



Meeting Agenda - Final
Human Resources & Information Technology Committee

Wednesday, December 14, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-1545](#) Minutes 10/26/22.
Minutes 11/16/22.
Minutes 12/07/22.

Attachments: [Minutes 10-26-22.pdf](#)
[Minutes 11-16-22.pdf](#)
[Minutes 12-7-22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[22-1546](#) Request for Axon Evidence Storage.

Attachments: [2022 Request for Axon Evidence Storage.pdf](#)
[Axon Quote.pdf](#)
[2022 Excess Fund Balance Memo.pdf](#)
[Email Sole Source Police Evidence Storage.pdf](#)

6. Information Items

[22-1547](#) IT Deputy Director Hiring.

Attachments: [2022 IT Deputy Director Hiring.pdf](#)

[22-1577](#) Recruitment Status Report through 12/8/22.

Attachments: [RSR 12.8.22.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on the agenda contact Corey Popp 920-832-5892.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, October 26, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

3. Approval of minutes from previous meeting

This was approved

[22-1339](#)

Minutes 10/12/22.

Attachments: [Minutes 10-12-22.pdf](#)

**Croatt moved, seconded by Hartzheim, that the minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

4. **Public Hearings/Appearances**

5. **Action Items**

[22-1341](#)

Request to Approve Alderpersons Salaries.

Attachments: [HR-IT - Alderperson Raises Deadlines 8-30-22 - Updated 2022 \(2\).pdf](#)

[Alderperson Compensation Survey 2022.pdf](#)

[Elected Alderperson Salaries.pdf](#)

Recommended no increase for 2024.

**Hartzheim moved, seconded by Croatt, that the Report Action Item be
recommended for approval. Roll Call. Motion carried by the following vote:**

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

[22-1342](#)

Request to Approve Non-represented (Non-union) Employee Compensation Program.

Attachments: [HR Comp Memo.pdf](#)
[Baker Tilly Memo Summary.pdf](#)
[Salary Admin Policy.pdf](#)
[Seasonal Policy.pdf](#)

Croatt moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

6. Information Items

[22-1338](#)

Memorandum of Understanding Between the City of Appleton and the Appleton Housing Authority.

Attachments: [AHA Memo for Committee 10-13.pdf](#)

This Presentation was received and filed

[22-1340](#)

Recruitment Status Report through 10/19/22.

Attachments: [RSR 10.19.22.pdf](#)

This Presentation was received and filed

7. Adjournment

Hartzheim moved, seconded by Croatt, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Absent: 1 - Alfheim



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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, November 16, 2022

6:15 PM

Council Chambers, 6th Floor

Special Session - Alderperson Compensation

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

3. Approval of minutes from previous meeting

4. **Public Hearings/Appearances**

5. **Action Items**

[22-1341](#)

Request to Approve Alderpersons Salaries.

Attachments: [HR-IT - Alderperson Raises Deadlines 8-30-22 - Updated 2022 \(2\).pdf](#)
[Alderperson Compensation Survey 2022.pdf](#)
[Elected Alderperson Salaries.pdf](#)

Motion is no salary increase to alderperson salary effective April 2024.

Hartzheim moved, seconded by Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

6. **Information Items**

7. Adjournment

Hartzheim moved, seconded by Croatt, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt



City of Appleton

100 North Appleton Street
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www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 7, 2022

6:30 PM

Council Chambers, 6th Floor

Special Session

1. Call meeting to order

2. Roll call of membership

Present: 4 - Fenton, Alfheim, Hartzheim and Croatt

Excused: 1 - Thao

3. Approval of minutes from previous meeting

4. **Public Hearings/Appearances**

5. **Action Items**

[22-1513](#)

Request to over hire Communication Specialist.

Attachments: [Front Desk Overhire PD.pdf](#)

Hartzheim moved, seconded by Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Fenton, Alfheim, Hartzheim and Croatt

Absent: 1 - Thao

6. **Information Items**

[22-1515](#)

APD TO Change.

Attachments: [TAO move from SIU to CRU.pdf](#)
[Police TO Draft.pdf](#)

This Presentation was received and filed

[22-1514](#)

Recruitment Status Report through 12/1/22.

Attachments: [RSR 12.1.22.pdf](#)

This Presentation was received and filed

7. Adjournment

Croatt moved, seconded by Alfheim, that the meeting be adjourned. Roll Call.

Motion carried by the following vote:

Aye: 4 - Fenton, Alfheim, Hartzheim and Croatt

Absent: 1 - Thao

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: HR/IT Committee

From: Corey Popp, Information Technology Director

Date: December 14, 2022

Re: Request to approve agreement for criminal justice digital evidence storage

Per the City of Appleton's Procurement and Contract Management policy (IV.C.3), I am seeking approval for an 18-month agreement for unlimited cloud storage for criminal justice digital evidence storage from Axon Enterprise. Axon is the sole provider of the Appleton Police Department's body-cam hardware and video storage. Partnering with Axon to add third-party digital evidence storage allows the City to eliminate data silos in their evidence management system and store all criminal digital evidence in a single cloud-storage solution.

Currently, digital evidence is spread out between body-cam cloud storage and two onsite City and Police Department servers. The APD's Forensic Evidence Specialists spend a significant amount of time managing evidence storage as we frequently run low (or completely exhaust) digital evidence storage resources.

Also of critical importance is that the Axon Evidence cloud-storage product is entirely compliant with all Criminal Justice Information Security (CJIS) standards enforced by the Federal Bureau of Investigation and Wisconsin Department of Justice.

The contract length is 18 months and costs \$52,806 (attached). The first installment (\$17,602) will be paid this year, and it will cover a six-month prorated term. The second installment will be paid in June 2023 (\$35,204), and it covers a 12-month term that runs coterminous with the remainder of the Axon Body-Cam agreement. In June of 2024, the two agreements will be merged into a single agreement from that point forward.

The 2022 payment (\$17,602) will come from the 2021 excess fund balance carried over and earmarked for IT in item 22-1100 (attached). The 2023 amount will be paid out of dollars already budgeted for Axon storage (\$90,000). Purchasing in 2022 allows us to avoid the initial doubling of the product's cost in 2023.



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-425607-44883.813JB

Issued: 11/18/2022

Quote Expiration: 12/31/2022

Estimated Contract Start Date: 01/15/2023

Account Number: 106590

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
222 S Walnut St 222 S Walnut St Appleton, WI 54911-5825 USA	Appleton Police Department-WI 222 S Walnut St Appleton, WI 54911-5825 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Julie Bosack Phone: 312-576-2829 Email: jbosack@axon.com Fax:	Corey J. Popp Phone: 920-832-5500 Email: corey.popp@appleton.org Fax: (920) 832-6044

Quote Summary

Program Length	18 Months
TOTAL COST	\$52,806.00
ESTIMATED TOTAL W/ TAX	\$52,806.00

Discount Summary

Average Savings Per Year	\$0.00
TOTAL SAVINGS	\$0.00

Payment Summary

Date	Subtotal	Tax	Total
Dec 2022	\$17,602.00	\$0.00	\$17,602.00
Jun 2023	\$35,204.00	\$0.00	\$35,204.00
Total	\$52,806.00	\$0.00	\$52,806.00

Quote Unbundled Price:	\$52,806.00
Quote List Price:	\$52,806.00
Quote Subtotal:	\$52,806.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
100678	INVESTIGATE PRO USB DONGLE	1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
100165	UNLIMITED 3RD-PARTY STORAGE	113	18		\$15.00	\$15.00	\$30,510.00	\$0.00	\$30,510.00
100627	INVESTIGATE PRO DONGLE LICENSE, 1-YEAR	1			\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
A la Carte Services									
11642	THIRD-PARTY VIDEO SUPPORT LICENSE	113	18		\$9.00	\$9.00	\$18,306.00	\$0.00	\$18,306.00
100337	INVESTIGATE EXAMINER TRAINING	1			\$595.00	\$595.00	\$595.00	\$0.00	\$595.00
100336	INVESTIGATE OPERATOR TRAINING	1			\$395.00	\$395.00	\$395.00	\$0.00	\$395.00
Total							\$52,806.00	\$0.00	\$52,806.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
A la Carte	100678	INVESTIGATE PRO USB DONGLE	1	01/15/2023

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	100165	UNLIMITED 3RD-PARTY STORAGE	113	01/15/2023	07/14/2024
A la Carte	100627	INVESTIGATE PRO DONGLE LICENSE, 1-YEAR	1	01/15/2023	07/14/2024

Services

Bundle	Item	Description	QTY
A la Carte	100336	INVESTIGATE OPERATOR TRAINING	1
A la Carte	100337	INVESTIGATE EXAMINER TRAINING	1
A la Carte	11642	THIRD-PARTY VIDEO SUPPORT LICENSE	113

Payment Details

Dec 2022						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100165	UNLIMITED 3RD-PARTY STORAGE	113	\$10,170.00	\$0.00	\$10,170.00
Year 1	100336	INVESTIGATE OPERATOR TRAINING	1	\$131.67	\$0.00	\$131.67
Year 1	100337	INVESTIGATE EXAMINER TRAINING	1	\$198.33	\$0.00	\$198.33
Year 1	100627	INVESTIGATE PRO DONGLE LICENSE, 1-YEAR	1	\$1,000.00	\$0.00	\$1,000.00
Year 1	100678	INVESTIGATE PRO USB DONGLE	1	\$0.00	\$0.00	\$0.00
Year 1	11642	THIRD-PARTY VIDEO SUPPORT LICENSE	113	\$6,102.00	\$0.00	\$6,102.00
Total				\$17,602.00	\$0.00	\$17,602.00

Jun 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100165	UNLIMITED 3RD-PARTY STORAGE	113	\$20,340.00	\$0.00	\$20,340.00
Year 2	100336	INVESTIGATE OPERATOR TRAINING	1	\$263.33	\$0.00	\$263.33
Year 2	100337	INVESTIGATE EXAMINER TRAINING	1	\$396.67	\$0.00	\$396.67
Year 2	100627	INVESTIGATE PRO DONGLE LICENSE, 1-YEAR	1	\$2,000.00	\$0.00	\$2,000.00
Year 2	100678	INVESTIGATE PRO USB DONGLE	1	\$0.00	\$0.00	\$0.00
Year 2	11642	THIRD-PARTY VIDEO SUPPORT LICENSE	113	\$12,204.00	\$0.00	\$12,204.00
Total				\$35,204.00	\$0.00	\$35,204.00

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

11/18/2022





“...meeting community needs...enhancing quality of life.”

TO: Finance Committee
FROM: Jake Woodford, Mayor
Jeri Ohman, Finance Director
DATE: August 22, 2022
RE: General Fund Balance Policy

The City has a general fund balance that states:

At least 75% of general fund balance in excess of the reserve policy (currently three months operating expenditures) be used for the reduction of long-term liabilities. Utilization of the remaining funds are subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or general fund expenditures with final Council approval.

Each year upon the conclusion of the annual audit, the general fund balance is reviewed to determine if such excess funds are available. The audit report, presented to the Finance Committee on July 11, 2022, noted an unadjusted general fund balance of \$5,273,273 in excess of the City’s reserve policy at December 31, 2021.

December 31, 2021

General Fund Balance in excess of reserve policy per audit	\$ 5,273,273
Less: Amounts from 2020 Excess Fund Balance held (Council approved 3/17/22):	
Website redesign	\$ (100,000)
Pedestrian safety	\$ (225,000)
Technology upgrades	<u>\$ (150,000)</u>
Adjusted fund balance applicable to reserve policy	<u>\$ 4,798,273</u>

Reasons for the Excess

It is unusual to have this large of an excess at year end. There were a couple major factors that contributed to the excess. First, four of the City’s TIF Districts are paying back advances (loans) that the general fund made in prior years. As the advances are paid back, this adds available cash to the general fund balance. The result of these TIF advance repayments in 2021 was a \$4,000,000 increase in the unassigned general fund balance.

Second, federal CARES and ARPA funding for COVID-19 relief expenses also played a significant role in generating the surplus. Approximately \$560,000 of these grant funds were able to be used to pay for public health and public safety personnel costs which replaced the budgeted general fund spending.

Application of the Policy

Applying the policy to the adjusted excess fund balance results in approximately \$3,598,705 (75%) being designated to be used to reduce long-term liabilities and \$1,199,568 (25%) subject to the recommendation of the Finance Committee.

Per discussion with staff, we are respectfully requesting the Finance Committee's approval to allocate \$1,175,000 as follows:

- \$20,000 *Aerial Imaging for GIS – Cover the city's portion of aerial photography costs in partnership with Outagamie County to update the GIS imagery to the present day.*
- \$130,000 *College Ave. Traffic Safety – Appropriates funds for the Traffic Section of DPW, in partnership with Community and Economic Development, Police Department, and Appleton Downtown Inc. to plan, design, and pilot/implement interventions aimed at improving the safety and multi-modal functionality of College Avenue.*
- \$50,000 *ARA Business Enhancement Grants – Renews funding for the ongoing Appleton Redevelopment Authority citywide business enhancement grant program.*
- \$150,000 *Emerald Ash Borer (EAB) Mitigation – Appropriates funds jointly to Forestry Section of DPW and the Parks, Recreation and Facilities Management Department for the purpose of EAB remediation, prioritizing Vosters Park, followed by a prioritized list of projects to be developed by staff.*
- \$550,000 *Information Technology Updates & Security – Funds Migration of Munis System to Tyler Technologies services. Any remaining funds in this allocation will be directed to areas of greatest need within Information Technology as determined by staff.*
- \$275,000 *Current Year Operating Reserve – Holds funds aside for current year needs to mitigate the effects of high inflation. Unspent balance at the end of the year will either be carried forward to maintain additional cash reserves or recommended for other purposes.*

Director Ohman will work with the City's financial advisor to determine the most cost-effective use of the remaining \$3,623,273 slated for debt reduction (either call any eligible existing debt or reduce the 2023 borrowing package).

If you have any questions on these requests, feel free to reach out to either Mayor Woodford or Director Ohman. Thank you for your consideration.

RE: Sole source police evidence storage

Jenifer S. Huss <Jenifer.Huss@Appleton.org>

Tue 12/6/2022 1:34 PM

To: Corey J. Popp <Corey.Popp@Appleton.org>; Vanessa L. Schommer <Vanessa.Schommer@appleton.org>; Jamie Griesbach <Jamie.Griesbach@appleton.org>; Chris Behrens <Chris.Behrens@Appleton.org>

Hi Corey,

The justification provided presents a solid business case to use Axon Enterprise as a sole source purchase. Per our policy, I'm interpreting the committee of jurisdiction to be Human Resources & Information Technology rather than Finance.

Thank you,
Jenifer

From: Corey J. Popp <Corey.Popp@Appleton.org>

Sent: Monday, December 5, 2022 2:58 PM

To: Jenifer S. Huss <Jenifer.Huss@Appleton.org>; Vanessa L. Schommer <Vanessa.Schommer@appleton.org>; Jamie Griesbach <Jamie.Griesbach@appleton.org>; Chris Behrens <Chris.Behrens@Appleton.org>

Subject: Sole source police evidence storage

Hello Jenifer,

I am seeking permission to sole source unlimited cloud storage for Police Department criminal justice evidence storage from Axon Enterprise. Currently, Axon is the sole provider of the Appleton Police Department's body cam hardware and video storage. Partnering with Axon to add third-party evidence storage allows the City to eliminate data silos in their evidence management system and store all criminal digital evidence in a single storage solution.

Currently, criminal justice evidence is spread out between body-cam cloud storage and two onsite City and Police Department servers. The Evidence Specialists spend a significant amount of their time managing evidence storage as we frequently run low (or completely exhaust) evidence storage resources.

Also of critical importance is that the Axon Evidence cloud-storage product is entirely compliant with all Criminal Justice Information System (CJIS) standards used by the Wisconsin Department of Justice and Federal Bureau of Investigation.

The contract length is 18 months and costs \$52,806 (attached). The first installment will be paid following Common Council approval on **December 21, 2022** in the amount of \$17,602 and will cover a six month prorated term. The second installment will be paid in June 2023 in the amount of \$35,204 and covers a 12-month term that runs coterminous with the Axon Body Cam solution currently in use at APD. In June of 2024, the two contracts will be merged into a single new contract to run conterminously from that point forward.

Per the City of Appleton's purchasing policy procedures (paragraph IV.C.3), I am preparing a memo to secure a recommendation for approval by the Finance Committee on **Monday, Dec 12** and Common Council approval on **Wednesday, Dec 21**.

The 2022 amount (\$17,602) will come from the 2021 excess fund balance carried over and earmarked for IT by Mayor Woodford in item 22-1100 (attached).

12/6/22, 3:17 PM

Mail - Corey J. Popp - Outlook

Corey Popp
IT Director
City of Appleton
corey.popp@appleton.org

cc: [@Vanessa L. Schommer](#), [@Jamie Griesbach](#), [@Chris Behrens](#)

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: HR/IT Committee
From: Corey Popp, Information Technology Director
Date: December 14, 2022
Re: IT Deputy Director Hiring

I am pleased to report that Jennifer Thompson has accepted a promotion to the City of Appleton's first Information Technology Deputy Director.

Jenny enjoys a twenty-year career in information technology and has spent the last sixteen of those years with the City. She started as a Help Desk Analyst and quickly progressed to the role of PC/LAN Specialist. It was in this role that Jenny managed the City's multifactor authentication project earlier this year. Most recently, Jenny has been leading a significant communications upgrade to the Appleton Police Department's squad cars to great success.

Jenny brings a great deal of management skills and organizational knowledge to the Deputy position. She assumes her new role on January 1, 2023.

Recruitment Status Report

Updates thru 12/8/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status	
Jessie	HVAC Technician	PRFM	11/25/20	09/14/22	1	Application deadline: 1/15/23.	
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Determining next steps.	
	Operator I - Sanitation	DPW	10/21/22	10/10/22	1	Application deadline: 12/04/22. Panel interviews: 12/13 & 12/14/22.	
	Operator I - DPW	DPW	11/07/22	11/04/22	1	Application deadline: 12/04/22. Panel interviews: 12/13 & 12/14/22.	
	Engineering Technician	DPW	09/17/22	11/04/22	1	Application deadline: 1/15/23.	
	Water Plant Operator	Utilities	09/16/22	09/16/22	1	Conditional offer extended to 1 candidate. Start date: TBD.	
	Instrument & Control Systems Technician	Utilities	12/08/22	11/09/22	1	Panel interviews: 12/06/22.	
	Relief Operator	Utilities	12/02/22	11/18/22	2	Application deadline: 12/18/22.	
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 01/01/23.	
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 01/01/23.	
	Bus Driver	VT	Multiple	N/A	8	Application deadline: 01/01/23. Medical pending on 2 candidates. Background pending on 1 candidate.	
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 01/01/23.	
	Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline: 1/8/23. Conditional offer extended to 2 candidates. PFC interviews: 12/20/22.
		Communication Specialist - .5 FTE	Police	TBD	09/19/22	1	Job offer accepted, start date: 1/4/23.
Communication Specialist		Police	01/11/23	N/A	1	Job offer accepted, start date 12/8/22. Pending overhire approval on 12/7/22.	
Community Service Officer		Police	N/A	11/11/22	1	Application deadline: 1/02/23.	
PC/LAN Specialist		IT	01/01/23	12/02/22	1	Internal application deadline: 12/11/22.	
Assistant City Attorney I		Legal Services	11/22/22	11/30/22	1	Application deadline: 1/02/23.	
Community & Economic Development Director		CED	01/04/23	09/16/22	1	Job offer accepted, start date: 1/04/23 pending Council approval on 12/07/22.	
Battalion Chief - Resource Development	Fire	TBD	11/11/22	Elig.	Internal application deadline: 12/11/22.		

	Battalion Chief - EMS	Fire	New position	11/11/22	1	Internal application deadline: 12/11/22.
	Firefighter	Fire	N/A	09/30/22	Elig.	Determining next steps.

Total Positions Open: 28

Total Eligibility Lists: 3

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Library Assistant - Materials Management (Acquisitions)	Library	11/07/22	1	Determining process.
	Operations Clerk	Library	01/03/23	1	Retirement. Waiting for RTF.
	Deputy Director of Community & Economic Development	CED	11/12/22	1	Resignation. Waiting for RTF.

Total Positions On Hold: 4

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.