

**CC Work Session****2.3.****Meeting Date:** 02/05/2013**By:** Colleen Lasher, Administrative Services**Title:**

Discussion Regarding the Economic Development Manager Position

**Background:**

At the January 22, 2013 Personnel Committee meeting, the Committee recommended that the City Council motion to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager. The City Council will take action on the recommendation at the February 12, 2013 Council meeting.

In anticipation of this direction and in an effort to be immediately prepared to begin the recruitment following the February 12, 2013 meeting, staff is seeking the City Council's input on finalizing the position description, especially with regard to HRA related duties.

Development Services Manager/Alternate HRA Executive Director Tim Gladhill will be present to discuss ways the Community Development Staff will assist the Economic Development Manager with housing related duties.

Traditionally, the Community Development Department has provided support to the HRA in terms of bringing forward requests from housing developers for assistance, seeking feedback from the community on housing issues, and generally seeking to maintain and improve the quality of the City's housing stock. In addition, the Community Development Department often serves as a primary City contact for current and potential residents for identifying housing related assistance programs available in the area.

Management Analyst Patrick Brama will also be on hand to present information on the Business Retention and Expansion (BRE) Program -- 2012 Executive Report. The BRE program is expected to be an ongoing City economic development effort under the new position. The report is of interest now, as it identifies potential priority areas for the City to consider.

**Attachments:**

- 1) Business Retention and Expansion Program -- 2012 Executive Report.
- 2) Personnel Committee draft minutes -- documenting the Committee's desire to include HRA duties within the Economic Development Manager's role.
- 3) EDA minutes reviewing position description.

**Notification:****Observations/Alternatives:**

1) To accept the staff recommendation below with the addition of directing staff to supplement the Economic Development Manager's HRA duties/time commitments, on an as needed basis, with any available internal/external HRA resources, based upon the Development Services Manager's discussion.

2) Alternatively, the City Council may direct staff to involve the Economic Development Manager with HRA duties up to but excluding serving as the HRA Executive Director; with the City Administrator or the Development Services Manager serving as the HRA Executive Director. This option does not consolidate the economic development role for the City, which staff believes would be desirable. This option may be viable if all economic development duties are removed from the HRA.

3) Or, to direct staff to remove all HRA related duties from this position, redistribute the HRA portion of the funding for the Economic Development Manager's position, and look to other internal/external resources to address HRA related needs. With the current duties and holdings of the HRA, staff believes it is important to have this position assigned to the HRA.

**Recommendation:**

Staff recommends that the Economic Development Manager position be responsible for HRA related duties, including serving as the HRA Executive Director. If implemented, the combined role will create clarity for the City's internal and external customers and serve to streamline both functions.

**Funding Source:**

Not applicable at this time.

**Council Action:**

Consensus to move forward with recruitment of the Economic Development Manager position based upon the above staff recommendation.

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**Attachments**

[PC Draft Minutes 01-22-13](#)

[Draft Job Description](#)

[Bus. Ret. and Exp. Report](#)

[EDA Minutes 01-2013](#)

[Needs Analysis](#)

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/31/2013 12:22 PM
Colleen Lasher (Originator)	Colleen Lasher	01/31/2013 01:00 PM
Kurt Ulrich	Kurt Ulrich	01/31/2013 02:24 PM
Form Started By: Colleen Lasher		Started On: 01/29/2013 03:59 PM

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