COMMITTEE OF THE WHOLE MEETING AGENDA

September 11, 2023 at 5:35 PM

City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI

This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99 and: *https://www.wscssheboygan.com/vod*.

Notice of the Committee Of The Whole Meeting at 5:35 p.m. or immediately following the Special Common Council Meeting, MONDAY, September 11, 2023 in City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact Meredith DeBruin at the City Clerk's Office, 828 Center Avenue, (920) 459-3361.

Members of the public who wish to participate in public forum remotely shall provide notice to the City Clerk at (920) 459-3361 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: Committee of the Whole minutes from September 5, 2023
4. Public Forum

PRESENTATION AND DISCUSSION ON 2024 BUDGETS

5. Clerk's Office, Elections, and Common Council by City Clerk Meredith DeBruin
6. Human Resources by Director of Human Resources and Labor Relations Adam Westbrook
7. Uptown Social by Uptown Social Director Emily Rendall-Araujo
8. Shoreline Metro and Parking Utility by Director of Parking and Transit Derek Muench
9. Mead Public Library by Library Director Garrett Erickson
10. Sheboygan Police Department by Chief of Police Christopher Domagalski
11. Sheboygan Fire Department by Fire Chief Eric Montellano

NEXT MEETING

12. Next scheduled meeting date: Tentatively October 16, 2023

ADJOURN

13. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall • Mead Public Library
Sheboygan County Administration Building • City's website

CITY OF SHEBOYGAN

COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, September 05, 2023

OPENING OF MEETING

1. **Roll Call**
   Alderpersons present: Dekker, Felde, Filicky-Peneski, Heidemann, Mitchell, Perrella, Ramey, Rust, Salazar – 9.
   Alderperson excused: Ackley – 1.

2. **Pledge of Allegiance**

3. **Public Forum** – No one spoke.

PRESENTATION AND DISCUSSION ON 2024 BUDGETS

4. Budget Overview by Finance Director Kaitlyn Krueger

5. Finance and Municipal Court by Finance Director Kaitlyn Krueger

6. Mayor and Administration by Mayor Ryan Sorenson

7. Planning and Building Inspection by Director of Planning and Development Diane McGinnis-Casey

8. City Attorney's Office by City Attorney Charles Adams

9. IT and Cable TV by Director of Information Technology Eric Bushman

10. Public Works by Director of Public Works David Biebel

NEXT MEETING

11. Next scheduled meeting date: September 11, 2023

ADJOURN

12. Motion to Adjourn

    MOTION TO ADJOURN AT 8:43 PM
    Motion by Dekker, Seconded by Salazar
    Voting Yea: Dekker, Felde, Filicky-Peneski, Heidemann, Mitchell, Perrella, Ramey, Rust, Salazar – 9.

CITY OF SHEBOYGAN

2024 ANNUAL BUDGET

CITY CLERK

Fund 101 - General Fund

General Government

Org Code 101142

ELECTIONS

Fund 101 - General Fund

General Government

Org Code 101143

COMMON COUNCIL

Fund 101 - General Fund

General Government

Org Code 101110

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CITY CLERK'S OFFICE
CURRENT & UPCOMING CHALLENGES

- Migrating off of the AS400 and implementing a new licensing software. The Clerk's office issues 1000+ permits/licenses each year (liquor, alarm, taxi, mobile food, etc.).
- Sherrill (Election Specialist) is retiring in the beginning of 2024.
- Conducting elections and navigating the multitude of changes with decreased guidance has been very challenging.

CITY CLERK
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
560255	Tools & Small Equipment	$1,500	$6,000	$4,500	Equipment replacement per IT schedule
TOTAL				**$4,500**	

ELECTIONS
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510130	Temporary Salaries – Regular	$40,000	$115,000	$75,000	Extra help for upcoming election year (4) including Presidential.
510111	Full Time Salaries – Overtime	$5,000	$10,000	$5,000	Extra help for upcoming election year (4)
540100	Office Supplies	$25,000	$75,000	$50,000	Postage absentees, replacement of booths, and election supplies
510140	Interdepartmental Labor - Reg	$0	$4,000	$4,000	DPW election set-up and take-down
550110	Building Maint & Repair	$2,600	$4,400	$1,800	Increased polling location payments
TOTAL				**$135,800**	

**Interdepartmental Labor was $0 in 2023 budget due to the wrong line being code, 2024 shows a reallocation

COMMON COUNCIL
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
560255	Tools & Small Equipment	$400	$3,000	$2,600	Chromebook replacements
536125	Employee Development	$10,470	$11,237	$767	League of WI Municipalities dues increase
TOTAL				**$3,367**	

CITY CLERK'S OFFICE
ADDITIONAL REQUESTS

The City Clerk's Office has one additional request to be added to the City Clerk 2024 annual budget.

1. Adding 0.25 FTE to Elections Specialist position (change from .75 to 1.0 FTE). The increase in staffing levels is being requested to address an increased number of changes and requirements surrounding elections.

Total: $14,871.00

Please Note: Future funding requirements for this request are on-going as this is related to additional staffing levels.

ELECTIONS
ADDITIONAL REQUESTS

The Elections Department does not have any additional requests to be added to their 2024 annual budget.

COMMON COUNCIL
ADDITIONAL REQUESTS

Common Council does not have any additional requests to be added to their 2024 annual budget.

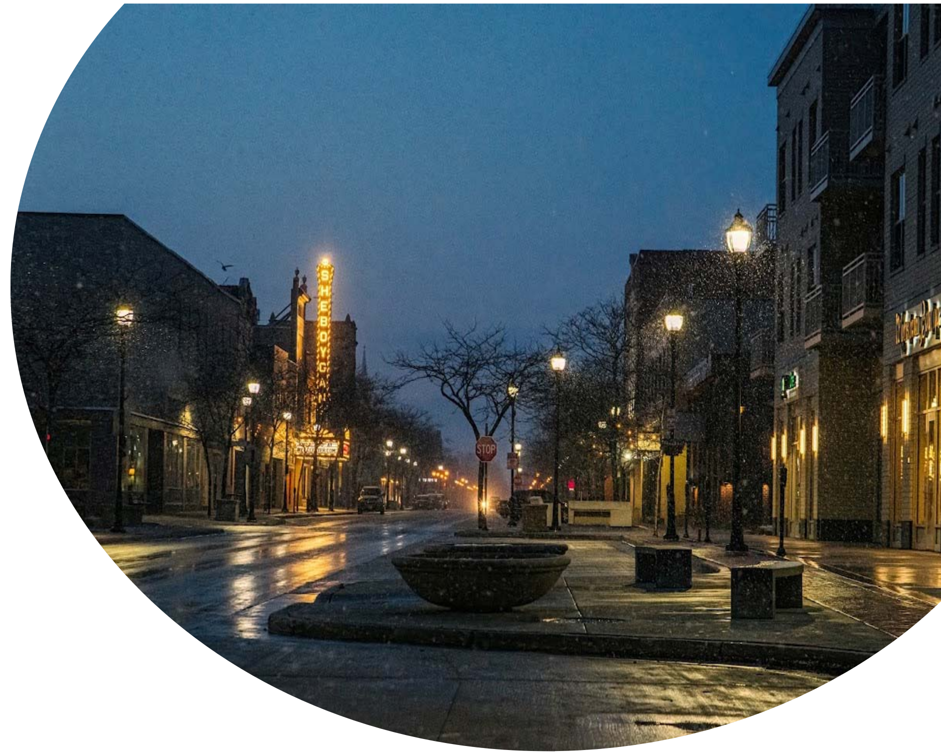
HUMAN RESOURCES

Fund 101 - General Fund

General Government

Org Code 101144

HUMAN RESOURCES
CURRENT & UPCOMING CHALLENGES



- The biggest challenge facing the HR Department currently is ensuring employees feel valued and recognized for their contributions to the organization. (Pay, benefits, recognition)
- Retention and Recruitment will continue to be a challenge in the current labor market, so the City needs to do everything possible to ensure we are making the City a place people want to stay.
- With the change in HR Director, ensuring that the new director has the support and “buy-in” from the Council to continue to make employee-focused changes.

HUMAN RESOURCES
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531200	Legal Services	$8,000	$38,000	$30,000	Handling personnel matters prior to litigation
531400	Advertising & Marketing	$2,000	$5,000	$3,000	Job postings on Gov Jobs increase
531100	Contracted Services	$16,985	$25,050	$8,065	Flores Leave Management and other misc.
TOTAL				**$41,065**	

HUMAN RESOURCES
ADDITIONAL REQUESTS

The Human Resources Department has one additional request to be added to their 2024 annual budget.

1. Additional recognition for employees including two city-wide events and monetary performance awards for exemplary performance.

   Total: $5,000 Ongoing

2. Provide full cost of the first unit of Wisconsin Employee Trust Fund life insurance to full-time employees

   Total: $24,209 Ongoing

3. Additional Step for employees who have 15 years of service or more in current position

   Appx. Total: $26,500 Ongoing

UPTOWN SOCIAL

Fund 101 - General Fund

Culture & Recreation

Org Code 101530

UPTOWN SOCIAL
CURRENT & UPCOMING CHALLENGES

- 2023: Uptown Social membership and attendance have quite nearly doubled from pre-pandemic levels, despite staffing levels remaining the same with 3 FTEs. Utility costs in the new building are higher than at a previous building.
- 2024: With an additional 5,000 square feet (33%) of public, finished space coming in 2024, we anticipate additional participants/members joining Uptown Social to utilize the space along with increased program management needs on staff.
- 2025+: We've seen a large increase in attendance recently due to opening the new building, but the number of retirees in Sheboygan will continue to grow over the next two decades. Participation is not expected to decline anytime soon, but will more likely continue to grow in the future.

UPTOWN SOCIAL

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
555100	Utilities	$21,800	$65,000	$43,200	Additional 15,000 square footage of building
531100	Contracted Services	$5,700	$13,400	$7,700	Janitorial, HVAC, fire, and security services
550110	Building Maint & Repair	$4,256	$10,000	$5,744	Increased cost of good for repairs
564130	Janitorial Services	$1,600	$10,000	$8,400	Increased cost of supplies and attendance
540100	Office Supplies	$1,000	$1,500	$500	Increased cost of supplies and attendance
TOTAL				**$65,544**	

UPTOWN SOCIAL
ADDITIONAL REQUESTS

Uptown Social has two additional requests to be added to their 2024 annual budget listed in priority of the department.

1. Addition of 1.0 FTE (Administrative Assistant Senior Services) to manage front desk, assist with bookkeeping and operations, provide administrative support, and serve as an additional staff member during community events.

   Total: $67,709.60 Ongoing

2. Addition of a part-time Intern – Senior Services to support student goals and organizational needs. Tasks would include group fitness instructor, marketing, communications, accounting, etc.

   Total: $5,000.00 Ongoing

SHORELINE METRO

Fund 651 – Transit System Fund

Public Works

Org Code 651352

SHORELINE METRO
CURRENT & UPCOMING CHALLENGES

- State & Federal Mass Transit Aids
  - State – Funding moved to General Fund
  - Federal – Declining funding
- Bus Drivers
  - Hiring Bus Drivers is challenging
  - Increased CDL requirements (Feb 2022)
  - Industry-wide issue
- Increasing Demand
  - Difficult to sustain operations
  - City and County demand increasing

SHORELINE METRO
KNOWN INCREAES AND ADDITIONAL REQUESTS

The Transit Department does not have any known increases that have not been offset by another expense adjustment in their 2024 annual budget.

The Transit Department does not have any additional requests to be added to their 2024 annual budget.

PARKING UTILITY

Fund 650 – Parking Utility Fund

Public Works

Org Codes 650345, 6503451-6503456

PARKING UTILITY
CURRENT & UPCOMING CHALLENGES

- Condition of Assets
  - Parking lots are aging / require investment
  - Riverfront - $500,000+
- Cash Payments
  - Coin going “extinct”
  - Mobile Payments are here (to help)
- Parking Availability
  - Parking Structure (perception)
  - Using current resources more effectively

PARKING UTILITY
ADDITIONAL REQUESTS

The Parking Utility Department does not have any additional requests to be added to their 2024 annual budget.

PARKING UTILITY
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
	None	$0	$0	$0	N/A
TOTAL				**$0**	

LIBRARY

Fund 255 – MPL Fund

Culture & Recreation

Org Code 255511

LIBRARY
CURRENT & UPCOMING CHALLENGES

1. **Library Funding Has Not Kept Pace with Service Demands**
    - Demand for library materials is growing, along with visits, as is the range of services we provide to meet the changing needs of our community.
    - Mead's municipal budget hasn't kept pace with demand and has been reduced by one third since 1996 when adjusted for inflation.
    - This council has taken the first step in reversing this trend recently by investing in the library, but there's more to be done.

LIBRARY
CURRENT & UPCOMING CHALLENGES

2. Facility Funding

- The library building is nearly 50 years old and its maintenance costs are mounting, yet there's no consensus on who should make these investments.

- Continued changes in city leadership combined with vague state statutes regarding library funding have created more questions than answers.

- Members of the Common Council and Library board have voiced an interest in crafting a Memorandum of Understanding to clear up this annual funding debate.

LIBRARY
CURRENT & UPCOMING CHALLENGES

3. Social Services

- We welcome and serve everyone, including the growing number of community members we encounter who are experiencing homelessness, mental illness and addiction.

- With adequate staffing and resources we can meet this need without asking more of the police or compromising the level of traditional library services provided to the community as a whole.

- Without additional resources, we're facing staff burnout and safety concerns for staff and the public

LIBRARY
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
548002	Materials – All Categories	$380,200	$410,200	$30,000	Increase cost of books, DVD, magazines, etc.
531100	Contracted Services	$123,600	$128,600	$5,000	Monarch Library System annual service charge
531110	Financial Services Fees	$6,300	$6,825	$525	Increase of annual audit fees with Baker Tilly
540100	Office Supplies	$10,500	$13,700	$3,200	Increases on card stock, cash register paper rolls, CD disk-cleaning solution, etc.
540222	Janitorial Supplies	$8,500	$10,200	$1,700	Increase in supplier costs and facility traffic
537100	Vehicle & Parking Expenses	$17,500	$19,440	$1,940	Parking stall rental increase for 54 staff
555100	Utilities	$128,667	$135,167	$6,500	5% increase per budget instructions
TOTAL				**$48,865**	

LIBRARY

ADDITIONAL REQUESTS

The Mead Public Library has four additional requests to be added to their 2024 annual budget listed in order of priority by the department.

1. Addition of two part-time Security Monitors to address safety issues, primarily on evenings and weekends. Also, a slight wage increase for the Security Specialist for new supervision duties.

   Total: $47,197 Ongoing

2. Addition of one full-time Librarian to address staffing shortages in the Teen Center which provides latchkey kids with a safe, structured environment after school.

   Total: $89,561 Ongoing

LIBRARY
ADDITIONAL REQUESTS (CONT.)

3. Additional funds are requested primarily for expansion of the library's e-book and audio collections. Additional purchases would include children's all-in-one print-audio (called VOX) books, expansion of museum passes, STEM kits and other Experience Collection items. This request is for

    Total: $70,000 Ongoing

POLICE DEPARTMENT

Fund 101 - General Fund

Public Safety

Org Code 101210

POLICE DEPARTMENT CURRENT & UPCOMING CHALLENGES AND OPPORTUNITIES.

- Succession planning and number of inexperienced staff.
- Keeping up with policy changes, training and audit/review processes to ensure compliance.
- Meet the resource capacity to conduct proper background investigations to successfully hire the best candidates.
- Employee wellness – providing the proper resources to ensure employees stay healthy.
- Personnel resources – as the city continues to grow and expand resources are significantly stretched and challenged.

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POLICE DEPARTMENT
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	$436,000	$458,000	$22,000	To cover community initiatives
531564	Laboratory Fees	$3,000	$5,000	$2,000	Adjust to reflect actual usage in recent years
531730	Investigative Services	$1,500	$5,500	$4,000	Law enforcement ordered tows
533106	Software Maint & Subscriptions	$224,090	$236,020	$11,930	Chorus and Axiom for evidence collection
537100	Vehicle & Parking Expenses	$2,500	$3,500	$1,000	Increased mileage reimbursement rate
550110	Building Maint & Repair	$27,000	$29,250	$2,250	Fire Extinguisher and Suppression System
555100	Utilities	$81,725	$95,580	$13,855	5% increase per budget instructions
563110	Office Equipment Maintenance	$12,000	$13,400	$1,400	Copies
564130	Janitorial Services	$66,412	$67,560	$1,148	Increased cost of supplies
555120	Phones	$38,508	$48,025	$9,517	Change in services provider for cell phones
TOTAL				**$69,100**	

**There are no known increases or additional requests for the MEG Unit

Slide 36

A1 Author, 9/7/2023

POLICE DEPARTMENT
ADDITIONAL REQUESTS

The Police Department has four additional requests to be added to their 2024 annual budget listed in order of priority of the department.

1. Addition of 1.0 FTE position (Lieutenant of Administration). The department needs additional resources to review and maintain policies, and manage daily training bulletins to ensure staff understand current policies. Additional staff is needed to develop and deliver training on new legislation and unfunded mandates. This position would also be responsible for handling major internal investigations and accreditation duties. This position was identified in the recent reorganization and would report to the Assistant Chief in the Administrative Division.

   Total: $152,938 Ongoing

2. Addition of one (1) part-time Background Investigator. Conducting timely and thorough background investigations is important in today's environment to ensure the City selects the best candidates for hire. This position would also assist with complicated fraud and computer-crime investigations.

   Total: $38,754 Ongoing

POLICE DEPARTMENT
ADDITIONAL REQUESTS (CONT.)

3. Law Enforcement personnel are frequently exposed to traumatic incidents and vicarious trauma. These incidents increase potential professional and personal struggles for officers. Addressing the daily trauma requires access and connection to a mental health professional that understands Police culture in order to provide a sense of understanding and safety. These funds would be used to provide annual wellness checks to all department personnel.

   Total: $23,000 Ongoing

4. Addition of 2.0 FTE position (Patrol Officers). The department continues to struggle with meeting City demands for traffic enforcement and complaints of neighborhood disorder. The department is significantly behind staffing levels of comparable cities. Additionally, the City continues to grow to the South and finding resources to cover these calls are becoming a struggle.

   Total: $177,885 Ongoing

FIRE & EMS

Fund 101 - General Fund

Public Safety

Org Code 101220

FIRE DEPARTMENT
CURRENT & UPCOMING CHALLENGES

- Aging buildings require higher cost to maintain, are not ADA compliant or gender neutral. Frequent need for plumbing repairs.
- Vehicle replacement is an ongoing issue due to delays in production (3-4 years) and purchasing. Frequent vehicle breakdowns of aging fleet has led to increased maintenance costs.
- The continued City development and aging population has significantly impacted emergency medical services. Ambulances are often on multiple calls resulting in longer response times and delays in transports creating the need to staff a fourth full-time ambulance.
- Increased work load such as higher call volume, all hazards response capabilities, training mandates, fire inspections and community risk reduction has created the need for a full-time inspector, as well as a training officer.

FIRE & EMS
LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	$80,000	$160,000	$80,000	Projected overtime increase
520490	Clothing Allowance	$30,100	$32,325	$2,225	Badges, uniforms for Non-rep employees
550110	Building Maint & Repair	$25,315	$31,942	$6,627	7% increase for variety of services
540245	Oils & Lubricants	$400	$560	$160	Shop towel service increase
555120	Phones	$15,786	$16,128	$342	Router and phone line for ambulances
533106	Software Maint & Subscriptions	$29,467	$50,649	$21,182	Increase in subscriptions and new RMS
563110	Office Equipment Maintenance	$2,400	$3,400	$1,000	Service & support increase per James Imaging
560255	Tools & Small Equipment	$9,725	$11,225	$1,500	Hoist testing – Outlying stations
580210	Insurance Deductible & Claims	$630	$2,500	$1,870	Increase insurance deductible per Bernie
555100	Utilities	$61,869	$63,769	$1,900	5% increase per budget instructions
563310	Communication Equip Maint	$12,290	$14,700	$2,410	APX Dual band increase
TOTAL				**(cont.)**	

FIRE & EMS
LIST OF KNOWN INCREASES (CONT.)

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
560256	Safety Equipment	$7,717	$9,012	$1,295	SCBA bench testing (every 2-years)
564130	Janitorial Services	$8,138	$11,400	$3,262	Supplies cost increase by 40%
560259	IT Small Equipment	$6,000	$10,500	$4,500	Equipment replacements per IT schedule
540230	Gasoline	$80,000	$85,000	$5,000	Estimated increase in gasoline
562110	Vehicle Maint & Repair	$52,000	$58,150	$6,150	Vehicle maintenance increase
TOTAL				**$139,423**	

FIRE & EMS
ADDITIONAL REQUESTS

The Fire & Emergency Medical Services Department has eight additional requests to be added to their 2024 annual budget listed in order of priority.

1. Promotion of 3 Lieutenant positions to Captain ranking

   Total: $24,352 Ongoing

2. Addition of six (6) full-time Firefighter Medics. This would allow for Med 4 to be fully in service (two employees per shift).

   Total: $545,427 Ongoing

3. Addition of one (1) full-time Inspector. Increasing call volume and occupancies is making it difficult for duty crews to perform inspections. This position would conduct all inspections and free up duty crews for other calls.

   Total: $89,511 Ongoing

4. Addition of one (1) full-time Division Chief – Training Grade 19
   Total: $149,925 Ongoing

5. Purchase to replace portable radio batteries.

   Total: $800 One-Time

FIRE & EMS
ADDITIONAL REQUESTS (CONT.)

6. Provide new incident command training via the Calm the Chaos program.

   Total: $3,375 Ongoing

7. Provide new Electric Vehicle training for Fire & EMS staff.

   Total: $5,500 Ongoing

8. Purchase new services for oven duct cleaning. These services have not been conducted previously.

   Total: $5,000 Ongoing

9. Provide training opportunities for the potentially newly created Administrative Chief position (WSFCEA Conference).

   Total: $2,270 Ongoing