

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR COMMITTEE STRUCTURE SUBCOMMITTEE CONSIDERATION

ITEM DESCRIPTION: Considerations for Council Committee Structure

REPORT PREPARED BY: Darrell Hofland, City Administrator

REPORT DATE: July 26, 2016

MEETING DATE: July 27, 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:

On November 16, 2015, the Common Council voted to reduce the number of Alderpersons from 16 to 10 for the 2018-2019 Council year.

On March 21, 2016, the Common Council created a Committee Structure Subcommittee to address the impact of this reduction in Alderpersons on the committees, commissions and boards.

The Subcommittee met for the first time on June 29, 2016.

STAFF COMMENTS:

Attached is a draft of possible changes which was reviewed by the Subcommittee to the committees, commissions and boards. Changes in yellow denote an addition and a strikethrough denotes elimination.

In light of the frequency of most meetings (twice a month), the modifications to the committee structures reflect a desire for Alderpersons to specialize in their assigned committees, commissions and boards.

The attached draft eliminates the Strategic Fiscal Planning Committee to reflect a stronger role for the standing committees. In the future, the standing committees will directly make recommendations to the Common Council for possible action.

Also, the attached draft makes changes to the Board of Marina, Parks and Forestry Commissioners to reflect its new role as a standing committee with direct Common Council recommendation authority; no longer will it act as a subcommittee of the Public Works Committee.

The attached draft also attempts to modify the appointed number to a committee, commission or board to an odd number; an exception is the Library Board.

In order to give more flexibility in Alderperson assignments to the Sheboygan Transit Commission, the attached draft modifies the assignment to be any member of the following committees: Finance and Personnel, Public Works, and Public Protection and Safety, instead of the Chair of the committees.

The attached draft consolidates several committees into other related committees due to similar issues and assigned ex-officio staff. Specifically for the current duties of Law and Licensing Committee, staff will draft criteria for Committee members' consideration that will minimize future Committee agenda items, i.e. waiver of sex offender residency restrictions.

Several committees, commissions and boards have been eliminated as a public committee, commission or board in light of no assignment of elected officials (the Committee will continue as an employee-based committee), changes to the organization (creation of the City Administrator and the Director Human Resources and Labor Relations positions), and the administrative nature of the committee subject matter.

Also attached is a listing of possible assignments to the 10 Alderpersons so members of the Committee Structure Subcommittee can better understand the allocation in light of the possible modifications to the committees, commissions and boards.

In light of the importance of the modifications to the Sheboygan committee structure, the draft document is intended as a document to elicit feedback. No action by the Committee Structure Ad Hoc Committee is expected, nor requested.

ACTION REQUESTED:

Motion to recommend the Common Council refer the Council Committee Structure modifications to the following committees for review and recommendation: Salaries and Grievances, Public Protection and Safety, Law and Licensing, Public Works and Finance.

ATTACHMENTS:

- I. Modification to Committee Structure

MODIFICATIONS TO COMMITTEE STRUCTURE

No Council Member Modification:

Architectural Review Board (7 Members)

- Alderperson J
- City Plan Commissioner
- Licensed Real Estate Broker
- General Contractor Licensed by the City of Sheboygan
- Licensed Architect
- Licensed Architect
- Licensed Architect

Board of Appeals (5 Members/2 Alternates)

- Citizen
- Citizen
- Citizen
- Citizen
- Architect/Structural Engineer (Minimum – 10 Years Practical Experience)
- Alternates
 - Alternate 1
 - Alternate 2

Board of Marina, Park and Forestry Commissioners (9 Members)

- Alderperson I
- Director of Public Works
- ~~Superintendent of Parks and Forestry~~
- City Plan Commission Member
- Historic Preservation/Housing Rehabilitation Loan Commission Member
- Sheboygan County Board Representative
- Sheboygan Area School District Recreation Department
- Citizen – Boat Slip Lessee
- Citizen
- Citizen
- Non-Voting Members
 - Police Department Representative
 - ~~Director of Public Works~~
 - Superintendent of Parks and Forestry

Board of Police and Fire Commissioners (5 Members)

- Citizen
- Citizen
- Citizen
- Citizen
- Citizen

Board of Review (5 Members)

- Citizen
- Citizen
- Citizen
- Citizen
- Citizen

Board of Water Commissioners (3 Members)

- Citizen
- Citizen
- Citizen

Business Improvement District (11 Members)

- City Government Representative
- Business Owner
- Business Owner
- Business Owner
- Business Owner
- Business Owner
- Business Owner
- Property Owner Representing Commercial Property Owner
- Property Owner Representing Commercial Property Owner
- Property Owner Representing Commercial Property Owner
- Property Owner Representing Commercial Property Owner
- Property Owner Representing Commercial Property Owner
- Ex-Officio Member
 - BID Manager

City-County Shared Service Committee (11 Members)

- Mayor
- Alderperson F – Chair of Public Protection and Safety Committee
- Alderperson D - Chair of Public Works Committee
- Alderperson A – Chair of Finance and Personnel Committee
- Business Person
- Business Person
- Business Person
- County Board Chair
- County Board Supervisor
- County Board Supervisor
- County Board Supervisor

Historic Preservation/Housing Rehabilitation Loan Committee (7 Members)

- Alderperson J
- Registered Architect

Mayor's Neighborhood Leadership Cabinet (13 Members)

- Mayor
- Alderperson H
- Director of Planning and Development or Designee
- Chief of Police or Designee
- Gateway Neighborhood Association Representative
- Ellis Historical Neighborhood Representative
- North Flats Neighborhood Association Representative
- Indiana Avenue Corridor Neighborhood Association Representative
- Sheboygan Neighborhood Pride Board President or Designee
- Neighborhood Association Alternates
 - Gateway Neighborhood Association Representative Alternate
 - Ellis Historical Neighborhood Representative Alternate
 - North Flats Neighborhood Association Representative Alternate
 - Indiana Avenue Corridor Neighborhood Association Rep. Alternate

City Plan Commission

- Mayor
- Alderperson I
- City Engineer
- Citizen
- Citizen
- Citizen

Redevelopment Authority (7 Members)

- Alderperson B
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen

Council Member Modification to:

Finance (and Personnel) Committee

- Alderperson A
- Alderperson B
- Alderperson C
- ~~Alderperson O~~
- ~~Alderperson P~~

(Receive duties of Strategic Fiscal Planning Committee)

(Receive duties of Salaries and Grievances Committee)

Public Protection and Safety Committee

- Alderperson F
- Alderperson G
- Alderperson H
- ~~Alderperson M~~
- ~~Alderperson N~~

(Receive duties of Law and Licensing Committee)

Public Works Committee

- Alderperson D
- Alderperson E
- Alderperson C
- ~~Alderperson K~~
- ~~Alderperson L~~

(Receive duties of Building Use Committee)

Senior Activity Center Commission (9 Members)

- Alderperson I
- ~~Alderperson J~~
- Citizen – Member of Friends of Senior Activity Center
- Citizen – Member of Friends of Senior Activity Center
- Citizen – Member of Friends of Senior Activity Center
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen

Sheboygan Transit Commission (9 Members)

- Mayor
- Alderperson A – ~~Chair Member~~ of Finance and Personnel Committee
- Alderperson F – ~~Chair Member~~ of Public Protection and Safety Committee
- Alderperson D – ~~Chair Member~~ of Public Works Committee
- Director of Planning and Development or proxy
- Chief of Police or proxy
- Citizen
- Citizen
- Citizen
- Ex-Officio Member
 - Director of Transit and Parking

Sustainable Sheboygan Task Force (17 Members)

- Alderperson E
- ~~Alderperson I~~
- Director of Public Works or Designee
- Director of Planning and Development or Designee

- Sheboygan County Government Representative
- Sheboygan Area School District Representative
- University of Wisconsin – Sheboygan Representative
- Sheboygan County Chamber of Commerce Representative
- Utility Company Representative
- Utility Company Representative
- Environmental Group Representative
- Small Business Owner
- Large Business Owner
- Private Industry Representative – Non-City Resident
- Private Industry Representative – Non-City Resident
- Private Industry Representative – City Resident
- Private Industry Representative – City Resident
- Private Industry Representative – City Resident

Housing Authority (5 Members)

- Alderperson I
- Citizen
- Citizen
- Citizen
- Citizen
- ~~Citizen~~

Elimination of:

Board of Contractor's Examiners

- Duties shifted to Board of License Examiners

Board of Electrical and Heating Examiners

- Duties shifted to Board of License Examiners

Board of Housing Appeals and Fair Housing Practices

- Duties shifted to City Plan Commission (fair housing) and Board of Appeals (housing appeals)

Building Use Committee

- Duties shifted to Public Works Committee

Capital Improvements Commission

- Duties shifted to respective Committees for each Department, then Finance Committee

Civil Service Commission

- Duties shifted to an Employee Based Committee

Collective Bargaining Committee

- Duties shifted to an Employee Based Committee

Emergency Planning and Preparedness Committee

- Duties shifted to an Employee Based Committee

Group Health Insurance and Wellness Committee

- Duties shifted to an Employee Based Committee

Law and Licensing Committee

- Duties shifted to Public Protection and Safety Committee

Salaries and Grievances Committee

- Duties shifted to Finance Committee

Strategic Fiscal Planning Committee

- Duties shifted to Finance Committee

<u>Aldersperson</u>	<u>Monthly Meetings</u>	<u>Infrequent Meetings</u>
A	Finance/Personnel Transit Common Council	Shared Services COTW
B	Redevelopment Authority Finance/Personnel Common Council	 COTW
C	Marina/Park/Forestry Public Works Common Council	 COTW
D	Transit Public Works Common Council	Shared Services COTW
E	Sustainable Public Works Common Council	 COTW
F	Transit Public Protection Common Council	Shared Services COTW
G	International Public Protection License Examiners Common Council	 COTW
H	Library Public Protection Common Council	Neighborhood COTW
I	City Plan Senior Activity Common Council	Housing Authority COTW
J	Finance/Personnel Architectural Review Common Council	Historic Preservation COTW