

Personnel  
5-15-17

17-0517

**RESOLUTION**  
**REORGANIZATION OF FINANCE DEPARTMENT**

**WHEREAS**, the Finance Director/Treasurer has announced that City Clerk/Deputy Treasurer Jennifer Hudon in his department has submitted her notice of retirement effective June 7<sup>th</sup>, 2017; and

**WHEREAS**, to ensure efficient and smooth operations within the department, the Finance Director/Treasurer is recommending the Finance Department be reorganized effective upon the retirement of the City Clerk/Deputy Treasurer; and

**WHEREAS**, the Personnel Committee at a meeting held on May 1<sup>st</sup>, 2017, and the Finance Committee at a meeting held on May 2<sup>nd</sup>, 2017, have both approved the reorganization as detailed in the attached organization chart, revised job descriptions and Compensation Plan (revised 5-2017); and

**WHEREAS**, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a position/vacancy.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc that effective June 8<sup>th</sup>, 2017, the Finance Department will be reorganized as shown on the attached organization chart, revised job descriptions and Compensation Plan (revised 5-2017).

**BE IT FURTHER RESOLVED** that Deputy City Clerk Deborah Neuser be appointed as City Clerk at Grade L, Step 2 (\$27.28), effective upon the retirement of City Clerk/Deputy Treasurer Hudon, and to advertise and fill the vacant Deputy City Clerk position.

**BE IT FURTHER RESOLVED** that the position of Comptroller be retitled as Comptroller/Deputy Treasurer, and that Kim Lynch retain that position at Grade M, Step 3 (\$29.83).

**BE IT FURTHER RESOLVED** that the position of Account Clerk be reclassified to Administrative Support Specialist, and that Samantha Fischer retain that position at Grade F, Step 2 (\$16.99).

**BE IT FURTHER RESOLVED** that Mayor Nickels and the Finance Director/Treasurer are given the authority to implement these changes, including advertising and filling any positions that become vacant as a result of filling the City Clerk position, in a timely manner to accommodate a smooth transition to the reorganization, all in accordance with the attached Compensation Plan (revised 5-2017) for the City of Manitowoc and Employee Policy Manual, as amended from time to time.

Introduced           MAY 15 2017           \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

**Fiscal Impact:** 2017 Net Budgetary Impact (\$13,860 savings)  
**Funding Source:** Savings in departmental budget accounts (Orgs 13100/14100/14200)  
**Finance Director Approval:** /sc  
**Approved as to form:** /kmm