CITY OF APPLETON

MEMORANDUM

Date: August 19, 2026

To: Members of the Human Resources/Information Technology Committee and Appleton Common Council Members

From: Laura Jungwirth, Public Works Director

Subject: Deputy Director of Engineering/City Engineer Over Hire Request

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Our current Deputy Director of Engineering/City Engineer, Pete Neuberger, has announced his planned retirement, effective January 14, 2027. This position is critical to our department, providing leadership and oversight of engineering operations, capital improvement projects, infrastructure planning and design, regulatory compliance, and coordination of engineering activities with other city departments, agencies, and external partners.

I am requesting authorization to over hire the Deputy Director of Engineering/City Engineer position for up to six weeks prior to Mr. Neuberger's retirement. This proactive approach will provide an appropriate transition period and help ensure the continued efficiency and effectiveness of department operations. To address this upcoming vacancy, I propose hiring the replacement prior to departure. A temporary overlap in the positions would provide the following benefits:

1. **Knowledge Transfer and Training:**
   The transitional overlap would provide the incoming Deputy Director/City Engineer with sufficient time to shadow Mr. Neuberger and gain an understanding of the department's operations, institutional knowledge, ongoing projects, policies, procedures, and other responsibilities critical to the position.
2. **Continuity of Operations:**
   Avoiding a staffing gap in this key leadership position will help maintain continuity of service, minimize disruptions to ongoing projects and initiatives, and ensure that critical responsibilities continue to be addressed during the transition.
3. **Recruitment and Onboarding Efficiency:**
   Securing the new employee in advance of the departure will allow for a more thorough onboarding and orientation process. This will reduce the potential for operational disruptions that could otherwise result from attempting to complete the hiring and transition process after the vacancy occurs.

The position will be posted in advance of the anticipated vacancy to allow sufficient time for recruitment and selection. The possible start date for the new Deputy Director of Engineering/City Engineer would be on or around **November 3, 2026**, providing for an overlap of up to six weeks. The estimated cost associated with the temporary over hire is $18,900, including salary and fringe benefits. These costs can be accommodated within existing budgeted and vacant salary dollars and will not require additional budget appropriation.

Thank you for considering this important request.