



## 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: April 28, 2017**

#### City Administrator Highlights

##### Week of April 17:

- Met with Lee Szymborski of GOVHR to discuss the IT Director recruitment and narrow down the field of candidates
- Held the bi-weekly Director's Meeting with all Department heads.
- Participated in the Moody's rating call for the City's bond rating.
- Along with the Mayor, met with Dean Lemke to discuss his new role as Aldermen.
- Held regularly scheduled meetings with Fred Abadi, Chief Howard, and Chris Pofahl.
- Met with Ron Grall and Joanna Adamicki from Parks to discuss Tribute Tuesday and other logistics of summer events.

##### Week of April 24:

- Along with Rebecca and the rest of the Leadership Class, participated in a Service Project at the Hebron House.
- Along with Rebecca, held the last class of our Leading Waukesha program. We will be starting with a new group of participants in the fall.
- Held IT Department Director interviews on Tuesday and Friday.
- Held regularly scheduled meetings with Ron Grall, Fred Abadi, and Rich Abott.
- Along with the Mayor and Dan Duchniak, attended meetings in Washington, DC including one with White House staff in regards to the water project.
- Attended meetings with Chris Pofahl and Chief Howard regarding the TRAKiT software and Fire inspections.

##### Assessor

- Assessment notices were mailed out on April 21, 2017. All properties were reassessed this year and all homeowners should have received notices.
- The Assessor's Office will be 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 8:00 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**

- Want to join a club and have some fun? Consider joining the Friends and Patrons of the Cemetery. You can participate in a variety of activities such as fund raisers, helping with our annual Pet Walk and meeting new people. You do not have to have cemetery property here, just a need to try something different. Interested? Contact the Cemetery office for more details at 262-524-3540.

### **Clerk/Treasurer**

- Continuation of liquor licenses & bartender renewals.
- Gina attended Board of Review Training in Oconomowoc on April 27, 2017.
- Implementing new Voter Registration Ephesoft scanning software to interface with Alfresco for storage. (4,884 registrations from November Election Day)
- Finalizing Invoice Form template and reviewing Tyler/Munis capabilities and flow in relationship with our current processes.
- Gina attended Listening Session in Green Bay as part of Coalition of Waukesha County Clerks proposing optional In-Person Absentee voting efficiencies.
- Street Closing application received from Sean Osborne for the Last Call Marathon to be held on December 3, 2017.
- Received the application for Friday Night Live from Waukesha Downtown Business Association.

### **Community Development**

- Responses are still being collected on the Downtown Survey. Everyone is encouraged to participate in the survey: <https://surveyplanet.com/58d1a0a15db1e05512a24313>
- The Community Development office partnered with other organizations to provide a Home Improvement Workshop on Monday, April 24 from 6:30pm-8:30pm at Waukesha Memorial Hospital.

### **Information Technology**

- IT will begin to roll out 64 new PC's. IT is experimenting with a new approach to the PC replacement schedule. Rather than blindly replace PC's based on their age, IT is taking a more analytical approach and replacing based on user needs and PC performance. In addition, the PC's that are not replaced this year will get a memory upgrade to boost performance, and also be upgraded to Windows 10 to take advantage of security features.

### **Finance**

- We had our Moody's rating call on April 19, 2017. Moody's rating agency has rated the City's upcoming debt issues as follows:
  - 12.8m of GO Promissory notes Aa2 (which is the same as last year and is the 3<sup>rd</sup> highest possible)
  - 4.4m of GO refunding bonds Aa2
  - 9.9 Note Anticipation Notes 5 year Aa2
  - 8.4m of Note Anticipation Notes – 1 year MIG1 (best short term rating)

- 6.5m Sewer System Revenue Bonds Aa2 (which is outstanding for revenue bonds)
- Overall, the City received very good ratings based on its credit worthiness, economic strength and overall tax base. These rates allow the City to borrow at extremely low rates.
- The closing of the 2016 books continues to be the main focus.

### **Parks, Recreation and Forestry**

- Join us for Pizza, Polka & Preschool Art in the Park on May 23<sup>rd</sup> from 5:30 – 7:00 pm in Cutler Park. Stop by and take a stroll to view all the art projects these young budding artists have created this last year!
- Purchase your Pool Pass today – Early Discount Rates are available through June 1<sup>st</sup>!
- Mayor Reilly will be BBQing at Tribute Tuesday concerts again this year. Join us for great music and good eats starting on June 13<sup>th</sup>!
- Cool School 5K Run and Family Fun is scheduled to take place at Frame Park on May 13<sup>th</sup> starting at 9:00 am. Join us by running or cheering your favorite cool schooler! Hope to see you then!
- Earth Day Parks Clean-up was on Sat. 4/22.
- Spring Soccer games started on Sat. 4/22 at Mindiola park. Games begin at 9:00 am.
- Adult Softball and Kickball has practice week on 4/24 – 4/28 starting at 6:30 pm at the Saratoga Complex on Prairie Ave.
- The Forestry Crew is busy planting Spring Trees and celebrating Arbor Day at area sites.
- Starting on May 1<sup>st</sup>, spring Adult Softball/Kickball games start at Saratoga and Buchner Parks. Games are 5/1, 5/3 (Co-Ed), & 5/4 (kickball), all starting at 6:30 pm.
- The Forestry Crew is currently working with Aegis to become recertified in CPR.