Commerce City

Legislation Details (With Text)

File #:	Pres 18-32	**Version:**	1	**Name:**	2018 Q3 Work Plan Update
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Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Presentation, 2. Executive Report, 3. Economic Activity Report				

Date	Ver.	Action By	Action	Result

2018 Q3 Work Plan Update

Summary and Background Information:

Commerce City's 2018 Administrative Work Plan is based on council's established goals and the approved 2018 budget. The administrative work plan helps the organization be strategic with the goal to provide the programs and services needed by residents and businesses to achieve a quality community for a lifetime. The work plan helps focus on why we do what we do and measures how we are performing.

Disruption towards achieving the specific work outlined in the annual work plan is a normal occurrence and is tracked within the tool to better manage ongoing work and direct resources. There are two kinds of disruption defined within the work plan:

• Some Disruption- A minor roadblock that may jeopardize the project's timeline or that represents a change in the project plan; depicted with the color yellow in the status wheel.

• Major Disruption- A major roadblock that will most likely impact the project's timeline or completion; depicted with the color red in the status wheel.

Clear communication: A work plan articulates staff activities on a project-specific and operational level to achieve our city's vision and mission.

Best management practice: The city manager can easily use the work plan to assess progress

against council's goals, understand positive or negative operational trends, determine workload, assess budget/organizational needs and correct behavior.

Accountability: A work plan increases accountability of employees and management to the public, the city council and the city manager.

Efficient use of resources: The work plan helps make sure taxpayer dollars are spent wisely by tracking and reporting city activities.

Balancing Priorities: A work plan allows city manager to reassess priorities when issues or new activities arise and have conversations with council and staff to determine how best to move forward.

Staff Responsible (Department Head): Brian McBroom, City Manager
Staff Member Presenting: Troy Smith, Deputy City Manager

Financial Impact: $0
Funding Source: N/A

Staff Recommendation: N/A. For information and discussion purposes.
Suggested Motion: N/A