

**CITY OF SHEBOYGAN
RESOLUTION ____-24-25**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JULY 15, 2024.

A RESOLUTION authorizing an amendment to the 2024 budget reflecting a table of organization change for the Finance Department and Mead Public Library.

WHEREAS, the Administrative Services Manager for Mead Public Library retired as of December 31, 2023; and

WHEREAS, the Finance Department hired a part-time limited-term employee to fulfill receipting and accounts payable duties to assist the Library due to this vacancy; and

WHEREAS, the Finance Director and Library Director have reviewed the functionality resulting from the reallocation of duties from the Administrative Services Manager role and the addition of the part-time employee; and

WHEREAS, the Finance Director and Library Director believe it is in the best interest of the City to change the limited-term position to a permanent position in the table of organization; and

WHEREAS, the City Administrator and Human Resources Director were consulted and agree with this change.

NOW, THEREFORE, BE IT RESOLVED: That the table of organization be updated to reflect the removal of the Administrative Services Manager position at Mead Public Library and the addition of a part-time Accounting Clerk position in the Finance Department.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized amend the 2024 budget via the following transfers to move the costs associated with the part-time clerk from the Mead Public Library budget to the General Fund budget:

INCREASE:

General Fund – Finance – Part Time Salaries (Acct. No. 101150-510111)	\$23,212
General Fund – Finance – FICA (Acct. No. 101150-520310)	\$ 1,440
General Fund – Finance – Medicare (Acct. No. 101150-520311)	\$ 337

DECREASE:

Mead Library Fund - Library – Full Time Salaries (Acct. No. 255511-510110)	\$23,212
Mead Library Fund – Library – FICA (Acct. No. 255511-520310)	\$ 1,440
Mead Library Fund – Library – Medicare (Acct. No. 255511-520311)	\$ 337

BE IT FURTHER RESOLVED: That the Finance Department will assume the following tasks on behalf of the Library: accounts payable, receipting and financial reporting.

BE IT FURTHER RESOLVED: That the Common Council approval of this Resolution is contingent upon the Mead Public Library Board of Trustees' approval of an appropriate parallel resolution.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan