

CITY OF SHEBOYGAN

*** AMENDED*** FINANCE AND PERSONNEL COMMITTEE

MONDAY, JULY 22, 2019

Chair Donohue called the meeting to order at 5: 02 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderpersons Trey Mitchell and Todd Wolf

COMMITTEE MEMBERS UNEXCUSED: Markus Savaglio

STAFF / OFFICIALS PRESENT: City Administrator Darrell Hofland, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Mead Public Library Business Manager Debbie DeAmico, Assistant City Attorney Thomas Cameron, Assistant to the City Administrator Carrie Arenz, Senior Accountant Stacey Strittmater, Auditor/Analyst Laurie Suhrke

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to approve the minutes of July 15, 2019. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 RO 44 - 19 - 20 / JULY 15, 2019 / DOC

3.3: City Administrator submitting the Financial Trend Monitoring Analysis report for the City of Sheboygan for the years 2014 through 2018.

City Administrator Darrell Hofland presented an amended document and provided insight on the first annual update of the city's Financial Trend Monitoring Analysis report. This report provides a higher level review of General Fund related activities. The 12 indicators reviewed in this report were selected from the ICMA's list of 35 monitoring trends. Page three notes use of the Consumer Price Index to incorporate any inflationary changes during the span of the report. A dashboard indicator for green (favorable), yellow (cautionary),

and red (unfavorable) is used as a quick reference on the status of each of the twelve indicators.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the Common Council receive the R.O. with the amended Financial Trend Monitoring Analysis Report. Motion carried.

3.2 RO 45 - 19 - 20 / JULY 15, 2019 / DOC

3.4: Consideration of the Finance and Personnel Committee regarding the distribution and format of the 2021 Executive Program Budget and 2021 Executive Program Budget-in-Brief documents.

Administrator Hofland discussed budget creation and assembly of the budget documents along with the possibility of reducing the number of printed Budget documents distributed to Alderpersons and city staff. The 2019 Budget document printing and assembly costs associated with the 462 -page 2019 Budget book, including staff time, reached \$2,600. The entire budget document is presented in three different formats; the complete printed budget book, an electronic, fully-searchable and fully-downloadable, PDF document housed on the city's website, complete with bookmarks for each key section as well, and the Budget-in-Brief document, a condensed version of the larger budget document. The printed budget documents are made available for public viewing at the City Clerk's office and the Mead Public Library. Mead Public Library Business Manager Debbie DeAmico confirmed the electronic PDF format could be cataloged and made available at the Mead Public Library as well. All of these documents communicate the key information regarding the budget document. Alderperson Donohue supported receipt of the budget document in its electronic format, while Alderperson Wolf indicated his preference to allow lderpersons the choice of a printed or an electronic version of the budget document.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council receive the R.O. and adopt the recommendation. Motion carried.

3.3 RES 54 - 19 - 20 / JULY 15, 2019 / DOC

4.2: Resolution to authorize a transfer of appropriations in the 2019 Budget and to authorize the appropriate City Officials to execute a contract with CliftonLarsonAllen LLP.

Administrator Hofland discussed the selection of CliftonLarsonAllen LLP (CLA) to complete the operational assessment. CLA has tenured, dedicated staff familiar with the MUNIS ERP software used by the city. Assistant City Attorney Thomas Cameron discussed the amendments to the engagement letter recently received.

Motion by Alderperson Bohren, seconded by Alderperson Mitchell to recommend the Common Council adopt the resolution as amended. Motion carried.

RES 55 - 19 - 20 / JULY 15, 2019 / DOC

7.1: Resolution authorizing the appropriate City Officials to enter into a contract regarding the bulkhead line survey of the Sheboygan River and Lake Michigan shoreline.

Director of Planning and Development Chad Pelishek provided historical information that initiated from the Armory Project Committee's question regarding their speculation the Armory site's location was on public trust land, specifically the former lake-bed area. Council documents within the last 50 years were searched and it was determined the bulkhead line survey was never completed or updated. This survey will establish the bulkhead line on the east side of Broughton Drive, in the vicinity of the recreational trail.

Motion by Alderperson Wolf, seconded by Alderperson Mitchell to recommend the Common Council adopt the resolution. Motion carried.

3.5 RES 56 - 19 - 20 / JULY 15, 2019 / DOC

7.2: Resolution authorizing the appropriate City Officials to enter into a contract regarding surveying services for the proposed Union Pacific Trail.

Director Pelishek mentioned Common Council's recent approval of the purchase agreement for the former Union Pacific Railroad rail bed for conversion to a pedestrian/bicycle trail. This resolution is for the survey, which will include all boundaries and outline the future design of the trail as well. This project is funded by the 2019 TIF 17 Bond proceeds.

Motion by Alderperson Wolf, seconded by Alderperson Bohren to recommend the Common Council adopt the resolution. Motion carried.

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Bohren to adjourn at 5: 51 p.m. Motion carried.