To: City Council  
From: Michael Jones, City Manager

Date: March 2, 2020  
**Re: 2020 Department Work Plans**

# Summary

Each year departments present their work plans to the City Manager and City Council. These plans are not meant to illustrate the day-to-day activities of the department. They do however inform the City Manager and Council of the specific projects or special initiatives that departments aim to take on during that year.

At this Council Retreat, staff will present to Council their 2020 work plans. While some items on the work plans meet one (or more) of the priorities set by Council in 2019, other projects may be included due to their desirable effect on the department and/or community, or because they are statutorily required by state/federal law.

**Department Work Plans**

1. City Manager
2. Information Technology
3. Community Development Services
4. Police Department
5. Finance
6. Public Works

**Definitions**

There is a section on the 2020 work plans where the status of the project is included. One of six terms is chosen to represent the current state of the task listed. The definition of each term each is included below.

1. **Pending**

Means scheduled with intent to complete, but not yet initiated.

1. **In Progress**

Means actively working on it in some manner with the intent to complete and implement.

1. **Complete**

Means finished and either set aside as done or implemented and running as an ongoing program.

1. **On Hold**

Means intentionally placed on hold pending evaluation, budget increase, more information, or the completion of some other task/event.

1. **Deferred**

Means intentionally postponed until a future year.

1. **Disposed**

Means attempted but not completed and no longer being pursued. “