



## CITY ADMINISTRATOR

Kevin M. Lahner  
TELEPHONE 262/524-3701 FAX 262/524-3899  
klahner@ci.waukesha.wi.us

### MEMO

**To:** Mayor, City Attorney and City Council  
**CC:** Department Directors and Press  
**From:** City Administrator  
**Subject:** Administrator's Report  
**Date:** May 29, 2015

- 1. Out of the Office.** I will be out of the office Wednesday June 10 – Friday, June 12 for a short vacation on Lake Tomahawk. I will be available via cell phone, but due to my remote location the service may be spotty.
- 2. Employee Performance and Compensation Update.** The task force continues to meet as we move toward our goal of a performance management plan, slated to begin January 1, 2016. The task force will be reviewing possible technology solutions that may improve efficiency in setting goals, tracking performance, and conducting reviews next week. Two firms will be providing overviews of their products. We are also in the process of drafting an employee survey to be sent to all employees.
- 3. Legislative Update.** Unfortunately the Tourism industry was successful in obtaining an amendment to the budget bill at the Joint Finance Committee that would change the room tax allocation for the City of Waukesha. The motion passed 9 – 7 at the JFC. As proposed the change would decrease our allocation over a several year period, eventually falling to a point where 70 percent of all room tax collected would be sent to the local Convention and Visitor's Bureau. We are in the process of evaluating the legislation and projecting the financial impacts. The League and communities throughout the state continue to work to remove it from the budget.
- 4. Capital Improvement Plan.** City staff has been working on a revise Capital Improvement Plan in preparation for the 2016 budget process. The revised draft CIP will be presented for review and comment at the next Finance Committee meeting on Tuesday, June 9<sup>th</sup>. One interesting feature that we are developing is an interactive component to the CIP. As part of the electronic version of the plan, we are experimenting with linking it to our Geographic Information System (GIS) mapping function.
- 5. Employee Health and Wellness Center.** Please see the enclosed survey results from the Employee Health and Wellness Center. As part of the services provided, the center conducts post-visit surveys of most clinic users. Overall, those who use the center are pleased with the services provided. We are continuing to work on ways to encourage use of the clinic.

