

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Possible ordinance identifying a new position of Budget Analyst, a change in the Table of Organization in the office of the City Administrator.

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

REPORT DATE: September 08, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

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

Wisconsin Statutes: N/A
Municipal Code: Chapter 82

BACKGROUND / ANALYSIS:

On an annual basis, the City of Sheboygan is responsible for providing the citizens of Sheboygan a balanced budget. In an effort to streamline the budgeting process and improve transparency and consistency in practice, a recommendation is being presented to modify the Table of Organization in the Office of the City Administrator, adding a full-time Budget Analyst.

STAFF COMMENTS:

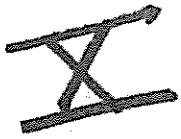
In an effort to stay agile and keep pace with multiple priorities, many municipalities have elected to assign one "champion" to spearhead the budget process and its strategic plan-based performance analytics. This person would report to the City Administrator and work with all departments in providing consistent, detailed information regarding the budget and related performance analytics. In addition, the successful candidate will be utilized to perform other non-financial projects, such as research and development, periodic surveys, grant applications and miscellaneous projects throughout the year. Based on an anticipated 2017 personnel turnover in the Finance Department, this position will result in no net additional position for the City.

ACTION REQUESTED:

Motion to approve General Ordinance 18-16-17, modifying the Table of Organization for the Office of the City Administrator, adding the position of Budget Analyst.

ATTACHMENTS:

- I. G.O. 18-16-17



6.3

Gen. Ord. No. 18 - 16 - 17. By Alderpersons Donohue, Heidemann, Lewandoske and Wolf.
September 6, 2016.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to create a Budget Analyst position in the City Administrator's Department for the City of Sheboygan and create a job description.

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

Section 1. Section 82-33 of the Sheboygan Municipal Code and its Supplement, entitled, "List of Classes and Class Specifications," is hereby amended in Section 7 (b) City Administrator as follows:

A. CITY HALL DEPARTMENTS

7. MAYOR/COMMON COUNCIL

b. City Administrator

	Class Grade	NO. Employees
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ADD:

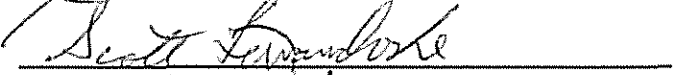
Budget Analyst	06	1.0
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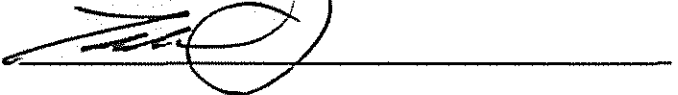
Section 2. The new job description for the Budget Analyst is attached, and copies of which shall be on file in the offices of the City Clerk, City Finance and Human Resources Department.

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Section 3. 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.







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

Qualification Requirements:

11. Meets with and presents budgeting and financial issues to public groups and individuals.
12. Friendly, positive, cooperative professional, able to work with internal and external employees, vendors, and citizens in a professional capacity.
13. Knowledge of principles and practices of accounting, budgeting and finance in municipalities.
14. Knowledge of rules and regulations of the Common Council relative to financial disbursements.
15. Knowledge of performance measure budgeting and analysis.
16. Ability to maintain financial records and accounts.
17. Ability to prepare financial reports.
18. Ability to close books and make necessary adjustments.
19. Ability to assist in various aspects of budget preparation.
20. Ability to work effectively under tight time constraints.
21. Ability to communicate effectively, both orally and in writing with individuals both inside and outside the organization.
22. Ability to perform various trend analysis, identify concerns and recommend long term solutions.
23. Professional-level knowledge of MSOffice products and the ability to work at a personal computer terminal for extended periods of time.
24. Ability to adapt to financial software products.

Education and/or Experience

25. Bachelor's degree in Public Administration, Political Science, Accounting, Business or related field preferred.
26. Three to five years experience in budget development and analysis and general accounting, and/or any equivalent combination of experience and training which provides the equivalent education, knowledge, abilities and skills, preferably in the public sector.

Pre-employment Requirement

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

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 SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of Human Resources-assigned 2017 Budgets

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

REPORT DATE: September 08, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

The following budgets are located on pages 79-81 of the Executive Annual Program Budget.

DEPARTMENT OF HUMAN RESOURCES

- There are no notable changes for 2017.

STAFF COMMENTS:

None

ACTION REQUESTED:

Motion to recommend the Common Council approve the Human Resources budget as presented.

ATTACHMENTS:

None

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R. O. No. 103 - 16 - 17. By City Administrator. September 6, 2016.

Submitting the attached summary of the 2017 Executive Budget for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Internal Service Funds, Enterprise Funds and Fiduciary Funds. The 2016 estimated, 2016 amended, 2015 actual and 2014 actual amounts are included for comparison.

Finance,
Law & Planning,
Public Protection & Safety,
Pub Works &
Sal. & Grnd.

City Administrator