

City of Sheboygan
2019-02-11

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CITY OF SHEBOYGAN

FINANCE AND PERSONNEL COMMITTEE

FEBRUARY 11, 2019

Chair Rindfleisch called the meeting to order at 4: 00 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT:

Chair Ron Rindfleisch, Alderpersons

Mary Lynne Donohue, Trey Mitchell and Todd Wolf.

COMMITTEE MEMBERS EXCUSED:

Vice Chair Jim Bohren

STAFF / OFFICIALS PRESENT:

Mayor Mike Vandersteen, City Clerk Meredith DeBruin, City Administrator Darrell Hofland, Finance Director Marty Halverson, Director of Human Resources and Labor Relations Sandy Rohrick, Assistant City Attorney Thomas Cameron, Systems Analyst Bob Bluske, Budget Analyst Carrie Arenz

MINUTES

Motion by Alderperson Wolf, seconded by Alderperson

Donohue to approve the minutes of January 28, 2019. Motion carried.

ITEMS FOR POSSIBLE ACTION

3.1 DIRECT REFERRAL: RES 174 - 18 - 19 / FEBRUARY 11, 2019: Resolution

authorizing the appropriate City Officials to enter into contracts with the UW Badger Band and the Stefanie H. Weill Center for a fundraiser for the Mayor's International Committee.

Mayor Mike Vandersteen

discussed the return of the UW Madison Badger Band through the sponsorship of the Mayor's International Committee. The Mayor's International Committee hosts the band every two to three years. The fees associated with the performance were reviewed. Assistant City Attorney Thomas Cameron provided new contracts with minor adjustments.

Motion by Alderperson

Wolf, seconded by Alderperson

Donohue to recommend the Common Council approve Res. No. 174 - 18 - 19 with the new contracts. Motion carried.

3.2 TABLE OF ORGANIZATION-CITY ADMINISTRATOR: Requesting the City Attorney draft an ordinance removing the position of Budget Analyst and replace with the position of Assistant to the City Administrator.

Director of Human Resources and Labor Relations Sandy Rohrick provided an update related to changes in duties occurring to this position since its creation two years ago. Work tasks transitioned from assisting in the creation of the budget document to a substantially broader scope. Duties include administering the creation, implementation and management of the city budget, along with Capital Improvements Program, related documentation and an extensive variety of other initiatives and projects, many of which are recurring. This position also provides additional support to the City Administrator' office, expanding the breadth of the position even further. Alderperson Wolf supports the realignment of the position to accurately reflect the responsibility of the duties performed.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the City Attorney draft the ordinance. Motion carried.

3.3 TABLE OF ORGANIZATION-SENIOR ACTIVITY CENTER: Requesting the City Attorney draft an ordinance removing the position of Senior Activities Center Supervisor and replace with the position of Director of Senior Services. Pay Grade M.

Director Rohrick provided history on the expanded focus of the Senior Activity Center Supervisor to transition the activities and involvement of the

participants as external facing, rather than internal. The larger community outreach broadened the magnitude of duties requiring the position to be upgraded from a supervisor to a director. This position provided extensive support to the Sheboygan For All

livability initiative to support the AARP Age-Friendly Community program requirements. Market comparisons were difficult to make due to the varying responsible entities that manage these duties in other similar business units. Some positions fall under city, county or possibly school district management. Recruiting efforts yielded a number of high quality candidates with advanced degrees.

Motion by Alderperson Wolf, seconded by Alderperson Donohue to recommend the City Attorney draft the ordinance. Motion carried.

ITEMS FOR DISCUSSION ONLY

4.1 2018 FOURTH QUARTER BENCHMARKS: Office of the City Clerk

City Clerk Meredith DeBruin confirmed the fourth quarter of 2018 yielded the highest election turnout in 20 years. Voter registration increased by 16 percent. New voting machines and the logistics of the serving early voters at the temporary City Hall location proved challenging at times, but overall consensus determined the election was incredibly successful. Discussion on the polling locations ensued. City Clerk DeBruin confirmed the difficulties experienced finding polling locations on the city's south side.

4.2 2018 FOURTH QUARTER BENCHMARKS: Human Resources Department

Director Rohrick discussed benchmark review for the Human Resource Department. Increased employee turnover of 13.6 percent in 2018 was experienced, an increase of six percent from the previous year. The medical loss ratio of 110 percent was realized. Director Rohrick explained this figure confirms health insurance rates in 2020 will need to increase by ten percent, plus an additional five percent for anticipated medical inflation. Chair Rindfleisch asked about measures being taken reduce the increase. Director Rohrick discussed changes to the prescription medication plan and Employee Assistance Program changes related to mental health visits. Director Rohrick noted that mental health care is the fourth largest medical insurance cost faced by the city. Changes to retiree health insurance and opt-out benefits are being reviewed as well.

4.3 2018 FOURTH QUARTER BENCHMARKS: Finance Department

Finance Director Marty Halverson reported the fourth quarter 2018 statistics for the Finance Department. An upcoming review of investments with Wisconsin Bank and Trust advisory services to evaluate the status of holdings at several locations will occur this year. Software challenges presented themselves during tax collection this year. Despite the difficulties, tax collection yielded \$500,000 more than last year during the same time period. Tax receipts at

Wisconsin Bank and Trust dropped four percent, to 36 percent this year. Director Halverson indicated the tax collection software will be tested this summer after returning to City Hall. Chair Rindfleisch inquired on electronic tax payment options. Director Halverson confirmed two available options exist, including electronic check (ACH) payment with a flat fee of \$1.50 and credit card payment with a three percent fee.

4.4 2018 FOURTH QUARTER BENCHMARKS: City Administrator

City Administrator Darrell Hofland provided an update on the fourth quarter 2018 benchmark comparisons. Administrator Hofland confirmed the city was notified today that both the CAFR and PAFR documents earned national recognition from GFOA. Approximately 15 years ago the city achieved recognition of its CAFR document. These documents and their recognition efforts support the Strategic Plan focus areas of Governing and Fiscal Management and Communication by continuing to provide residents with clear, concise and transparent information. Director Hofland indicated that Sheboygan was recognized by ICMA as one of four municipalities in the state achieving a certificate of Distinction in Performance Management. Discussion on comparative benchmarking with local municipalities was discussed. Budget Analyst Carrie Arenz reviewed information about the transformation of the South Eastern Wisconsin Comparative Benchmarking Coalition, and the city's addition of the Transparency and Benchmarking Center, powered by ClearGov. Analyst Arenz explained the site offers not only financial comparable information, but demographic information as well. ClearGov is expanding the platform of comparative information. Alderperson Donohue discussed the recent responses to the 2019 Community Survey as how they serve as additional benchmarks reflecting the city's recent successes.

DATE OF NEXT REGULAR MEETING

February 25, 2019

ADJOURN

Motion by Alderperson

Wolf, seconded by Alderperson

Donohue to adjourn at 4: 43 p.m. Motion carried.