



CITY ADMINISTRATOR

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: June 16, 2017

City Administrator Highlights

Week of June 5:

- Held bi-weekly meeting with all Department Heads.
- Along with the Mayor, attended a meeting on a potential Montessori School expansion project.
- Along with the Mayor and other City staff, attended a meeting with GE to learn more about their plans for their Waukesha plant.
- Attended the Waukesha County Center for Growth Board Meeting
- Held regularly scheduled meetings with Rich Abbott and Fred Abadi

Week of June 12:

- Held a meeting with Fred Abadi, Alex Damien, Jennifer Andrews, Maria Pandazi, Mike Mazmanian and Dave Buechl to discuss the City's process for developers.
- Held a meeting with staff to discuss next steps in the research of the City Hall project.
- Attended a Waukesha County Center for Growth meeting to discuss developing a collaborative loan fund.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Chief Jack.

Cemetery

- In their last week of school, a Class of 50 3rd Graders from Banting elementary school were given a tour of some famous historic figures from years past at Prairie Home Cemetery. Tour stops included: Morris Cutler, Lyman Goodnow, Les Paul and Former Governor Dreyfus to name a few. The Cemetery is happy to offer tours to any groups.

Clerk/Treasurer

- Preparing to issue license renewals by June 30, 2017, for alcohol, bartenders, taxi cab drivers, taxi cab companies, second hand dealers, cigarette and miscellaneous licenses.
- Receiving and processing "Notice of Suspension" postcards which the State of Wisconsin began mailing this week to approximately 380,000 State-wide registered voters who have not voted in the past four years. To remain active, voters have one month to mail a return postcard to their municipal clerk. Voters who do not respond will be marked as



inactive on the list. Voters will also be inactivated if the postcard is undeliverable by the Post Office.

- Neighborhood Block Party Applications have increased and are being processed and issued. **Reminder: For Applications requesting alcohol, the Aldermen needs to either sign off on the application or email the Clerk's Office at clerktreas@waukesha-wi.gov with their approval.**
- Working on Annual Liquor License Report which must be submitted to the Wisconsin Department of Revenue by July 15, 2017
- Issued permit on June 14, 2017, to the Police Department for Waukesha Night Out to be held on August 9th, 2017.
- Additional testing continues in the 11.2 upgrade environment fixing settings to correctly calculate interest & penalty on real estate and personal property tax bills, payment redistribution issues, cashiering setup, local printer issues, and refund process for overpayments.
- Upgrading to higher speed check scanners and software to minimize processing time of individual checks. These continue to allow us to capture images of checks and remote deposit tax checks electronically.

Community Development

- Downtown Website & Facebook Page - Community Development worked with Savage Solutions to develop a website and a Facebook page dedicated to downtown. Visitors to the sites find information about current and upcoming events downtown, information regarding parking and featured businesses. The site is focused on attracting visitors to downtown with the long term goal of fostering a strong downtown economy, and attracting new residents and businesses to downtown by exposing them to the exciting urban life and activity that happens there www.dtwaukesha.com @dtwaukesha.
- Vacant Storefronts- Funded by a CDBG grant, Community Development also coordinated with Savage Solutions to develop branded banners that can hang in vacant storefronts downtown. The purpose of the banners is to improve the visual appearance of the storefronts and to have a uniform brand throughout downtown. Community Development prints the banners in house and works with property owners to install them in vacant spaces.
- Survey results- Community Development surveyed three groups regarding downtown over the last 3 months. Surveys were distributed to downtown residents, downtown business owners and citywide residents. The results are in and will be presented at the June 20th Council meeting.

Finance

- Completing the 2016 Financial Statements
- Working towards a 2017 budget timeline

Human Resources

- The new Human Resources Generalist will be starting on June 26.
- The Human Resources Department is currently conducting a dependent audit to ensure that all dependents enrolled in the health care plan are eligible for coverage.

- In the next few weeks all employees who have one or more dependents enrolled in the City's health care plan will receive a series of letters. The first letter will outline the eligibility requirements and will offer all employees an "amnesty" period during which employees may contact Willis Towers Watson to remove ineligible dependents without incurring any penalty or disciplinary action. The amnesty period will last for several weeks.
- After the amnesty period, a second letter will be mailed requesting all employees to provide supporting documentation to verify the eligibility of all enrolled dependents. Employees will have four weeks to submit the necessary documentation to Willis Towers Watson.