

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

## **MINUTES FOR STRATEGIC FISCAL PLANNING COMMITTEE (Wednesday, January 21, 2015)**

*Generated by City Planning on Friday, January 23, 2015*

### **1. OPENING OF MEETING**

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1.1 ROLL CALL: Chairman Hammond, Ald. Carlson, Ald. Heidemann, Ald. Donohue and Ald. Vander Weele

EX-OFFICIO MEMBERS PRESENT: Jim Amodeo, David Biebel, & Chad Pelishek

OTHER PRESENT: Ald. Kath, Ald. Belanger, Atty. McLean, Mayor Vandersteen, Susan Richards, Nancy Maring, Garrett Erickson, Dolyce Johnson, Henry Nelson, Marilyn Montemayor, Duwane Glancey, Julie Glancey, Jason Smathers

### **2. MINUTES: JULY 09, 2014**

2.1 Motion by Ald. Carlson and second by Ald. Heidemann to approve the minutes as presented, all present voting "Aye."

### **3. ITEMS FOR DISCUSSION & POSSIBLE ACTION**

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**3.1 RC 216-14-15 12/01/2014 / DOC 6.4:** Your committee to whom was referred Gen. Ord. #37-14-15 by Ald. Kath re-establishing the salary schedule for the Office of Alderperson commencing in council year 2017-2019; recommends that the document be referred to Strategic Fiscal Planning Committee.

Ald. Carlson moved, Ald. Heidemann seconded to file the document. Motion carried.

Ald. Belanger asked that the minutes reflect that he is not in favor of this item.

**3.2 RC 217-14-15 12/01/2014 / DOC 6.5:** Your committee to whom was referred Charter Ord. #3-14-15 by Ald. Bohren and Kath to reduce the number of alderpersons in the City of Sheboygan from 16 to

8 by the 2017-2018 council year; recommends that the document be referred to Strategic Fiscal Planning Committee.

Ald. Kath was present to discuss the proposed Ordinance. Ald. Kath feels less alderman, more committees and more informed will be a good thing. Susan Richards and former County Clerk Julie Glancey were present and discussed re-districting and some options the City maybe able to consider to reduce the number of alderman. Discussion centered around whether the total shall be 8, 10 or 12 alderpersons. Wards can only be changed every 10 years or with the census redistricting.

Ald. Heidemann moved, Ald. VanderWeele seconded to file document. Motion carried on a 3-2 vote with Ald. Vanderweele, Ald. Heidemann and Ald. Carlson voting Aye and Ald. Hammond and Ald. Donohue voting nay.

**3.3 RES 56-14-15 8/18/2014 / DOC 5.3:** Resolution reactivating the Building Use Committee, which shall be composed of three alderpersons and two citizens-at-large as voting members and three city staff members as ex-officio non-voting members.

David Biebel shared with the first thing that needs to be done is a property condition assessment of City Hall. Request for bids will be going out in the coming weeks and will be the basis for the committee to generate next steps.

Ald. Heidemann moved to approve, Ald. Carlson seconded.

Under discussion, Ald. Donohue proposed an amendment to the document that she felt the proposed makeup of the committee will be a problem and become political. She felt the Building Use Committee should be comprised of five citizens at large broadly representative of the community, with an alderperson as non-voting and city staff as needed.

Ald. Heidemann stated he had a concern without an alderperson as voting member. Ald. Donohue agreed with a friendly amendment to change the makeup to four at large members, and the city planning commission alderperson being a voting member.

Ald. Donohue moved, Ald. Carlson seconded to amend the document and submit a substitute resolution with the changes as follows: four at

large broadly represented community members (engineer/real estate personal), the city planning commission alderperson and city staff as needed tasked with investigating, analyzing and making recommendations to be reviewed by the Strategic Fiscal Planning Committee and/or Committee of the Whole and committee appointments to be one year terms. Motion carried.

**3.4 RO 114-14-15 8/18/2014 / DOC 8.2:** Request from Chad Pelishek, Director of Planning and Development, the final City of Sheboygan Green Tier Legacy Community Sustainability Plan, 2015-2019 for adoption.

Ald. Carlson moved, Ald. Donohue seconded to accept and adopt the Green Tier Legacy Community Sustainability Plan. Motion carried

**3.5 INTERVIEW:** Community Development Block Grant public service applicant - Boys & Girls Club

Bob O'Hara from the Boys & Girls Club was present to discuss the request. The Boys & Girls Club is proposing to use the request of \$25,000 to renovate the Stayer Unit Club on S. 8th Street to add learning center space. The request would be matched with another grant they will be applying for.

**3.6 Community Development Block Grant** allocations for the 2015-2016 HUD fiscal year.

Ald. Carlson moved, Ald. Heidemann seconded to approve the following allocations contingent upon notifications from HUD on actual amount:

Street Improvements	\$350,000
Foster Commercial Redevelopment	\$110,148
Public Facilities (Boys & Girls Club)	\$20,000
NRSA No.1 Officers	\$30,000
Partners for Community Development	\$17,500
Habitat for Humanity	\$7,500
Salvation Army	\$42,689
Safe Harbor	\$6,000
Lakeshore Health Center	\$2,000
SCIO	\$3,900
Shoreline Metro	\$42,493
Family Service Association	\$6,240

Lakeshore CAP	\$15,592
Family Connections	\$1,560
Tee Box, Inc.	\$2,800
Planning and Administration	\$164,605

Motion carried with Ald. Donohue and Ald. Vander Weele abstaining.

#### **4. ADJOURN**

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Ald. Heidemann moved to adjourn, Ald Donohue seconded at 6:30 PM.  
Motion carried.

III

4.3

Res. No. 40 - 15 - 16. By Alderperson Heidemann. June 15, 2015.

A RESOLUTION encouraging all standing committee chairs to schedule their committee meetings on Mondays.

WHEREAS, the City of Sheboygan has five standing committees in addition to numerous special committees, subcommittees, boards, and commissions; and

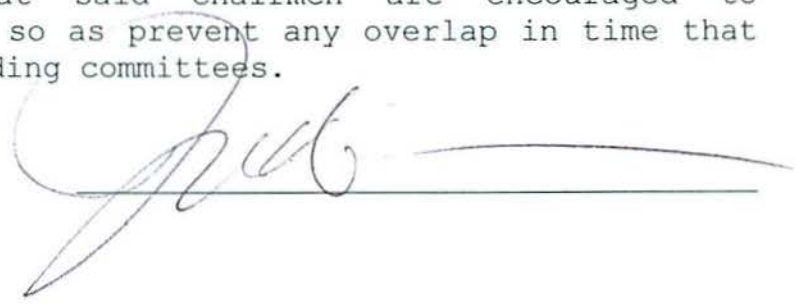
WHEREAS, Common Council meetings are held on the 1st and 3rd Mondays of each month; and

WHEREAS, having standing committee meetings on the same days would provide a level of efficiency to the members of the committee and the public; and

NOW, THEREFORE, BE IT RESOLVED: Each chair of the standing committees established pursuant to §2-72 of the Sheboygan Municipal Code is encouraged to schedule all standing committee meetings to take place on the 2nd and 4th Mondays of each month at a fixed time.

BE IT FURTHER RESOLVED: That said chairmen are encouraged to coordinate the time of each meeting so as prevent any overlap in time that would affect any member of said standing committees.

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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

4.8

Res. No. 41 - 15 - 16. By Alderperson Donohue. June 15, 2015.

A RESOLUTION establishing a State of Our Streets Task Force for the City of Sheboygan.

WHEREAS, the City of Sheboygan has two hundred and twenty (220) center-line miles of paved streets within its boundaries; and

WHEREAS, road infrastructure that was expanded after World War II to meet growth within the City is reaching the end of its life cycle and will require significant maintenance or total reconstruction in order to maintain quality roads within our community; and

WHEREAS, comprehensive planning regarding maintenance and repair projects for city streets to extend their life cycle is the best use of taxpayer dollars; and

WHEREAS, maintenance projects typically are not funded to the level needed due to conflicting uses and demands on limited funding; and

WHEREAS, financial support from the State of Wisconsin to municipalities to assist in keeping roads in adequate condition has diminished significantly since 2000; and

WHEREAS, citizens of Sheboygan have expressed increasing concerns regarding the deteriorating conditions of city streets which causes additional vehicle maintenance and makes travel around the city more difficult; and

WHEREAS, adequate transportation infrastructure is important to the City's continuing economic growth; and

WHEREAS, a task force composed of citizens and alderpersons, with technical assistance from city staff, will be an excellent resource to thoughtfully and thoroughly assess road infrastructure problems and potential solutions.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council shall establish a State of Our Streets Task Force that will be charged with studying and providing analysis on the following issues related to city streets:

1. The state and condition of City of Sheboygan streets.
2. Consideration of a plan to repair or replace city streets.
3. Cost of repair scenarios, including cost projections for materials and labor.
4. Consideration of best practices, new technologies and

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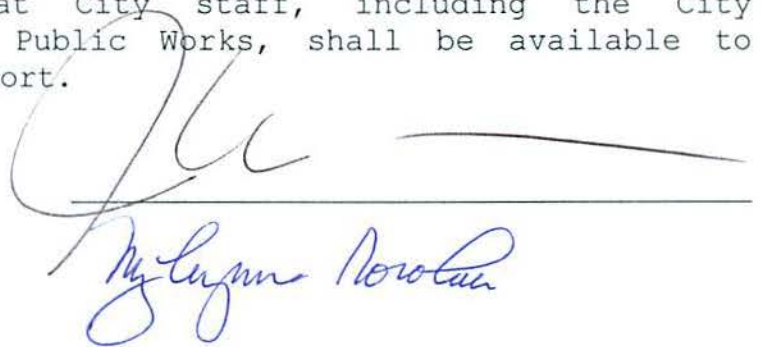
- opportunities for shared services in view of stated need.
5. Consideration of various funding mechanisms and opportunities, including current practices and methods used in other municipalities.
  6. Recommendations regarding the desirability and feasibility of said funding mechanisms.

BE IT FURTHER RESOLVED: That the membership of the State of Our Streets Task Force shall be comprised of two alderpersons and five citizens. Additionally, the President of the Common Council and the chairperson of the Public Works Committee shall serve in a non-voting ex-officio capacity.

BE IT FURTHER RESOLVED: That the members of the State of Our Streets Task Force shall be appointed by the Mayor and confirmed by the Common Council.

BE IT FURTHER RESOLVED: That the State of Our Streets Task Force shall be temporary in nature and shall utilize its best efforts to complete its charge and submit a report to the Common Council by the second Council meeting in December 2015. In any event, said Special Committee shall be automatically dissolved at the conclusion of the 2015-2016 Council year.

BE IT FURTHER RESOLVED: That City staff, including the City Administrator and the Director of Public Works, shall be available to provide technical assistance and support.



A handwritten signature in blue ink, appearing to read "Mylinda Rowland", is written over a horizontal line. The signature is fluid and cursive.

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

II

4.9

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*

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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 <u>Budget</u>	2016 Executive <u>Budget</u>	Increase/ <u>(Decrease)</u>	% Increase/ <u>(Decrease)</u>
<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	<u>32.74%</u>
<b>Total Special Revenue Funds</b>	<u>8,675,288</u>	<u>8,168,167</u>	<u>(507,121)</u>	<u>-5.85%</u>
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	<u>27.41%</u>
<b>Total Debt Service Funds</b>	<u>8,353,269</u>	<u>8,384,625</u>	<u>31,356</u>	<u>0.38%</u>
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>	<u>56,226,444</u>	<u>55,603,473</u>	<u>(476,165)</u>	<u>-0.85%</u>

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*

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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>	<b><u>13,311,127</u></b>	<b><u>12,591,290</u></b>	<b><u>(719,837)</u></b>	<b><u>-5.41%</u></b>
<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>	<b><u>12,274,662</u></b>	<b><u>11,389,837</u></b>	<b><u>(884,825)</u></b>	<b><u>-7.21%</u></b>
<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>	<b><u>99,671</u></b>	<b><u>16,940</u></b>	<b><u>(82,731)</u></b>	<b><u>-83.00%</u></b>