



MEMORANDUM

"...meeting community needs...enhancing quality of life."

TO: Human Resources/Information Technology Committee and Appleton Common Council

FROM: Karen Harkness, Community & Economic Development Director

DATE: May 20, 2022

RE: Request approval of over-hire for City Assessor position

The City of Appleton City Assessor has provided notice of retirement effective the middle of August 2022.

This position is critical to the organization and works independently on many processes related to assessment and keeping property values current. Other priorities include Tax Increment Financing District data and reporting, project evaluation for new and redevelopment projects, and many other task and responsibilities including supervision of a professional assessment staff of five.

The incumbent has 18 years of experience in this position and holds a wealth of knowledge. For a successful transition to the position's successor, I believe the City of Appleton would benefit from having the incumbent provide valuable training over a three-week period with an over-hire.

The hiring process is currently open, and we hope to have someone hired by early June 2022.

The cost for this over-hire is expected to be approximately \$7,500. This additional cost can be absorbed within the current 2022 Community & Economic Development Department budget.

Thank you for your consideration of this request. If you should have any questions or would like to discuss this further, feel free to contact me at 920-832-6408 or email

karen.harkness@appleton.org.