

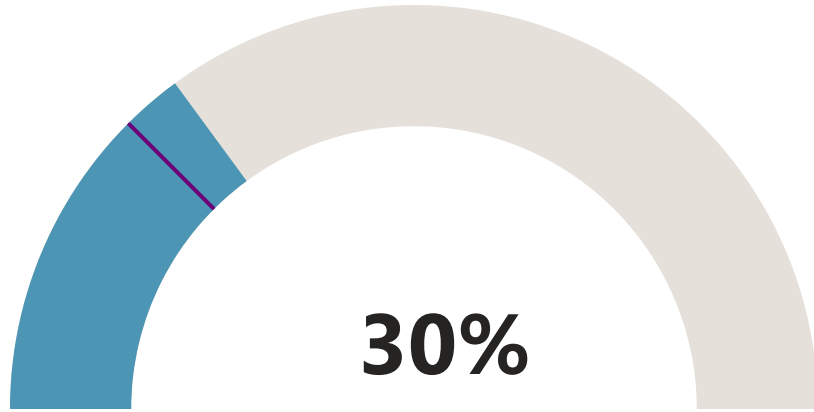
1st Quarter City Managers Performance Evaluation Report



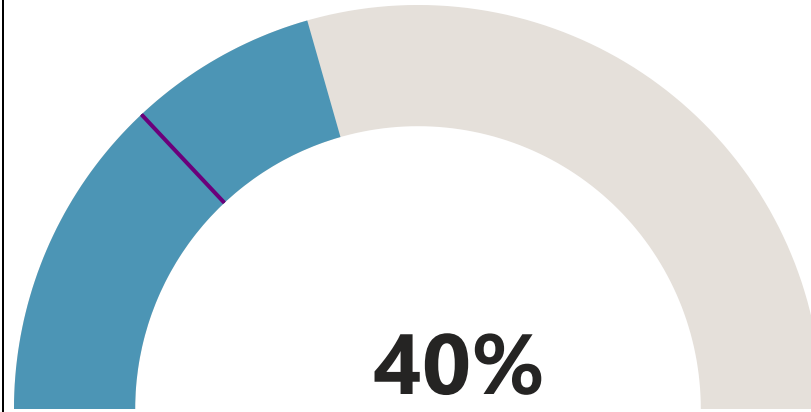


City Manager Performance Evaluation Completion Summary

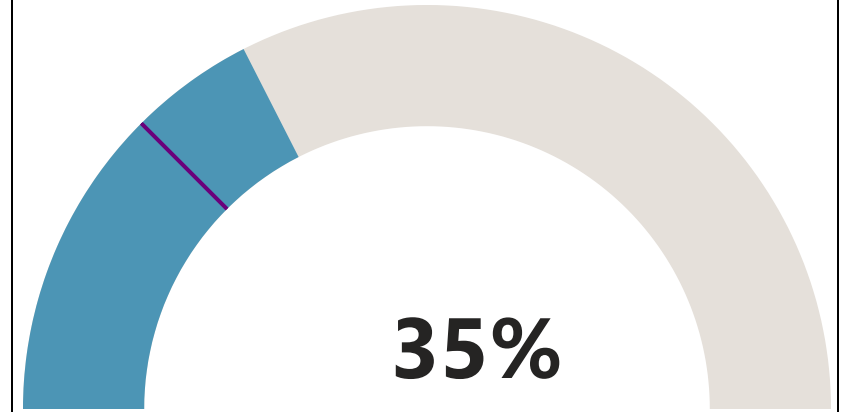
1. Mission Aligned Strategic Thinking and Actions



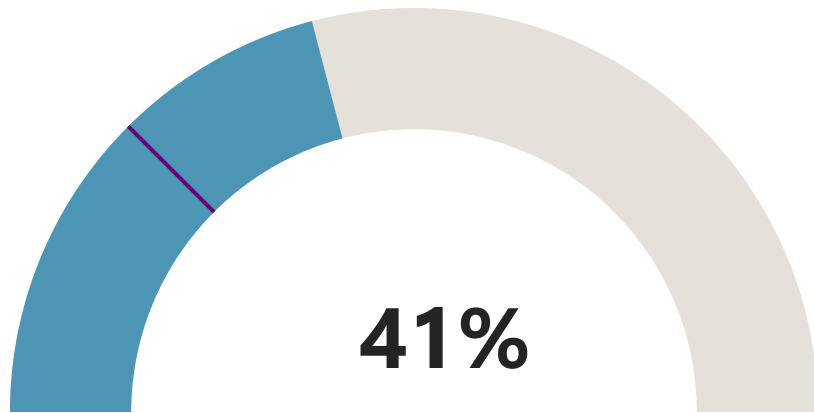
2. Policy Execution in Support of Community Needs



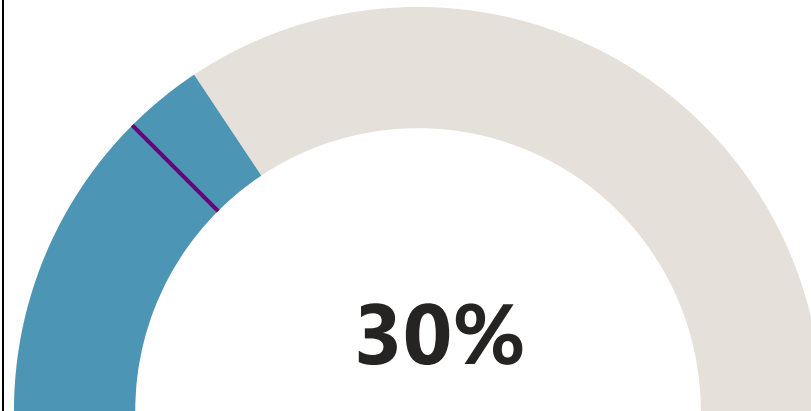
3. Maintains a Positive Work Relationship with the Council



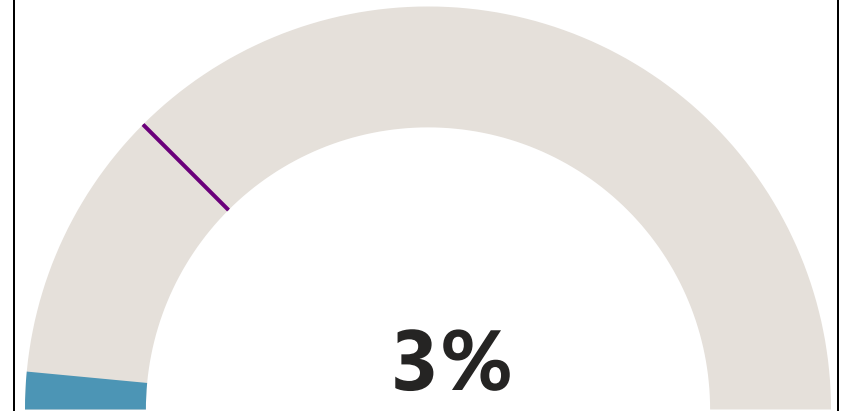
4. Long Term Planning for the Sustainable Growth and Fiscal Health of the City



5. Thoughtful Servant Leadership of the Organization and Management of Staff Excellence to Address the Concerns and Needs of the Community



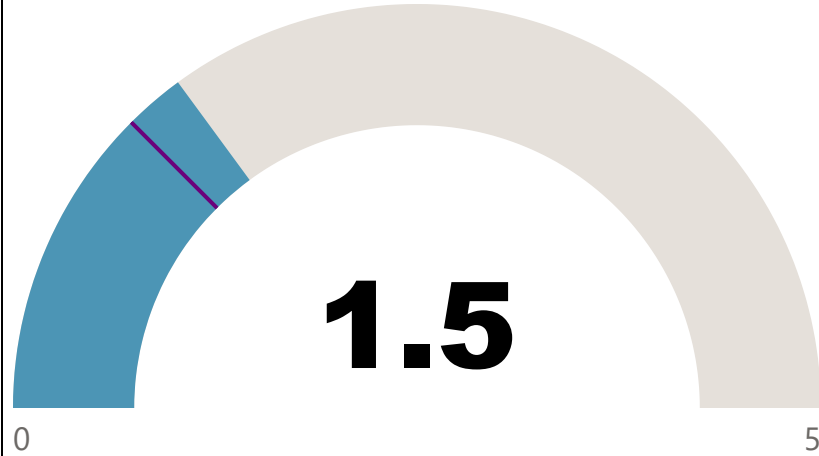
6. Professional Skills and Development



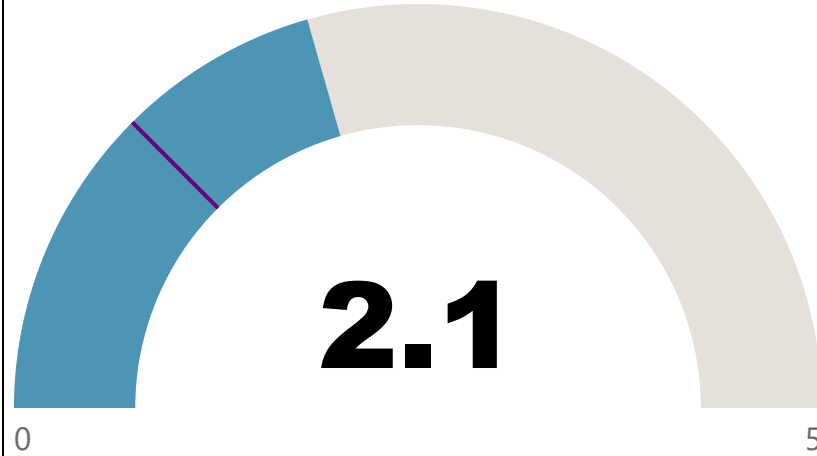


City Manager Performance Evaluation Summary

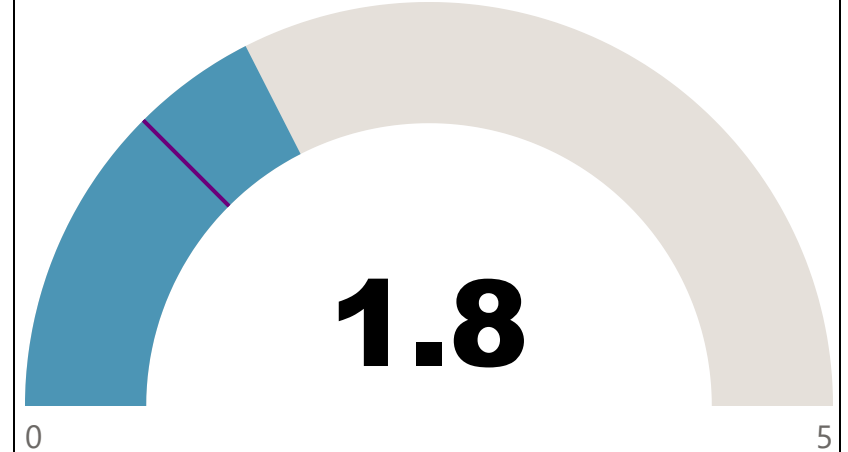
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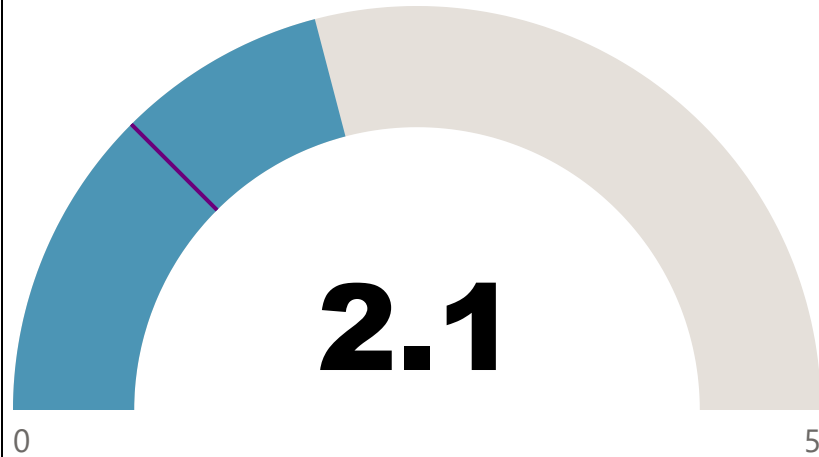
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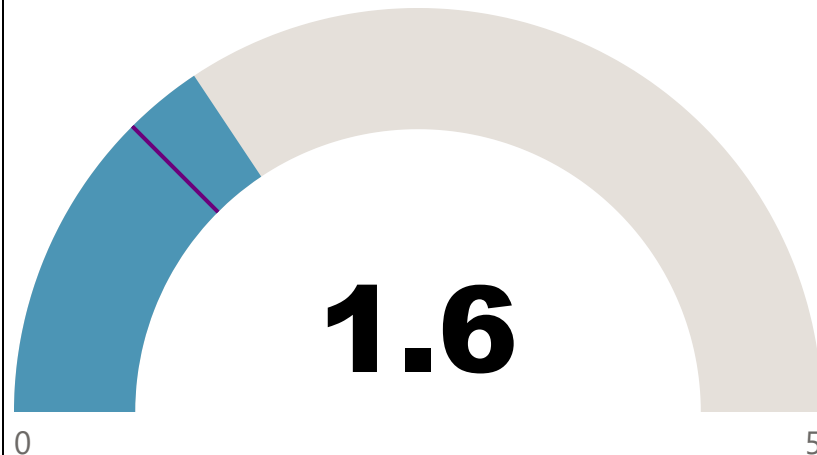
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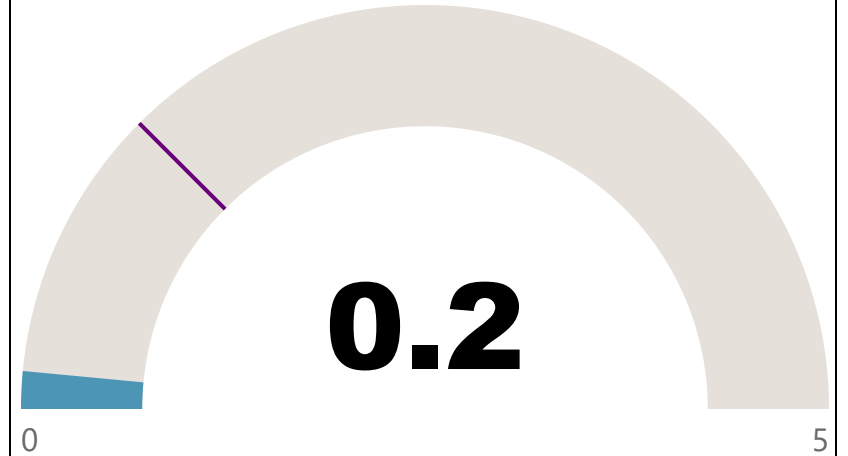
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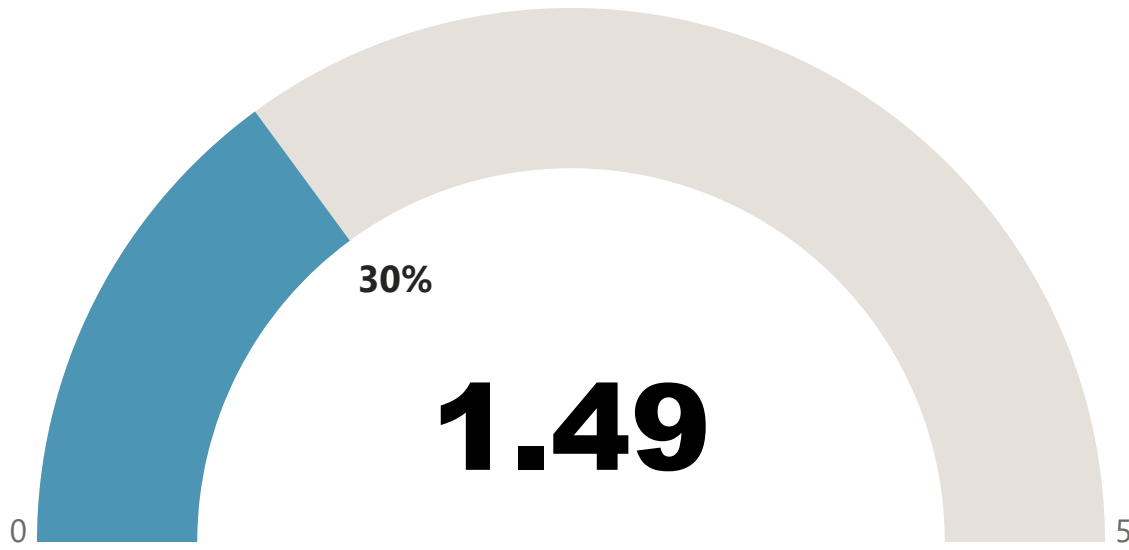
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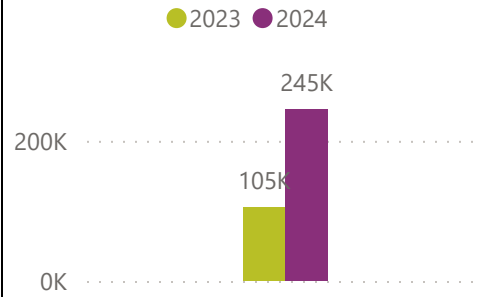
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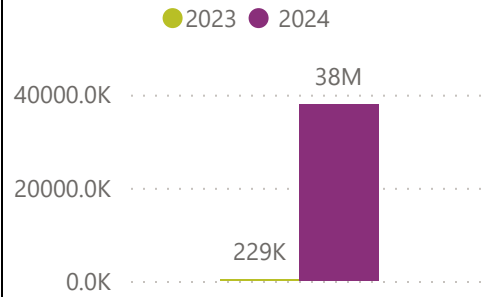
1. Mission Aligned Strategic Thinking and Actions



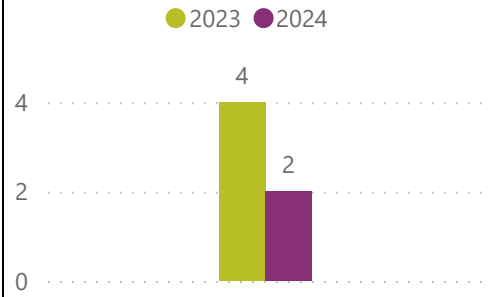
1.1.1 Increase in the economic development investment dollars from previous year



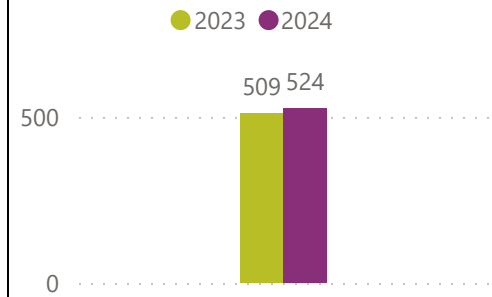
1.1.2 Increase in the value of new construction from the previous year



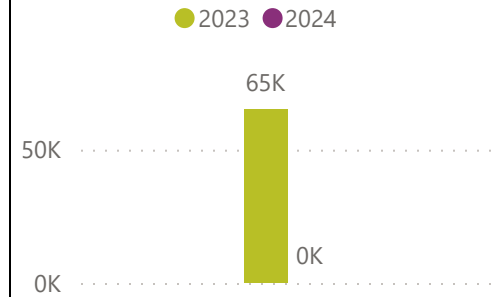
1.1.2.1. Attend at least 4 outbound marketing events or conferences by end of Q4



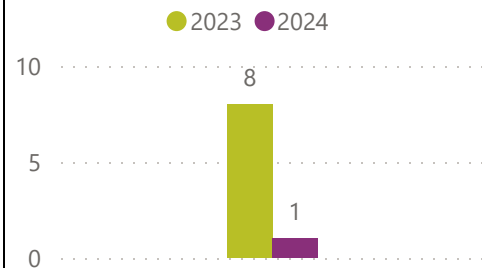
1.1.3 Increase in number of new jobs created from previous year



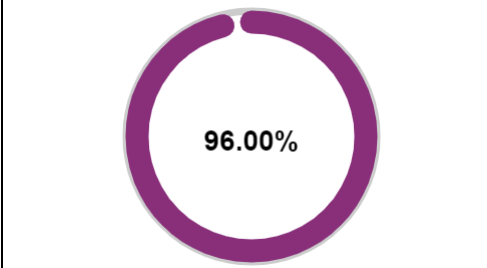
1.1.4 Increase business tax base from the previous year



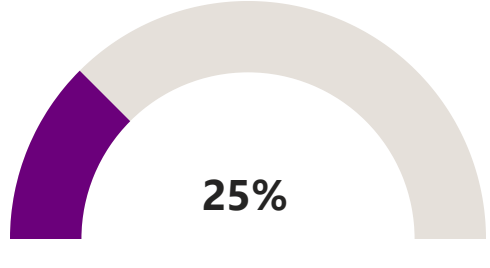
1.1.5 Support new business start-up and/or recruit at least one new business relocation opportunity per year



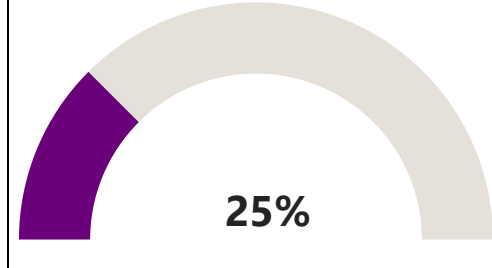
1.1.6 Maintain 85% of existing jobs at risk that are retained in the City when incentives or assistance has been requested of ED eff...



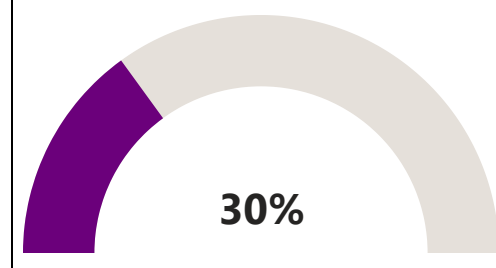
1.2 Complete and Present Transportation Master Plan by end of Q4



1.3 Complete and Present PRG Master Plan by end of Q3



1.4 Update City development standards to promote multimodal transportation by end of Q4





Goal 1: Mission Aligned Strategic Thinking and Actions

Comments

Goal 1

☐ **1.1.1 Increase in the economic development investment dollars from previous year**

Data recorded as ED projects are announced. There are currently projects in the economic development pipeline being worked on.

☐ **1.1.2. Increase in the value of new construction from the previous year**

Data is usually provided with a 1 -2 month lag.

☐ **1.1.2.1. Attend at least 4 outbound marketing events or conferences by end of Q4**

ICSC Red River, EE3 Conference

☐ **1.1.3 Increase in number of new jobs created from previous year**

Data recorded as ED projects are announced. There are currently projects in the economic development pipeline being worked on.

☐ **1.1.4 Increase business tax base from the previous year**

Data is reported on a quarterly basis. Waiting for the final Q4 2023 data.

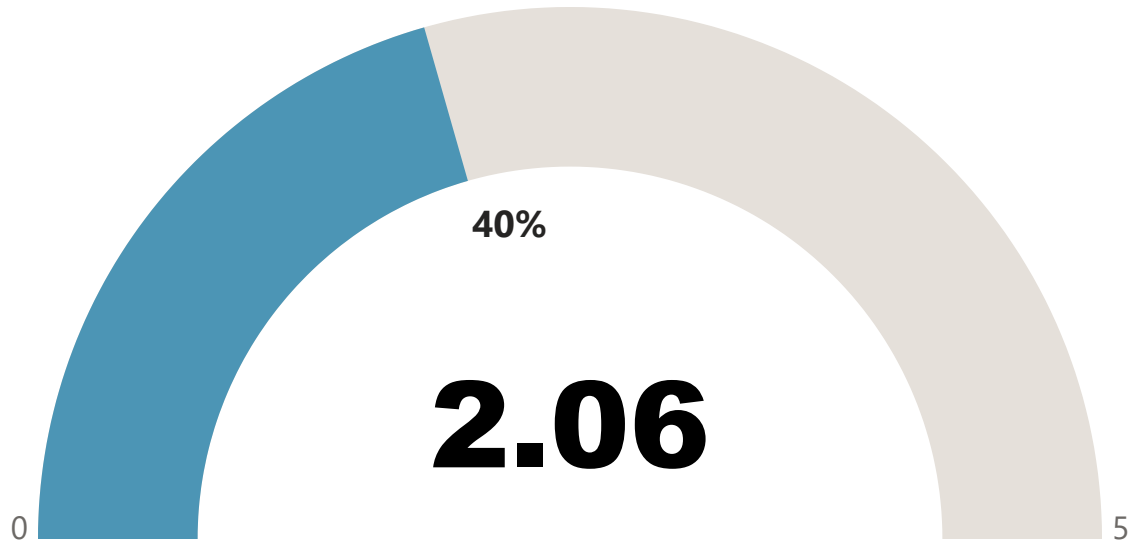
☐ **1.1.5 Support new business start-up and/or recruit at least one new business relocation opportunity per year**

Data recorded as ED projects are announced. There are currently projects in the economic development pipeline being worked on.

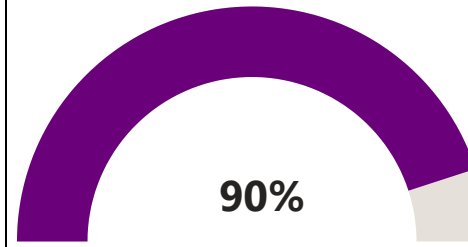
☐ **1.4 Update City development standards to promote multimodal transportation by end of Q4**

The objective will be completed as part of the LDC update.

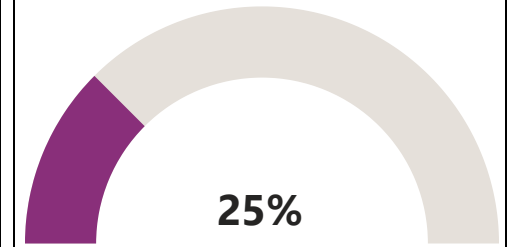
2. Policy Execution in Support of Community Needs



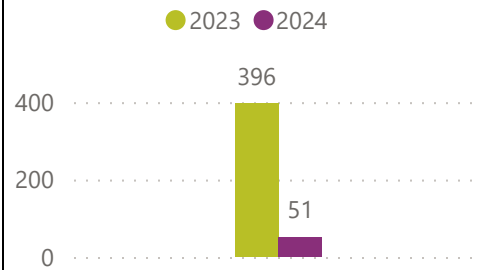
2.1 Present recommendations for DEI and Senior Needs Assessments to Council for Action by end of Q3



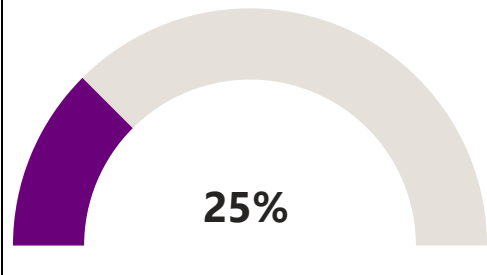
2.2 Create and distribute Good Neighbor Guide by end of Q3 2024



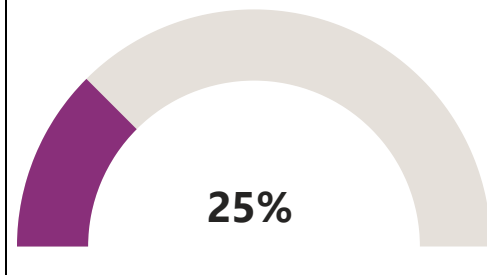
2.3 Decrease the number of traffic fatalities and serious injuries and decrease DUI from 2023



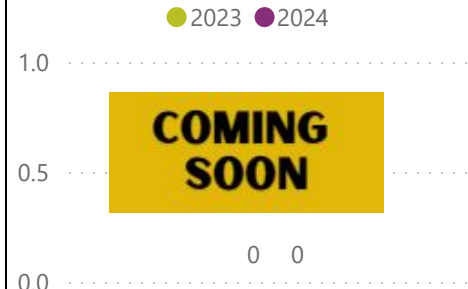
2.3.1 Implement Safe Route 2 School Grant (if received)



2.3.2 Explore education programs to promote pedestrian safety



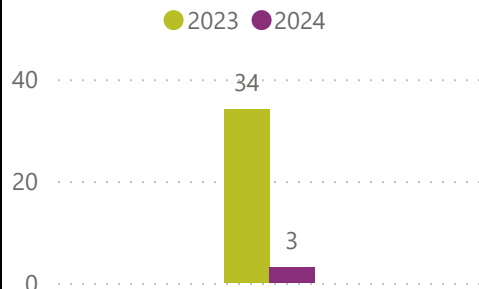
2.3.3 Increase traffic education opportunities for new and young drivers



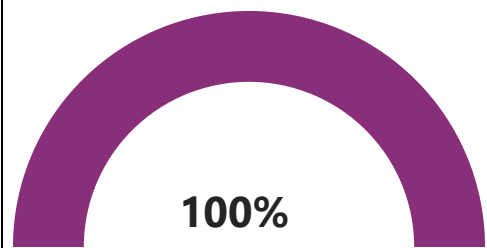
2.4 Leverage existing air quality monitoring and installation of new equipment based on other government partnerships to establish...



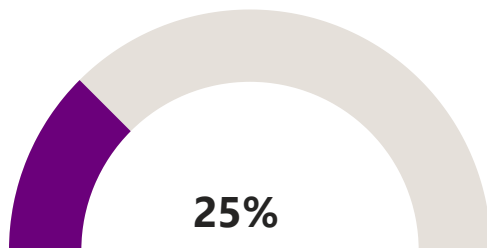
2.5 Decrease in vehicle-on-pedestrian and vehicle-on-bicycle accidents



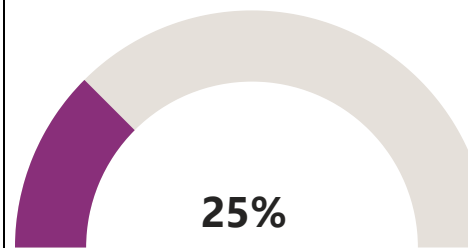
2.5.1 Upgrade technology for traffic management at City's Traffic Operations Center (TOC)



2.5.2 Continue progress towards Vision Zero by continually improving City safety standards



2.5.3 Improve pedestrian and bike safety standards in development review process through traffic calming



2.6 Installation of Flock Camera System in the Core City to track the reduction in criminal activity year over year from 2023





Goal 2: Policy Execution in Support of Community Needs

Comments

Goal 2

☐ **2.6 Installation of Flock Camera System in the Core City to track the reduction in criminal activity year over year from 2023**

Camera placement points are being reviewed for underground utility conflicts and will then move to install, sound detection device (gun shot spotter) placement 80% complete with some alternate private property locations under evaluation.

☐ **2.5.3 Improve pedestrian and bike safety standards in development review process through traffic calming**

Standards are in development and will be presented to the Planning Commission and Council in the coming months.

☐ **2.5.2 Continue progress towards Vision Zero by continually improving City safety standards**

Michael Baker International has been hired to develop a Local Road Safety Plan for the City in accordance with FHWA standards, which will include a Vision Zero component.

☐ **2.5.1 Upgrade technology for traffic management at City's Traffic Operations Center (TOC)**

All technology upgrades for the City's TOC were installed and operational as of 3/08/2024

☐ **2.5 Decrease in vehicle-on-pedestrian and vehicle-on-bicycle accidents**

2023 AutoPed 25, '24 YTD 1

2023 AutoBike 9, '24 YTD 2

☐ **2.4 Leverage existing air quality monitoring and installation of new equipment based on other government partnerships to establish a baseline on air and water quality**

While this is ongoing new air monitors have been received and installed at Eagle Pointe and Bison Ridge Recreation Centers. Working with E3 to gather data.

☐ **2.3.3 Increase traffic education opportunities for new and young drivers**

Clickit or Ticket coming April '24

☐ **2.3.2 Explore education programs to promote pedestrian safety**

High hazard zones help diminish speeds in areas where we have experienced bicycle and pedestrian accidents. Public education efforts demonstrating how the zones work, sharing accident data, and providing videos via social media depicting enforcement activity as well as videos showing vehicles going the speed limit still typically catch up to speeders at the next stop light work together to educate motoring public.

☐ **2.3.1 Implement Safe Route 2 School Grant (if received)**

N/A at present time

☐ **2.3 Decrease the number of traffic fatalities and serious injuries and decrease DUI from 2023**

2023 SBI Crashes 45, '24 YTD 2

2023 Fataals 10, '24 YTD 2

2023 DUIs 341, 2024 YTD 47

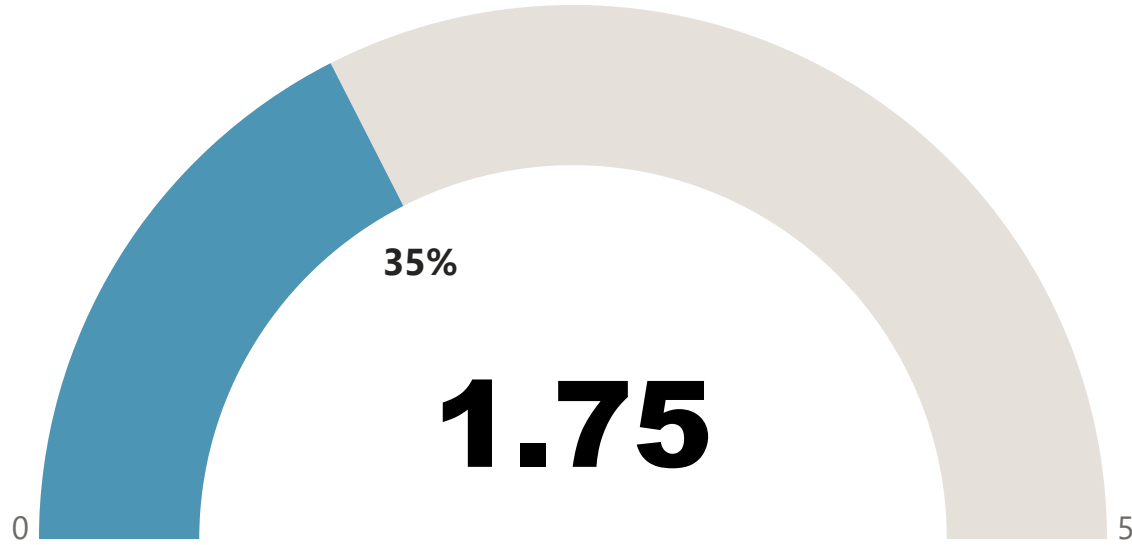
☐ **2.2 Create and distribute Good Neighbor Guide by end of Q3 2024**

CD is putting this together with the assistance of the Community Relations team and anticipates a roll out in May, 2024.

☐ **2.1 Present recommendations for DEI and Senior Needs Assessments to Council for Action by end of Q3**

The Senior Needs Assessment has been completed and will be scheduled for a Study Session in Q2.

3. Maintains a Positive Work Relationship with Council

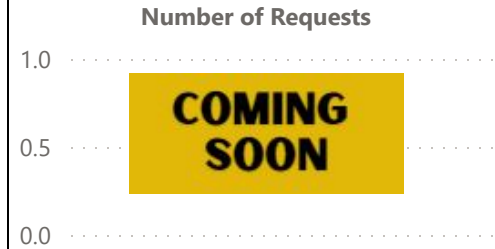


3.1 Timely presentation of the work schedule that achieves 85% of study session items or topics to be scheduled by the requested date (not withstanding if an agenda is fully subscribed with existing matters)

● 2023 ● 2024



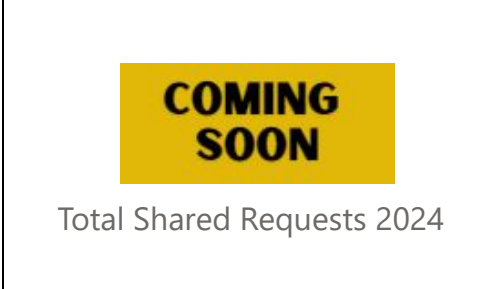
3.2 The City Manager or his designee will provide an initial receipt acknowledgement of Council requests with an estimated time...



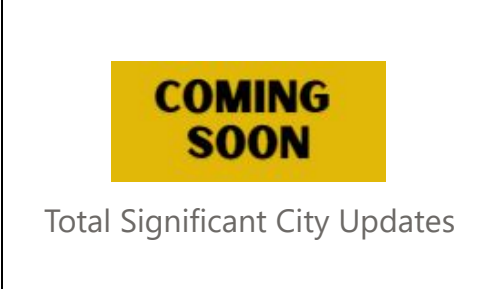
3.2.1 Staff will provide a bi-weekly Access C3 report that captures all inquiries and complaints that are in compliance



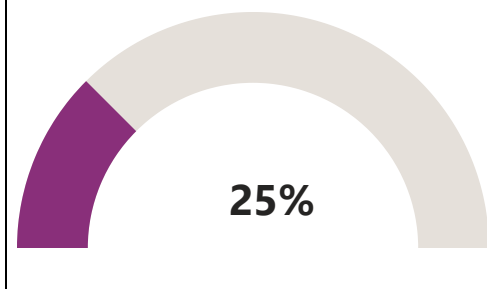
3.2.2 Shares requests with the full Council that require other Councilmember input, and schedule for a study session or Council...



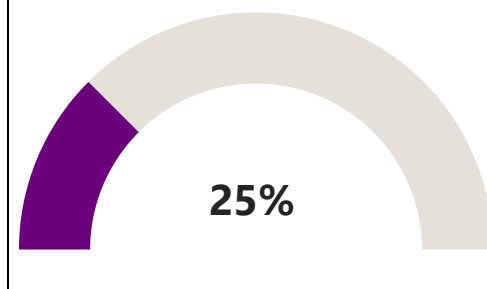
3.2.3 Notifies Council of significant city updates or changes prior to the information being shared with the community



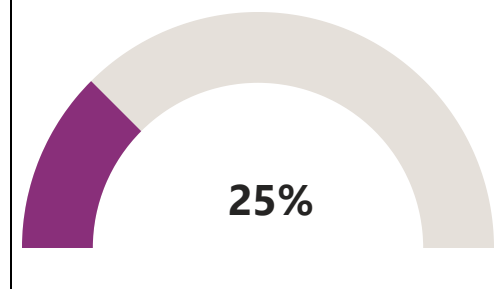
3.2.4 Responds to all Councilmembers in an equitable manner and timeframe



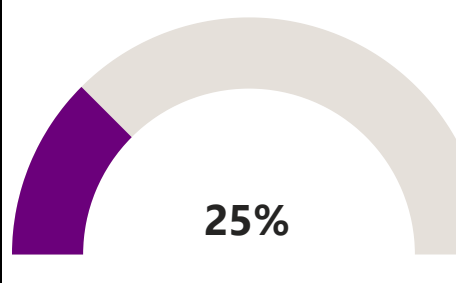
3.3 Conduct a 360 Assessment prior to the annual evaluation in October



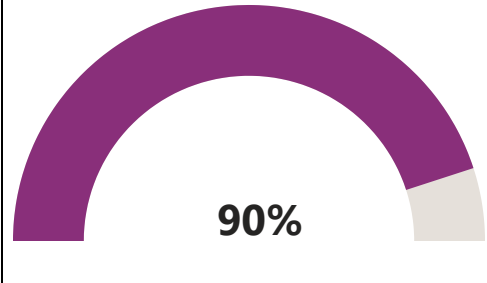
3.4 Conduct a Council-Manager Relations Assessment



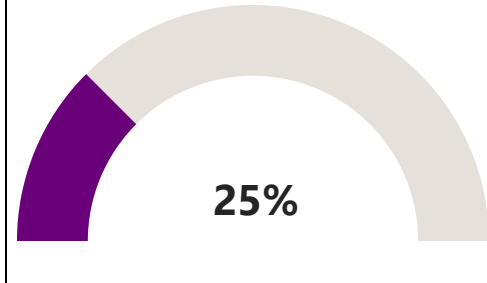
3.4.1 Human Resources will work with an outside agency to develop assessment questions



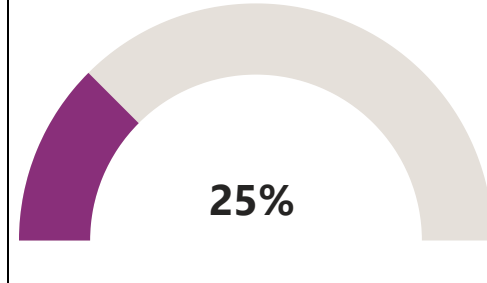
3.5 Establish a comprehensive communication strategy



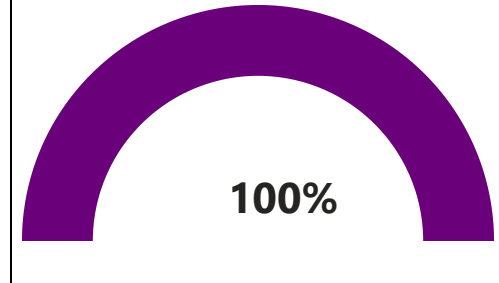
3.5.1 Complete the Wayfinding Plan by the end of Q4



3.5.2 Market the City at strategic locations throughout the Front Range by end of Q4



3.5.3 Complete ED Marketing Strategy by end of Q2





Goal 3: Maintains a Positive Work Relationship with the Council

Comments

Goal 3

- ☐ **3.2 The City Manager or his designee will provide an initial receipt acknowledgement of Council requests with an estimated timeframe of either a thorough response or a status update**

The CMO office is currently monitoring specific metrics for our objective and is committed to enhancing them. The new staff assistant responsibility will be completing the reporting by the end of the second quarter.
- ☐ **3.2.1 Staff will provide a bi-weekly Access C3 report that captures all inquiries and complaints that are in compliance with Charter and City policy**

The CMO office is currently monitoring specific metrics for our objective and is committed to enhancing them. The new staff assistant responsibility will be completing the reporting by the end of the second quarter.
- ☐ **3.2.2 Shares requests with the full Council that require other Councilmember input, and schedule for a study session or Council meeting**

The CMO office is currently monitoring specific metrics for our objective and is committed to enhancing them. The new staff assistant responsibility will be completing the reporting by the end of the second quarter.
- ☐ **3.2.3 Notifies Council of significant city updates or changes prior to the information being shared with the community**

The CMO office is currently monitoring specific metrics for our objective and is committed to enhancing them. The new staff assistant responsibility will be completing the reporting by the end of the second quarter.
- ☐ **3.2.4 Responds to all Councilmembers in an equitable manner and timeframe**

The CMO office has hired a new staff assistant tasked with compiling and building data on key objectives by the close of the second quarter.
- ☐ **3.3 Conduct a 360 Assessment prior to the annual evaluation in October to provide insight on the City Manager's leadership and stewardship of the organization from a senior leadership perspective**

An outside vendor has been selected by Human Resources and a contract is in process.
- ☐ **3.4 Conduct a Council-Manager Relations Assessment that covers the areas of: i) collaborative leadership; ii) inspiring a common and progressive vision; iii) strategic communication; and iv) building strategic teamwork, prior to the annual performance evaluation review**

An outside vendor has been selected by Human Resources and a contract is in process.
- ☐ **3.4.1 Human Resources will work with an outside agency to develop assessment questions based on best practices and resources from ICMA**

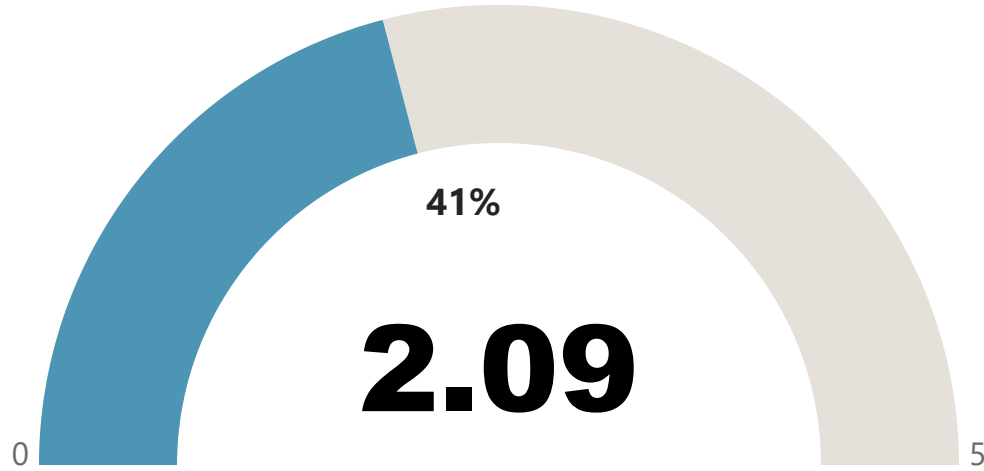
An outside vendor has been selected by Human Resources and a contract is in process.
- ☐ **3.5 Establish a comprehensive communication strategy that positively positions the City to all potential and current residents and businesses**

Staff collaborated with an external vendor to create a strategic communication plan in 2023 and are currently developing the community outreach and engagement component of the plan. Both components will be presented to the council in the second quarter of 2024.
- ☐ **3.5.2 Market the City at strategic locations throughout the Front Range by end of Q4**

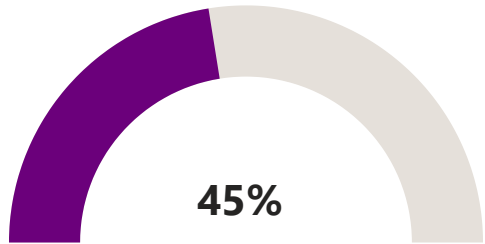
Staff is currently working with an outside vendor to create a multi-year marketing campaign that includes several strategic locations throughout the Front Range
- ☐ **3.5.3 Complete ED Marketing Strategy by end of Q2**

The Economic Development Marketing Strategy was completed on 01/29/24; the operational strategy will be presented to the council in the second quarter of 2024

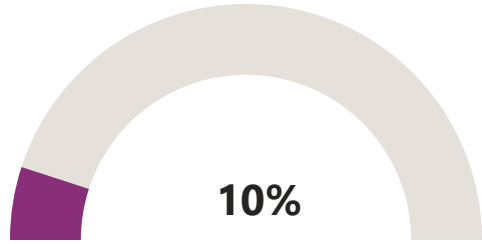
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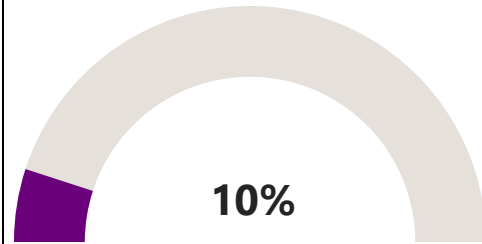
4.1 Adopt the Land Development Code Modernization by end of Q4



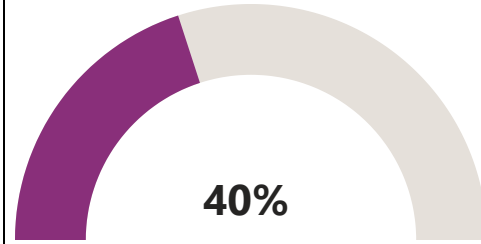
4.1.1 Improved Pedestrian and Bike Safety standards in Development Review Process



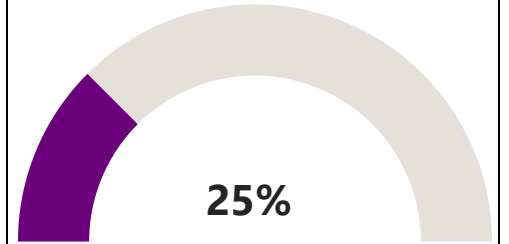
4.1.2 Increased traffic review standards for new development



4.1.3 New development standards to promote multimodal transportation



4.2 Complete A&E for Northern Range Substation by end of Q4

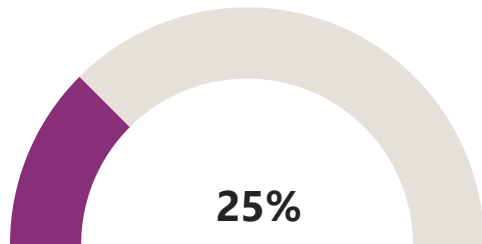


4.3 Maintain Budget Utilization within 2% for 2024 (Percent)

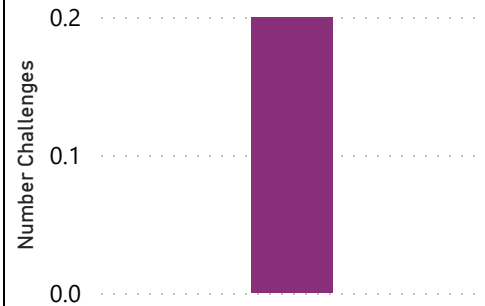
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1st Quarter 2024

4.3.1 Research processes for long-range financial planning

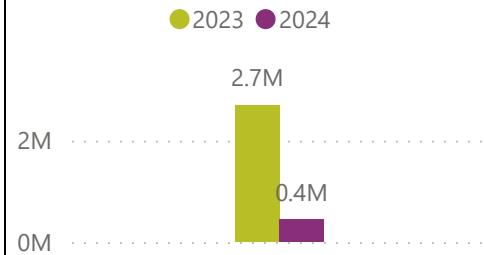


4.4 Expand opportunities to participate in Smart Cities Programs by end of Q3

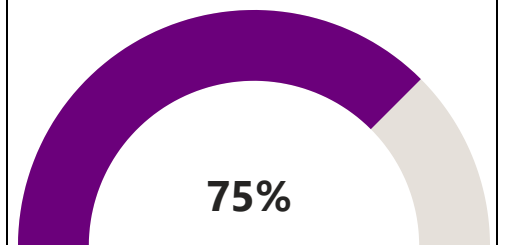


4.5 Apply for grants that would advance the city's goals as outlined in the Strategic Plan

Amount of Grant funding Received



4.6 Oversee the repeal of the Metro District moratorium ordinance process once City Council has made a final decision on the m...





Goal 4: Long Term Planning for the Sustainable Growth and Fiscal Health of the City-Comments

Goal 4

☐ **4.1 Adopt the Land Development Code Modernization by end of Q4**

The LDC rewrite is in progress and is moving towards completion by the end of Q4. Completion is predicated on the adoption of the Comprehensive Plan and delay with that adoption could impact the LDC completion.

☐ **4.1.1 Improved Pedestrian and Bike Safety standards in Development Review Process**

Standards are in development and will be presented to the Planning Commission and Council in the coming months.

☐ **4.1.2 Increased traffic review standards for new development**

Standards are in development and will be presented to the Planning Commission and Council in the coming months.

☐ **4.1.3 New development standards to promote multimodal transportation**

Standards are in development and will be presented to the Planning Commission and Council in the coming months.

☐ **4.3 Maintain Budget Utilization within 2% for 2024**

Overall budget utilization to date may be lower than expected due to seasonal spending needs, expenditure trends related to one-time or special projects, salary savings related to vacant positions, and other timing considerations that may impact budget spend directly.

☐ **4.4 Expand opportunities to participate in Smart Cities Programs by end of Q3**

City Rover launched 4/11/2023- For the next six months, the City will pilot CityRover's artificial intelligence-driven cameras. Qwally launches on 4/17/2024 creating the front-door of the City's new business retention and expansion (BRE) program. We were looking for an innovative way to connect Commerce City businesses with meaningful resources in the most effective and practical way.

☐ **4.5 Apply for grants that would advance the city's goals as outlined in the Strategic Plan**

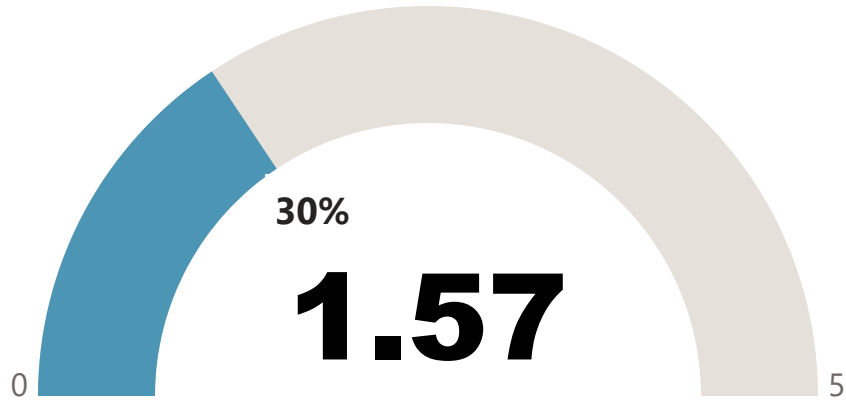
2024
Requested – \$38,886,139.92
Awarded – \$445,724.92
Pending – \$37,258,100

Congressionally Directed Spending 2024 Awarded – \$ 4,116,279.00
Congressionally Directed Spending 2025 Requested - \$12,000,000.00

☐ **4.6 Oversee the repeal of the Metro District moratorium ordinance process once City Council has made a final decision on the matter**

The ordinance was presented for council action on March 18th but was deferred as the council decided to extend the moratorium. This extension aims to provide staff with time to conduct thorough due diligence on alternative funding structures and to audit existing metro districts.

5. Thoughtful Servant Leadership of the Organization and Management of Staff Excellence to Address the Concerns and Needs of the Community

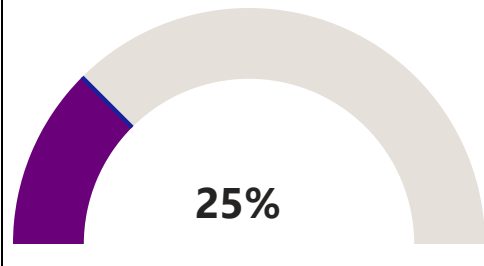


5.1 City Manager arranges and participates with Council in a North Ward and South Ward Town Hall by end of Q3

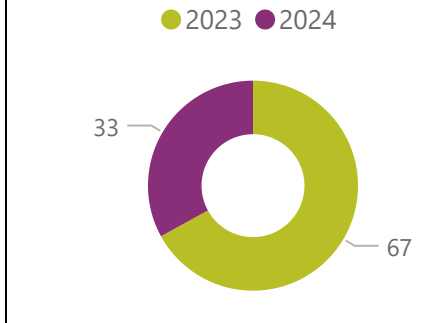
Number of Town Halls



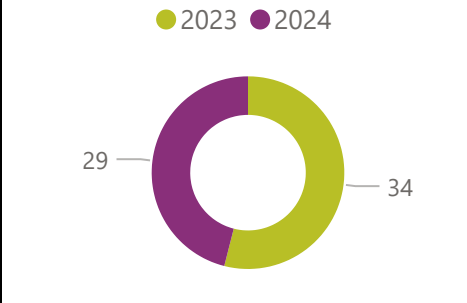
5.2 Identify a performance-based approach to address concerns from the Community Survey



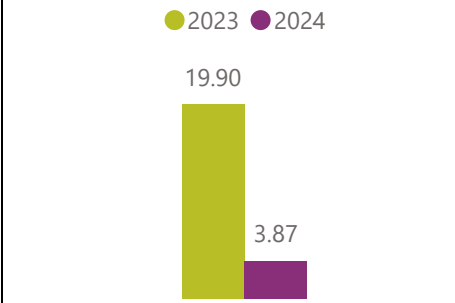
5.3.1 Employee Recruitment-Time to fill



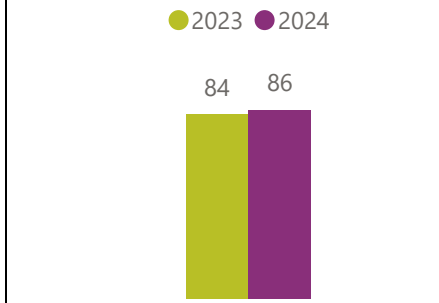
5.3.1.1 Employee Recruitment -Applicants per openings



5.3.2 Employee Retention-Turnover Rate (Percent)



5.3.3 Employee Engagement-Retention Rate (Percent)





Goal 3: Thoughtful Servant Leadership of the Organization and Management of Staff Excellence to Address the Concerns and Needs of the Community

Comments

Goal 5

▲
☐ **5.2 Identify a performance-based approach to address concerns from the Community Survey**

The survey took place from November 17 to December 29, 2023. The contractor/consultant presented the report during the council retreat. Staff is currently internally discussing the next steps

☐ **5.3 Provide quarterly updates and an annual report reflecting employee recruitment, retention and engagement data and trends**

Q4 2023 Report published in March 2024

6. Professional Skills and Development



6.1 Complete 50% of the Local Government 201 Online Certificate Program

6%
% Complete

6.2 Attend the CCMA and ICMA conference and focus on City Manager leadership

0%
% Complete