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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Authorize Change in Position Title, Community Development Planner**  
DATE: September 25, 2024

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### **Background**

The position of Community Development Planner is a department head level position, including supervisory responsibilities. As such, the title should be either Community Development Director or Community Development Manager. In most other cities, the position is titled "director".

A change in title will not change the placement of the position in the City's recently adopted pay scaling system, therefore there is not a budget impact.

### **Recommendation**

Staff recommend that the City Council retitle the position of Community Development Planner to Community Development Director.