



FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

July 11, 2022 at 5:00 PM

Council Chambers, 828 Center Avenue, Sheboygan, WI

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Finance Department at 920-459-3311. Persons other than council members who wish to participate remotely shall provide notice to the Finance Department at 920-459-3311 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Roll Call (Alderspersons Mitchell, Filicky-Peneski, Perella, Ackley, and Felde may attend remotely)
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

MINUTES

5. Approval of Minutes - June 27, 2022

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Res. No. 36-22-23 / July 5, 2022: A RESOLUTION authorizing the appropriate City officials to execute the documents necessary to purchase an ambulance from American Response Vehicles, Inc. for the Sheboygan Fire Department and to make other purchases necessary to equip the new ambulance.
7. Direct Referral R. O. No. 37-22-23 by Finance Director submitting a report to the Finance and Personnel Committee regarding the progress of the Carlson-Dettmann Compensation Study.
8. Gen. Ord. No. 6-22-23 / July 5, 2022: AN ORDINANCE increasing the Room Tax Permit fee to \$100.

ITEMS FOR DISCUSSION ONLY

9. Hiring Process Update - Director of Human Resources & Labor Relations

DATE OF NEXT REGULAR MEETING

10. July 25, 2022

ADJOURN

11. 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
REQUEST FOR FINANCE AND PERSONNEL COMMITTEE**

ITEM DESCRIPTION: Res. No.36-22-23 by Alderperson(s) Mitchell and Filicky-Peneski to execute the documents necessary to purchase a new ambulance to be delivered in 2023 for use by the Sheboygan Fire Department.

REPORT PREPARED BY: Bernard R. Rammer Purchasing Agent

REPORT DATE: July 6, 2022

MEETING DATE: July 11, 2022

FISCAL SUMMARY:

Budget Line Item:	400200-651100
Budget Summary:	2023 Capital Projects Public Safety-Vehicles
Budgeted Expenditure:	\$ 351,500.00
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND / ANALYSIS:

The Sheboygan Fire Department included funding in the 2023 Capital Projects budget for the purchase of new ambulance as a replacement to the current fleet of ambulances. The new ambulance will be purchased from American Response Vehicles Inc. utilizing a nationally solicited procurement contract through HGAC purchasing cooperative.

STAFF COMMENTS:

The purchase of this ambulance will replace an aging (over 16-years old) ambulance that continues to be out of service due to maintenance issues. The purchase is being made through the use of a purchasing cooperative utilizing a nationally solicited purchase contract. This satisfies the need for competitive bidding. Early commitment on the part of the City is necessary to stave off a pending price increase and to assure availability of the Chassis. Following receipt of the new ambulance in 2023, one of the current ambulance vehicles will be sold at auction.

ACTION REQUESTED:

A Motion to recommend that the Council approve Resolution # 36-22-23 to authorize the Appropriate City Officials to execute the necessary documents to authorize purchase a new ambulance in the amount of \$350,848.00 for delivery in 2023

ATTACHMENTS:

- I. Res #36-22-23

III

Res. No. 36 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
July 5, 2022.

A RESOLUTION authorizing the appropriate City officials to execute the documents necessary to purchase an ambulance from American Response Vehicles, Inc. for the Sheboygan Fire Department and to make other purchases necessary to equip the new ambulance.

WHEREAS, it is in the best interest of the City that the Sheboygan Fire Department purchase a new ambulance; and

WHEREAS, funding for the purchase of the ambulance has been included in the 2023 budget; and

WHEREAS, payment for the ambulance will be made at the time of delivery; and

WHEREAS, the ambulance is estimated to be delivered in 2023 due to longer-than-normal lead times; and

WHEREAS, state law and the City's Procurement Policy allows the City to join with other units of government in cooperative purchasing plans when the best interest of the City would be served; and

WHEREAS, one such cooperative purchasing plan is HGACBuy, a cooperative purchasing program administered by the Houston-Galveston Area Council ("HGAC"); and

WHEREAS, under the HGACBuy pricing, the cost of the ambulance is \$350,848.00; and

WHEREAS, City Staff recommends purchasing the new ambulance with the options detailed on the attached Contract Pricing Worksheet from American Response Vehicles, Inc. through HGACBuy; and

WHEREAS, although the City will not take possession of the ambulance until 2023, it is in the best interest of the City to pre-order the ambulance in order to secure 2022 pricing.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials may execute the documents necessary to purchase the ambulance described on the attached Contract Pricing Worksheet pursuant to the terms and conditions of HGAC Contract Number AM10-20, a copy of which is available at <https://www.hgacbuy.org/contracts/documents?contractid=106>, at a cost of \$350,848.00.

FHP

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw funds in the amount of \$350,848.00, for the purchase of the ambulance and other equipment necessary to equip the ambulance, from Account No. 400200-651100 (Capital Projects - Public Safety - Vehicles).

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

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Sheboygan Fire Department	Contractor:	American Response Vehicles
Contact Person:	Chief Eric Montellano	Prepared By:	J Kevin Hunter
Phone:	847-746-4041	Phone:	847-840-0029
Fax:		Fax:	573-815-0051
Email:	eric.montellano@sheboyganwi.gov	Email:	kevin@arvambulance.com

Product Code:	AM20AA04	Description:	TYPE I, FORD F550 TRAUMAHAWK 172"
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:

187104

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
See Attached Sheets			
		Subtotal From Additional Sheet(s):	93004
		Subtotal B:	93004

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
See Attached Sheets			
		Subtotal From Additional Sheet(s):	63248
		Subtotal C:	63248

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

23%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	343356	=	Subtotal D:	343356
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E. H-GAC Order Processing Charge (Amount Per Current Policy)

Subtotal E:	1000
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F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation[illegible]

Delivery Date: 360-540 ARO

G. Total Purchase Price (D+E+F):

34

Part No	Published Options	Qty	Each	Extended
01-00-0001	Chassis Upgrade: Ford Chassis to 4x4	1	3565	Item 6.
01-00-0003	X Series Upgrade	1	22433	22433
02-B0-CC1B	Compartment Ventilation - M-1A Pancake Fan & 1-Column of Louvers	1	64	64
02-BC-1000	Compartment Doors: DOUBLE DOORS, ILOS single	1	254	254
02-BD-0120	Body Drop: 6" Both Sides, Ahead of Rear Wheels	1	197	197
02-X1-M379	M-3 Compt (LR): 61.5" H x 25.0" W x 20.0" D	1	394	394
04-AS-0204	Fuel over Fill protection plate: Stainless Steel	1	36	36
04-AS-0440	DEF over fill protection plate: Stainless Steel	1	36	36
04-TS-1016	Tool plate on uni-strut, .125 Smooth Aluminum/DA sanded in compartment	7	88	616
04-TS-11B0	Shelf, Adjustable, Ext: .125 Aluminum, 2" Upward Lips	2	142	284
04-TS-1200	M-5 Shelf, Adjustable, Ext: .125 Aluminum, Partial Width 2" lips upward	2	71	142
04-TS-14M1	M1 Divider, Vertical, Full compartment height, alum, Fixed	1	130	130
04-TS-14M3	M-5 Divider, Vertical, Full compartment height, alum, Fixed	2	130	260
04-TS-STR3	Strap: 2" Webb, w/ Chrome Metal Seatbelt buckle w footman loops IATS	1	20	20
05-EA-2400	Grab Handle, Exterior, at CS door	1	97	97
05-EL-1450	Front Turn, Whelen M6 Series w/arrow, LED, Pair, IATS	1	258	258
05-EL-2420	Stop/Tail, Whelen M6 Series, LED, Pair	1	252	252
05-EL-2426	Turn, Whelen M6 Series, LED, Pair	1	224	224
05-EL-2432	Back up, Whelen M6 Series, LED, Pair	1	326	326
05-EL-45L4	Left Scene Lights: (2) LED-M9, Chrome Flange Whelen	1	760	760
05-EL-45T4	Right Scene Lights: (2) LED-M9, Chrome flange Whelen	1	760	760
05-EL-46R4	Rear Load Lights: (2) LED-M9, Chrome flange Whelen	1	760	760
05-FS-1212	Opt A Programmable Lights Split Color - Color 1 Flashes Opposite Color 2	16	20	320
05-HB-1310	Condenser, 12V: Pro -Air Dual Fan, FRKG 126 Front of Body over Cab	1	662	662
05-IL-05T4	Check out Light Switch: Momentary For Multi-plex electrical systems.	1	40	40
05-IL-2008	Rechargeable Flash Lt/ charger, C4 Fire Vulcan LED #44451 Orange, Installed	2	330	660
05-LB-8010	Opticom: Tomar 3065-R 3HI 7x3 Opticom Unit installed, Chrome Flange	1	798	798
05-LB-8120	Opticom Location: Built into 900 Series Center Strobe warning w/ non optic lens	1	163	163
05-PM-LI50	(2) Rear Intersection Lights: Whelen M7 Series, LED	1	69	69
05-PM-LQ06	LED M6 Amber - Each	1	162	162
05-PM-LRC1	Light, Whelen LED M7 Red/White LED/Clear Lens - Programmable	4	169	676
05-PM-LRC6	Lights: (2) Whelen M2, LED, RED LED/CLEAR Lens Programmable Ilos	2	169	338
05-PM-LRCC	Light: Whelen M2, LED, CLEAR LED/CLEAR Lens Pair IATS	1	306	306
05-PM-LT04	Light: Whelen M9, LED, RED LED/CLEAR Lens, Non-Programmable IATS	2	280	560
05-PM-LT25	Light: Whelen M9, LED, Split RED/WHITE LED/CLEAR Lens, Programmable IATS	12	390	4680
06-EA-01FD	Tire Valve Extensions, S/S Braided, PR, Dual Rear Wheel	1	57	57
06-EC-2800	Door Unlock Switch, Momentary, Exterior, hidden	1	46	46
06-EC-31FW	Patient Area Bullet Camera: Voyager VCCYL37	1	276	276
06-EC-SP71	Patient area switch panel mounted on angled cabinet	1	45	45
06-EL-1800	Add Activation: Rearward Left and Right scene lights. come on w/ Reverse	1	46	46
06-EL-2497	Brake Light Override: Wire into rear warning lights above LX-1 elec syst.	1	17	17
06-EL-SDL1	Docking Lights: Tecniq LED with Chrome Flange - Pair	1	249	249
06-IG-0310	Inverter : Vanner 20-1050 CUL-DC - Full Mod	1	1359	1359
06-RR-0700	(2) Speakers: Stereo, patient compartment, in center pad	1	68	68
06-RR-1100	Antenna, Customer Supplied prior to production, Installed	1	64	64
06-RR-1710	Antenna Base w/ Coaxial Cable: KE794 #1	1	47	47
06-RR-1712	Antenna Base w/ Coaxial Cable: KE794 #2	1	47	47
06-RR-1714	Antenna Base w/ Coaxial Cable: KE794 #3	1	47	47
06-SO-0500	Shore Line Inlet: 20A Super Auto Eject, ILOS	1	349	349
06-SO-1015	Cover, Red, Shore Line Inlet : 20A Super Auto Eject, ILOS	1	32	32
06-SO-10TT	Inpower Timer: VCM-05-01SF, Installed	1	68	68
06-SO-1103	12V Outlet, No 3: Power Point - Wire thru Med Isolator	1	49	49
06-SO-1105	12V Outlet, No 5: Power Point - Wire thru Med Isolator	1	49	49
06-SO-1106	12V Outlet, No 6: Power Point - Wire thru Med Isolator	1	49	49

06-SO-1127	Hard Wired 12V Circuit, For Customer/Dealer Supplied Component	1	29	29
06-SO-1301	Exterior 125V Outlet, No 1: 15A, Exterior Grade outlet	1	107	107
06-SO-13M1	125 VAC W Dual USB & Power Light Outlet, No 1: 20A, Hospital Grade, White ILOS	1	64	64
06-SO-13M2	125 VAC W Dual USB & Power Light Outlet, No 2: 20A, Hospital Grade, White ILOS	1	64	64
06-SO-13M3	125 VAC W Dual USB & Power Light Outlet, No 3: 20A, Hospital Grade, White IATS	1	116	116
06-SO-13M4	125 VAC W Dual USB & Power Light Outlet, No 4: 20A, Hospital Grade, White IATS	2	116	232
06-SO-1406	125 VAC Outlet, No 6: 15A, Hospital Grade, IVORY	1	90	90
06-SO-1407	125 VAC Outlet, No 7: 15A, Hospital Grade, IVORY	1	90	90
06-SO-1408	125 VAC Outlet, No 8: 15A, Hospital Grade, IVORY	1	90	90
06-SO-1409	125 VAC Outlet, No 9: 15A, Hospital Grade, IVORY	1	90	90
06-SO-1410	125 VAC Outlet, No 10: 15A, Hospital Grade, IVORY	1	90	90
06-SO-1914	Power Source: Medical Isolator No 2, Ignition Hot	1	112	112
06-SS-DF00	Siren Speakers: Federal # ES100-ESMFT-EF, Ford F-350/450/550 2017 ILOS	1	72	72
07-BK-0001	Bulkhead Cabinet Under Talk Thru: Installed IATS, See Drawing	1	324	324
07-CA-04A9	Cabinet, (2) Glove Storage, over Rear Entry Doors	1	366	366
07-CA-06AC	(1) Shelf Adjustable White Painted ALUMINUM: Special FOX LAKE with ramp edge	2	168	336
07-CA-06VA	(2) Shelves: Adjustable, Aluminum, White Anti-Microbial coated	1	75	75
07-CA-490S	1/2" Solid Surface Squad Head Storage Top Tray:	1	738	738
07-CU-X107	Cabinet K1 & K2: (2) Openings with flush center divider	1	211	211
07-DR-WD00	Door, Single Solid, Flush Fitted	1	43	43
07-DW-0001	Drawer: Mica-wood body, Mica inside and out	1	281	281
07-HW-SO11	Round Pull Latch: Non-locking - Chrome Finish	13	30	390
07-RR-020F	Add-on Console: Type 1	1	191	191
07-RR-02A0	Drink Holder: (2) In Add-on Console, Big Gulp Size	2	22	44
07-RR-02F1	Note Book Slot: Single - Full width by 8" wide	1	66	66
07-RR-02F3	Double removable Lexan Divider(s)	1	31	31
07-RR-2354	Glove Storage: (3) Glove Box Storage Across Rear of add on console	1	67	67
07-TC-3105	Intraxx (1) section Streetside up to 40" installed on wall, Gray caps	1	255	255
07-TC-3108	Intraxx (1) section Curbside up to 40" installed on wall, Gray caps	1	255	255
07-WC-CN03	Computer Drawer with Lid; Under Action Area 14.5"w x 5"h inside	1	422	422
07-WC-SS02	Side Seat: 24" - Single Position - Under Lid Storage w/Latch	1	202	202
08-00-FL3P	Flooring: Loncoin II Flecks- #157, Moonstone (Gray)	1	301	301
08-MH-0319	Grab Handle, CS Entry: (1) 3-pt "L" Shaped 90, Gray Antimicrobial New 5-12-16	1	126	126
08-MH-03E9	Grab Handles, Rear Access: (2) 3-pt "L" Shaped 90, Gray Antimicrobial New 5-12	1	249	249
08-OS-0403	Oxygen Outlet No 3: Amico Console - Ohmeda/Ohio Diamond Style	1	159	159
08-OS-0404	Oxygen Outlet No 4: Amico Console - Ohmeda/Ohio Diamond Style	1	159	159
08-OS-1400	Electric Oxygen, 12V solenoid valve w/ manual by-pass	1	128	128
08-OS-3514	Collection Canister w Clip Bemis, 1200 CC Capacity In recess below AA	1	53	53
09-FE-05SS	Fire Extinguisher, 5 pound, Kidde ABC Installed, ILOS	1	17	17
10-ME-L300	Lock, CompX-E, Model 300 w/ Proximity Card/Keypad Combo	1	1145	1145
10-RR-0600	Volume Control, Stereo: in A/A, For Rear speakers	1	28	28
11-MC-1700	Clock: Intellitec Digital / Sweep Emergency Time Manager	1	336	336
12-B0-0004	Painted Part- Painted Special color to match Body	1	67	67
12-PT-1326	Rear Chevron Flat panel, no doors Diamond Grade Reflective: Double Color	1	1282	1282
12-PT-135F	Inside of (3) Entry Doors: Lower Panels, Double Colors Diamond grade	1	607	607
13-RF-STAR	Decals: Install 32" Star of Life on Mod Roof	1	24	24
25-PH-LT84	LED Lights: Programmable, Single Light	5	10	50
34-XX-0280	Ferno Washington, INXX Intelligent Transport Loading System Primary Cot	1	34137	34137
34-XX-1007	Ferno INX Spare Battery each	1	619	619
34-XX-103B	Ferno INX cot side lift pull out handles pair included	1	496	496
34-XX-1017	INX Surface extender pair Installed on ordered patient transporter	1	2566	2566
34-XX-1038	Ferno INX cot Backrest panel mounted equipment hook	1	165	165
34-XX-1012	Ferno INX pole installed on cot when ordered	1	482	482

Item 6.

Item 6.

Unpublished Options	Qty	Each	Extended	Item 6.
Change Ford F-Series Chassis Year Model from 2020 to 2021	1	910	910	
Change Ford F-Series Chassis Year Model from 2021 to 2022	1	725	725	
2022 Ford F-Series Chassis Surcharge #1	1	1595	1595	
2022 Ford F-Series Chassis Surcharge #2	1	1250	1250	
2022 Ford F-Series Chassis Surcharge #3	1	1115	1115	
Change Ford F-Series Chassis Year Model from 2022 to 2023	1	3050	3050	
Change Gas Engine to Diesel Engine	1	8500	8500	
Increase Head Room to 74"	1	304	304	
Custom M3 Compartment Dimensions	1	223	223	
Aluminum Rain Diverter -Double Louver Column Installed in Compt Door	3	79	237	
Upgrade Inverter to Vanner LIFESINE Inverter	1	490	490	
Custom Center Console	1	220	220	
Additional Activation Switch for Air Horns	1	71	71	
Recess for O2 Outlet Overhead	1	123	123	
Door Panels: Custom - Mica Upper/ Stainless Steel / Smooth Aluminum Lower	1	456	456	
Custom Paint Scheme	1	5828	5828	
X Series Upgrade to X Series Aluminum Cabinet Construction	1	5885	5885	
Ferno Transcend Stair Chair w/ Powertraxx and Miscellaneous Options	1	8507	8507	
Ferno Wall Mount for LP15	1	920	920	
Ferno Intraxx Pole Mount	1	584	584	
Ferno Intraxx Tablet Mount	1	618	618	
Ferno Intraxx Sharps Container and Mount	1	417	417	
Cot mount Ferno INX inline power mount for INX system	1	6154	6154	
Bio-Waste 16" A-Bar, SS Model #V7548SS	1	805	805	
CURBSIDE UPPER: Over Squad Bench	1	1638	1638	
Siren: Federal, EQ2B	1	1895	1895	
IATS Pioneer Surface Mount Spot/Flood Light Single #PCPSM1C) ONE PAIR	1	2105	2105	
Door, Roll up, ROM, Full Height ALS Compliant	1	1570	1570	
2nd Pt Area LX1 Switch Panel: To be Located	1	1873	1873	
Activ Tek induct 500-12V UV light with Ozone	1	1580	1580	
ARCTIC WEDGE Condenser Cover: Install on Front Body over Condenser	1	1792	1792	
Air Horn System: BUELL - F1	1	1808	1808	

63248

II

DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. 37 - 22 - 23. By FINANCE DIRECTOR. July 11, 2022.

Submitting a report to the Finance and Personnel Committee regarding the progress of the Carlson-Dettmann Compensation Study.

BACKGROUND / ANALYSIS:

On June 27th, the Finance and Personnel Committee reviewed a report from the Finance Director requesting guidance on how to mitigate concerns/questions and complete the Carlson-Dettmann Compensation Study. As part of the discussion that day, it was requested by the Committee that a report be shared each meeting moving forward on the progress of various areas of concern. The following notes have been compiled in order to fulfill this request.

The below items were discussed and a brief status is listed below it:

- Human Resource professional involvement

Staff has been working to contract with someone in the absence of an HR Director to sit in on meetings with Department Heads and Carlson-Dettmann.

- Request for a Finance and Personnel Committee meeting with a representative on-site from Carlson-Dettmann available to answer questions and address concerns

Carlson-Dettmann representative, Patrick Glynn, will be at the July 25, 2022 Finance and Personnel Committee. A meeting invitation has been sent out to all Common Council members to make sure they are aware that this discussion will be taking place.

- Communication of the process and results to Common Council and all affected staff

Staff will continue to communicate as necessary throughout the next steps of the process. A report will be given at every Finance & Personnel Committee meeting until study is completed.

- Need for understanding related to data and formulas used to classify positions

A presentation is being prepared to be shared at the July 25th Finance and Personnel Committee meeting.

- Explore if separate scales should be considered for different departments/areas

No update at this time; additional information forthcoming

- Recognition of staff's seniority in the implementation plan

The Finance Director is currently preparing calculations for an implementation plan that would look at different steps for various years of longevity at the City. This plan will be ready to be presented at the July 25th Finance & Personnel meeting.

- Possible verbal interviews by consultant with staff

The Finance Director has sent out an email to all fourteen Department Heads alerting them that review meetings will be scheduled with Carlson-Dettmann on July 25th. At the time of this writing, four Department Heads have responded; one out of the four has requested a meeting with Carlson-Dettmann and the other three have opted out. The Department Heads were given until July 12th to send over information related to positions of concern that will be forwarded to Carlson-Dettmann. The meetings will be scheduled with the Department Head, Administrator Wolf, Patrick Glynn of Carlson-Dettmann, a Human Resources professional and Finance Director Krueger.

- Financial impact on the City's budget

No update at this time; additional information forthcoming

STAFF COMMENTS:

Staff will bring forward additional information at the July 25th Finance and Personnel meeting for discussion and possible action.

ACTION REQUESTED:

No action is requested at this time.

Finance Director

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Gen. Ord. No. 6-22-23 is an ordinance increasing the Room Tax Permit fee to \$100.

REPORT PREPARED BY: Jessica Huss, Deputy Finance Director

REPORT DATE: July 7, 2022

MEETING DATE: July 11, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin	N/A
Statutes:	N/A
Municipal Code:	N/A

BACKGROUND / ANALYSIS:

On May 24, 2022, the Sheboygan Area Room Tax Commission approved to increase the cost of an annual operating permit for lodging properties, and/or short-term rentals, from \$20 to \$100. General Ordinance No. 6–22-23 will amend section 114-39 of the Municipal Code to increase the room tax permit fee to \$100.

STAFF COMMENTS:

In August 2021, Common Council authorized staff to enter into contract with a host compliance software company to identify, permit, and collect quarterly room tax payments from short term rentals located in the City of Sheboygan. The fee increase is intended cover the city's cost to issue permits and contract with Host Compliance.

ACTION REQUESTED:

Motion to recommend the Common Council adopt Gen. Ord. No. 6 – 22 - 23

ATTACHMENTS:

- I. Gen. Ord. No. 6 – 22 - 23

Gen. Ord. No. 6 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
July 5, 2022.

AN ORDINANCE increasing the Room Tax Permit fee to \$100.

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

Section 1. Section 114-39 of the Municipal Code entitled "Permit Required" is hereby amended in subsection (a) to read as follows:

"Sec. 114-39. - Permit Required.

(a) Every operator under this article shall file with the finance director/treasurer an application for a permit for each place of business that is required to collect room tax hereunder. Every application for a permit shall be made upon a form prescribed by the city and shall set forth the name under which the applicant transacts or intends to transact business, the location of his place of business, and such other information as the city requires. The application shall be signed by the owner if a sole proprietor and, if not a sole proprietor, by the person authorized to act on behalf of such sellers. At the time of making an application, the applicant shall pay the city an initial fee of \$100.00, and annually thereafter, for each permit. A permit issued hereunder is non-transferable. The permit shall be renewed each year by July 1.

..."

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

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