



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner
klahner@waukesha-wi.gov

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: May 12, 2017

City Administrator Highlights

Week of May 1:

- Held bi-weekly meeting with all Department Heads.
- Attended the Fire Station #3 and Police sub-station ground breaking.
- Held regularly scheduled meetings with Jennifer Andrews, Rich Abbott, Fred Abadi, and Chief Steve Howard.
- Along with the Mayor, met with Ald. Cassie Rodriguez to welcome her and discuss her role as Aldermen.
- Attended the City's annual Worker Safety Meeting.

Week of May 8:

- Participated in interviews for an HR Generalist.
- Held regularly scheduled meetings with Chief Howard and Chris Pofahl.
- Held a meeting to discuss our Cellular Devices and start a review of a new potential process.

REMINDER: City Council Retreat will be Sunday, June 4 from 8am-5pm at the Park, Recreation and Forestry Building.

Assessor

- The Assessor's Office is holding informal discussions or "Open Book" from April 24 thru May 12. During this time period, property owners can contact the Assessor's Office to ask questions about their new assessment.
- The Board of Review is the next level of appeal if the property owner is not satisfied with their assessment after talking to the Assessor's Office. The first meeting of the Board of Review is scheduled for May 22, 2017 at 8 AM in the Council Chambers at City Hall. To appear before the Board, a property owner must file a "Notice of Intent" with the City Clerk at least 48 hours prior to the first meeting of the Board. They must also file a written "objection form" with the City Clerk prior to or within the first two hours of the first Board meeting. An appointment is necessary to meet with the Board of Review.



Cemetery

- Mark your calendars for the up and coming Waukesha Preservation Days May 20th and 21st. Prairie Home will be offering self-guided walking tours during the hours of 9-3:00 on Saturday May 20th. For more details contact the cemetery office at 262-524-3540.

Clerk/Treasurer

- City Clerk Gina Kozlik attended Listening Sessions in Eau Claire and Jefferson as part of Coalition of Waukesha County Clerks proposing optional In-Person Absentee voting efficiencies, along with Representative Brandtjen & Representative Bernier.
- Sandee Policello and Gina Kozlik attended Microsoft Excel classes through Waukesha County Partners in Training.

Community Development

- Responses are being collected on the Downtown Survey through May 19. Everyone is encouraged to participate in the survey:
<https://surveyplanet.com/58d1a0a15db1e05512a24313>
- The online contractor portal to help contractors, architects and developers track permits, reviews, and request inspections through the Building Department is now available through TRAKiT. <http://www.waukesha-wi.gov/1104/TRAKiT---Online-Services>

Human Resources

- 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.
 - The City will be communicating information to its employees in the next payroll run (05/12) about the upcoming dependent audit.
 - 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.

Information Technology

- Chris Pofahl has been selected as the finalist for the City's Information Technology Director position. The selection will be placed on the Human Resources agenda next Wednesday and will appear on the Common Council agenda on June 6.
- The Chris Pofahl from IT and Donna Whalen and Peggy Kadrach from Human Resources attended NeoGov training held in Milwaukee. The project continues to move forward with the first phase of the software implementation nearly complete.

Parks, Recreation and Forestry

- Melissa Philipps has been appointed as the new Parks & Forestry Operations Manager for WPRF. Melissa has been serving as Buildings & Facilities Supervisor with the Department and worked for the City of West Bend and the private sector as a Landscape Architect and

Planner prior to coming to Waukesha. Melissa replaces Pete Traczak in the position who recently retired.

- Pizza, Polka, Art in Park is on Monday, May 23 at Cutler Park (more information coming for next week)
- Purchase a Pool Pass as the early discount ends on June 1st!
- Before & Afterschool's Fun Run is on Sat., May 13th starting at 10:00 am in Frame Park. Run a 5k with your child! \$15/participant & \$20/adult
- Happy Mother's Day from PRF! Take your Mom on walk on one of our trails or enjoy a picnic in one of our parks!
- Youth Baseball/Softball/T-Ball Coach's Meeting is Wed. May 17th at 6:00 pm. Coach's will be calling their players soon!
- Neighborhood Beer Gardens are coming to Rivers Crossing and Bethesda Parks in August
- Monday Night at the Movie's schedule has been announced and available at <http://www.waukesha-wi.gov/1521/Movies-in-the-Park>
- Tribute Tuesdays Concert schedules have been announced. Visit <http://www.waukesha-wi.gov/1527/Tribute-Tuesday-Concerts> for more information
- The "Volunteers-on-the-GO!" program has been launched. Please contact ipalmer@waukesha-wi.gov for more information
- The Forestry Division are pruning trees to assist with the construction projects