



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Tracey Vasquez, HR Manager  
**DEPARTMENT:** Human Resources

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action with regard to renaming of the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager”.

**BACKGROUND/SUMMARY:**

For better clarification concerning job descriptions and responsibilities, the City staff is recommending renaming the position titled “Community Development Manager” with the position title of “Heritage and Tourism Manager”; there will not be any adjustment in pay scale. The term “economic” is being removed from the job description to better identify the job duties and responsibilities under this position.

(Red lines will be deletions and highlights will be additions).

**LEGAL REVIEW:** Yes  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Community Development Manager job description
- Heritage and Tourism Manager job description

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the City Council approve to renaming of the position titled “Community Development Manager” to the position title of “Heritage and Tourism Manager”; maintain the current pay scale and remove the term “economic” from the job description to better identify the job duties and responsibilities under this position.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**