



CITY OF MANITOWOC

WISCONSIN, USA

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TO: Common Council

FROM: Mayor Justin M. Nickels
City of Manitowoc, WI

DATE: June 6th, 2022

SUBJECT: Request to remove City Clerk's Office from Finance Department

Council,

During the 2011 budget cuts we merged the City Clerk's Office under the responsibility of the Finance Director/Treasurer. We did this to cut costs mostly as the City Clerk was a Department Head and we wanted to "trim" the amount of department heads (if you recall, we also eliminated the City Assessor, Parks and Rec Director, and Building Inspector – all of whom were department heads). We really didn't have the most ideal department to put the City Clerk's Office under.

As we are in the process of hiring for a new Finance Director/Treasurer, we are finding some difficulties in finding qualified individuals who have the experience and expertise to also oversee the City Clerk's Office. Since the 2011 budget we have hired some amazing staff, and Jessie Lillibridge and I both feel that Mackenzie Reed-Kadow is doing an excellent job as City Clerk, especially with managing her staff.

In former Finance Director/Treasurer Shawn Alfred's exit interview (and in personal conversations with him), he stated several times it was difficult to manage the City Clerk's Office, as that is not what a Finance Director is trained for or has experience in.

In talking with the firm we hired to recruit for a Finance Director (and City Attorney), they also mentioned that this was not the norm for hiring a Finance Director and may pose some difficulties in attracting qualified individuals.

My request is to allow Jessie and I to craft an organization chart that separates the City Clerk's Office out of the Finance Department and have the City Clerk's Office become their own independent department.

Just to note, the City Clerk is protected by Wisconsin State Statute 62.09(11).



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This would adjust a few things:

- The City Clerk would become a Department Head and would solely be responsible for the City Clerk's Office
- The City Clerk would take on the responsibility of Deputy Treasurer (currently under the responsibilities of the Comptroller)
 - o This was the responsibility of the City Clerk prior to 2011
- The Finance Director/Treasurer would only be responsible for the Finance Department and its employees and no longer have oversight of the City Clerk's Office

A few items that would need to be decided:

- Who would the Municipal Court Clerk report to
 - o Currently reports to the Municipal Judge and the Finance Director (day-to-day)
- Who would the Finance Administrative Support Specialist report to
 - o Currently reports to the Finance Director (but does a lot of work with the clerks)
- Would there need to be salary adjustments

I did speak with City Clerk Mackenzie Reed-Kadow and she is supportive of this change.

I will be available at the Personnel Committee and Finance Committee to address this further.

Thank you for your consideration of this request.

Sincerely,