

PERSONNEL COMMITTEE
MONDAY, APRIL 16, 2012 AT 6:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Hartz at 6:00 p.m.

Roll Call. Present: Aldermen Hartz, Krause, Kupsik and Mott. Absent: Aldermen Krohn (excused). Also present: Administrator Jordan, Mayor Connors, Alderman O'Neill, City Treasurer Klein and City Clerk Hawes.

Approval of Minutes of March 27, 2012 committee meeting

Kupsik/Mott motion to approve minutes from the March 27, 2012 committee meeting, as prepared. Motion carries 4 to 0.

Comments from the public limited to 5 minutes None.

Discussion/Recommendation on temporary hiring to assist with City Hall front counter duties

Administrator Jordan explained the City Hall front counter is starting to get busy with seasonal requests for things like beach passes, parking stickers, lease and license renewals and parking ticket payments. He said that funding is allocated in the Clerk and Finance Department budgets to fund seasonal help at the front counter. Mr. Jordan indicated that City Treasurer Klein had been hired in the past to provide temporary help at the front counter. He said staff is requesting to use Ms. Klein to help at the front counter on an as-needed basis in the coming months. City Clerk Hawes said the request is largely due to the number of elections this year and the Deputy Clerk having less time to help with the front counter. He said there is \$6,000.00 budgeted in the Finance Department account and \$2,000.00 in the Clerk's budget. He said Comptroller Pollitt has suggested funding the request from the Finance Department budget. The request is for up to 250 hours at a rate of \$12.00 per hour, in the amount not to exceed \$3,000.00 (plus retirement and social security costs).

Alderman O'Neill asked if there was a legal problem with an elected Treasurer serving in another role for the City. Administrator said the City Attorney verified that it was okay for the Treasurer to work in this capacity. He said it would not be okay for an alderman to serve in another role for the City because aldermen oversee City staff.

Alderman Krause asked if the Deputy Clerk should work on election duties in a separate office so she is not distracted by the front counter customers and can focus on the accuracy of the election data. City Clerk Hawes thought it was a good idea but said her computer is set up specifically to work in the statewide voter registration. He said if she moved to a different computer it would need to be set up to work in the system. Alderman Mott asked if City Treasurer Klein was willing to help out in this capacity. Ms. Klein said she is willing to help the City in any way she can.

Krause/Kupsik motion to recommend approval of temporary help for the City Hall front counter during the summer months for an amount not to exceed \$3,000 (plus retirement and social security), funded by the Finance Department part-time help fund. Chairman Hartz noted the Finance Department allocates funding for seasonal help but it hasn't been necessary to hire help at this point because Sabrina Waswo, the current A/P Data Entry Clerk has been very effective in her role. Alderman Kupsik asked when this would take

effect and when City Treasurer Klein could beginning assisting the front counter. Administrator Jordan said as soon as it is approved by the Council. Motion carries 4 to 0.

Adjournment

Krause/Mott motion to adjourn at 6:12 p.m. Motion carries 4 to 0.

/s/ Michael Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**