

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of Information Technology-assigned 2017 Budget (Cable TV)

REPORT PREPARED BY: David Augustin, Information Technology Director

REPORT DATE: September 8, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: \$637,529
Budgeted Revenue: \$630,150

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

BACKGROUND / ANALYSIS:

The purpose of the Cable TV Station is to provide cable television services and video productions and services for City of Sheboygan, the affiliated organizations, and the public in a quality and cost effective manner.

In order to meet the demands for such products and services, the 2017 budget highlights are:

- Replacing the full time Program Coordinator position with a part-time Production Technician for a cost savings of (\$63,082).
- Reduction of staffing levels from 2.0 to 1.5 FTE.
- Replacing IT related small equipment for a one-time cost of \$19,885.
- Upgrading of studio equipment and broadcasting equipment results in a yearly maintenance cost of \$7,000.
- Interfund transfers from the Cable TV fund to the General fund increased to \$425,000.
- The 2017 program budget is equivalent to the 2016 estimated program budget.
- The 2017 program budget is \$114,167 higher than the 2015 actual budget which is due to the higher Interfund transfer amount.

STAFF COMMENTS:

With the change in staffing, anticipated programming productions may be reduced by 25% to 30%.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding Information Technology-assigned (Cable TV) 2017 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 & Licensing,
Public Protection & Safety,
Pub Works &
Sal. & Crew

City Administrator

BUDGET SUMMARY

2017

GOVERNMENTAL FUNDS

	General Fund	Special Revenue	Debt Service	Capital Improvement	Fiduciary Funds	Proprietary Funds	2017 Executive
Revenue							
Property tax levy	15,233,665	2,415,741	2,886,889	1,102,507	0	511,547	22,150,349
Taxes other than property tax levy	199,097	1,412,000	3,145,254	803,950	0	0	5,560,301
Licenses and Permits	902,990	625,000	0	0	0	31,000	1,558,990
Intergovernmental	14,203,098	1,362,644	521,297	1,122,250	0	2,630,628	19,839,917
Intergovernmental Charges for Services	254,000	0	0	0	0	8,116	262,116
Charges for Services	1,537,135	2,067,350	0	0	9,400	27,632,614	31,246,499
Fines and Forfeitures	284,850	800,000	0	0	0	0	1,084,850
Miscellaneous Revenue	360,150	833,860	36,498	4,154,000	10,795	847,407	6,242,710
Interfund Transfers	2,855,572	350,000	1,248,167	1,172,000	0	7,122	5,632,861
Other Revenue Sources	0	0	0	10,334,909	0	0	10,334,909
Total Revenue	35,830,557	9,866,595	7,838,105	18,699,616	20,195	31,668,434	103,913,502
Expenditures							
General Government	3,705,213	529,290	47,699	4,000,000	0	9,576,919	17,859,121
Public Safety	20,616,502	751,048	0	1,172,445	0	0	22,539,995
Public Works	8,405,579	0	0	5,478,229	0	9,457,670	23,341,478
Health and Human Services	249,821	0	0	0	750	0	250,571
Culture and Recreation	2,483,926	4,832,064	0	5,680,242	0	198,435	13,194,667
Conservation and Development	351,149	1,119,026	0	1,170,000	0	0	2,640,175
Transfers and other expenses	233,083	3,318,325	7,677,181	1,132,755	1,250	10,559,188	22,921,782
Total Expenditures	36,045,273	10,549,753	7,724,880	18,633,671	2,000	29,792,212	102,747,785
Excess of revenues over (under) expenditures	-214,716	-683,158	113,225	55,945	18,195	1,876,222	1,165,717
Fund Balance, January 1	21,556,234	1,753,600	7,702,517	3,294,080	2,088,800	0	36,395,231
Fund Balance, December 31	21,341,518	1,070,442	7,815,742	3,350,025	2,108,995	0	35,684,722
Net Position, January 1	0	0	0	0	0	85,196,885	85,196,885
Net Position, December 31	0	0	0	0	0	87,073,107	87,073,107
Net Property Tax Required	15,233,665	2,415,741	2,886,889	1,102,507	0	511,547	22,150,349

GENERAL FUND EXPENDITURE SUMMARY

	2014	2015	2016	2016	2017	2017
	Actual	Actual	Amended	Estimated	Requested	Executive
<u>General Government</u>						
Office of the Mayor	418,913	406,054	457,149	451,764	262,788	162,848
Office of the City Administrator	0	0	0	0	290,891	290,891
Council	120,650	119,879	123,630	123,630	128,374	130,374
Clerk	355,632	311,776	364,192	352,862	339,376	340,984
Elections	77,541	45,169	190,000	190,000	61,973	61,973
Finance	960,281	926,112	999,549	978,972	870,042	870,186
Assessing	443,506	399,850	374,973	367,873	326,898	326,898
Human Resources	210,652	295,794	263,231	258,124	286,715	261,727
Office of the City Attorney	444,393	452,785	435,787	419,880	421,339	421,399
City Hall	266,612	196,350	284,713	262,874	196,460	198,460
Insurance	166,403	188,392	398,394	322,624	301,470	301,470
Employee Benefits	104	100	340,003	340,003	340,003	340,003
Total General Government	3,464,687	3,342,261	4,231,621	4,058,606	3,826,329	3,705,213
<u>Public Safety</u>						
Police	11,222,893	11,147,361	11,994,026	14,120,060	11,954,409	11,974,428
Fire	8,350,630	7,871,970	8,078,986	7,596,413	7,866,571	7,904,894
Building Inspection	600,992	633,145	720,041	734,708	731,209	731,401
Civil Defense	5,406	0	5,600	5,600	9,454	5,779
Total Public Safety	20,179,921	19,652,476	20,798,653	22,456,781	20,561,643	20,616,502
<u>Public Works</u>						
Administration	248,101	244,056	249,542	247,182	257,941	258,037
Engineering	504,633	568,315	538,959	537,959	666,602	674,833
Streets/Alleys/Sidewalks	4,253,622	4,211,681	4,940,333	4,827,872	5,145,050	5,147,134
Sanitation	2,277,143	2,163,275	2,397,878	2,292,878	2,325,467	2,325,576
Total Public Works	7,283,499	7,187,327	8,126,712	7,905,891	8,395,060	8,405,579
<u>Health and Human Services</u>						
Cemetery	286,980	233,341	247,952	236,077	249,797	249,821
Total Health and Human Services	286,980	233,341	247,952	236,077	249,797	249,821
<u>Parks and Recreation</u>						
Parks	2,337,286	2,310,188	2,414,361	2,401,161	2,316,798	2,311,074
Senior Activity Center	177,845	162,029	181,998	175,238	172,840	172,852
Total Parks and Recreation	2,515,131	2,472,217	2,596,359	2,576,399	2,489,638	2,483,926
<u>City Development</u>						
City Development	935,197	565,125	254,880	459,362	266,125	351,149
Total City Development	935,197	565,125	254,880	459,362	266,125	351,149
<u>Other Financing Sources</u>						
Interfund Transfers	3,892	429	3,545	3,545	3,367	3,367
Unclassified	47,768	50,592	15,000	15,000	229,716	229,716
Total Other Financing Sources	51,660	51,021	18,545	18,545	233,083	233,083
TOTAL GENERAL FUND	34,717,055	33,503,768	36,274,722	37,711,661	36,021,675	36,045,273

	2014 Actual	2015 Actual	2016 Amended	2016 Estimated	2017 Requested	2017 Executive
Special Revenue Funds						
MEG Unit Fund	32,405	31,121	53,827	53,827	53,827	53,827
Block Grant Fund	0	0	0	0	653,404	653,404
Housing Revolving Loan Fund	287,420	186,400	271,192	271,192	270,622	270,622
Business Revolving Loan Fund	12,000	300,000	500,000	1,620,000	150,000	150,000
Mead Library Fund	3,174,510	3,102,573	3,033,846	3,000,692	3,079,654	3,079,654
Tourism Fund	1,209,062	1,343,032	1,241,496	1,301,526	2,013,503	2,013,503
Park, Forestry and Open Smith	0	0	0	0	110,000	110,000
Cable TV Fund	460,980	523,362	637,620	696,927	687,899	637,529
Municipal Court Fund	1,244,517	898,658	904,500	870,799	804,500	804,500
Ambulance Fund	1,208,776	1,342,820	1,234,957	1,234,957	1,208,500	1,208,500
Special Assessment Fund	499,648	448,471	345,024	345,024	612,134	612,134
Harbor Centre Marina Fund	1,008,391	1,013,501	879,520	862,120	911,080	911,080
Redevelopment Authority Fund	21,440	66,498	15,000	30,000	45,000	45,000
Storm Water Fund	0	44	88,812	88,812	0	0
E H Maywood Park Fund	31,208	25,596	0	0	0	0
Total Special Revenue Funds	9,190,347	9,282,076	9,205,794	10,375,876	10,600,123	10,549,753
Debt Service Funds						
G O Debt Service Fund	5,392,881	8,122,612	4,422,673	5,016,588	4,651,988	4,651,988
Convention Center Debt Fund	1,168,916	0	0	0	0	0
TID 5 Debt Service Fund	378	2,927	150	3,448	3,448	3,448
TID 6 Debt Service Fund	1,839,273	1,805,047	1,567,249	1,567,249	1,372,755	1,372,755
TID 7 Debt Service Fund	106,271	2,176	150	189,746	0	0
TID 10 Debt Service Fund	265,714	58,851	176,409	57,229	61,003	61,003
TID 11 Debt Service Fund	788,373	457,875	452,303	462,953	535,803	535,803
TID 12 Debt Service Fund	169,873	162,228	168,848	168,848	161,284	161,284
TID 13 Debt Service Fund	223,319	290,887	316,569	298,044	298,044	298,044
TID 14 Debt Service Fund	299,190	351,400	358,275	331,362	331,362	331,362
TIF 15 Debt Service Fund	157,439	168,931	175,051	158,815	158,815	158,815
TID 16 Debt Service Fund	0	0	0	150	86,434	86,434
Environmental TID Debt Fund	165,505	164,331	158,830	158,830	163,944	163,944
Total Debt Service Funds	10,577,132	11,685,085	7,796,507	8,413,262	7,724,880	7,724,880
Capital Project Funds						
Capital Project Fund	501,251	1,016,609	1,064,250	1,064,250	7,620,007	7,620,007
Capital Improvement Fund	996,593	1,774,014	4,992,287	4,992,287	10,339,909	10,339,909
Industrial Park Fund	2,191,096	85,989	4,100	4,100	313,755	313,755
TID 6 Capital Fund	0	0	0	113,836	0	0
TID 12 Capital Fund	0	0	102,528	102,528	150,000	150,000
TID 16 Capital Fund	0	0	3,945,500	3,945,500	210,000	210,000
Total Capital Project Funds	3,688,940	2,876,612	10,108,665	10,222,501	18,633,671	18,633,671

	2014	2015	2016	2016	2017	2017
	Actual	Actual	Amended	Estimated	Requested	Executive
Internal Service Funds						
Motor Vehicle Fund	2,465,997	2,271,903	1,989,788	2,440,270	2,463,659	2,463,743
Health Insurance Fund	7,311,753	7,714,626	7,826,837	7,382,780	7,412,972	7,412,984
Liability Insurance Fund	210,228	176,965	577,000	593,436	598,900	598,900
Workers Compensation Fund	646,723	651,424	602,466	605,526	659,154	659,178
Information Technology Fund	902,911	953,446	1,345,072	1,310,633	905,821	905,857
Total Internal Service Funds	11,537,612	11,768,364	12,341,163	12,332,645	12,040,506	12,040,662
Enterprise Funds						
Water Utility Fund	6,779,994	6,782,978	5,554,484	5,273,034	5,680,721	5,680,721
Wastewater Utility Fund	6,920,219	6,825,803	7,595,304	7,505,981	7,343,663	7,343,927
Transit Utility Fund	4,554,159	4,368,035	4,041,541	4,085,000	4,062,830	4,082,830
Parking Utility Fund	376,570	381,885	686,784	660,130	465,637	465,637
Boat Facilities Fund	80,928	84,605	95,300	296,300	198,435	198,435
Total Enterprise Funds	18,711,870	18,443,306	17,974,413	17,820,445	17,751,286	17,751,550
Fiduciary Funds						
Cemetery Perpetual Care Fund	664	2,066	540	2,000	2,000	2,000
Everhard/Forrer Trust Fund	14,069	10,297	7,540	0	0	0
Total Fiduciary Funds	14,733	12,363	8,080	2,000	2,000	2,000

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of Senior Activity Center-assigned 2017 Budget.

REPORT PREPARED BY: Nancy Buss, Finance Director for
Wendy Schmitz, Senior Activity Center Supervisor

REPORT DATE: September 9, 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:

Senior Activity Center, 2017 Executive Budget (pages 159 – 161)

- Addition of up to 40 hours to pay part-time seasonal employee to cover for staff on vacation or out of the building.
- Decrease of \$7,300 in Building Exterior Maintenance as this was a one-time fee for replacement of the HVAC control system.

STAFF COMMENTS:

The Senior Activity Center provides a dynamic community center encouraging wellness, learning and recreation for Sheboygan’s diverse semi-retired and retired residents in collaboration with the Friends of the Senior Activity Center. City staff coordinates programs, oversees volunteers and manages operations.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding Senior Activity Center 2017 budget as presented.

ATTACHMENTS:

None

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Information Technology-assigned 2017 Budget

REPORT PREPARED BY: David Augustin, Information Technology Director

REPORT DATE: September 8, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: \$905,857
Budgeted Revenue: \$848,035

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

BACKGROUND / ANALYSIS:

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

In order to meet the demands of such products and services, the 2017 Budget Highlights are:

- Provide IT hosting services for the Sheboygan Housing Authority that will result in a yearly revenue of (\$8,100).
- Installed consolidated phone circuit at City Hall to attach to the IP phone system for a monthly cost of \$592 will eliminate virtually the \$3,000 monthly AT&T bill.
- Encrypted email for sensitive information transmitted and a robust network auditing software for issue identification for a maintenance cost of \$6,297.
- Upgrade to current version of Microsoft Office for a one-time cost of \$67,500.
- Maintenance for network storage equipment (SAN) and IP phone system is \$23,000.
- Total 2017 budget expenditures are \$47,589 below 2015 actual.
- Total 2017 budget expenditures are \$404,776 below 2016 estimated. The 2016 estimated expenditures also include the Ring of Fiber project costs.
- Staffing levels for 2017 remain the same as previous years.

STAFF COMMENTS:

As we implement additional Munis modules, there will be an increase in software maintenance costs for required support and upgrades. Costs are based on the respective module.

The installation of the Ring of Fiber will be completed so the consolidation and standardization of technology may continue as in the case of Internet connection costs and servers located in remote facilities.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding Information Technology Department 2017 Budget as presented.

ATTACHMENTS:

None

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of City Administrator-assigned 2017 Budget

REPORT PREPARED BY: Darrell Hofland, City Administrator

REPORT DATE: September 8, 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: N/A

BACKGROUND / ANALYSIS:

On pages 62-64 of the 2017 Executive Annual Program Budget is the Office of the City Administrator's budget. The budget incorporates the following:

- Increase of \$290,891 due to creation of new program budget for 2017. Previously, accounting for this activity was included in the Office of the Mayor's program budget.

A recommendation to create in late 2016 a new position of Budget Analyst is currently being considered by the Salaries and Grievances Committee. A planned 2017 reduction in a Finance Department position will offset the addition of the Budget Analyst position.

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Executive
Permanent Staffing					
City Administrator	0.00	0.00	0.00	1.00	1.00
Budget Analyst	0.00	0.00	0.00	1.00	1.00
Total Staffing	0.00	0.00	0.00	2.00	2.00

STAFF COMMENTS:

None

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding City Administrator 2017 budget as presented.

ATTACHMENTS:

None

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of City Development-assigned 2017 Budgets

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

REPORT DATE: September 9, 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: N/A

BACKGROUND / ANALYSIS:

The following budgets are located on pages 163-167, 175-180, 191-194, 211-215, 283-289 of the 2017 Executive Annual Program Budget.

PLANNING AND DEVELOPMENT

- Decrease the percentage of the Neighborhood Development Planner position to 75% CDBG/25% City due to changing workload of the position.
- Increase of \$75,000 in Contracted Service, due to reassignment of Sheboygan County Economic Development Corporation contribution from Office of Mayor program budget.

BLOCK GRANT FUND

- Increase of \$100,000 in Land for activity associated with a redevelopment project.
- Carry-over from the 2016 block grant program of \$231,213 (Executive Budget document incorrectly identifies \$207,588) to be used towards replacement of the Skate park.
- Increase of \$300,000 in Street improvements for the reconstruction of S. 9th Street between High Avenue and Kentucky Avenue.
- In addition to requested expenditures, the following activities will occur in 2017;
 - Approximately \$122,000 for public service related activities.
 - Increase of \$162,000 for administration related costs that include City staff and consultant time (see Housing Revolving Loan Fund on pages 177 – 178).
 - Approximately \$100,000 in crime prevention, housing and miscellaneous projects.

HOUSING REVOLVING LOAN FUND

- There are no notable changes in 2017.

BUSINESS REVOLVING LOAN FUND

- Decrease of \$350,000 in Business Loans, due to an anticipated decrease of 2017 loans issued.

TOURISM FUND

- Establishment of a Tourism Zone Commission to oversee the disbursements of 70% room tax collections for tourism promotion and tourism development.
- Increase of \$72,361 in Expenditure-Tourism Contract due to anticipated increase in Room Tax Revenue.
- Increase of \$670,000 in Interfund Transfer- Capital Projects Fund for the City's portion of the Butzen Sports Complex and Wildwood Softball Complex.
- Increase of \$103,373 in Blue Harbor room tax and associated Interfund Transfer-GO Debt Fund.

HARBOR CENTRE MARINA FUND

- Increase of \$350,000 in Interfund transfer- Debt Service Fund for building improvement project related to re-siding the Marina Administration building to eliminate the current cedar siding that is deteriorated.

REDEVELOPMENT AUTHORITY FUND

- There are no notable changes for 2017.

TID 6 CAPITAL PROJECT FUND

- There are no notable changes for 2017.

TID 12 CAPITAL PROJECT FUND

- \$150,000 parking lot improvements for 2017 to accommodate the Oakbrook Housing development on the Former Boston Store property.

TID 16 CAPITAL PROJECT FUND

- Conduct downtown parking study at a cost of \$40,000.
- Renovate Halprin Foundation and adjacent plaza including sidewalks and lighted bollards at a cost of \$145,000.

STAFF COMMENTS:

None

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding City Development-assigned 2017 budgets as presented.

ATTACHMENTS:

- I. Revised Executive Budget pages 175 - 176



Department Purpose

To provide funding to assist low to moderate income persons in the city of Sheboygan.

Department Descriptions

The Community Development Block Grant program is administered by the Department of City Development. Annually, the City issues a request for proposals from interested parties including non-profits that serve the low to moderate income population. Prior allocations have funded public service agencies, economic development projects, city administration and public works projects including streets, infrastructure and park enhancements. In 2016, the city received about \$823,000 from the program. Most of the funds are passed through the city to other organizations and activities as identified in the HUD 5-year Consolidated Plan.

In 2017, the Block Grant Fund is a new fund in the Executive Budget.

2017 Budget Highlights

The Executive Budget includes the following changes:

- Increase of \$100,000 in Land for activity associated with the redevelopment project.
- Increase of \$207,588 in Improvements other than building, for a contribution toward the replacement costs of the Skate park.
- Increase of \$300,000 in Street improvements for the reconstruction including curb and gutter replacement of S. Ninth Street between High Avenue and Kentucky Avenue.
-

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Executive
Revenues					
Intergovernmental Revenues	0	0	0	0	653,404
Total Revenues	0	0	0	0	653,404
Expenditures					
Capital Outlay	0	0	0	0	653,404
Total Expenditures	0	0	0	0	653,404

Areas of Emphasis: The development of viable urban communities.

Goal: Allocating up to 90% of the yearly block grant allocation to service low to moderate income persons.

Objective: 1. Funding decent housing, suitable living environments, and expanded economic opportunities for low to moderate income persons in the City of Sheboygan.

Account Number	BLOCK GRANT FUND 215	2014 Actual	2015 Actual	2016 Amended	2016 Estimated	2017 Requested	2017 Executive
<u>Revenues</u>							
<u>Intergovernmental</u>							
434211	Grants	0	0	0	0	653,404	653,404
Total Intergovernmental		0	0	0	0	653,404	653,404
Total Revenue		0	0	0	0	653,404	653,404
<u>Capital Outlay</u>							
611100	Land	0	0	0	0	100,000	100,000
631100	Improvements other than buildings	0	0	0	0	207,588	207,588
631200	Street improvements	0	0	0	0	300,000	300,000
649100	Other equipment	0	0	0	0	45,816	45,816
Total Capital Outlay		0	0	0	0	653,404	653,404
Total Expenditures		0	0	0	0	653,404	653,404
Excess of revenues and other sources							
over expenditures and other uses		0	0	0	0	0	0
Fund Balance - Beginning Year		0	0	0	0	0	0
Fund Balance - Ending Year		0	0	0	0	0	0
611100	Land	<hr/>					
	Future development	0	0	0	0	100,000	100,000
631100	Improvements other than buildings	<hr/>					
	Skate park	0	0	0	0	207,588	207,588
631200	Street improvements	<hr/>					
	South 9th St	0	0	0	0	300,000	300,000
649100	Other equipment	<hr/>					
	Holiday decorations	0	0	0	0	45,816	45,816

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of Mayor-assigned 2017 Budget

REPORT PREPARED BY: Mike Vandersteen, Mayor

REPORT DATE: September 9, 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:

Office of the Mayor, 2017 Executive Budget (pages 59 – 61)

- Decrease of \$193,001 in Personal Services, due to creation of Office of the City Administrator program budget.
- Decrease of \$100,000 in Contracted Services, due to reassignment of Sheboygan County Economic Development Corporation contribution to City Development and TID 16 Capital Projects Fund.

STAFF COMMENTS:

The Mayor works cooperatively with the City Administrator to ensure that the best interests of the City are always of primary importance, actively working with economic development organizations to attract new businesses and good jobs to the City.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding Office of the Mayor 2017 budget as presented.

ATTACHMENTS:

None

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Review of City Clerk-assigned 2017 Budgets

REPORT PREPARED BY: Susan Richards, City Clerk

REPORT DATE: September 7, 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: N/A

BACKGROUND / ANALYSIS:

The following budgets are located on pages 65-70 of the 2017 Executive Annual Program Budget.

Common Council Budget

- There are no notable changes for 2017.

City Clerk Budget

- The Executive Budget includes the following change: decrease of \$27,333 in contracted services for reproduction services, to be consistent with 2016 estimated.

Elections Budget

- The Executive Budget includes the following change: overall decrease of \$128,027, due to reduction from 4 elections in 2016 to projected 2 elections in 2017.

STAFF COMMENTS:

PURPOSES:

Common Council

- To represent the residents of the City of Sheboygan as the legislative body responsible for setting the governing policies of the City.

City Clerk

- To fulfill role as elections administrator, legislative administrator and records manager for the City in an efficient, professional and friendly manner in adherence with the International Clerk's Code of Conduct; to provide excellent support to the Common Council and Departments throughout the legislative process; and to serve the citizens

of Sheboygan as an accessible and responsive representative of transparent and open government.

Elections

- To administer elections for the City of Sheboygan involving registering voters, issuing absentee ballots, hiring and training hundreds of poll workers, setting up polling locations, testing election equipment to ensure accurate vote counts, certifying local nomination papers, certifying local election results and managing the quality of data on the Statewide Voter Registration System.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding City Clerk-assigned 2017 budgets as presented.

ATTACHMENTS:

N/A

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: RO 103-16-17 by City Administrator. 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.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: September 8, 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: N/A

BACKGROUND / ANALYSIS:

The following 2017 Executive Budgets have oversight by the Finance Department

GENERAL FUND

Finance (pages 71 – 75)

- Decrease of \$75,949 due to 2016 purchase of content management software

Assessing (pages 76 – 78)

- Decrease of \$42,035 in Personal Services due to full year use of contracting assessing services in 2017.

Insurance (pages 88 – 89)

- Decrease of \$132,500 in Insurance deductible due to anticipated reduced claims.

Employee Benefits (pages 90 – 91)

- There are no notable changes in 2017.

Interfund Transfers (pages 167 – 168)

- There are no notable changes in 2017.

Unclassified (pages 169 – 170)

- Increase of \$164,836 in Reserve for Contingency which will be a financial safety net for General Fund activity. This amount will maximize the City's budget "floor" for future year's consideration in remaining eligible for the Wisconsin Expenditure Restraint Program.

SPECIAL ASSESSMENT FUND (pages 209 – 210)

- Increase of \$302,000 in Interfund expense – Capital Projects Fund to pay for LED Eighth Street light updated, and sidewalk replacement program.

DEBT SERVICE FUNDS

- Debt Service Fund (pages 222 – 230)
Transfer of \$310,134 from the Special Assessment Fund, a reduction of \$34,890 from 2015.
- Convention Center Debt Service Fund (pages 231 – 232)
An advance to the General Obligation Service Fund was repaid in 2016.
- TID 5 Debt Service Fund (pages 233 – 234)
There are no notable changes in 2017.
- TID 6 Debt Service Fund (pages 235 – 240)
Transfer of \$115,499 from TID 11, a reduction of \$199,492 from 2016.
Decrease of \$284,550 in G.O. Refunding bond 2006-Taxable, due to 2016 refinancing.
- TID 7 Debt Service Fund (pages 241 – 242)
There are no notable changes in 2017.
- TID 10 Debt Service Fund (pages 243 – 247)
Decrease of \$137,813 in Interfund Transfer – Industrial Park for planned payment of an advance.
- TID 11 Debt Service Fund (pages 248 – 251)
Increase of \$200,000 in Interfund Transfer – TID 16 Capital to pay for parking study and Halprin Fountain improvements.
- TID 12 Debt Service Fund (pages 252 – 255)
Decrease in Increment by \$64,276 to be consistent with 2016 Estimated.
- TID 13 Debt Service Fund (pages 256 – 257)
There are no notable changes in 2017.
- TID 14 Debt Service Fund (pages 258 – 259)
There are no notable changes in 2017.
- TID 15 Debt Service Fund (pages 260 – 261)
There are no notable changes in 2017.
- TID 16 Debt Service Fund (pages 262 – 265)
Increase of \$85,534 in debt service.
- Environmental TID Debt Service Fund (pages 266 – 268)
Decrease of \$92,696 in Increment to more accurately reflect anticipated amount of Increment associated with property value.

CAPITAL IMPROVEMENT FUNDS

- Capital Project Fund (pages 270 – 276)
Increase of \$791,750 in Vehicle Registration Fee as implement of fee occurred in 2015 after 2016 budget was approved.
Increase of \$308,250 in County sales tax. Sheboygan County enacted a sales tax which will be effective January, 2017.

Increase of \$389,000 in Federal grant to pay for \$375,000 Evergreen Park bridge.

Increase of \$670,000 in Interfund Transfer – Tourism Tax Fund to pay for a portion of Butzen Sports Complex (\$590,000) and Wildwood Baseball (\$80,000).

Increase of \$4,036,500 in Contributions, for expansion of Parks and Recreation, Shaw Family Playground, Butzen Sports Complex and Wildwood Baseball, Sheboygan A's.

Increase of \$302,000 in Interfund Transfer – Special Assessment Fund to pay for LED street lighting upgrade, Led Eighth Street light upgrade, and sidewalk replacement program.

Increase of \$500,000 for land acquisition associated with future redevelopment opportunities.

- **Capital Improvement Fund** (pages 270 – 276)

Increase of \$7,339,909 in revenue and expenditures, consistent with the recommendation of the Capital Improvements Commission.

- **Industrial Park Fund** (pages 277 – 279)

Increase of \$60,000 in Land improvements for water main extension on City-owned property adjacent to County Highway OK.

Increase of \$250,000 for Land improvements for construction of turn lane on Taylor Drive in conjunction with planned construction of new hotel.

LIABILITY INSURANCE FUND (pages 299 – 300)

- There are no notable changes in 2017.

CEMETERY PERPETUAL CARE FUND (pages 362 – 363)

- There are no notable changes in 2017.

STAFF COMMENTS:

General Fund

- Finance – The Finance Department purchased software in 2016 for Content Management. The project will allow all departments to access documents in MUNIS.
- Assessing - The Finance Department assumed oversight of Assessing in 2016 as the department is now contracted to Grota Appraisals LLC.
- Insurance – Anticipated reduced claims resulting from the settlement of the Olivas claim.
- Unclassified – Increase due to establishment of Reserve for Contingency.

Special Assessment Fund

- Increase to fund projects approved by the Capital Improvement Commission.

Debt Service Funds

- Payments prescribed by the debt schedules included in each fund. TID 14, 15 and 16 include developer incentive payments calculated based on the Increment.

Capital Improvement Funds

- Capital Project Fund includes projects funded by sources other than borrowing.
- Capital Improvement Fund includes projects funded by borrowing.

- Industrial Park Fund established to fund improvements in the Industrial Park and potential expansion.

Liability Insurance Fund

- The City is a member of the Cities and Villages Mutual Insurance. Premium payments are recorded as prepaid insurance and charged monthly to the appropriate funds and departments.

Cemetery Perpetual Care

- A portion of lots sales in Wildwood cemetery are retained for continuous care of the cemetery.

ACTION REQUESTED:

Motion to recommend the Common Council approve RO 103-16-17 by City Administrator regarding 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.

ATTACHMENTS:

- I. 2017 Annual Program Budget provided to Alderpersons

CITY OF SHEBOYGAN

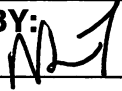
REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION:

TiPSS SDC Interface

REPORT PREPARED BY:

Natasha Torry



REPORT DATE:

September 8, 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:

TiPSS has recently added the ability to refer cases to the State Debt Collection program via an interface. This product was only announced that it would be available in August 2016, after the budget was due. The TiPSS interface will save many staff hours by eliminating the need for manual data entry of the approximately 4,200 cases currently in que to be referred to SDC.

STAFF COMMENTS:

ACTION REQUESTED:

Approval of increased budget for court software.

ATTACHMENTS:

- 1) Letter from TiPSS indicating revised 2017 fees to include SDC interface.
- 2) State Debt Collection program fact sheet.
- 3) Email from TiPSS explaining some benefits of SDC and the interface. Email from July 2016 indicates interface was not developed or available for purchase at that time.

August 23, 2016

Caroline Fortin
Sheboygan/Kohler Municipal Court
1315 N 23rd St, Suite 102
Sheboygan, WI 53081

RE: BUDGET INFORMATION ONLY – 2017 FEES – REVISED FOR TiPSSDC INTERFACE & WEBPAY

Dear Caroline Fortin:

This letter is to provide information regarding your projected 2017 Annual System Support Fee. The Annual System Support Fee for the TiPSS software products increases 3% this year. Annual System Support Fee adjustments are necessary in order to continue to fund the excellent customer support services you have come to expect from Titan Public Safety Solutions. This information is provided for **budget purposes only**. Invoices for the 2017 Annual System Support Fees will be sent out in December 2016.

TiPSS Products

<i>TiPSSCourts</i>	\$ 5,379.00	<i>TiPSSRecords</i>	\$ 0.00
<i>TiPSSDOT Interface</i>	413.00	<i>TiPSSImaging</i>	0.00
<i>TiPSSSDC Interface</i>	1,125.00	<i>TiPSSDaySheets</i>	0.00
<i>TiPSS Interface</i>	562.00	<i>TiPSS Interface</i>	0.00
<i>TiPSSTraCS Courts Interface</i>	776.00	<i>TiPSSTraCS Records Interface</i>	0.00
<i>TiPSSParking</i>	0.00	<i>TiPSSCashRegister</i>	0.00
<i>TiPSSParking Interface</i>	0.00	TOTAL 2017 SUPPORT	\$ 8,255.00
<i>TiPSSParking/TVRP Interface</i>	0.00	License Fee – <i>TiPSSSDC Interface</i>	3,000.00
<i>TiPSSParking/Tax Interface</i>	0.00	License Fee – <i>TiPSSWebPay</i>	500.00
		TOTAL 2017 CHARGES	\$ 11,755.00


Notes:

- **New purchases:** The amounts listed above do not include any products that may be purchased between now and the beginning of 2017. Please take this into account when budgeting.
- **Training:** The amounts listed above do not include full and/or refresher training. Per the Support Agreement, each agency is required to have one person fully trained on using the TiPSS product(s). TiPSS offers full and refresher training opportunities throughout the year. Please keep this in mind if you anticipate staff turnover during 2017.
- **Technical Assistance:** The amounts listed above do not include assistance to move any TiPSS database to a new server. A minimal fee is charged to assist with reinstallation of TiPSS products and databases on a new server. Please keep this in mind if you anticipate any network/hardware changes during 2017.

As we begin our 19th year of service to you, we want to thank you for your continued support of our products, services, and company. As we continue to strive for excellence, we welcome your comments and suggestions. Please call us if there is anything we can do to serve you better.

Sincerely,
TITAN PUBLIC SAFETY SOLUTIONS, LLC


Melanie Gebauer, MBA, Member


Xong Yang, Member

State Debt Collection

Overview

The Wisconsin Department of Revenue (DOR) has been granted the Authority by the legislature to act as the collection agency for debts owed to state, county, or local government agencies. Section 71.93(8)(b), Wis. Stats., authorizes DOR to enter into written agreements with each agency detailing the collection processes.

- State agencies are required to enter into an agreement to refer debt for collection.
- Courts, the legislature, certain authorities, and local units of governments may enter into agreements but are not required.

Abbreviations and Terms

A variety of terms and abbreviations are common to the State Debt Collection (SDC) program:

Certification/Certify – the process of establishing a State Debt Collection debt with DOR.

Debtor – the DOR term for the individual or business that has an outstanding debt with the State or with a local government agency and has been certified for the State Debt Collection program.

Department of Revenue (DOR) – the State agency responsible for administering the State Debt Collection program in Wisconsin.

State Debt Collection (SDC) – a debt collection program for state agencies and local governments. This program expands the DOR authorities to collect debts owed to other government entities in addition to the tax refund setoff. DOR collection tools may include payment plan, wage attachment and bank levy.

Web Access Management System (WAMS) ID – the user identifier assigned by the State of Wisconsin for each agency. The WAMS ID provides access to multiple State databases.

Resources

DOR provides a website where new users can download information about TRIP. The following resources should be reviewed to provide a basic understanding of the TRIP rules and regulations:

DOR Resources – The [State Debt Collection Initiative User Guide](#) provides general program information, enrollment instructions, and file layouts for new users. The DOR [State Debt Collection Initiative My Tax Account - SDC](#), provides step-by-step instructions with screen shots to guide users through the SDC online application. This application is used to add new debts, update existing debts and receive SDC reports. Both documents can be found on the DOR website at <http://www.revenue.wi.gov/>.

Questions regarding the program policies and procedures governing SDC should be directed to the SDC Coordinator. Requests for assistance with correcting rejected records should also be sent to the SDC Coordinator. The general SDC email address is TRIP@DOR.REVENUE.GOV.

Torry, Judge Natasha

From: Fortin, Caroline
Sent: Tuesday, July 26, 2016 3:34 PM
To: Torry, Judge Natasha
Subject: FW: State Debt Collection (SDC) - Questions

More information on the program.

Caroline

From: Titan Public Safety Solutions (TiPSS) [mailto:support=tipssllc.com@mail77.atl51.rsgsv.net] **On Behalf Of** Titan Public Safety Solutions (TiPSS)
Sent: Wednesday, July 16, 2014 1:53 PM
To: Fortin, Caroline
Subject: State Debt Collection (SDC) - Questions

Titan Public Safety Solutions, LLC (TiPSS) is the municipal law enforcement and justice software solutions leader in the State of Wisconsin.

[View this email in your browser](#)



State Debt Collection (SDC) - Questions

Good Afternoon:

We received a number of calls about the State Debt Collection (SDC) program. This service is provided by the Wisconsin Department of Revenue (DOR) to State and local units of government. DOR held a series of webinars last winter to discuss the SDC initiative and how to take advantage of the services they provide. Some of you may have attended. Our goal in sending you this email is to point you in the right direction for getting your questions answered.

What is the difference between TRIP and SDC?

Debts submitted under Tax Refund Interception Program (TRIP) are collected through tax refund setoff only. Debts submitted under SDC are collected through other DOR collection tools (payment plan, wage assignment, bank levy, etc.) in addition to tax refund setoff. If you have already certified a debt with TRIP, you will need to end the debt before sending it to SDC. See the State Debt Collection Initiative User Guide and the DOR Agency Collection News archived articles for more information.

<http://www.revenue.wi.gov/html/debtcoll.html>

<http://www.revenue.wi.gov/ise/trip/news/13-05.pdf>

Who should we contact for more information?

General information about the SDC Initiative can be found on the DOR website:

<http://www.revenue.wi.gov/governments/index.html>

If you want program information, technical assistance, or debtor/debt questions answered you can contact one of the DOR representatives below:

Joseph Mugenga Phone: 608-264-0344 email:

joseph.mugenga@revenue.wi.gov

Corban Gehler Phone: 608-264-0344 email:

corban.gehler@revenue.wi.gov

Will SDC debts be satisfied before TRIP debts?

2013 Wisconsin Act 20 changed the setoff hierarchy effective January 1, 2014. This information was highlighted by DOR in the February 2014 version of the Agency Collection News:

<http://www.revenue.wi.gov/ise/trip/news/14-02.pdf>

Does TiPSS have an Interface with SDC?

Not at this time. Some of you have asked if you can use the *TiPSSTax Intercept* interface to send debts to SDC. The answer is No, SDC has different qualifying criteria, information requirements, and file layouts than TRIP and would be a separate interface. We can look into creating an optional add-on SDC interface in 2016 if there is sufficient interest from our customer communities. Let us know if your Municipal Court would be interested.

What should I do if I want to certify a debt to SDC instead of TRIP?

You can manually refer a debt to SDC via on-line entry. If you already have the debt certified in TRIP via the *TiPSSTax Intercept* interface, you will need to 'Cancel' the TRIP debt and mark the citation as 'Do Not Enforce'. If you have questions on how to do this, please contact TiPSS Customer Support at support@tipssllc.com

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You are receiving this email because you are a current TiPSS customer or expressed interest in receiving TiPSS information.

Our mailing address is:

Titan Public Safety Solutions (TiPSS)
5325 Wall Street, Suite 2000
Madison, WI 53718

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MailChimp

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Report of Committee 117-16-17 by Public Protection and Safety referred a communication from Alderperson Bohren along with an email and attachment from the Finance Director on the Ambulance Financial Reports for 2013, 2014 and 2015; and a communication from Alderperson Bohren along with an email from the Finance Director on the Ambulance Financial Information for 2016.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: August 3, 2016

MEETING DATE: August 22, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: CDBG
Budget Summary: N/A
Budgeted Expenditure: \$796,408
Budgeted Revenue: \$796,408

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

BACKGROUND / ANALYSIS:

The Public Protection and Safety Committee on July 27, 2016 reviewed the attached ambulance financial reports for 2013, 2014, 2015 and 2016. Deputy Chief Butler informed the committee collections in the first six months of 2016 are lower than prior year as billing was delayed during the first quarter of 2016 as a result of a change in the third party biller. Billing is now current and 2016 collections should be similar to prior years. The Public Protection and Safety Committee recommended referral of the document to the Finance Committee for review of the financial information.

STAFF COMMENTS:

Deputy Chief Butler and I have regularly scheduled bi-weekly conference calls with the billing company. The calls review the progress of the billing and collection. In addition, the billing company provides on a weekly basis account updates which include the open, closed and frozen accounts. Also included is status information on the open accounts including number of accounts insurance has been billed, accounts without insurance billed to the client and information on open accounts where additional information has been requested.

ACTION REQUESTED:

Motion to recommend the Common Council accept and file R C No. 117-16-17 submitting communications from Alderperson Bohren on the Ambulance Financial Reports for 2013, 2014, 2015 and 2016.

ATTACHMENTS:

- I. R C No. 117-16-17

VI

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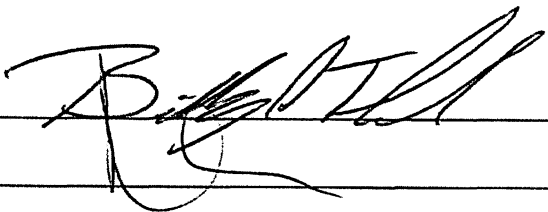
R. C. No. 117- 16 - 17. By PUBLIC PROTECTION AND SAFETY. August 1, 2016.

Your Committee to whom was referred the following:

1. R. O. No. 76-16-17 by the City Clerk submitting a communication from Alderperson Bohren along with an email and attachment from the Finance Director on the Ambulance Financial Reports for 2013, 2014 and 2015; and
2. R. O. No. 77-16-17 by the City Clerk submitting a communication from Alderperson Bohren along with an email from the Finance Director on the Ambulance Financial information for 2016;

recommends that the documents be referred to the Finance Committee.

Finance



 _____ Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

II

4.2

R. O. No. 76 - 16 - 17. By CITY CLERK. July 18, 2016.

Submitting a communication from Alderperson Bohren along with an email and attachment from the Finance Director on the Ambulance Financial Reports for 2013, 2014 and 2015.

~~PPS~~
refer to
Finance

City Clerk

Richards, Susan

From: Alderperson Jim Bohren
Sent: Wednesday, May 11, 2016 10:16 AM
To: Richards, Susan
Cc: Buss, Nancy; Romas, Mike; Alderperson Joseph Heidemann; Alderperson Todd Wolf
Subject: FW: Ambulance Reports
Attachments: SFD Ambulance Report 13-15.xlsx

Sheboygan City Clerk Sue Richards - Sue

Please include this e-mail and attachment from Nancy Buss on the Ambulance Financial Reports for 2013, 2014, and 2015 as a document for the Monday May 16, 2016 Council meeting. Please refer it to the Finance Committee and the Committee of the Whole. Thanks.

Alderman Jim Bohren

Serving on the Sheboygan Common Council Since April, 2006.

8th District - Wards 24, 25 & 26

City of Sheboygan, Wisconsin

920.452.1777

jim.bohren@ci.sheboygan.wi.us

2016 - 2017 Committee Assignments

Finance Committee - Vice Chairman

Public Works Committee

Capital Improvements Commission

From: Buss, Nancy
Sent: Monday, May 09, 2016 8:02 AM
To: Alderperson Jim Bohren
Cc: Hofland, Darrell; Romas, Mike
Subject: Ambulance Reports

Attached is a spreadsheet with the ambulance reports requested. Please let me know if you have any questions

Nancy Buss

Activity for Calls from January 1, 2013 through December 31, 2013

Patients

Patient Type	Number	%	Gross Billings	Balance	Adjustments	Receipts	%Coll/Adj
<i>Private Pay</i>							
Insurance	566	17.06%	546,314.23	3,855.00	82,190.68	460,268.55	99.29%
Self Pay	412	12.42%	365,162.22	254.00	304,555.28	60,352.94	99.93%
Medicare	1647	49.64%	1,547,000.14	73.46	930,327.89	616,598.79	100.00%
Medicaid	687	20.71%	592,239.70	0.00	452,123.19	140,116.51	100.00%
Facility	6	0.18%	5,317.60	0.00	3,780.38	1,537.22	100.00%
Totals	3,318	100.00%	3,056,033.89	4,182.46	1,772,977.42	1,278,874.01	99.86%

4:

THIRD PARTY AGENT: EMS MEDICAL BILLING ASSOCIATES

Activity for Calls from January 1, 2014 through December 31, 2014

Patients

Patient Type	Number	%	Gross Billings	Balance	Adjustments	Receipts	%Coll/Adj
<i>Private Pay</i>							
Insurance	485	14.65%	452,114.52	2,487.56	73,858.72	375,768.24	99.45%
Self Pay	263	7.95%	219,748.03	4,564.00	179,442.53	35,741.50	97.92%
Medicare	1835	55.44%	1,515,864.52	1,867.28	865,907.10	648,090.14	99.88%
Medicaid	712	21.51%	589,227.80	0.00	447,947.14	141,280.66	100.00%
Facility	15	0.45%	9,069.07	0.00	5,251.85	3,817.22	100.00%
Totals	3,310	100.00%	2,786,023.94	8,918.84	1,572,407.34	1,204,697.76	99.68%

4:

THIRD PARTY AGENT: EMS MEDICAL BILLING ASSOCIATES

Activity for Calls from January 1, 2015 through December 31, 2015

Patients

Patient Type	Number	%	Gross Billings	Balance	Adjustments	Receipts	%Coll/Adj
<i>Private Pay</i>							
Insurance	536	16.16%	504,267.95	64,114.34	77,273.18	362,880.43	87.29%
Self Pay	181	5.46%	154,329.20	43,566.20	87,906.94	22,856.06	71.77%
Medicare	1718	51.81%	1,547,852.68	21,512.50	906,580.08	619,760.10	98.61%
Medicaid	864	26.06%	725,674.94	1,475.71	547,257.09	176,942.14	99.80%
Facility	17	0.51%	15,766.80	372.03	8,817.71	6,577.06	97.64%
Totals	3,316	100.00%	2,947,891.57	131,040.78	1,627,835.00	1,189,015.79	95.55%

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THIRD PARTY AGENT: EMS MEDICAL BILLING ASSOCIATES

II

4.3

R. O. No. 77 - 16 - 17. By CITY CLERK. July 18, 2016.

Submitting a communication from Alderperson Bohren along with an email from the Finance Director on the Ambulance Financial information for 2016.

~~PP+S~~
refer to
Finance

City Clerk

Richards, Susan

From: Alderperson Jim Bohren
Sent: Thursday, July 14, 2016 8:34 AM
To: Richards, Susan
Cc: Alderperson Bill Thiel; Buss, Nancy; Hofland, Darrell; Romas, Mike
Subject: FW: Ambulance Information

Sheboygan City Clerk Sue Richards -

Please refer the attached e-mail and attachment from Nancy Buss to me as a document for the July 18, 2016 Council meeting. Please refer it to the PP&S Committee. Thanks.

Alderman Jim Bohren

Serving on the Sheboygan Common Council Since April, 2006.

8th District - Wards 24, 25 & 26

City of Sheboygan, Wisconsin

920.452.1777

jim.bohren@ci.sheboygan.wi.us

2016 - 2017 Committee Assignments

Finance Committee - Vice Chairman

Public Works Committee

Capital Improvements Commission

From: Buss, Nancy
Sent: Thursday, July 14, 2016 8:24 AM
To: Alderperson Jim Bohren
Cc: Romas, Mike
Subject: Ambulance Information

	Account Breakdown By Payer Class									
	Medicare		Medicaid		Commercial		Self Pay		Auto	
2016-01	124	46.62%	68	25.56%	33	12.41%	36	13.53%	1	
2016-02	131	53.69%	46	18.85%	28	11.48%	36	14.75%	1	
2016-03	131	47.29%	59	21.30%	37	13.36%	44	15.88%	5	
2016-04	137	57.32%	48	20.08%	21	8.79%	28	11.72%	3	
2016-05	123	41.84%	84	28.57%	28	9.52%	55	18.71%	4	
2016-06	79	29.48%	64	23.88%	10	3.73%	115	42.91%	0	
Totals:	725	45.65%	369	23.24%	157	9.89%	314	19.77%	14	

	All Financial Classes						
	Billable Incidents	Gross Charges	Adjustments	Collections	Balance Due	Avg Collection	Paid %
2016-01	268	\$255,032.00	\$89,237.45	\$58,188.13	\$107,608.42	\$218.74	59.02%

2016-02	244	\$232,507.00	\$69,154.31	\$44,568.63	\$118,781.16	\$182.66	51.23%
2016-03	277	\$289,682.00	\$86,239.96	\$59,811.08	\$123,639.59	\$215.92	54.51%
2016-04	239	\$222,870.50	\$75,682.96	\$50,687.26	\$96,500.28	\$212.08	58.58%
2016-05	294	\$268,132.50	\$58,426.03	\$29,511.79	\$180,194.68	\$100.38	31.29%
2016-06	268	\$252,595.50	\$12,803.38	\$5,437.60	\$234,354.52	\$20.29	7.46%
Totals:	1588	\$1,500,829.50	\$391,544.09	\$248,202.49	\$861,078.65	\$156.30	43.14%

From: Buss, Nancy
Sent: Thursday, July 14, 2016 8:24 AM
To: Alderperson Jim Bohren
Cc: Romas, Mike
Subject: Ambulance Information

	Account Breakdown By Payer Class								
	Medicare		Medicaid		Commercial		Self Pay		
2016-01	124	46.62%	68	25.56%	33	12.41%	36	13.53%	1
2016-02	131	53.69%	46	18.85%	28	11.48%	36	14.75%	1
2016-03	131	47.29%	59	21.30%	37	13.36%	44	15.88%	5
2016-04	137	57.32%	48	20.08%	21	8.79%	28	11.72%	3
2016-05	123	41.84%	84	28.57%	28	9.52%	55	18.71%	4
2016-06	79	29.48%	64	23.88%	10	3.73%	115	42.91%	0
Totals:	725	45.65%	369	23.24%	157	9.89%	314	19.77%	14

	All Financial Classes						
	Billable Incidents	Gross Charges	Adjustments	Collections	Balance Due	Avg Collection	Paid %
2016-01	266	\$255,032.00	\$89,237.45	\$58,186.13	\$107,608.42	\$218.74	59.02%
2016-02	244	\$232,507.00	\$69,154.31	\$44,568.63	\$118,781.16	\$182.66	51.23%
2016-03	277	\$269,692.00	\$86,239.96	\$59,811.08	\$123,639.59	\$215.92	54.51%
2016-04	239	\$222,870.50	\$75,682.96	\$50,687.26	\$96,500.28	\$212.08	58.58%
2016-05	294	\$268,132.50	\$58,426.03	\$29,511.79	\$180,194.68	\$100.38	31.29%
2016-06	268	\$252,595.50	\$12,803.38	\$5,437.60	\$234,354.52	\$20.29	7.46%
Totals:	1588	\$1,500,829.50	\$391,544.09	\$248,202.49	\$861,078.65	\$156.30	43.14%

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Direct Referral Resolution xx-16-17 by Alderperson Wolf authorizing a transfer of appropriation in the 2016 budget to establish estimated revenue and appropriation for repaving of the cul de sac on South Pier Drive, additional parking along South Pier Drive and replacement of street trees on South Pier Drive.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: September 7, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: TID 6
Budget Summary: N/A
Budgeted Expenditure: \$175,000
Budgeted Revenue: \$175,000

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

BACKGROUND / ANALYSIS:

The Common Council adopted Res. 306-91-92 in December, 1991 which created the original project plan for TID 6 and adopted the creation resolution on January 20, 1992. The TID included areas along the Sheboygan River and Lake Michigan shoreline, as well as the southern part of the downtown, the area known as Harbor Centre. The district was amended in 1994 to address unforeseen conditions from the Ametek and Rockline Industries expansion projects; in 2001 to add the C Reiss Coal property and R-Way Furniture property; and in 2015 to remove specified parcels. The subtraction amendment in 2015 addressed parcels to be improved beyond the expenditure period of December 31, 2017.

STAFF COMMENTS:

The Common Council approved Gen. Ord. 5-16-17 on July 8, 2016 which amending the Zoning Map of the Official Zoning Ordinance to change the Use District Classification of property located on interior vacant land on South Pier from Class PPUD to Class South Pier Sheboygan PUD 2016 Classification. At the public hearing, a number of concerns were expressed regarding parking. After a study, it was recommended to add parking stalls on the South Pier Drive and repave the cul-de-sac. All of the trees in the district are ash and will be removed and replaced in the spring.

ACTION REQUESTED:

Motion to recommend the Common Council approve Direct Referral Resolution xx-16-17 authorizing a transfer of appropriations in the 2016 budget to establish estimated revenue and appropriation for repaving of the cul de sac on South Pier Drive, additional parking along South Pier Drive and replacement of street trees on South Pier Drive.

ATTACHMENTS:

- I. Direct Referral Resolution xx -16-17

DIRECT REFERRAL

III

Res. No. _____ - 16 - 17. By Alderperson Wolf. September 12, 2016.

A RESOLUTION to authorize a transfer of appropriations in the 2016 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2016 Budget for the purposes of:

Establish appropriation for repaving of the cul de sac on South Pier, additional parking along South Pier Drive and replacement of street trees on South Pier.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
TID 6 Debt Service Fund Advance to TID 6 Capital 30481400-811411	TID 6 Capital Fund Street Improvements 41161100-631200	\$130,000
	Street Trees 41161100-530295	\$45,000

Finance

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 COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Communication from Steven R. Hintz requesting waiving Invoice 5379 in the amount of \$464.62

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: September 7, 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: N/A

BACKGROUND / ANALYSIS:

The Department of Public Works received a complaint on June 6, 2016 regarding debris on a property at 929 Swift Ave, Sheboygan, WI. The Department of Public Works went to the property on June 6, 2016 and found a large television. A picture of the television was taken; the television was tagged and moved approximately 20 feet to be out of the alley, and a letter notifying the resident of the violation. A letter was mailed to the property owner on the same date. The owner, Steven R. Hintz, did not receive the letter until July 8, 2016 as he moved and did not notify the City or County of the address change. The television was picked up by Department of Public Works crews on June 10, 2016 and a bill was mailed for the removal.

STAFF COMMENTS:

Department of Public Works staff has provided a copy of the letter mailed to the property owner as well as photographs of the television and a photograph of the placement of garbage on a weekly basis.

ACTION REQUESTED:

Motion to recommend the Common Council deny the request of Steven R. Hintz to waive Invoice 5379.

ATTACHMENTS:

- I. Letter from Steven R. Hintz
- II. Letter to Steven R. Hintz notifying of the debris
- III. Photographs of debris and weekly garbage
- IV. Invoice 5379 for \$464.62

Steven Hintz
2820 Whispering Winds Drive
Sheboygan WI, 53081
920-207-1193

To Whom it May Concern,

I am questioning the invoice #5379 dated June 29, 2016, for a removal of a television set for a \$464.62 fee.

I sold my primary residence in January 2016. I got a complaint letter dated June 29th, 2016 sent to the old address 3012 S. 17th St. Sheboygan, WI 53081. I first received the complaint letter on July 8th, 2016. This letter was first address to the old address of 3012 S. 17th St. The Post Office forwarded the letter to our new address 2820 Whispering Winds Dr. Sheboygan, WI 53081. I since called the City of Sheboygan to update our address.

The morning of July 9th, 2016, I went over to 929 Swift Avenue Sheboygan, WI 53081 and noticed the TV along the side of the alley. My neighbor from across the alley (Jim Mallmann 930 Dillingham Ave.) saw me and apologized for making a complaint about the TV. He thought the tenant would be responsible, not me the owner. Jim and I carried the TV from the side of the alley onto the concrete parking slab on my property, approximately 20 feet north of the alley. I planned on having Richard Hitsman help me dispose of the TV at EarthWise for a \$20.00 fee. Richard Hitsman arrived at 929 Swift Ave on July 10th, 2016 and informed me the TV was gone. I was informed by Jim that city employees had picked the TV up from my parking slab, with a City of Sheboygan pickup truck on June 10th, 2016.

Jim Mallmann had spoken to the tenant who admitted, to Jim, that the TV did belong to them. I will not be able to collect any money from the tenant, who put the TV next to the alley, because the tenant was in the process of being evicted during this time period and claimed no knowledge of the situation. After going to court, Judge Bolgert awarded me a Writ of Restitution. The Sheriff's Department assisted with making sure the tenant had been removed from the property. (Case No.2016SC001353)

If the notice was to be sent to my current address of 2820 Whispering Winds Dr. Sheboygan, WI 53081 I would have taken action to remove the TV from the side of the alley, sooner. I understand that the City of Sheboygan may have not been aware of my address change, but when I received the complaint letter I did take immediate action to attempt to remove the TV. I have owned and rented this 2 family property at 929/929A Swift since May of 1977. This is the first problem that The City of Sheboygan has ever had with the property during this 39 year period. Please consider waiving the amount of this invoice as I won't be able to get reimbursement from the tenant and will be forced to pay this out of my pocket.

Sincerely,
Steven R Hintz

June 6, 2016

Steven Hintz
3012 S. 17th Street
Sheboygan WI 53081

Problem: Television

A complaint has been received that the resident at 929-929A Swift Ave. has not been complying with the garbage/recycling regulations as stated in City Ordinance Chapter 102 of the Municipal Code. Please remove this item(s) or the City crews will be dispatched to do so and you will be charged for labor and equipment rental. This may range from \$50 to \$500. A supervisor will re-inspect the area 48 hours after receipt of this notice and appropriate action will be taken at that time.

If you have any questions, please contact the Municipal Service Building at 459-0224 on weekdays between the hours of 8:00 a.m. and 3:30 p.m.

Sincerely,

City of Sheboygan
Streets and Sanitation Division



City of Sheboygan
828 Center Ave, Suite 205
Sheboygan, WI 53081
Telephone No. 920-459-3371

INVOICE

Invoice Date 06/29/2016	Invoice No. 5379
Customer Number 5463	
Invoice Total Due \$464.62	
Payment Terms NET 30 DAYS	

HINTZ, STEVEN R.
3012 S 17TH ST
SHEBOYGAN, WI 53081-6612

Parcel No. 304250

Description	Original Bill	Adjustment	Paid	Amount Due
WORK ORDER 95586 SALARIES	\$135.00	\$0.00	\$0.00	\$135.00
EQUIPMENT RENTAL	\$60.00	\$0.00	\$0.00	\$60.00
SANITATION MATERIALS	\$100.00	\$0.00	\$0.00	\$100.00
SURCHARGE	\$147.50	\$0.00	\$0.00	\$147.50
SALES TAX	\$22.12	\$0.00	\$0.00	\$22.12
REMOVE TELEVISION 6/10/16 929-929A SWIFT AVE				

**Please put Invoice Number on your check.
Make Checks Payable to: City of Sheboygan**

Invoice Total:

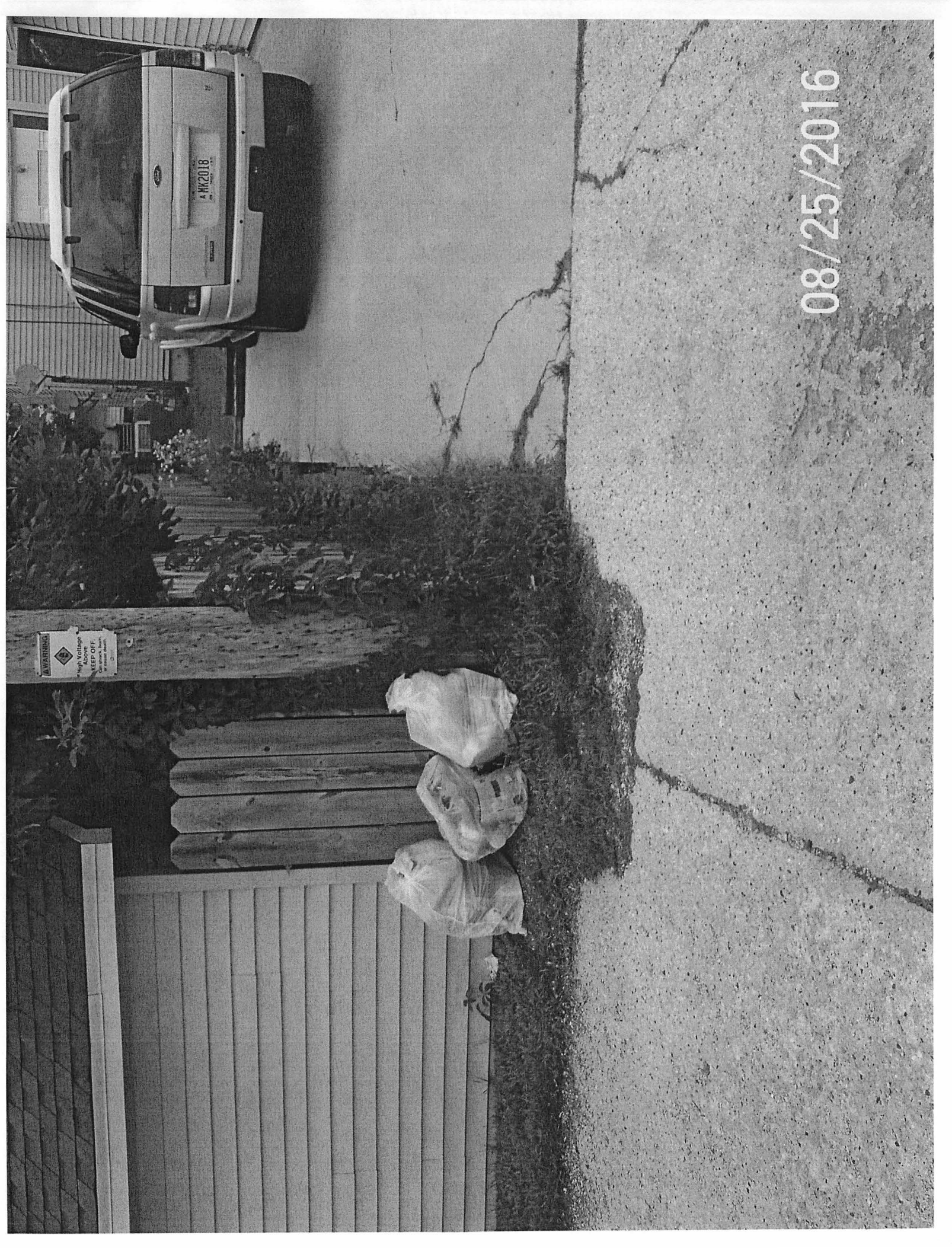
\$464.62

WARNING

High Voltage
Above
KEEP OFF.
Can shock, burn,
or cause death.

9107/01/96/10/2016





08/25/2016

WARNING
High Voltage
KEEP OFF
Can cause death
or injury.

4 HK2018

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Resolution 91-16-17 by Alderperson Todd Wolf authorizing executing a one-year lease for the agricultural property known as the Schuchardt Property and accepting prior years of 2014 and 2015.

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

REPORT DATE: September 6, 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: N/A

BACKGROUND / ANALYSIS:

De Master Farms has leased the City property since 2011 (and prior under the Schuchardt family ownership), but failed to execute leases with the City for the 2014, 2015, and 2016, all years that they farmed the property. The De Master Farms Attorney from Random Lake had drafted the leases each year, but for some reason the communication did not happen for the 2014, 2015 and 2016 farming years. City staff has worked diligently to obtain the leases over the years and was finally successful this year after possible eviction was considered. De Master Farms has provided us payment for the each of the three years, however the City is holding those checks until the Finance Committee recommends approval.

STAFF COMMENTS:

The lease is based on \$60.00/acre for 31 acres or a total of \$1,860. Staff recommends approval of the three years, 2014, 2015, and 2016.

ACTION REQUESTED:

Motion to recommend the Common Council approve Resolution 91-16-17 by Alderperson Wolf authorizing executing a one-year lease for the agricultural property known as the Schuchardt Property and accepting prior years of 2014 and 2015.

ATTACHMENTS:

- I. Resolution dated September 6, 2016
- II. Agricultural Land Lease dated April 1, 2016.

III

4.4

Res. No. 91 - 16 - 17. By Alderperson Wolf. September 6, 2016.

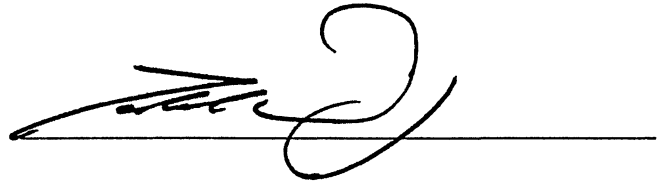
A RESOLUTION authorizing executing a one-year lease for the agricultural property known as the Schuchardt Property and accepting prior years of the 2014 & 2015.

WHEREAS: De Master Farms has leased the city property since 2013, but failed to execute leases with the City for 2014, 2015, and 2016. The City reserves the exclusive right to terminate in full or in part the lease with 20 days written notice for purposes of facilitating development needs and the Tenant understands that they need to remove the crops at their expense should the City exercise the 20-day termination notice.

WHEREAS: De Master Farms has provided checks in the amount of \$ 1,860 for years 2014 and 2015. Year 2016 will be paid prior to 12/31/2016.

RESOLVED: That the Mayor and City Clerk are hereby authorized and directed to execute the attached leases with De Master Farms for the years of 2014, 2015, 2016 agricultural use of approximately 31 acres of the former Schuchardt property.

Finance



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

AGRICULTURAL LAND LEASE

This lease entered into as of the 1st day of April, 2016, between CITY OF SHEBOYGAN, State of Wisconsin, hereinafter referred to as "LANDLORD", and DAVID and ELEANOR DEMASTER d/b/a DEMASTER FARMS of Cedar Grove, Wisconsin, hereinafter referred to as "TENANT":

W I T N E S S E T H :

1. **LEASE OF PREMISES:** LANDLORD for and in consideration of the rents, covenants, agreements and conditions hereinafter set out to be kept and performed by TENANT, hereby leases to TENANT and TENANT hereby agrees to lease from LANDLORD on the same terms and conditions the following described premises:

various irregular parcels totaling approximately 31 acres as depicted on the attached maps.

2. **TERM:** This lease shall commence on April 1, 2016 and shall terminate on November 30, 2016. However, LANDLORD reserves the exclusive right to terminate in full or in part this lease with 20 days written notice for purposes of facilitating development needs.

3. **RENTAL:** The rental shall be \$1,860.00 per year, payable on or before December 31, 2016.

4. **STIPULATED USAGE:** The leased premises are to be used for agricultural purposes only. The TENANT covenants to farm said premises consistent with good management practices, having due regard for the maintenance of soil fertility and the proper rotation of crops, among other practices.

5. **LIABILITY INSURANCE:** It is the responsibility of TENANT to provide liability insurance coverage for his employees, customers and invitees and submit proof thereof to LANDLORD upon request.

6. **ASSIGNMENT AND SUBLETTING:** TENANT may not assign this lease or sublet the premises or any part thereof without first obtaining the written consent of LANDLORD, which consent shall be conditioned upon the financial responsibility and character of the party to whom the premises are to be assigned or sublet, but that such consent shall not be unreasonably withheld.

7. **COMPLIANCE WITH LAW:** TENANT shall not commit any undue waste on the leased premises and shall conform with all applicable laws and ordinances respecting the use and occupancy thereof

relating to matters not covered elsewhere herein.

8. **LANDLORD'S ENTRY FOR INSPECTION:** LANDLORD and his legal representatives shall have the right, at all reasonable times, to enter into and upon the leased premises for the purpose of examining, inspecting, viewing, maintaining, and repairing the same and of showing said premises to prospective purchasers and tenants, said inspections, however, not to unreasonably interfere with the business of TENANT.

9. **EXPENSES REGARDING ENFORCEMENT OF COVENANTS AND AGREEMENTS:** Each party hereto covenants and agrees to pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by the other party in enforcing the covenants and agreements of this lease.

10. **SUCCESSORS, ETC.:** The covenants and agreements herein contained shall be binding upon and shall inure to the benefit of the parties hereto, their heirs, executors, administrators, successors and assigns.

11. This lease shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals effective the day and year first above set forth.

CITY OF SHEBOYGAN, LANDLORD

_____(SEAL)
Authorized Agent

DEMASTER FARMS, TENANT

David DeMaster _____(SEAL)
David DeMaster

Eleanor DeMaster _____(SEAL)
Eleanor DeMaster

Sheboygan
21-15N-23E

Schuchart

Sheboygan

5

6

7

HWY PP

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5.6
30.6

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Resolution 92-16-17 to authorize consulting work related to planning for the restoration of the cover structure of Digester # 3 at the Wastewater Treatment Facility in order to prepare the vessel for the storage of high-strength waste.

REPORT PREPARED BY: Bernard R. Rammer, Purchasing Agent

REPORT DATE: August 31, 2016

MEETING DATE: September 12 , 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: 60138300-631100
Budget Summary: Wastewater Fund
Budgeted Expenditure: \$ 24,900.00
Budgeted Revenue: N/A

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

BACKGROUND / ANALYSIS:

This Resolution authorizes the Purchasing Agent to enter into a contract for consulting services with Ovivo USA, LLC for the initial inspection, determination of the need for repairs, and -preparation of a design for modifications to the mounting system of the Digester # 3 cover structure in order to prepare this vessel for use for storage of high-strength waste. This contract with the cover manufacturer, if approved, will allow for in-place inspection of the cover including preparation of a design for safe lifting and removal, identification of the need for specific repairs and detailed specifications for same and the detailed design of the systems required to permanently mount the cover in a fixed position.

STAFF COMMENTS:

The currently un-used digester vessel has a "floating" cover. The structure's cover is 70 feet in diameter. In order to prepare this 1936 vintage vessel for the storage of high-strength waste, the 1978 cover will first need to be inspected and a design developed to safely remove the cover, repair any deficiencies found during the inspection, and prepare specifications for a new mounting system to remount the cover into a fixed position. The work to be performed under this engagement is a necessary precursor to the actual repairs and modifications to the cover structure.

ACTION REQUESTED:

Motion to recommend Common Council approve Resolution 92-16-17 to authorize entering into contract with Ovivo USA, LLC of Salt Lake City, UT for professional services related to the inspection of Digester # 3 at the Wastewater Treatment Facility in the amount of \$ 24,900.00.

ATTACHMENTS:

- I. Resolution 92-16-17

III

4.5

Res. No. 92 - 16 - 17. By Alderperson Wolf. September 6, 2016.

A RESOLUTION authorizing the Purchasing Agent to enter into contract for professional services related to the inspection of the Digester #3 cover and preparation of a design plan associated with lifting, necessary repairs and permanent mounting of the cover at the Regional Wastewater Treatment Facility by the manufacturer of the digester.

WHEREAS: Over the past several years the Wastewater Treatment Facility has demonstrated the value related to the treatment of High Strength Waste and has worked diligently to promote an increase in the receipt of these wastes for treatment at the facility and;

WHEREAS: The facility has identified a need for additional capacity to receive and store these wastes while they await treatment at the facility, while segregating them from normal wastes, and has identified Digester # 3 which is currently unused as a potential candidate for the storage of these wastes and;

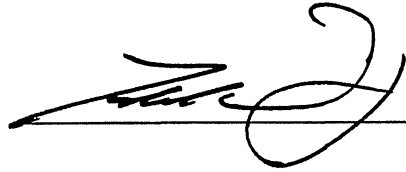
WHEREAS: Prior to the use of Digester #3, a need for certain repairs have been identified most notably among them the inspection and permanent securement of the current floating cover and;

WHEREAS: The manufacturer of the digester and cover, Ovivo USA LLC, has submitted to the facility a proposal for this inspection which includes a design to safely lift the cover as well as a design for the necessary repairs and means to secure the cover permanently in place.

Finance

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Ovivo USA LLC of Salt Lake City UT for the inspection of the cover and design of the work necessary to repair and permanently mount the cover in place in the amount of \$ 24,900.00.

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on account #60138300-631100 in payment of same.



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 COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Resolution 93-16-17 by Alderperson Wolf authorizing a transfer of appropriation in the 2016 budget to establish an advance from the Boat Facility Fund to the Harbor Centre Marina Fund for marina de-icing aeration equipment.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: September 7, 2016

MEETING DATE: September 12, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: Marina
Budget Summary: N/A
Budgeted Expenditure: \$90,055
Budgeted Revenue: \$90,055

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

BACKGROUND / ANALYSIS:

The Common Council approved Resolution 68-15-16 on September 21, 2015 to enter into an agreement with SmithGroup JJR for a wave surge mitigation study for the Harbor Centre Marina after proposals were sought and received from three firms. The recommendation from the study is to install aeration equipment. The Public Works Committee will consider a resolution authorizing the Purchasing Agent to enter into contract for the purchase and installation of seasonal and permanent aeration equipment at the Harbor Centre Marina in an effort to protect the docking systems from severe damage caused by winter ice.

STAFF COMMENTS:

The report from SmithGroup JJR included a number of options with the most cost effective being the installation of aeration equipment around the docks to keep the water from freezing. The Purchasing Agent worked with a Wisconsin based manufacturer of aeration equipment to determine the quantity and type of units required for complete protection of all of the dockage in its winter position. Also included is a cargo trailer for storage of the equipment during the off season. The transfer resolution will advance funding to purchase the equipment from the Boat Facility Fund to the Harbor Centre Marina Fund to be repaid with interest.

ACTION REQUESTED:

Motion to recommend the Common Council amend Resolution 93-16-17 authorizing a transfer of appropriations in the 2016 budget to establish an advance from the Boat Facility Fund to the Harbor Centre Marina Fund in the amount of \$91,675.30 for marina de-icing aeration equipment and related trailer.

ATTACHMENTS:

- I. Resolution 93-16-17

- II. Resolution 97-16-17 Enter into contract for the purchase and installation of season and permanent aeration equipment.

III

4.6

Res. No. 93 16 - 17. By Alderperson Wolf. September 6, 2016.

A RESOLUTION to authorize a transfer of appropriations in the 2016 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2016 Budget for the purposes of:

Establish advance from the General Fund to the Marina Fund for Marina de-icing aeration equipment. The funds are to be repaid with interest earnings based on the Local Government Investment Pool rates.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund Advance to Marina Fund 101-133290	Marina Fund Aeration Equipment 29037500-543999	\$90,055

Finance



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

4.9

Res. No. 97 -16 -17 . By Alderperson Belanger. September 6, 2016.

A RESOLUTION authorizing the Purchasing Agent to enter into contract for the purchase and installation of seasonal and permanent aeration equipment at the Harbor Centre Marina in an effort to protect the docking systems from severe damage caused by winter ice.

WHEREAS: Over the past several years the Harbor Centre Marina has experienced significant and costly damage to its docking systems caused by the shifting of ice in the marina. In 2015 a study was commissioned between Smithgroupjjr and the City of Sheboygan to determine the root causes of this ice shifting and explore potential solutions. The final report issued by SmithgroupJJR included a number of options with the most cost effective being the installation of aeration equipment around the docks to keep the water from freezing and;

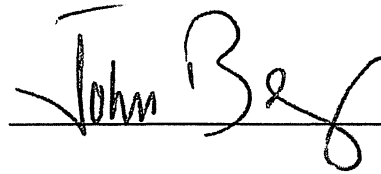
WHEREAS: Working with a Wisconsin based manufacturer of aeration equipment, Kasco Marine Inc., a placement plan was developed to determine the quantity and type of units required for complete protection of all of the dockage in its winter position. From this plan, a Request for Bids was issued for the purchase and installation of the equipment, and;

WHEREAS: It is also recognized that off-season storage of the temporary units will be a challenge. It has been determined that an enclosed cargo trailer will allow the units to be stored in a safe, secure manner and transported between the Marina and the off-season parking area. Therefore, included with this request is an allowance of \$ 4,500.00 for the purchase of a new cargo trailer from a local dealer.

Public Works.

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Flotation Dock Systems Inc. of Cedarville MI for the purchase and complete installation of anti-icing aeration equipment in the amount of \$ 87,175.30 and an additional trailer allowance of \$ 4,500.00 for a total cost of \$ 91,675.30 and;

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw orders on account #29037500-543999 in payment of same.



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

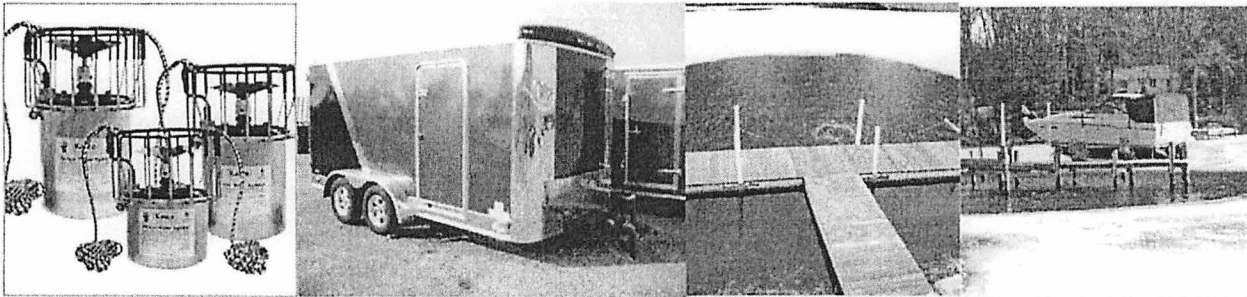
REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Resolution to authorize purchase and installation of aeration equipment to minimize damage to the Harbor Centre Marina docking systems by shifting winter ice.

REPORT PREPARED BY: Bernard R. Rammer

REPORT DATE: August 27, 2016

MEETING DATE: September 6, 2016



FISCAL SUMMARY:

Budget Line Item: 29037500-543999
Budget Summary: Harbor Centre
Marina Fund
Budgeted Expenditure: \$ 91,675.30
Budgeted Revenue: N/A

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

This resolution authorizes the Marina to purchase and have installed aeration equipment around the docking systems to prevent shifting ice from causing damage to the docks resulting in un-planned costly repairs.

STAFF COMMENTS:

This preventative measure was recommended by the consulting firm hired by the City of Sheboygan to study the increase in ice damage over the past several years to the Marina docking systems and provide alternatives to annual ice damage. The alternatives ranged from aeration to changes in the physical structure and location of the Marina entrance and the breakwater. The installation of aeration equipment was by far, the least costly alternative. The project was put to bid with Flotation Dock Systems of Cedarville MI submitting the lowest overall cost.

ACTION REQUESTED:

It is the recommendation of the Marina that the Public Works Committee approves this request and supports passage of the Resolution. Total cost of the equipment including installation and a storage trailer for off-season storage of the units is \$91,675.30

ATTACHMENTS:

I. Res. __-16-17

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Resolution 94-16-17 by Ald. Wolf authorizing an application to the Wisconsin Coastal Management Program for an ADA canoe/kayak launch facility at Kiwanis Park.

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

REPORT DATE: September 9, 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: N/A

BACKGROUND / ANALYSIS:

The Department of Administration Wisconsin Coastal Management Program (WCMP) recently released a request for proposals for 2017 grant eligible items. The City of Sheboygan Park and Open Space Plan identified an ADA canoe/kayak launch at Kiwanis Park and is an eligible item under the WCMP funding program. This launch would provide additional opportunities for disabled persons access to the river.

STAFF COMMENTS:

The City has successfully received \$32,000 from this program three years ago for the wave attenuation plan at the marina. The estimated total project cost for this project is \$42,000 that includes \$21,000 from WCMP and a match of \$21,000 from either the DNR Stewardship Program and/or the County Stewardship Program.

ACTION REQUESTED:

Motion to recommend Common Council approve Resolution 94-16-17 by Ald. Wolf authorizing an application to the Wisconsin Coastal Management Program for an ADA canoe/kayak launch facility at Kiwanis Park.

ATTACHMENTS:

- I. Resolution dated September 6, 2016
- II. Grant Information Form dated September 2, 2016.

III

Other Matters

8.2

Res. No. 94 - 16 - 17. By Alderperson Wolf. September 6, 2016.

A RESOLUTION authorizing an application to the Wisconsin Coastal Management Program for an ADA canoe/kayak launch facility at Kiwanis Park.

WHEREAS, the City of Sheboygan hereby requests assistance for the purpose of completing this design and construction project;

NOW, THEREFORE, BE IT RESOLVED: That the City of Sheboygan will apply for matching funds from either the Wisconsin DNR Stewardship Program and/or the Sheboygan County Stewardship Program sufficient to complete the project, and hereby authorizes the Mayor and City Clerk to act on behalf of the City of Sheboygan to:

- Submit an application to the Wisconsin Coastal Management Program for financial assistance;
- Sign documents; and
- Take necessary action to undertake, direct and complete the approved projects.

BE IT FURTHER RESOLVED: That the City of Sheboygan will comply with program requirements, may perform force account work; will maintain the completed project in an attractive, inviting and safe manner, and will obtain in writing approval from the Wisconsin Coastal Management Program before any change(s) are made in the use of the project site (if applicable).

Inance



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

GRANT INFORMATION FORM	
Department	<u>City Development</u> DATE <u>9-2-16</u>
Grantor Agency	<u>DOA WI Coastal Management Program</u>
<input type="checkbox"/>	Federal
<input checked="" type="checkbox"/>	State
<input type="checkbox"/>	Other
Grant Name	<u>ADA Canoe/Kayak Launch facility</u>
Grant Number	Grant Amount \$ <u>21,000</u> Matching Funds \$ <u>21,000</u>
Program & Number	Federal CFDA #
Matching Funds available in account number	
Purpose of the Grant	
<p>The matching funds for this grant will come from either or a combination of the Wisconsin DNR Stewardship Program (applications are due May 1) and/or the Sheboygan County Stewardship Program (applications are due in the Spring 2017).</p>	
Person preparing grant proposal	(Signature)
Department Head approving grant proposal	(Signature)
Council Document Number approving grant submission	Please Attach