



Memorandum

TO: DRIVING A STRONG ECONOMY
COMMITTEE MEETING

FROM: Paul Krutko

SUBJECT: REVIEW OF COMMUNITY AND
ECONOMIC DEVELOPMENT CSA
ADMINISTRATIVE WORKLOAD

DATE: November 9, 2006

The attached preliminary report represents the report from the City's Administrative Project System (CAPS) database for projects led by the Community and Economic Development (CED) City Service Area (CSA). This new database is a compilation of all major projects and initiatives that the CED CSA has undertaken, not including base service delivery items as well as Capital Improvement Projects. The system was launched in early September and will be used to improve tracking and monitoring of the many citywide projects, to ensure accountability, and will also serve as a backdrop/priority list for assessing new assignments to departments directed by the City Manager, Council Committees, and the City Council.

The current report is organized by departments within the CED CSA and includes the project names, high-level descriptions for each item as well as department staff information, project completion dates and milestone information where available.

The workload for the CED CSA includes 169 projects intended to advance the City's Strategic Initiatives. The attached document divides these projects into four sections:

1. Office of Economic Development led projects (pages 1 of 29 through 29 of 29)
2. Department of Planning, Building, & Code Enforcement led projects (pages 1 of 26 through 25 of 25)
3. Department of Public Works led projects (page 1 of 1)
4. Other CED CSA Departments (last page)

PAUL KRUTKO
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