

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

**CITY OF SHEBOYGAN**

**REQUEST FOR COMMITTEE STRUCTURE AD HOC COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** Preliminary Considerations for Council Committee Structure

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**REPORT PREPARED BY:** Darrell Hofland, City Administrator

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**REPORT DATE:** June 27, 2016

**MEETING DATE:** June 29, 2016

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: Charter Ord. 1-15-16

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**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 Ad Hoc Committee to address the impact of this reduction in Alderpersons on the committees, commissions and boards.

**STAFF COMMENTS:**

Attached is a draft of possible changes 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 Marina, Park and Forestry Commission 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 develop recommendations for changes that will minimize some of the 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 committees will continue as an employee-based committee), changes to the organization (creation of the City Administrator and Director of 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 Ad Hoc Committee 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:**

For informational purposes only.

**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 Contractor's License Examiners (5 Members/2 Alternates)

- Alderperson G
- Citizen
- Citizen
- Citizen
- Citizen
- 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

Receive duties of housing appeals from Board of Housing Appeals and Fair Housing Practices)

**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
- 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



- Citizen
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen
- Citizen

**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

**Redevelopment Authority (7 Members)**

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

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**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)

### **City Plan Commission**

- Mayor
- Alderperson C
- City Engineer
- Citizen
- Citizen
- Citizen

(Receive duties of fair housing practices from Board of Housing Appeals and Fair Housing Practices)

### **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 (18 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~~

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### **Elimination of:**

#### Board of Plumbing Appeals

- Duties shifted to proposed Board of License Examiners

#### Board of Contractor's Examiners

- Duties shifted to proposed Board of License Examiners

#### Board of Electrical and Heating Examiners

- Duties shifted to proposed Board of License Examiners

#### Board of Housing Appeals and Fair Housing Practices

- Duties shifted to Board of Review and City Plan Commission

**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/Parks/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