



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: June 2, 2017

City Administrator Highlights

Week of May 15:

- Held bi-weekly meeting with all Department Heads.
- Attended Carroll University's Presidents Advisory Council.
- Held meeting to discuss Buchner Pool.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chris Pofahl, and Chief Jack.
- Attended meeting along with other staff regarding our Dana Investment portfolio.

Week of May 22:

- Attended development meetings with Jennifer Andrews.
- Held regularly scheduled meetings with Fred Abadi and Chris Pofahl.
- Attended meeting along with the Mayor and Jennifer Andrews at ProHealth Care

Week of May 29:

- Attended meeting to discuss Munis, our financial software
- Attended meeting to discuss water service and the impact on future developments
- Held discussion on next steps in the City Hall project review with the Mayor, Katie Jelacic and Fred Abadi
- Held regularly scheduled weekly meeting with Fred Abadi
- Held a meeting with Acting Director John Klima at the Library to discuss a potential new library position
- Along with the Mayor, met with the County Executive to discuss 911 dispatching
- Attended the M7 Economic Development Forum

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

Assessor

- Held Board of Review which started Monday, May 22.



Cemetery

- Held the Memorial Day, Avenue of Flags at the Cemetery.

Clerk/Treasurer

- Modified Personal Property Tax Delinquent Notice and prepared for mailing June 1, 2017. Set up new procedures for collection processing on these past due accounts.
- Worked on the Financial Software Munis:
 - Began data testing in Tyler Munis 11.2 upgrade environment on real estate tax functionality.
 - Began work on charge code set up for departments in new invoicing system including working through liability account set up to accommodate overpayment refund process.
 - Began work on how system will handle invoice terms (30/90 day and interest), proper receipting and validations of payments.
- Received and scheduled Objections to assessments for Board of Review hearings which took place on May 22, 2017.
- Attended swearing in for Police Officers Ryan Solberg & Brandon Danowski, and Fire Fighter Spencer Sheskey on May 15, 2017.
- Met with Dana Investment Advisors with Rich & Kevin.
- Staff met with Waukesha State Bank for training regarding the updates to their electronic banking system.
- Staff attended an Alcohol Beverage Regulation and Licensing teleconference on May 25, 2017.

Finance

- Annual Audit was conducted
- City staff is now completing the Financial Statements for the first time.
- Rich and Jodi attended the annual Government Finance Officer's Association conference. Jodi received a scholarship from Ehlers to attend.
- Paul attended the Munis conference to continue expanding our knowledge of the financial software.
- We are preparing for an upgrade to the Munis financial software tentatively scheduled for July.
- 2017 Debt was issued to fund the CIP program, sewer & water projects and to refund some short-term borrowings.
- Annual TIF reports were prepared as usual, but are now required to meet a July 1st deadline.

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.
 - 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 is on the Common Council agenda for June 6.
- With all the recent Ransomware attacks, IT is creating a IT Security Awareness class to train City staff on how to detect suspicious emails

Parks, Recreation and Forestry

- New for 2017-2018 School Year, WPRF is thrilled to partner with the School District of Waukesha again. WPRF Before and After Cool School will operate at Lowell Elementary beginning September 1, 2017 from 7 AM until morning bell rings and from afternoon bell rings until 6 PM. This is the 8th elementary school site in partnership with the School District of Waukesha. Registration for all of the Before and After School Sites opened on Monday May 30, 2017.
- Buchnerfest is coming on Sat. June 10th from 10:00 am until Noon at Buchner Park. Join us for this kick-off to Summer!