

*****ATTACHMENTS*****

MINUTES
#03-14-15
Monday, June 23, 2014
4:30 PM
SALARIES AND GRIEVANCES COMMITTEE
2nd FLOOR CONFERENCE ROOM - CITY HALL

Members: Alderpersons: Chair Mary Lynne Donohue, Vice Chairman Ty Dassler, Jim Bohren, Don Hammond, Jodi Vander Weele

Ex-officio Member: Sandy Rohrick Human Resources Manager

Excused: Vice Chairman Ald. Ty Dassler

Others in Attendance: Mayor Vandersteen, Jim Amodeo, Steve McLean, Mike Romas, Nancy Buss, Kathy Hoffman, Alderperson Hermann, Alderperson Kath, Marge Mattern, Dolcye Johnson, Jane Roberts (Sheboygan Press)

OPEN:

1. Call meeting to order.

Ald. Donohue called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance.

The Pledge was recited.

3. Approval of the minutes for the June 9, 2014 meeting.

Motion to approve the minutes by Ald. Bohren, Second by Ald. Vander Weele, All Ayes, Motion Passes.

Matters Referred

4. Charter Ord. No. 1-14-15 Council Doc. 7.1 An Ordinance (being subject to the home rule provisions of sec. 66.0101 of the Wisconsin Statutes) providing for the appointment of the City Attorney in lieu of the current method of election by the voters to such office under Wisconsin Statute 62.09 (3) (b) (4).

5. Discussion and possible action regarding appointed City Attorney position.

Items 4 & 5 were discussed together.

Steve McLean clarified that on the Charter Ordinance a $\frac{3}{4}$ vote of the Common Council is needed to vote termination “at pleasure” not necessarily a majority.

Ald. Hammond stated that he is comfortable with $\frac{3}{4}$ vote as it is harder to terminate with that versus the “simple majority”.

Ald. Bohren asked “Why now?”

Ald. Donohue stated that this is her idea and distributed a memorandum which explained her reasoning in detail. The committee also discussed the time line for approval of the ordinance and a possible referendum. All agreed that if there is a referendum filed by citizens, the process will need to move quickly in order to appear on the November 2014 ballot. Attorney McLean also informed the committee with this appointed position there is no residency requirement; only elected officials have a residence requirement.

Ald. Bohren suggested a change to the ordinance, changing the minimum three (3) years of law practice to 5, and years in municipal practice from two (2) to four (4) years. Before that amendment could be made Ald. Hammond moved to approve the ordinance, Second by Ald. Donohue.

Motion by Ald. Bohren to change the requirements from to five (5) years with at least four (4) years of municipal law, Second by Ald. Hammond.

After further discussion Ald. Donohue made a motion to change the amendment instead of the four (4) years of municipal law change to three (3) years of municipal law, Second by Ald. Hammond. All Ayes. Motion Passes.

Motion by Ald. Donohue to approve the Charter Ordinance as amended; Second by Ald. Hammond. Ayes 3, Nay 1 (Bohren). Motion Passes.

Ald. Kath asked if the salary could be reduced by a large amount or if the range would be different? Sandy Rohrick verified that a range would be established and an offer would be made based on qualifications that may be more or less than current amount. Ald. Donohue confirmed this change to appointment is not viewed as a cost-savings initiative and may actually cost more.

6. Set date and time of next Committee meeting.

Tentative date July 14, 2014.

7. Adjourn.

Motion to adjourn by Ald. Hammond, Second by Ald. Bohren. All Ayes, Motion Passes.

~~IX~~

6.2

Gen. Ord. No. 26 - 14 - 15. By Alderperson Dassler. July 21, 2014.

AN ORDINANCE amending Section 29-75 of the 1975 Sheboygan Municipal Code so as to delete the current Part-Time Clerk Lifeguard/Fitness Coordinator and create the job descriptions of Part-Time Fitness Coordinator and a Part-Time Water Aerobics Instructor in the Senior Activity Center for the City of Sheboygan.

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

Section 1. Section 29-75 of the 1975 Sheboygan Municipal Code entitled, "List of Classes and Class Specifications," is hereby amended in Section 10. Senior Activity Center as follows:

A. CITY HALL DEPARTMENTS

10. SENIOR ACTIVITY CENTER

DELETE:

	Job Code	Class Grade	NO. of Employees
Part-Time Clerk Lifeguard/Fitness Coordinator	B01180A	2	1.0

ADD:

Part-Time Fitness Coordinator (25 hours per week)		2	1.0
Part-Time Water Aerobics Instructor (3 hours per week)		2	1.0

Section 2. The new job descriptions for the Part-Time Fitness Coordinator and Part-Time Water Aerobics Instructor are attached, and copies of which shall be on file in the offices of the City Clerk, City Finance Department and Human Resources Department.

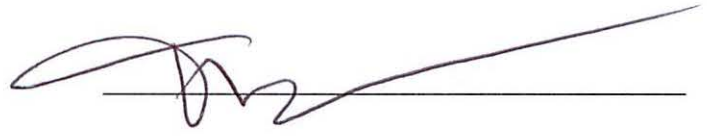
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Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job descriptions shall be in effect from and after its passage and publication.

A handwritten signature in dark ink, consisting of several loops and a long horizontal stroke extending to the right, positioned above a solid horizontal line.

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

CITY OF SHEBOYGAN

Job Title: Fitness Coordinator

Grade: 2

Reports To: Supervisor

Department: Senior Activity Center

Classification: Non-Exempt

Division: Non-Represented

Updated: July 21, 2014

Approved:

POSITION SUMMARY:The Fitness Coordinator develops and administers a comprehensive fitness and exercise program to meet the needs, interests and capabilities of people 55 and older. The position prepares and teaches events for older adults, performs basic record keeping and data collection and works with public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish, plan, promote, coordinate and teach a wide range of fitness and exercise classes for both beginners and experienced participants.
2. Survey users of the Senior Activity Center to establish their personal health and wellness goals.
3. Develop and facilitate programs to meet identified needs and goals.
4. Assist as needed for special events and other classes as part of the staff team.
5. Ensure the availability of space for scheduled events and prepare the spaces with all necessary furniture and supplies.
6. Serve as an effective member of the Activity Center team to promote a non-discriminatory, pleasant environment for both staff and clients.
7. Performs demonstrations and teaches classes to groups in the community, outside the Senior Activity Center location.
8. Greet all individuals tactfully and courteously, both in person and on the phone.
9. Manage event calendars, make travel arrangements, schedule activities and maintain accurate records of all events.
10. Maintain supplies and equipment for fitness and exercise programs.
11. Perform other work-related duties as assigned, respond to requests for information in a timely and accurate manner.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS:

1. The knowledge and ability to teach or schedule teachers of a wide variety of fitness and exercise classes.
2. Experience in physical fitness programs, dance etc and ability to teach and perform.
3. The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming and recreational programs.
4. PC literacy including working knowledge of software including: Internet Explorer, Microsoft Word and Microsoft Publisher.
5. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
6. Ability to work closely with the Supervisor and Senior Activity Center personnel in planning and implementing a variety of programs.
7. Ability to work independently in a fast-paced environment with frequent interruptions.
8. Possession of a valid Wisconsin Vehicle Operators License and insured automobile for use on the job.

EDUCATION and/or EXPERIENCE:

High school diploma or a GED Certificate recognized by the WI department of Public Instruction.

PRE-EMPLOYMENT:

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

LANGUAGE SKILLS:

1. Ability to communicate effectively, verbally and in writing, to other city departments, the business community, other staff, volunteers and a diverse range of clients.
2. Ability to prepare press releases, other advertisements, maintain and publish event calendars, activity sheets and newsletters as needed.

MATHEMATICAL SKILLS:

1. Ability to provide basic bookkeeping functions efficiently.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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.

CITY OF SHEBOYGAN

**Part-Time Water Aerobics Instructor
Grade 2**

Reports to: Supervisor

Department: Senior Activity Center

Classification: Non-Exempt

Division: Non-represented

Date: July 21, 2014

Approved:

POSITION SUMMARY: Under the direction of the Senior Activity Center Supervisor, prepares and teaches water aerobics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Lifeguarding.
2. Conducts water aerobics class.
3. Greet all individuals tactfully and courteously, both in person and on the phone.
4. Perform other work-related duties as assigned, respond to requests for information in a timely and accurate manner.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS:

1. Must be certified in Lifeguard Training, CPR for the Professional Rescuer, and Standard First Aid.
2. Experience in water exercise and water aerobics.
3. Need to relate well to people in general and have an outgoing personality.
4. Have a positive attitude and be in good physical condition.
5. Possession of a valid Wisconsin Motor Vehicle Operators License and an insured automobile for use on the job.

EDUCATION and/or EXPERIENCE:

High school diploma or a GED Certificate recognized by the WI department of Public Instruction.

PRE-EMPLOYMENT:

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

LANGUAGE SKILLS:

Ability to communicate effectively, verbally and in writing, to other city departments, the business community, other staff, volunteers and a diverse range of clients.

MATHEMATICAL SKILLS:

Ability to provide basic bookkeeping functions efficiently.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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.

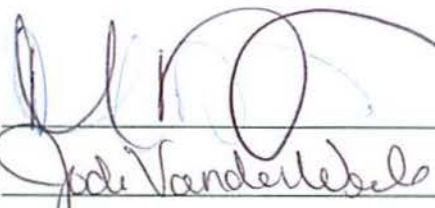

VII

6.4

R. C. No. 75 - 14 - 15. By WHOLE. July 7, 2014.

Your Committee who met and discussed Charter Ordinance 1-14-15 (being subject to the home rule provisions of sec. 66.0101 of the Wisconsin Statutes) providing for the appointment of the City Attorney in lieu of the current method of election by the voters to such office under Wisconsin Statute 62.09 (3) (b) (4); recommends filing the attached Charter Ordinance and drafting a Resolution to include a binding referendum question regarding the appointment of the City Attorney to be submitted to the November General Election.

46.


John Vanderbeek

John Se

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

III

III

Res. No. 43 - 14 - 15. By Alderpersons Belanger, Bitters, Bohren, Carlson, Damrow, Dassler, Donohue, Hammond, Heidemann, Lessard and Thiel. July 7, 2014.

A RESOLUTION providing for submittal of Subs. of Charter Ord. No. 1-14-15 to a referendum of the voters.

WHEREAS, Subs. of Charter Ord. No. 1-14-15 dealing with the appointment of the City Attorney has been submitted to common council with a favorable recommendation of the Salaries & Grievances Committee; and

WHEREAS, pursuant to s. 66.0101(7), Wis. Stats., the Committee of the Whole has recommended that this matter be submitted directly to a referendum of the voters under s. 9.20(4) to (6), Wis. Stats.; and

WHEREAS, under s. 9.20(6), Wis. Stats., the ordinance need not be printed in its entirety on the ballot, but a concise statement of its nature may be printed together with a question permitting the elector to indicate approval or disapproval of its adoption.

NOW, THEREFORE, BE IT RESOLVED: That, in accordance with s. 66.0101(7), Wis. Stats., the common council hereby submits Subs. of Charter Ord. No. 1-14-15 to a binding referendum of the electors under s. 9.20(4) to (6), Wis. Stats., to be placed on the November general election ballot.

III

BE IT FURTHER RESOLVED: That the City Clerk shall cause notice of the ordinance that is being submitted to a vote to be given as provided in s. 10.06(3)(f), Wis. Stats., and shall provide for the following statement to be placed on the ballot at the November General Election together with a question permitting the elector to indicate approval or disapproval of its adoption:

"Shall the City of Sheboygan adopt Substitute Charter Ordinance No. 1-14-15, which provides for appointment of the City Attorney by the Common Council based on the recommendation of the Mayor and Chief Administrative Officer from an eligible list of qualified candidates provided by the City's Civil Service Commission rather than the current manner of selection of the City Attorney by election by the voters?"

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

~~X~~

7.1

Charter Ord. No. 1 - 14 - 15. By Alderperson Donohue. June 16, 2014.

AN ORDINANCE (being subject to the home rule provisions of sec. 66.0101 of the Wisconsin Statutes) providing for the appointment of the City Attorney in lieu of the current method of election by the voters to such office under Wisconsin Statute 62.09(3)(b)(4).

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

Section 1. The City of Sheboygan hereby elects not to be governed by Wisconsin Statute 62.09(3)(b)(4) which provides for the election of a City Attorney and substitutes therefor appointment by the Common Council based on the recommendation of the Mayor and Chief Administrative Officer from an eligible list of qualified candidates provided by the Civil Service Commission.

Section 2. Commencing as of May 1, 2015, or thereafter, a full-time City Attorney shall be appointed by the Common Council based on the recommendation of the Mayor and Chief Administrative Officer from an eligible list, obtained as hereinafter provided. The appointment shall be an at-will appointment, removable by the appointing authority at pleasure.

Section 3. The Civil Service Commission shall certify an eligible list pursuant to the rules of said Commission and submit a written report on the qualifications of the candidates to the Mayor and Chief Administrative Officer.

Section 4. Each candidate must be an attorney of good standing and admitted to the bar in the State of Wisconsin. Each candidate must have practiced law for a minimum of three (3) years with at least two (2) years in municipal law and must also be knowledgeable in state and federal laws affecting Wisconsin cities.

Section 5. Subsection 2-224(b) of the Sheboygan Municipal Code relating to terms of administrative officials is hereby amended to delete the reference to "and the attorney" so that, as amended, said subsection shall read as follows:

"Sec. 2-224. *Terms.*

. . .

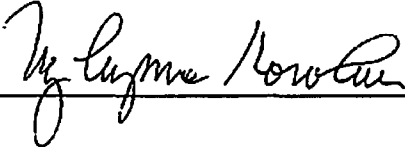
(b) *Administrative officials.* The term of office of the clerk shall be four years."

Section 6. The City Attorney, within ten (10) days after receiving written notice from the City Clerk of the confirmation of his appointment, shall take and file the official oath with the City Clerk.

S+6 and C.O.W.

Section 7. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 8. This is a charter ordinance and shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days after its passage and publication a referendum petition shall be filed as provided in sec. 66.0101 of the Wisconsin Statutes, in which event this ordinance shall not take effect until it shall have been submitted to a referendum of the electors and approved by a majority of the electors voting thereon.



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

II

Other Matters

8.2

R. O. No. 83-14-15. By CITY CLERK. July 7, 2014.

Submitting a communication from Alderperson Bohren along with an article from the Milwaukee Journal entitled "Digging Deeper to Cover Health".

Susan Richards

City Clerk

Sal & Shier.

11

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Handwritten text, possibly a signature or date, written in cursive.

Richards, Susan

From: Alderperson Jim Bohren
Sent: Monday, June 30, 2014 11:24 AM
To: Richards, Susan
Cc: Rohrick, Sandy; Leonhardt, Vicki; Alderperson Mary Lynne Donohue
Subject: FW: M3 Cities Agent, Customer Survry Mil. Journal Article
Attachments: Scan0001.pdf

Sheboygan City Clerk Sue Richards - Sue

Please include the attached document an article from the Milwaukee Journal "Digging deeper to cover health", highlights of a survey done by the City of Sheboygan's insurance carrier M3 as a document for the July 7th 2014 Council meeting. Please refer it to the S&G Committee and the Committee of the Whole. Thank you.

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

2014 - 2015 Committee Assignments

Public Works Committee
Salaries & Grievances Committee
Capital Improvements Commission
Senior Activity Center Commission

From: Alderperson Jim Bohren
Sent: Monday, June 30, 2014 10:50 AM
To: Mayor Vandersteen
Cc: Rohrick, Sandy; Leonhardt, Vicki; Amodeo, James; Alderperson Mary Lynne Donohue; Rajer, Mary
Subject: FW: M3 Cities Agent, Customer Survry Mil. Journal Article

Mayor Mike -

FYI

Alderman Jim Bohren

Serving on the Sheboygan Common Council Since April, 2006.
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920.452.1777
jim.bohren@ci.sheboygan.wi.us

2014 - 2015 Committee Assignments

Public Works Committee
Salaries & Grievances Committee
Capital Improvements Commission
Senior Activity Center Commission

From: James Bohren [jbohren@charter.net]
Sent: Monday, June 30, 2014 10:46 AM
To: Alderperson Jim Bohren
Subject:

From page 1

PREMIUMS

Increases vary by employers

director of risk management for employee benefits.

Excluding the fees, the average increase was in line with recent years.

According to the report, the average total annual cost of health benefits for each employee in 2014 is:

■ In the public sector, \$16,733, up slightly from \$16,532 last year.

■ In the private sector, \$11,101, up slightly from \$11,009 last year.

The average annual cost per employee is a different measure and doesn't correlate with the average increase in annual premiums.

The difference in costs between the public and private sector in the report stems partly from more of M3's clients in the public sector being in rural areas, which have higher costs, Twietmeyer said.

Employers in the private sector also are more likely to self-insure, or pay most of the medical claims of employees and their families themselves, he said, and this can lower costs.

The increase in costs varied by the size of the employer and throughout the state.

The areas with the highest overall costs were north-

west Wisconsin and north central Wisconsin.

Costs also were higher for health plans with broad networks of doctors and hospitals compared with plans based on health maintenance organizations.

The cost of health benefits per employee averaged \$10,412 for HMO plans compared with \$13,075 for plans known as preferred provider organizations.

Surveys on the cost of health benefits themselves vary. M3's report provides a snapshot of Wisconsin.

As in past years, employers turned to changes in the design of their plans to control costs, such as increasing out-of-pocket maximums.

The share of the premium paid by employees overall was basically unchanged:

■ Private-sector employees paid 25% of the total cost for single coverage and 31% of the cost for family coverage.

■ Public-sector employees paid 11% of the cost for single and family coverage.

Meyer, the director of risk management, said the share of premiums paid by employees has remained fairly steady over the years.

One change gradually taking hold is contracts with hospitals and doctors partly tied to their performance on quality measures and outcomes, Twietmeyer said.

For now, the contracts generally focus on targets, such as managing diabetes and other chronic diseases. But this is just the start.

"It is going to change the model on how they deliver care," Twietmeyer said.

Digging deeper to cover health

MJL-TSHUNAR 6/20/14

Premiums rise in private, public sector

By GUY BOULTON

gboulton@journalsentinel.com

Health insurance premiums in the public sector increased 1.2% on average this year, compared with a 7.1% increase in the private sector, based on an annual report by M3 Insurance, the state's largest insurance agency.

The report also showed a sharp increase in health plans with high deductibles, with 34% of the plans offered now having an annual deductible of \$1,250 for individuals and \$2,500 for families.

That was up from 28% last year and 14% in 2007.

The survey is based on 554 M3 clients, most of them in Wisconsin, ranging in size from three to more than 5,000 employees and offering 1,091 different health plans.

Rich Twietmeyer, executive vice president of employee benefits for M3, attributed the small increase in premiums in the public sector to the additional flexibility in designing plans, such as higher deductibles, and increased competition among insurers after the passage of Act 10. The law curtailed collective bargaining for most public employees and made it easier for government entities to make changes in health benefits.

M3's clients include 215 school districts throughout the state. "They've been able to adapt and improvise," Twietmeyer said.

The 7.1% average increase in premiums for private employers stems partly from taxes and fees of about 3% from the Affordable Care Act, said Brian Meyer, M3's

II

3.1

R. O. No. 86 - 14 - 15. By CHIEF ADMINISTRATIVE OFFICER.
July 21, 2014.

Submitting the attached summary of the 2015 Budget Requests for the General Fund, the Special Revenue Funds, the Debt Service Funds, and the Capital Project Funds. The comparison is to the 2014 original budget.

Finance,
Law & Lic.,
Pub. Prot & Safety,
Pub Wks.,
Sal & Griev.

Chief Administrative Officer

Heidemann/Bolton
to hold -
failed on call of the
roll:
Ayes: Bolton, Heidemann, Kromm,
Matichek, Van Appen - 5
Nays: 10

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III

	<u>2014 Approved</u> <u>Budget</u>	<u>2015 Executive</u> <u>Budget</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
Revenue - General Fund				
Taxes (Other than Property)	1,253,559	1,243,956	(9,603)	-0.77%
Licenses & Permits	676,895	706,344	29,449	4.35%
Intergovernmental Revenue	14,136,448	14,174,399	37,951	0.27%
Charges for Services	1,173,500	333,130	(840,370)	-71.61%
Fines & Forfeits	313,100	337,100	24,000	7.67%
Interest on Investments	255,150	192,350	(62,800)	-24.61%
Miscellaneous Revenue	129,500	121,668	(7,832)	-6.05%
Other Financing Sources	1,608,388	1,730,977	122,589	7.62%
Total Revenue	19,546,540	18,839,924	(706,616)	-3.62%
Revenue - Mead Library				
Intergovernmental Revenue	628,130	641,462	13,332	2.12%
Charges for Services	93,450	74,550	(18,900)	-20.22%
Miscellaneous Revenue	34,555	44,002	9,447	27.34%
Total Revenue	756,135	760,014	3,879	0.51%
Revenue - Debt Service Fund				
Interest on Investments	-	15,000	15,000	N/A
Pension Transfer	492,101	490,405	(1,696)	-0.34%
Transfer from Other Funds	1,039,203	1,088,359	49,156	4.73%
Total Revenue	1,531,304	1,593,764	62,460	4.08%
City Tax Levy				
General Fund	15,972,916	15,972,916	-	N/A
Mead Library Fund	2,305,741	2,305,741	-	N/A
Debt Service Fund	2,886,889	2,886,889	-	N/A
Transit Utility Fund	511,547	511,547	-	N/A
Total City Tax Levy	21,677,093	21,677,093	-	N/A

	<u>2014 Approved</u> <u>Budget</u>	<u>2015 Executive</u> <u>Budget</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
General Fund				
Department				
Council	117,974	127,818	9,844	8.34%
Mayor	406,862	504,637	97,775	24.03%
City Clerk	376,104	346,438	(29,666)	-7.89%
Elections	121,247	57,698	(63,549)	-52.41%
Finance	895,145	912,121	16,976	1.90%
Assessor	437,368	434,956	(2,412)	-0.55%
Human Resources	251,777	254,254	2,477	0.98%
City Attorney	442,828	452,339	9,511	2.15%
City Insurance	276,940	398,601	121,661	43.93%
City Buildings	852,962	805,266	(47,696)	-5.59%
Board of Review	2,150	1,450	(700)	-32.56%
Employee Benefits	345,911	345,111	(800)	-0.23%
Total General Government	4,527,268	4,640,689	113,421	2.51%
Police	12,419,356	12,421,876	2,520	0.02%
Fire	7,715,356	7,818,428	103,072	1.34%
Building Inspection	619,609	671,240	51,631	8.33%
Emergency Operations	1,400	1,200	(200)	-14.29%
Civil Defense	12,460	17,705	5,245	42.09%
Total Public Protection	20,768,181	20,930,449	162,268	0.78%
Public Works	258,907	255,776	(3,131)	-1.21%
Engineering	515,681	525,266	9,585	1.86%
Streets	4,050,898	3,968,978	(81,920)	-2.02%
Sanitation	2,356,027	2,426,421	70,394	2.99%
Boat Facilities	30,000	-	(30,000)	-100.00%
Landfill	19,000	19,000	-	0.00%
Total Public Works	7,230,513	7,195,441	(35,072)	-0.49%
Cemetery	326,348	252,578	(73,770)	-22.60%
Total Human Services	326,348	252,578	(73,770)	-22.60%
Park Department	2,216,135	2,382,697	166,562	7.52%
Senior Center	181,880	181,341	(539)	-0.30%
Total Culture/Recreation	2,398,015	2,564,038	166,023	6.92%
City Development	247,070	269,962	22,892	9.27%
Interfund Transfers	7,060	4,000	(3,060)	-43.34%
Uncollectible Receivables	15,000	15,000	-	0.00%
Total General Fund	35,519,455	35,872,157	352,702	0.99%

	<u>2014 Approved</u> <u>Budget</u>	<u>2015 Executive</u> <u>Budget</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>% Increase/</u> <u>(Decrease)</u>
Meg Unit Fund	57,246	56,887	(359)	-0.63%
Mead Library Fund	3,061,876	3,065,754	3,878	0.13%
Tourism Fund	1,035,370	1,188,384	153,014	14.78%
Cable TV Franchise Fund	476,466	558,100	81,634	17.13%
Municipal Court Fund	1,092,000	1,113,500	21,500	1.97%
Ambulance Fund	1,058,000	1,208,000	150,000	14.18%
Special Assessment Fund	439,203	448,368	9,165	2.09%
Harbor Centre Marina Fund	1,019,995	1,024,995	5,000	0.49%
Redevelopment Authority Fund	10,500	11,300	800	7.62%
Total Special Revenue Funds	8,250,656	8,675,288	424,632	5.15%
G O Debt Service Fund	4,418,193	4,480,653	62,460	1.41%
TID VI Debt Service Fund	1,863,051	1,803,048	(60,003)	-3.22%
TID V Debt Service Fund	4,401	5,039	638	14.50%
TID VII Debt Service Fund	147,870	149,664	1,794	1.21%
TID X Debt Service Fund	251,051	252,762	1,711	0.68%
TID XI Debt Service Fund	450,543	457,250	6,707	1.49%
TID XII Debt Service Fund	169,248	160,603	(8,645)	-5.11%
TID XIII Debt Service Fund	246,624	251,299	4,675	1.90%
TID IXV Debt Service Fund	374,707	424,684	49,977	13.34%
TID XV Debt Service Fund	86,888	205,304	118,416	136.29%
TID E1 Debt Service Fund	161,495	162,963	1,468	0.91%
Total Debt Service Funds	8,174,071	8,353,269	179,198	2.19%
Industrial Park Fund	11,599	4,500	(7,099)	-61.20%
Capital Improvements Fund	2,000,000	3,000,000	1,000,000	50.00%
Transit Fund	511,547	511,547	-	0.00%
Total Budget	54,467,328	56,416,761	1,949,433	3.58%

II

3.2

R. O. No. 87 - 14 - 15. By CHIEF ADMINISTRATIVE OFFICER.
July 21, 2014.

Submitting the attached summary of the 2015 Budget Requests for the Enterprise Funds, the Internal Service Funds, and the Trust Funds. The comparison is to the 2014 original budget.

Finance,
Law & Lic,
Pub Prot & Safety,
Pub. Wks,
Sal & Grnd.


Chief Administrative Officer

Heidemann/Bobren
to hold, failed on call
of the roll.
ays: Bobren, Heidemann, Hermann,
Matscher, Van Akkeren - 5
naps: 10

3.5

II

	2014 Approved	2015 Executive	Increase/	% Increase/
	Budget	Budget	(Decrease)	(Decrease)
Enterprise Funds				
Wastewater Fund	9,053,070	9,219,519	166,449	1.84%
Boat Facilities Fund	124,263	124,261	(2)	0.00%
Parking Utility Fund	501,856	431,778	(70,078)	-13.96%
Transit Utility Fund	3,616,780	3,643,590	26,810	0.74%
Total Enterprise Funds	13,295,969	13,419,148	123,179	0.93%
Internal Service Funds				
Motor Vehicle Fund	1,915,548	2,002,951	87,403	4.56%
Health Insurance Fund	8,145,822	8,235,786	89,964	1.10%
Liability Insurance Fund	577,200	577,000	(200)	-0.03%
Worker's Compensation Fund	467,004	609,405	142,401	30.49%
Information Systems Fund	895,648	849,520	(46,128)	-5.15%
Total Internal Service Funds	12,001,222	12,274,662	273,440	2.28%
Trust Funds				
Cemetery Perpetual Care Fund	10,500	13,796	3,296	31.39%
E H May Environmental Park Fund	34,000	23,375	(10,625)	-31.25%
Everhard/Forrer Trust Fund	14,000	62,500	48,500	346.43%
Total Trust Funds	58,500	99,671	41,171	70.38%

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1.0 Purpose

The purpose of this policy is to give a general overview of benefits available to both full-time and part-time non-represented employees who hold regular, permanent positions (i.e., positions that are not temporary or short-term in nature). This is a summary of benefits only and does not include all plan provisions, exclusions, and limitations relating to coverage. Please refer to the applicable Certificate of Coverage. If differences exist between this summary and your Certificate of Coverage, the Certificate of Coverage will govern.

2.0 Scope

This policy applies to non-represented regular, permanent employees of the City of Sheboygan.

3.0 Benefits

3.1 Direct Deposit

All non-represented employees shall be required to have direct deposit. Employees may utilize up to 3 financial institutions for direct deposit options.

3.2 Health Insurance

In 2014, UMR is the plan administrator. The medical insurance utilizes a traditional plan design which includes a \$750 single deductible and \$1,500 family deductible. Office visit copays (\$30/primary and \$50/specialty) are not subject to deductible. Employee and/or family are responsible for 100% of the deductible.

a) Premium Contribution

The full-time employee premium contribution for 2014 is 15%; employees who participate in the Health Risk Assessment prior to the new year will receive a 3% reduction in premium contribution (12%). As of January 1, 2014, the single employee premium is \$737 per month and \$1,731.40 per month for family coverage.

<u>Monthly Single Premium Amount</u>	<u>FT Employee Costs/month</u>	<u>PT Employee Costs per month</u>
\$737.00	\$110.55 (15%)	\$368.50 (50%)*
\$737.00	\$88.44 (12%) w/HRA	
<u>Monthly Family Premium Amount</u>	<u>FT Employee Costs/month</u>	<u>PT Employee Costs per month</u>
\$1,731.40	\$259.71 (15%)	\$865.70 (50%)*
\$1,731.40	\$207.77 (12%) w/HRA	

* Part-time employees pay 50% of the premium, regardless of participation in the Health Risk Assessment

b) Opt-out Credit

Full-time employees who leave the plan or opt-out of coverage will receive an opt-out credit in December of the plan year in which they opt-out. Full-year opt-out employees will receive a \$1,200 credit. Partial-year opt-out will receive credit for each month off the plan. This is a taxable benefit.


c) In-Health Clinic (County Clinic)

City of Sheboygan medical insurance participants are eligible to visit the In-Health Clinic (County Clinic) run by Interra Health.

- a) Nurse Practitioner: There is no co-pay for employees and/or their dependents on the plan to utilize the Nurse Practitioner available at the clinic.
- b) Chiropractic Care: This service is also available, although some costs may apply when utilizing this care. There is no co-pay for the first 10 visits every 6 months in the plan year. Starting with the 11th visit per employee/eligible dependent from January to the end of June, a \$10 co-pay per visit applies. This schedule starts over July 1 through December 31.

d) Spousal Surcharge

In an effort to continue to offer a respectable health insurance plan to our employees and their families, the City encourages working spouses who are eligible for health insurance under their own employer to take that insurance rather than be on the City's insurance. Accordingly, employees with working spouses who continue coverage under the City's Health Insurance Plan will be assessed an

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additional \$50 per month. Those who do not have a spouse on the family plan or whose spouse is not employed full-time must complete a form to waive the surcharge.

- a) Voluntary Group Medicare Supplement Insurance for Retirees
Retirees and/or their spouses transitioning to Medicare are able to elect this Voluntary Group Medicare Supplement Plan. In 2014, United Health Care is the provider of benefits. See the Human Resources Department for details.

3.3 Dental Insurance

Delta Dental is the 2014 provider of benefits. Employer-sponsored dental insurance is available to qualified full and part-time employees. The plan includes a \$25 per participant deductible (\$75 family), \$1,500 lifetime orthodontic, 100% coverage for diagnostic, preventive, sealants to age 14 (on molar teeth only); and most service 80/20%:

<u>Total Single Costs</u>	<u>Full-Time Employee Costs per month</u>	<u>Part-Time Employee Costs per month</u>
\$42.54	\$6.38 (15%)	\$21.27 (50%)
<u>Total Family Costs</u>	<u>Full-Time Employee Costs per month</u>	<u>Part-Time Employee Costs per month</u>
\$120.92	\$18.13 (15%)	\$60.46 (50%)

3.4 Group Life Insurance

After completion of the qualifying period, the City provides eligible employees with the Wisconsin Group Life Insurance Plan equal to one-times an employee's annual salary. Premiums for basic coverage are paid 50% by the City and 50% by the employee. Additional coverage available for spouse and/or children.

3.5 Paid Time Off (PTO)

Permanent employees, both part-time and full-time, will be eligible for paid time off. There are 3 types of PTO: Holiday, Vacation and Discretionary/Personal. (Employees hired prior to 2012 may have a sick bank account. Please see the HR 105 PTO Policy regarding the use of sick bank.) Regular, permanent, part-time employees earn a prorated amount of PTO based on either the average number of productive hours worked the previous year (if the employee was in a part-time position), or in the event the employee transfers from full-time to part-time, the pro-rated PTO will be based on the average hours scheduled per day in the new position. Length of employment will be used in calculation of PTO and Vacation. For example, if an employee is in their 8th year of employment but transitions from full-time to part-time working 20 hours per week, that employee will be paid 4 hours each holiday and will be eligible for 50% of the 8-year employee vacation schedule (60 hours of vacation) and 40 hours of discretionary PTO.

a) Holidays

There is no waiting period for holiday pay eligibility. New qualified employees are eligible for holiday pay upon hire. Full-time employees who are actively employed during a holiday (not out on a leave of absence, sick leave, or short term disability) will receive 8 hours of holiday pay for the designated holiday. Part-time employees will receive a prorated amount of holiday pay based on either the amount of productive hours actually worked the previous year (if part-time the previous year) or the average scheduled projected hours worked divided by a 40-hour work week. The 10 holidays observed are*:

New Years Day	Labor Day	Christmas Eve
Friday before Easter	Thanksgiving Day	Christmas Day
Memorial Day	Day After Thanksgiving	New Year's Eve
Independence Day		

* Observed holidays will typically be recognized on the actual holiday. However, the observed day may be modified if appropriate and approved by City administration.

b) Discretionary / Personal PTO

Discretionary PTO is provided for employees to take care of personal business or tend to the unplanned issues that happen in life, including sicknesses, jury duty, bereavement, etc. Existing full-time employees are eligible for 80 hours of discretionary time each January (pro-rated for part-time). New employees are eligible for this benefit after 3 months of employment.



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Absences must be coordinated with Supervisor approval where possible/practical to allow for continued departmental operations. Time may be taken in a minimum of 1 hour increments. Time not used in the calendar year is forfeited. Unused discretionary PTO is not paid out upon resignation.

Prorated PTO Schedule

<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January – March 31:	32 Discretionary Hours	40 Discretionary Hours
April 1 – June 30:	16 Discretionary Hours	40 Discretionary Hours
July 1 – Sep 30:	8 Discretionary Hours	40 Discretionary Hours
Oct 1 – Dec 31:	0 Discretionary Hours	40 hours upon reaching

c.) **Vacation PTO**

Vacation PTO is an earned benefit. New employees are not eligible for vacation upon hire; rather, they earn vacation in the current year to be taken in the next year, provided they are actively employed on or after January 1 of the next year. Employees who have actively worked in the current year and leave employment in good faith (providing 2-week notice, for example) may be issued pay for all earned but unused vacation they became eligible for in the year in which they leave active employment.

The vacation schedule on January 1 of each year is as follows:

New full-time employees with less than 1 year of service on January 1 are eligible for the following pro-rated vacation time as of January 1:

<u>Hired the previous</u>	<u>Eligible on the following January 1</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

Employees with 1 full year of service or more as of January 1 are eligible for the following:

1 – 4 years:	80 Hours
5 – 12 years:	120 Hours
13 – 20 years:	160 Hours
21 + years:	200 Hours

When an employee's employment anniversary is achieved mid-year, the employee will be credited with the additional vacation credit in January of the year in which an anniversary falls.

Vacation must be used during the calendar year or it will be forfeited. On rare circumstances, it may be necessary for a person to carry over up to 40 hours of vacation to the next calendar year. This must be approved by the Department Head by December 15.

Vacation requires supervisor approval and may be taken in 4 or 8 hour increments.

PTO for 24-Hour Battalion Chiefs of the Fire Department


Due to the nature of the position and hours worked, Battalion Chiefs have a separate schedule.

Vacation PTO

1 year – 4 years:	144 hours (6 days)
5 – 12 years:	216 hours (9 days)
13 – 20 years:	288 hours (12 days)
21 +:	336 hours (14 days)

Discretionary PTO

New employees: Prorated (Battalion Chiefs are generally promoted from within)
 Current employees: 96 hours (4 – 24 hour days)

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3.6 Voluntary Short-term and Long-Term Disability / Family Medical Leave (FML)

Short and Long-Term disability Insurance is available on a voluntary basis to provide pay-continuation in the event of an extended illness. Family Medical Leave is available to qualified employees as well. FML and Short Term Disability run concurrent to each other. Active employees who go out on a disability may need to utilize available PTO. Once that PTO is exhausted, the employee will be unpaid during the disability. While Family Medical Leave protects an employee's position for 12 weeks, the City of Sheboygan will hold a person's employment status open for 26 weeks (6 months). Once an employee is out beyond 26 weeks, they will be placed on inactive employment status (active employment termination) and the position they hold may be forfeited, filled with another employee or a new employee may be hired. If the terminated employee receives a return to work authorization releasing him/her return to work, the employee may reapply for an open position, but there is no guarantee they will be able to return to their previous position and/or be offered a return to employment.

3.7 Voluntary Vision Insurance

Though eye exams are covered in the medical insurance plan, this insurance is available to help pay for the cost of glasses, contacts, and other vision products.

3.8 Voluntary Accident / Critical Illness Insurance

2014 is the first year this product has been introduced. UHC is the provider. This product is offered to cover hidden costs related to accidents and critical illnesses. This voluntary product is available to assist in expenses related to those hidden costs (cost of lost time from work, deductibles, copays, etc.).

3.9 Mileage

Mileage is paid to employees who use their personal vehicles to perform work-related activities. The City of Sheboygan reimburses at 10 cents less than the IRS mileage rate.

3.10 Uniform Allowance

Employees who are required to wear special clothing or use special equipment for their work will receive an allowance as follows:

- a) Uniform Allowance: \$100 yearly
- b) Safety Shoes/Boots/Equipment: \$100 yearly
- c) Glasses with safety lens / frame \$ 50 once every two years

3.11 Overtime Pay

Employees working over 40 hours in a week are eligible to receive time and one-half pay for hours worked over 40. PTO time taken/paid does not count in the calculation of time worked for overtime pay purposes. With supervisor approval, employees may flex their time during the same workweek to maintain the 40 hour schedule.

3.12 Parking


City employees will receive employer paid parking, either a specific parking location or a parking lot.

3.13 Shift Premium

Employees whose normal work schedule is 2nd or 3rd shift will receive a shift premium of 35 cents per hour for 2nd shift and 45 cents per hour for 3rd shift. 1st shift employees who work a few extra hours either before or after their normal shift times generally do not qualify for the shift premium as their primary schedule is first shift. First shift is generally considered "day shift". The starting hour of first shift depends on the department a person works.

3.14 Wisconsin Retirement System (WRS)

Employment with the City of Sheboygan may qualify an employee to participate in the Wisconsin Retirement System. The 2014 WRS contribution rate for general class employees is 14% which is split 50/50 with the City of Sheboygan contributing one half (50%) of the contribution rate and the employee contributing the second half (non-rep protected service personnel may have a different rate. Please see HR if applicable).

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3.15 Severance/Termination Pay at Retirement, Death, Layoff without Cause, and Termination

Employees leaving in good faith may qualify for a severance payout. In the event of an employee's retirement, resignation with notice, termination without cause or layoff, the employee qualifies for all unused vacation the year in which the employee becomes inactive. Upon death, the employee's beneficiary/estate will be issued a severance payout in accordance with state/federal requirements. Those who quit while a disciplinary action is being performed, are terminated for willful misconduct, or fail to provide 2 weeks resignation will not be eligible for a severance payout. (Discretionary/ Personal Time PTO is not a vested benefit. Balances will not be paid out. Unused time cannot be included in the 2-week resignation notification and will not be paid out.) The term "retirement" as used herein shall mean the employee must be retired under the Wisconsin Retirement System and has applied for and will be or is receiving monthly annuity payments immediately after the retirement date.

a) Vacation Severance

All earned and unused vacation a person became eligible for on January 1st of the year in which their employment is terminated will be paid out.

b) Sick Bank Account

Prior to January 1, 2012, employees were eligible to earn sick time and bank the time for future use. This paid time off eligibility discontinued as of January 1, 2012 (replaced with Discretionary PTO), but those who had earned time off were able to keep it and use it in the event of a disability. A value of the bank was assigned by calculating the amount of hours earned by the hourly pay as of December 31, 2011. As employees received pay increases over time, the "value" of the bank remained the same, though the hours were adjusted based on any pay increases.

Upon a qualified retirement (WRS eligibility requirements), employees with a balance in their sick bank account are eligible to receive a portion of the account to either use towards the cost of post-employment medical insurance premiums or a cash payout of 50% of the maximum qualified value. The maximum eligible amount an employee "qualifies" for depends on the employee/union group the employee was part of as of December 31, 2011:

As of December 31, 2011 <u>And Upon Retirement</u>	Qualified Value Available For Retiree <u>Medical or COBRA Med Insurance</u>	<u>Eligible Payout Value</u>
Non-Rep Employees:	Up to 572 Sick Bank hours = Max Value	50% of Max Value
AFSCME (DPW) & City Hall:	Up to 672 hours Max Value = Max Value	50% of Max Value
Professionals:	Up to 640 hours Max Value = Max Value	50% of Max Value

Example: DPW Employee/City Hall Employee

A long-term DPW employee decides to retire. On December 31, 2011, this employee made \$17.86 per hour and he had 972 hours in his Sick Bank. The value of his Sick Bank \$17,359.92 as of December 31, 2011, and he has not used time from the bank since then.


Upon actual retirement (WRS eligible, receiving an annuity), he has the ability receive a portion of that bank in one of two ways:

Option 1: **Qualified Portion applied to COBRA medical insurance continuation**

The retiring employee may apply the qualified portion of his Sick Bank to apply towards the medical insurance election (COBRA). (This money is not available for dental or other COBRA benefits.) This employee's **Qualified Max Value** is 672 hours x \$17.86 or \$12,001.92.

Option 2: **Qualified Portion 50% Payout**

The retiring employee may choose to receive a lump-sum payout equal to 50% of his **qualified portion of the max value**. His **qualified Maximum Value** is \$12,001.92, so his payout eligibility \$6,000.96.

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c) Good Attendance Bonus

Tier I and II employees (non-rep employees as of December 31, 2011) may have earned a value based on their good attendance. Employees may use the value to pay for medical insurance premiums if the employee elects to remain on the City's medical insurance program. There is no cash payout of this value if the employee leaves the City's medical insurance plan. The value of the bonus will be based on the employee's base hourly rate as of December 31, 2011.

3.16 Post-Employment Health Insurance Plan / Surviving Spouse

Non-represented employees qualify for continuation of coverage in health and dental insurance. Due to the changes in benefits over time, some employees may have grandfathered benefits. For reference purposes, there are 3 classifications employees may fall into relating to post-employment health insurance:

Class / Tier I

WRS vested employees who, as of December 31, 2011, were retirement eligible but chose not to retire prior to December 31, 2011. Tier I employees will retain the benefit as-is; that is, these employees will be eligible to continue on the City's medical insurance upon retirement after December 31, 2011. As of December 31, 2011, Tier I employees achieved at least 15 years of service with the City of Sheboygan, with at least 5 years as a non-represented employee, and had reached retirement age according to WRS retirement eligibility (55 for non-protective services and age 50 for protected services) on or before December 31, 2011. In all categories, if spouse becomes Medicare eligible, Medicare must be primary:

Benefit:

Exempt Employee*:

Eligible to continue on the City's employees medical insurance plan for up to 10 years.
 Single Continuation of Coverage: Paid 100% by the City
 Family Continuation of Coverage: Paid 60% by the City

Non-Exempt Employee*:

Eligible to continue on the City's employees medical insurance plan for up to 5 years.
 Single Continuation of Coverage: Paid 100% by the City
 Family Continuation of Coverage: Paid 60% by the City

Class / Tier II

Non-represented employees as of December 31, 2011 (employee was not in a bargaining unit) who did **not** meet eligibility for retirement under WRS guidelines as of December 31, 2011. Upon retirement, providing an employee in this group achieves at least 15 years of service as a non-represented employee and retires from an exempt position, the employee is eligible to remain on the health insurance plan for 5 years post-retirement. A non-exempt employee who has been a non-rep for at least 15 years is eligible to remain on the health insurance plan for 2.5 years post-retirement. Premium payment in either situation is 50% City funded and 50% employee funded for either Single or Family coverage until either the retired employee or spouse becomes Medicare eligible.

Class / Tier III

All new employees hired on or after January 1, 2012, and employees hired before January 1, 2012 who were covered under an employment contract prior to January 1, 2012 are qualified for COBRA continuation of coverage. COBRA is available for 18 months following the last day of the month in which an employee retires or terminates employment.

Surviving Spouse

In the event an active employee dies, the surviving spouse may remain on the City of Sheboygan Health Insurance Plan. The spouse would be responsible for 100% of the premium contribution. In the case of death of a retired employee in Class I or Class II, the spouse would be eligible to continue on the City of Sheboygan health insurance plan until the spouse becomes eligible for health insurance through his/her own employer, by marriage, or becomes Medicare eligible. The surviving spouse would be responsible for the same premium contribution. In the case of death of a retired employee in Class III, the spouse may be eligible for an additional COBRA benefits, following federal guidelines.