CITY OF APPLETON

MEMORANDUM

Date: July 14, 2026
To: Chairperson Firkus; Members of the HR/IT Committee; Appleton Common Council Members
From: Kara Homan, AICP, Community Development Director
David Kress, Deputy Director of Community Development
Subject: Position Reclassification – Community Development Department

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I am requesting approval of a proposed position reclassification within the Community Development Department to establish a Planning Program Manager position. This reclassification will better align the department's staffing structure with its evolving responsibilities by creating a professional-level position focused on leading and advancing the City's long-range planning programs, policy initiatives, and complex planning projects.

As the department's planning responsibilities have expanded in scope and complexity, there is an increasing need for a dedicated position to provide program leadership, coordinate major planning initiatives, and serve as a technical resource for staff and project teams. The proposed Planning Program Manager will be responsible for leading the development and implementation of long-range planning efforts, coordinating work across City departments and external partners, advancing strategic planning initiatives, and providing subject matter expertise to planning staff. While the position will play a role in coordinating projects and fostering collaboration, it will not include formal supervisory authority.

Establishing this position will strengthen the department's ability to manage complex, multi-year planning initiatives, improve coordination among planning programs, and create additional leadership capacity within the department. It also provides a professional growth opportunity that recognizes the increasing technical, strategic, and collaborative nature of the department's planning work while allowing supervisory responsibilities to remain with existing management structure (position will continue to report to Deputy Director). The proposed reclassification has been evaluated by Human Resources Department staff and fits within the City's existing compensation framework.

A detailed position description and proposed organizational structure are attached for your review. I respectfully request approval of the following position change:

- From: Principal Planner (Grade 9)
- To: Planning Program Manager (Grade 10)

This modification will be funded within the department's existing personnel-related budget due to vacant salary dollars realized this year. If you have any questions, please don't hesitate to contact us at 920.832.6408 / kara.homan@appletonwi.gov or 920.832.6428 / david.kress@appletonwi.gov.