



Tony Warkoczewski
Director
Information Technology
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TO: Rebecca Grill, City Administrator
FROM: Tony Warkoczewski, Director of Information Technology
RE: Extension of Limited Term Telecommuting Agreement with Kathryn Perrone,
IT Supervisor
DATE: November 17, 2017

I am requesting the extension of the existing agreement which allows Kathryn Perrone to continue to work remotely through January 31, 2018. Great progress has been made to transition Kathryn's knowledge to her replacement, Michael Barylski. Extending the term of our agreement with her through January assures us that the two continue to learn from each other during the critical year-end processing cycle. Some specific business processes we'd like to see her provide IT support for include:

- 2017 real estate tax and personal property tax billing processes that occur from mid-December to mid-January.
- Online payment interface for 2017 real estate and personal property tax bills on the City website.
- 2017 capital improvement projects reporting to gather data on all 2017 Engineering projects for annual audit.
- Enterprise scanning migration from Fortis to Docuware.
- Property Files conversion over to Docuware. Property Files is our enterprise storage of parcel related documents, containing over 800,000 files to be moved and reorganized in Docuware to enhance searching and allow for online public access to specified documents.
- Assist Digital Services in reorganizing and retiring older servers and systems that are no longer needed.

As a reminder, the Information Technology Department is anticipating an increase in FTE's for 2018 pending Common Council approval of the final budget in late November. Because we will not be able to get to "full staff" levels on January 1, this temporary understaffed scenario will help fund the salary for Kathryn through the month of January.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in purple ink that reads "Tony Warkoczewski".

Tony Warkoczewski
Director of Information Technology