

City of Cudahy • Personnel Committee
5050 S. Lake Drive, Cudahy, WI 53110
Phone: (414) 769-2203
Email: rhollenbeck@ci.cudahy.wi.us
Web Site: www.cudahy-wi.gov

May 11, 2018

A meeting of the **Personnel Committee** of the City of Cudahy has been scheduled for **Tuesday, May 15, 2018 at 7:30 P.M.** at the City of Cudahy Municipal Building at 5050 S. Lake Drive, Cudahy, WI 53110.

Call to Order, Statement of Public Notice, and Roll Call

AGENDA

1. Discussion and necessary action regarding utilization of a student intern or outside firm to handle public relations and community information matters of the City of Cudahy.
2. Discussion and necessary action regarding request for approval to fill an interim, seasonal, part-time inspection position.
3. Adjourn

Your presence is requested.
Randy Hollenbeck, Chairman

cc: Aldermen, Mayor, Clerk,
Press and Posting

Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Cudahy City Clerk at (414) 769-2204. The meeting room is wheelchair accessible from the west entrance on S. Lake Drive.

NOTE: By the makeup of the Standing Committees of the Common Council, a quorum of the Finance Committee and Common Council shall be present. Non-agenda items relating to those committees shall not be discussed to remain in compliance with Wisconsin Meeting Laws.



John R. Hohenfeldt

Mayor, City of Cudahy

Memo to Honorable Members of the Personnel Committee

RE: Discussion and appropriate action regarding utilization of a student intern or outside firm to handle public relations and community information matters of the City of Cudahy.

Honorable Members of the Personnel Committee:

On the evening of March 6, 2018, I approached the Personnel Committee of the City of Cudahy regarding the above matter. After discussion, the Committee requested that I obtain more information.

Along with the idea of a student intern from MATC, I reached out to a communications company (outside firm) for a comparison on this matter. I am now prepared for discussion with the Committee.

On April 12, 2018, I met with Instructors and Staff Jenny McGilligan and Emily Lehen of MATC. The program that MATC could offer is a Marketing Internship course, which is a sixteen week, 144 hours-worked course (9 hours per week).

MATC requested a specific job description for the position provided for by the City of Cudahy. To date, no such job description exists. It needs to be created and approved. The more troubling aspect within the tight financial constraints we are under is that these internships are paid positions.

Currently MATC has no grant funding available to help with these expenses. A wage to get a qualified student in the program would be \$15.00 per hour x 9

"Generations of Pride"

Office of the Mayor, City Hall, 5050 South Lake Drive, P.O. Box 100510, Cudahy, WI 53110
(414)769-2222 Fax (414) 769-2257 jhohenfeldt@ci.cudahy.wi.us

hours per week which would equal \$2,160 in wages plus \$165.24 in social security, for a minimum grand total of \$2,325.24 per 16 week period.


The Finance Committee or Personnel Committee would need to find and provide appropriate funding for this position. If the city utilized two interns per year, an annual commitment of \$4,650.48 would be required for a 32 week period.

The other option is to utilize an outside private firm for marketing and communications. I reached out to Anne Schwartz of Schwartz Public Strategies. The approach for using a private firm to tackle this matter would require them to work closely with the Mayor and city staff to develop proactive story ideas, generate content for the City's Facebook page and website to emphasizing news that provides information to Cudahy residents. They could also monitor for opportunities to seize on momentum when a local or national news story's prominence provides a tie-in to the City's messaging.

I would anticipate 30 to 45 minutes per week for planning and three hours per week of social media engagement. The fee for these services would be \$2,500 per quarter which adds up to an overall annual commitment of \$10,000.

Before myself and the City Clerk's Office staff spends any more time and effort on the creation of a job description, I need clear vision and commitment from the Personnel Committee and Finance Committee to move this matter forward.

Respectfully submitted,



John R. Hohenfeldt

Mayor

05/15/2018

"Generations of Pride"

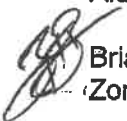
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CITY OF CUDAHY
 Department of Economic Development,
 Zoning and Inspections
 5050 South Lake Drive
 Cudahy, WI 53110
 414.769.2215 office
 414.769.2257 fax

MEMO

To: John Hohenfeldt – Mayor
 Ald. Randy Hollenbeck – Chairman, Personnel Committee

From:  Brian Biernat – Director of Economic Development, Inspections and Zoning

Re: Request for approval to fill an interim, seasonal, part time inspection position

Please consider this memo a Departmental request to obtain Personnel Committee review and approval of the proposal to create and fill a part time, seasonal inspection position. The position will be limited, not to exceed twenty hours per week under a flex schedule that will allow the candidate, Jim Piraino, a retired building inspector from the City of Oak Creek, to work weekday, evening and weekend hours performing inspection services and mentoring inspection staff across a wide range of building and building system code considerations. The pay range proposed is \$30-35 per hour, to be negotiated. There are no health or dental care benefits available to this position nor is it eligible for most of the benefits attributable to full time employment with the City of Cudahy, however, I intend to provide the flexible schedule and half-time, pro-rated paid holidays commensurate to the other part time positions currently staffed in the Department.

Jim is well-credentialed by the State of Wisconsin Department of Safety and Professional Services:

Credential/License Type	Expiration	CE Hours Required to Renew	CE Hours Accumulated	CE Hours Still Needed	CE Needed By
<u>Master Electrician</u>	6/30/2019	24	182.50	0	6/30/2019
<u>UDC-Construction Inspector</u>	6/30/2018	24	26	0	6/30/2018
<u>Commercial Electrical Inspector</u>	6/30/2018	24	240	0	6/30/2018
<u>UDC-HVAC Inspector</u>	6/30/2021	24	6.50	17.50	6/30/2021
<u>UDC-Electrical</u>	6/30/2018	24	240	0	6/30/2018

Credential/License Type	Expiration	CE Hours Required to Renew	CE Hours Accumulated	CE Hours Still Needed	CE Needed By
<u>Inspector</u> <u>Commercial Building</u> <u>Inspector</u>	6/30/2021	24	6.50	17.50	6/30/2021

The expected duration of the position is currently planned to be approximately 6 months, beginning June 4, 2018 and ending November 30, 2018, with possible extension by mutual agreement; the length of such extension to be determined by the needs of the Department. Should the position become vacant during the authorization period, the Department would seek to fill it with a candidate of similar qualifications under the approved terms without the need for additional committee review.

The Department budgets for 2017 and 2018 had funded a full time inspector position that remains vacant. This part time position will have no adverse fiscal impact on the approved Department budget.

Thank you.

Cc: Carolyn Toms-Neary – Manager of Office Services
Department Personnel File