



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: September 25, 2017

City Administrator Highlights

Week of September 18:

- Held a meeting with Katie Jelacic to review additional information needed and next steps in the City Hall process.
- Met with Ron Grall regarding Buchner Pool.
- Held a Director's meeting for all Department Directors.
- Along with Rebecca, led our third Leadership Class of this fall cycle.
- Attended a meeting regarding next steps in our Employee Performance Evaluation system. We have established city-wide competencies and Departments are now working on their Department level competencies.
- Attended two meetings regarding potential development projects.
- Held regularly scheduled meetings with Rich Abbott and Chris Pofahl.

Week of September 25:

- Along with the Mayor, Ald. Pieper, and Ald. Perry, interviewed three firms regarding their strategic plan proposals for the City.
- Attended a United Way Event regarding the impact of United Way in our community.
- Attended a meeting to discuss a temporary homeless shelter.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Ron Grall, and Chris Pofahl.

Cemetery

- The Cemetery is less than one month away from the 4th Annual Puppy Prance. There is a new tour this year to take your 4-legged friend on. Mark your calendars for October 14th, 2017 from 10am-2:00pm.

Finance

- Both the Capital and Operating Budget books have been released for review and discussion.
- Finance has successfully completed the close out audits and reporting to the state for TID #9 and #16. Rich Abbott would like to recognize Denise Vandebush-Kohlmann for her diligence in compiling all of the info for the audit and working hard to review nearly 24 years of data. Likewise, recognize Jennifer Andrews for the joint effort in getting this districts closed. Jennifer worked with the Joint Review Board to successful amend TID



#9 project plan, so that the City could donate to TID #16. In doing so, not only will the City save on interest costs, but returned the value of both districts to the control of the City, County, School and Tech College. The TID value helps with managing the levy limit.

Parks, Recreation, and Forestry

- Held a successful Oktoberfest Event
- Upcoming events include:
 - Howl-O-Ween at the Retzer Nature Center on October 13
 - 6th Annual Operation Honor: A Salute to Veterans