



# MAYOR & COUNCIL COMMUNICATION

**DATE: December 17, 2013**

**REGULAR**

**ITEM # 15**

**AGENDA ITEM:** 2013 Community Development Department Annual Report

**SUBMITTED BY:** Kyle Klatt, Community Development Director

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Planning Commission  
Nick Johnson, City Planner  
Rick Chase, Building Official

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item .....Community Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** The Community Development Department has prepared an annual report to summarize the work performed by the departmental Staff and the Planning Commission over the past year.

**FISCAL IMPACT:** N/A – The annual report can be used to help measure the effectiveness of the Community Development Department over the past year.

**SUMMARY AND ACTION REQUESTED:** The City Council is being asked to review the 2103 Community Development Department Annual Report. The Planning Commission considered the annual report at its December 9, 2013 meeting and adopted a motion to accept the report as presented and to forward the report to the City Council. Staff will present a brief update to the Council at its meeting, highlighting the key activities and projects that were undertaken in 2013.

The attached report is being presented for informational purposes; no action is necessary by the Council on this item.

**LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT:** The annual report is intended to summarize activities within the Community Development Department. These activities include the more significant building and planning activities undertaken by the City in 2013. The Planning Commission did not make any changes to the document other than minor typographic corrections.

**BACKGROUND INFORMATION (SWOT):** N/A – For review and discussion only.

**RECOMMENDATION:** Staff and the Planning Commission have recommended that the City Council accept the annual report for the Community Development Department as presented.

**ATTACHMENTS:**

1. 2013 Community Development Department Annual Report