

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Gen. Ord. No. 18-17-18 by Alderpersons Donohue, Bohren, Wolf Rindfleisch and Ross. Ordinance amending Section 82-33 of the Sheboygan Municipal Code so as to amend a position in the Human Resources Department Table of Organization.

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

REPORT DATE: October 3, 2017

MEETING DATE: October 9, 2017

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: Chapter 82

BACKGROUND / ANALYSIS:

In 2013, the City of Sheboygan migrated to MUNIS for the processing of payroll. During the conversion, all payroll processing shifted to the Human Resources Department as a means to facilitate a more successful conversion by having both the Payroll Coordinator and Benefits Analyst/Administrator working side-by-side during the conversion. In addition, auditing requirements over the last few years have called for a greater separation of duties between Finance Department and Human Resources Department, requiring the person in the position to hold a greater degree of autonomous and independent decision making authority. The position has shifted from a coordinator and time keeper to that of managing the entire payroll process from start to finish.

STAFF COMMENTS:

This upgrade recognizes the independent thinking and processing currently performed by the employee, a result of audit recommendations that shifted responsibilities over the years. The change in job description is primarily reflective of an employee who is more advanced in the field, requiring a Bachelor's degree and five to ten years of experience.

ACTION REQUESTED:

Motion to recommend the Common Council approve a Gen. Ord. No. 18-17-18, amending Section 82-33 of Sheboygan Municipal Code for the Human Resources Department, adding the position of Payroll Administrator, Exempt, Salary Grade 9, and removing Payroll Coordinator, Non-exempt, Salary Grade 6, effective October 9, 2017.

ATTACHMENTS:

- I. Gen. Ord. No. 18-17-18 identifying changes to the Human Resources Department Table of Organization
- II. Job Description: Payroll Administrator

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Gen. Ord. No. 18 - 17 - 18. By Alderpersons Donohue, Bohren, Wolf, Rindfleisch and Ross. September 18, 2017.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to amend a position in the Human Resources Department Table of Organization.

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

Section 1. Section 82-33 of the Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended so that Section A.7 of section 82-33 of the supplement to the Code on file in the city clerk's office reads as follows:

Class Title	Class Grade	No. of Employees
A.7 HUMAN RESOURCES DEPARTMENT		
Delete:		
Payroll Coordinator	06	1.0
Add:		
Payroll Administrator	09	1.0

*Finances
Personnel*

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

James A. Bohner

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

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Job Description

Job Title: Payroll Administrator **Department:** Human Resources
Date Issue: September 18, 2017 **Reports To:** Human Resources Director
Classification: Exempt **Wage:** Salary Grade 9

Position Summary

This position is responsible for coordinating the payroll function with a high degree of independence and above-average difficulty. This position requires individual judgment, initiative and specialized knowledge in carrying out federal and state regulations and departmental policies and procedures. Provides assistance to the Director of Human Resources and regarding labor relations and other areas such as cost analysis for collective bargaining units, answering related questions and preparing reports. The coordinator will work with multiple departments coordinating and overseeing timekeeping and payroll efforts, auditing entries as needed, and will be responsible for processing weekly or bi-weekly payroll runs. In addition, this position prepares or oversees the preparation of payroll tax submissions and payroll reports.

Essential Duties & Responsibilities

1. Assumes full responsibility for the coordination of the payroll function and the related processing and reporting for approximately 500 employees. Verifies timecards or electronic time entries, payroll adjustments and changes, and proves final payroll computation for employee benefits.
2. Computes income tax withholding, insurance deductions and other payroll deductions, such as wage assignments, federal and state tax levies, child support, union dues, etc.
3. Interprets ordinances, policies and regulations to employees and governmental agencies, adjusts complaints and prepares information involving procedures and regulations. Interprets, analyzes and evaluates labor contracts for management.
4. Provides research data, statistical information and cost analysis necessary to the collective bargaining committee for labor contracts, arbitration and grievances, and to the Director of Human Resources.
5. Assist in the development of payroll and human resources information systems, forms, procedures and methods of recordkeeping.
6. Calculate and implement contractual and governmental changes into PR/HR system.
7. Finalize retirement/severance pay estimates for final processing.
8. Computes and prepares all payroll-related monthly, quarterly and annual reports, such as government, employee reports, car allowance, school liaison officer billing, CDBG billing, transit uniform allowance, 941 form, and W-2's.
9. Assists auditors with payroll information at year-end processing time or as needed.
10. Examine and review unemployment insurance claims and investigate and report issues to the Department of Workforce Development.
11. Interprets ordinances, policies and regulations to employees and governmental agencies, adjusts complaints and prepares information involving procedures and regulations.
12. Provides compensation information with respect to workman's compensation needs.
13. Ensures compliance with State & Federal laws regarding payroll, FSLA, etc.
14. Ensures compliance with government regulations for confidentiality and recordkeeping (HIPPA).
15. Attends, testifies and presents information at unemployment compensation hearings.
16. Performs related work as assigned.

Qualification Requirements

Considerable knowledge of accounting principles, payroll regulations and specialized knowledge of State and Federal laws relating to payroll administration. Proficiency in Microsoft Word, Excel and Payroll/HRIS systems. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Working knowledge of the principles and techniques of payroll administration and employee benefit plans.
2. Ability to learn and keep abreast of laws, ordinances and regulations affecting payroll and human resource benefit plans.
3. Ability to research, gather and analyze information and prepare complete and accurate reports.
4. Proven organizational and problem-solving skills.
5. Proficient in Microsoft Office and other computer tools as required.
6. Ability to maintain confidentiality in all aspects of the position.
7. Ability to exercise good judgment, courtesy, and tact in receiving office callers. Ability to establish and maintain effective working and public relationships.

Education / Experience / Certifications / License Requirements

1. Minimum education: High school diploma or GED certificate recognized by the Wisconsin Department of Public Instruction.
2. An Associate's degree in accounting, finance, business or related finance degree from an accredited college or university is required.
3. A Bachelor's degree in accounting, finance or business or related field with finance studies is preferred.
4. Five years of progressively responsible experience in maintaining financial accounts and records, preferably in a government setting.

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
4. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret extensive variety of contractual language.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

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

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.O. No. 173-17-18 by Director of Planning and Development submitting a request of the 2018 Visit Sheboygan, Inc. tourism budget request from the Sheboygan Area Room Tax Commission.

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

REPORT DATE: October 4, 2017

MEETING DATE: October 9, 2017

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 Sheboygan Area Room Tax Commission is a governmental entity that consists of the City of Sheboygan, Town of Wilson and Town of Sheboygan. All room tax payments collected in these jurisdictions are sent to the Room Tax Commission. The commission contracts with Visit Sheboygan, Inc. to provide tourism promotion and tourism development services on behalf of the commission. Each year as part of the City's budget process, the tourism budget is submitted to be included in the city's budget.

STAFF COMMENTS:

The Visit Sheboygan, Inc. budget includes the addition of a new person that is to be added in late October 2017. This position is an Events and Tour Manager that will be responsible for developing a new tourism market related to the bus tours. All of the other expenses in the budget are similar to previous years.

ACTION REQUESTED:

Motion to recommend the Common Council accept and file R.O. No. 173-17-18 by Director of Planning and Development submitting a request of the 2018 Visit Sheboygan, Inc. tourism budget request from the Sheboygan Area Room Tax Commission.

ATTACHMENTS:

- I. R.O. No. 173-17-18

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R. O. No. 173 - 17 - 18. By DIRECTOR OF PLANNING & DEVELOPMENT.
October 2, 2017

Submitting a request from Chad Pelishek, Director of Planning and Development, of the 2018 Visit Sheboygan, Inc. tourism budget request from the Sheboygan Area Room Tax Commission.

Finance +
Personnel

Director of Planning & Development

70% Room Tax Contributed to Tourism				
Year	City of Sheboygan	Town of Sheboygan	Town of Wilson	Total
2010	268,984	34,013	0	302,997
2011	323,575	26,018	0	349,593
2012	385,684	31,333	0	417,017
2013	382,732	28,741	0	411,472
2014	420,475	39,754	0	460,229
2015	490,983	54,957	21,247	567,187
2016	491,707	56,685	3,978	552,370
2017	464,676	50,734	5,635	521,045
2018	458,953	49,058	4,807	512,817

46,596 15.37835
 67,424 19.28642
 -5,545 -1.329588
 48,757 11.84937
 106,957 23.23999 68.42455

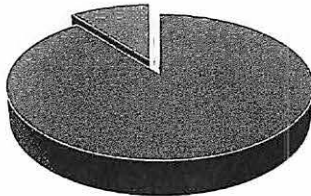
Town of Wilson Room Tax is reported for 2015 and 2016.

Sheboygan Area Zone 70% Room Tax Contributed to Tourism					
Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2010	37,717	84,324	126,689	54,268	302,997
2011	41,252	89,680	146,184	72,477	349,593
2012	60,294	109,852	180,383	66,488	417,017
2013	59,553	111,251	173,365	67,305	411,472
2014	63,712	123,149	191,948	81,421	460,229
2015	68,485	128,760	245,026	103,669	545,940
2016	91,985	147,151	204,529	104,726	548,392
2017	91,538	152,744	191,549	85,213	521,045
2018	83,804	141,706	196,276	91,031	512,817

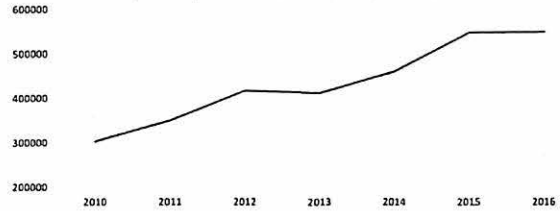
Yr over yr Yr over yr cumulative
 46,596 15.38%
 67,424 19.29%
 -5,545 -1.33%
 48,757 11.85%
 85,710 18.62% 63.81%
 2,452 0.45% 64.26%

506,999 2017 Q4 and 2018 Q1-Q3

Sheboygan Area Tourism Zone Breakdown



Sheboygan Area Tourism Zone 7-Year Room Tax Trend
 (Includes only 70% received by tourism, excluding Blue Harbor.)



100% Room Tax Collected by the Town of Sheboygan						Primer	1.428571	Town of Sheboygan 70% Room Tax Contributed to Tourism					
Year	Q1 Room Tax	Q2 Room Tax	Q3 Room Tax	Q4 Room Tax	Total Room Tax			Year	Q1 Room Tax	Q2 Room Tax	Q3 Room Tax	Q4 Room Tax	Total Room Tax
2010	6,797	12,757	22,182	6,854	48,590		2010	4,758	8,930	15,527	4,798	34,013	
2011	5,435	9,614	15,353	6,767	37,169		2011	3,804	6,730	10,747	4,737	26,018	
2012	5,036	12,015	20,892	6,817	44,761		2012	3,525	8,411	14,625	4,772	31,333	
2013	5,271	10,891	17,850	7,046	41,058		2013	3,690	7,624	12,495	4,932	28,741	
2014	5,253	13,775	24,292	13,472	56,792		2014	3,677	9,643	17,004	9,430	39,754	
2015	8,897	18,300	38,241	13,071	78,510		2015	6,228	12,810	26,769	9,150	54,957	
2016	14,017	23,224	26,787	16,950	80,978		2016	9,812	16,257	18,751	11,865	56,685	
2017	10,531	26,480	22,976	12,489	72,477		2017	7,372	18,536	16,083	8,742	50,734	
2018	9,934	21,160	24,685	14,304	70,082	Projected	2018	6,954	14,812	17,280	10,012	49,058	Projected
2018	0	0	0	0	0	Actual	2018	0	0	0	0	0	Actual
2018	-14,017	-23,224	-26,787	-16,950	-80,978	Var +/- LY	2018	-9,812	-18,536	-16,083	-8,742	-53,174	Var +/- LY
2018	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	Var % LY	2018	-100.00%	-114.02%	-85.77%	-73.68%	-83.81%	Var % of LY
	5,154	11,453	19,371	6,932	42,910	3 yr avg		3,608	8,017	13,560	4,852	30,037	3 yr avg

Town Gov. Income	
2010	14,577
2011	11,151
2012	13,428
2013	12,317
2014	17,038
2015	23,553
2016	24,293 (projected)
2017	21,743 (projected)

					cumulative
12 v. 11	-7.34%	24.97%	36.08%	0.74%	54.46%
12 v. 13	4.66%	-9.36%	-14.56%	3.36%	-15.90%
13 v. 14	-0.35%	26.49%	36.09%	91.19%	153.42%
14 v. 15	69.38%	32.85%	57.42%	-2.97%	156.68%
16 v. 16	57.55%	26.91%	-29.95%	29.67%	84.17%

100% Room Tax Collected by the Town of Wilson						Primer	1.428571	Town of Wilson 70% Room Tax Contributed to Tourism						
Year	Q1 Room Tax	Q2 Room Tax	Q3 Room Tax	Q4 Room Tax	Total Room Tax			Year	Q1 Room Tax	Q2 Room Tax	Q3 Room Tax	Q4 Room Tax	Total Room Tax	
2016	2,821	1,560	0	1,301	5,683			2016	1,975	1,092	0	911	3,978	
2017	3,473	1,247	2,289	1,041	8,050			2017	2,431	873	1,602	729	5,635	
2018	3,147	1,404	1,144	1,171	6,866	Projected		2018	2,203	983	801	820	4,807	Projected
2018	0	0	0	0	0	Actual		2018	0	0	0	0	0	Actual
2018	-2,821	-1,247	-2,289	-1,041	-8,050	Var +/- LY		2018	-1,975	-1,092	0	-911	-3,978	Var +/- LY
2018	-1	-100.00%	-100.00%	-100.00%	-100.00%	Var % LY		2018	-100.00%	-100.00%	#Div/0!	-100.00%	-100.00%	Var % of LY
						3 yr avg								3 yr avg

Town Gov. Income
2017 2,415 (projected)

2017 4th of July Budget

Income	Budget	Actual	Var +/-	Notes
4421 4th of July Sponsors				
2325 Deferred from 2016	15,969	15,969	0	Projected
Johnsonville	39,000	0	-39,000	Contract up in 2016
Festival Foods	0	0	0	Contract up in 2016
Wisconsin Bank & Trust	10,000	0	-10,000	Contract up in 2016
General Sponsorship Mailing	3,000	0	-3,000	
Vendor & Parade Fees	4,000	0	-4,000	
Total Income	71,969	15,969	-56,000	
Gross Income	71,969	15,969	-56,000	
Income less deferred		0		Should balance with income on ledger
Expenses				
6465 Band 1 (Headliner)	2,500	0	2,500	44 Audible 7:30-9:30; 10-11
Band 2	1,000	0	1,000	Black Night (Marc Brami-tentative) 5-7
Band 3	1,000	0	1,000	Matt Meyer Band (tentative) 2:30-4:30
Band 4	500	0	500	Chad Saunier 12-2 pm
Production (Sound/lights)	1,000	0	1,000	Alpha Audio
Community Rec Play	2,500	0	2,500	Will invoice
Gannett	3,500	0	3,500	
Sun/Beacon	2,700	0	2,700	full page
Lamar	0	0	0	
Tents Inc	3,500	0	3,500	\$1250 deposit; \$1880 bal.
Specht Electric	3,000	0	3,000	includes power for ATM
Badger Bouncers	2,600	0	2,600	\$75 deposit; \$2520 bal.
Portables	6,000	0	6,000	increased \$1200 for South Pier
Kiel Municipal Band	700	0	700	
Tripoli Shrine	350	0	350	
Bagpiper	350	0	350	1 piper, Joe Sommers
North Drumline	400	0	400	
Additional Entertainment	1,000	0	1,000	hot air balloons for 2016-\$2K deposit
Sheboygan Pops/Twilight	4,800	0	4,800	Includes Kewauskum @ \$500
Security	1,000	0	1,000	
Fireworks	0	0	0	Festival to buy direct
Printing Inserts	800	0	800	
General Office	3,000	0	3,000	
				Giveaways, marshalls breakfast, marshall shirts, sponsorship letter, banners, sponsor mailing quote \$1100, sign replacements, etc.
Miscellaneous	7,000	0	7,000	
Insurance	1,400	0	1,400	
Parade Trophies	250	0	250	
Signs/Banners	3,000	0	3,000	
Transient Vendor License	100	0	100	Transient licenses needed for out-of-town vendors only
Management Fees	10,600	0	10,600	
Total Expenses	64,550	0	53,950	
Ending Balance	7,419	15,969	-109,950	

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.O. No. 175-17-18 by Alderperson Bohren regarding an article published in the Milwaukee Journal Sentinel and a related health insurance article from the Sheboygan Press.

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

REPORT DATE: October 3, 2017

MEETING DATE: October 09, 2017

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:

Alderperson Bohren submitted an article published in the Milwaukee Journal Sentinel dated September 20, 2017 pertaining to health care costs.

STAFF COMMENTS:

In addition to the article attached to the Report of Officer, an article in the Sheboygan Press on Sunday, October 1, 2017 regarding the Sheboygan Area School District will be reviewed.

ACTION REQUESTED:

Motion to recommend the Common Council file R.O. No. 175-17-18.

ATTACHMENTS:

- I: R.O. No. 175-17-18
- II: Article from Sheboygan Press-October 1, 2017

II

3.5

R. O. No. 175 - 17 - 18. By CITY CLERK. October 2, 2017.

Submitting a communication from Alderperson Bohren regarding an article published in the Milwaukee Journal Sentinel dated September 20, 2017 pertaining to healthcare costs.

*Finance +
Personnel*

City Clerk

Health insurance cost rises again

Employer-provided coverage for family up an average of 3%

GUY BOULTON
MILWAUKEE JOURNAL SENTINEL

The cost of health insurance provided by employers rose an average of 3% for family coverage this year and now has risen at a relatively modest rate for six years.

The cost, though, still is staggering.

Nationally, health benefits for a family averaged \$18,764 this year, according to the annual survey by Kaiser Family Foundation and Health Research & Educational Trust, an affiliate of the American Hospital Association.

That doesn't include deductibles and other out-of-pocket expenses.

To put that in perspective, the median family income in the United States last year was \$71,062, according to the U.S.

Census Bureau.

"The numbers are still sticker shock numbers," Drew Altman, the president and chief executive officer of the Kaiser Family Foundation, said in a teleconference call.

Employees also are paying a larger share of the total cost. Workers on average now contribute \$5,714 a year — or \$476 a month — toward the cost of family coverage. And workers at employers with fewer than 200 employees pay even more: an average of \$6,814 a year.

Coverage for one employee averaged \$6,690 this year, with workers on average contributing \$1,213 toward the cost.

Workers now pay 31% of the cost for family coverage and 18% of the cost of single coverage on average, according to the survey.

That said, the cost of that coverage has risen at the slowest pace in more than 20 years.

Since 2012, average family premiums have increased 19%. In contrast, they rose 30% from 2007 to 2012 and 51% from

2002 to 2007.

The slowdown has received little attention compared with the cost of insurance sold directly to individuals and families on the marketplaces set up by the Affordable Care Act.

Yet the market for insurance sold directly to individual and families — both on and off the marketplaces — is estimated to total about 20 million people.

That's a fraction of the 151 million people who get health benefits through an employer. And Altman said that market has been stable.

The Kaiser/HRET survey, now in its 19th year, included more than 2,100 small and large employers and is the most widely followed benchmark for the cost of employer health benefits.

Averages can be misleading — premiums for family coverage for 41% of covered workers, for instance, are more than \$20,000 per year. And workers at smaller employers typically bear a large share of the total

cost.

For example:
» More than a third — 36% — of workers at small employers pay most of the additional cost for covering family members.

» Workers at small employers who are enrolled in so-called preferred provider organizations, the most common type of health plan, face an average aggregate family deductible of \$3,660.

In addition, only 50% of employers with fewer than 50 employees now offer health benefits — down from 66% in 2000.

The results of different surveys on the cost of health benefits also vary.

A report released last month by M3 Insurance, based in Madison, found that health premiums increased 7.7% this year, up from 6.7% last year.

The report was based on 1,547 distinct benefit plans a 689 private and public employers, most of them based in Wis.

See HEALTH, Page 4D

Health

Continued from Page 1D

consin, ranging in size from three to more than 5,000 employees.

It found that the average cost of health benefits per employee grew to \$13,053 in 2017, up from \$12,533 in 2016.

The M3 report also found that employees continue to bear a larger share of the total cost.

A survey released this week by Mercer, a benefits consultant and subsidiary of Marsh & McLennan Cos., was more in line with the Kaiser/HRET survey, find-

ing that the cost of health benefits has increased about 3% a year since 2013.

But employers expect the cost to increase 4.3% next year, and the increase would be 6% if employers did not plan on making changes in their health plans, such as raising deductibles.

One factor is the rising cost of pharmaceuticals, particularly special drugs.

Mercer estimates that drugs, including those administered in hospitals and clinics, account for 20% of the cost of health benefits.

The cost of health benefits, though, is rising at much slower rate than

a decade ago.

Brian Meyer, director of risk management for employee benefits at M3 Insurance, said onsite clinics, virtual visits, wellness programs and other initiatives are helping to check the increase in costs.

Tracy Watts, a senior partner at Mercer, also said that those initiatives and others, such as care coordination for employees or family members with high costs and new payment models, are helping to control costs.

But their full effect will take time.

"We are just on the cusp of what we are likely to see in the future," Watts said.

Sheboygan Press, September 29, 2017



(Photo: Photo courtesy of the Sheboygan Area School District.)

The Wellness Council of America, with local affiliate Wellness Council of Wisconsin, recently presented its coveted Gold Well Workplace Award to the Sheboygan Area School District (SASD). SASD offers wellness benefits to over 1,100 employees and their families. The Gold Well Workplace Award recognizes an organization for its commitment to the health and well-being of their employees. The Sheboygan Area School District, by achieving the Well Workplace Award, has made a long-lasting commitment to the health and well-being of its employees.

As stated by Wellness Councils of America (WELCOA) President Ryan Picarella, "Good companies know that their employees are their most (important) asset. Great companies adopt policies that support employees' efforts to reduce health risks and are bold about motivating them through bold strategies, programs, and tactics. Great companies know that by improving their employees' health, they can reduce health care costs."

Through the efforts of the employee-based Wellness and Benefits Committees, a results-based wellness program was designed.

Jeri Dreikosen, the district's Wellness Coordinator, stated, "The employees need to be commended in their efforts to get healthy and taking the 'we're all in this together' approach."

The SASD have been able to hold insurance costs in check over the past 5 years.

"While most businesses have raised their insurance rates 7-8% per year, the Sheboygan Area School District has raised their insurance rates a total of 7% over the past 5 years,"

stated Dreikosen, “the average employee score on their Biometric screening (measuring blood pressure, cholesterol levels, BMI, etc.) in 2012 was 717; in 2016 it was 837. Our employee health is definitely improving!”

For more information go to the SASD website <http://www.sheboygan.k12.wi.us>, contact Nicole Sondalle by email nsondalle@sheboygan.k12.wi.us, and/or call 920-459-6767.

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: R.O. No.172-17-18 by Director of Planning and Development submitting a request of the 2018 BID Statement of Purpose dated September 19, 2017 from the Harbor Centre Business Improvement District.

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

REPORT DATE: October 4, 2017

MEETING DATE: October 9, 2017

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:

Per State Statute, the City collects assessments for buildings within the Harbor Centre Business Improvement District (BID) for betterment of the downtown. Per Statute, the BID is required to submit their annual Statement of Purpose to the City to be included in the yearly budget. On Tuesday, September 19, 2017, the BID board of directors accepted the annual budget and authorized the BID Manager to submit to the Common Council for approval.

STAFF COMMENTS:

None at this time.

ACTION REQUESTED:

Motion to recommend the Common Council accept and file R.O. No. 172-17-18 by Director of Planning and Development submitting a request of the 2018 BID Statement of Purpose dated September 19, 2017 from the Harbor Centre Business Improvement District.

ATTACHMENTS:

- I. R.O. No. 172-17-18

II

3.6

R. O. No. 172 - 17 - 18. By DIRECTOR OF PLANNING & DEVELOPMENT.
October 2, 2017

Submitting a request from Chad Pelishek, Director of Planning and Development, of the 2018 BID Statement of Purpose dated September 19, 2017 from the Harbor Centre Business Improvement District.

Finance +
Personnel

Director of Planning & Development

BID STATEMENT OF PURPOSE (9/19/2017)

Wisconsin State Statute 66.1109 creates a financial tool that allows a municipality to levy a special assessment on property owners within a defined Business Improvement District (BID) upon petition of those property owners. The property owners in the BID district then use the assessment resources to maintain and enhance their business environment.

Property owners join with a municipality to create a BID in order to establish a strong organizational structure where individual concerns, as well as group goals can be addressed. Property owners maintain a direct role within the district, coordinating the use of funds from the pooled assessment, and implementing plans for the development, operation, maintenance and promotion of the BID area.

The Harbor Centre concept formed in 1990 was developed to utilize the historic strengths of the City – the lakefront, riverfront, and downtown. The concept recognizes the need for a coordinated development and marketing approach for the central part of Sheboygan. The concept coordinates and integrates public and private development, traffic and pedestrian circulation, parking, signage, lighting, and landscaping.

The Harbor Centre concept recognizes the individual identity of the downtown, riverfront, and lakefront and builds on the assets of each area. The BID is an important tool that will assist in the implementation of the Harbor Centre Master Plan. Further, the BID will foster a positive image for the businesses within Harbor Centre and for the businesses within Harbor Centre and for the community as a whole. A prosperous central area (Harbor Centre) is as important as good schools, good parks and good roads.

The BID funds will be used to recruit new businesses, promote the area, increase tourism, provide streetscape beautification and enhancement, and organize special events.

BID BENEFICIARIES

A coordinated program aimed at increasing tourism within the Harbor Centre benefits all businesses within the BID boundaries.

The BID program is designed so that it benefits all business interests within the district.

RETAILERS:

Money generated through the BID assessment is used to develop programs to enhance the business climate in the Harbor Centre.

A comprehensive promotional program reinforces the existing promotional programs and creates new programs. Retailers benefit from promotions, traffic and a feeling of vitality created in the central area.

A business recruitment campaign helps by bringing in new businesses that will complement existing retail uses. These new businesses will also generate increased traffic.

SERVICES PROVIDERS: Service providers benefit from the proposed promotional activities as some of these events enhance the service industry as well.

Service providers also benefit from the business recruitment program as new, compatible retailers and service providers are attached to the Harbor Centre. These new businesses represent potential new customers and clients.

INDUSTRIAL FIRMS: Industrial firms located in the Harbor Centre benefit from the improvements to the physical environment made possible through the organization of the BID. The overall effect of an attractive, clean, active business reflects positively on a corporate image.

In addition, BID promotional events will provide a source of recreation and entertainment for employees before and after work and during lunch breaks.

PROPERTY OWNERS: Property owners benefit from the BID. Promotional and design programs increase the vitality in the area which, in turn, results in increased property values. The property owner who has vacant property benefits from the business recruitment program as well, since it provides an opportunity to fill vacant space.

BID BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

HARBOR CENTRE DISTRICT COORDINATOR

FINANCE COMMITTEE

**DEVELOPMENT
COMMITTEE**

**OPERATIONS
COMMITTEE**

**MARKETING
COMMITTEE**

The Board of Directors will manage the Business Improvement District. The Board will meet on a regular basis and will establish an executive committee to oversee the day-to-day activities of the BID. The Board will implement the operating plan and prepare annual reports on the district. The Board will also conduct an annual review and make necessary changes

BID BOARD OF DIRECTORS

The Board shall consist of 12 members in size for two year staggered terms and are composed of five business owners, representing owners of commercial businesses in the district; six property owners, representing owners of commercial property in the district; and one government member, representing the City of Sheboygan, all of whom are appointed by the Mayor and confirmed by the Common Council of the City of Sheboygan.

Board members should be representative of different areas within the district, as well as large and small businesses. In addition, the Board may choose to have non-voting members representing co-beneficial partner organizations such as the Sheboygan Tourism Board and Sheboygan County Economic Development Corporation.

BID GOALS AND OBJECTIVES

To assure a continued and successful central area development effort, the Business Improvement District will adopt a set of goals designed to create a positive business climate in Harbor Centre. The Business Improvement District's Board of Directors will follow this approach and direct activities to meet these goals.

1. **Management** – The Board of Directors will maintain a professional staff member who will be responsible for the following:
 - a. Recruit new business to the district.
 - b. Coordinate activities with other development groups.
 - c. Interact with city government and work together on specific programs to enhance, beautify, and maintain the visual integrity of the district.
 - d. Lobby for redevelopment programs.
 - e. Act as a clearing house for information and maintain an up to date listing of available properties for sale or rent.
 - f. Manage activities day-to-day.
 - g. Collaborate with other community groups in providing special events within the district.
2. **Economic Development** – The Board of Directors will coordinate its activities with the Sheboygan County Chamber of Commerce, the Sheboygan County Economic Development Corporation, and the City. The committee will work to improve the economic environment of the Harbor Centre by developing a business retention and recruitment program.
3. **Arts, Culture, and Food** – The Board of Directors will leverage an Arts, Culture and Food District: Arts, culture and food related events and businesses represent a defining feature of Harbor Centre's character and economy. Leveraging this unique asset by coordinated marketing, representative streetscape elements, and complementary programming

will reinforce this influence and expand the economic influence of art, culture, and food amenities throughout Harbor Centre.

4. **Connect and Cross Market** – The Board of Directors will improve physical and marketing connections, which will boost the ability of businesses to capitalize on the wide variety of amenities located in Harbor Centre. This strategy facilitates increased customer cross-over by introducing wayfinding elements for pedestrians, cyclists, and drivers. Establishing coordinated marketing activities is also a key part of this strategy.

BID SPECIAL ASSESSMENT AND EXEMPTIONS

The activities proposed in this operating plan will be funded through annual special assessments. Assessments to meet the BID budget will be levied against each property within the district based on its most recent assessed value. Those properties which are used for commercial purposes and those used exclusively for manufacturing will be eligible for assessment.

The proposed BID assessment is \$2.73 per \$1,000 of assessed valuation. The property owners on leased City land will be assessed on the basis of the assessed value of their improvements on the property.

In addition, the following minimums and maximums will apply:

- a.) BID fee would be a minimum of \$250.00
- b.) BID fee would be a maximum of \$8000.00

Real property used exclusively for residential purposes will not be assessed as required by Wisconsin Statute 66.1109. Properties which are exempt for paying property taxes such as public utilities, non-profit organizations, religious institutions, and governmental bodies are also exempt from the special assessment.

2018 BID OPERATING BUDGET

Jan - Dec 18

Income	
· Special Assessments	140,000.00
- Associate Member Income	2,500.00
· Interest	100.00
· Website & Misc. Income	900.00
· Event Sponsorship	<u>1,000.00</u>
Total Income	144,500.00
Expense	
· Wages	45,000.00
· Office Supplies and Printing	1,500.00
· Postage	200.00
· Taxes - Payroll	3,500.00
· Telephone	50.00
· Travel & Meetings	3,500.00
· Audit and Accounting	4,000.00
· Brochure Expense	1,000.00
· Insurance	2,000.00
- Contingency Fund	10,000.00
· Miscellaneous	50.00
· Computer and Printer	100.00
· Professional Fees	100.00
· Christmas Decorations	21,000.00
· Beautification and Enhancement	15,400.00
- Infrastructure Expense	3,600.00
· Events and Promotions	
General Marketing	7,000.00
Event Production	14,500.00
Event Promotion	<u>7,000.00</u>
	28,500.00
· Committee Expense	
Operations	1,000.00
Development	<u>4,000.00</u>
	5,000.00
Total Expense	<u>144,500.00</u>
Net Income	0.00 =====

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 79-17-18 by Alderpersons Donohue and Bohren. A Resolution to authorize establishing appropriations in the 2017 Budget.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: October 3, 2017

MEETING DATE: October 9, 2017

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 Fire Department received notification in July, 2017 awarding receipt of a 2016 Assistance to Firefighters grant program administered through FEMA in the amount of \$98,839. The grant period is July, 2017 through July, 2018. The 2017 budget amount will be \$13,500 of which FEMA will reimburse \$12,273. The Fire Department intends to spend the grant on employee physicals, equipment, consultants and certifications for improved wellness in the department. The 2018 Executive Program Budget includes the remaining funds of the grant for 2018.

The Common Council approved Res. 40-17-18 accepting a grant from the Fund for Lake Michigan in the amount of \$30,000 for Adopt a Beach and Adopt a Coastal Habitat education programs for the Sheboygan Area Public Schools. A payment of \$17,500 was received for 2017 and the balance of the grant, \$12,500, will be received in 2018.

Wal-Mart contributed \$2,400 to the Sheboygan Fire Department for equipment. The department will use the funds to purchase Mustang Ice Commander equipment.

STAFF COMMENTS:

WI State Statutes requires no funds may be expended and no liabilities incurred by the city or any department unless authorized. The resolution will establish the appropriation in the 2017 budget to increase the incentive to the developer.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 79-17-18 by Alderpersons Donohue and Bohren establishing appropriations in the 2017 budget.

ATTACHMENTS:

- I. Res. No. 79-17-18
- II. Res. No. 40-17-18

III

4.3

Res. No. 79 - 17 - 18. By Alderpersons Donohue and Bohren.
October 2, 2017

A RESOLUTION to authorize establishing an appropriation in the 2017 Budget for grant funds received in the Fire Department.

Establish estimated revenue and appropriation for an assistance grant received from FEMA for the Fire Department.

<u>FROM</u>	<u>TO</u>	<u>TOTAL</u>
General Fund	General Fund	
Fire Department	Fire Department	
Federal grant	Contracted Services	
10122100-431246	10122100-521900	\$12,273

Establish estimated revenue and appropriation for grant received from the Greater Milwaukee Foundation for Adopt-A-Beach and Adopt-A-Habitat programs.

<u>FROM</u>	<u>TO</u>	<u>TOTAL</u>
Capital Project Fund	Capital Project Fund	
City Development	City Development	
Contribution	Contracted Services	
40061100-467101	40061100-521900	\$17,500

Finance + Personnel

Establish estimated revenue and appropriation for contribution from Wal-Mart for Fire Department equipment.

<u>FROM</u>	<u>TO</u>	<u>TOTAL</u>
General Fund Fire Department Contribution 10122100-467101	General Fund Fire Department Safety Equipment 10122100-530256	\$2,400

James A. Bohrer

[Signature]

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

OFFICE OF THE CITY CLERK
Sheboygan, Wisconsin
CITY HALL

I hereby certify that this is a true copy of a
document from the Common Council
proceedings of the City of Sheboygan.

Susan Richards
City Clerk

Res. No. 40 - 17 - 18. By Alderperson Donohue and Bohren. July 3, 2017.

A RESOLUTION authorizing accepting a grant from the Fund for Lake Michigan in the amount of \$30,000 to be used for Adopt a Beach and Adopt a Coastal Habitat education.

WHEREAS, City Development Staff applied for this grant in March 2017 and were notified that we are being awarded \$30,000. The City will be partnering with the Sheboygan Area School District, SEAS, Camp Y-Koda and the Alliance for the Great Lakes is developing a program to get 3rd and 4th graders and 9th and 10th graders to the lakefront to participate in these programs. This is part of the education component tied to the Proposed National Marine Sanctuary.

BE IT RESOLVED: That the Mayor be authorized to sign all documents necessary to executing a grant agreement with the Fund for Lake Michigan.

James A. Bohren

*James A. Bohren
Mayor*

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the
Common Council of the City of Sheboygan, Wisconsin, on the 3rd day of
July, 2017.

Dated July 10, 2017. Susan Richards, City Clerk
Approved July 10, 2017. Michael J. Decker, Mayor

Published July 8, 2017.

Certified July 10, 2017 to - Fin. Dir./Treas.; CA; City Planning; Joe Kerlin