

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Addition of the position of Deputy Finance Director to the City's Table of Organization at a pay grade "S".

REPORT PREPARED BY: Marty Halverson, Finance Director

REPORT DATE: October 2, 2019

MEETING DATE: October 7, 2019

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Finance Department is currently in the process of an operational assessment being completed by CliftonLarsonAllen ("CLA"). An "Action Plan" of the Finance Department was presented to the members of the Finance and Personnel Committee at the previous meeting to address the needs of the department while also addressing the three audit findings from the 2018 audit.

STAFF COMMENTS:

The "Action Plan" for the Finance Department currently is estimated to be a 3 – 5 year plan. At the last Finance and Personnel Committee meeting, feedback was provided to speed up this plan and asked what resources would be needed to turn this into a 1 – 3 year plan. Since that meeting Stacey Strittmater, Senior Accountant, has tendered her resignation. Consequently, city management has discussed the organizational needs of the department and concluded that restructuring the Senior Accountant position into a Deputy Finance Director position will be necessary. This restructure is supported by the CLA team which is performing the operational assessment. There will be person(s) from the CLA team present at this meeting to answer any questions related to this support.

The current Senior Accountant position is currently at a pay grade of "K" and the requested Deputy Finance Director would be properly placed in pay grade "S". The overall goal of the budget impact of this position, in combination with the outcome of the operational assessment, is to remain fiscally responsible. Key differences between the two job purposes include supervision of Finance Department staff, assist in developing and maintaining policies and procedures, and authorized and able to complete Finance Director duties when the Finance Director is not available

ACTION REQUESTED:

For information purposes only

ATTACHMENTS:

None