



## 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: February 27, 2015**

- 1. Out of the Office:** I will be out of the office attending the Wisconsin City Management Association Winter Conference Wednesday, March 4 through Friday, March 6.
- 2. Agenda Item Cover Sheet:** Please see the enclosed "Agenda Item Cover Sheet" which will begin appearing on most agenda items at the Common Council and committee level. There are a couple of features to note on the form. The first is that all items are being routed through the city attorney's and finance office before appearing on an agenda. Additionally, the "Financial Remarks" section will include budgetary information, including account numbers and remaining funds within each individual account. The form is designed to organize information and ensure the appropriate detail is included with each item in a summary form.
- 3. Associated Bank Robbery Arrests Made.** The City of Waukesha Police Department has arrested both suspects for the Associated Bank Robbery which took place on Friday February 20. It is believed approximately \$10,000 was taken in the robbery. Clothing and a facsimile weapon have been recovered as evidence.
- 4. Emergency Operations Event Planned with National Guard.** The City of Waukesha will be participating with the Wisconsin National Guard in a disaster preparedness event August 28-30. This will be a mock drill that will simulate a real emergency situation. Additionally, the City will be working on updating its Emergency Operations Plan over the next several months. Funding for updating the plan was approved in the 2015 budget.

