



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139
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OFFICE OF THE CITY MANAGER

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

TO: The Honorable, the Cambridge City Council

FROM: Robert W. Healy
City Manager

SUBJECT: Interdepartmental Development Log

DATE: January 17, 1990

We are now enhancing our ability to monitor and respond quickly to development activity, through a computerized "log" of new development projects. The log will cover these categories:

1. Projects over 15,000 square feet
2. Hotels
3. Health Clubs
4. Cinemas
5. Restaurants
6. Parking Facilities
7. Fast Order Food Establishments

All new applicants for projects in these categories will complete a "tracking form" when they first apply to a City department for permits, licenses or other approvals. Staff will immediately enter the data into computer terminals located in all participating departments. Project referrals to other City departments will also be noted on the computer. The system will help the City manage development on three fronts:

- o **Early notice** of new projects, whether they are "as of right" or require special permits;
- o **Coordination** - by ensuring that all departments are equally informed of new projects; and
- o **Tracking** of proposed design changes and routing of projects through the approval process.

Applicants completing the form will provide basic project information, such as location, use, area, height, number of units and parking spaces. They will also be asked to provide a brief

description of the project and list other permits and licenses needed. Staff will add additional geographic data, such as neighborhood, census tract and development district.

When the log is fully operational, staff will run regular reports on the projects currently under review. The log also allows users to make custom reports; for example, a report could describe the amount of commercial space and housing units under development in East Cambridge.

The Community Development Department has initiated the log, with programming assistance from Data Processing staff. A "prototype" system is now operating, and staff from Inspectional Services, Traffic and Parking and the License Commission have attended orientation sessions on its use. The Conservation Commission and the Rent Control Board will also collect project information for the log. The log will become fully operational on the following schedule:

January:

- o CDD and Data Processing develop training and procedures manual.
- o CDD begins entering data from 1989 projects received by participating departments.
- o Additional computer equipment is ordered to help manage the system.
- o Each department appoints one lead staff person and one back-up to be responsible for log data entry.

February:

- o CDD begins entering data received from current (1990) projects received by participating departments.
- o Participating staff are trained in data entry and other procedures.
- o Final changes are made to correct problems with the system.

March:

- o 1989 Log is completed.
- o Staff in all departments begin regular data entry and reporting on new projects and 1989 "pipeline" projects.

By March 15, we will move into regular operation of the system. Once completed, the log will provide the City with timely, accurate information on development. It will be a key information resource for the 1990s.



5.

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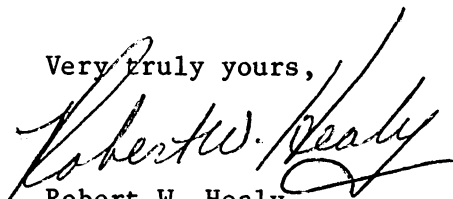
RICHARD C. ROSSI
Deputy City Manager

January 22, 1990

To the Honorable, the City Council:

Enclosed please find a copy of a report submitted by the Community Development Department outlining the Interdepartmental Development Log, which will provide the City with timely, accurate information on development.

Very truly yours,



Robert W. Healy
City Manager

RWH/dls
enclosure

Interdepartmental Development Log.

In City Council,

January 22, 1990

*Referred to the Housing
and Community Development
Committee on motion of
Councillor Cyr.*

*Copy sent to Housing &
Community Development Committee
1/23/90 D*