs and services paused during 2020 due to COVID;
- Grant contract with Commerce City extended through years 2021, 2022, 2023 and 2024. Contract amendment (extension), cooperative agreement execution and approved budget of new funds awarded in process and to be completed by end of August.
- 2021 programming has begun in Commerce City.

Strategy 4.3.7: Provide South Platte River Vision for floodplain management, trails, parks and recreation (25% completed)

IGA for the Adams County South Platte working group between Mile High Flood District and Adams County, City of Thornton and Commerce City has been executed. Consultant (Design Workshop) conducted visioning orientation, data gathering process overview, working group kick off meetings, stakeholders identified and branding process in progress.

Strategy 4.3.8: Keep Commerce City Clean (35% completed)

- Identify & Develop Strategic/Operational Program Planning Elements of Campaign – Q1 & Q2/2021
- Conducting Bi-weekly group/individual meetings w/CD, PRG, CR, ED, & PW (as well as CR Rep to PD); Next Working Group Meeting – Wednesday, 21 July, 9:30am
- Initiated work w/graphic designer on logo/tagline process as well as developing website/landing page framework
- City Council Study Session scheduled for Monday July 26
- Staged/Coordinated Implementation of Strategic/Operational Program Elements to Execute Campaign – Q3 & Q4/2021

Strategy 4.3.9: Develop environmental quality initiatives and policies (10% completed)

Over the past quarter, staff has been finalizing the contract with Lotus Environmental. City Council has approved the budget and contract in March 2021 and staff held the first kick off session with Lotus. Staff is working with Lotus weekly on a variety of environmental tasks, including air quality, organizational environmental efforts and water quality.

Objective 4.4

Progress 43%

Enhance personal safety

Owner: Clinton Nichols



Strategy: 2

Update provided by Clinton Nichols on Jul 07, 2021 16:29:41

The two police department goals established for this year were to decrease Auto Theft and Domestic Violence. Auto Thefts continue to trend higher at not just the local level, but at the Regional and National level as well. This trend continues for a few reasons not directly related to law enforcement. As auto thefts are property crimes, they are generally dealt with as a low priority by prosecutors, for legitimate reasons I might add. In addition, the vast majority of auto thefts recovered in Commerce City fall within the misdemeanor category. As such, the offender when caught is generally written a summons to appear in court and released, this is contemplating there are no additional charges. As such, it is not uncommon to see the same prolific subject in a stolen vehicle.

Our approach to auto thefts has centered around owner education. We have adopted a few social media campaigns to encourage residents to park on their property, remove their valuables and be cognizant of their neighborhood. The campaign appears to be promising as our vehicle trespasses directly related to unlocked vehicles have remained steady for a growing City at an 8% increase (FY 2020 Q2; 92 incidents, FY2021 Q2; 100).

The department has acquired Club anti-theft devices from an insurance vendor for us to provide to residents of previously stolen vehicles. The procedure for "gifting" those devices is complicated and is being reviewed. We are certain to have the items distributed and underway in the upcoming quarter.

Domestic violence work has had some mixed results. The Staff reviewed a domestic violence checklist that is used by officers when they respond to those incidents. The checklist ensures that investigations are thorough and consistent. The District Attorneys Office has started a new domestic violence unit and was interested in the checklist for possible county-wide distribution. DA indicated they wanted to conduct in-person training regarding it, but Covid restrictions have just lifted and we are hoping to get this done in the upcoming quarter.

Investigations have been negatively impacted by being down three (3) detective positions. Two of which were assigned to investigate Domestic Violence related crimes. Overall department staffing does not allow for transfers to occur until we can maintain an adequate patrol staffing level.

Objective 4.5

Progress 50%

Enhance community safety

Owner: Clinton Nichols



Strategy: 2

Update provided by Clinton Nichols on Jul 07, 2021 16:37:21

Despite the staffing challenges the department is facing, response times to Priority 0 and 1 calls for service remain consistent at 8.2 minutes for FY2021 Q2 as opposed to 8.1 minutes for FY2020 Q2. There are several deployment strategies that have assisted in maintaining that level of service; Assigned geographic area officers supervised by geographic-based supervisors, robust community policing projects to minimize the need for quality of life-related calls for service (examples include Monaco Park Speeding, North Party House, Alarm Response mitigation, etc.). Being proactive allows us to increase visibility and reduce resident frustration.

The departments' community engagement has also continued virtually. Area Commanders are holding quarterly community meetings to discuss community issues, solicit feedback and provide information on crime-related issues. The result of many of those meetings is that resident's primary concerns are parking issues and chronic traffic concerns.

Response Times

Average response time to calls for service

Owner: Dennis Moon

Community Policing

Total number of community policing events held

Owner: Greg Sadar

Goal 5 Progress 48%

Improve community involvement and trust

Owner: Annette Peters

Objective: 4 Strategy: 12

	%	#
● On Track	91.67	11
● Completed	8.33	1

Objective 5.1 Progress 33%

Increase civic pride

Owner: Cathy Blakeman

Strategy: 3

	%	#
● On Track	100.0	3

Update provided by Cathy Blakeman on Jul 13, 2021 19:43:28

Strategy 5.1.1: Historic preservation ordinance (0% completed)

This item is scheduled to commence later in 2021. At this time no additional work has been done on this strategy

Strategy 5.1.2: Events promoting one city (50% completed)

One event was held in Q2, the annual Memorial Day Ceremony with approximately 40 attendees. Event planning continued in Q2 for events planned for Q3 (July 4th Celebration, Cultural Council's Concerts in the Park and the Curt Holland Memorial Golf Tournament)

Strategy 5.1.3: Create a cultural master plan in alignment with the Artfully Adams County plan (50% completed)

RFP to be posted in Q3

One City

Attendance for events promoting One City

Owner: Jodi Hardee

Objective 5.2

Progress 50%

Improve citizen interaction

Owner: Cathy Blakeman

Strategy: 1



	%	#
● On Track	100.0	1

Update provided by Cathy Blakeman on Jul 13, 2021 19:43:59

Strategy 5.2.1: Drive citizen media engagement rate (50% completed)

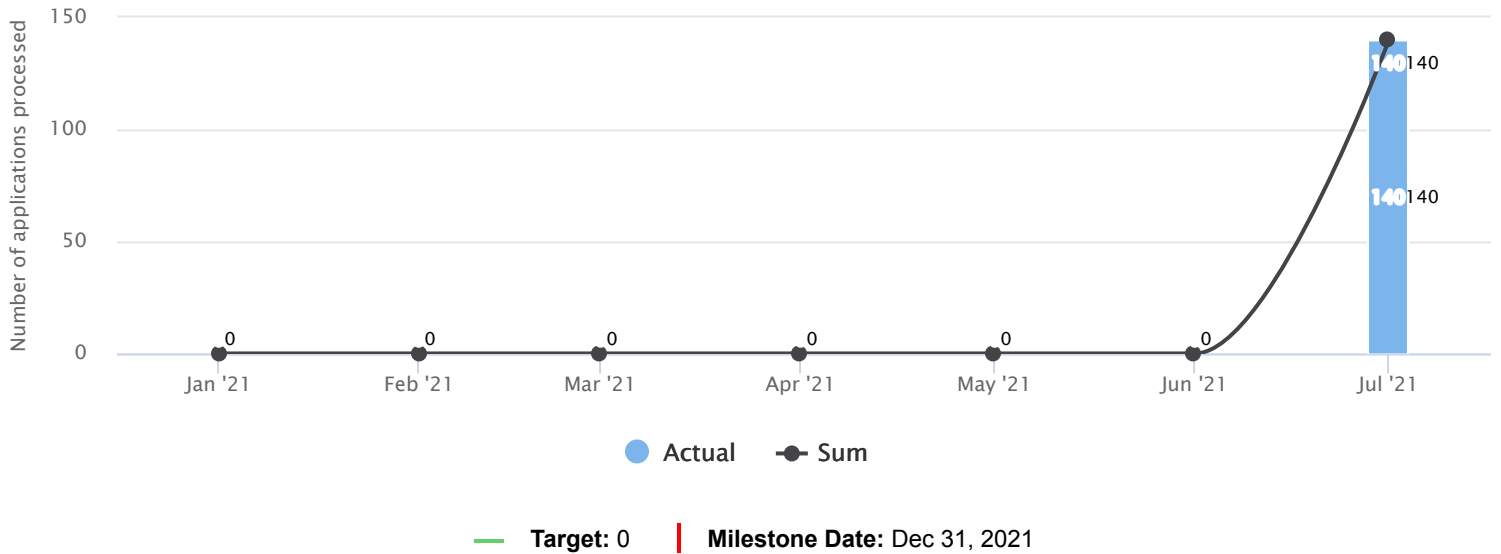
In Q2, the city's Facebook page reached a total of 71,266 people averaging 792 users per day. At the end of Q2, the city's Facebook page had 8,083 followers and a total of 24,985 Engagements (Reactions, Comments, Shared Posts and Link Clicks). In Q2, the city's homepage received 30,530 unique page views and there were 1,629 e-notification subscribers.

Passport Applications

Number of passport applications processed

Owner: Dylan Gibson

Last Update: Aug 04, 2021 16:03:55



Objective 5.3

Progress 50%

An inclusive community

Owner: Cathy Blakeman

Strategy: 4



Update provided by Cathy Blakeman on Jul 14, 2021 15:35:11

Strategy 5.3.1: ADA Compliance (50% completed)

The team currently is made up of Risk, Finance (Theresa Wilson), Parks (Tony Jaramillo) and Facilities (David Bebak). Additional members are being recruited for future monthly meetings.

The ADA Facility audit has been completed and staff is working on obtaining monies thru CIP to correct the deficiencies in the audit. Of the 4,176 items identified in the audit, there were 1,422 items identified as non-compliant. They include bathroom access and parking lot/ sidewalk slope issues.

Risk, working with Facilities, initially put in a request for roughly \$650,000 for 2022 thru CIP. Theresa Wilson (Finance) asked about the "spend rate" and if that was enough. The team is now determining what the total cost of compliance will be to address all the issues in the MTC audit as well as the other issues in Parks and Facilities.

It should be noted though that in Commerce City we have many departments that are already doing things related to ADA compliance. PW is addressing sidewalks, Parks is addressing playgrounds and the building department is addressing ADA compliance in their building plans, and IT is addressing assistive devices for courts, etc.

NOTE: The MTC ADA Audit did not address playground ADA issues. We are relying on Tony Jaramillo's (Parks) audit for that information.

The ADA Team will be meeting throughout the remaining months in 2021 so as to identify the physical barriers that limit accessibility of programs, activities or services to individuals with disabilities, and will develop a detailed outline of the methods to remove those barriers to achieve compliance with Title II of the ADA.

We should have the framework drafted for TITLE II compliance by Q122.

Strategy 5.3.2: Diversity and Inclusion Commission (50% completed)

The Diversity and Inclusion (D&I) Commission, comprised of 11 community members and 2 Council members (with 1 alternate) meets on the last Wednesday of every month from 6:00 – 8:00 PM. The first meeting was held on 02/24/2021, and has met throughout Q2.

In Q2, the commission has worked on or participated in:

- Gathering and analyzing community demographic data
- New Member Boards and Commissions Onboarding training
- Developing the commission bylaws
- Researching existing Diversity and Inclusion initiatives utilized by other communities to building a repository of ideas and best practices
- Met with Community Relations and discussed the City website and other communications opportunities
- Met with Human Resources to learn more about plans internal to the City
- Took a survey to gauge member interest in future topics and opportunities

Going forward, they are working on:

- Assigning commission members to compile a list of community resources and networks in collaboration with other boards and commissions

- Engaging with the nonprofit and business community to develop a community driven resource network

The commission will continue to meet with city employees to learn more about opportunities to fully engage and leverage commission knowledge and resources.

Strategy 5.3.3: Senior liaison (50% completed)

The job description for the Community Navigator position was completed in Q2 and a 2022 budget enhancement request was submitted for the position. This position was also submitted for consideration as part of the American Rescue Plan funding.

Strategy 5.3.4: Spanish language resources (50% completed)

In Q2, live Spanish interpretation was offered at 19 city meetings with a total of 45 Spanish participants.

Objective 5.4

Progress 55%

Improve citizen participation

Owner: Cathy Blakeman

Strategy: 4



	%	#
● On Track	75.0	3
● Completed	25.0	1

Update provided by Cathy Blakeman on Jul 13, 2021 20:01:33

Strategy 5.4.2: Civic Academy (20% completed)

Curriculum is revamped based on feedback from previous session in fall of 2020. Scheduling of session for 2021 is dependent on in-person activities resuming. Initial communication with previous applicants/wait-listed applicants to provide updates as necessary.

Strategy 5.4.3: Virtual meetings (50% completed)

In Q2, virtual meetings continued to be conducted for city council, council subcommittee, board and commission, and other public meetings. The City Clerk’s office continues to provide support services and facilitate virtual meetings. At the April 5, 2021 meeting, Council did not choose to pursue hybrid meetings until possibly sometime in Q3.

Strategy 5.4.4: Enhance video library (50% completed)

The city posted 9 videos in Q2 with combined views totaling 10,632. In Q2, the city hired a full-time Video Production Specialist. The specialist started in May.

Board and Commission Vacancy

Current vacancy rate for all city boards and commissions