

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

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Com. No. 1-18-19. Communication from Gary Tauferner regarding an upgrade to cable channel 990.

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**REPORT PREPARED BY:** Greg Vertelka, Director of Information Technology

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**REPORT DATE:** August 21, 2018

**MEETING DATE:** August 27, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

The existing connection from WSCS to Spectrum is a coax cable which prevents a SD quality video and audio signal being transmitted to Spectrum and the home consumer.

**STAFF COMMENTS:**

The attached email highlights the communication between Alderperson Jim Bohren and Gary Tauferner regarding the connectivity between the WSCS studio and the Spectrum broadcasting location. The document also includes a communication from Greg Vertelka detailing the background information. The cable upgrade at a cost of \$80,000 was not included in the 2019-2023 Capital Improvement Program.

**ACTION REQUESTED:**

For informational purposes only.

**ATTACHMENTS:**

- I. Com. No. 1-18-19

I

3.1

Com. No. L-18-19. August 6, 2018.

Submitting a communication from Gary Tauferner regarding an upgrade to Cable Channel 990.

Presented to the Common Council by Alderperson

James A. Bohren  
Bohren

*Finance + Personnel*

## **DeBruin, Meredith**

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**From:** Alderperson Jim Bohren  
**Sent:** Friday, July 20, 2018 2:12 PM  
**To:** DeBruin, Meredith  
**Cc:** Gary Tauferner  
**Subject:** FW: Decision on Channel 990

Sheboygan City Clerk Meredith DeBruin -

Please submit Mr. Tauferner's e-mail as a document for the Monday August 6th Council meeting and please refer it to the Finance and Personnel Committee. He would like to address this issue to the Council during the public forum at the 8/6 Council meeting. Mr. Tauferner's contact information is as follows: Gary Tauferner 2606 Grey Fox Ct. Sheboygan, WI 53081 Telephone: 920 452-6185 or 920-912-2171. Thank you.

Alderman Jim Bohren  
Serving on the Sheboygan Common Council Since April, 2006.

10th District - Wards 23 & 26  
City of Sheboygan, Wisconsin  
(920) 453-0610  
[jim.bohren@sheboyganwi.gov](mailto:jim.bohren@sheboyganwi.gov)

2018 - 2019 Committee Assignments  
Finance and Personnel Committee - Vice Chairman Capital Improvements Commission City Plan Commission

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**From:** Gary Tauferner [glt56@msn.com]  
**Sent:** Thursday, July 19, 2018 1:34 PM  
**To:** Alderperson Jim Bohren  
**Subject:** Decision on Channel 990

Hi Jim,

After hearing from Greg once again this morning, it became apparent that this upgrade is not in next years budget.

I am totally upset with this decision and I feel as a taxpayer of the city of Sheboygan, this issue needs to be brought back to the floor of the common council.

What do I have to do to make this happen? It has to be brought back to their attention, that this channel needs to be definitely upgraded to the citizens of Sheboygan, so they can watch the programs on it. Again, for the population of the city

of Sheboygan, we deserve to have  
a local channel that gives this  
information to us.

The city of Sheboygan spent thousands of unnecessary dollars to change their logo several years ago, but they cannot  
pass dollars for equipment that dates back to the nineteen eighties. Let's get going on this much needed upgrade, so the  
people of Sheboygan can watch a channel that deserves to be watched and listened to.

Please submit a resolution to get  
this matter looked at again and corrected once and for all.

Sincerely,

Gary Tauferner

Sent from my iPhone

## **DeBruin, Meredith**

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**From:** Alderperson Jim Bohren  
**Sent:** Thursday, July 26, 2018 10:07 AM  
**To:** DeBruin, Meredith  
**Cc:** Vertelka, Greg  
**Subject:** FW: Cable TV - Fiber I-Net

Meredith -

Please attach the e-mail below from Greg Vertelka to the document I submitted a few days ago from my constituent for the 8/6 Council meeting. It is being referred to the F&P Committee. Thank you.

### **Alderman Jim Bohren**

*Serving on the Sheboygan Common Council Since April, 2006.*

10th District - Wards 23 & 26  
City of Sheboygan, Wisconsin  
(920) 453-0610  
[jim.bohren@sheboyganwi.gov](mailto:jim.bohren@sheboyganwi.gov)

### **2018 - 2019 Committee Assignments**

Finance and Personnel Committee - Vice Chairman  
Capital Improvements Commission  
City Plan Commission

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**From:** Vertelka, Greg  
**Sent:** Wednesday, July 25, 2018 11:14 AM  
**To:** Alderperson Jim Bohren  
**Cc:** Vertelka, Greg  
**Subject:** RE: Cable TV - Fiber I-Net

Jim,

The Fiber I-Net project is to designed to replace a circa 1980's coax cable that we utilize to send our WSCS signal to Spectrum for broadcast with fiber. The \$80,000 budget is allocated for the construction costs to install the fiber.

By transmitting out signal we will see an immediate increase in the video and audio quality of our channel on WSCS. Currently, the signal as broadcast is analog which delivers the moderate quality that is shown today. The fiber will bump up our signal to standard definition quality for the citizens. There is one additional step that is required from Spectrum to broadcast the signal in high definition which most commercial channels are broadcast in. Currently Spectrum broadcasts all Public/Education/Government (PEG) channels in standard definition. They would need to change that policy in order for our channel to be broadcast in high definition.

There are efforts underway to introduce legislation to require video carriers to broadcast PEG channels in high definition.

This is the ACT that is being introduced to aid PEG channels in a number of ways. I have highlighted the section that discusses high definition. This is a summary from the Wisconsin Community Media organization which is the industry association for PEG stations in Wisconsin.

The Community Access Preservation Act (The CAP Act) has been introduced the last three sessions of Congress. WCM supports the CAP Act and any legislation that would strengthen local programming that would require all video carriers to

- *Assess a PEG fee if a local community wants it.* Wisconsin municipalities may not assess a PEG fee due to the state law passed in 2007 that made state government the "local franchising authority." At the time, PEG fees in Wisconsin averaged 25 cents per subscriber per month but several public access facilities negotiated higher fees, closer to \$1, to fund operating costs. These centers either closed or were substantially diminished by the loss of PEG fees. Those that relied on PEG fees for capital equipment have never found alternate sources of funding.
- *Include PEG program listings on the Electronic Program Guide.* Besides informing viewers about what's on PEG channels, the EPG enables viewers to use time-shifting technology like DVRs. Only a handful of access channels in Wisconsin are listed on the Electronic Program Guide.
- *Carry PEG programming on channel numbers closer to the location of broadcast channels.* In Charter communities, access channels are carried in the 980s and 990s where few viewers venture. AT&T systems don't really carry the access channels on the line-up at all. Viewers must navigate through a series of web pages to get to and reverse out of viewing access channels.
- *Assess funding for PEG fees and franchise fees on all wireline services both "cable" and information services (broadband Internet).* Both services carry video on the same line running through city rights-of-way.
- ***Support media centers that invest in HD equipment by providing them with the bandwidth needed to cablecast in HD.*** WCM would like to see Charter, Time Warner, and AT&T follow the lead of Solarus, a company providing cable services in Wisconsin Rapids.

Regards,

Greg

Greg Vertelka

Director of Information Technology  
City of Sheboygan/WSCS Sheboygan

Phone: 920-459-4271

Cell: 414-510-1167

[greg.vertelka@sheboyganwi.gov](mailto:greg.vertelka@sheboyganwi.gov)

<http://www.sheboyganwi.gov/>



**From:** Alderperson Jim Bohren  
**Sent:** Wednesday, July 25, 2018 9:15 AM  
**To:** Vertelka, Greg  
**Subject:** Cable TV - Fiber I-Net

Greg -

Can you please give me an explanation of what is involved in the \$80,000 Cable TV - Fiber I-Net project if the city would do it and what it would do to enhance signal quality as it relates to HD quality picture and sound quality. Thanks.

**Alderman Jim Bohren**

*Serving on the Sheboygan Common Council Since April, 2006.*

10th District - Wards 23 & 26  
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(920) 453-0610  
[jim.bohren@sheboyganwi.gov](mailto:jim.bohren@sheboyganwi.gov)

**2018 - 2019 Committee Assignments**

Finance and Personnel Committee - Vice Chairman  
Capital Improvements Commission  
City Plan Commission

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** R.O. No. 109-18-19 by City Clerk submitting a communication from Rohde Dales asking for the City to consider extending the financial deadlines of the Armory Community Project.

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

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**REPORT DATE:** September 6, 2018

**MEETING DATE:** September 10, 2018

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**FISCAL SUMMARY:**

Budget Line Item: \$53,940  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

Per the developers agreement executed between the City of Sheboygan and Armory Community Project, Inc. the milestone to raise \$1.5 million was August 23, 2018. As of this date, no documentation has been provided to City to quantify that \$1.5 million was raised to meet this milestone. The City received this letter from Attorney Robert Melzer of Rohde Dales requesting a 60 day extension. When communication between City staff and Attorney Melzer occurred, it was understood by City staff that he was writing the letter based on the private foundations timeline for making determinations on allocating funds to the projects, not necessarily the sole interest of the Armory Community Project.

Based on this response, City staff reached out to Jennifer Lehrke, President of the Armory Community Project LLC and asked her to attend the September 10, 2018, Finance and Personnel Committee meeting and be prepared to provide the following information to the committee:

- Summary of the pledges received to date.
- Listing of the cash contributions received to date.
- Listing of the pending foundation asks to date and meeting dates when they will consider the request(s).

October 23, 2018 is the next milestone related to the financing that requires the Armory Community Project to raise \$900,000 and with the total \$7 million being raised by December 31, 2018.

**STAFF COMMENTS:**

None

II

3.2

R. O. No. 109 - 18 - 19. By CITY CLERK. September 4, 2018.

Submitting a communication from Rohde Dales asking for the City to consider extending the financial deadlines of the Armory Community Project.

*Finance + Personnel*

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CITY CLERK

AUG 22 '18 AM 8:36

**RohdeDales** LLP  
Attorneys and Counselors

David O. Gass  
K. Allan Voss  
Anthony J. Resimius  
Ryan J. Zinkel  
Kyle G. Borkenhagen  
Stephanie E. Malis  
Lili Clare Behm  
William P. Te Winkle  
R. T. Melzer  
Eldon L. Bohrofen

August 22, 2018

**VIA HAND DELIVERY**

The City of Sheboygan  
Sheboygan, WI 53081

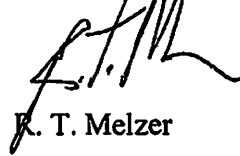
Re: Armory Community Project

Dear Sir/Madam:

I work with several foundations in the community, some of which have the Armory Community Project (ACP) in front of them at this time, and others will not be meeting until September or October. One obstacle is the unrealistic time frame that the ACP has for the initial deadline for gathering financial commitments totaling 1.5 million. Would the City please consider extending the financial deadlines by sixty (60) days to allow certain foundations the courtesy of a full review of this worthy project?

Thank you for your consideration.

Sincerely Yours,



R. T. Melzer

RTM/klb

909 N. 8th St.  
Ste. 100  
Sheboygan, WI  
53081

(920) 458-5501  
(920) 458-5874 FAX  
mail@rohdedales.com  
www.rohdedales.com

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 89-18-19 by Alderpersons Rindfleisch and Bohren authorizing a transfer of appropriation in the 2018 Budget to establish estimated revenue and appropriation for the 2018 Community Development Block Grant Entitlement Program.

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

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**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

The Common Council on May 21, 2018 approved Res. No. 29-18-19 which approved the Fiscal Year 2018 One Year Annual Action Plan for the Community Development Block Grant (CDBG) Program Submission. On August 22, 2018 the U S Department of Housing and Urban Development, Office of Community Planning and Development, Community Development Block Grant Program awarded funds in the amount of \$867,998 to the City of Sheboygan.

**STAFF COMMENTS**

Prior to the May 21, 2018 resolution approving the submission of the One Year Annual Action Plan, the Finance and Personnel Committee met to review the requests and approved distribution of the funds for various uses. As the funding has now been awarded, this request will allow the funds to be distributed as intended by the committee.

**ACTION REQUESTED**

Motion to recommend the Common Council approve Res. No. 89-18-19 authorizing a transfer of appropriations in the 2018 Budget to establish an estimated revenue and appropriation for the 2018 Community Development Block Grant Entitlement Program.

**ATTACHMENTS:**

- I. Res. No. 94-18-19
- II. Res. No. 29-18-19 Approving the Fiscal Year 2018 One Year Annual Action Plan
- III. Funding Approval/Agreement, US Department of Housing and Urban Development

III

4.3

Res No. 89 - 18 - 19. By Alderpersons Rindfleisch and Bohren.  
September 4, 2018.

A RESOLUTION to authorize a transfer of appropriations in the 2018 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2018 Budget for the purposes of:

Establish estimated revenue and appropriation for 2018 Community Development Block Grant Entitlement Program

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Community Block Grant Fund Entitlement 21861100-431901-0	Street Trees 21861100-631100	\$110,000
	Park Facilities- Cameras 21861100-631100	\$20,000
	Land Acquisition 21861100-611100	\$95,000
	Historic Preservation 21861100-540100	\$100,000
	Planning-Mayline Area Master Plan 21861100-521900	\$100,000
	Planning-Update Downtown Master Plan 21861100-521900	\$25,000
	Public Facilities-Street Lighting 21861100-631100	\$50,000
	Public Facilities- Bike Share 21861100-631300	\$13,000
	Cleanup of Contaminated Sites 21861100-521900	\$26,200
	Partners for Community Development 21898100-590100	\$25,000
	Salvation Army 21898100-590100	\$49,706
	Safe Harbor 21898100-590100	\$10,000

Finance + Personnel

Lakeshore Community Health Center 21898100-590100	\$3,000
SCIO 21898100-590100	\$5,000
Shoreline Metro 21893200-590100	\$42,493
Family Service Association 21898100-590100	\$15,000
Family Connections 21898100-590100	\$5,000
Administration 21898100-521500	\$173,599

BE IT FURTHER RESOLVED: That the City Clerk publish this budget change according to §65.90(5) of the Wisconsin Statutes.

*Ronald Ruffler*  
\_\_\_\_\_  
*James A. Bohne*  
\_\_\_\_\_

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

Res. No. 29- 18 - 19. By Alderperson Rindfleisch and Bohren May 21, 2018.

A RESOLUTION approving the FY 2018 One-Year Annual Action Plan for the Community Development Block Grant (CDBG) Program Submission.

WHEREAS, \$867,998 in entitlement Community Development Block Grant (CDBG) funds has been awarded in 2018 from the U.S. Department of Housing and Urban Development (HUD) to the City of Sheboygan for community development and housing activities, and

WHEREAS, the Finance and Personnel Committee has recommended to the Common Council that it approve the Final Statement of Community Development Objectives and Proposed Use of Funds, and

WHEREAS, the Finance and Personnel Committee further recommends to the Common Council that it authorize and direct the Mayor to execute all documents for the FY 2018 Community Development Block Grant submission, including the various certifications for the funds, and

WHEREAS, the Finance and Personnel Committee recommends the funds be distributed as follows:

Street Trees	\$110,000
Park Facilities- Cameras	\$20,000
Land Acquisition	\$95,000
Historic Preservation	\$100,000
Planning- Mayline Area Master Plan	\$100,000
Planning- Update Downtown Master Plan	\$25,000
Public Facilities- Street Lighting	\$50,000
Public Facilities- Bike Share	\$13,000
Cleanup of Contaminated Sites	\$26,200
Partners for Community Development	\$25,000
Salvation Army	\$49,706
Safe Harbor	\$10,000
Lakeshore Community Health Center	\$3,000
SCIO	\$5,000
Shoreline Metro	\$42,493
Family Service Association	\$15,000
Family Connections	\$5,000
Administration	\$173,599

WHEREAS, the Common Council has reviewed and hereby approves the Citizens Participation Plan for the development of this submission, and

WHEREAS, the Common Council finds that it is in the City's best

**Funding Approval/Agreement**

Title I of the Housing and Community Development Act (Public Law 930383)  
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Community Development Block Grant Program

OMB Approval No. 2506-0193  
 exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) City Of Sheboygan	3a. Grantee's 9-digit Tax ID Number 396005599	3b. Grantee's 9-digit DUNS Number 076144153
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) City of Sheboygan City Hall 828 Center Avenue Sheboygan, WI 53081	4. Date use of funds may begin (mm/dd/yyyy)	
	5a. Project/Grant No. 1 B-18-MC-55-0016	6a. Amount Approved \$867,998.00
	5b. Project/Grant No. 2	6b. Amount Approved

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Renee Ryles	Grantee Name Honorable Mike Vandersteen
Title Acting Director, Office of Community Planning and Development	Title Mayor of the City of Sheboygan
Signature <i>Renee Ryles</i>	Signature <i>Michael Vandersteen</i>
Date (mm/dd/yyyy) 08/22/2018	Date (mm/dd/yyyy) 08/22/2018

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 06/23/2018	10 check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy) 08/22/2018	
		9c. Date of Start of Program Year (04/01/2018)	
11. Amount of Community Development Block Grant			
	FY (2016)	FY (2017)	FY ( )
a. Funds Reserved for this Grantee	\$867,930.00	\$ 68.00	
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City of Sheboygan City Hall 828 Center Avenue Sheboygan, WI 53081
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature

**HUD Accounting use Only**

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
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entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that that indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 90-18-19 by Alderpersons Rindfleisch and Bohren, authorizing modifications to the 2019 health insurance premium rates, plan design and HSA contribution.

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

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**REPORT DATE:** September 05, 2019

**MEETING DATE:** September 10, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

This document identifies the recommended premium rates for medical and dental insurance for calendar year 2019, as well as contributions levels for medical insurance opt-out, employee Health Savings Account city contribution levels, and costs associated with covering a spouse on the plan who works full-time and has health insurance available.

**STAFF COMMENTS:**

The costs associated with medical insurance have been trending high. Adjustments are necessary in 2019. At this time, a ten percent increase is recommended for medical insurance premiums, as well as modified plan design (moving from 100 percent co-insurance to 90%percent co-insurance). Dental insurance remains the same. In addition, Health Savings Accounts (HSA) contributions are recommended in 2019 at a reduced funding level to \$400 for single coverage and \$800 for family/limited family.

On pages 369-375 of the 2019 Executive Budget, the Health Insurance Fund incorporates the budgetary impact of the recommended action.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve the resolution with changes to 2019 health insurance program.

**ATTACHMENTS:**

- I. Res. No. 90-18-19 Insurance options and rates
- II. Proposed 2019 Health Insurance Fund Budget

III

4.4

Res. No. 90 - 18 - 19. By Alderpersons Rindfleisch and Bohren.  
September 4, 2018.

A RESOLUTION adopting certain changes to the City's Medical Benefit Plan and Dental Benefit Plan effective for calendar year 2019 coverage and establishing the monthly premium equivalent rates effective for January 2019 coverage and thereafter.

RESOLVED: That the following changes to the City of Sheboygan's Medical Benefit Plan and Dental Benefit Plan effective for calendar year 2019 are hereby adopted:

- A) Effective January 1, 2019, all eligible employees and retirees have a qualified High Deductible Health Plan ("HDHP") which requires the deductible to be met first by one or more members on the Plan. The Plan has a deductible of \$1500 for single coverage and a \$3000 deductible for all other coverage. Once the deductible is met, co-pays and/or co-insurance may apply. Certain preventive services are covered at 100%, including certain preventive medications which automatically apply to a co-pay schedule. In 2019, in-network co-insurance will be covered at 90% after the deductible is met. In addition, the medical out-of-pocket maximum per individual is increased to \$3,000.

1) 2019 Health Insurance Monthly Premiums Rates

Coverage

Single	\$815.98
Employee w/spouse	\$1,547.30
Employee w/children	\$1,399.95
Family	\$2,148.96

- a. The monthly employee premium equivalent rates for full-time employees shall be:

Coverage

Single	\$163.20
Employee w/spouse	\$309.46
Employee w/children	\$280.00
Family	\$429.80

- b. The monthly employee premium equivalent rates for full-time employees with participate in the Health Risk Appraisal shall be:

*Finance  
Approved*

Coverage

Single	\$122.40
Employee w/spouse	\$232.10
Employee w/children	\$210.00
Family	\$322.34

- c. The monthly employee premium equivalent rates for full-time employees who participate in the Health Risk Appraisal and achieve 1100 Wellness points during the preceding Wellness Plan Year (September 1 - August 31 of the previous year) shall be:

Coverage

Single	\$ 66.34
Employee w/spouse	\$125.80
Employee w/children	\$113.82
Family	\$174.72

- d. The monthly employee premium equivalent rates for part-time, eligible employees shall be:

Coverage

Single	\$407.99
Employee w/spouse	\$773.65
Employee w/children	\$699.97
Family	\$1,074.48

- e. New employees or those not previously eligible for health insurance will receive the rates listed in subsection (c) above for the 2019 plan year (and the associate rates for the 2020 plan year) in order to allow the employee the necessary time to participate in the Wellness Plan Year, which runs from September 1 to August 31.

- 2) In 2019, the City will partially fund a Health Savings Account (HSA) for employees and/or family members (eligibility follows IRS guidelines) on the plan as of January 1, 2019. Except in the case of a collective bargaining agreement that states otherwise, the maximum City funding amounts will total \$400 for those with single coverage and \$800 for those of single plus spouse, single plus child/ren and full family.

- a. Employees who are on the Plan on January 1, 2019 shall have their HSA funded in January 2019.
  - b. No contributions will be made for those new to the plan on or after January 1, 2019.
  - c. HSA contributions are issued to an employee and/or family member based on eligibility of the employee and/or retiree on January 1. Mid-year changes for an active plan participant after January 1 are not eligible for HSA contributions. In addition, COBRA-only participants are not eligible for the City contribution to the HSA.
  - d. Employees/retirees are responsible for notifying the Human Resources Department if the employee/ retiree is or will be an active participant of a secondary government-issued health insurance, such as Medicare or Tricare, as of January 1 of the Plan year. Following IRS guidelines, neither the City nor the employee may contribute to a HSA account if the employee is also participating in the government plan.
  - e. Employee/retirees who elect the family plan, single plus child(ren) and single plus spouse remain eligible for the applicable HSA contribution, even if their dependent is on a government issued Plan so long as their spouse is not listed on the employee's HSA account. Once an employee is not eligible for the HSA contribution, no HSA contribution will be provided to spouse and/or dependents on the plan.
- 3) A spousal surcharge is applied to employees who cover their spouse on the City's Medical Benefit Plan when that spouse works full-time and is eligible for insurance through their employer but chooses to remain on the City's insurance. The spousal surcharge is \$100 per month (\$50 charged during the first two payrolls of each month).
- 4) Eligible full-time employees who waive or drop coverage will be eligible for an opt-out bonus,

with a maximum yearly benefit of \$1,200. This amount would be paid directly to the employee in the last quarter of the calendar year for any month the full-time eligible employee is not on the Medical Benefit Plan.

- 5) In all cases, employees are eligible for either the opt-out bonus or the HSA contribution as of the employee's January 1 election; not both.

**BE IT FURTHER RESOLVED:** That effective for January 2019 coverage and thereafter the monthly premium equivalent rates for the City of Sheboygan Dental Plan for active employees are hereby adopted:

- A) Effective January 1, 2019, all qualified employees will have a Dental Benefit Plan available. This plan has a \$25 deductible per participant and a maximum \$1,500 benefit per year per participant.

1) 2019 Dental Insurance Monthly Premiums Rates

Coverage

Single	\$ 45.24
Employee w/children	\$102.02
Employee w/spouse	\$ 91.31
Family	\$149.92

- a. The monthly employee premium equivalent rates for full-time employees shall be:

Coverage

Single	\$ 6.79
Employee w/children	\$ 15.30
Employee w/spouse	\$ 13.70
Family	\$ 22.49

- b. The monthly employee premium equivalent rates for part-time employees shall be:

Coverage

Single	\$ 22.62
Employee w/children	\$ 51.10
Employee w/spouse	\$ 45.66
Family	\$ 74.96

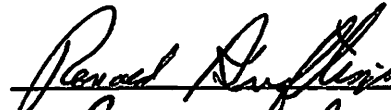
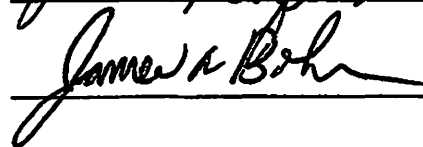
BE IT FURTHER RESOLVED: That effective for January 2019 coverage and thereafter the monthly premium equivalent rates for the Medical Benefit Plan that will be charged to retirees not on Medicare shall be:

<u>Coverage</u>	
Single	\$ 815.98
Retiree w/spouse	\$1,547.30
Retiree w/children	\$1,399.95
Retiree w/family	\$2,148.96

BE IT FURTHER RESOLVED: That effective for January 2019 coverage and thereafter the monthly premium equivalent rates for the Medical Benefit Plan that will be charged to retirees on Medicare shall be:

<u>Coverage</u>	
Medicare/Single	\$ 686.55
Medicare/1	\$1,502.53
Medicare/2	\$1,373.10

BE IT FURTHER RESOLVED: That said changes and rates shall not supercede the provisions contained within any applicable collective bargaining agreements.

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

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:** Res. No. 91-18-19 by Alderpersons Rindfleisch and Bohren to authorize a transfer of appropriations in the 2018 budget.

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

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**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

On August 21, 2018, the Fire Department received a Georgia-Pacific Foundation check for \$2,500 which will be used for two more fire suppression tools so the Fire Department can outfit all three on-duty paramedic units and a gas meter so we can increase our capabilities and have redundancy when it comes to the monitoring of toxic or explosive gases.

**STAFF COMMENTS**

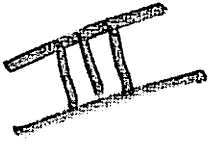
This foundation contribution was not a planned resource and therefore could not be budgeted. The resolution will establish the appropriation in the 2018 budget for the supplies the donation was intended to purchase.

**ACTION REQUESTED**

Motion to recommend the Common Council approve Res. No. 91-18-19 authorizing a transfer of appropriations in the 2018 Budget.

**ATTACHMENTS:**

- I. Res. No. 91-18-19



4.5

Res. No. 91 - 18 - 19. By Alderpersons Rindfleisch and Bohren.  
September 4, 2018.

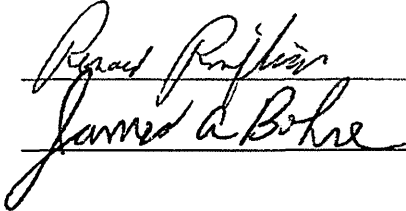
A RESOLUTION to authorize a transfer of appropriations in the 2018 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2018 Budget for the purpose of:

Establish appropriation for contribution from the Georgia Pacific Foundation for (2) fire suppression tools and a gas meter.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund Fire Department Contributions 10122100-467101	General Fund Fire Department Fire Fighting Supplies 10122100-530500	\$2,500.00

*Finance + Personnel*

  
 \_\_\_\_\_  
 James A. Bohren

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 on R.O. No. 114-18-19 accepting the 2018 Long Term Financial Plan.

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**REPORT PREPARED BY:** Darrell Hofland, City Administrator

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**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

---

**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

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**BACKGROUND / ANALYSIS:**

The City of Sheboygan recognizes a long term financial plan will be a valuable tool combining financial forecasting with the Strategic Plan. The process combines future scenarios to assist in the navigation of challenges. The Long Term Financial Plan forecasts projected revenue and expenses using assumptions about economic conditions and future spending to align with long term objectives.

**STAFF COMMENTS:**

Governments utilize a comprehensive long term financial plan to stimulate discussion and engender a long range perspective for decision makers. It can be used as a tool to prevent financial challenges while it stimulates long term strategic thinking. In addition, it can give consensus on long term financial direction and is a useful tool for communications with internal and external stakeholders.

Attached is an update to the Long Term Financial Plan which was approved by the Common Council in February, 2017.

**ACTION REQUESTED:**

Motion to recommend the Common Council accept and file R.O. No. 114-18-19 by the City Administrator accepting the 2018 Long Term Financial Plan.

**ATTACHMENTS:**

- I. R.O. No. 114-18-19

**II**

**DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**

R. O. No. 114 - 18 - 19. By CITY ADMINISTRATOR. September 10, 2018.

Submitting the City of Sheboygan 2018 Long Term Financial Plan to the Common Council.

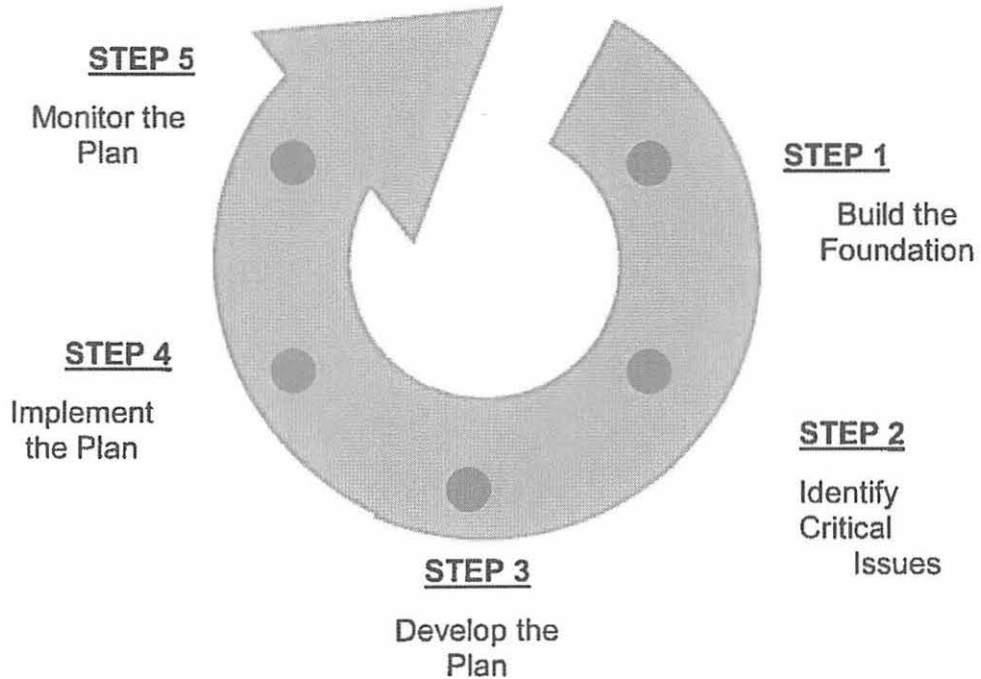
*Finance  
Personnel*

\_\_\_\_\_  
City Administrator

# LONG TERM FINANCIAL PLAN

***The LTFP is a financial strategic plan***

The City of Sheboygan, at the Common Council direction, annually prepares a comprehensive Long Term Financial Plan (LTFP). The LTFP is intended to serve as a tool, providing Common Council and the public with the insight required to address issues impacting the city's financial condition. The Plan consists of the complete strategic plan.



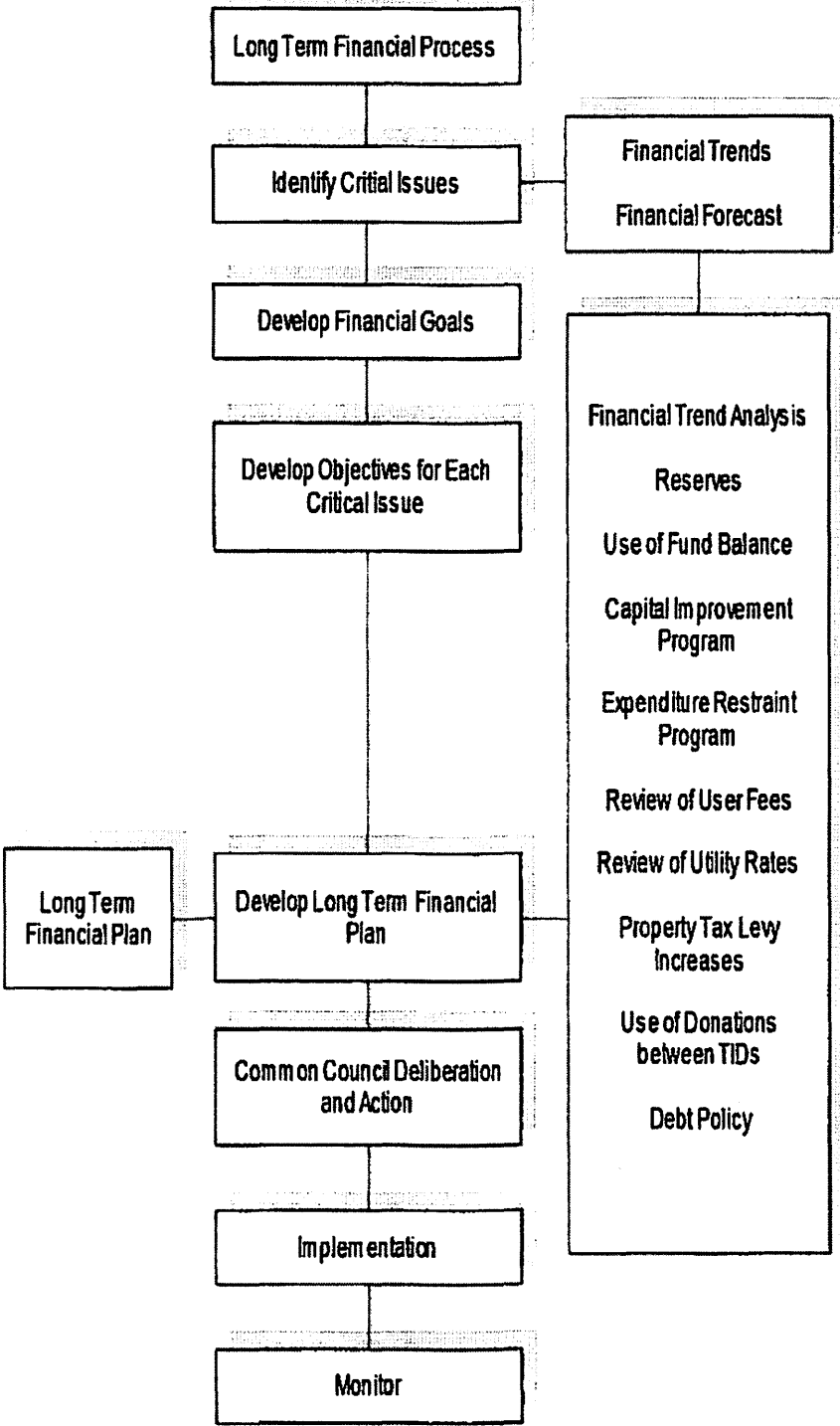
## Long Term Financial Plan Process

The city's LTFP begins by identifying several critical areas which have, or are expected to have, an impact on the financial condition of the city over the next five years. Once the critical issues are identified, specific goals and objectives are developed for each project designed to meet the overall goal of the project.

***To provide a clear and concise Long Term Financial Plan, identifying the city's current and projected financial condition, and proposing specific alternatives to address identified problems.***

***The Long Term Financial Plan process***

The chart below graphically describes the process that went into developing the city's LTFP. This project was conducted largely by city management team.



The Management Team is responsible for keeping the projects on track and on schedule. The Team also identifies when their goals and objections are met. The key message expressed to the Management Team is that the LTFP has to

be clear and concise while providing very specific and practical recommendations that addressed the issue at hand.

***The LTFP represents elements of the City's fiscal policy.***

The LTFP for the City of Sheboygan represents the ongoing focus on financial strategic plans. Elements of the LTFP have been incorporated on an annual basis into the development, deliberation and approval of the Annual Program Budget. The plan is intended to be a well thought-out analysis of the issues that may affect the finances of the City of Sheboygan.

***Trends & Forecast are the foundation of the LTFP***

The LTFP uses financial trends and forecasts to identify future financial challenges and opportunities, and then identifies strategies to secure financial sustainability within these same challenges and opportunities. The trends and forecast must identify how, from a financial perspective, the city will provide a consistent level of public services and also addresses special issues of concern to the community.

***Financial Sustainability***

Financial sustainability extends beyond the ability to raise sufficient revenue to meet expenditures by ensuring that the level and types of service expected from the community can be delivered while assessing and managing associated risk at acceptable levels of sources of revenue.

The goal is to ensure financial sustainability through flexibility, efficiency, sufficiency, integration and credibility.

**Flexibility:** ability to effectively respond to changing circumstances. The capacity to be able to respond to significant atypical conditions or events needs to be considered as part of this goal.

**Efficiency:** using public funds to provide the highest level of needed services possible within the funding available. There are two components of this goal: strive to use the least resources to provide a given level of service and to target resources at those services most valued by citizens and only providing services that provide sufficient value to justify the costs.

**Funding sufficiency:** having sufficient resources to support the delivery of services. This goal not only refers to the amount of funding but also to the consistency in funding level changes relative to changes in expenditures and the diversity of funding sources.

**Integration:** ensuring that the financial constraints under which the city operates are fully considered when engaged in policy-making and decision-making.

**Credibility:** achieving financial performance in a way that maintains public confidence in the city's ability to provide services and infrastructure at expected levels. Financial decisions should be consistent with the overall goal of financial sustainability. Services must be valuable to citizens and the benefits provided must be perceived that the services are in proportion to the taxes and fees paid.

***Financial Strategies***

Financial strategies have been identified to contribute to the five financial goals.

**Ensure adequate funding:** obtain adequate funding from multiple sources for requirements related to day-to-day operating commitments, capital equipment life cycle and infrastructure needs, as well as managing growth and development. This would encompass a balanced approach between understanding the timing and nature of operating expenditures to ensure they are matched with reliable and stable funding sources and capital funding related to infrastructure needs and maintaining capital assets. This strategy includes identifying costs and maintaining or increasing funding from existing and new revenue sources.

**Achieving diverse sources of funding:** identify actions related to alternative and innovative funding sources that will help the city respond to the pressures of growth and redevelopment and reduce the reliance on property taxes. Property taxes, user fees and intergovernmental revenue are the traditional inelastic revenue sources used to meet expenditure requirements that are continually under upward pressure which can place stress on the city's financial position.

**Managing expenditures:** containing costs in order to limit pressure on revenue requirements maintain market competitiveness and/or reserve capacity to maintain service levels. This can be accomplished by increasing efficiencies in service delivery, setting spending priorities to ensure the most important areas are funded, and positioning the city as an efficient provider of services and infrastructure.

**Providing for contingencies:** prepare the city to manage risk and to be resilient when dealing with unforeseen circumstances while limiting the impact on services. This can be accomplished by monitoring economic and operational factors and forecasts in order to be able to respond to changing circumstances and ensuring that the city has access to enough funds to meet unforeseen urgent needs and manage risk appropriately.

**Using debt strategically:** providing capital funding flexibility by allowing infrastructure to be built and used before sufficient revenue has accumulated to offset needed investment. This can be accomplished by managing the level of debt and strategically making essential assets available as well as examining a wider range of debt financing instruments.

**Operating with foresight:** taking into account the current and future impacts of decisions on services and infrastructure. This includes maintaining or extending existing practices regarding a long-term approach in decision making.

**Maintaining sufficient cash flow:** allowing the city to pay the costs of supplying services and infrastructure throughout the year to match expenditure requirements, including debt service.

**Promoting and enabling integration of priorities and resources:** identifying and encouraging awareness of the financial implications of policy making and decision making on the city's financial position. This can be accomplished by linking needs and actions to resources, responsibilities and timeliness among stakeholders, promoting greater efficiency by reducing duplication of effort or working at cross purposes and managing growth and development.

**Input from Multi-Year  
City Plans**

Common Council-approved multi-year Capital Improvement Program is included in the Long Term Financial Plan as it will impact the finances of the City over the next five years.

From a fiscal perspective, the city's financial picture is positive. The General Fund's fund balance exceeds the city's policy of a minimum 25 percent of expenditures, largely due to significant expenditure savings experienced over the last few years.

Due to the Common Council's 2018 decision to utilize \$5.5 million of General Fund uncommitted fund balance to reduce the amount of borrowed funds for the \$10.5 million City Hall Renovation Project, the percent of uncommitted fund balance is projected to decrease in 2018 from 56 percent of expenditures to 42 percent of expenditures.

Overall, the City is in excellent financial shape and should be able to accommodate the expenditure growth that is anticipated over the next ten years.

**State of Wisconsin  
Restrictions on local  
governments**

External factors imposed by the State of Wisconsin have played a key role in shaping the city's financial picture. These factors include restrictions on property tax levy increases and restrictions on new or increase in existing user fees without corresponding reductions in property tax level.

Several city funds are tied directly to development and consequently, are expanding. The active Tax Incremental Districts all have a positive financial outlook, as the increment is sufficient to meet obligations, or serve to donate funds to other districts. The city also has capacity to develop additional tax incremental districts within the 12 percent capacity limit established by the WI Department of Revenue.

The LTFP provides a framework from which the Common Council and Staff can frame future financial decisions.

As outlined in the 2018 Adopted Program Budget the recommendations from the city's multi-year plans are included in the LTFP as they impact the finances of the city. All of the plans were utilized in LTFP analysis of the General Fund, tax levy and TID's. The fiscal related issues include:

- *Financial Trend Analysis* - All operating position and debt indicators were favorable.
- *Reserves* - The General Fund target is maintaining a 25 percent uncommitted fund balance. The LTFP indicates that a 25 percent uncommitted fund balance is attainable through the ten year period.
- *Use of Fund Balance as a revenue source* – The city policy restricts the amount of undesignated fund balance for the General Fund that is applied to the budget for the ensuing year shall not reduce the undesignated fund balance below an amount equal to 25 percent of the ensuing year's General Fund expenditures.
- *Capital Improvement Program* – The Five Year Capital Improvement Program includes requests from all city departments for assets and infrastructure improvements, including tax increment districts. The Five

Year Capital Improvement Program is funded from tax levy, debt issuance, contributions and federal, state and local grant funding.

- *Expenditure Restraint Program* – The analysis presumes the city will remain eligible for this State of Wisconsin program which rewards operating (funds affected by the tax levy) budgets who budget annually at or below inflation plus a percentage of net new construction. The LTFP projects expenditures based on projected inflation.
- *Review of User Fees* – The city's Management Team reviews existing fees for consideration of increases annually.
- *Review of Utility User Fee Rates* – Rates are reviewed annually for possible adjustments. Rates were increased for water on May 1, 2018, and sewer on January 1, 2018, by 4.92 and 10.00 percent respectively. Sewer rates are anticipated to increase by 7 percent in 2019.
- *Property Tax Levy Increases* – Increases in the property tax levy should not result in an equalized tax rate increase more than inflationary levels. The city's equalized tax rate in 2017 (to fund the 2018 budget) of \$9.372 is a decrease of 1.56 percent over the previous year's rate of \$9.521.
- *Use of Donations between TIDs* – The city has a number of well performing Tax Incremental District (TID) with capacity to donate to other underperforming TIDs.
- *Debt Policy* – This policy establishes parameters for issuing and managing debt. No more than 60 percent of the State of Wisconsin's limit of 5 percent of equalized value.

A financial projection of the General Fund, Debt Service Fund and tax levy requirements is included in the LTFP. An analysis of the TIDs is conducted annually.

An analysis of General Fund revenues and expenditures as well as the General Fund's fund balance is conducted annually. Based on actual and current budgeted revenues and expenditures as well as annual CPI changes, a five year forecast was developed.

#### Revenue Assumptions:

#### **General Fund Revenue Assumptions**

- *Property Tax Levy* – Current State limits continue. Tax levy increases for all funds limited to net new construction (floor of zero percent), adjustments to debt service, and additional adjustments due to annexations, transfer of services to/from another municipality, adjustments due to increases of fees for tax levy supported services and amounts approved by referendum. The levy is projected to increase slightly due to a majority of net new construction development occurring in TIDs. For the benefit of the 2018 debt service expenses, \$310,000 of additional property taxes was included in the 2018 budget.
- *Intergovernmental Revenue* – Current State funding continued. Mostly stable continuation of transportation aids, expenditure restraint program, state shared revenue program and recycling grant. This revenue category is projected to remain stable. The exception is Transportation Aids which will continue to increase based upon the State formula which recognizes the city's increase in transportation-related expenses.
- *All Other Revenue* – Includes Permits and Licenses, Fines and Forfeitures, Charges for Services, and Miscellaneous Income. Slight

increase anticipated in construction-related permits due to construction activity of multi-family housing units. All other revenues in this classification anticipated to remain stable.

- Other Financing Sources – Conservatively estimated with slight change or no change.

## **General Fund Expenditures Assumptions**

### **Expenditure Assumptions**

- Personnel Expenditures - Wages and benefits, including Wisconsin Retirement System (rates determined by the state) and health insurance (self-insured by the City of Sheboygan). A major portion of expenditures are wage related. Consistent with collective bargaining agreements for wage increases, a 2.25 percent wage increase is included in the proposed 2019 budget. For the second consecutive year, a 10 percent increase in health insurance rates is included in the proposed 2019 budget.
- Non-Personnel Expenditures – Contracted services, office supplies, utilities, gasoline, liability and property insurance, training and conferences and communication are the main expenses.

Based upon these assumptions, the proposed 2019 General Fund budget will utilize approximately \$900,000 in fund balance. Due to conservation budget assumptions, it is anticipated that little to no actual use of these funds will be necessary. Regardless, the General Fund budget projects a fund balance which will exceed the fund balance policy of maintaining a minimum of 25 percent.

## **Tax Levy Revenue**

Tax Levy Revenue – Tax levy revenue is the largest revenue source for city services and projects.

Tax levy revenue is collected for the following funds:

- General – Largest tax levy portion is allocated to this fund which is the operating fund of the city. Increases in the property tax allocation are expected to increase slightly.
- Library – Tax levy portion allocated to Mead Public Library Fund increased in 2018 slightly over the prior year, in contrast to the prior five years which experienced no increase.
- Park, Forestry and Open Space – Tax levy funding, which was first allocated in 2017, will continue to be \$110,000 to fund capital items.
- G.O. Debt Service – Tax levy portion allocated to G.O. Debt Service Fund will continue to increase to accommodate the increase in annual debt service payments, which are the result of an aggressive street improvement plan.
- Capital Projects – Tax levy for capital projects has been allocated to the Capital Project Fund, starting with the 2017 Annual Program Budget. In the approved 2018 and proposed 2019 budgets, the amounts allocated have declined.
- Transit – Tax levy portion allocated to the Transit Utility Fund has remained stable for the past six years.

Tax levy limits under current state law may change with future legislation. Changes to the law will require adjustments to future long-range forecasts as

necessary. Future limitations could impact the ability of the city to deliver services.

### ***Summary***

The LTFP is designed to be a dynamic document that is modified based on current or new conditions. External factors play a key role in determining the financial picture of the city. The external factors include legislation approved by the State of Wisconsin, development and the economy. These factors may impact the financial picture positively or negatively.

The current financial situation reflects a strong financial position, prudent fiscal practices and solid reserves for the funds included on the LTFP.

III

48

Res. No. 94 - 18 - 19. By Alderpersons Rindfleisch and Bohren.  
September 4, 2018.

A RESOLUTION establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

WHEREAS, Section 2-905 of the Municipal Code of the City of Sheboygan requires an annual budget appropriating monies to finance activities of the City for the ensuing fiscal year, and

WHEREAS, The Common Council Committees have duly considered and discussed a budget for 2019 as proposed by the City Administrator, and

WHEREAS, A public hearing on the budget will be held on October 15, 2018 as required, and

WHEREAS, The 2019 budget requires a tax levy to partially finance the appropriations.

NOW, THEREFORE, BE IT RESOLVED: by the Common Council of the City of Sheboygan that:

Budgeted revenue estimates and expenditure appropriations for the year 2019 for the City's General Fund; Special Revenue Funds - MEG Unit, Block Grant, Housing Revolving Loan, Business Revolving Loan, Mead Library, Tourism, Park, Forestry and Open Space, Park Impact Fee Fund, Cable TV, Municipal Court, Ambulance, Special Assessment, Harbor Centre Marina, Redevelopment Authority, Storm Water; Debt Service Funds - G O Debt Service, Convention Center Debt Service, TID 6, TID 10, TID 11, TID 12, TID 13, TID 14, TID 15, TID 16, TID 18, Environmental TID; Capital Project Funds - Capital Projects, Capital Improvement, Industrial Park, TID 14 Capital, TID 16 Capital, TID 17 Capital, TID 18 Capital, TID 19 Capital; Proprietary Funds - Motor Vehicle, Health Insurance, Liability Insurance, Workers Compensation Insurance, Information Technology; Enterprise Funds - Water Utility, Wastewater Utility, Transit Utility, Parking Utility, Boat Facilities; and Fiduciary Funds - Cemetery Perpetual Care, Mead Public Library Trust be and are hereby adopted as set forth in the attachment and established in program category detail in the budget document.

Refer to  
Finance Personnel  
AHPB  
Public Works

BE IT FURTHER RESOLVED: that the Personnel Schedule as presented in the 2019 budget be approved, and

BE IT FURTHER RESOLVED: that the property tax levy required to finance the 2019 Budget is \$23,770,487.

Ronald Ruffland  
James A. Boh

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:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

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**REPORT PREPARED BY:** Greg Vertelka, Director of Information Technology

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**REPORT DATE:** September 4, 2018

**MEETING DATE:** September 10, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

Budget overview for the 2019 Information Technology Budget.

**STAFF COMMENTS:**

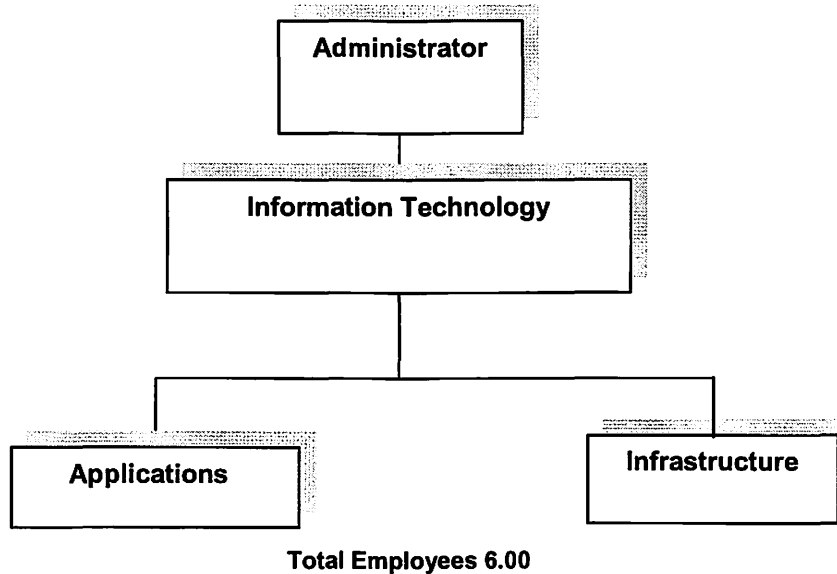
The attached documents highlight the difference between the 2019 and 2019 Information Technology Budgets along with a recommended Information Technology headcount and technology revenue/cost model.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the IT Department 2019 Budget as presented.

**ATTACHMENTS:**

- I. Information Technology Mission Page
- II. Information Technology Budget Review



**Fund Purpose:**

To provide products and services that meet the requirements of the City of Sheboygan, the affiliated organizations, and the public in such a manner that is easy to understand, access, and use.

**Fund Description:**

As a customer service based, and quality focused department, the Information Technology Department provides a vibrant infrastructure, an integrated tool set of applications and information access services to support current and future technology goals and the strategic plan focus areas of the City of Sheboygan. This program is administered by the Information Technology Department.

**2019 Budget Highlights**

The Executive Budget includes the following change:

- An increase in Personal Services of \$56,045 due to the addition of a full time Network Administrator on July 1, 2019.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Permanent Staffing</b>					
IT Director	1.00	1.00	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00	2.00	2.00
Network Administrator	0.00	1.00	1.00	1.00	2.00
Network Specialist	1.00	0.00	0.00	0.00	0.00
PC Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Staffing</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Revenues</b>					
Intergovernmental Revenue	0	0	8,116	0	8,116
Charges for Services	854,257	853,477	880,178	880,499	936,625
Miscellaneous Revenue	7,342	6,946	10,000	5,600	6,000
Interfund Transfers	0	0	0	0	0
<b>Total Revenues</b>	<b>861,599</b>	<b>860,423</b>	<b>898,294</b>	<b>886,099</b>	<b>950,741</b>



Expenditures	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2018 Executive
Personal Services	554,005	503,621	559,497	554,428	648,153
Non-Personal Services	256,063	284,973	429,252	361,752	304,390
Capital Outlay	503,408	37,513	0	0	0
Depreciation	44,145	24,958	44,145	24,958	24,958
<b>Total Expenditures</b>	<b>1,357,621</b>	<b>851,136</b>	<b>1,032,895</b>	<b>941,138</b>	<b>977,501</b>

**Focal Area:** Governing and Fiscal Management.

**Goal:** To deliver technical services in a timely manner.

**Objective:** 1. Close all Critical/High IT Help Request tickets within a 5 day window.  
2. Close all tickets for current year.

Measurements	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Workload</b>					
Average days to close for critical/high IT help request types	N/A	N/A	5	5	5
<b>Efficiency</b>					
Percent of IT help request	N/A	N/A	90%	90%	90%

**Focal Area:** Governing and Fiscal Management.

**Goal:** Keep technology components current.

**Objective:** 1. Maintain the firmware and software on all core servers and network switches to be the most current level or one revision back from what is publicly available.

Measurements	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Workload</b>					
Core servers/network switches maintained	N/A	N/A	100%	100%	100%

**Focal Area:** Governing and Fiscal Management.

**Goal:** To reduce the areas of risk where a security breach may occur.

**Objective:** 1. Deploy the FortiClient anti-virus on city computers.  
2. Conduct regular security assessments by an outside firm.

Measurements	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Workload</b>					
Percentage of antivirus software installed	75%	100%	100%	100%	100%
Number of security assessments performed	1	2	2	2	2



**Focal Area:** Governing and Fiscal Management.

**Goal:** To provide employees and citizens access to city applications.

**Objective:** Provide internal and external system availability of 99 percent.

Measurements	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Workload</b>					
Internal system availability	N/A	N/A	99%	99%	99%
External system availability	N/A	N/A	99%	99%	99%

**Significant Capital Projects**

The following is a list of the projects for 2019:

1. Data Center – City Hall

**Project Description:**

This project will serve as the primary data center for the City of Sheboygan organization to ensure back up in the event of an emergency.

**Project Origin/Background:**

In conjunction with the relocation back into the newly renovated City Hall in 2019, a primary data center will be installed. (A secondary data center was installed in 2018 at the wastewater treatment plant.).

**2019 Project Cost:** \$207,000\*

**Total Project Cost:** \$207,000

**Estimated 5 Year Maintenance and Operating Impact:** \$0 – No additional personnel and other operating costs, i.e. maintenance or utility.

Operating Impact	2019	2020	2021	2022	2023	Total
	\$0	\$0	\$0	\$0	\$0	\$0

2. Enterprise Backup System

**Project Description:**

This project will allow the City to fully backup its computer data.

**Project Origin/Background:**

The current core backup system does not have the capacity to fully support the data backup needs of the City.

**2019 Project Cost:** \$115,000\*

**Total Project Cost:** \$115,000

**Estimated 5 Year Maintenance and Operating Impact:** \$0 – No additional personnel and other operating costs, i.e. maintenance or utility.

Operating Impact	2019	2020	2021	2022	2023	Total
	\$0	\$0	\$0	\$0	\$0	\$0

\* Project will be initiated and completed in 2019 Budgeted Year.

\*\*Project will span beyond 2019 Budget Year.

\*\*\*Project was initiated in prior Budget Years and will be completed in 2019.

# 2018 Information Technology Budget Review

9/10/2018

Greg Vertelka

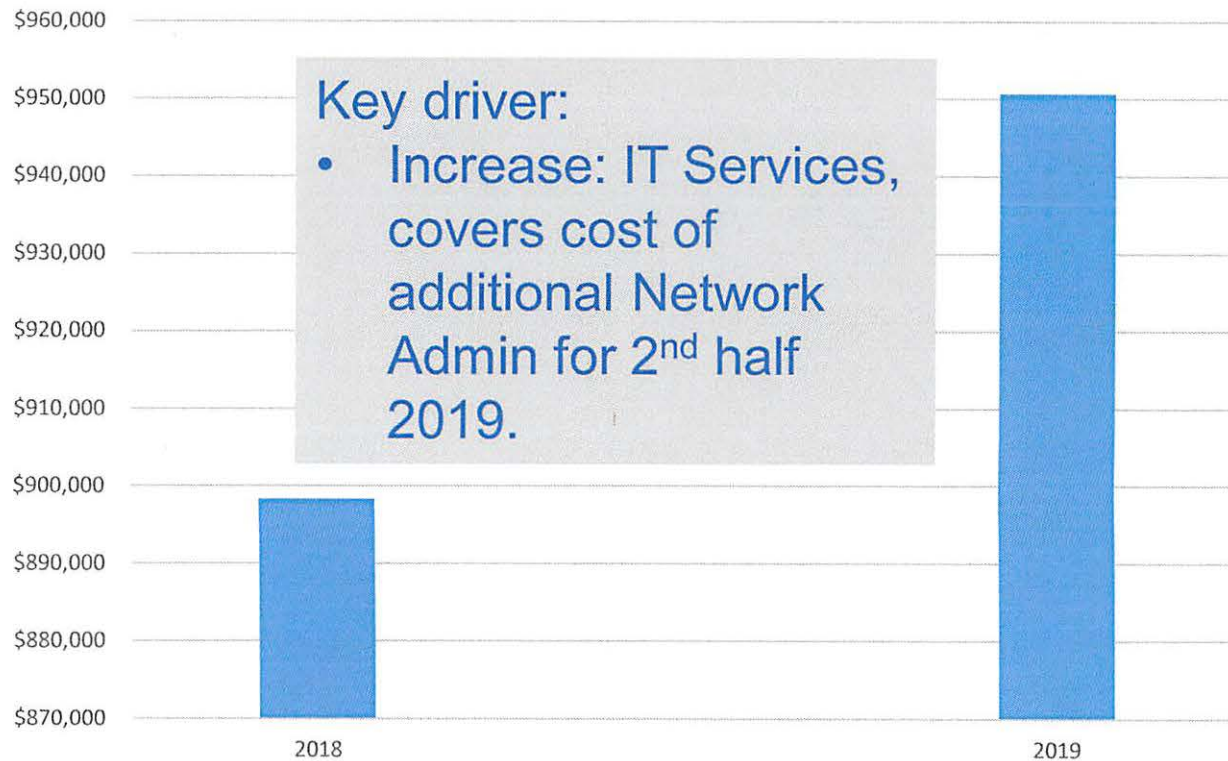


# Agenda

- 2018 – 2019 Comparison
- Information Technology Organizational Review



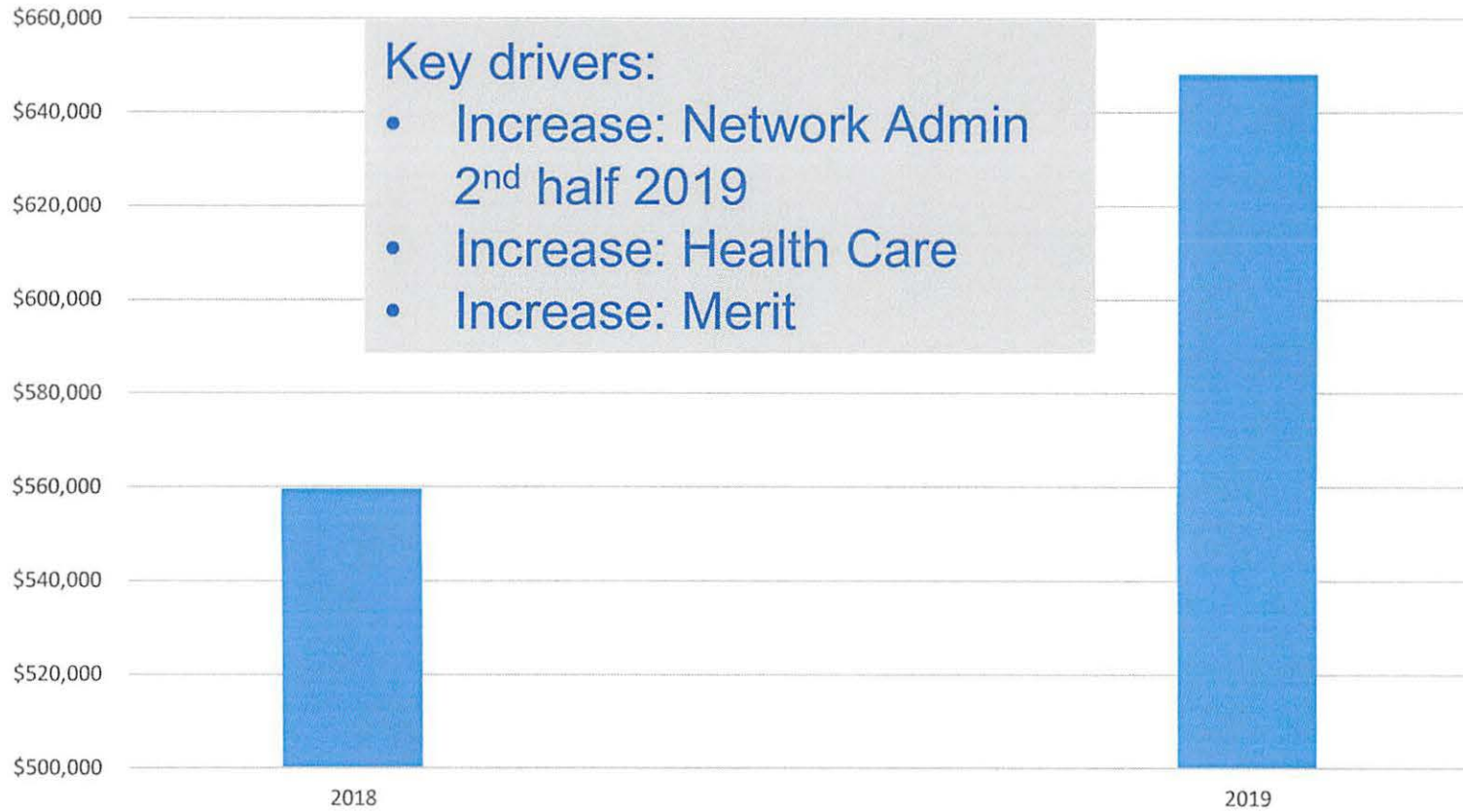
# Revenue



Revenue increase: ~\$52,000 (6%)



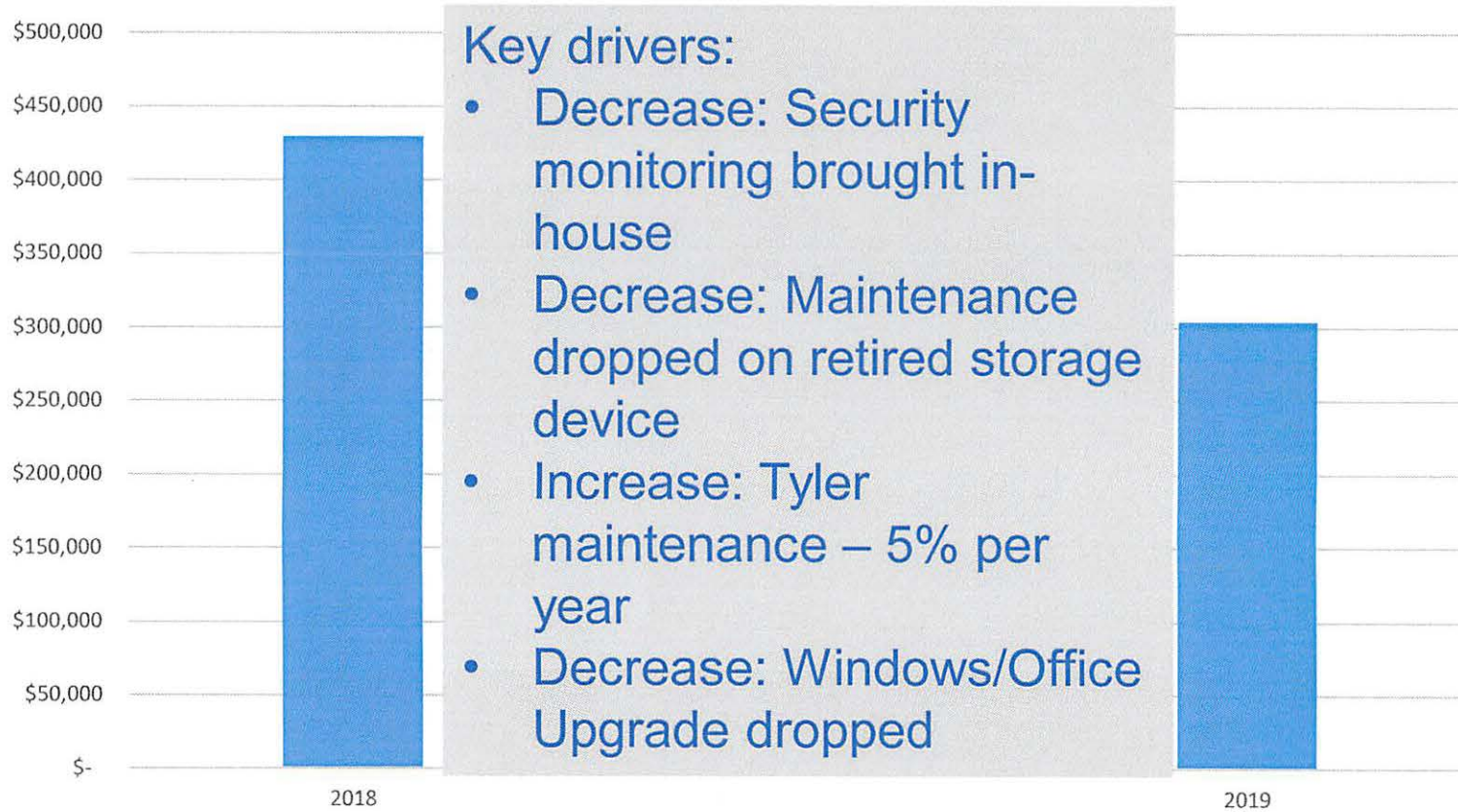
# Personal Services



Personal Services increase: ~\$89,000 (16%)



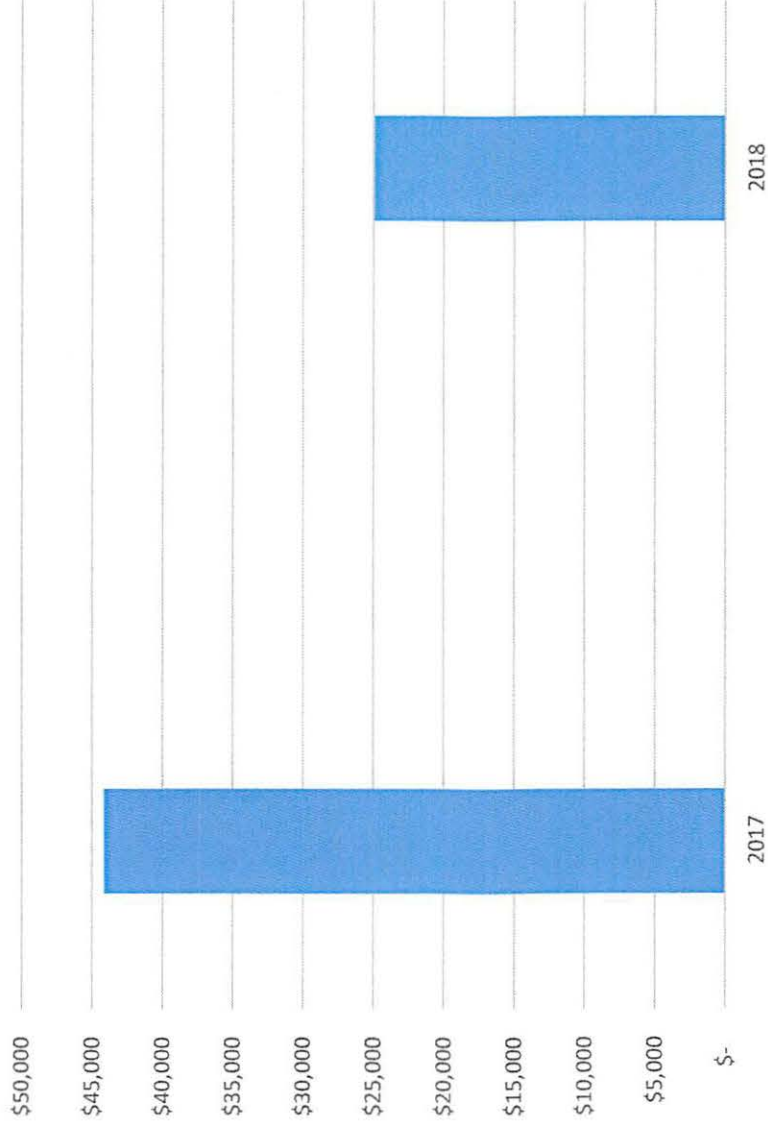
# Non-Personal Services



Non-Personal Services decrease: ~\$125,000 (29%)



# Depreciation



Depreciation decrease: ~\$19,000 (43%)



# Capital Spend 2019

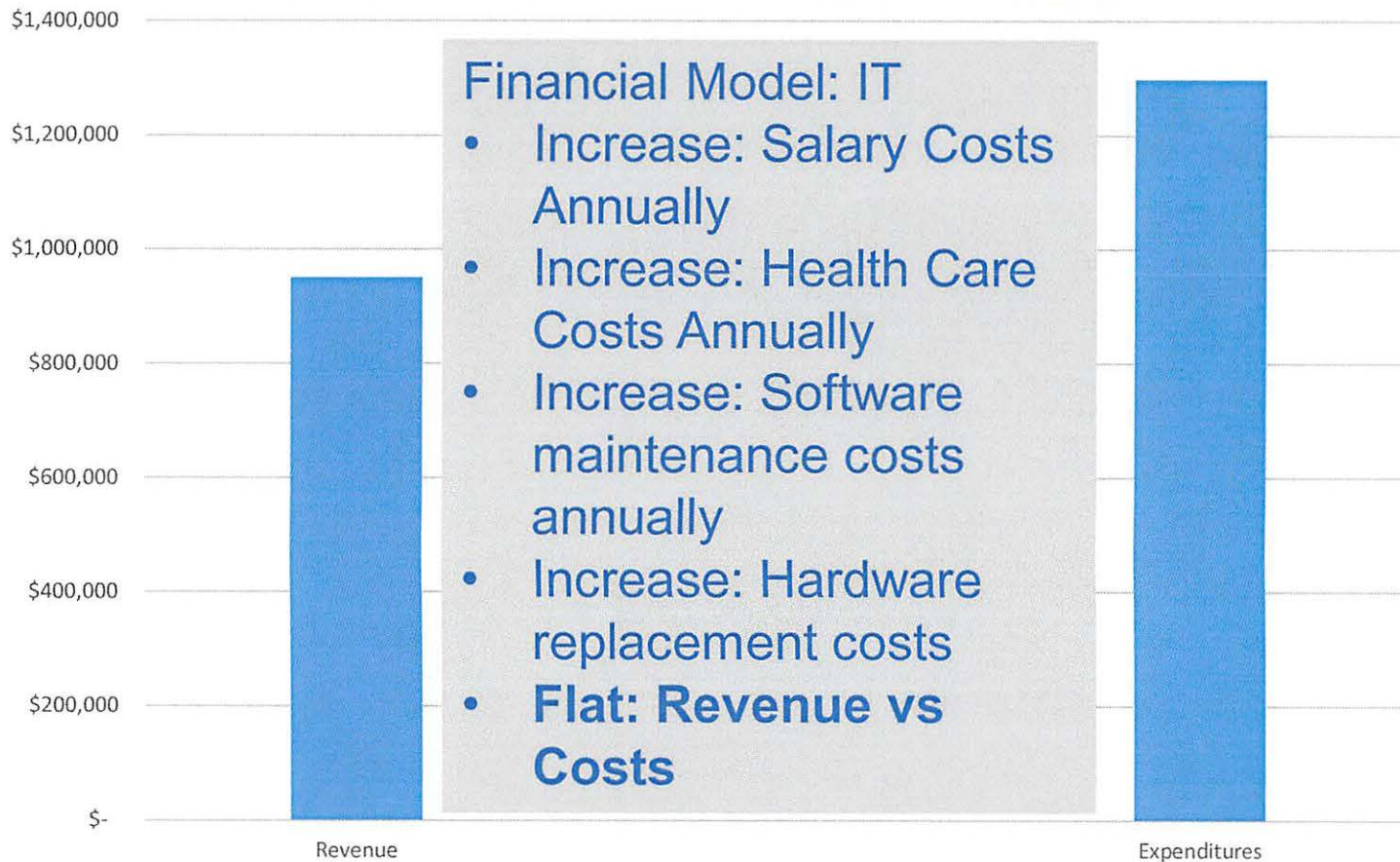
Data Center	\$207,000
Enterprise Backup System	\$115,000
Total	\$322,000

Note: The following projects on the CIP Executive plan were dropped:

1. Windows/Office Upgrade
2. Asset Management System



# Cash Flow/Financial Model



Deficit spend of ~\$349,000

Information Technology Financial Model – Not Sustainable



# Information Technology

## Organizational Review

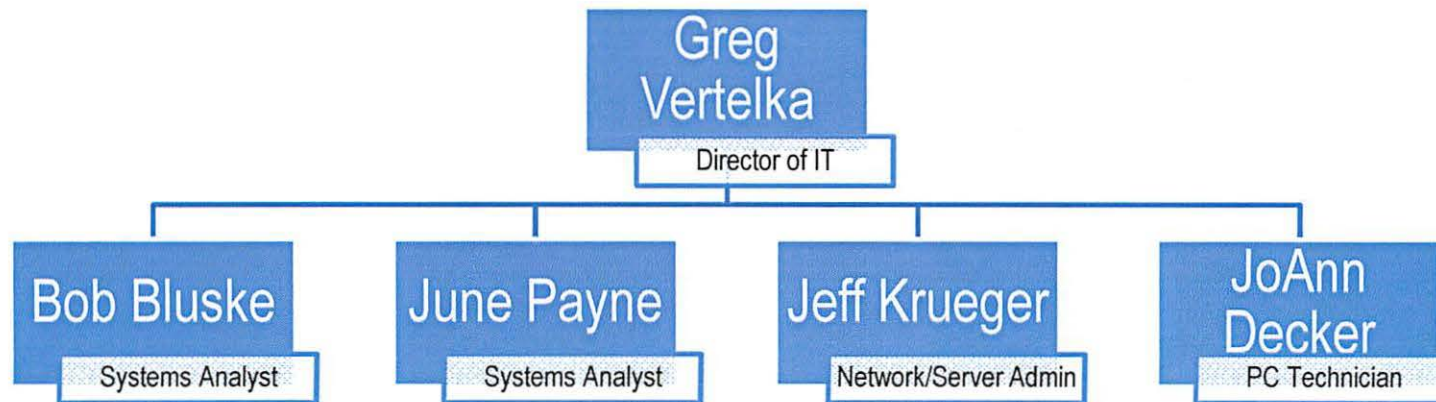


# Agenda

- Technology Organization
  - Current
  - Proposed (Gap)
  - Risk Review



# IT Organization Chart : Current

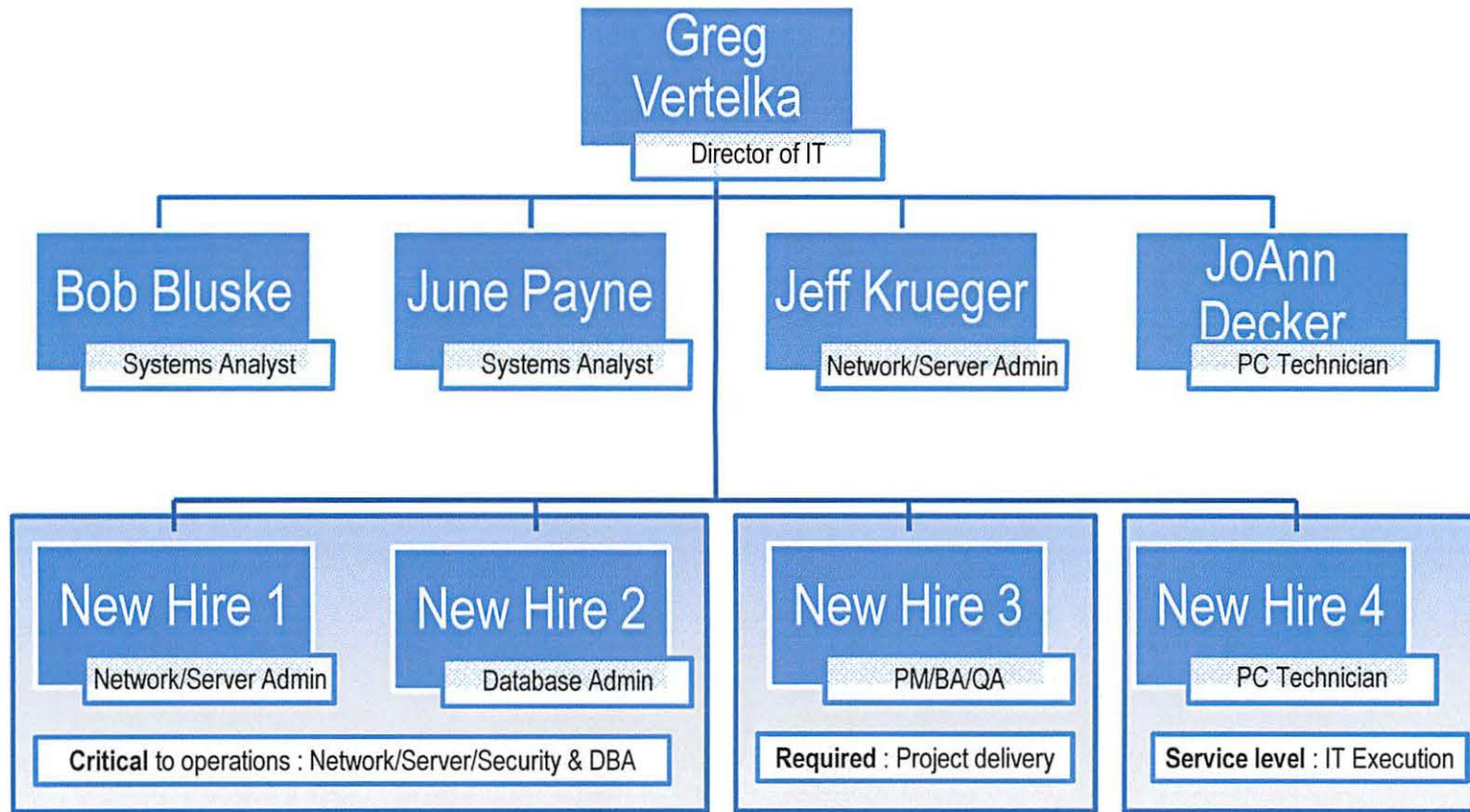


# Information Technology Profile Matrix – Table Stakes

Role	Function	Current Staff				Proposed Staff			
		Bob	June	Jeff	JoAnn	New Hire 1	New Hire 2	New Hire 3	New Hire 4
Project Manager <sup>1</sup>	Manages all aspects of a project	●	●	●	○	○	○	●	○
Business Analyst <sup>1</sup>	Translate business needs to functional requirements	●	●	●	○	○	○	●	○
Quality Analyst <sup>1</sup>	Defines and manages quality test plans	●	●	●	○	○	○	●	○
Systems Analyst/Application administrator	Translates functional requirements to technical requirements/Manages applications	●	●	○	○	○	○	○	○
Network Administrator	Manages network environment	○	○	●	○	●	○	○	○
Server Administrator	Manages Server Environment	○	○	●	○	●	○	○	○
PC Technician	Deploys and maintains PC's and software	○	○	○	●	○	○	○	●
Database administrator	Deploys and manages data bases	○	○	○	○	○	●	○	○
Security Analyst	Plans, implements and monitors security processes and tools	○	○	○	○	●	○	○	○
Telecommunications Specialist <sup>2</sup>	Manages telecommunications environment	○	○	○	○	○	○	○	○
Notes:									
1	Utilizing resources not trained for these functions								
2	Currently handled by part time staff in Sheboygan PD for all City staff								



# IT Organization Chart : Proposed – Table Stakes



# Information Technology Profile Matrix - Recommended

Role	Function	Proposed Staff				
		New Hire 1	New Hire 2	New Hire 3	New Hire 4	New Hire 5
Business Process Analysts	Defines /documents/inter-intra business processes – COS Enterprise	●	●	○	○	○
Telecommunications Specialist / Analyst	Manages telecommunications environment/Billing	○	○	●	○	○
Risk/Compliance Manager - Enterprise	Enterprise Risk//Compliance program definition and implementation.	○	○	○	●	○



# Information Technology Risk Matrix

		Severity		
		Low	Medium	High
		Low = 1 Medium = 3 High = 5		
Probability	Low	1	3	5
	Medium	3	9	15
	High	5	15	25



# Information Technology Staffing Risk Register

Role	Risk Description	Risk Impacts	Probability	Impact	Risk Score	Current Mitigation	Mitigation Effectiveness	Mitigation Impact
Network/Server Admin	COS has one person that supports all servers/network infrastructure/security infrastructure	Delay in technical support, delay in technical effort completion, no expertise across all areas of infra, no dedicated security expertise.	5	5	25	Support Contract w/Technology Partner	Moderate: Support is dependent on turn around time of provider based on resource availability	None
Database Admin	COS does not have a SQL DBA.	No proactive maintenance/management of approx. 30 SQL databases which have caused slow performance or downtime requiring reactive support	5	5	25	Training existing staff in database maintenance	Moderate: Training is occurring at a slow pace	High: This reduces amount of capacity for project work
PM/BA/QA	COS does not have anyone performing these functions on dedicated basis.	Delayed project implementation, reduction of dedicated time from System Analysts, lower quality upon delivery.	5	3	15	Existing staff being trained and performing these functions.	Moderate: Training is occurring at a slow pace	High: This reduces amount of capacity for project work and existing staff does not have this skill set.
PC Technician	COS has one PC Support technician for approx. 325 PC devices.	Inability to deliver quality and timely help desk service to COS.	5	1	5	Intern has been supplementing PC Technician.	Moderate/Good: Intern(s) have provided a solid supplement.	None
Business Process Analysts	COS has nominal to no available people/skillset(s) / time in departments to define/improve business processes	Inefficient or undefined business process without an alignment to effective utilization of technology tools.	5	3	15	None	None	None
Telecommunications Specialist	COS utilizes a PD staff member to manage all of our Telecom needs	Delayed support for Telecom related requests or reduced or no enhancements to current system	3	3	9	Current: None / Support contract budgeted for 2019 for \$10K.	Current: None / 2019: Moderate	None
Risk /Compliance Manager	COS does not have a Risk/Compliance Manager	No single view or management of COS Risks or Compliance efforts.	3	3	9	None	None	None



**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

---

**REPORT PREPARED BY:** Greg Vertelka, Director of Information Technology

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**REPORT DATE:** September 4, 2018

**MEETING DATE:** September 10, 2018

---

**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

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**BACKGROUND / ANALYSIS:**

Budget overview of the 2019 Cable TV Budget.

**STAFF COMMENTS:**

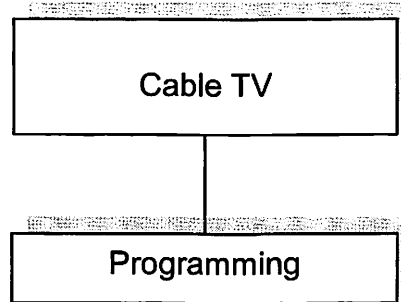
The attached documents highlight the difference between the 2018 and 2019 Cable TV budgets.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the WSCS Cable TV 2019 Budget as presented.

**ATTACHMENTS:**

- I. Cable TV Mission Page
- II. Cable TV Budget Review



**Total Employees: 1.25**

**Fund Purpose**

To provide cable television services, video products, and services that meet the requirements of the City of Sheboygan, the affiliated organizations and the public in a quality and cost effective manner.

**Fund Description**

This program is administered by the Information Technology Department. As a customer service based and quality focused department, the Cable TV Division provides media production and distribution services to support goals and strategic directions of its customers within the parameters of the core values in the following manner:

1. Research and implementation of current technologies in the broadcasting industry.
2. Form partnerships with other media organization(s) to work in a collaborative manner.
3. Leverage underwriting and video production capabilities as a service to provide for other organizations.
4. Broadcast live city meetings and events along with other events requested.
5. Produce a variety of informational video productions.

**2019 Budget Highlights**

The Executive Budget includes the following changes:

- A decrease in Personal Services of \$14,000 associated with a staffing cost reduction effective July 1, 2019 to discontinue school-related programming.
- An increase of \$171,000 in Capital Outlay for broadcasting equipment located in the Common Council chambers of the newly renovated City Hall.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Permanent Staffing</b>					
Program Director	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	0.00	0.00	0.00	0.00
Production Technician	0.00	0.50	0.50	0.50	0.25
<b>Total Staffing</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.25</b>

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Revenues</b>					
Licenses and Permits	598,520	569,961	625,000	570,000	570,000
Public Charges for Service	1,225	707	650	650	640
Miscellaneous Revenue	6,736	5,883	4,500	4,500	5,000
<b>Total Revenues</b>	<b>606,481</b>	<b>576,551</b>	<b>630,150</b>	<b>575,150</b>	<b>575,640</b>



<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended</b>	<b>2018 Estimated</b>	<b>2019 Executive</b>
Personal Services	151,236	133,034	148,266	148,266	129,255
Non-Personal Services	13,204	25,772	60,981	61,110	81,134
Capital Outlay	80,303	49,541	106,000	0	171,348
Interfund Transfers	375,529	425,000	425,000	425,000	425,000
<b>Total Expenditures</b>	<b>620,272</b>	<b>633,347</b>	<b>740,247</b>	<b>634,376</b>	<b>806,737</b>

**Focal Area:** Communication.

**Goal:** To provide open & transparent coverage of municipal meetings, and quality community programs to viewers.

- Objective:**
1. Maintain the number of programs produced.
  2. Maintain Internet viewership.

<b>Measurements</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended</b>	<b>2018 Estimated</b>	<b>2019 Executive</b>
<b>Workload</b>					
Number of programs produced	746	338	500	500	500
Hours of locally produced content	N/A	N/A	N/A	N/A	300
<b>Effectiveness</b>					
On-Demand viewing	9,100	9,500	9,975	8,400	8,400
On-Demand unique visitors	3,400	3,500	3,675	3,500	3,500

**Focal Area:** Communication.

**Goal:** To ensure quality TV programming is provided to its viewers.

- Objective:**
1. Install an network based (NAS) program archive solution
  2. Complete fiber optic (City) network, improving signal quality and reliability

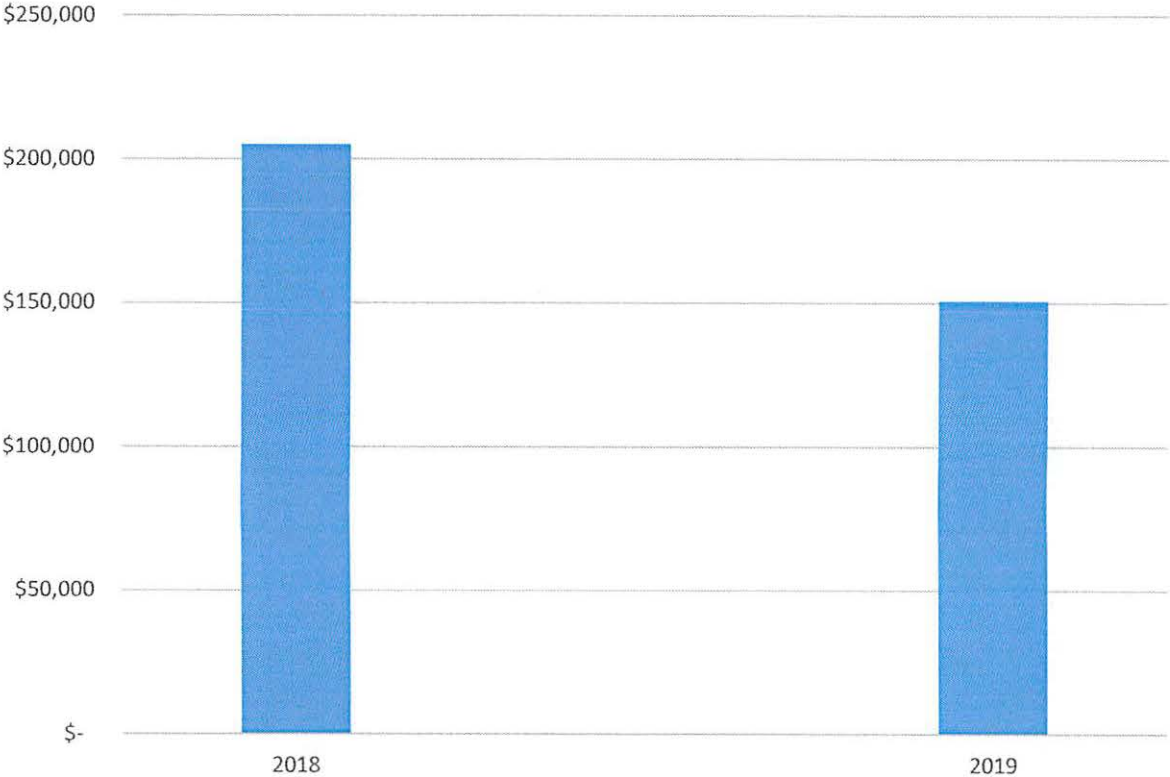
# 2018 Cable TV Budget Review

9/10/2010

Greg Vertelka



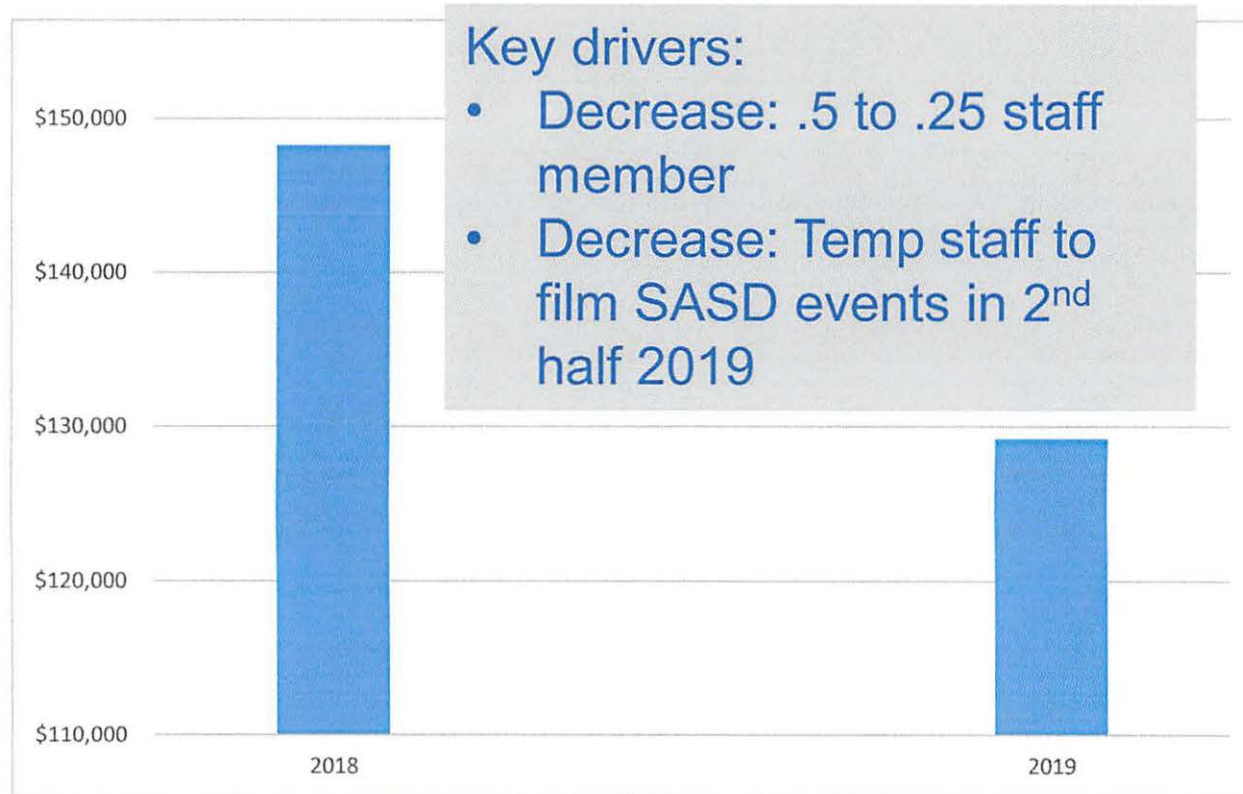
# Fund Revenue - Actual



Cable TV Fund Actuals decrease: ~\$55,000 (27%)



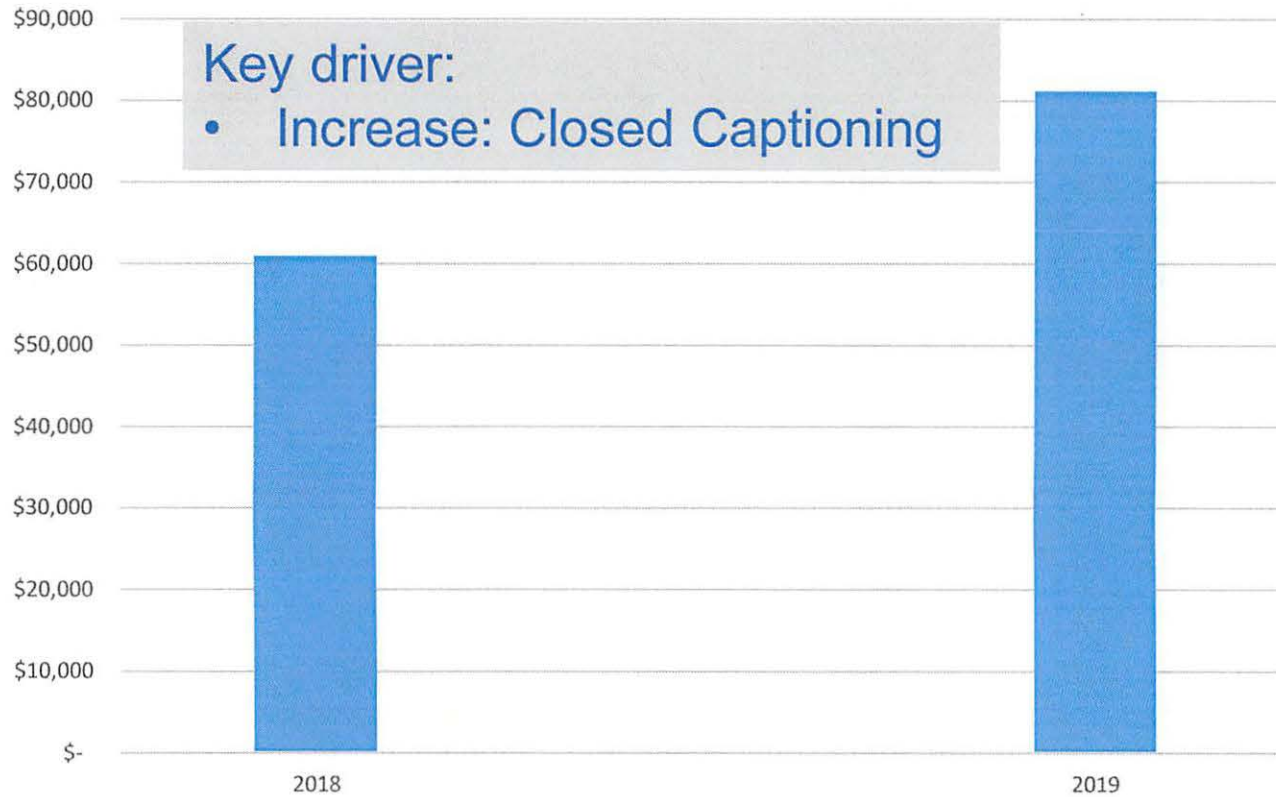
# Personal Services



Personal Services decrease: ~ \$19,00 (13%)



# Non-Personal Services



Non-Personal Services increase: ~\$20,000 (33%)



# Capital

Council Chambers AV

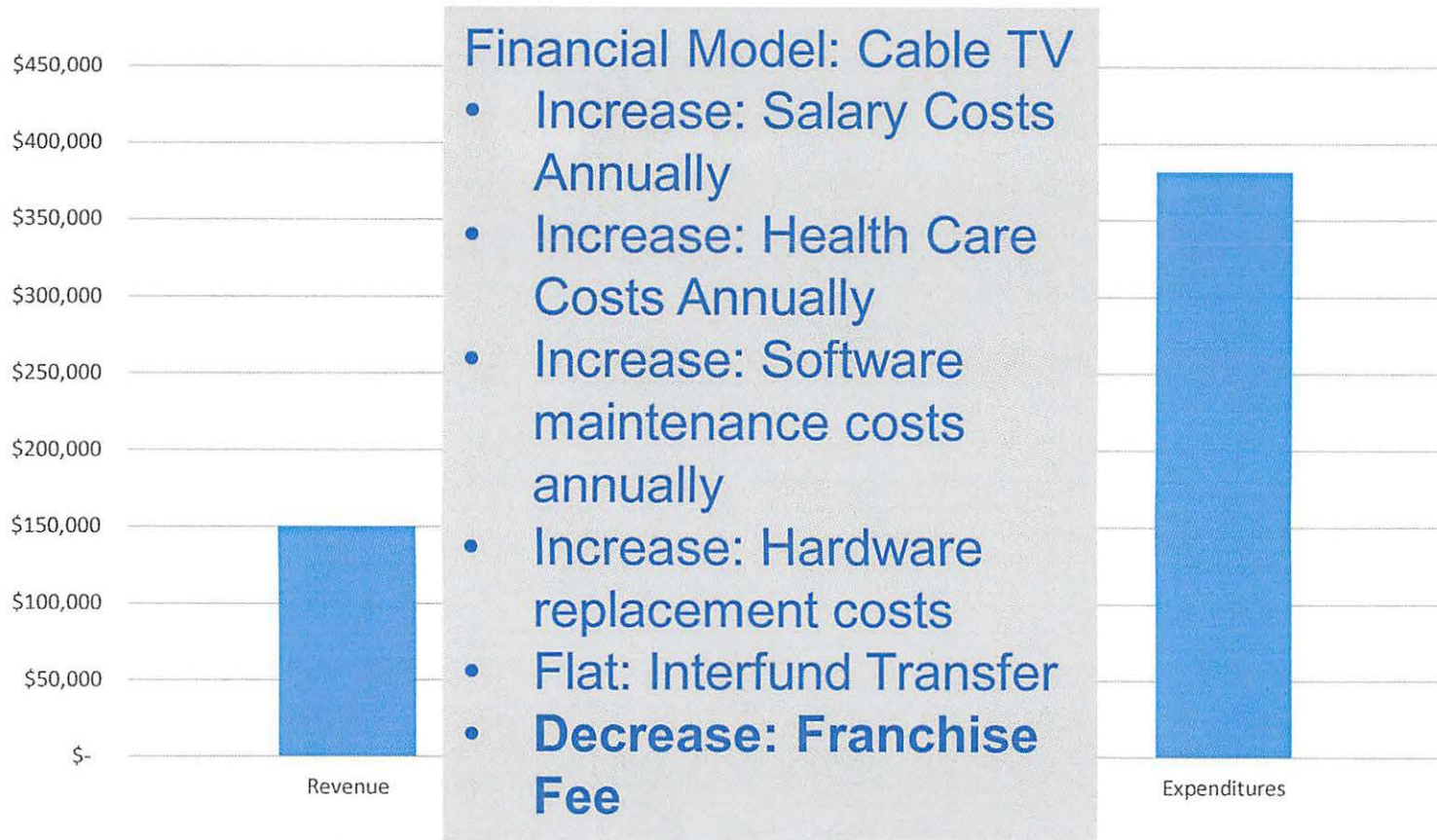
\$171,000

Note: The following projects on the CIP Executive plan were dropped:

1. LiveU Replacement



# Cash Flow/Financial Model



Deficit spend of ~\$231,000

Cable TV Financial Model – Not Sustainable



**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

---

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

---

**REPORT DATE:** September 5, 2018      **MEETING DATE:** September 10, 2018

---

**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 Department of City Development is comprised of two divisions, the Planning and Development Division and the Building Inspection Division. The Planning and Development Division reports to the Finance and Personnel Committee and the Building Inspection Division reports to Licensing, Hearings, and Public Safety Committee.

**STAFF COMMENTS:**

No notable changes proposed in 2019.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the Department of Planning and Development 2019 Budget as presented.

**ATTACHMENTS:**

- I. None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

**REPORT PREPARED BY:** Meredith DeBruin, City Clerk

**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

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

**BACKGROUND / ANALYSIS:**

The following budgets (Common Council, City Clerk and Elections) are located on pages 107-114 of the Executive Program Budget. The budget incorporates the following:

**Common Council Budget**

- There are no notable changes in 2019.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	75,827	77,158	57,826	56,085	48,280
Non-Personal Services	46,968	48,930	49,610	52,830	54,830
Capital Outlay	0	0	0	0	0
<b>Total Expenditures</b>	<b>122,813</b>	<b>126,088</b>	<b>107,436</b>	<b>108,915</b>	<b>103,110</b>

**City Clerk Budget**

- The Executive Budget includes the following change: decrease in Personal Services of \$9,719 due to elimination of .50 FTE in Elections Specialist.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	263,997	253,270	285,652	254,538	275,607
Non-Personal Services	79,518	71,985	85,158	87,870	90,731
Capital Outlay	346	1,129	0	0	0
<b>Total Expenditures</b>	<b>343,861</b>	<b>326,384</b>	<b>370,810</b>	<b>342,408</b>	<b>366,338</b>

**Elections Budget**

- The Executive Budget includes the following change: overall decrease of \$51,024 due to anticipated reduction in elections.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	83,994	30,517	75,666	75,666	37,242
Non-Personal Services	34,763	25,604	39,720	39,520	27,120
<b>Total Expenditures</b>	<b>118,757</b>	<b>56,121</b>	<b>115,386</b>	<b>115,186</b>	<b>64,362</b>

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the Common Council, Office of the City Clerk and Elections 2019 Budgets as presented.

**ATTACHMENTS:**

I. None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

---

**REPORT PREPARED BY:** Natasha Torry, Municipal Court Judge

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**REPORT DATE:** September 5, 2018      **MEETING DATE:** September 10, 2018

---

**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

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**BACKGROUND / ANALYSIS:**

On pages 247-250 of the 2019 Executive Program Budget is the Municipal Court Fund budget. The budget incorporates the following:

- Reduction of \$150,000 in Court penalty fines to more closely reflect 2018 estimated amount.
- Reduction of \$103,155 in Interfund transfer – General Fund to more closely reflect 2018 estimated amount.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Revenues</b>					
Public Charges for Services	5,533	3,300	5,000	2,800	2,800
Fines and Forfeitures	732,004	705,457	902,000	750,000	750,000
Miscellaneous Revenue	604	545	0	0	0
<b>Total Revenues</b>	<b>738,141</b>	<b>709,302</b>	<b>907,000</b>	<b>752,800</b>	<b>752,800</b>

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	167,238	171,835	179,369	187,089	187,089
Non-Personal Services	290,437	262,877	363,653	287,036	305,885
Interfund Transfers	296,161	274,197	363,978	278,675	260,823
<b>Total Expenditures</b>	<b>753,836</b>	<b>708,909</b>	<b>907,000</b>	<b>752,800</b>	<b>753,797</b>

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the Municipal Court Fund 2019 budget as presented.

**ATTACHMENTS:**

None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderperson Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

---

**REPORT PREPARED BY:** Mayor Michael Vandersteen

---

**REPORT DATE:** September 4, 2018      **MEETING DATE:** September 10, 2018

---

**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:**

On pages 101-103 of the 2019 Executive Program Budget is the Office of the Mayor's budget. There are no notable changes in the 2019 budget.

	2016 Actual	2017 Actual	2018 Amended	2017 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	340,443	147,016	167,447	169,989	167,258
Non-Personal Services	118,651	18,016	18,982	18,982	18,546
Capital Outlay Costs	3,354	0	0	0	0
Total Expenditures	462,448	165,032	186,429	187,971	185,804

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the Office of the Mayor 2019 Budget as presented.

**ATTACHMENTS:**

None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE & PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderperson Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar.

---

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

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**REPORT DATE:** September 05, 2018

**MEETING DATE:** September 10, 2018

---

**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 following budgets are located on pages 123-125 of the Executive Annual Program Budget.

**DEPARTMENT OF HUMAN RESOURCES**

- One significant change is the addition of Human Resources Generalist, equivalent to 60% of a full-time equivalent in 2019.

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren regarding the Human Resources Department 2019 Budget as presented.

**ATTACHMENTS:**

- I. None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

---

**ITEM DESCRIPTION:** Benchmark Measurements for the Human Resources Department for the period of January 1, 2018 and ending July 31, 2018.

---

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

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**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

---

**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

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

---

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

**BACKGROUND / ANALYSIS:**

The objectives of the report is to keep the Finance and Personnel Committee updated on the status of benefit programs and costs, as well as other necessary communication.

**STAFF COMMENTS:**

The significant and/or notable highlights will be shared at the meeting, including medical and dental insurance loss ratios and claims paid through July 31, 2018, as well as an update on the wellness program and other benefits.

**ACTION REQUESTED:**

For informational propose only.

**ATTACHMENTS:**

- I. None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderperson Rindfleisch and Bohren establishing the 2019 Budget appropriations and 2018 Tax Levy use during the calendar year.

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**REPORT PREPARED BY:** Darrell Hofland, City Administrator

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**REPORT DATE:** September 4, 2018      **MEETING DATE:** September 10, 2018

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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: N/A

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**BACKGROUND / ANALYSIS:**

On pages 104-105 of the 2019 Executive Program Budget is the Office of the City Administrator's budget. The budget incorporates the following:

- An increase of \$7,000 in Contracted Services for the addition of ClearGov, an electronic citizen transparency portal, as a means to provide access to the city's financial information directly from the city's website.
- An increase of \$5,900 in Non-Personal Services to absorb the cost of additional staff training (Budget Analyst - attendance of annual Munis Conference for advanced training in Budget and Salary / Benefit Projection modules), document preparation and printing.

	2016 Actual	2017 Actual	2018 Amended	2018 Estimated	2019 Executive
<b>Expenditures</b>					
Personal Services	0	237,736	250,269	257,773	266,685
Non-Personal Services	0	19,962	17,032	26,972	30,326
Total Expenditures	0	257,698	267,301	284,745	297,011

**STAFF COMMENTS:**

None

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderperson Rindfleisch and Bohren regarding the Office of the City Administrator 2019 budget as presented.

**ATTACHMENTS:**

None

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year.

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

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**REPORT DATE:** September 5, 2018

**MEETING DATE:** September 10, 2018

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**FISCAL SUMMARY:**

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

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**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

The following 2019 budgets have oversight by the Finance Department

**GENERAL FUND**

- Finance (pages 115 – 119)
  - Increase in staffing by 0.4 FTE
  - Increase in IT support charges
  - Overall minimal (\$11,378) increase in 2019 budget
- Assessing (pages 120 – 122)
  - No notable changes in 2019
- Insurance (pages 131 – 132)
  - No notable changes in 2019
- Employee Benefits (pages 133 – 134)
  - No notable changes in 2019
- Interfund transfers (pages 213 – 214)
  - No notable changes in 2019
    - There is a \$5,500,000 actual expenditure in 2018 to capital projects fund for the City Hall remodel
- Unclassified (pages 215 – 216)
  - Decrease of \$1,178,277
    - Due to wage increases budgeted in departments
  - Also includes “Reserve for contingency” of \$150,000 to maximize the City’s budget “floor” for future year’s consideration in remaining eligible for the Wisconsin Expenditure Restraint Program.

**SPECIAL REVENUE FUNDS**

- Tourism Fund (pages 235 – 238)

- Increase in Tourism – Mayor of \$20,000 for hosting conference
- Increase in Tourism Contract of \$20,000 for Advertising and marketing
- Increase in Tourism – Celebrations Capital Outlay of \$50,000
- Tourism – City Development reduction in personal services of \$24,586
- Special Assessment Fund (pages 255 – 256)
  - Decrease in revenues by \$120,850
    - Sidewalk assessments decrease by \$100,000
  - Decrease in Expenditures by \$175,529
    - Decrease in Interfund transfers to GO Debt Fund and Capital Projects Fund by \$88,000 and \$87,500 respectively
- Harbor Centre Marina Fund
  - Increase in revenues by \$187,700
    - Interfund transfer from Convention Center Fund \$225,000
  - Increase in expenditures by \$58,580
    - Increase in capital outlay

### **DEBT SERVICE FUNDS**

- Debt Service Fund (pages 265 – 275)
  - Increase in revenues by \$146,971
    - Property tax levy increase by \$225,000
  - Increase in expenditures by \$4,711,471
    - Principal increase by \$4,714,506
- Convention Center Debt Service Fund (pages 276 – 277)
  - Interfund transfer expenditure increase by \$117,107
    - Increase in transfer to Harbor Centre Marina by \$225,000
    - Decrease in transfer to TID 16 Debt Service by \$107,893
- TID 5 Debt Service Fund (pages 278 – 279)
  - TID 5 closed in the first half of 2018
- TID 6 Debt Service Fund (pages 280 - 285)
  - No notable changes in 2019
  - Incremental revenue increased by \$136,475
- TID 7 Debt Service Fund (pages 286 – 287)
  - TID 7 closed in 2016
- TID 10 Debt Service Fund (pages 288 – 290)
  - No notable changes in 2019
- TID 11 Debt Service Fund (pages 291 – 295)
  - No notable changes in 2019
- TID 12 Debt Service Fund (pages 296 – 298)
  - No principal nor interest in 2019
- TID 13 Debt Service Fund (pages 299 – 301)
  - Small (\$42,182) development incentive in 2019
- TID 14 Debt Service Fund (pages 302 – 305)
  - No Interfund Transfer to TID 14 Capital Fund in 2019
- TID 15 Debt Service Fund (pages 306 - 308)
  - No notable changes in 2019
- TID 16 Debt Service Fund (pages 309 – 314)
  - Increment increase by \$173,738
  - New principal and interest expenditures of \$105,235
- TID 18 Debt Service Fund (pages 315 – 318)
  - This is part of the refinanced NAN at the end of 2018 and beginning of 2019

- Environmental TID Debt Service Fund (pages 319 – 320)
  - No principal debt expenditure in 2019

### **CAPITAL IMPROVEMENT FUNDS**

- Capital Project Fund (pages 323 – 332)
  - Increase in Revenues by \$2,535,290
    - Grants increases by \$7,319,682
    - Contribution decreases by \$4,678,000
  - Increases in Expenditures by \$4,172,080
    - Capital Outlay increase by \$4,142,080
      - Various street improvements increase by \$4,004,126
- Capital Improvement Fund (pages 333 – 339)
  - Revenues and Expenditure decreases by \$5,040,737 and \$5,323,737 respectively
    - These are both a result of the City Hall renovation (Borrowing and Capital Outlay)
- Industrial Park Fund (pages 340 – 342)
  - Decrease in Expenditures by \$2,204,570 driven by the 2018 Interfund Transfer-TID 18 Capital Fund
- TID 6 Capital Project Fund (pages 343 - 344)
  - Expenditure period ended in 2017
- TID 12 Capital Project Fund (pages 345 – 346)
  - No notable changes in 2019
- TID 14 Capital Project Fund (pages 347 – 348)
  - Decrease in Revenues and Expenditures each by \$1,450,000
    - This is a result of roadwork and funding for Taylor Heights area
- TID 16 Capital Project Fund (pages 349 – 352)
  - The sale of the armory property budgeted in 2018 (not expected anymore) is the revenue variance to 2019 with Land improvements (Halprin Fountain) outside Mead Public Library the increase in expenditures for 2019.
- TID 17 Capital Project Fund (pages 353 – 356)
  - The increase in Revenues and Expenditures each of \$3,434,000 a result of the Innovation District and Indiana Avenue Trail (Debt borrowings and related improvement expenditures)
- TID 18 Capital Project Fund (pages 357 – 360)
  - Continued development of TID 18 including Signage and Landscape along with a detention pond planned in 2019. This is a reduction of costs from 2018 which included land acquisition
- TID 19 Capital Project Fund (pages 361 – 362)
  - Execution of a development plan for TID 19 during 2019 with borrowed funds and related expenses estimated at \$60,000.

### **LIABILITY INSURANCE FUND** (pages 372 – 373)

- No notable changes in 2019

### **CEMETARY PERPETUAL FUND** (pages 420 – 421)

- No notable changes in 2019

**STAFF COMMENTS**

The 2019 Executive Program Budget includes an increase of \$7,443,790 in Debt Service Funds with \$5,415,000 related to City Hall renovation. The associated tax levy included in Debt Service Funds is \$225,000.

**ACTION REQUESTED**

Motion to recommend the Common Council approve Res. No. 94-18-19 by Alderpersons Rindfleisch and Bohren establishing the 2019 Budget appropriations and the 2018 Tax Levy for use during the calendar year as amended.

**ATTACHMENTS:**

- I. None