



# City Administrator Cudahy, WI

Position Profile



Public Administration Associates



[cudahy-wi.gov](http://cudahy-wi.gov)

# The Cudahy Community

Cudahy is truly a place that is “Close to It All” as it combines quaint, clean neighborhoods with over 800 acres of parks and open spaces, ready access to major transportation facilities, big league city attractions within minutes, and friendly neighbors waiting to roll out the welcome mat. With three miles of Lake Michigan coastline and new shops and restaurants popping up all the time, it is clearly a community on the rise.

Located in Milwaukee County in southeastern Wisconsin, Cudahy has a population of 17,412. In 2020, Cudahy’s population had a median age of 42.6 and a median household income of \$56,795. The largest Cudahy racial/ethnic groups are White (73.4%) followed by Hispanic (15.3%) and “Two or More” (4.4%). Black or African American: Non-Hispanic (2.38%) and Other Hispanic (1.35%) make up the remainder of the five largest racial/ethnic groups in the City. The median property value in 2020 was \$152,900, and the homeownership rate was 59.5 percent.

Originally known as the Buckhorn Settlement, Cudahy was renamed in the late 1800s when Patrick Cudahy purchased 700 acres of land in the former Town of Lake about two miles from the then Milwaukee city limits. The community has been centered around the Patrick Cudahy meat packing plant since its inception. The plant and related facilities were purchased by Smithfield Foods in 1984.

The City of Cudahy is served by the Cudahy School District that has an estimated enrollment of 2,300 students. The district serves four elementary schools, one middle school, and a high school. St. Paul's Lutheran School, a K4-8 grade school is the only parochial school.

Cudahy has six county parks and 823 acres of parkland. One of the City's lakefront parks, Sheridan Park, features a popular hike/bike trail and was created on acreage given by Patrick Cudahy to Milwaukee County. Another lakefront park, Warnimont Park, has an 18-hole executive, par-54 municipal golf course and is home to Kelly Senior Center.



# Municipal Organization and Finances

Cudahy operates under a Mayor and City Council structure. A five-member City Council is elected by district on a non-partisan basis to exercise the legislative powers of the City and to determine all matters of policy. The Mayor presides at City Council meetings and does not vote on matters except in the event of a tie.

The City Administrator is appointed by the Mayor and City Council to serve as the chief administrative officer. The administrator serves as the head of the administrative branch of the City and is responsible directly to the Mayor on a daily basis while carrying out the proper administration of all affairs of the City. The community adopted the City Administrator position and form of governance in a 2021 referendum election. The City Administrator also serves as the Executive Director for the Community Development Authority.

The City of Cudahy has approximately 165 FTE and 20 seasonal employees.

The Cudahy 2024 budget is \$40,564,615. The following are budgeted expenses by major categories:

- **General Government:** \$4,147,471
- **Public Safety (Police and Fire):** \$9,672,303
- **Public Works:** \$1,807,579
- **Health and Human Services:** \$1,138,555
- **Leisure Activities:** \$123,310
- **Library:** \$1,019,900
- **Debt Service:** \$2,429,152
- **Tax Increment Financing Districts:** \$627,664
- **Sewer Utility:** \$7,827,944
- **Water Utility:** \$3,662,804
- **Storm Water Utility:** \$2,079,556
- **Recycling:** \$852,573
- **Ambulance:** \$660,485

At the end of 2022, the City had an unassigned fund balance for the General Fund of \$5.3 million, or 37.75 percent of total General Fund expenditures.

The City of Cudahy has a current Moody's credit rating of Aa3. In its most recent report on the City's credit analysis (July, 2023). The rating agency stated that the "City benefits from a strong financial position with moderate long-term liabilities and manageable fixed costs with regional GDP growth slightly slower than the nation." The City's outstanding general obligation debt as of December 31, 2023 was \$21,970,000 which represents a debt margin of approximately 25 percent.



# Education and Experience Desired in the Next Cudahy City Administrator

Bachelor's degree in public administration, business administration or related field is required. Master's degree with five years of progressive municipal management experience is preferred.

Candidates should possess a strong skill set in financial management including budget development and monitoring, capital improvement planning and implementation, commercial development and redevelopment, economic development, community planning, and public safety.

The successful candidate should have a collaborative style in carrying out governing body policies, dynamic leadership skills, an innovative mindset, integrity, be a team builder and leader in addressing community issues and problems, and the ability to work harmoniously with elected officials.

## Skills and Past Performance

**Budget and Finance.** Must have public budgeting and finance acumen and demonstrated prior experience in managing a budget and financial operations, including debt management and financing.

**Capital Improvement Planning and Execution.** Experience and expertise in developing, planning, and carrying out City capital improvement projects on a long-term basis is desirable, as well as the ability to position the City to receive state and federal grants. Prior grantsmanship is highly desired.

**Public Safety.** The City places great importance on maintaining a safe and secure environment through its support for public safety-related departments in partnership with the community.

**Economic Development.** The successful candidate will have a firm grasp on the creation and management of Tax Incremental Districts as well as how to leverage available State and Federal programs and initiatives to enhance the City's tax base. Experience in community redevelopment initiatives and projects is highly desired.

**Community Planning & Development.** Preferred applicants will have a good understanding and grasp of effective community planning, commercial development and redevelopment methodologies and techniques, including marketing and branding. It is also essential that the candidate possesses the experience and ability to work effectively with developers, business owners and entrepreneurs, neighboring community and regional leaders, community stakeholder organizations, and the Cudahy School District.

# Future Challenges and Opportunities

There are many challenges and opportunities that will confront the City's next Administrator. The following are the future challenges identified for the Cudahy City Administrator:

- Implement 2024-2026 Strategic Plan.
- Implement Five-Year Capital Improvement Plan.
- Implement the future Classification/Compensation Plan.
- Develop departmental standard operating procedures and policy development.
- Attract development of more residential affordable housing units, quality in-fill, commercial redevelopment, and business park development.
- Continue to enhance the website by adding 24/7 information and online tools to assist residents and businesses.
- Develop succession planning and employee retention strategies for various City departments. Increase human resources capabilities and departmental efforts to build resilience and empowerment. An emphasis on training including cross training for all staff should be a focus of the organization.
- Continue engaging the public, business community, nonprofit organizations, community organizations, and other key stakeholders.
- Maintain City services within current budget restraints.
- Develop regular Mayor/City Council/Committee training, including annual orientation and various other opportunities to ensure the roles and responsibilities of elected and appointed positions are respected and understood as the municipal organization evolves.





# Compensation

The hiring range for the City Administrator position is \$130,000-\$150,000.

## How to Apply

Send cover letter, resume, salary history and five-work related references (one PDF) to Public Administration Associates, LLC,

**Attn:** Darrell Hofland, Associate

**E-mail:** darrell.hofland@gmail.com

**Phone:** 920-627-4538

**Application Deadline: September 6, 2024.** The position is open until filled, interview prior to application deadline may occur for qualified applicants.

*Confidentiality must be requested by the applicant and cannot be guaranteed for the finalists.*

