



Legislation Text

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DATE: April 26, 2018

TO: Members of the Economic Development Authority

FROM: Nate Carlson, Economic Development Coordinator
Chris Heineman, Community Planning & Development Director

2018 Work Plan Review

SUMMARY:

The EDA adopted a 2018-2020 Work Plan on February 22, 2018. Following the approval of the Work Plan, Staff developed action steps for FY 2018 (See attached).

Staff is working with administration to develop a reporting process utilizing Clearpoint Strategy software. This software is being used to report on Council Strategic plan items. Staff will utilize the reporting software to generate work reports and provide updates on a quarterly basis (See attached). The reports will communicate the status of outstanding action steps as well as the trajectory for those steps. The quarterly reporting will also provide Council and EDA Board members the opportunity to prioritize action steps and provide direction to staff.

The Outstanding 2018 Work Plan document is organized by strategic initiatives and the quarter of the fiscal year. This document is a working document and provides staff with flexibility to work through action steps as other projects arise.

Staff has also completed the first edition of a quarterly "Economic Development Update" for the Northfield Economic Development Authority. This newsletter will be distributed electronically on a quarterly basis by means of the City of Northfield website and email. Staff will be developing a distribution list as the newsletter progresses.