

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

**X**

7.3

Gen. Ord. No. 14 - 15 - 16. By Alderperson Donohue. August 3, 2015.

AN ORDINANCE amending Section 82-33 of the Sheboygan Municipal Code so as to add various position(s) to the Department of Public Works Table of Organization.

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

Section 1. Section 82-33 of the Sheboygan Municipal Code is hereby amended in Section B.2.5. in the Department of Public Works as follows:

Class Title	Class Grade	NO. of Employees
B. DEPARTMENT OF PUBLIC WORKS		
2. Buildings & Grounds		
<u>ADD:</u>		
Supervisor Buildings, Grounds and Electrical	9	1
5. Wastewater Treatment Plant		
<u>ADD:</u>		
Process Systems and Operations Coordinator	9	1

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job descriptions shall be in effect from and after its passage.

*Sal & Grier*

*M. Lynne Nowlan*  
\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

## Job Description

<b>Job Title:</b>	<b>Supervisor - Buildings, Grounds &amp; Electrical</b>	<b>Department:</b>	Department of Public Works
<b>Reports To:</b>	Public Works Director	<b>Classification:</b>	Salaried Exempt
<b>Wage:</b>	Salary Grade 9	<b>Date Issue:</b>	July 2015

## Position Summary

This position provides effective supervision of foremen, leadmen, and work crews engaged in various work activities of the Department of Public Works and performs related work as required.

## Essential Duties & Responsibilities

1. Effectively supervises, schedules, plans, lays out, and inspects the work performed by subordinates.
2. Prepares daily work assignments coordinating work priorities and available personnel and equipment.
3. Assists in directing foremen, leadmen, and personnel in implementing project costs reduction methods and improved departmental efficiency.
4. Assists in developing and giving on-the-job training of foremen, leadmen and personnel in specifics of work duties and work methods.
5. Investigates complaints, initiates corrective action, and reports back orally or in writing when appropriate.
6. Directs and enforces compliance with all applicable City and department policies and regulations and safety laws and regulations and initiates corrective action according to DPW Employee Guidelines.
7. Completes and reviews personnel job performance ratings and effectively recommends hiring, promotion, demotion, disciplinary action, and dismissal.
8. Assumes specific duties of foremen in their absence and performs other duties as assigned.
9. Keeps required departmental records updates and reviews records kept by subordinates.

## Qualification Requirements

Considerable knowledge of materials, methods, practices, and equipment used in public works construction and maintenance. Proficiency in Microsoft Office Products (MS Word, Excel, etc.) a plus. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Thorough knowledge of work hazards and safe work practices
2. Ability to exercise good judgment, courtesy, and tact in maintaining effective public and employee relations and inter-departmental cooperation.
3. A high sense of responsibility and initiative to work independently without supervision and to work from oral and written instructions.
4. High level of accuracy and proficiency in interpreting and compiling records and data, and ability to collate and summarize data and prepare reports.
5. Ability to read and comprehend blueprints and specifications.
6. Considerable ability to organize, schedule, and supervise work.

## Education / Experience / Certifications

Requires high school diploma or GED certificate recognized by the Wisconsin Department of Public Instruction, plus satisfactory completion of recognized seminars and courses in management development and administration equivalent to twelve semester credits. (Advanced education requirement may be waived depending on the candidate's level of supervisory training and experience). Also requires eight years of experience relating to public works projects, maintenance, scheduling or related work, at least four years of which have involved supervisory responsibilities.

## **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.

Ability to visit various sites and visually inspect materials, equipment and facilities, and work/operations in various stages of completion and to respond to emergency situations with a relatively high degree of mobility.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## Job Description

<b>Job Title:</b>	<b>Process Systems and Operations Coordinator</b>	<b>Department:</b>	Department of Public Works
		<b>Division:</b>	Wastewater Treatment Plant
<b>Reports To:</b>	Superintendent-WWTP	<b>Classification:</b>	Salaried Exempt
<b>Wage:</b>	Salary Grade 9	<b>Date Issue:</b>	July 2015

## Position Summary

Responsible for a variety of duties including overseeing the operation, maintenance and upgrade of the Sheboygan Regional WWTF computer workstations, servers, Laboratory Information Management software (HachWIMS), Programmable Logic Controllers (PLC), and Supervisory Control and Data Acquisition (SCADA) systems operating in a client/server environment. Also oversees the operation, maintenance, and replacement of electronic and electrical systems, process instrumentation, telemetering instruments and other equipment pertinent to the operation of the wastewater treatment plant. Perform functions to plan and coordinate the maintenance and repair of all electrical, instrumentation, and communications systems. Collect and analyze data and information as needed to assist in the implementation of projects including assisting in project development, design, preparation and/or review of contract and procurement documents, bidding, construction, and startup.

## Essential Duties & Responsibilities

1. Assist in the design, implementation, startup, operation, maintenance, repair and replacement of electrical instruments, equipment, facilities, components, products, and systems for WWTF purposes.
2. Develop, define, and assist with project design, assist with the determination and specification of equipment and materials to be incorporated into project, determine nature and scope of project needs, make field investigations as necessary to collect data, and establish project parameters.
3. Perform detailed calculations to compute and establish construction and installation standards and specifications.
4. Assist with preparation of specifications for purchase of materials and equipment; locate and contact vendors to establish sources of supply to meet project requirements, prepare purchase requisitions, bid documents, or procurement documents as required.
5. Prepare memos and reports to clearly convey options and recommendations from field investigations.
6. Assist as needed in administration of projects under construction to ensure constructed work conforms to design intent and requirements of contract documents.
7. Direct and coordinate in-house construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and WWTF requirements.
8. Compile data and write reports regarding existing and potential WWTF studies and projects.
9. Assist in developing capital project programs for new equipment and major repairs.
10. Implement and monitor scheduled preventive maintenance activities.
11. Troubleshoot, analyze and diagnose unusual problems and recommend course of repair required.
12. Ensure safe worker conditions and practices and good housekeeping conditions are in place.
13. Supervise and train project team members as necessary.
14. Ability to work independently.
15. Interact with operations, mechanical, and electrical personnel to determine and define scope and requirements of project.
16. Serve as WWTF liaison with electric utility to coordinate preventative and corrective maintenance and to resolve utility issues.
17. Keep Superintendent informed of unusual problems or delays and respond to emergency calls on a 24-hour basis.
18. Responsible for the proper functioning of electronic and electrical monitoring and data acquisition devices and systems, together with the proper function of both automatic and manual sampling devices.

19. Oversees the inspection, maintenance, calibration, and repairs of electronic and electrical monitoring and data acquisition instruments and systems and other equipment.
20. Performs electrical testing and routine electrical repair, including electrical wiring required by plant operations.
21. Inspects, programs, and maintains, programmable controllers used at the WWTP and remote locations.
22. Coordinates electrical or electronic maintenance and repair with operations and mechanical maintenance staff; assists in repairs as required.
23. Responsible for maintaining wastewater plant computer and PLC networks including workstation and network server maintenance. Performs periodic backups of network servers as needed to maintain data integrity.
24. Responsible to implement and maintain a systematic preventative maintenance program for electronic and electrical instruments and equipment and proper recordkeeping of maintenance logs.
25. Insures that an adequate inventory of components and supplies is maintained and accounted for and initiates the purchase of same.
26. Enforces all applicable codes, safety standards and procedures.
27. Keeps accurate records
28. May supervise the work of others.

### **Qualification Requirements**

Considerable knowledge of wastewater treatment plant processes and associated equipment. Proficiency in Microsoft Office Suite required and experience with AutoCAD and HachWIMS is a plus. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Thorough knowledge of electronic and electrical monitoring devices and systems. The ability to calibrate, maintain, troubleshoot and repair such devices.
2. Thorough knowledge of industrial communication protocols, especially TCP/IP protocol, as well as, Microsoft operating systems and networking architecture for troubleshooting and maintaining plant computers and networks and remote telemetry.
3. Experience with Rockwell hardware and software products such as: Controllogix and MicroLogix PLCs, PowerFlex drives, Panelviews, RSLogix5000, FactoryTalk View Studio ME.
4. Experience with both the theory and practical aspects of wastewater facility operations.
5. Ability to understand and follow oral or written instructions and the ability to comprehend engineering drawings and specifications, schematics, P&ID's, shop drawings, and sketches, and to work from these documents.
6. The ability to perform troubleshooting of electrical and electronic systems and circuits and use all applicable software as they relate to and are used at the WWTF and remote sites.
7. Thorough knowledge of work hazards and safety procedures

### **Education / Experience / Certifications**

Requires a four year degree in Electrical or Software Engineering or related technical field and three years of work experience in SCADA system design and maintenance. A minimum of five years in wastewater treatment plant process operations and maintenance is also required. Seven or more years of experience in SCADA system design, PLC programming and maintenance in a wastewater treatment facility environment may be utilized in lieu of a technical degree. Possession of an Advanced Wisconsin Wastewater Operator Certification in all subclasses appropriate for the Sheboygan Regional WWTF, excluding the laboratory subclass.

### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.

# VI

R. C. No. \_\_\_\_\_ - 15 - 16. By STRATEGIC FISCAL PLANNING. August 3, 2015.

Your Committee to whom was referred R. O. No. 72-15-16 by the Chief Administrative Officer submitting the attached summary of the 2016 Budget Requests for the General Fund, the Special Revenue Funds, the Debt Service Funds, and the Capital Projects Funds; recommends sending to Council with a positive recommendation.

*Refer to  
Finance,  
Law & Licensing,  
Pub. Prot & Safety  
and Pub Works.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

IV

II

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R. O. No. 72 - 15 - 16. By CHIEF ADMINISTRATIVE OFFICER. July 6, 2015.

Submitting the attached summary of the 2016 Budget Requests for the General Fund, the Special Revenue Funds, the Debt Service Funds, and the Capital Projects Funds. The comparison is to the 2015 approved budget.

*Strategic  
positive recommendation  
refer. 5 standing*

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Chief Administrative Officer

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	2015 Approved Budget	2016 Executive Budget	Increase/ (Decrease)	% Increase/ (Decrease)
<b>Revenue - General Fund</b>				
Taxes (Other than Property)	1,243,956	1,446,403	202,447	16.27%
Licenses & Permits	706,344	705,165	(1,179)	-0.17%
Intergovernmental Revenue	14,174,399	14,306,287	131,888	0.93%
Charges for Services	1,202,130	1,436,064	233,934	19.46%
Fines & Forfeits	337,100	293,100	(44,000)	-13.05%
Interest on Investments	192,350	195,650	3,300	1.72%
Miscellaneous Revenue	121,668	119,877	(1,791)	-1.47%
Other Financing Sources	1,730,977	1,749,912	18,935	1.09%
<b>Total Revenue</b>	<b>19,708,924</b>	<b>20,252,458</b>	<b>543,534</b>	<b>2.76%</b>
<b>Revenue - Mead Library</b>				
Intergovernmental Revenue	641,462	622,405	(19,057)	-2.97%
Charges for Services	74,550	65,700	(8,850)	-11.87%
Miscellaneous Revenue	44,001	40,000	(4,001)	-9.09%
<b>Total Revenue</b>	<b>760,013</b>	<b>728,105</b>	<b>(31,908)</b>	<b>-4.20%</b>
<b>Revenue - Debt Service Fund</b>				
Interest on Investments	15,000	15,000	-	0.00%
Pension Transfer	490,405	492,544	2,139	0.44%
Transfer from Other Funds	1,088,359	1,028,240	(60,119)	-5.52%
<b>Total Revenue</b>	<b>1,593,764</b>	<b>1,535,784</b>	<b>(57,980)</b>	<b>-3.64%</b>
<b>City Tax Levy</b>				
General Fund	15,972,916	15,274,633	(698,283)	-4.37%
Mead Library Fund	2,305,741	2,305,741	-	0.00%
Debt Service Fund	2,886,889	2,886,889	-	0.00%
Transit Utility fund	511,547	519,490	7,943	1.55%
<b>Total City Tax Levy</b>	<b>21,677,093</b>	<b>20,986,753</b>	<b>(690,340)</b>	<b>-3.18%</b>

	2015 Approved Budget	2016 Executive Budget	Increase/ (Decrease)	% Increase/ (Decrease)
<b>General Fund</b>				
<b>Department</b>				
Council	127,818	123,630	(4,188)	-3.28%
Mayor	453,471	410,249	(43,222)	-9.53%
City Clerk	345,394	346,859	1,465	0.42%
Elections	57,698	157,698	100,000	173.32%
Finance	906,485	909,800	3,315	0.37%
Assessor	430,486	419,856	(10,630)	-2.47%
Human Resources	252,782	240,757	(12,025)	-4.76%
City Attorney	447,869	434,237	(13,632)	-3.04%
City Insurance	398,601	398,394	(207)	-0.05%
City Buildings	796,031	798,785	2,754	0.35%
Board of Review	1,450	1,550	100	6.90%
Employee Benefits	340,003	340,003	-	0.00%
<b>Total General Government</b>	<b>4,558,088</b>	<b>4,581,818</b>	<b>23,730</b>	<b>0.52%</b>
Police	12,337,886	11,979,719	(358,167)	-2.90%
Fire	7,801,175	8,007,883	206,708	2.65%
Building Inspection	732,520	678,448	(54,072)	-7.38%
Emergency Operations	1,200	1,200	-	0.00%
Civil Defense	18,455	15,600	(2,855)	-15.47%
<b>Total Public Protection</b>	<b>20,891,236</b>	<b>20,682,850</b>	<b>(208,386)</b>	<b>-1.00%</b>
Public Works	253,144	249,542	(3,602)	-1.42%
Engineering	521,209	532,927	11,718	2.25%
Streets	3,947,654	4,077,751	130,097	3.30%
Sanitation	2,412,400	2,387,878	(24,522)	-1.02%
Boat Facilities	-	-	-	0.00%
Landfill	19,000	10,000	(9,000)	-47.37%
<b>Total Public Works</b>	<b>7,153,407</b>	<b>7,258,098</b>	<b>104,691</b>	<b>1.46%</b>
Cemetery	249,012	241,577	(7,435)	-2.99%
<b>Total Human Services</b>	<b>249,012</b>	<b>241,577</b>	<b>(7,435)</b>	<b>-2.99%</b>
Park Department	2,363,999	2,315,625	(48,374)	-2.05%
Senior Center	180,524	173,698	(6,826)	-3.78%
<b>Total Culture/Recreation</b>	<b>2,544,523</b>	<b>2,489,323</b>	<b>(55,200)</b>	<b>-2.17%</b>
City Development	266,574	254,880	(11,694)	-4.39%
Interfund Transfers	4,000	3,545	(455)	-11.38%
Uncollectible Receivables	15,000	15,000	-	0.00%
<b>Total General Fund</b>	<b>35,681,840</b>	<b>35,527,091</b>	<b>(154,749)</b>	<b>-0.43%</b>

	2015 Approved <u>Budget</u>	2016 Executive <u>Budget</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
Meg Unit Fund	56,887	53,827	(3,060)	-5.38%
Mead Library Fund	3,065,754	3,033,846	(31,908)	-1.04%
Tourism Fund	1,188,384	1,229,843	41,459	3.49%
Cable TV Franchise Fund	558,100	576,170	18,070	3.24%
Minicipal Court Fund	1,113,500	904,500	(209,000)	-18.77%
Ambulance Fund	1,208,000	1,234,957	26,957	2.23%
Special Assessment Fund	448,368	345,024	(103,344)	-23.05%
Harbor Centre Marina Fund	1,024,995	775,000	(249,995)	-24.39%
Redevelopment Authority Fund	11,300	15,000	3,700	32.74%
<b>Total Special Revenue Funds</b>	<b>8,675,288</b>	<b>8,168,167</b>	<b>(507,121)</b>	<b>-5.85%</b>
G O Debt Service Fund	4,480,653	4,422,673	(57,980)	-1.29%
TID VI Debt Service Fund	1,803,048	1,567,249	(235,799)	-13.08%
TID V Debt Service Fund	5,039	3,300	(1,739)	-34.51%
TID VII Debt Service Fund	149,664	137,963	(11,701)	-7.82%
TID X Debt Service Fund	252,762	268,500	15,738	6.23%
TID XI Debt Service Fund	457,250	588,571	131,321	28.72%
TID XII Debt Service Fund	160,603	206,994	46,391	28.89%
TID XIII Debt Service Fund	251,299	316,569	65,270	25.97%
TID XIV Debt Service Fund	424,684	444,632	19,948	4.70%
TID XV Debt Service Fund	205,304	220,546	15,242	7.42%
TID E1 Debt Service Fund	162,963	207,628	44,665	27.41%
<b>Total Debt Service Funds</b>	<b>8,353,269</b>	<b>8,384,625</b>	<b>31,356</b>	<b>0.38%</b>
Industrial Park Fund	4,500	4,100	(400)	-8.89%
Capital Improvements Fund	3,000,000	3,000,000	-	0.00%
Transit Utility Fund	511,547	519,490	7,943	1.55%
<b>Total Budget</b>	<b>56,226,444</b>	<b>55,603,473</b>	<b>(476,165)</b>	<b>-0.85%</b>

**VI**

R. C. No. \_\_\_\_\_ - 15 - 16. By STRATEGIC FISCAL PLANNING. August 3, 2015.

Your Committee to whom was referred R. O. No. 73-15-16 by the Chief Administrative Officer submitting the attached summary of the 2016 Budget Requests for the Enterprise Funds, the Internal Service Funds, and the Trust Funds; recommends sending to the Council with a positive recommendation.

*refer to:  
Finance, Law & Lic.,  
Pub. Prot & Safety  
& Pub Wks.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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

IV

II

4.10

R. O. No. 73 - 15 - 16. By CHIEF ADMINISTRATIVE OFFICER. July 6, 2015.

Submitting the attached summary of the 2016 Budget Requests for the Enterprise Funds, the Internal Service Funds, and the Trust Funds. The comparison is to the 2015 approved budget.

*Strategic  
Positive Recommendation  
refer to 5 standards*

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Chief Administrative Officer

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	2015 Approved <u>Budget</u>	2016 Executive <u>Budget</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<b>Enterprise Funds</b>				
Wastewater Fund	9,111,268	8,420,302	(690,966)	-7.58%
Boat Facilities Fund	124,261	96,300	(27,961)	-22.50%
Parking Utility Fund	459,420	461,170	1,750	0.38%
Transit Utility Fund	<u>3,616,178</u>	<u>3,613,518</u>	<u>(2,660)</u>	<u>-0.07%</u>
<b>Total Enterprise Funds</b>	<u><u>13,311,127</u></u>	<u><u>12,591,290</u></u>	<u><u>(719,837)</u></u>	<u><u>-5.41%</u></u>
<b>Internal Service Funds</b>				
Motor Vehicle Fund	2,002,951	1,989,788	(13,163)	-0.66%
Health Insurance Fund	8,235,786	7,361,837	(873,949)	-10.61%
Liability Insurance Fund	577,000	577,000	-	0.00%
Workers Compensation Fund	609,405	609,405	-	0.00%
Information Technology Fund	<u>849,520</u>	<u>851,807</u>	<u>2,287</u>	<u>0.27%</u>
<b>Total Internal Service Funds</b>	<u><u>12,274,662</u></u>	<u><u>11,389,837</u></u>	<u><u>(884,825)</u></u>	<u><u>-7.21%</u></u>
<b>Trust Funds</b>				
Cemetery Perpetual Care Fund	13,796	9,940	(3,856)	-27.95%
E H May Environmental Park Fund	23,375	-	(23,375)	-100.00%
Everhard/Forrer Trust Fund	<u>62,500</u>	<u>7,000</u>	<u>(55,500)</u>	<u>-88.80%</u>
<b>Total Trust Funds</b>	<u><u>99,671</u></u>	<u><u>16,940</u></u>	<u><u>(82,731)</u></u>	<u><u>-83.00%</u></u>