

## Information Item

**Date:** September 13, 2021

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Ben Rowe, Assistant City Manager  
Scott Tesh, Performance and Accountability Director

**Subject:**  
Information on Quarterly Key Work Items, Capital Project, and Performance Indicator Data

**Strategic Focus Area:** Service Excellence

**Strategic Plan Action Item:** No

**Strategic Objective:** Expand Policy Oversight and Reporting Mechanisms

**Key Work Item:** Yes



On a quarterly basis, the Office of Performance and Accountability will submit status reports to the City Council's committees regarding annual key work items, projects in the Capital Projects Playbook, and selected key performance indicators. The attachment to this information item contains status updates for these types of performance tracking tools.

For reporting to City Council Committees, staff has assigned each item, project, or indicator to one of the four committees. The attached reports include all information for key work items, capital projects, and performance indicators sorted by respective committee.

**Key Work Items (KWIs):** As of the end of Q4 FY 2021, 78% of KWIs are marked as on schedule or completed. The remaining 22% are either on hold or delayed. Projects are considered delayed if still in progress and on hold if progress has halted.

**Capital Projects:** As of the end of Q4 FY 2021, 63% of capital projects tracked in The Playbook are on schedule to meet their intended closure date, and 97% are expected to come in on (or under) budget.

**Key Performance Indicators (KPIs):** As of Q4 FY 2021, 49% of selected performance measures are near or above established performance targets.