



## City Commission Agenda Item

Meeting Date: December 16, 2025

From: Randy Frazer, City Manager

Item: Approve reorganization of Neighborhood Services Division as the newly structured Community Development Division

**Motion:** A Resolution approving the reorganization of Neighborhood Services Division into the Community Development Division, authorizing the creation of the Community Development Director position, and transferring the Municipal Project Manager position into the division, effective December 27, 2025.  
**(Voice Vote)**

**Background:** City staff is proposing to reorganize the existing Neighborhood Services Division into a newly structured Community Development Division. This reorganization is designed to streamline all development related services—planning, zoning, permitting, building inspections, and code enforcement—under a single leadership structure to improve coordination, customer service, and strategic alignment with the City's Comprehensive Plan and Commission goals.

The Community Development Director will oversee the Division, including Planning & Zoning, Building Inspections, and Code Enforcement departments, and provide strategic leadership to guide long-term growth, redevelopment, and neighborhood revitalization.

In addition, the Municipal Project Manager position will be transferred from the City Manager's Office to the Community Development Division to further integrate project management, capital improvements, and development coordination within a unified team. This move will enhance cross-departmental collaboration and ensure alignment between capital projects, planning, and redevelopment initiatives.

Key benefits of this reorganization include:

- **Unified Oversight:** All development and project management functions coordinated under one division.
- **Improved Efficiency:** Streamlined permitting, inspections, and project delivery processes.
- **Enhanced Customer Service:** Single point of contact for citizens, developers, and businesses.
- **Strategic Alignment:** Ensures that planning, development, and capital investments advance community and economic development goals.
- **Scalable Framework:** Structure allows for future growth of staff and services as the community expands.

The proposed department structure will include:

- **Community Development Director** (Reports to City Manager)
  - **Municipal Project Manager**
  - **Planning & Zoning Coordinator / GIS Technician** (Position will not be filled in 2026)
  - **Chief Building Official**
    - **Code Enforcement Officer / Building Inspector**
  - **Administrative Assistant / Permit Technician**

All positions within this structure are budgeted and included in the City's adopted Pay Ordinance, to become effective December 27, 2025. The reorganization does not create additional full-time positions at this time but aligns existing roles within a more cohesive and accountable management framework. The Planning & Zoning Coordinator / GIS Technician role will remain unfilled in 2026, with planning and zoning support provided collaboratively by the Director and existing staff.

**Commission Options:**

1. Approve the Resolution
2. Disapprove of the Resolution
3. Table the Resolution for further discussion

**Fiscal Impact:** None.

Fund:              Department:              Expense Code:

☒ Included in budget              ☐ Grant              ☐ Bonds              ☐ Other Not Budgeted

**Attachments:** Resolution

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read 'R. Frazer', is written over a horizontal line.

Randy Frazer, City Manager