

**Carson City
Agenda Report**

Date Submitted: June 25, 2013

Agenda Date Requested: July 03, 2013

Time Requested: 10 minutes

To: Mayor and Board of Supervisors

From: Marena Works, Deputy City Manager

Subject Title: For Possible Action: To approve the reestablishment of the Community Development Department and placing the Planning Division, Building Division, Business License Division, Code Enforcement Division and Office of Business Development (Redevelopment) from the Public Works Department to the Community Development Department; and to change the title of the Planning Director to Community Development Director and the Principal Planner to Planning Manager. *(Marena Works, Deputy City Manager)*

Staff Summary: This action will remove the Divisions noted from under control and direction of the Public Works Department and create the Community Development Department to allow for more efficiency by having the Department Director report to the Deputy City Manager. The subject Divisions are located separate from the main Public Works offices and serve separate functions from other Public Works Divisions. The title changes align the Community Development Department with similar Departments within the City. Approval of this action will have no fiscal impact on the City.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve the reestablishment of the Community Development Department and placing the Planning Division, Building Division, Business License Division, Code Enforcement Division and Office of Business Development (Redevelopment) from the Public Works Department to the Community Development Department; and to change the title of the Planning Director to Community Development Director and the Principal Planner to Planning Manager.

Explanation for Recommended Board Action: During the downturn in the economy, the Development Services Department was reduced and, in order to save costs, the Department became a division of the Public Works Department and named the Planning Division. Since that time, the Division expanded and currently includes the following functions: planning, building, business resource center, redevelopment, business license and code enforcement.

Based upon the changes made, a review of the current operations was conducted. After the review, staff determined that it is in the City's best interests to move the Planning Division out from under Public Works, create the Community Development Department and implement a new reporting structure which will have the Department Director report to the Deputy City Manager. These changes will allow for more efficient services to be provided to the community as the Planning Division is currently being managed by off-site staff. More importantly, this action will have a positive impact on the creation of new businesses within the Downtown Redevelopment District as well as the South Carson Redevelopment District since the newly funded Business Resource Manager will work closely with the Deputy City Manager in this business capacity.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: To not approve the reestablishment of the Community Development Department and placing the Planning Division, Building Division, Business License Division, Code Enforcement Division and Office of Business Development (Redevelopment) from the Public Works Department to the Community Development Department; and to change the title of the Planning Director to Community Development Director and the Principal Planner to Planning Manager.

Supporting Material: Community Development Organizational Chart

Prepared By: Marena Works, Deputy City Manager

Reviewed By: Marena Works Date: 6/25/13
(Deputy City Manager)

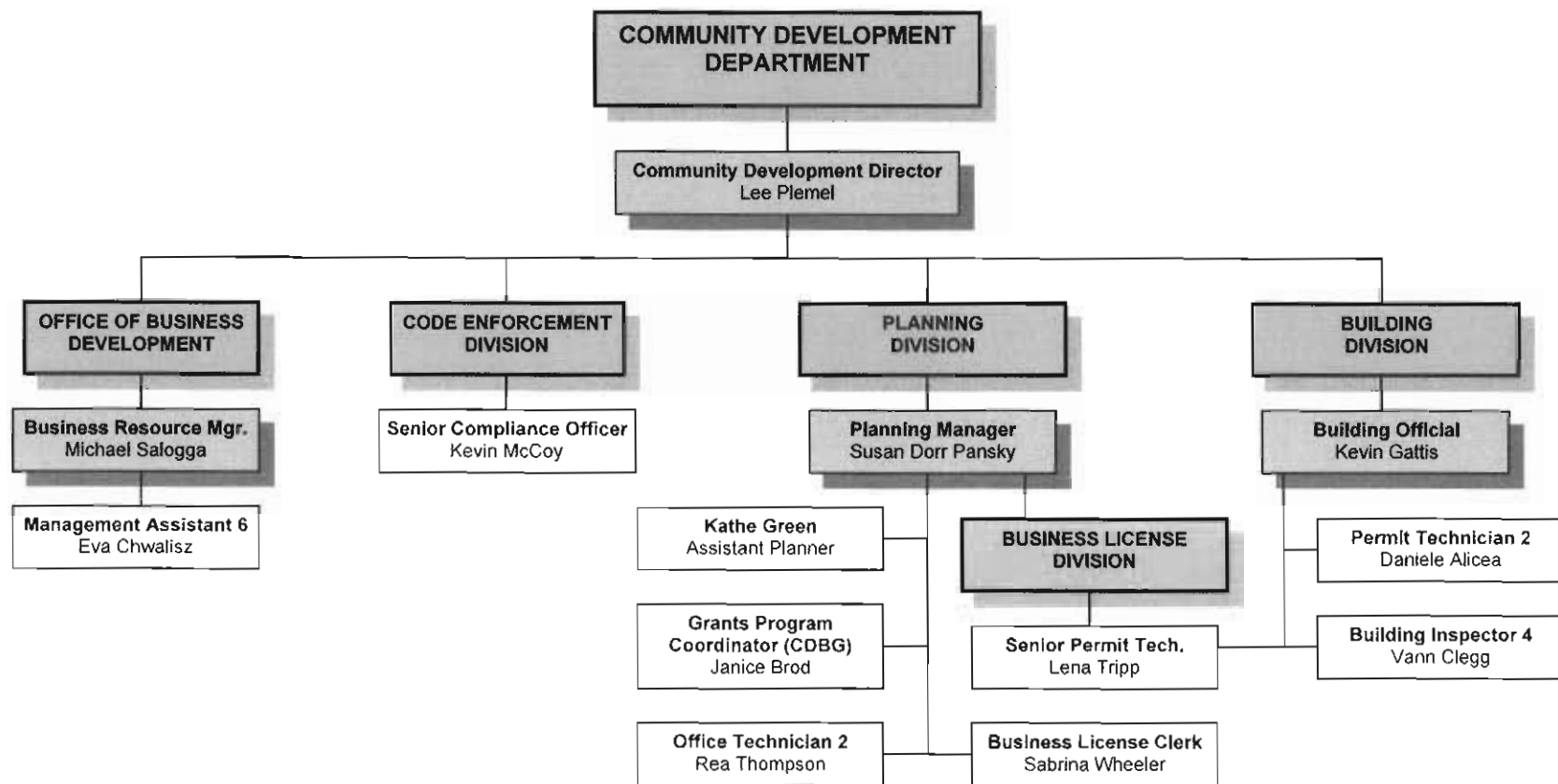
[Signature] Date: 6/25/13
(District Attorney)

[Signature] Date: 6/25/13
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)



Key:

FSLA Exempt Employee

Non-Exempt Employee