

RESOLUTION

REORGANIZATION OF CITY CLERK’S AND FINANCE DEPARTMENTS

WHEREAS, prior to the 2011 budget cuts as a result of the enactment of ACT 10, the City Clerk’s Office was an independent department, but was then combined with the Finance Department due to said budget cuts, and;

WHEREAS, recruitment efforts for a new Finance Director/Treasurer have been affected by the inclusion of the City Clerk’s Office as being part of the Finance Department, which is atypical in municipal government structures; and

WHEREAS, to ensure efficient and smooth operations within the City of Manitowoc, the Mayor has requested a review of the structure of these two divisions, and recommends that the City Clerk’s Office be transitioned back to an independent department.

WHEREAS, on June 6th, 2022, the Personnel Committee and on June 7th, the Finance Committee both unanimously approved the reorganization as detailed in the attached organization chart and revised job descriptions, with costing of affected positions to be included in the market measurement and pay plan analysis to be conducted by Carlson Dettmann, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc that effective as determined by the Mayor and Human Resources, the City Clerk’s and Finance Departments will be reorganized as shown on the attached organization chart and approval of the revised job descriptions, with the costing of affected positions to be included in the market measurement and pay plan analysis to be conducted by Carlson Dettmann, LLC.

BE IT FURTHER RESOLVED that Mayor Nickels, the Interim Finance Director/Treasurer, and the City Clerk are given the authority to implement these changes in a timely manner to accommodate a smooth transition to the reorganization, all in accordance with the Employee Policy Manual, as amended from time to time, and costing of affected positions to be included in the market measurement and pay plan analysis to be conducted by Carlson Dettmann, LLC.

INTRODUCED _____

ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

This Resolution was drafted by Jessica C. Lillibridge, Director of Human Resources

Fiscal Impact:
Funding Source:
Finance Director Approval: /
Approved as to form: /JCL