

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

## **Senior Activity Center Commission Rules**

### **Article I Name**

**The name of the organization shall be the Senior Activity Center commission (formerly the Commission on Aging). Henceforth abbreviated to SACC in this document.**

### **Article II Mission Statement**

**The mission of the SACC is to oversee programs, activities and services through the Senior Activity Center of Sheboygan (SACS) that encourage older adults to remain active and engaged in their community.**

### **Article III Purpose**

**The SACC shall be a supervisory body in charge of the SACS operations, appointed by the Mayor of Sheboygan and reporting to the Mayor's Office. It will receive and convey information about the SACS operations to the Mayor's Office, to SACS participants and to other interested city seniors.**

### **Article IV Organization**

**Sec. 2-729.**

**The SACC shall annually elect, at the May meeting, a chairman, vice-chairman, and secretary, whose terms shall begin June 1.**

**(Ord. No. 7-08-09, 1. 6-2-08)**

### **Article IV Functions and Duties**

**Sec. 2-730.**

- (a) The city administrator in consultation with the senior activity center commission shall establish and direct policy of the multipurpose senior activity center, shall develop a mission statement, shall establish goals, shall be involved in the selection and appointment of a full-time supervisor, shall establish rules, subject to common council approval, and shall govern the facilities and activities.**
- (b) The hours of operation of the SAC of Sheboygan shall be from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and on varied evenings, Fridays, and weekends as established by the city administrator in consultation with the SACC, except for city-observed holidays.**
- (c) The city administrator with input from the SACC shall direct and supervise the management and operation of the senior activity center in accordance with appropriate city policies and procedures.**
- (d) The city administrator in consultation with the SACC shall oversee the budget and financial activities of the senior activity center, subject to common council approval.**

- (e) The city administrator in consultation with the SACC shall report to the common council on the status of the management and operation of the senior activity center annually.**
- (f) To encourage and promote gifts, grants and donations of money and property from all available resources for senior activity center purposes.**  
**(Ord. No. 7-08-09, 1, 6-2-08; Ord. No. 45-10-11, 3, 12-20-10; Ord. No. 58-12-13, 1, 4-15-13)**

## **Article V Membership**

### **Sec. 2-726. Composition**

**The SACC shall consist of nine voting members, composed of eight citizen members and one council member. The SAC Supervisor shall be a non-voting ex-officio member. A minimum of three of the citizen members shall be members of the Friends of the SAC. The names of the citizen members shall be recommended to the Mayor by the SACC, and shall represent a cross-section of the community. Final appointments shall be made by the mayor, subject to approval by the Common Council.**

### **Sec. 2-727. Appointment**

**The citizen members of the SACC shall serve for a term of three years, and may be reappointed for not more than one consecutive three-year term. After the second three-year term, the individual must remain off the commission for one-year before being eligible for reappointment. The council member shall serve a one-year term, to expire at the end of the council year for which the council member was appointed. The mayor may reappoint the council member at his/her discretion, subject to council approval.**

## **Duties of Officers**

- (a) The chairperson shall preside at all meetings and shall be an ex-officio member of all committees, and shall carry out other duties pertaining to the office as the SACC directs. The SACS Supervisor or designee shall set and distribute the meeting agendas, after consultation with the SACC chair.**
- (b) The vice-chairperson shall preside in the absence of the chairperson and shall carry out other assigned duties.**
- (c) The secretary shall keep accurate records and minutes of the proceedings of the SACC, and shall be responsible for correspondence, or delegate this task. The secretary shall also receive minutes of all sub-committee meetings. The minutes shall be reported to the supervisor of the SACS, the chair of the SACC, and the city clerk no later than 96 hours following the meeting and presented to the public and members 24 hours before the next meeting.**

## **Committees**

- (a) Elected officers shall constitute the executive committee.**
- (b) The executive committee shall appoint all committees and ad-hoc committees as needed.**

## **Meetings**

- (a) Regular SACC meetings shall be held bi-monthly at the SACS.**
- (b) Special meetings may be called by the chairperson or vice-chairperson and may act on behalf of the SACC, when necessary, between regular SACC meetings.**
- (c) Vacancies are to be filled within two months after a vacancy occurs, by candidates suggested by the SACC to the mayor, and appointed by the mayor.**
- (d) These rules may be amended by a majority vote of the SACC at a regular meeting and approved by the Common Council.**
- (e) Any proposed amendment must be submitted to the SACC at least one month prior to voting on the amendment.**

## **Article VI Rules of Order**

**Conduct of the meeting shall follow Robert's Rules of Order.**

**Retyped on 05/04/2017 by Wendy Schmitz, Supervisor**

**Final approval received from SACC -**

## **Senior Activity Center of Sheboygan**

428, Wisconsin Avenue

Sheboygan, WI 53081

920-459-3290

[www.sheboyganseniorcenter.com](http://www.sheboyganseniorcenter.com)

The Mission of the Senior Activity Center is to be a dynamic community center encouraging wellness, learning and recreation for Sheboygan's diverse semi-retired and retired residents.

### **RENTAL POLICIES**

Use of the Senior Activity Center is first and foremost to fulfill the mission statement. Senior Activity Center and City of Sheboygan functions have priority over all other events. The facility, and portions thereof, when not in use in regularly scheduled activities, may be used by others on a first-come, first served basis.

#### **Reservation of Facility**

1. The Senior Activity Center building is available for public use from 4.30-10.00 p.m. weekdays and from 8.00 am- 10.00 pm on weekends.
2. Rooms are available for public use during regular operating hours at the discretion of the Senior Activity Center Supervisor.
3. The written application for rental must be submitted to and approved by the Senior Activity Center Supervisor. If approved, the rent and security deposit must be paid at least one week prior to the indicated date and time of use.
4. Non-Profit organizations must provide certification of non-profit status.
5. Persons responsible on the behalf of the renting organization must be 21 years of age or older.
6. All checks are to be made payable to the City of Sheboygan.
7. The City of Sheboygan and the Friends of the Senior Activity Center Inc, or any of their officers, agencies or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on City property.
8. If, in the opinion of the City of Sheboygan and the Friends of the Senior Activity Center Inc., the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of Sheboygan and the Friends of the Senior Activity Center Inc. Such insurance must name the City of Sheboygan and the Friends of the Senior Activity Center Inc. as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of the Senior Activity Center in the event of cancellation of the policy or policies for any reason.

**8b. Non-Profit or For-Profit groups shall furnish proof of public liability and property damage insurance no less than \$1,000,000.00 which will indemnify the City of Sheboygan and the Friends of the Senior Activity Center, Inc.**

### **Responsibilities of Rental**

1. The renter will be held responsible for leaving the facility in as good a condition as it was found.
2. The room(s) and adjacent facilities (including outside) are left in a clean and orderly manner per the Rental Clean-Up checklist.
3. Use of the room does not exceed the scheduled time.
4. All equipment is accounted for and undamaged.
5. Set-up is the sole responsibility of the rental group. Time should be allowed to complete the room set-up and decorating when booking the rental.
6. Returning the room to its original configuration is the responsibility of the renter.
7. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental, unless written permission has been granted.
8. Individuals or groups renting the Senior Activity Center space will be held responsible for the conduct of the people admitted to their activity.
9. Upon arrival at the facility the renter must check in with the building attendant. Cooperation with the Attendant is expected of all persons and organizations using the Center.
10. Smoking is not permitted anywhere in the Senior Activity Center building or within 25 feet of any door, window or passageway.
11. The use of candles or flammable materials is strictly prohibited.

### **Fees, Deposits, Refunds.**

1. To reserve a room payment must be made in full, plus a \$100 refundable deposit. In addition a 5.6% sales tax is added to all rentals.
2. The damage deposit will be returned via mail after the date of the rental. Deductions from the refund may be made for damage to the facility or Center equipment, improper cleaning of the facility, failure to comply with noise ordinances, or use of the facility outside of the contracted hours.
3. If the facility requires additional cleaning after the event or if it is determined that there is any damage to the facilities, the renter will be held accountable and may be charged for additional expenditures, penalties and possible fines.
4. No refunds will be given for vacating the facility prior to the contracted time.

### **Fee Schedule**

#### **During normal operating hours**

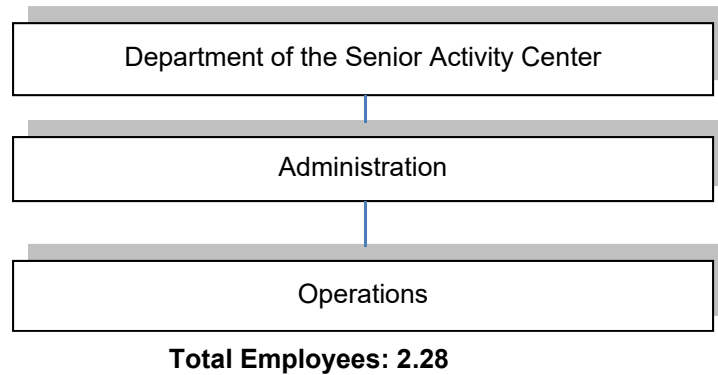
Deposit- \$100 refundable fee required for each rental booking.

Small rooms (Superior, Huron, Erie)	\$25	4 hours or less.
	\$50	4 hours or more
Larger rooms (Michigan, Pool Room, Art Studio, Hospitality Room)	\$50	4 hours or less
	\$75	4 hours or more
Great Room-	\$100	4 hours or more

#### **During non-operational hours.**

**A facility attendant will welcome renters at scheduled start time and will be in the building during the scheduled rental. The hourly fee for this service is \$13.**

All rentals include the use of the kitchen/ café if it is available. See “Kitchen Use Agreement”



**Department Purpose**

To provide a dynamic community center encouraging wellness, learning and recreation for Sheboygan’s diverse semi-retired and retired residents.

**Department Descriptions**

In collaboration with the Friends of the Senior Activity Center, a private 501c3 organization, city staff coordinates programs, oversees volunteers and manages operations.

**2018 Budget Highlights**

The adopted budget includes the following changes:

- Addition of up to 40 hours to pay part-time seasonal employee to cover for staff on vacation or out of the building.

	2015 Actual	2016 Actual	2017 Adopted	2017 Estimated	2018 Executive
<b>Permanent Staffing</b>					
Senior Center Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Supervisor	0.00	0.00	1.00	1.00	1.00
Wellness Coordinator	0.50	0.50	0.00	0.00	0.00
Administrative Assistant	0.50	0.50	0.00	0.00	0.00
Cleaner	0.28	0.28	0.28	0.28	0.28
<b>Total Staffing</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>	<b>2.28</b>

	2015 Actual	2016 Actual	2017 Adopted	2017 Estimated	2018 Executive
<b>Expenditures</b>					
Personal Services	131,205	137,124	134,612	134,612	134,612
Non-Personal Services	30,529	44,874	38,240	38,240	38,240
Capital Outlay	295	0	0	0	0
<b>Total Expenditures</b>	<b>162,029</b>	<b>181,998</b>	<b>172,852</b>	<b>172,852</b>	<b>172,852</b>

**Focal Area:** Quality of Life. Governing and Fiscal Management. Communication.

**Goal:** To foster and expand involvement in neighborhoods and community organizations by the staff of the Senior Activity Center and retired citizens of Sheboygan.

**Objective:** 1. Continue to be a resource facility to create a senior community offering educational and recreational opportunities.



2. Expand community partnerships initiated by Senior Activity Center staff.
3. Increase the number of community presentations made by staff of the Senior Activity Center.
4. Facilitate participation in community events by Senior Activity Center members.
5. Plan intergenerational opportunities.

<b>Measurements</b>	2015	2016	2017	2017	2018
<b><u>Workload</u></b>	Actual	Actual	Adopted	Estimated	Executive
Total attendance	24,837	33,556	25,500	36,500	36,500
Average daily attendance	103	114	106	146	146
Friends membership	624	660	726	630	630
Social Event attendance	8,301	8,582	9,440	8,730	8,730
Health/ Wellness programs	10/9,228	10/13,304	11/13,437	18/12,562	15/13,000
Educational programs	7/600	12/1,020	12/1,020	19/1,689	15/ 1000
Volunteer Program Leaders	18	20	20	22	20
Number of rentals	1	0	3	2	3
Community Partnerships	N/A	N/A	N/A	14	16
Community Presentations	N/A	N/A	N/A	6	8
Community Events attended	N/A	N/A	N/A	9	11
Intergenerational Events				2	3
<b><u>Effectiveness</u></b>					
Resident Satisfaction Rating	N/A	97%	80%	80%	80%
Member Satisfaction Rating	0%	0%	0%	0%	0%

		2016	2016	2016	2017	APRIL 2017	2017	2018																
		REVISED	ACTUAL	VARIANCE	APPROVED	YTD	PROJECTED	REQUESTED	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL			
		BUDGET			BUDGET	ACTUAL	AMOUNTS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET			
<b>10156100 - SENIOR ACTIVITY CENTER</b>																								
101	10156100	510110	FULL TIME SALARIES - REGULAR	99,053	87,076	11,977	89,477	29,361	89,477	89,901	7,922	6,890	7,578	7,233	7,922	7,233	7,578	7,922	6,890	7,922	7,578	7,233	89,901	
101	10156100	510130	TEMPORARY SALARIES - REGULAR	2,955	2,840	115	3,483	787	3,483	3,484	307	267	294	280	307	280	294	307	267	307	294	280	3,484	
101	10156100	510140	INTERDEPARTMENT LABOR - REGULA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
101	10156100	510310	FICA	6,355	5,295	1,060	5,789	1,785	5,789	5,818	513	446	490	468	513	468	490	513	446	513	490	468	5,818	
101	10156100	510311	MEDICARE	1,505	1,238	267	1,374	418	1,374	1,377	121	106	116	111	121	111	116	121	106	121	116	111	1,377	
101	10156100	510320	WI RETIREMENT FUND	6,304	5,318	986	5,641	1,868	5,641	5,653	498	434	476	455	498	455	476	498	434	498	476	455	5,653	
101	10156100	510340	HEALTH INSURANCE	17,472	25,063	(7,591)	24,912	8,951	24,912	26,856	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	26,856	
101	10156100	510350	DENTAL INSURANCE	1,320	1,790	(470)	1,788	657	1,788	1,980	165	165	165	165	165	165	165	165	165	165	165	165	165	1,980
101	10156100	510351	UNFUNDED PENSION LIABILITY	1,740	1,740	-	1,740	580	1,740	1,740	145	145	145	145	145	145	145	145	145	145	145	145	1,740	
101	10156100	510360	LIFE INSURANCE	36	10	26	24	5	24	24	2	2	2	2	2	2	2	2	2	2	2	2	24	
101	10156100	510400	WORKERS COMPENSATION	384	384	-	384	128	384	384	32	32	32	32	32	32	32	32	32	32	32	32	384	
101	10156100	510400	PERSONAL SERVICES	137,124	130,754	6,370	134,612	44,540	134,612	137,217	11,943	10,725	11,536	11,129	11,943	11,129	11,536	11,943	10,725	11,943	11,536	11,129	137,217	
101	10156100	521900	CONTRACTED SERVICES	2,832	2,496	336	2,880	96	2,880	3,506	292	292	292	292	292	292	292	292	292	292	292	292	3,506	
101	10156100	523110	OFFICE EQUIPMENT MAINTENANCE	2,113	2,018	95	2,113	765	2,113	2,172	181	181	181	181	181	181	181	181	181	181	181	181	2,172	
101	10156100	523125	IT SERVICES	6,996	6,997	(1)	7,000	2,332	7,000	7,000	583	583	583	583	583	583	583	583	583	583	583	583	7,000	
101	10156100	524110	BUILDING EXTERIOR MAINTENANCE	13,300	13,854	(554)	5,000	1,977	5,000	6,000	400	400	400	400	1,000	400	400	400	1,000	400	400	400	6,000	
101	10156100	524135	JANITORIAL SERVICES	1,250	1,006	244	1,400	522	1,500	1,600	250	110	110	110	200	110	110	110	110	110	110	110	160	1,600
101	10156100	525100	ELECTRIC	9,233	12,730	(3,497)	9,372	1,899	8,000	7,588	632	632	632	632	632	632	632	632	632	632	632	632	636	7,588
101	10156100	525105	WATER	648	728	(80)	696	178	696	712	-	-	-	178	-	-	178	-	-	178	-	-	178	712
101	10156100	525110	SEWER	300	401	(101)	349	99	349	396	-	-	-	99	-	-	99	-	-	99	-	-	396	
101	10156100	525120	TELEPHONE	528	530	(2)	550	134	550	500	42	42	42	42	42	40	40	42	42	42	42	42	500	
101	10156100	525135	INTERNET	180	120	60	180	120	180	180	180	-	-	-	-	-	-	-	-	-	-	-	180	
101	10156100	525140	GAS - UTILITY	5,500	4,025	1,475	5,850	761	5,500	4,000	500	400	300	300	200	200	200	400	400	400	500	500	4,000	
101	10156100	527100	CAR ALLOWANCE	594	182	412	500	220	500	500	-	-	250	-	-	-	250	-	-	-	-	-	-	500
101	10156100	530100	OFFICE SUPPLIES	900	711	189	850	203	850	850	200	-	100	-	100	-	100	-	100	-	100	150	850	
101	10156100	530200	PROGRAM SUPPLIES	-	-	-	250	-	250	250	-	-	250	-	-	-	-	-	-	-	-	-	250	
101	10156100	530259	IT SMALL EQUIPMENT	-	-	-	1,000	-	1,500	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	1,500	
101	10156100	539999	MISCELLANEOUS EXP	-	-	-	250	-	250	250	-	-	-	-	-	-	-	-	-	-	-	-	250	
101	10156100	642200	NON-PERSONAL SERVICES	44,374	45,798	(1,424)	38,240	9,306	36,618	37,004	3,260	4,140	3,140	2,817	3,230	2,440	2,815	2,688	3,340	3,167	2,740	3,225	37,002	
101	10156100	642200	IT EQUIPMENT	500	650	(150)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
101	10156100	642200	TOTAL CAPITAL	500	650	(150)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		<b>TOTAL SENIOR ACTIVITY CENTER</b>		<b>181,998</b>	<b>177,202</b>	<b>4,796</b>	<b>172,852</b>	<b>53,846</b>	<b>171,230</b>	<b>174,221</b>	<b>15,203</b>	<b>14,865</b>	<b>14,676</b>	<b>13,946</b>	<b>15,173</b>	<b>13,569</b>	<b>14,351</b>	<b>14,631</b>	<b>14,065</b>	<b>15,110</b>	<b>14,276</b>	<b>14,354</b>	<b>174,219</b>	

FICA	0.062	HEALTH	
MEDIC	0.0145	TABLE	S
			F
			ES
			EC
			O

**Senior Center - 10156100**

Clock No	Last Name	First Name	Code	Rates	Object	Object Desc	Anniversary Date
60415	Gosse	Steven		100.00%		510110 Salary	4/2/2009
						510310 FICA	
						510311 Medicare	
			G	0.068		510320 WRS	
			O	0		510340 Health	
			O	0		510350 Dental	
				0		510360 Life	
178	Robertson	Kerri		100.00%		510110 Salary	8/18/2014
						510310 FICA	1/1/2016
						510311 Medicare	
			G	0.068		510320 WRS	
			EC	12755.52		510340 Health	
			EC	86.72		510350 Dental	
				1.72		510360 Life	
68184	Schmitz	Wendy		100.00%		510110 Salary	7/25/2005
						510310 FICA	
						510311 Medicare	
			G	0.068		510320 WRS	
			ES	14098.08		510340 Health	
			ES	77.61		510350 Dental	
				0		510360 Life	
159	Rose	Dorothy				510130 Temp Salary	5/12/2014
						510310 FICA	
						510311 Medicare	
						510320 WRS	
						510340 Health	
						510350 Dental	
						510360 Life	

**Total Senior Center**

**510110 Salary**  
**510130 Temp Salary**  
**510310 FICA**

**510311 Medicare**

**510320 WRS**

**510340 Health**

**510350 Dental**

**510360 Life**

7,434.72	WRS	G	6.80%	DENTAL	S	38.45
19,579.92		E	6.80%		F	127.43
14,098.08		PB	10.80%		ES	77.61
12,755.52		PA	10.80%		EC	86.72
-		FB	15.10%		O	0
		FA	15.10%			
		T	6.80%			

Salary Grade	Hourly Rate	Current Salary	2017 Increase	1/1/18 Salary	23	20	22	21
					Jan	Feb	Mar	Apr
1	11.17	6,971.00		6,971.00	615.00	535.00	588.00	561.00
					39.00	34.00	37.00	35.00
					9.00	8.00	9.00	9.00
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
3	16.89	35,132.00	-	35,132.00	3,096.00	2,693.00	2,962.00	2,827.00
					192.00	167.00	184.00	176.00
					45.00	40.00	43.00	41.00
					211.00	184.00	202.00	193.00
					1,063.00	1,063.00	1,063.00	1,063.00
					87.00	87.00	87.00	87.00
					2.00	2.00	2.00	2.00
					-	-	-	-
					-	-	-	-
					-	-	-	-
4	22.97	47,778.00	-	47,778.00	4,211.00	3,662.00	4,028.00	3,845.00
					262.00	228.00	250.00	239.00
					62.00	54.00	59.00	56.00
					287.00	250.00	274.00	262.00
					1,175.00	1,175.00	1,175.00	1,175.00
					78.00	78.00	78.00	78.00
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
	13.12	3,477.00		3,477.00	307.00	267.00	294.00	280.00
					20.00	17.00	19.00	18.00
					5.00	4.00	5.00	5.00
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					7,922.00	6,890.00	7,578.00	7,233.00
					307.00	267.00	294.00	280.00
					513.00	446.00	490.00	468.00

121.00	106.00	116.00	111.00
498.00	434.00	476.00	455.00
2,238.00	2,238.00	2,238.00	2,238.00
165.00	165.00	165.00	165.00
2.00	2.00	2.00	2.00

	23	21	22	23	20	23	22	21	261
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
615.00	561.00	588.00	615.00	535.00	615.00	588.00	561.00	6,977.00	
39.00	35.00	37.00	39.00	34.00	39.00	37.00	35.00	440.00	
9.00	9.00	9.00	9.00	8.00	9.00	9.00	9.00	106.00	
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
3,096.00	2,827.00	2,962.00	3,096.00	2,693.00	3,096.00	2,962.00	2,827.00	35,137.00	
192.00	176.00	184.00	192.00	167.00	192.00	184.00	176.00	2,182.00	
45.00	41.00	43.00	45.00	40.00	45.00	43.00	41.00	512.00	
211.00	193.00	202.00	211.00	184.00	211.00	202.00	193.00	2,397.00	
1,063.00	1,063.00	1,063.00	1,063.00	1,063.00	1,063.00	1,063.00	1,063.00	12,756.00	
87.00	87.00	87.00	87.00	87.00	87.00	87.00	87.00	1,044.00	
2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00	
4,211.00	3,845.00	4,028.00	4,211.00	3,662.00	4,211.00	4,028.00	3,845.00	47,787.00	
262.00	239.00	250.00	262.00	228.00	262.00	250.00	239.00	2,971.00	
62.00	56.00	59.00	62.00	54.00	62.00	59.00	56.00	701.00	
287.00	262.00	274.00	287.00	250.00	287.00	274.00	262.00	3,256.00	
1,175.00	1,175.00	1,175.00	1,175.00	1,175.00	1,175.00	1,175.00	1,175.00	14,100.00	
78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	936.00	
-	-	-	-	-	-	-	-	-	-
307.00	280.00	294.00	307.00	267.00	307.00	294.00	280.00	3,484.00	
20.00	18.00	19.00	20.00	17.00	20.00	19.00	18.00	225.00	
5.00	5.00	5.00	5.00	4.00	5.00	5.00	5.00	58.00	
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7,922.00	7,233.00	7,578.00	7,922.00	6,890.00	7,922.00	7,578.00	7,233.00	89,901.00	
307.00	280.00	294.00	307.00	267.00	307.00	294.00	280.00	3,484.00	
513.00	468.00	490.00	513.00	446.00	513.00	490.00	468.00	5,818.00	



**CITY OF SHEBOYGAN**

**REQUEST FOR SENIOR ACTIVITY CENTER COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Program Highlights, Upcoming Events, Statistics Collection

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**REPORT PREPARED BY:** Wendy Schmitz, Supervisor of Senior Activity Center

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**REPORT DATE:** July 11, 2017

**MEETING DATE:** July 19, 2017

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

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**BACKGROUND / ANALYSIS:**

None

**STAFF COMMENTS:**

Program Highlights-

- Nourish hosted the second Food Summit with a delicious meal.
- Kerri Robertson attended the City of Sheboygan Wellness Committee.
- Kerri Robertson facilitated "Stepping On" an evidenced based falls prevention program through the end of June.
- Wendy Schmitz attended the Non-Profit Roundtable at the Senior Community.
- Melissa Wolf began her position as the Community Engagement Coordinator.
- Wendy Schmitz attended and presented at the International Intergenerational Conference in Milwaukee, June 15<sup>th</sup> and 16<sup>th</sup>.
- Kerri Robertson organized a very successful Neighborhood Block Party. Approximately 100 people attended. A follow up Neighborhood reorganizational meeting was held at the Senior Activity Center.
- On June 20 Melissa attended a Grant Writing workshop at The Salvation Army, put on by Non-Profit young professionals.
- Wendy Schmitz and a group of 6 seniors attended the Dennis McNett artist in residence, banner making workshop at JMKAC.
- Kerri Robertson escorted a bus trip to the Brewers game on Thursday June 22.
- The second Wellness Café was held on June 29. The topic was Getting a Great Night's Sleep and was very well attended.

Upcoming Events-

- July 4 – Walk in the July 4<sup>th</sup> Parade.
- July 7 – Golf Outing, Millers Glen, Howards Grove.

- July 19 – Senior Picnic at South High School.
- August 2 – Non-Profit Roundtable.

Statistics Collection-

June totals= 3642 (2389 in 2016)

Friends members= 628 (630 in 2016)

Volunteers = 301 by 22 ( 371.75 by 28 in 2016)

Friends Report-

The Friends Board was introduced to Melissa Wolf, the new employee who took minutes for the meeting.

The contract for the website development and the need to protect Intellectual Property was discussed. The contract was amended during the following week.

**ACTION REQUESTED:** Approve Commission Rules  
Approve amendment to Rental Policy

**ATTACHMENTS:** IFC 2018 Draft Budget Proposal  
IFC Commission Rules  
IFC Rental Policy

**Steps taken to fulfill strategic plan goals.**

**Quality of Life Action Items**

1. To inform senior citizens about civic engagement opportunities.

2. Complete a building adequacy study

- Assigned to Department of Public Works

**Governing and Fiscal Management Action Items**

- Include Senior Activity Center participants in planning related to the retirement population.
- Wendy Schmitz invited the Wisconsin AARP regional Director to discuss initial steps in the process of working towards becoming an Age Friendly Community.
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- Develop a succession plan for all management positions.
- Communication- Critical Measures