



Council Agenda Item

Meeting Date: September 16, 2025

Agenda Item: Memo re: Department Name Change

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BACKGROUND

(Enter the who, what when, where, why)

In an effort to improve clarity, efficiency, and alignment with the City's strategic goals, staff is recommending the consolidation and renaming of two existing departments/offices. The Neighborhood Services Department and the Office of Economic Development will be reorganized and officially renamed as the "Community Development Department".

This name change reflects the City's commitment to a more holistic approach to community planning, growth management, housing, code enforcement, and economic vitality. The unified department will provide residents, businesses, and developers with a single, coordinated point of contact for community development services.

The reorganization is primarily administrative in nature and does not alter the core services currently provided. However, it will help to streamline communications and operations, and lessen confusion for both residents and staff.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The Neighborhood Services Department was created by ordinance dated 5-4-2010.

The Office of Economic Development is not currently listed in city ordinances.

FINANCIAL IMPACT

(If none, state N/A)

None, though the city may wish to review current departmental signage within the Municipal Building at a later time.

STAFF RECOMMENDATION

No formal action is required. The City Attorney will be preparing language to revise the relevant sections of the city's ordinances to reflect this departmental name change. Those revisions will be presented to the Common Council for review and approval at a future meeting. Once that is approved, staff will work to update relevant sections of the city website, etc.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A