

**1200.1 SUBJECT: ORGANIZATION AND POLICY**

:1 OBJECTIVE:

Build a livable city, create family wage jobs, develop an Economy of the Mind, and revitalize Downtown.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Economic Development Director, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 FUNCTIONS:

A. Renders operational guidance and direction to Divisions in the Economic Development Department:

- City Planning
- Business Development
- Permitting Services and Code Enforcement
- Centroplex
- Community Redevelopment Agency
- Downtown Development Board

B. Serves as technical advisor to the Mayor and City Council on matters pertaining to economic and community development and reports on the activities and recommendations of the following citizen boards related to the Economic Development Department:

- Municipal Planning Board
- Board of Zoning Adjustment
- Historic Preservation Board
- Building & Fire Codes Board of Appeals
- Civic Facilities Authority
- Code Enforcement Board
- CRA Advisory Board
- Downtown Development Board
- Airport Zoning Board
- Airport Zoning Board of Adjustment

C. Coordinates and assists in annexation projects.

D. Performs other duties and responsibilities as may be directed by the Mayor and/or City Council.

E. In conjunction with the Office of Management and Budget, coordinates with all City departments in the preparation of the annual Five-Year Capital Improvement Program for review and action by the Municipal Planning Board and City Council.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

Operations Committee;

:7 REFERENCE:

City Charter, Chapter 11, Sections 1 through B; City Code, Sections 2.16 through 2.169. Procedure adopted by City Council August 11, 1969, Item 37; amended June 17, 1974, Item 26; amended January 3, 1977, Item 42; amended August 23, 1982, Item 19A; amended April 19, 1993, Item VV; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.