

**\*\*\*ATTACHMENTS\*\*\***

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Gen. Ord. No. 37-18-19 by Alderpersons Rindfleisch, Bohren and Wolf to amend the salary schedule for Alderpersons, Common Council President and Mayor

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**REPORT PREPARED BY:** Sandy Rohrick, Director of Human Resources and Labor Relations

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**REPORT DATE:** January 23, 2019

**MEETING DATE:** January 28, 2019

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan shifted to a market-driven compensation philosophy relating to non-represented employees over the past two years. In an effort to remain competitive with the salary of the elected City of Sheboygan Alderpersons, a review was completed in December 2018 with the following results:

Municipality	Population	# of Alders	Annual Alder Compensation
Appleton	74,653	15	\$ 6,129
Fond du Lac	43,000	7	\$ 5,000
Green Bay	105,000	12	\$ 9,887
La Crosse	52,282	13	\$ 7,200
Manitowoc	33,000	10	\$ 3,120
Oshkosh	67,083	6	\$ 5,000
Sheboygan	49,800	10	\$ 4,468
Stevens Pt	26,749	11	\$ 5,300
Wausau	39,106	11	\$ 5,355

- Alderperson salaries reported averaged \$5,718 per year
- One municipality (City of Fond du Lac) provides an additional \$1,000 per year for Common Council President

Approved in 2010, the City of Sheboygan Alderperson's current compensation is \$4,468 per year.

**STAFF COMMENTS:**

Based on the survey, a phase one increase in yearly compensation of an additional \$732 per year (\$61 per month) for alderpersons is recommended in May 2020 for newly elected alderpersons. This increase would increase compensation from \$4,468 per year to \$5,200 per year in 2020.

A phase two increase is recommended in 2023 for all alderperson to \$5,600 per year.

In addition, provide the Common Council President an additional \$50 per month on top of the yearly salary for alderpersons in recognition of the additional duties and responsibilities.

A salary increase is also requested for the position of the Mayor. The City of Sheboygan is unique in this area with both a full-time Mayor and full-time City Administrator. Limited comparable information exists. In an effort to be consistent with other full-time elected officials, a 2 percent increase is recommended starting in calendar year 2020.

**ACTION REQUESTED:**

Motion to recommend Common Council approve Gen. Ord. No.37-18-19 to amend the compensation of City of Sheboygan Alderpersons, Common Council President and Mayor effective May 2020.

**ATTACHMENTS:**

- I: Gen. Ord. No. 37 – 18-19

X

6.1

Gen. Ord. No. 37 - 18 - 19. By Alderpersons Rindfleisch, Bohren and Wolf.  
January 21, 2019.

AN ORDINANCE re-establishing the salary schedule for certain designated elected officials.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Effective the third Tuesday in April of each of the following years, the annual salary for the limited-term, elected part-time Alderpersons is hereby established as follows:

- 2020: increase to \$5,720 per year
- 2023: increase to \$6,084 per year

Section 2. Effective the third Tuesday in April of each of the following years, the annual salary for the limited-term, elected part-time Common Council President is hereby established as follows:

- 2020: increase to \$6,720 per year
- 2023: increase to \$7,084 per year

Section 3. Part-time elected officials for the City of Sheboygan are not eligible for benefits unless qualified through the State of Wisconsin.

Section 4. Part-time elected officials may engage in outside business activities during normal City Hall office hours.

Section 5. Effective the third Tuesday in April of each of the following years, the annual salary for the full-time Mayor is hereby established as follows:

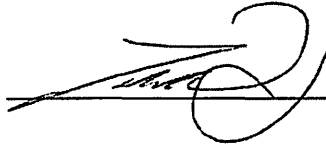
- 2020: increase to \$54,920.80 per year
- 2021: 2% increase to \$56,019.22 per year
- 2022: 2% increase to \$57,139.60 per year
- 2023: 2% increase to \$58,282.39 per year

Section 6. Full-time elected officials are eligible to participate in the City of Sheboygan insurance programs equal to the benefits available to non-represented employees, with the same employee premium rates as other full-time, non-represented employees.

Section 7. Full-time elected officials shall not engage in any outside business activities during normal City Hall office hours.

Finance +  
Personnel

Section 8. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.



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I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Gen. Ord. No. 38-18-19 by Alderpersons Rindfleisch, Bohren and Wolf to modify the Table of Organization for the Department of Public Works

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**REPORT PREPARED BY:** Sandy Rohrick, Director of Human Resources and Labor Relations

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**REPORT DATE:** January 23, 2019

**MEETING DATE:** January 28, 2019

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**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: Chapter 82

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**BACKGROUND / ANALYSIS:**

Current and future needs of the department, as well as recent retirements have resulted in an evaluation of the needs for the Department of Public Works. The greatest needs at this time include focused effort in the area of forestry and improved business processes and oversight within the department.

**STAFF COMMENTS:**

This action supports both the current needs of the department and maintains the identified 2019 budget.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Gen. Ord. No. 38-18-19, modifying the Table of Organization for the Department of Public Works, removing the position of Management Analyst and two full-time Maintenance Work II positions, and replacing the positions with a Business Manager, City Forester, and Part-time Maintenance Worker I.

**ATTACHMENTS:**

- I. Gen. Ord. No. 38-18-19 identifying changes to the Department of Public Works
- II. Job Description: Business Manager, City Forester and Part-time Maintenance Worker I.

*II*

6.2

Gen. Ord. No. 38 - 18 - 19. By Alderpersons Rindfleisch, Bohren and Wolf.  
January 21, 2019.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to modify the Department of Public Works Table of Organization.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended so that Sections B.1., B.2., and B.3. of section 82-33 of the supplement to the Code on file in the city clerk's office is amended as follows:

Class Title	Class Grade	NO. of Employees
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B. DEPARTMENT OF PUBLIC WORKS

DELETE:

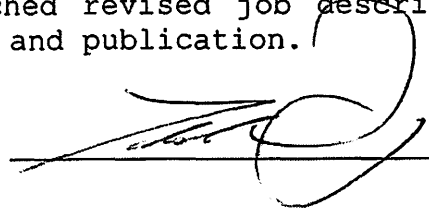
B.1.	Management Analyst	I	1
B.2.	Maintenance Worker II (Buildings)	MW2	1
B.3.	MWII (Park Caretaker II )	MW2	1

ADD:

B.1.	BUSINESS MANAGER	N	1
B.2.	PT MAINTENANCE WORKER I	MW1	.5
B.3.	CITY FORESTER	M	1

*FINANCE  
PERSONNEL*

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached revised job descriptions shall be in effect from and after its passage and publication.



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I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor



## Job Description

**Job Title:** DPW Business Manager

**Department:** Department of Public Works

**Date Issue:** October 2018

**Reports To:** Director, Department of Public Works

**FLSA Classification:** Exempt

**Wage:** Salary Grade N

	Minimum	Midpoint	Maximum
As of 2019	\$65,811.20	\$77,417.60	\$89,024.00

## Position Summary

Under the general supervision of the Director of Public Works, the DPW Business Manager is a professional position responsible for managing and/or championing the development, design and implementation of performance measures, as well as responsibility for supervising department administrative personnel and ensuring departmental projects, operations, and budgets meet goals and objectives. Work primarily involves leadership and managing the administrative work-flow functions and personnel of the department, from budgetary monitoring, problems and concerns, to developing, designing and monitoring performance measures and reviewing long-range trend analysis and ensuring department and division accountability. This position is also responsible for the management and supervision of the Wildwood Cemetery.+

## Essential Duties & Responsibilities

1. Develops and ensures department performance metrics and designs, presents and implements performance measure in conformance with the long-range department and city goals.
2. Develops useful performance measures and assists the Director in managing of those measures into department operations. Manages, maintains, analyzes, and modifies performance measures on an on-going basis to reflect the Department of Public Works experience and history.
3. Performs research and development of various projects, reports, periodic surveys, grant applications, and miscellaneous projects as needed throughout City operations, both related and unrelated to finance.
4. In conjunction with the Director of Finance and Department of Public Works Director, develops or assists in the development of the department's annual budget and monitors progress throughout the year.
5. Organize and oversee employee and/or citizen engagement surveys and develops a plan of action to identify and address the improvement program.
6. Provides and presents long range trend analysis and other reports to identify concern areas of spending and the basis for long-term policy decisions.
7. Analyzes revenue trends and identifies concern areas; identifies service areas which may be possibly revenue supportive, monitor existing rates and recommend rate changes to reflect current cost of services.
8. Represents the Director and acts in his/her absence when authorized.
9. Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
10. Participates in the implementation and/or upgrades of MUNIS software system.

## Qualification Requirements:

11. Meets with and presents department budgeting and financial issues to public groups and individuals.
12. Friendly, positive, cooperative professional, able to work with internal and external employees, vendors,

and citizens in a professional capacity.

13. Knowledge of principles and practices of accounting, budgeting and finance in a business setting.
14. Knowledge of performance measure budgeting and analysis.
15. Ability to maintain financial records and accounts.
16. Ability to create, prepare and present reports covering a variety of department needs.
17. Ability to work effectively under tight time constraints.
18. Ability to communicate effectively, both orally and in writing with individuals both inside and outside the organization.
19. Ability to perform various trend analysis, identify concerns and recommend long term solutions.
20. Professional-level knowledge of MSOffice products and the ability to work at a personal computer terminal for extended periods of time.
21. Ability to adapt to financial software products.

#### **Education and/or Experience**

22. Bachelor's degree in Public Administration, Political Science, Accounting, Business or related field preferred.
23. Three to five years of experience in a professional business environment, development and analysis and general accounting, and/or any equivalent combination of experience and training which provides the equivalent education, knowledge, abilities and skills, preferably in a professional business and/or public sector environment.
24. Three or more years of demonstrated success in a supervisor capacity.

#### **Essential Physical Functions/Needs of the Job**

25. The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job, including sitting, standing, vision, talking and occasional lifting. Extended periods of time sitting using a keyboard are expected.

#### **Pre-employment Requirement**

26. Position is contingent on the individual passing a pre-employment drug screen.



## **Job Description**

**Job Title:** Forestry Operations Supervisor/City Forester      **Department:** Public Works  
**Date Issue:** 11/21/18      **Reports To:** Superintendent of Parks and Forestry  
**Classification:** Exempt      **Wage:** Grade M

## **Position Summary**

Under the general supervision of the Superintendent of Parks and Forestry, this position is responsible for exercising independent judgement and discretion in scheduling and monitoring daily work; managing the forestry division; overseeing hiring of seasonal staff, related personnel, and labor relations activities. This is responsible professional, technical, and supervisory work in directing and coordinating of the field operations for the Forestry Division. The work involves supervising the activities of forestry and additional staff, both permanent and seasonal. This work includes development and implementation of in-service training programs; and development and coordination of projects related to plant health care and urban forest maintenance operations. The position also directs and monitors tree protection requirements for construction activities impacting trees in the right-a-way; provides public information services; develops and coordinates hazardous materials management activities; and planning, outlying and coordinating for short and long-term/coordinated projects and section activities. Provide presentations for the public, as assigned. Point of contact for citizen inquiries regarding forestry related issues.

## **Essential Duties & Responsibilities**

### **Supervise the daily field operation of the Forestry Division**

1. Responsible for setting tree pruning cycle. Determine priorities, prepare daily work schedules and communicate assignments to division staff.
2. Coordinate the hiring, promotion, evaluation, discipline, and training of staff. Schedule and approve leave time of subordinate staff.
3. Enforces work rules/policies, trains and monitors employees regarding proper procedures, safety and health in the work environment and investigates corrective actions.
4. Inspect and evaluate the work completed by subordinate staff.
5. Develops, plans and schedules planting of trees within the public right of way. Manage and coordinate updates of street tree inventory.
6. Coordinate the dissemination of utility planting routes for street tree planting and obtain digging ticket number from Digger's Hotline and notify staff of ticket number.
7. Coordinate the purchasing and delivery of tree stock. Monitor budget expenditures. Order necessary supplies and materials. Assist in preparing specifications for equipment.

8. Investigates and responds to all requests, questions, complaints, and comments from the public, City staff, and elected officials.
9. Verify daily records prepared by subordinate staff. Compile and prepare weekly, monthly, quarterly and special reports.
10. Administers Urban Forestry Management Plan, ordinances, policies and procedures.

#### **Plans and coordinates the Forestry Division's Urban Forestry Management Plan**

11. Designs, implements, and monitors arboricultural programs.
12. Diagnosis tree problems and determine necessary treatment including insects, disease, and structural issues. Monitors pest incidence and population levels. Develops, implements and oversees, Forestry Division's operations plan for invasive and exotic pests.
13. Coordinates consults and makes recommendation on pesticide application programs including proper material, equipment, calibration, methods, timing, and personal protective equipment.
14. Coordinates manages, schedules and supervises the Emerald Ash Borer Operations Plan including the injection of city owned ash trees and preemptive removals of Ash.
15. Monitors pesticide use; maintains pesticide application records, current pesticide manual. Requisition, delivery, and manage sections of inventory of pesticides and chemical. Maintain current file of material safety data sheets on all potentially hazardous substances in section use. Assure section compliance with local, state and federal pesticide and hazardous materials regulations governing storage, application, worker protection, disposal, and emergency response.
16. Coordinates cooperative state and federal quarantine of control for exotic and invasive landscape pests (Ex. Gypsy moth, Emerald Ash Borer, Oak Wilt, etc.).

#### **Plans coordinates and provides technical training activities of the Division**

17. Coordinates the field and classroom training in arboriculture and forestry operation standards of practice for all new forestry employees.
18. Attends City Council and committee meetings as needed to provide information and recommendations concerning the Forestry Division.
19. Develops and implements in-service training programs for division to include both in-house and outside instructional resources.
20. Develops, acquires and maintains current written and visual instructional materials.
21. Develops, implements and coordinates staff training for on the job safety including the proper operation of equipment and tools, establishing work zones, compliance of ANSI Z133 Safety Standards for Arborist.

#### **Supervisory Responsibilities:**

Carry out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing employees, planning, assigning, and directing work, appraising performance, and rewarding and disciplining employees; addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the Director of Public Works, the hiring, promotion and termination of all employees that fall under the specified TO areas of responsibility in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for performing employee evaluations of all employees that fall under the specified TO areas of responsibility. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree from a recognized college or university with a major in one of the following: Forestry, Horticulture or related field along with six to seven years' experience in urban forestry operations and supervision; or any equivalent combination of education, experience and training which provided the following knowledge, abilities, and skills:

- Considerable knowledge of methods, procedures, equipment, and supplies used in tree pruning and related operations.
- Knowledge of heavy equipment operations
- Knowledge of all Public Works operations, facilities, procedures, and policies,
- Ability to investigate and resolve complaints
- Ability to communicate effectively, both orally and in writing, with personnel at various levels both within and outside the organization.
- Ability to work as a team member by establishing and maintaining effective working relationships with other employees and to deal with the public in a courteous and tactful manner.
- Skills in operation of computer equipment including GIS and Microsoft applications,
- Ability to train, direct and evaluate staff regarding the safe operation of all equipment.
- Ability to plan and prioritize work within the constraints of changing weather conditions.
- Ability to supervise and monitor work of staff at a variety of locations.
- Ability to properly barricade work sites in accordance with the City of Sheboygan Traffic Control Manuals and Manual of Uniform Traffic Control Devices standards
- Ability to obtain Commercial Pesticide Applicators License
- Possess and maintain a valid Wisconsin Class A Commercial Driver's License (CDL), with appropriate endorsements.
- Possess and maintain International Society of Arboriculture certification

### **Areas of Knowledge:**

- Customer service orientation
- Thorough knowledge of management principals, practices and organizational development.
- Considerable knowledge of the laws, operations, practices, economics and record keeping for the area of responsibility and the ability to analyze the effectiveness of the Division.
- Thorough knowledge of occupational hazards, safe work practices, and handicapped accessibility requirements.

- Considerable ability to organize, assign and supervise work.
- Ability to exercise good judgment, courtesy, and tact in maintaining effective public and employee relations and interdepartmental cooperation.
- A high sense of responsibility and initiative to work independently without supervision and to work from oral and written instructions.
- Ability to clearly express ideas and plans to subordinates other departments and citizens.
- Strong working knowledge of Microsoft Office suite of products including Word, Excel, PowerPoint.

### **Language Skills**

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations using original or innovative techniques or style to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level.

### **Mathematical Skills**

Ability to forecast, calculate, and understand various ratios, and perform analytical procedures.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts and forecasts, analyze information, and draw valid conclusions.

### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.

Ability to visit various sites and visually inspect materials, equipment and facilities, and work/operations in various stages of completion and to respond to emergency situations with a relatively high degree of mobility.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Gen. Ord. No. 39-18-19 by Alderpersons Rindfleisch, Bohren and Wolr to modify the Table of Organization for the Fire Department

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**REPORT PREPARED BY:** Sandy Rohrick, Director of Human Resources and Labor Relations

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**REPORT DATE:** January 23, 2019

**MEETING DATE:** January 28, 2019

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**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: Chapter 82

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**BACKGROUND / ANALYSIS:**

Current and future needs of the department, as well as recent retirement announcements, have resulted in an evaluation of the administrative needs of the department. The goal is the improve processes and flow, relieving a portion of the administrative work from the Battalion Chief positions.

**STAFF COMMENTS:**

This action supports both the current needs of the department and maintains the identified 2019 budget.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve the Gen. Ord. No. 39-18-19, modifying the Table of Organization for the Fire Department, removing the positions of Administrative Assistant/Confidential Secretary and PT Administrative Assistant, and adding the position of Communications and Data Management Specialist and Part-time Administrative Assistant – Fire.

**ATTACHMENTS:**

- I. Gen. Ord. No. 39-18-19 identifying changes to the Fire Department
- II. Job Description: Communications and Data Management Specialist
- III. Job Description: Part-time Administrative Assistant – Fire

*I*

6.3

Gen. Ord. No. 39 - 18 - 19. By Alderpersons Rindfleisch, Bohren and Wolf.  
January 21, 2019.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to modify the Fire Department Table of Organization.

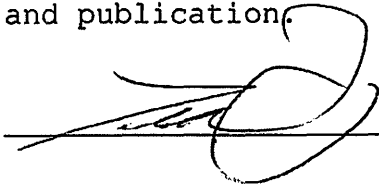
THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended so that Section C.2 of section 82-33 of the supplement to the Code on file in the city clerk's office is amended as follows:

Class Title	Class Grade	NO. of Employees
<b>C. FIRE DEPARTMENT</b>		
<b>DELETE:</b>		
2. Administrative Assistant/ Confidential Secretary	F	1.0
PT Administrative Assistant	C	1.0
<b>ADD:</b>		
2. Communications and Data Management Specialist	I	1.0
PT Administrative Assistant - Fire	E	0.6

*Finance  
Personnel*

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached revised job descriptions shall be in effect from and after its passage and publication.



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I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

## **Job Description**

Job Title:	Communications and Data Management Specialist		
Date Issue:	January 21, 2019		
FLSA Classification:	Non exempt		
Department:	Fire		
Reports To:	Fire Chief		
Wage:	Salary Grade I		
As of 2019	Minimum	Midpoint	Maximum
	\$47,195.20	\$55,515.20	\$63,835.20

## **Position Summary**

Under direction from the Fire Chief, this position is responsible for the administrative support and coordination of the Fire Department. Work primarily involves leadership over the information technology and computer network hardware and software, data and information collection analysis and evaluation, and the design and development of information for website and social media.

## **Essential Duties & Responsibilities**

1. Develops useful performance measures and assists in the assimilation of those measures into department operations.
2. Conduct statistical and strategic analysis which prepares department quarterly, annual and on-request reports.
3. Supervises part time Department Secretary position.
4. Work with sworn personnel to streamline processes related to data storage, collection and retrieval.
5. Develops and tracks department performance metrics and designs, presents and implements.
6. Study the department and make appropriate recommendations for improvements in fire analysis practices.
7. Train department members on access to and analysis of data.
8. Maintain the Sheboygan Fire department Website and social media platforms.
9. Efficiently operates routine office equipment, including personal computer, photocopiers, calculators, telephones, scanners, digital recorders, and fax.
10. Organizes special department events as assigned (i.e. public education, public relations).

11. May prepare agendas and take minutes for various meetings.
12. Maintains confidentiality in all aspects of work.
13. Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

## **Qualification Requirements**

1. Use computer databases, electronic spreadsheets, desktop publishing, word processing, records management system, and statistical applications to manipulate, analyze, and present data.
2. Friendly, positive, cooperative professional, able to work with internal and external employees, vendors, and citizens in a professional capacity.
3. Ability to collect, analyze and interpret data and statistics using quantitative and qualitative methodology.
4. Ability to effectively participate in team efforts to improve/develop departmental programs and services.
5. Ability to perform various trend analysis, identify concerns and recommend long term solutions.
6. Knowledge and experience with computer systems in conducting research, analyzing data, and presenting and communicating findings.
7. Ability to research, gathers, and analyzes information and make accurate reports.
8. Considerable knowledge of Spillman, Tyler Incident Management, Share Point, MUNIS, and Board Docs.
9. Exhibit objectivity and openness to others' views and efforts.
10. Initiative, independent action, and tact under pressure.

## **Education and /or Experience**

1. Associate degree in, Accounting, Finance, Business, Information Technology, Graphic & Web Design or related field.
2. Three to five years of experience in a professional business environment and/or any equivalent combination of experience and training which provides the equivalent education, knowledge, abilities and skills, preferably in a professional business and/or public sector environment.

## **Essential Physical Functions/Needs of the Job**

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job, including sitting, standing, vision, talking and occasional lifting. Extended periods of time sitting using a keyboard are expected.

## **Pre-employment Requirement**

Position is contingent on the individual passing a pre-employment drug screen.

## **Job Description**

Job Title:	Part Time Administrative Assistant - Fire		
Date Issue:	January 21, 2019		
FLSA Classification:	Non exempt		
Department:	Fire		
Reports to:	Communications and Data Management Specialist		
Wage:	Salary Grade E		
As of 2019	Minimum	Midpoint	Maximum
	\$37,918.40	\$44,616.00	\$51,313.60

## **Position Summary**

Under administrative direction of the Communications and Data Management Specialist, this position is responsible for Fire Department billing and invoice processing which includes communication with other city departments and outside vendors. The position performs diverse and responsible secretarial duties requiring individual judgement, initiative, and daily office activities.

## **Essential Duties and Responsibilities**

1. Completes the departmental requisitions, purchase orders and invoices.
2. Skill in handling difficult and complex office situations.
3. Orders, stocks and distributes office supplies
4. Supports staff in assigned project based work.
5. Operates special office equipment such as the photocopier, computer and document scanner.
6. Maintain confidentiality in all aspects of Fire Department work
7. Maintain the travel and other expense vouchers and travel reports
8. Assist in the collection, maintenance and purging of data on newly hired, current, separated, terminated and retired employees.
9. Assist with the inspection reports
10. Coordinate and maintain the Fire Prevention School programs which include communicating with school personnel
11. Assist with the employment testing and records of the process
12. Assist in the timely scheduling of annual evaluations and payroll change notices.
13. Supplies information to outside agencies and individuals
14. Maintain the Fire Department's petty cash account
15. Performs related work as assigned.
16. Hours of work may vary.

## **Qualification Requirements**

1. Comprehensive knowledge of Microsoft Office software.
2. Comprehensive knowledge of office practices and procedures; proficiency in the use and understanding of business terminology; and the ability to follow complex oral and written instructions.
3. Ability to work cooperatively as part of a team.
4. Skill in handling difficult and complex office situations.
5. Considerable knowledge of office methods, practices and equipment.
6. Considerable knowledge of departmental operation and policy.
7. Ability to exercise good judgement, courtesy and tact in receiving calls and visitors and making proper disposition of problems.
8. Ability to keep accurate statistical records and make reports.
9. Requires a high sense of responsibility and initiative to work independently and productively with limited supervision.

## **Education and / or Experience**

1. High School Diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction, plus post high school courses relating to business.
2. Four years of progressively responsible office experience, including responsibility for office functions.

## **Essential Physical Functions/Needs of the Job**

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job, including sitting, standing, vision, talking and occasional lifting. Extended periods of time sitting using a keyboard are expected.

## **Pre-employment Requirement**

Position is contingent on the individual passing a pre-employment drug screen.

III

Res. No.      - 17 - 18. By Alderperson Donohue. May 1, 2017.

A RESOLUTION to authorize a loan from the Trust Funds of the State of Wisconsin in the sum of \$400,000 for TID #16 Housing Project.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Sheboygan, in the County of Sheboygan, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) for the purpose of financing development incentive for TID #16 housing project and for no other purpose.

The loan is to be payable within 5 years from the 15<sup>th</sup> day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 3.00 percent per annum from the date of making the loan to the 15<sup>th</sup> day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of Sheboygan, in the County of Sheboygan, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of Sheboygan by such loan from the state be applied or paid out for any purpose except financing development incentive for TID #16 housing project without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the Mayor and clerk of the City of Sheboygan, in the County of Sheboygan, Wisconsin are

*Don / Pers*

authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The Mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

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I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** DIRECT REFERRAL - Res. No. 171-18-19 by Alderperson Rindfleisch and Bohren authorizing entering into a letter agreement with Clifton Larson Allen, LLP for professional financial and accounting services.

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**REPORT PREPARED BY:** Marty Halverson, Finance Director

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**REPORT DATE:** January 23, 2019

**MEETING DATE:** January 28, 2019

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

Several important tasks require timely attention to provide accurate and complete data for the audit and year-end. These tasks are cash reconciliation, capital asset reconciliation, grant reconciliation and 1099 review. However these functions do not have process documentation or a completed reconciliation to work off of and were not reviewed during the transition in the Finance Department. Discussions took place as to the best way to accomplish these functions and it was determined outsourcing this work would provide the best results without interruption to the current transition.

**STAFF COMMENTS:**

Cash reconciliation is a foundational piece to the annual audit and a key component to the City's account reconciliation processes. A complete cash and bank reconciliation process needs to be developed for accuracy, consistency, and timely completion going forward including for the 2018 audit. The need for assistance this year is primarily due to the short timeframe to reconcile the accounts with limited information and notes. The Capital Assets are also an important piece to the audit and the records had not been fully updated and transfer of knowledge passed on related to this area. Again as a result of the short turn-around time for needing the information for the audit consultant assistance is necessary.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 171-18-19, authorizing entering into a letter agreement with Clifton Larson Allen, LLP for professional financial and accounting services.

**ATTACHMENTS:**

- I. Res. No. 171-18-19
- II. Letter of Agreement

III

DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

Res. No. 171 - 18 - 19. By Alderpersons Rindfleisch and Bohren.  
January 28, 2019.

A RESOLUTION authorizing entering into a letter agreement with Clifton Larson Allen, LLP for professional financial and accounting services beginning January 22, 2019.

RESOLVED: That the Common Council hereby approves and authorizes the Finance Director to enter into a letter agreement with Clifton Larson Allen, LLP, for professional financial and accounting services, a copy of which is attached hereto.

Finance And Personnel

\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_, Mayor



CliftonLarsonAllen LLP  
10700 West Research Drive, Suite 200  
Milwaukee, WI 53226  
414-476-1880 | fax 414-476-7286  
CLAconnect.com

January 16, 2019

Marty Halverson  
City of Sheboygan  
828 Center Ave., Ste. 301  
Sheboygan, WI 53081

Dear Marty:

We are pleased to confirm our understanding of the terms, objectives, and scope of our engagement and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for the City of Sheboygan ("you," "your," or "the entity").

Bill Judd is responsible for the services identified in this agreement. Wayne Foley is responsible for the daily activities of the engagement. Resources are dependent on client commitment date and fieldwork dates and subject to change.

**Scope of professional services**

CLA will perform the following services, under the direction of management, for the entity:

- Assist with the cash reconciliation.
- Assist with tasks related to capital assets.
- Assist with tasks related to 1099s.
- Assist with tasks related to grants.

If modifications or changes are required during the course of the engagement that are beyond the initial scope of professional services, or if you request that we perform any additional services, we will provide you with a separate agreement for your signature. Such separate agreement will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

For all accounting services we may provide to you, your management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this letter, we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

**Fees, time estimates, and terms**

We estimate that your current financial and accounting related needs are approximately forty (40) hours per week starting January 22, 2019. As the engagement progresses, we will update time estimates and engage you in conversation about the project status.

The fees for services rendered for the scope of services described in this engagement letter will be billed at a rate of \$112 per hour for actual time spent. Total fees and expenses will not exceed \$25,000.

Fees for travel time will be billed at one-half (1/2) the normal hourly rate. Should this engagement duration go beyond six (6) months or the scope of services change, CLA retains the right to discuss an hourly rate adjustment.

Fees, plus applicable state and local taxes, will be billed twice per month in arrears, due upon receipt. We will also bill you in arrears for reimbursement of any out-of-pocket travel expenses incurred (e.g., hotel, airfare, meals as actual or per diem, etc.) on a pass-through basis.

In accordance with our firm policies, work may be suspended if your account becomes sixty (60) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed the accounting assistance. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Limitation of remedies**

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party"), without giving effect to choice of law principles.

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this agreement, but any recovery on any such claims shall not exceed the fees actually paid under this agreement by you to CLA.

**Other provisions**

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

**You acknowledge and agree that this agreement and the pricing structure and billing rates of CLA are sensitive information which you shall not furnish or otherwise disclose to any third party without the prior written consent of CLA.**

**Professional standards require us to be independent with respect to you in the performance of certain services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.**

**We will be responsible for our own property and casualty, general liability, and workers compensation insurance, taxes, professional training, and other personnel costs related to the operation of our business.**

**When performing the services above, we will utilize the resources available at the entity to the extent practical to continue development of your personnel. During a portion of our work, we may require the use of your computers. We will try to give you advance notice and coordinate our use so it does not interfere with your employees.**

**The relationship of CLA with the entity shall be solely that of an independent contractor and nothing in this agreement shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.**

**If applicable, accounting standards and procedures will be suggested that are consistent with those normally utilized in an entity of your size and nature. We will require management to approve any changes in the application of accounting standards and procedures at the entity. Internal controls may be recommended relating to the safeguarding of the entity's assets. If fraud is initiated by your employees or other service providers, your insurance is responsible for covering any losses.**

**The entity agrees that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this engagement.**

**Employment provision**

**You agree that during the term of this engagement and for a period of one year after the expiration or termination date of this engagement, you will not solicit, hire, contract with, or engage the services of the persons identified in this Engagement Letter on behalf of CLA without the prior written consent of CLA.**

**You acknowledge that:**

- 1. CLA personnel may be subject to agreements restricting their right to contract with or solicit business from you other than their service through CLA, and**
- 2. If you breach this non-solicitation provision, you shall pay \$100,000 to CLA as liquidated damages within two weeks of the date on which the former CLA employee or consultant begins his or her new employment with you.**

You acknowledge and agree that CLA's damages resulting from violation of this section are difficult or impossible to estimate and that the sum stipulated above is a reasonable pre-estimate of the probable loss that CLA would incur based on the cost of replacement, training, lost resources for projects, and other factors and is not a penalty. Liquidated damages under this paragraph shall not limit or impair any other remedies CLA may seek for breach of this paragraph or this agreement.

**Termination of agreement**

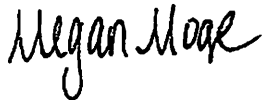
Either party may terminate this agreement at any time by giving written notice to the other party. In that event, the provisions of this agreement shall continue to apply to all services rendered prior to termination.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign, date, and return a signed copy to us by email or U.S. mail.

Sincerely,

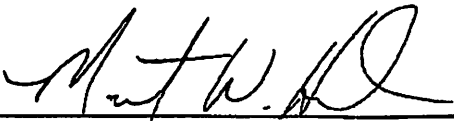
CliftonLarsonAllen LLP



Megan Moore  
Principal  
612-397-3129  
megan.moore@CLAconnect.com

**Response:**

This letter correctly sets forth the understanding of the City of Sheboygan\*.

Authorized Signature:  \_\_\_\_\_

Title: Finance Director

Date: 1-23-19

Email: Marty.halverson@sheboyganwi.gov

Telephone: 920-459-3304

\*Final approval contingent on approval by City of Sheboygan City Council

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Fourth Quarter Performance Report for the Department of City Development: Planning Division.

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**REPORT PREPARED BY:** Chad Pelishek, Director of Planning and Development

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**REPORT DATE:** January 24, 2019

**MEETING DATE:** January 28, 2019

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

As part of the annual budgeting process, the department has developed performance benchmarks to track progress of the department's activities.

**STAFF COMMENTS:**

The Planning and Development staff has closed out 2018 with many successes. Although the division did not meet the goals for conditional use permits other items like new sign permits issued exceeded the goals. Most of the new sign permits are contributed to new businesses starting. Similar to 2017, we exceed the number of special projects that division staff were involved with our community partners.

**ACTION REQUESTED:**

For discussion purposes only.

**ATTACHMENTS:**

- I. Quarterly Performance Report for October 1, 2018 – December 31, 2018.



**QUARTERLY PERFORMANCE REPORT**  
**DEPARTMENT OF CITY DEVELOPMENT: PLANNING & DEVELOPMENT**  
**Fourth Quarter of Fiscal Year 2018 – October 1, 2018 – December 31, 2018**

This report covers the fourth quarter of fiscal year 2018 and provides a progress update toward achieving the performance measures in the annual budget book.

For more information about this report, contact Chad Pelishek, Director of Planning and Development at (920) 459-3383.

**Planning and Development Division**

	2016 Actual	2017 YTD	2017 Actual	2018 YTD	2018 Goals
# Existing businesses assisted	N/A	27	79	38	40
# Start-up businesses assisted	N/A	12	80	24	20
# of commission applications approved	126	24	129	93	125
# of comprehensive plan/ordinance amendments adopted	7	2	7	4	10
# of special projects	21	9	22	28	10
# of sign permits issued	109	43	107	141	100
# of Neighborhood Development Plans completed	N/A	0	N/A	2	3
# of new neighborhood associations	N/A	0	N/A	3	3
Coordinate programming at Arts/Culture Plaza	N/A	N/A	N/A	1	1
Coordinate new development of city owned sites	N/A	1	1	0.50	1
Construction of new hotel	N/A	1	1	1	1
Construct new business park	N/A	N/A	N/A	0.90	1

### **Redevelopment Authority Fund**

	<u>2016 Actual</u>	<u>2017 YTD</u>	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Goals</u>
Redevelopment of existing properties	N/A	5	N/A	1	1
# of new ground leases negotiated	N/A	0	3	1	1

### **Business Revolving Loan Fund**

	<u>2016 Actual</u>	<u>2017 YTD</u>	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Goals</u>
Loan funds available (as of December 31, 2017)	N/A	\$717,875	\$1,760,257	Not Available	\$261,809
Outstanding Loan Amount (as of December 31, 2017)	N/A	\$3,755,165	\$3,097,105	\$2,953,925	\$3,755,165
Number of new loans	8	0	1	1	2
Number of new jobs created	93	0	3	29	10

### **Housing Revolving Loan Fund**

	<u>2016 Actual</u>	<u>2017 YTD</u>	<u>2017 Actual</u>	<u>2018 YTD</u>	<u>2018 Goals</u>
Loan funds available (as of December 31, 2017)	N/A	\$518,065	\$611,790	Not Available	\$180,000
Outstanding Loan Amount (as of December 31, 2017)	N/A	\$2,890,000	\$3,240,539	\$3,240,539	\$2,850,000
Number of new loans	8	1	6	7	8