



**To:** Mayor, Mayor Pro Tem and City Councillors

**From:** Mark A. Freitag, City Manager

**Date:** May 8, 2023

**Subject:** Quarterly Workforce Update

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### Executive Summary

This report is for City Council information only and requires no action by City Council. It is provided at the direction of City Council and will supply a workforce update with an overview of the organization's staffing during the 1st Quarter of 2023.

### Vacancy Report by Department (as of March 31, 2023)

Department	2023 Authorized FTE	Filled FTE	Vacant FTE	Vacancy Rate
City Attorney's Office	16.80	15.75	1.05	6.25%
City Manager's Office	25.00	25.00	0.00	0.00%
Community Development	77.50	73.50	4.00	5.16%
Economic Development	13.50	12.00	1.50	11.11%
Finance	38.50	37.50	1.00	2.60%
Fire (1)	147.00	151.00	-4.00	-2.72%
General Services	63.60	58.60	5.00	7.86%
Human Resources	26.00	26.00	0.00	0.00%
Information Technology	40.00	34.00	6.00	15.00%
Parks, Recreation and Libraries	213.30	195.90	17.40	8.16%
Police Sworn Personnel (2)	199.00	175.00	24.00	12.06%
Police Professional Personnel	94.80	81.40	13.40	14.14%
Public Works and Utilities	154.50	133.50	21.00	13.59%
<b>Total</b>	<b>1109.50</b>	<b>1019.15</b>	<b>90.35</b>	<b>8.14%</b>

- (1) Fire Department vacancy rate (-2.72%) reflects four (4) additional line staff hired for the Spring 2023 Fire Academy, in response to future known and anticipated vacancies. With the challenge facing fire departments nationwide of shrinking talent pools, as well as the hiring restriction caused by limited annual academies for training new recruits, the strategy of over-hiring quality Firefighter recruits for each academy ensures that service levels to the community are continually met, even with regular staff attrition.
- (2) In the first quarter of 2023, there were three (3) Police Sworn personnel separations and four (4) Police Sworn personnel hired. As of March 31, 2023, there are 16 Police Sworn candidates active in the final stages of the recruitment process.

**Recruitment Statistics**

- Leadership Transition Status and Statistics for Department Directors and Division Managers.
- Staffing Activities for the Regular Full-Time and Regular Part-Time Workforce.

**Boards and Commissions Status**

- Rosters and Vacancies for the City's seven (7) Boards and two (2) Commissions.

## Leadership Transition Status and Statistics

City Manager and Department Directors						
Department	Position Title	Date Vacant	Date Hired	New Hire	Notes	
Police Department	Police Chief	10/6/2021	3/20/2023	Norm Haubert/ Promotion	Filled. <b>Status:</b> Strategic Government Resources, Inc. (SGR) was hired to help facilitate a national recruitment which closed January 9, 2023, with 36 candidates. A rigorous in-person finalist process will be held starting on February 28 and included three meet/greets, seven oral boards and two simulation exercises. Norm Haubert was promoted and sworn into the position on March 20, 2023.	
Human Resources Department	Human Resources Director	10/25/2021	2/13/2023	Davy Godfrey	Filled. Davy Godfrey has been selected as the next HR Director after a national recruitment facilitated by Strategic Government Resources, Inc. (SGR). He started on February 13, 2023.	
Information Technology	Information Technology Director Interim	2/9/2023			Art Rea was named Acting Director on February 9, 2023. <b>Status:</b> Human Resources facilitated an Internal Interim Process 3/20/23-3/27/23; Expected appointment 4/17/23.	
Public Works and Utilities	Public Works and Utilities Director	3/13/2022			Sarah Borgers is serving as Interim Public Works and Utilities Director after an internal recruitment process. <b>Status:</b> Human Resources will facilitate a national search in early 2023.	

Division Managers						
Department	Position Title	Date Vacant	Date Hired	New Hire	Notes	
Community Development	Planning Manager	4/4/2022			John McConnell, Principal Planner, is serving as Interim Planning Manager after an internal recruitment process. <b>Status:</b> A formal national recruitment process will be facilitated by HR and will occur in 2023.	
Community Development	City Engineer	7/5/2023			<b>Status:</b> Position not vacant until 7/5/23. The organization is determining the best course of action for next steps in 2023.	
General Services	Court Administrator	6/1/2022	1/2/2023	Brian Poggenklass	<b>Status:</b> Filled. Brian Poggenklass, Westminster's previous Probation Supervisor, was promoted to Court Administrator after a competitive external recruitment process. His promotion was effective January 2, 2023.	
Parks, Recreation and Libraries	PR&L Operations Manager	9/1/2022			Blake Ramsey, Parks and Horticulture Superintendent, is serving as Interim PR&L Operations Manager after an internal recruitment process. <b>Status:</b> A national recruitment will occur in 2023.	
Police Department	Deputy Police Chief	7/12/2021			<b>Status:</b> The new Police Chief will be involved in the official selection process for this position in 2023. Only one Deputy Police Chief position is available after a department re-organization moving from three Deputy Police Chief positions to two. One position is filled by Dean Villano.	
Parks, Recreation and Libraries	Cultural Affairs Manager	3/1/2021			<b>Status:</b> The organization is determining the best course of action for next steps in 2023.	
Public Works and Utilities	Streets Manager	1/26/2023			Brock Hufford was selected as Interim Streets Manager. <b>Status:</b> A formal interim recruitment process was posted from January 16 -January 23, 2023, with Brock Hufford promoted as of January 30, 2023. A national recruitment will occur in 2023 to fill the regular position.	
Public Works and Utilities	Utilities Engineering Manager	2/24/2022	1/17/2023	Leslie Moening	<b>Status:</b> Filled. Leslie Moening was hired on January 17, 2023, after a competitive external recruitment process.	
Public Works and Utilities	Water Resources and Quality Manager	3/14/2022			Josh Nims, Senior Engineer, is serving as Interim Water Resources and Quality Manager after an internal recruitment process. <b>Status:</b> This position will remain filled with an interim manager pending recruitment of the PWU Director.	

Recruitment Statistics for Benefited Staff	
Total regular FTE Vacancies in Hiring Process as of 3/31/23:	68.20
Total regular FTE Vacancies Not Yet In Hiring Process as of 3/31/23:	33.50
Total regular FTE Vacant Positions as of 3/31/23:	101.70
Recruitment Vacancy Percentage:	9.17%
Total Authorized FTE as of 1/2/2023:	1,109.50
Year-to-date regular FTE positions filled through new hires, promotions, transfers:	76
Year-to-date regular FTE positions vacated via separations, promotions or transfers:	62

These vacancy numbers include current vacant positions and upcoming vacancies that are known, including planned recruitments.

## 2023 Boards & Commissions List

Name of Board / Commission + Information	Member Name	Current Term End Date	Year First Appointed	Term Limit Start*	Term Limit End
<b>Election Commission</b> (4 regular members) Meetings: as needed, GS Conference Room Council Liaison: Lindsey Emmons Staff Liaison: Abby Fitch	Denis DuFresne	Dec-23	1993	2018	2025
	Carell Grass	Dec-23	2019	2020	2027
	JoAnn Vonracek	Dec-23	2022	2022	2029
	Martin Zelwinsky	Dec-23	2022	2022	2029
<b>Environmental Advisory Board</b> (7 regular; 1 alternate members) Meetings: Last Wednesday/month 6:30 pm; Council Board Room Council Liaison: Dave DeMott Staff Liaison: Paul Schmeichen	Linda Allison	Dec-24	2017	2018	2025
	Jennifer Braun Paliszewski	Dec-23	2022	2022	2029
	Nathan Christianson	Dec-24	2019	2020	2027
	Michael Fitch	Dec-23	2022	2022	2029
	Maria Rotunda	Dec-24	2022	2022	2029
	Chris Stimpson	Dec-23	2017	2018	2025
	Jennifer Fugita	Dec-24	2023	2023	2030
	Paul Thomas Farquhar (TBC-Alt)	To be confirmed	2023	2023	2029
<b>Historic Landmark Board</b> (7 regular; 1 alternate members) Meetings: First Tuesday/every Quarter, 7:00 pm; Council Board Room, Council Chambers for Public Hearings Council Liaison: Lindsey Emmons Staff Liaison: Kate Cooke ** Meet professional qualifications requirements	Gargi Duttgupta **	Dec-23	2014	2018	2025
	Shirley Garcia	Dec-24	2023	2023	2030
	Linda Graybeal	Dec-23	2010	2018	2025
	Alana Mace	Dec-23	2020	2021	2028
	Mary Oswell**	Dec-24	2019	2020	2027
	Kathy Pascoe	Dec-24	2023	2023	2030
	Keith Teeter	Dec-24	2022	2022	2029
	Kristy Lynn Padilla Gotham (Alt)	Dec-23	2023	2023	2030
<b>Human Services Board</b> ( 5 regular; 1 alternate members) Meetings: Two - Seven times/year; February planning/scheduling meetings Council Liaison: Obi Ezeadi Staff Liaison: Kit Redmer	Kathy Busby	Dec-23	2022	2022	2029
	Kathleen Dodaro	Dec-24	2023	2023	2030
	Ricky Gabrielson	Dec-23	2016	2018	2025
	Christine Geerts	Dec-24	2020	2021	2028
	Katie Ruske	Dec-24	2018	2019	2026
	Lori Sanchez (Alt)	Dec-23	2023	2023	2030
<b>Inclusivity Board</b> (9 regular; decreasing board through attrition) Meetings: Second Wednesdays of the month Council Liaison: Dave DeMott Staff Liaison: Kodi Erb	Richard Chamberlain	Dec-24	2016	2018	2025
	Justin Davis	Dec-23	2016	2019	2026
	Jillian Gibson	Dec-23	2020	2021	2028
	Donna Johnson	Dec-23	2016	2019	2026
	Seth McGinnis	Dec-24	2016	2019	2026
	Miguel Mendoza-Hall	Dec-24	2018	2019	2026
	Megan Peters	Dec-24	2020	2021	2028
	Douglas Pfeiffer	Dec-24	2019	2020	2027
	Refugio Venegas	Dec-23	2019	2019	2026
	Michelle Zajic	Dec-24	2018	2019	2026
	Steve Brachman (1st alt)	Dec-23	2022	2023	2029
	Alan Farb (2nd alt)	Dec-23	2022	2023	2029

Name of Board / Commission + Information	Member Name	Current Term End Date	Year First Appointed	Term Limit Start*	Term Limit End
<b>Parks, Recreation, Libraries &amp; Open Space Advisory Board</b> (11 regular members) Meetings: Second Thursday of every other month, 6:00 pm; location varies Council Liaison: Rich Seymour Staff Liaison: Tomas Herrera-Mishler, Angie Ault-Williams	Stephanie Bingham	Dec-24	2000	2019	2026
	Dan Dolan	Dec-23	2011	2018	2025
	Wayne East	Dec-23	2016	2018	2025
	Davis Gollata	Dec-23	2018	2018	2025
	Mark Harris	Dec-24	2016	2019	2026
	Jonathan Herrmann	Dec-23	2013	2018	2025
	Mary Litwiler	Dec-24	2008	2019	2026
	Daniel McEwan	Dec-23	2022	2022	2029
	Terrance Ramirez	Dec-23	2010	2018	2025
	Marley Steele-Inama	Dec-24	2007	2019	2026
	Tonya Yost	Dec-24	2019	2020	2027

<b>Personnel Board</b> (5 regular; 2 alternate members) Meetings: 1 time per year for legal updates and training of Board's choice, and as needed for personnel hearings Council Liaison: Bruce Baker Staff Liaison: Davy Godfrey, Karen McGinn Attorney for Board: Paul Godec	Debra Johnson	Dec-23	2019	2019	2026
	Adam McCoy	Dec-24	2019	2020	2027
	Stephen Pischke	Dec-24	2015	2019	2025
	Wesley Underwood	Dec-23	1999	2018	2025
	Betty Whorton	Dec-24	1992	2019	2026
	Adrienne Campos (1st alt)	Dec-23	2022	2022	2029
	Marc Sisler (2nd alt)	Dec-23	2023	2023	2030

<b>Planning Commission</b> (7 regular; 2 alternate members) Meetings: Second and Fourth Tuesday/month, 7:00pm, Council Chambers Council Liaison: Dave DeMott Staff Liaisons: John McConnell, Jennifer Baden	James Boschert, Chair	Dec-23	1999	2018	2024
	David Carpenter	Dec-24	2011	2019	2026
	Tracy Colling	Dec-23	2010	2018	2025
	Lawrence Dunn	Dec-24	2011	2019	2026
	Richard Mayo	Dec-23	2008	2018	2025
	Joe McConnell	Dec-24	2003	2019	2026
	David Tomecek	Dec-24	2018	2019	2026
	Chennou Xiong (1st alt)	Dec-23	2019	2020	2027
	Elisa Torrez (2nd alt)	Dec-23	2019	2020	2027

<b>Special Permit &amp; License Board</b> (7 regular; 1 alternate members) Meetings: First and Third Wednesdays/month, 7:00pm, Council Chambers Council Liaison: Rich Seymour Staff Liaison: Mary Joy Barajas	David Amin	Dec-24	2010	2019	2026
	Parker Brown	Dec-24	2017	2018	2024
	Caroline Hatfield	Dec-24	2020	2020	2026
	Geraldine Magill	Dec-23	2022	2022	2029
	Martin McCullough	Dec-24	2022	2022	2028
	Charlene Moe	Dec-23	2018	2018	2024
	John Rommelfanger	Dec-23	2019	2020	2027
	Regina Composanto (alt)	Dec-23	2022	2022	2029

\*Term limits begin on or after 2018