

City Manager's Office

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Outline a new financial plan process for 2015		June			Complete	Implementation is in progress
2.	Outline orientation package/process for Council consideration			October		In progress	Was August
3.	Outline strategic planning process for Council 2015			October		In progress	
4.	Implement Esquimalt Policing Decision					Ongoing	
5.	Lead multi-property land swap with Province of BC					Complete	
6.	Outline additional organizational goals for 2014		June			Complete	
7.	Present JSB review Council		June			Complete	
8.	Quarterly updates to Council on Strategic Operational Plan		July		October	In progress	Improvements made each quarter
9.	Review of City Policies				December		
10.	Review options for sewage treatment local				October	In progress	

Citizen Engagement and Strategic Planning

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Support development of new budget process					In progress	
2.	Open Government/Open Data:					In progress	
	• Enhance open data catalogue and develop open data licence		June				
	• Develop Online document library		June				
	• Raise awareness of VicMap enhancements and how to use	Ongoing					
	• Prepare workplan for 2015				December	In progress	
3.	Lead Customer Service Action Plan					In progress	
	• Progress report		May				
	• Create position of Customer Service Ambassador		May				
	• Customer service improvements in HR and Mayor's office				October	In progress	Commence in July
	• Review customer service model						January 2015
4.	Assist development of HR Orientation and recognition programs				December	In progress	
5.	Redevelop employee intranet				December	In progress	
6.	Conduct consultation on proposed parking recommendations			May		Complete	
	• Develop communication and customer service program for changes to Parking Services			September		Complete	
7.	Education program for new stormwater utility				December	In progress	
8.	Develop communications and engagement plan to support new budget process and communicating taxpayer impacts				December		Was TBD. Will dovetail with Financial Plan process
9.	Develop communications to support 2014 Municipal Election			November		In progress	

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
10.	Revise Public Notice advertising for brand and plain language					January 2015	Was October. To be presented at December or January Council agenda
11.	Implement web enhancements:						
	• Blog		May			Complete	
	• Online consultation portal "Have Your Say Victoria"		May			Complete	
	• Emergency Notification system		May			Complete	
	• Online registration for recreation programs			August		Complete	
	• Responsive design for mobile devices			September		Complete	
	• Freshen homepage			September		Complete	Shifted from June to Sept due to vendor availability
12.	Develop communications strategy and support updating Bicycle Master Plan			July		Complete	Engagement complete for Phase 1
13.	Develop communications strategy to support priority capital projects, including Bay Street Bridge and Fire Hall #1			TBD			Will be determined by project plans
14.	Develop communications strategy to support Dallas Road bike path					On hold	
15.	Develop engagement strategy for redevelopment of Johnson Street Bridge S-curve lands					January 2015	Was October. Consolidating public realm green space engagement in one process
16.	Develop communications to support Local Area Planning processes					January 2015	
17.	Support engagement on Harbour Dialogue		March to	July		Complete	
18.	Manage communications to support Johnson Street Bridge Replacement Project	Ongoing				In progress	
19.	Develop communications strategy for improving communication of capital projects				December	In progress	Staff focus groups in October. Implement in 2015
20.	Review Wayfinding Program:						
	• Scope project with SPCD		June				Implement in 2015
	• Update Council			September		January 2015	Was September

	Key Initiative	Milestones				Status	Comments
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21.	Engagement summary for Central Business District Zoning regulations		May			Complete	
22.	City Employee Forum		June		December	Complete	December in planning process
23.	Support Special Committee Meeting: Speed Limits				November	In progress	TBD by Council decision
24.	Sewage planning				October	In progress	New
25.	Improved reporting on strategic initiatives					January 2015	New
26.	Support Council orientation				December	In progress	New
27.	Support for TEDxVictoria				November	In progress	New

Engineering and Public Works

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Conduct a Parking Services Review				December	In progress	
	• Report to GPC on consultation results		May			Complete	
	• Implement recommendations			September to	December	In progress	
2.	Renovations of Building spaces						
	• Public Service Centre in City Hall			August		Complete	
	• Customer Service Improvements to Human Resources				October		Near completion
3.	Stormwater Utility:						
	• Consolidate sewer and stormwater bylaws and create stormwater utility.		June			Complete	Presented to GPC in July
	• Implement					In progress	
4.	Purchase of 2920 Bridge Street for improved storage for City equipment	February				Complete	
5.	Transfer Siem Lelum (120 Gorge Road) Supportive Housing Property to province				December		Completion now expected by year end
	• Housing Agreement Bylaw to Council				October		
6.	Implement Douglas Street Corridor transit improvements						
	• Phase 1 implementation			June/July		Complete	Peak hour lanes in service June 9
	• Phase 2 design				December	In progress	
	• Phase 2 construction						To commence Q1 2015
7.	Update the Bicycle Master Plan					In progress	
	• GPC report on engagement and next steps			July		Complete	
	• Delivery of Phase 2 update plan				August - Q1 2015	In progress	Updated document anticipated for Q1 2015
8.	Asset Management Implementation Plan						
	• Pilot implementation of software			September			Software testing underway
	• GPC report					January 2015	Was October. Will come forward timed with draft financial plan
9.	Develop policy for Post-Seismic Standards						Was December. Will come

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	for Civic Buildings and Infrastructure						forward to Council in Q1 2015.
10.	Launch new cigarette butt recycling program for downtown aimed at keeping city streets clean					Complete	Trial program initiated in June with 22 participating sites. Positive public response.
11.	Complete exterior lighting on City Hall				December	In progress	First phase underway
12.	New seasonal decorations for Douglas and Blanshard and install new banners for 2014 holiday season				December	In progress	
13.	Upgrade lighting in Centennial Square to LED to add colour and improve visibility				October	In progress	
14.	Introduce new community "paint- out kit" program to remove graffiti in neighbourhoods		May			Complete	Kits are being distributed
15.	Replace Johnson Street Bridge and replace utilities in area	Ongoing				In progress	
	• Independent review					Complete	
	• Quarterly reports					Underway	
16.	Renovate or Replace Fire Hall #1:					In progress	
	• Project Planning RFP		May				
	• Report to GPC on options					January 2015	Update provided in September. "Market Sounding" issued in October
17.	Dallas Road Bike Path					On hold	Will be prioritized as part of larger Bike Master Plan discussion
18.	Issue RFP for developing Sanitary Sewer Master Plan			TBD		On hold	Previous deadline of September. On hold until sewage treatment is finalized.
19.	Advance environmental sustainability initiatives:						
	• Update Council on preparation and implementation of Climate and Energy Resiliency Plan				December		
	• Update Council on implementation of Carbon Neutral Plan				December		
	• Update Council on preparation and				December		

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	implementation of Climate Change Adaptation Plan						
	• Prepare solar roof capability mapping		May			In progress	Completion anticipated in Q2 2015
20.	Review potential for point of renovation energy audits				December	In progress	Technical report to be complete by year end
21.	Complete preliminary design and costing for Point Ellice Bridge					In progress	
	• Update cost estimates for GPC			September		GPC January	Deadline shifted from September to January. Awaiting consultant report on additional testing.
22.	Repair Dallas Road seawall						
	• Immediate repairs			September		Complete	Work will continue until early Fall on 2 sections of wall
	• Additional repairs					Ongoing	Ongoing work by city crews
23.	Progress report on Late Night Great Night to GPC					In progress	Surveys conducted of late night patrons, taxi drivers. Report now scheduled for Q1 2015. Was September.
24.	Review of Sidewalk Café bylaw					2015	Moved due to workload
25.	Commercial Alley Improvement Project			September		Complete	Public street art gallery installed in June. Cleaning/sealing of asphalt scheduled
26.	Highway Access Bylaw				December	2015	Completion deferred from June to December due to competing priorities. Key staff off.
27.	Support development of new budget process					In progress	
28.	Amend street and traffic bylaw, re: skateboarding regulations				October		Report to GPC October 23.
29.	Workplan to Lower Speed Limits				December	In progress	Approved by Council. Staff preparing for implementation.

Finance

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Develop new Budget Process						
	• Implement new budget process				December	In progress	Update to Council in October
	• Outline new process		June			Complete	
2.	Introduce Electronic Billing for:						
	• Property Taxes		May			Complete	850 have signed up for this
	• Utilities		May			Complete	Promo launch in September
	• Business Licences				December		
3.	Finalize Policing Agreement					Complete	
4.	Update Waterworks Bylaw to clarify billing adjustments				December	In progress	Council approved changes in Q2. Legal is updating bylaw
5.	Sewer/stormwater bylaw					Complete	Approved by council
6	Budget monitoring and reporting for Johnson Street Bridge Replacement project						
	• Annual report		June			Complete	
	• Annual financial audits		June			Complete	
7.	Support development of stormwater utility credit and establish billing system				December	In progress	
8.	Information Technology enhancements					Ongoing	Network stability improved. Free Wi-Fi for customers in City Hall. PC Computer upgrades underway. Tablet pilot underway.

Fire

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Support development of new budget process					In progress	
2.	Support renovation or replacement of Fire Hall #1:						Engineering is lead on project
	• Project Planning RFP		May			In progress	
	• Report to GPC on options				December	In progress	Update provided to GPC in September. RFP out.
3.	Develop Victoria Emergency Response Plan				December	In progress	
4.	New Fire Prevention Bylaw				October	In progress	Was September. Scheduled for October 23 GPC
5.	Implement fire company commercial inspection program		April			Complete	
6.	Review response capacity based on risk assessment. Report to GPC					In progress	Was December, now 2015. Delayed due to competing priorities.
7.	Host BC Fire Chief's Convention (VCC)		June			Complete	
8.	Develop tsunami map and education program for Victoria residents and businesses					2015	
9.	Launch new partnership and hoarding awareness program		April			Complete	
10.	Shakeout Event				October	In progress	Planning and communications underway
11.	IAFF Collective Bargaining					Not started	First meeting – October 14
12.	Department Strategic Plan					In progress	January 2015 - New

Human Resources

	Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Develop new employee orientation program				December	In progress	Was September. Work underway
2.	Enhance the City's employee recognition program						
	• Conduct employee focus groups				December	In progress	
	• Develop new program				December		
3.	Conduct collective bargaining (CUPE, Trades, etc.)			August		Complete	Ratification ensured in September
4.	Develop Manager Resource Program					In progress	
	• Manager session			TBD			
	• Develop training program				October		Was August
	• Roll-out Module/training program				TBD		
5.	Day of Mourning		April			Complete	
6.	Maintain WorkSafe BC Certificate of Recognition • Communicate results • Conduct 2014 audit				December	Eliminated	Decision not to pursue based on the extensive staff support required to conduct interviews and compile audit. Staff efforts will be redirected into work that yields a higher ROI.
7.	Conduct Workplace Bullying and Harassment Prevention Training sessions		June			In progress	
8.	Return to Work/Stay at Work programs to reduce WorkSafe and sick leave time by 25% over 2013				December	In progress	
9.	National Occupational Health and Safety Awareness Week		May			Complete	
10.	Whistleblower Policy to GPC		June			Complete	
11.	Employee Indemnification Policy		May			Complete	
12.	Review spare board		April			Complete	
13.	Support development of new budget process					In progress	

	Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
14.	Improve customer reception area				October	In progress	Will be complete by end of October
15.	IAFF Collective Bargaining				December	In progress	Meetings underway

Legal Services

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Finalize Police Agreement		April			Complete	
2.	Provide contract and other legal services to Johnson Street Bridge Replacement Project					Ongoing	
3.	Building Bylaw			September		In progress	Draft completed – initiating consultation with industry
4.	Fire Inspection Bylaw			September		In progress	Legal work completed
5.	Highway Access Bylaw amendment		June			Complete	
6.	Impounding Bylaw amendment					2015	Re-prioritized based on other work items
7.	Inspection Bylaw amendment				December	In progress	Shifted from September to December due to workload
8.	Land Use Procedures Bylaw amendment					Q1 2015	Early 2015 due to complexity and workload
9.	Sign bylaw (housekeeping amendments)				October	In progress	Shifted from August to October. Legal work completed.
10.	Special Event Permits (new)		June			In progress	Shifted from June to August
11.	Streets and Traffic Bylaw (updates)				December	In progress	Delayed from October to December due to workload
12.	Zoning Regulation Bylaw (updates)					Ongoing	
13.	Support development of new budget process					Ongoing	
14.	Downtown zoning – Central Business District					In progress	Late 2015. Work has commenced.
15.	Gorge Waterway Rezoning			September		Complete	
16.	Sewage Treatment (local option)					Ongoing	
17.	Review of Parks Regulation Bylaw					Pending	Deadline in 2015. Work commences in October/November
18.	Dockside MDA amendments					In progress	Deadline in 2015. Work is starting now
19.	120 Gorge Road (completing negotiations)					Ongoing	
20.	Council Procedure Bylaw amendments				December	In progress	
21.	Indemnification Bylaw			August		In progress	

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	amendment						
22.	OCP amendments and updates					Ongoing	
23.	Bradshaw Appeal			September		In progress	Hearing held in September; awaiting judgement
24.	Ghai Judicial Review			August		Complete	Petition dismissed.
25.	Hillside Mall rezoning judicial review					Ongoing	No hearing date set yet
26.	TransCanada Pipeline – Intervener Status					No legal vote	No longer legal project. Should be transferred to Legislative Services.

Legislative and Regulatory Services

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Implement Council Governance improvements:						
	• Prepare for Council Standing Committees						
	○ coordinate recruitment of public members		April			Complete	
	○ conduct orientation for new members		May			Complete	
	○ establish meeting schedule		May			Complete	
	• Governance manuals – roles, responsibilities, Council-staff relations, guide for public			September		In progress	
	• New Council/Committee report format and staff training				December		Was October. Shifted due to staff availability
	• Develop Delegation Bylaw				December		
2.	Improve organizational awareness of Freedom of Information and Protection of Privacy Act (FIPPA):					In progress	
	• Deliver FIPPA awareness training to staff		June			In progress	Has started and will continue
3.	Improve public access to Archives' digital record collection					Deferred	Was December. Shifted to 2015 due to staff availability and funding.
4.	Conduct 2014 Civic Election			September to	November		
	• New Council orientation and governance education				November	In progress	
5.	Implement Records Management Development Program:						
	• Recruit records manager		May			Complete	
	• Prioritize records management development projects				October		
6.	Propose Secondary Suite Enforcement Policy					Q2 2015	Was July
7.	Propose new policy and bylaw to					In progress	To Council early in New Year

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	regulate special events						
8.	Allocate exclusive parking stands for sightseeing vehicles (effective April 1, 2015):						
	• Council direction on proposed process				December	In progress	
	• Seek Council approval of recommended stand allocations					February 2015	
	• Update Vehicles for Hire Bylaw to reflect new allocations					February 2015	
9.	Enhance delivery of Bylaw and Licensing Services:						
	• Revise Inspection Bylaw					In progress	To Council for consideration in 2015
	• Develop Impounding Bylaw					In progress	To Council for consideration in 2015
10.	Explore lease of Selkirk Waterway from Province:						
	• Report to Council		May			Complete	
	• Implement Council direction			September		In progress	
11.	Develop Consultation Bylaw to address development on parks and green spaces:						
	• Report to Council on options			TBD		In progress	Was June. Will be 2015. Requires additional internal consultation.
	• Implement Council direction			TBD			
12.	Honorary Citizen Awards:						
	• Coordinate nominations process and select members		April			Complete	
	• Awards ceremony		May			Complete	
13.	Conclude Inner Harbour floatplane terminal lease			July		Complete	
14.	Support development of new budget process					Ongoing	
15.	Review contaminated site studies and develop and implement remediation plans for 1012/1014 Yates Street:						

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	• Complete technical studies		May			Complete	
	• Report to Council on proposed plan				October		Draft report prepared.
16.	Relocate RCMP Mess from 2013 Harbour Road		September			Complete	
17.	Intervene in Trans Mountain Pipeline Expansion Project public hearing						
	• Solicit public feedback and provide consultation summary to Council				December	In progress	Public meeting held in September. Online survey available until October 31.
	• Submit information request					January 2015	
	• Submit evidence					May 2015	

Parks, Recreation and Culture

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Introduce new online registration system for Crystal Pool and Fitness Centre programs			August		Complete	
2.	Support development of new budget process					In progress	
3.	David Foster Way Project Charter to GPC and David Foster Way Implementation:		May			Complete	
	• Janion/JSB Connection Planning and Design			TBD		In progress	January 2015
	• Raymur and Heron Coves Planning and Design					In progress	January – March 2015
4.	Develop Crystal Pool Investment Strategy					January 2015	Was October
	• RFP		April			Complete	
	• Estimates and options to GPC					January 2015	Consultant requires more time to complete analysis
5.	Call for Public Art for Johnson Street Bridge					TBD	
6.	Select new Poet laureate for next three years and host LitArtCity variety of poetry events in April, Poetry Month		April			Complete	
7.	Evaluation of Welcome Pole in Centennial Park to restore to reinstall in 2015						
	• Removal	March				Complete	
	• Report to GPC			TBD			Not repairable. Consulting family of artist
8.	Partner with Open Space Gallery on “Reclaim the Streets”		April			Complete	
9.	Create new playgrounds at Alexander and Hollywood parks:						
	• Consultation	February				Complete	

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	• Installation			November		Complete	
10.	Consultation on Pilot Rockland Avenue Greenway					In progress	
	• Road closure	January				Complete	
	• Consultation		Ongoing	Ongoing	Ongoing	In progress	Report to GPC January 2015
11.	Advance Greenways plan:					In progress	
	• Oaklands Pathway			September		Complete	Completed early. Was November.
	• Higgins Road greenway and Hillside drainage				November		Under review due to community feedback
	• Hereward stairway connection to E & N Rail			September		Complete	
12.	Open new rose garden in Beacon Hill Park		June			Complete	
13.	Install three new outdoor fitness stations:					In progress	
	• Topaz Park				November		
	• Cecelia Ravine Park				November		
	• Oaklands Park				November		
14.	Michigan Street Community Garden relocation						
	• Identify site and report to GPC			July		Complete	
	• Infrastructure improvements				TBD	In progress	Was November. Consulting SD#61 and JBNA
15.	Acquire property for new park in Burnside Gorge neighbourhood					TBD	
16.	Support development of engagement plan for Johnson Street Bridge S-Curve Lands					Q1 2015	Was October
17.	Implement Beacon Hill Park transportation changes					In progress	
	• Temporary completed		June				
	• Permanent completed				November	In progress	
18.	Trans Canada Trail Alignment		TBD			Complete	TransCanada Trail has approved the alignment
19.	Host Urban Forest Conference				October	Complete	

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
20.	Royal Athletic Park upgrades:					In progress	
	• new seating		April			Complete	
	• field improvements				November		
	• parking lot lighting				November		
21.	Agreement with CRD regarding Beacon Hill Park Burial Ground				December	In progress	
22.	Scope development of Natural Areas Management Plan including priorities for protection, policy.					In progress	Was November. Shifted to 2015 due to staff availability
23.	Report to GPC about urban forest inventory and removals						Moved from October to 2015
24.	Clawthorpe Playground consultation				October		Was September. Open House October 22.
25.	Implement Park Management Improvements:					In progress	
	• Complete road pathway connection at Summit Park – Blackwood			September			
	• Pioneer Square Restoration				November		
26.	Prepare workplan for community consultation with Jubilee neighbourhood, re: potential community facility					January 2015	Was September
27.	Review of grant allocation in process				TBD		New item
28.	Interim Boulevard Gardening Guidelines		July			Complete	New item

Sustainable Planning and Community Development

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Initiate Local Area Planning:						
	• Terms of reference for local area plan program		June			Complete	Terms of reference were approved by Council
	• Project charter for Priority Area 1					Q1 2015	Was December. Burnside-Gorge-Douglas confirmed as first Local Area Plan. Startup phase in progress.
2.	Implement OCP and DCAP Monitoring and Evaluation Program • Annual report				December	In progress	
3.	Density Bonus System for outside downtown					Q1 2015	Was December, will be early 2015 due to Council schedule and other priority items
4.	Report on engagement results for Central Business District changes to Downtown Core Area Zoning Bylaw			July		Complete	Council approved approach of creating new DCA Zoning Bylaw and directed preparation of bylaw
5.	Inner Harbour Revitalization for Ship Point, Lower Wharf lot and Belleville terminal			July		Complete	
	• Public Engagement (Initial Phases)			July			
	• Technical workshop			July			Feedback on draft guiding principles received. Decision date of October
6.	Initial finds of senior housing and support needs assessment to GPC					Q1 2015	Was December, will be early 2015 due to Council scheduled. RFP has been issued, research in progress
7.	Update on Housing Action Plan				December	In progress	
8.	Update Zoning Regulation Bylaw (through Zoning Bylaw Improvement Project) to address:					Ongoing	
	• “Urgent” housekeeping fixes					Ongoing	
	• Grade Calculations in in Low Density Residential Areas					Q1 2015	Was December. Delayed by other priorities.
	• Commercial Zoning in					On hold	Not prioritized as current work

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
	Residential Neighbourhood (Lodging/Boarding)						program item. DPA 16 introduced since this was raised as an issue so some design controls available.
	• Home Occupation					On hold	Not prioritized as current work program item.
	• Parking				December		Will initiate work in December: It is an 18 month process to complete.
9.	Workshop on delegation of authority on special development and heritage applications			September		In progress	Workshops held in September. Next steps to be determined depending on how Council wishes to proceed.
10.	Update Land Use Procedures bylaw					Q1 2015	
11.	Update Building Bylaw			September		In progress	Draft completed. Initiating consultation.
12.	Renew Victoria Accord Lands Agreement/Legislative Precinct					In progress	
13.	Support development of new budget process					In progress	
14.	Host Development Summit			July		Complete	
	• Develop action plan			September		Complete	Implementation in Progress. Development Summit will become annual event.
15.	Gorge Waterway Bylaw Amendments			September		Complete	
16.	Expedited process for affordable housing developments (105 Wilson and 1950 Blanshard)				October	In progress	Both items are part of the October 23 Public Hearing.

Victoria Conference Centre

	Key Initiative	Milestones				Status	Comments
		Q1	Q2	Q3	Q4		
1.	Pursue Naming Rights Agreement					January 2015	Was September. Consultant is conducting marketing research.
2.	Complete VCC Optimization Review			September		In progress	VCC Advisory Committee reconstitution once Arts, Culture and Events staff are co-located at VCC in early November
3.	Complete acquisition and transfer of Crystal Garden from Province		June			Complete	
4.	Energy management to retain BOMA BESt certification	Ongoing				In progress	
5.	Develop and implement Business Ambassador Program	Ongoing				In progress	
6.	Reduce energy consumption and carbon footprint (over 2013)	Ongoing				In progress	
7.	Support development of destination business brand for meetings and events			September		In progress	VCON unified identity complete and was shared with hotel/VCC and TVIC representatives at September 3 meeting
8.	Continued measurement and refinement of VCC/TVIC collaboration agreement (deliverable)		Ongoing	Ongoing	Ongoing	In progress	
9.	Leadership in the Victoria Conference Optimization Network		June	Ongoing	Ongoing	In progress	
	• Project Charter					Complete	
	• Form collaboration group					Complete	
10.	Documenting lifecycle of VCC to prepare for asset management				December	In progress	
11.	Support development of new budget process					In progress	
12.	Implement Economic Development Strategy • Explore downtown hub for entrepreneurs • Support #thisisvic	Ongoing				In progress	

	Key Initiative	Milestones				Status	Comments
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13.	Develop Market Sounding for Crystal Garden	October				Complete	Closes October 22, 2014