

*****ATTACHMENTS*****



710 North 8th Street
Sheboygan, WI 53081
920-459-3400

MEMORANDUM

TO: Darrell Hofland, City Administrator

FROM: Garrett Erickson, Library Director

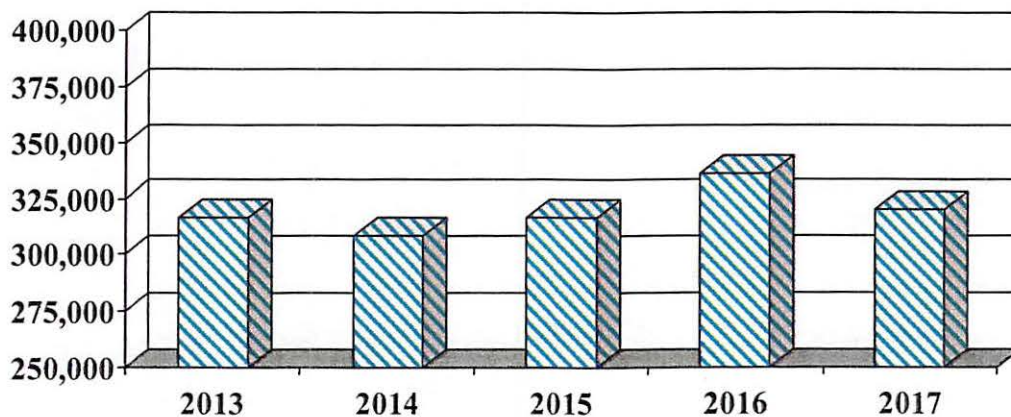
DATE: March 1, 2018

SUBJECT: 2017 Annual Report

Mead Public Library continued providing materials, programs and services to help meet the informational, recreational, educational, social and cultural needs of the community. The type of materials, services and programs available were adjusted to better meet the needs of the Sheboygan citizens and the surrounding communities. In addition, Mead staff have dramatically increased the number of workshops, lectures and other educational events available to the public.

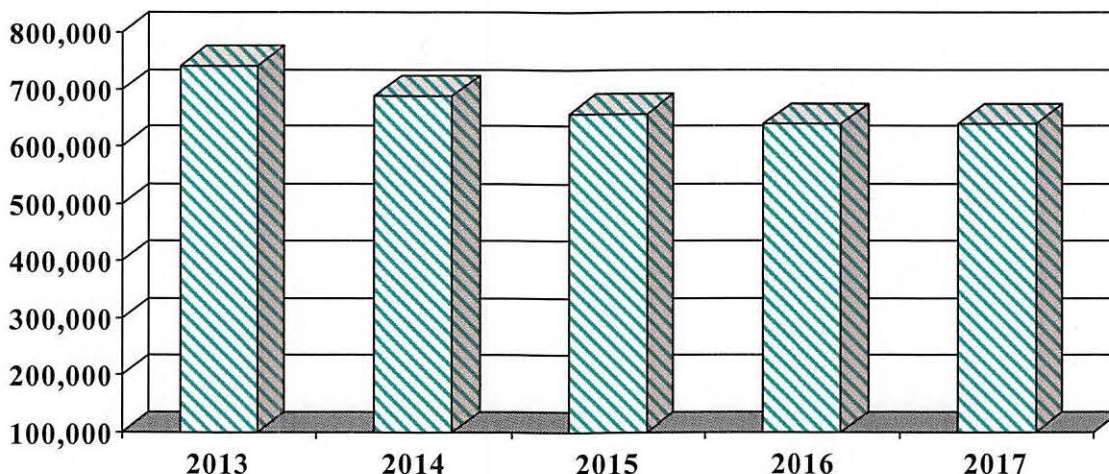
In 2017, 319,693 people visited the library, down from 335,999 the year before. However, a technical issue with equipment used to track attendance may account for the slight drop-off. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

Annual Library Visits



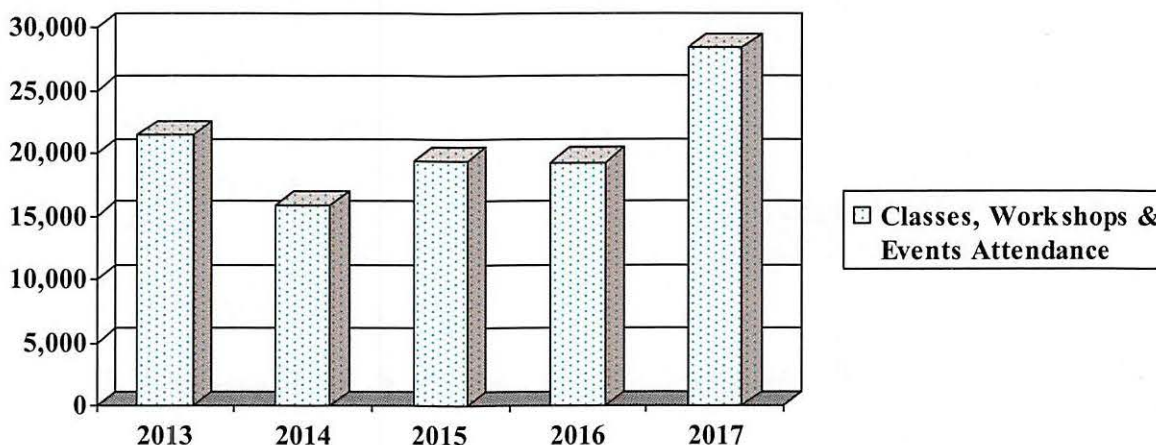
In 2017, library users checked out 639,584 items, which included books, CDs, DVDs, magazines as well as digital downloads. This number is nearly identical to the number of items checked out in the previous year.

Checkout of Combined Physical and Digital Materials



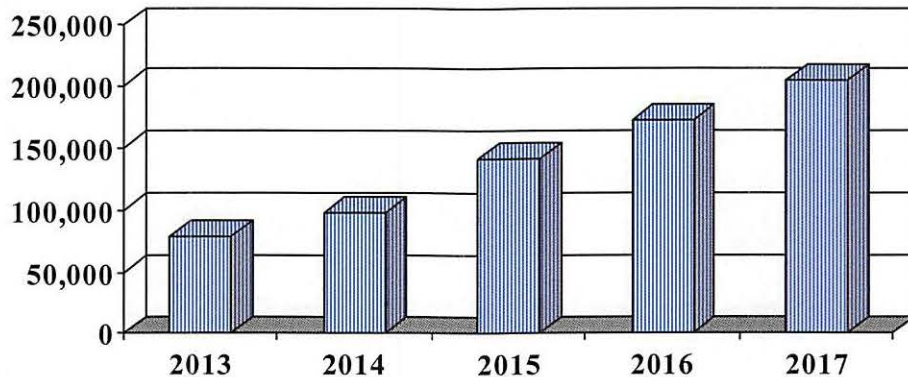
The library offered 1,251 classes, workshops and events that together attracted 28,361 people. These attendance numbers were an increase of 47 percent over figures from the previous year.

Classes, Workshops and Events Attendance



Free Internet access continues to be among the most in-demand resources offered by the library, whether it's through library-provided workstations or Wi-Fi that's accessible from mobile devices. Library-provided Internet access rose 18.6 percent during the past year, with citizens using it for research, skills training, job searching, homework help, social connection and entertainment.

Internet Sessions



2017 Highlights & Achievements

Mead Public Library had a busy and productive year in 2017 that continued to focus on repurposing spaces and expanding the range of services offered to the Sheboygan community.

Our mission is to meet the needs and interests of our diverse community, so Mead staff members have worked diligently to make the library a welcoming and functional environment for our patrons. Our gate count (visitors who enter the building) has remained steady for several years (over 100 people per hour on average), an indicator of the importance of maintaining and improving our physical facility.

The third floor Youth Services Area was redesigned with new carpeting, which was funded through the city's capital improvement projects process. In addition, the entire area was re-painted, which gave the space a renewed sense of fun and creativity.

The library played a major role in consolidating two regional library systems into one. The Eastern Shores Library System and the Mid-Wisconsin Library System merged to become the Monarch Library System. This was the first time in Wisconsin that two library systems were consolidated, giving hope that the project can be replicated in other parts of the state. Many Mead staff members spent countless hours helping to plan the merger. Mead receives IT and delivery services through the Monarch System

and citizens are now able to quickly receive library materials from Sheboygan, Ozaukee, Dodge and Washington County Libraries.

Mead also implemented an RFID inventory system in 2017 to make the check-in and check-out process easier for the public and more efficient for library staff. In all, over a quarter of a million library items received a 2" x 2" RFID tag (essentially a computer chip and antenna) so equipment could read the tags if nearby. This system replaces laser-equipment, which is more cumbersome. The net result is an easier to use and more efficient library for Sheboygan-area citizens.

Finally, the library updated several key pieces of infrastructure. During the summer, two 43-year-old boilers were replaced with a modular boiler system that is more efficient. The old boilers were no longer dependable or easy to maintain. The library was also fortunate to receive a new emergency generator thanks to a donation from the Kohler Company. In late fall, the Kohler Company donated the new generator to Mead valued at about \$30,000. A big thank you to the Kohler Company!

The library also continued to ramp up its digital communication efforts. The library's Facebook page reaches tens of thousands of people each month and had 3,100 followers by December, up from 2,100 from the same time in 2016. This past year also saw the launch of the Mead Instagram page, while the library's e-newsletter topped 1,800 subscribers.

A Survey of Classes & Events Held at or Sponsored by the Library in 2017:

- Largest venue for the Sheboygan Children's Book Festival, with the library hosting 30 events that together attracted nearly 2,000 people
- Launched the WinterGreen festival in 2017 with nearly a dozen local organizations, including schools, colleges, businesses and nonprofits participating
- Brought the Great Decisions lecture series to Sheboygan for the first time, featuring discussions on global issues and U.S. foreign policy, moderated by UW-Sheboygan professors
- Expanded early childhood literacy classes, with new storytimes for infants and caregivers
- Hosted spring and fall Academy talks, featuring current-event lectures in conjunction with the Wisconsin Academy of Sciences, Arts and Letters
- Launched new computer coding classes and workshops for teens
- Art4Fun and Science4Fun, learning-focused after school programs for children
- Curiosity Labs, MilliporeSigma Corp. scientists lead hands-on experiments for kids, teens and adults
- Make it @ Mead, Teen Craft programs: makerspace provides material and space to create arts and crafts, technology/fabrication projects

Additional program offerings included numerous film series, poetry circle, book groups, lectures and visits from local authors, game tournaments, music classes and crafting events. The library is grateful to the organizations that offer financial support for programming: the Mead Public Library Foundation, the Friends of Mead Public Library, and the Kohler Foundation.

Looking Ahead:

The library and library board will undertake several large projects in 2018, including an update of the library's strategic plan.

Improvements to the interior of the library will continue, as the carpet will be replaced on the first floor, several areas of the building will receive fresh paint, aging and worn furniture will be replaced and signage will be updated throughout the building.

The staff will work with the Department of Public Works and Planning Department to update the look and functionality of the area outside the library.

Several infrastructure update projects will likely take place in 2018, including: the replacement of the library's cooling towers to complete the update of the HVAC system and the adoption of the city's VOIP phone system.

The library remains committed to building community partnerships to ensure that resources are used wisely. We will continue to be one of the main venues of the Sheboygan Book Festival in the fall. We are working with the Planning Department to ensure the new City Greenspace has a multitude of family programming throughout the summer months. The library staff will continue partnering with the Sheboygan Area School District, including ongoing projects with the Étude Group and Red Raider Robotics. Finally, the library will continue the exploration of a community makerspace concept in conjunction with the Sheboygan Economic Development Corporation and City Planning Department.

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 146A-17-18 by Alderpersons Donohue and Bohren. A Resolution authorizing the City of Sheboygan to enter into a contract for buildings and property insurance coverage.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: March 7, 2018

MEETING DATE: March 12, 2018

FISCAL SUMMARY:

Budget Line Item: 705-155010
Budget Summary: Liability Insurance
Budgeted Expenditure: \$115,212
Budgeted Revenue: N/A

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The City of Sheboygan cancelled the contract with the State of Wisconsin Office of the Commissioner of Insurance, Local Government Property Insurance Fund, Policy No. 140615 effective June 1, 2016 due to a substantial rate increase and entered into a contract with the Municipal Property Insurance Company, formed by three municipal insurance companies to provide stable, long term solutions for local government entities. The resolution will continue coverage with MPI for the period June 1, 2018 through May 30, 2019.

STAFF COMMENTS:

MPIC has contracted with the same adjustor services as utilized by the State of Wisconsin Office of Commissioner of Insurance, Local Government Property Insurance Fund. The quote is for coverage at the same level with a reasonable price.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 146A-17-18 to enter into contract for buildings and property insurance coverage, effective June 1, 2018.

ATTACHMENTS:

- I. Res. No. 146A-17-18

III

Res. No. 146A - 17 - 18. By Alderpersons Donohue and Bohren.
March 5, 2018.

A RESOLUTION authorizing the City of Sheboygan to enter into a contract for buildings and property insurance coverage.

WHEREAS, City ordinance allows the purchase from or in cooperation with, other governmental agencies without competitive bids, and

WHEREAS, the Municipal Property Insurance Company (MPIC) was formed by three municipal insurance companies - Wisconsin Municipal Mutual Insurance Company, Cities and Villages Mutual Insurance Company, and the League of Wisconsin Municipal Mutual Insurance Company to provide a stable, long term solution for property insurance for Wisconsin local government entities, and

WHEREAS, the quote received from the Municipal Property Insurance Company is very reasonable.

NOW THEREFORE BE IT RESOLVED: That the City of Sheboygan is hereby authorized to enter into contract with the Municipal Property Insurance Company (MPIC) to provide building and property insurance coverage at a cost of \$115,212 for the period June 1, 2018 through May 31, 2019.

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw orders on the Prepaid Insurance Account No. 705-155010 in payment of same.

Finance Personnel

James A Bohren

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

III

5.2

Res. No. 147 - 17 - 18. By Alderperson Sorenson. March 5, 2018.

WHEREAS, The Armory has historical significance for the City of Sheboygan; and

WHEREAS, the common council has failed to move forward with any decision regarding the armory cite for several years ; and

WHEREAS, on February 12th 2018, the committee of the whole voted to move forward with exploring the options of a referendum ; and

NOW, THEREFORE, BE IT RESOLVED, If the common council fails to make a decision regarding the armory by April 16th 2018, the City of Sheboygan shall have a city wide, non-binding referendum to decide the future of the armory,

THEREFORE, BE IT FURTHER RESOLVED, the question should be placed on the August 14th 2018 state primary election ballot ; and

THEREFORE, BE IT FINALLY RESOLVED, that the referendum question shall read: "What should the city do regarding the former Armory site?"

1. The city should allow the armory property to be operated and owned for the purposes of reviving and renovating the armory ; and
2. The city should allow a private company to repurpose and redevelop the armory site to be used for housing or other related business.

*Financed
Pastoriel*

Bar Sorenson

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

ITEM DESCRIPTION: Res. No. 149-17-18 by Ald. Donohue and Bohren authorizing entering into contract for the relocation of the data center located at City Hall to the Wastewater Treatment Facility to accommodate City Hall Renovation

REPORT PREPARED BY: Bernard Rammer, Purchasing Agent

REPORT DATE: March 1, 2018

MEETING DATE: March 12, 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:

This project will construct a backup data center located at the wastewater treatment facility. The move is necessary to accommodate the interim IT needs during the upcoming remodeling of City Hall. Camera Corner Connecting Point of Green Bay, WI has designed the project and will be responsible for the center. The transition will be done in such a manner so as to result in no interruption of service to the various city departments.



STAFF COMMENTS:

Following completion of the City Hall renovation and its new data center, the wastewater treatment facility-located data center will function as a fully redundant backup data center and as a disaster recovery site for the Information Technology Department. Having a secondary site assures that all data is redundant and easily accessible following any sort of disaster. Camera Corner Connecting Point is a State of Wisconsin contracted vendor thus the need for competitive bidding is waived.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 149-17-18 to authorize the Purchasing Agent to enter into contract with Camera Corner Connecting Point of Green Bay, WI for backup data center in the amount of \$212,000.

ATTACHMENTS:

- I. Res. No. 149-17-18

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 148-17-18 by Alderpersons Donohue and Bohren. A Resolution to authorize a transfer of appropriations in the 2018 Budget.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: March 7, 2018

MEETING DATE: March 12, 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 Information Technology Department is proposing to construct a fully redundant backup data center for the City of Sheboygan at the wastewater treatment facility. The project has been approved by the Capital Improvements Commission.

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 2018 budget to purchase the equipment necessary for the backup data center.

This center was originally planned and budgeted for installation in 2017 but was delayed.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 148-17-18 by Alderpersons Donohue and Bohren authorizing a transfer of appropriations in the 2018 budget.

ATTACHMENTS:

- I. Res. No. 148-17-18

City of Sheboygan Department of CITY DEVELOPMENT

2017 Annual Report of Departmental Performance

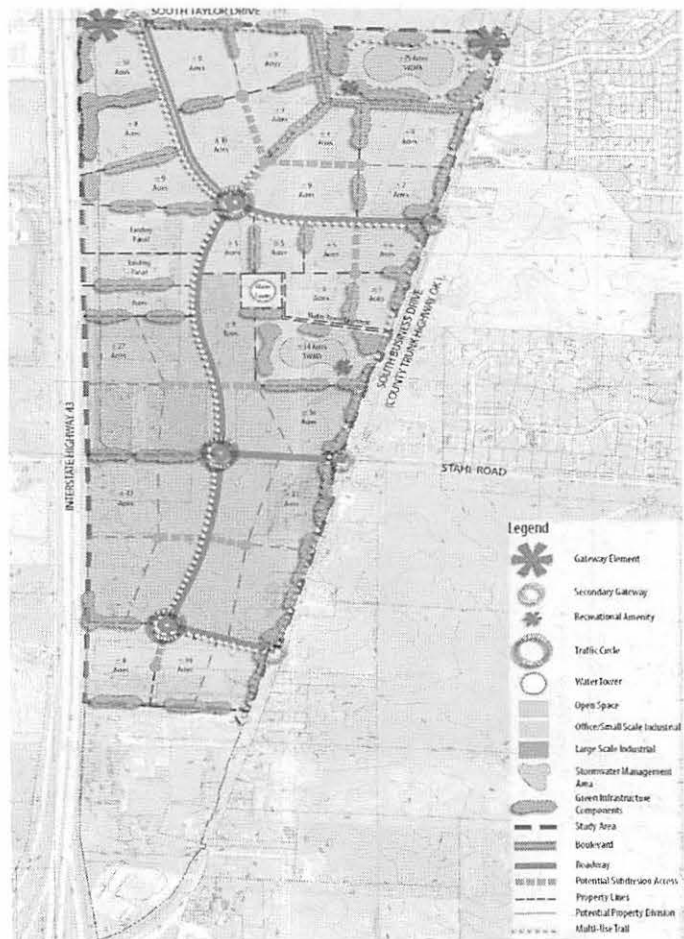
2017 Highlights

High Pointe Apartments

Department staff worked with the developers of the High Pointe Apartments to transfer ownership of the property and provide development incentives to construct 91 market rate apartments. Construction started in July 2017 on South 8th Street, with occupancy beginning in Summer of 2018.

SouthPointe Enterprise Campus

Planning and Development staff successfully negotiated the purchase and annexation of 92 acres of property near Stahl Road and South Business Drive to create a new city business park. Tax Incremental Finance District 18 was created in order to fund the infrastructure improvements. Ruekert Mielke, a consulting firm was hired for preliminary and final design of the infrastructure. Construction of infrastructure is estimated for spring 2018.



Department Profile

The Department of Planning and Development Annual Report outlines accomplishments regarding development activity and trends, and departmental initiatives.

The Department of Planning and Development is made up of two divisions, Planning and Development and Building Inspection. The Department consists of 13 staff members, nine members in Building Inspection and four members in Planning and Development.

Kohler Annexation

Planning and Development staff along with the Plan Commission worked to advance annexation petitions and zoning designations for the development of the Kohler Co. golf course.

Tax Incremental District 13 and 14 Amendment

Planning and Development staff completed and submitted amendments to TID 13 and 14. TID 13 provided development incentives to phase 2 of the Founder's Club dorm style housing development. TID 14 provided development incentives to the Meijer development as well as \$1.8 million in Taylor Drive infrastructure improvements.

Enhanced Code Enforcement Program

Department staff, through code enforcement, continued the neighborhood revitalization strategy in targeted neighborhoods with over 1,600 code orders issued. Staff also developed baseline mapping of current conditions within the chosen targeted neighborhoods.

Planning & Development

Mission Statement

Actively promote a diverse, safe, and dynamic community and enhance the living, working, and recreational choices for all Sheboygan citizens and visitors.

Vision Statement

The vision of Planning & Development is to take a leadership role in creating opportunities for our City to continue to grow and sustain our diverse communities that define and give Sheboygan its unique character.



The Planning & Development Division provides:

- Conditional use permits
- Site plan approval
- Zoning information and letters
- Home occupation approval
- Landscape plan review and approval
- Neighborhood association support
- GIS mapping services
- CDBG grant management
- Business loans
- Housing rehabilitation loans
- Grant writing services
- Grant disbursement and management
- Website management
- Social media coordination
- Plan/report writing and document design
- Sustainability initiative coordination
- Sign Permits
- Economic development services
- Business Improvement District support
- Green Tier Legacy Community representation
- Neighborhood planning services
- Landlord Training administration

Planning & Development Permits & Applications	2016	2017
Conditional Use Permit/Site Plan/ Rezone	88	103
Architectural Review	49	30
Sign Permits	94	127
Zoning Letters	26	44
Tower/Equipment Modification	7	3
Home Occupation (Administrative)	3	4

Planning & Development Division Boards, Commissions, and Committees

The Planning and Development Division staffs multiple boards, commissions and committees. Planning and Development staff coordinates meetings and provides these committees with professional reports and recommendations. The specific boards, commissions, and committees staffed by the Planning and Development Division include:

- Architectural Review Board
- Plan Commission
- Redevelopment Authority
- Housing Rehabilitation
- Historic Preservation
- Sustainable Sheboygan Task Force
- Common Council
- Board of Zoning Appeals
- Joint Review Board

Economic Development Profile

Project	Approximate Value
Meijer - Demo Memorial Mall & New Store	\$14,500,000
Downtown Boutiques and Restaurants	14 new stores
Commerce State Bank	\$2,500,000
Tokyo Sushi and Steak House Restaurant	\$800,000
High Pointe Apartments	\$15,600,000
Portscape Phase II	\$9,200,000
Washington School Apartments	\$9,000,000

The City of Sheboygan Strategic Plan identifies the goal for the Economic Development focus area as “Actively pursue economic and business development strategies to support a growing and sustainable economic base, ensuring the financial resources needed to improve the quality of life, fund services, and provide a diversity of job opportunities for city residents.”

The projects profiled above provide examples of the success stories the department has been active with over the past year. Economic development successes take time and may occur over a multiple year time frame. Department staff continue to work hard at new business attraction as well as existing business retention and expansion. Over the past few years, approval processes have been streamlined to allow businesses to understand the time frame to obtain approvals. Department staff receives numerous comments about the efficient approval process and the “can do” attitude staff brings to the table when projects are proposed.



Commerce State Bank



Meijer



Meijer



Washington School Apartments



High Pointe Apartments

Grant Writing & Management

Planning & Development staff write and manage multiple grants. The City of Sheboygan is a Community Development Block Grant (CDBG) Entitlement Community that receives a federal grant. CDBG funds are used by the city as well as other public agencies who apply to the city for grant funding. Department staff also manages the disbursement of Neighborhood Grants to recognized Neighborhood Associations. These Neighborhood Associations utilize these grants to undertake neighborhood projects and to hold events that increase community awareness and involvement.

Planning and Development staff continue to act as the city's administrator of the approximately \$800,000 of Community Development Block Grant Program funds the city receives. Most of the funding is granted by the city to other organizations, and department staff is responsible for completing performance reporting, monitoring and environmental reviews. During the 2017 CDBG year, the following activities received funding:

Community Development Block Grant funding distribution	Amount
Public Service Agencies (Non-profits & Government Agencies)	\$166,304
Public Facilities - Skate Park	\$141,000
Public Facilities - City Green	\$100,000
Street Lighting and Street Trees	\$116,322
Neighborhood Improvement Grant Program	\$10,000
Historic Preservation	\$74,400
Fair Housing	\$25,600
Administration	\$158,406



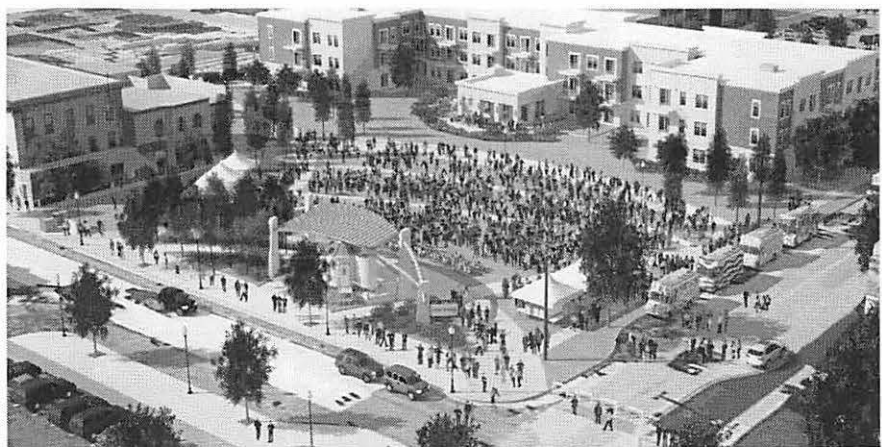
Sheboygan Skate Park
Photo taken by Ruth Harker



Quasius Construction Building

City Green Development

City Green is the arts and entertainment space created on the former Boston Store property in conjunction with the Encore Apartments. Encore Apartments completed construction in July 2017 and as of the end of the year, nearly 80% of the 81 units were occupied. City Green will host its first concert with the Levitt AMP in June 2018 as well as an entertainment schedule two to three nights per week through the summer.



Coordination with Outside Organizations

Tourism

The Department of Planning and Development staff are actively involved in the Visit Sheboygan, Inc. and has held a chairperson role on the Board of Directors and actively works to increase visitor spending and room tax collections year over year. The Director of Planning and Development is actively involved in coordinating the 4th of July Celebration and overseeing the activities of Visit Sheboygan.

Sheboygan County Economic Development Corporation

The Department of Planning and Development continues a strong relationship advancing economic development goals for the city with the Sheboygan County Economic Development Corporation (SCEDC). Business attraction and retention of city businesses continues to be a priority with the SCEDC. Nontraditional financing and promotion of the city's revolving loan fund continue as focus for new and expanding businesses. City staff has worked aggressively with the SCEDC on retention efforts in 2017 on projects like Mayline-Safco, Nematik, and The Financial Group, to name a few.

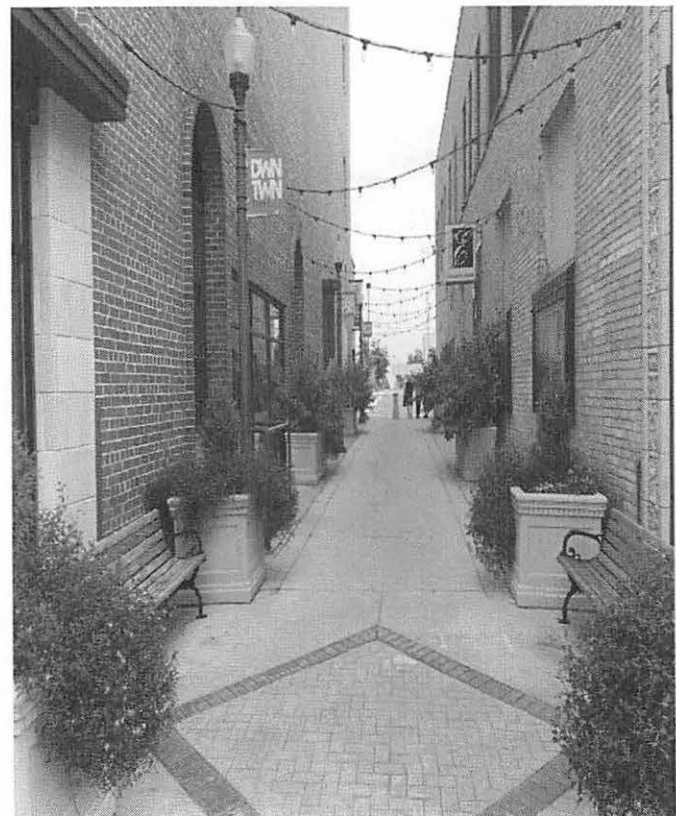
Department staff are working closely with SCEDC on the creation of the Innovation Community which will provide the opportunity for conceptual ideas to become reality, turning prototypes into products on the shelf, and will lead to the establishment of new cutting-edge businesses in Sheboygan County. This development will be located within the Indiana Corridor.

Sheboygan Squared

Department staff continue to work closely with Sheboygan Squared in revitalization downtown. Together we have been active in placemaking in downtown Sheboygan. Placemaking is a multifaceted approach to the planning, designing and management of public spaces. This past year, placemaking efforts continued with the process including city approval and installation of the public art projects in the alley near the Weill Center for the Performing Arts. In 2018, more downtown placemaking is planned including the alley near the Mavericks Barbershop, an alley near Milwaukee PC, a community art project at City Green, a story walks and historical building walking tours.

John Michael Kohler Arts Center

The collaboration with the John Michael Kohler Arts Center has been a key to downtown revitalization efforts. The continuation of the Levitt AMP concert series successes have been a huge draw for the downtown. The connection of the Arts Center to the National Endowment for the Arts grants has provided funds to complete a number of downtown placemaking and revitalization projects that would have not been possible without them at the table.



Interdepartmental Cooperation

Other City Department Assistance

Department staff work daily with other city departments including Finance, City Attorney, City Clerk, Fire Department, Police Department, Department of Public Works, Transit and Parking, Water Utility, Purchasing, Mayor's Office and Administration Office. Department staff has provided document creation and design services for specific projects identified in these departments. Also provided to other departments is grant writing; such as Coastal Management Grant for the ADA accessible kayak/canoe launch and the Tony Hawk Grant for the Skate Park.



Sustainable Sheboygan Task Force

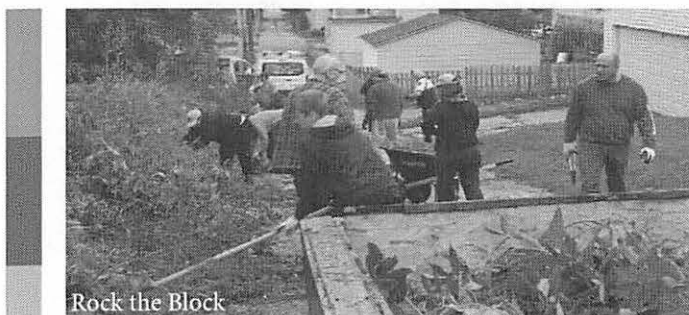
The Department of Planning and Development continues to lead city staff and departments in making the most sustainable decisions possible with their operations. Department staff chair the Sustainable Sheboygan Task Force and working with the subcommittees to achieve successes in sustainability. The Department is also active in the requirements and programming associated with the Green Tier Legacy Communities Charter.

Department staff continue to take an active role in advancing the short and long term goals identified in the city's sustainability plan. With the assistance of the task forces committees, a number of rain barrel sale activities occurred, education of composting at the Farmers Market, recycling education in the Sheboygan schools and development of a website to promote the city's sustainability strategy were all developed.

Neighborhood Revitalization

Seeing a need for and the benefit of increased communication between the Development Department, Attorney's Department, Police Department, and Landlord Association, the Planning and Development staff holds a monthly meeting between all entities to discuss issues and the status of work being done. Recently, these meetings have expanded to include the Department of Public Works. These meetings focus on seeing real results in resolving issues in Sheboygan's neighborhoods and have proved valuable for all.

Department staff have been very active in SOUP (Support our Urban Projects). SOUP has held two successful events in 2017 with the inaugural event in April 2017. The idea behind SOUP is to allow the public to submit project ideas, which are presented at a dinner event where the public is invited to come and donate money which gets them a good meal and a vote on their favorite project. The entry with the most votes wins the proceeds that are raised that night from the dinner and then can use the proceeds to implement their project.



Building Inspection

The Building Inspection division is dedicated to the public safety in the construction environment throughout the city through development and promotion of uniform codes and standards, code administration, and in education and instruction of safe and secure homes and businesses.

The Building Inspection Division provides:

- Building inspection services
- Electrical inspection services
- Heating inspection services
- Plumbing inspections services
- Clearwater inspections
- Weights and measures
- Residential and commercial plan review
- Code enforcement
- Landlord/tenant concerns
- Contractor licensing
- Occupancy inspections

Permitting

The Building Inspection division provides a public service window, open during City Hall business hours, at which the public can obtain permits on-the-spot. The Building Inspection Division is customer focused and strives to address permitting issues as swiftly as possible.

Coordination

The Building Inspection division also works closely with Planning and Zoning, Engineering, Utilities, Streets, Police, Fire/Rescue during final inspections phase of the project and during criminal and fire investigations. All inspections are scheduled with the building and housing inspectors.

Enforcement

The Building Inspection division has adopted all the Department of Professional and Safety, State of Wisconsin Building, Mechanical, National Electric Code (NEC) and Plumbing Codes. Through the adoption of these codes, the city ensures that all construction in the city is compliant with all codes and requirements of the State. The city also adopts the International Property Maintenance Code as it relates to enforcement of property maintenance.



Building Inspection Permits	2017 Issued	Total Fees Collected
Building	2,126	\$395,216
Electrical	338	\$156,050
HVAC	540	\$153,045
Plumbing	360	\$79,400
Wrecking/Razing	29	\$4,799
Signs	80	\$10,653
Commercial Occupancy	24	\$5,100
Other Revenues	NA	\$298,541
Totals	3,497	\$1,102,804

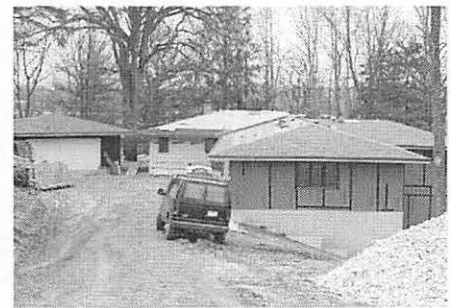
Building Inspection Licensing	2017 Issued	Total Fees Collected
Weights and Measures	99	\$31,623
Contractor Licensing	369	\$78,415
Totals	468	\$110,038

Total Permits and Licensing	3964	\$1,212,842
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Residential Housing Construction 2013-2017

Year	Housing Type	Number of Units	Percentage	Number of Buildings
2013	Single	1	33%	1
	Duplex	2	67%	1
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		3	100%	2
2014	Single	7	100%	7
	Duplex	0	0%	0
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		7	100%	7
2015	Single	7	9%	7
	Duplex	2	2%	1
	Multi - Apartment	72	89%	5
	Multi - Condominium	0	0%	0
		81	100%	13
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		131	100%	22
2017	Single	10	7%	10
	Duplex	36	26%	18
	Multi - Apartment	91	67%	1
	Multi - Condominium	0	0%	0
		137	100%	29
Totals	Single	32	8%	32
	Duplex	66	19%	33
	Multi - Apartment	261	73%	8
	Multi - Condominium	0	0%	0
		359	100%	73



Building Inspection Division Boards, Commissions, and Committees

The Building Inspection Division staffs multiple boards, commissions and committees. Building Inspection staff coordinates meetings and provides these committees with professional, reports and recommendations. The specific boards, commissions, and committees staffed by the Building Inspection Division include:

- Board of Zoning Appeals
- Board of License Examiners

City of Sheboygan Landlord Training Program

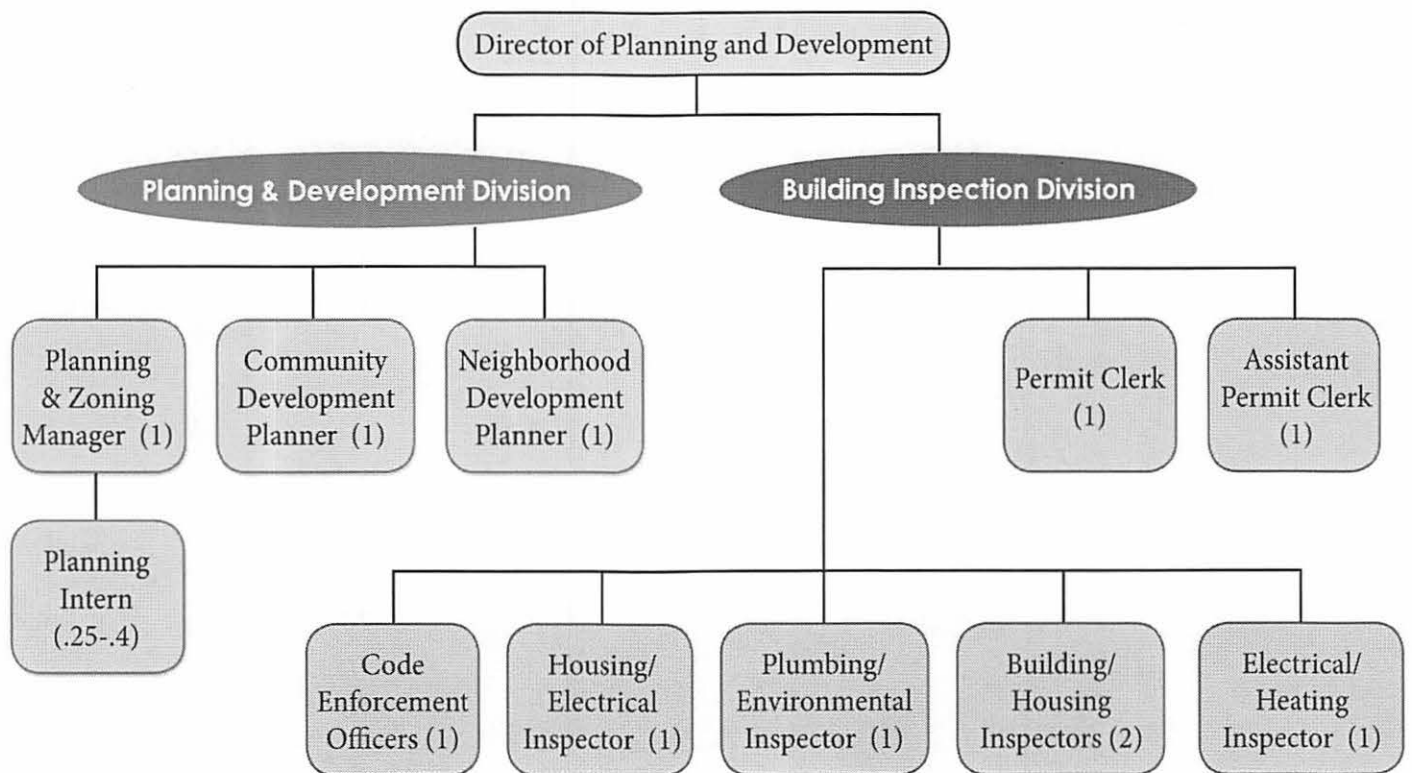
The City of Sheboygan runs an annual Landlord Training Program for area landlords to become more familiar with current landlord/tenant laws, police procedures, tenant screening, and property maintenance. Over the past five years, over 150 landlords have attended the training.

Code Enforcement & Neighborhood Revitalization

The Building Inspection Division added one part-time Code Enforcement officer in 2015 and another in 2017 for a total of one full-time position. The primary focus of this position is to be present in Sheboygan's neighborhoods, identify code violations, notify property owners, and issue citations if necessary. In the past, Building Inspectors were expected to spend part of their time focusing on code enforcement, but as the economy strengthened and more commercial construction began, their time for code enforcement was limited. This limitation led to the creation of the Code Enforcement Officer Position.

When the Code Enforcement Officer began working in the neighborhoods, not only would he issue notices for housing code violations, but would also address nuisance issues such as garbage and debris, and identify zoning, storage, and parking issues. Nuisance issues such as these are some of the most common complaints in neighborhood meetings, and remedying these issues is vital in revitalizing Sheboygan's neighborhoods.

In 2017 the Building Inspection Division issued a total of 1331 housing code violation notices and a total of 891 nuisance violations compared to the 1,630 housing code and 909 nuisance violations issued the two previous years. Each violation is reinspected and communication with the property owner is made so that compliance can be obtained. Building Inspection is proud to report that they had 1,480 housing violation corrected in 2017.





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CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Benchmark measurements for the Finance Department, for the period commencing January 1, 2017 and ending December 31, 2017.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: March 7, 2018

MEETING DATE: March 12, 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 benchmark measurements for the Finance Department for the period commencing October 1, 2017 and ending December 31, 2017 is presented for information and discussion.

STAFF COMMENTS:

Highlights of the report are as follows:

- Vendor checks issued in the fourth quarter totaled 1,324. The city began utilizing electronic payments to vendors in the third quarter, although the response was less than anticipated and the number of checks issued has remained consistent.
- Reports for the fourth quarter were distributed by the 10th of the month in two of the three months. Reconciliations were not completed by the 15th of the month in the third quarter as information was not received timely in finance.
- Wisconsin Bank & Trust began collecting taxes on December 18, 2017 for 2017 taxes. As of December 31, 2017, \$12 million was collected by the bank.
- Rate of return on investments exceeded expectations.
- The Board of Review convened on June 21, 2017 with no cases presented.
- Cost of assessing per parcel reduced due to outsourcing.

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

- I. Finance and Assessing benchmark measurements.

FINANCE

Measurements	2015 Actual	2016 Actual	2017 Actual	2017 Goals
<u>Workload</u>				
Vendor checks issued	5,310	6,029	6,038	5,310
Accounts receivable invoices	750	1,250	1,223	750
Receipts processed	26,000	24,522	27,758	26,000
Journal entries posted	4,300	4,031	4,712	4,300
<u>Effectiveness</u>				
Percent of reports distributed by the 10th	0%	0%	50%	50%
Percent of reconciliations completed by the 15th	0%	0%	25%	50%
Percent of receipts processed within one business day	95%	95%	95%	95%
<u>Efficiency</u>				
% of taxes collected at financial institutions	27%	35%	37.6%	40%
<u>Effectiveness</u>				
Rate of Return on investment	0.71%	1.51%	1.38%	1.00%
Basis points above LPIG	0.52%	.58%	1.21%	.25%

ASSESSING

Measurements	2015 Actual	2016 Actual	2017 Actual	2017 Goals
<u>Workload</u>				
Cases presented/cases upheld by Board of Review	5	5	0	5
<u>Efficiency</u>				
Cost of assessment per parcel	\$24.24	\$22.30	\$19.72	\$19.82
<u>Effectiveness</u>				
Assessment ratio	.9956	.9966	.9620	.9900

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: 2017 Information Technology Annual Report

REPORT PREPARED BY: Greg Vertelka, Director of Information Technology

REPORT DATE: March 7, 2018

MEETING DATE: March 12, 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:

Report presents the annual review for the Information Technology Department.

STAFF COMMENTS:

The attached report highlights the key activities for 2017 as well as the end of year metrics.

ACTION REQUESTED:

For information purposes only.

ATTACHMENTS:

- I. 2017 Information Technology Annual Report



Mission Statement

The mission of the Information Technology Department is to provide products and services that are effective and efficient in meeting the electronic computing requirements for the City of Sheboygan and affiliated organizations in a manner that is timely and cost effective.

Vision Statement

As a customer service based and quality focused organization, the Information Technology Department envisions providing a vibrant infrastructure and software application tool sets that are scalable both vertically and horizontally in order to support the future goals and strategic directions of the City of Sheboygan in the following manner.

Function

- Provide project management services
- Utilize a virtual computing environment for faster deployment
- Consolidate technologies
- Establishing common standards
- Establish life-cycle management
- Financial stewards of resources

Key Focus Areas for Information Technology

Program Management Office (PMO)

Definition

The PMO defines, implements, and maintain standards for Project Management/Requests activities and drives execution.

Key Activities: 2017

- Project Portfolio: Documented a city-wide project portfolio enabling visibility to all projects
- IT Steering Committee: Defined and implemented a city-wide Technology Steering Committee in order to work on the "right" project given resources constraints
- IT Project Review: Defined and implemented a standard technology review process/template ensuring consistency and quality in project execution'
- WSCS Advisory Board: Defined and implemented a WSCS Advisory Board and developed a backlog of new programming ideas
- Request Process: Defined and implemented a standard technology services request process streamlining and prioritizing the request process
- Project Execution: Key Projects
 - MUNIS Upgrade
 - Voice over IP phone system implementation
 - GIS Mapping Software (ESRI): Software contract negotiated and executed. Infrastructure designed and implemented.

- MUNIS Business License
- Redundant Data Center Design
- Social Security building network buildout
- Website hosting provider move

Business of Information Technology

Definition

Leading and managing department functions to drive the highest quality and execution to the Technology team.

Key Activities: 2017

- Enhanced skillset for staff: Implemented training program for technology staff. (Project Management/Six Sigma) 2018 goals include both technical and process training.
- Organizational structure: Developed to-be IT organization with all required profiles to successfully support the technology needs of the city.
- Staffing: Justified and on-boarded intern(s) and contract PC technician.

Financial Management

Definition

Manage and control financial resources

Key Activities: 2017

- Purchasing Process: Defined and Implemented a standard technology purchasing process which reduced cycle time and costs by technology standardization.
- 2017 Budget adherence: Closed 2017 within budget
- 2018 Budget Projections: Reviewed and built in additional support to better address City-wide technology needs.
- Telecommunications financial management: Leadership regarding contracts and billing.

Ticket Closure Overview

Incident Type	Closed in 2017
IT Help Request	634
IT Purchase Request	121
IT Service Request - Application	78
IT Service Request - Technology	45
IT User Access Request	<u>82</u>
Total	960

2017 Metrics

Measurements	2015 Actual	2016 Actual	2017 Actual	2017 Goals
<u>Workload</u>				
Total Number of Servers	33	32	39	30
Total Servers Virtualized	24	25	29	25
Percent Virtualized	73%	78%	76%	83%
Total Number of Servers	33	32	39	30
Total Servers Virtualized	24	25	29	25
Percent Virtualized	73%	78%	76%	83%
Total Munis Modules Owned	23	23	23	24
Total Munis Modules Used	19	20	20	21
Percent Implemented	83%	87%	87%	88%
Percentage of Computers Installed	23%	75%	99%	100%
Number of Security Audits Performed	0	1	0	2
Number of Security Outbreaks Reported	2	0	0	0
Percentage of Remote Computer Access	34%	7%	15%	6%
Percentage of Remote User Access	29%	5%	12%	3%
Total Committees on BoardDocs	17	20	39	22
Total Issues Reported via Website	181	190	482	200
Total Break/Fix Issues Logged	192	750	960	700
Total Open Break/Fix Issues	1	0	31	0
<u>Efficiency</u>				
Average Close Time for all IT Request Types (days)	17	5	15	5
<u>Effectiveness</u>				
Percent of Break/Fix Issues	67%	75%	58%	80%

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: 2017 WSCS Annual Report

REPORT PREPARED BY: Greg Vertelka, Director of Information Technology

REPORT DATE: March 7, 2018

MEETING DATE: March 12, 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:

Report presents the annual review for WSCS.

STAFF COMMENTS:

The attached report highlights the key activities for 2017 as well as the end of year metrics.

ACTION REQUESTED:

For information purposes only.

ATTACHMENTS:

- I. 2017 WSCS Annual Report

WSCS

Annual Report: 2017



Mission Statement

The mission of WSCS is to make local government more accessible to the citizens of Sheboygan by providing a direct link to local government via television and the web. WSCS is also dedicated to providing equal access to the citizens of Sheboygan for using video as an outlet for expressing their creative and intellectual freedoms.

Vision Statement

WSCS is a full service television production facility with a complete studio and remote production capabilities. We can help citizens, organizations and staff plan, script, shoot, edit, cable/web-cast, duplicate, convert, distribute and archive their programs and/or advertisements.

2017 Highlights

- **New Staffing:** In 2017 WSCS was reduced from 2 full-time employees to 1.5 FTE. This change included hiring a new part-time Production Coordinator, training and on-boarding, and re-assigning operational tasks to meet deadlines with available staff.
- **Shows Produced:** WSCS facilitated the creation of 355 programs totaling over 300 hours of original, first-run content.
- **Awards:** WSCS received seven awards at the Best of the Midwest Invitational Media Fest, including Best in Show for "Sam's Tech Talk: Library and Senior Center Resources" and an Achievement award for "Painting Journeys: Home on the Mississippi." *Ignite the Spark*, *Thinking Out Loud*, *Sheboygan County Government Working for You*, and two episodes of *Quality of Life* all received Merit awards. The media festival is presented by Wisconsin Community Media and the Alliance for Community Media's (9-state) Midwest Region.

Special Projects:

- Community media serves to foster relationships between organizations within our community to the mutual benefit of those institutions, their members, and the residents we all serve. "Market Fresh Meals" is a terrific example of such collaboration. Sheboygan County Interfaith Organization, City Development Department, and WSCS with sponsorship from Aurora Health Care and Relish Kitchen Store, produced a five-part series focused on healthy meals prepared using locally sourced produce. The series was shot on-location at the Farmers Market and the Relish kitchen. The programs were well received and the producers were pleased with the results. Planning is underway for the next season.
- Expanding WSCS a broader audience via Over-the-Top devices was another station initiative throughout 2017. Working with our hosting vendor we are expanding our Over-the-Top device list, which already includes Roku, to include Apple TV. This upgrade (due to complete in quarter one 2018) sets up adding additional platforms and services like Amazon Fire, Chromecast, etc.

2017 Metrics

Measurements	2015 Actual	2016 Actual	2017 Actual	2017 Goals
<u>Workload</u>				
Number of Programs Produced	474	480	355	500
Number of Broadcast Channels	5	5	5	8
<u>Effectiveness</u>				
On-Demand Viewing	8,210	8,298	5,593	9,500
On-Demand Unique Visitors	3,394	3,252	2,390	3,500
Number of Film Awards	3	3	7	3

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Benchmark measurements for Office of the City Administrator for the period commencing January 1, 2017 and ending December 31, 2017

REPORT PREPARED BY: Darrell Hofland, City Administrator

REPORT DATE: March 6, 2018

MEETING DATE: March 12, 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:

This report includes the fourth quarter 2017 Benchmark measurements for the Office of the City Administrator reflecting the performance for the period commencing January 1, 2017 and ending December 31, 2017.

STAFF COMMENTS:

The following information indicates the Benchmark measurements established for the Office of the City Administrator relative to the calendar year 2017. These Benchmarks were created as a result of the 2017 – 2021 Strategic Plan, specifically providing support to the appropriate Focus Areas outlined within the Strategic Plan.

Measurements	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Goals
Effectiveness					
Resident satisfaction rating with service efficiency	N/A	N/A	91%	87%	80%
Resident satisfaction rating with communication	N/A	N/A	87%	97%	80%
Resident satisfaction rating with city performance	N/A	N/A	93%	94%	80%
GFOA Budget Award	N/A	N/A	No	Yes	Yes
ICMA CPM Award	N/A	N/A	No	Yes	Yes
GFOA PAFR Award	N/A	N/A	No	No	Yes
Number of Strategic Plan quarterly updates	N/A	N/A	N/A	4	4

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

None



HUMAN RESOURCES DEPARTMENT

Department Overview for Calendar Year 2017

MISSION STATEMENT

The City of Sheboygan Human Resources Department is responsible for the recruitment of qualified applicants, employees orientation, maintenance of personnel records, administration of employee benefits, retirement processing, compensation administration, job classification & labor market research, employee relations, labor negotiations, health & wellness administration, regulatory compliance and the processing of payroll.

The City of Sheboygan's Human Resources Department is committed to providing city employees, retirees, and the general public with timely, high-quality service that integrates kindness, communication, teamwork, respect, understanding, trust, confidentiality, sensitivity, and individualized attention. It is our belief that every person who walks in the door or who calls on the phone is important and should be treated as such.

VISION STATEMENT

Our vision is to be the department that best understands and satisfies the needs of those who require assistance. Through our interactions with others, we will continually monitor experiences and strive for efficiency and expertise.

1) Health Insurance and Enhancements to the Wellness Program

Group Health Insurance and Wellness Committee

The City of Sheboygan Group Health Insurance and Wellness Committee (which converted to an employee-based committee) will reviewed, modified and introduced new programs in an effort to continue to offer a quality health insurance program for employees and their families and contain the health insurance costs for the City of Sheboygan.

- a. 2017 health insurance costs were approximately 10% greater than revenue, resulting in a health insurance premium increase of 10%.
- b. Employee Assistance Program ("EAP") shifted from a "Cost-Per-Visit" model to a "Cost-Per-Member-Per-Month", which has positively affected utilization. The primary utilization occurs with mental health, which represents one of the city's top costs for health care. Increasing EAP utilization is projected to decrease expenses to the health insurance fund, more that covering the additional costs for the EAP.
- c. Shift to a four-tier pricing strategy for health premiums was primarily favorable.
- d. In January, 2017, the City of Sheboygan rolled out a more robust Wellness program, including an evidence-based premium incentive plan and a fitness reimbursement program.

- Points earned between September 1, 2016 – August 31, 2017 applied to employee contribution rates for health insurance premiums January 1, 2018.
- Points are earned through activity:
 - Yearly Health Risk Assessment (“HRA”)
 - Routine Workouts
 - Completion of yearly preventive examinations
 - Non-smokers: 350 points / Smokers who quit are eligible to earn 350 points
 - Activity Involvement (Cancer Crusade, Neighbor Cleanup, etc)
 - Wellness Lunch-n-Learns
 - Gratitude
 - Mindfulness
 - Resilience
 - Estate Planning
 - Medicare
 - Market-Fresh Meals
 - Long-Term Insurance
- Fitness Reimbursement for demonstrated participation

2) Employee Engagement Surveys

During 2016, the city developed several measurements designed to assist in determining our success in doing the city’s work. Those numbers are being tracked in 2017, so next year’s report will be the first to provide such numbers. In addition, all employees were provided the opportunity to give feedback through employee surveys. Departments are taking the feedback and starting efforts at addressing concerns brought forward. This effort will continue on a yearly basis.

3) Employee Appreciation Team

In an effort to provide specific opportunities to recognize employees, a team was established in 2017. That team was put “on hold” based on feedback from the city’s auditing firm relating to the tax implications of awards and the programs identified. A clear process has now been defined and the team will be reestablished in 2018.

4) Non-Represented Compensation Program

In an effort to attract and retain employees, as well as reward employees for their efforts, a comprehensive review of the City of Sheboygan’s compensation plan took place, resulting in a shift in philosophy. On a go-forward basis, the market rate will be focal point of compensation. Those under market value will have the opportunity through performance to accelerate their yearly pay towards the market value. Those at or over the market value (but making less than the top pay of the range) will be eligible to increase their salary as well, based on performance.

Approximately one-third of the employees in the Non-represented (non-labor) work group are currently compensated less than the market value of the position they hold.

5) Recruitment / Turnover

Recruitment for 2017 was a busier-than-average year for recruitment purposes with 44 new full-time employees, requiring many actions before, during and after the job offers:

- a. Information Technology Director (1)
- b. Assistant City Attorney (1)
- c. Communications Specialist / Administrative Assistant to the Mayor (1)
- d. Police Officers (6)
- e. Records Specialist Clerk (1)
- f. Budget Analyst (1)
- g. Electrical/Housing Inspector (1)
- h. Library Assistant (2)
- i. Librarian (1)
- j. Library Maintenance Technician (1)
- k. Department of Public Works (10)
 - Wastewater Treatment Plant Superintendent (1)
 - Maintenance Worker I (5)
 - GIS/Project Specialist (1)
 - Management Analyst (1)
 - Clerk I (2)
 - Seasonal (Parks, Cemetery, Bridge tenders, etc.) (32-Seasonal)
- l. Fire Fighters (7)
- m. Part-time Code Enforcement Officer (1)
- n. Temporary Electrical/Housing Inspector (1)
- o. Transit (11)
 - Mechanic (2)
 - Driver (Part-time) (6)
 - Driver (3)
 - Seasonal (3)

Turnover for 2017 was 7.8%.

*Most significant concern was in the area of resignations.

2017	13 retired	2.9%	2016	12 retired	2.7%
	19 resigned	4.2%		14 resigned	3.1%
	2 discharged	0.4%		3 discharged	0.6%
	1 laid off	0.2%		0 laid off	0.0%
				2 job eliminated	0.4%
		7.6%			6.8%