



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: July 14, 2017

City Administrator Highlights

Week of July 3:

- Out of the office

Week of July 10:

- Held a meeting with Paul Klauck to discuss mediation with Menards over their appeal of their assessment.
- Held a meeting with Fred Abadi, Katie Jelacic, Jennifer Andrews, Rebecca Pederson and Mayor to discuss progress on evaluating the four City sites for a potential new City Hall.
- Held a meeting with Jennifer Andrews and developers to discuss potential opportunities.
- Met with Jennifer Andrews to discuss TIDS.
- Held a meeting with School District, County, and representatives from the City to discuss the Water Utility's possible inclusion in the Employee Health Clinic.
- Attended a meeting with the Human Resources and IT staff to discuss the next steps in implementation of NEO GOV for our performance review process.
- Attended the Waukesha Center for Growth Board of Director's meeting.

Clerk/Treasurer

- Sent 30-day notice letters for approximately 175 delinquent Personal Property Tax Accounts. If unpaid, they will be referred to the Department of Revenue's Collection Division in August.
- Sent real estate delinquent notices to 452 property owners before turning over to the County on July 31st.
- Rubina Medina, Administrative Assistant, received a full scholarship for tuition to attend the Wisconsin Municipal Clerk's Institute in Green Bay July 9th - 14th.
- Prepared the HAVA check report. This report compares voter registration information against WIDOT or SSA database for errors. The Clerk's Office is currently reviewing approximately 680 non-matches.
- Continued testing for the Munis 11.2 upgrade scheduled July 11th & 12th.



- Discontinuing use of new check scanners due to problems capturing MICR line for bank deposit.
- Gina continues to collaborate with Coalition of Waukesha County Clerks and State Representatives Janel Brandtjen and Kather Bernier in an effort to propose Fall legislation regarding in-office absentee voting efficiencies.
- Working with Waukesha Police Department and Municipal Court with new citation vendor, Complus, on parking ticket cash payments and changes to revenue receipts and reconciliations.

Community Development

- An emergency response team of building inspectors and fire inspectors was sent to Burlington to help assess flood damage.
- TRAKiT, the online contractor portal is now up and running. Once a contractor creates an account they will be able to track permits, reviews, and request inspections. You can view the website and instructions: <http://www.waukesha-wi.gov/1104/TRAKiT---Online-Services>

Finance

- The 2016 Financial Statements were submitted by the Finance Department to Baker Tilly for review. This is the 1st time that the Finance Department has completed the Financial Statements completely on their own.
- Message from Rich Abbott, Finance Director: I would like to congratulate the entire Finance team for their pursuit of this goal. In doing so, this will remove a material weakness related to internal control over financial reporting. It was truly a team effort and everyone worked extremely hard to achieve this accomplishment. This will help in grant writing, bond ratings, accreditations and so forth. Also, to be noted is that during this year's audit there were no audit entries submitted by Baker Tilly. That is the first time in my 15 years in both the private sector auditing or public sector that I've seen that happen. I credit that to a total City effort and all departments should be commended.

The following are the finance team members that I'd like to personally thank and publicly recognize:

Team Members

Bonnie Ehrendreich
 Jodi Keene
 Paul Labonte'
 Beth Schaack
 Laura Szecsy
 Denise Vandebush
 Keith Yahn

Congratulations!

Parks, Recreation, and Forestry

- WPRF now has 8 permanent Pickleball courts at Banting Park. All ages are welcome to use them for open play when not in use by programs or rentals. Participants will need to supply their own balls, paddles and are required to wear tennis shoes and encouraged to wear protective eye protection.
- Tennis Anyone? A new session of tennis begins on July 24th for children of all ages including teens. Sessions are offered at Lowell, Buchner, & Prairie Parks.
- Recreational Tree Climbing takes place at Woodfield Park on Sat. 7/15 starting at 10:00 am. Literally, you can put someone up a tree! Sign up today!
- Register for Fall Cool School Before/After school! Sign up is now open! Sites include Lowell, Banting, Randall, Hawthorne, Heyer, Prairie and Rose Glen for all school aged children!
- Challenger Soccer Camp is happening at Lowell Park 7/24 – 7/28 for interested soccer players 3 -14 years of age. Sign up today for this week long camp!
- Play ball anyone? Fall Adult Softball begins in September, but registration ends August 25th! Get your team together and get ready to play at the Saratoga Complex.
- Join our 7 on 7 Men's Football! Deadline for both returning and new teams are coming up in early August! All games are played at Prairie Park on Wednesdays starting mid September.
- Quack! Quack! Ducky Days are back at the Horeb Springs Aquatic Center on Sat. 7/15 starting at 6:00 pm. Bring the family for a ducky good time!
- Happy Birthday to Buchner! Buchner Pool turns 50 years old! Join the Birthday Party Bash on Sat. July 22 from 12:30 – 8:00 pm! We have lots of fun activities and of course cake will be served in the evening!
- We appreciate our youth sports! Join us for Youth Sports Appreciation Night on 7/20 at WRO Sports Complex. Games start at 5:15 pm with Bernie Brewer & the sausages coming around 6:15 pm with games resuming at 7:30 pm. Join us for a fun evening with your sports crew!