



OFFICE OF THE CITY TREASURER
Milwaukee, Wisconsin

November 10, 2011

To the Honorable,
Mayor Tom Barrett
City of Milwaukee
City Hall, Room 201

Dear Mayor Barrett:

I am both humbled and deeply honored to be selected for appointment to serve the remainder of the current term as the City of Milwaukee Treasurer.

I have over thirty-seven years of service with the Office of the City Treasurer, thirty-one as a department manager, serving the last six years as Special Deputy City Treasurer.

During my tenure with the department, I took the lead in:

- contracting out for a bank lock box service for property tax payments;
- outsourcing tax bill imprinting and mailing services;
- implementing the use of a collection law firm for collecting delinquent property taxes;
- pursuing and implementing property tax e-payments;
- contracting out for zero balance concentration accounts for accounts payable and payroll, as well as general banking services;
- pursuing and implementing remote electronic deposit of daily check payments;
- implementing the department's video surveillance system;
- acquiring an electronic Cashiering System that could process scannable payment documents;
- redesigning the City's combined property tax bills to include scannable payment coupons and display the required lottery and gaming credit and first dollar credit, as well as Wisconsin State aids;
- developing the Office of the City Treasurer Web Site, which was a finalist for a City Innovation Award; and
- remodeling the department's offices to the Open Plan System.

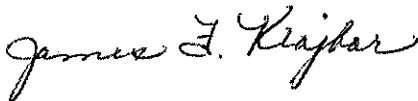
I also chaired the City-wide E-mail Committee, drafted the Milwaukee Information Policy Committee's original Information Systems Management Policy Guidelines, and drafted the City Treasurer Department's employee handbook, which has been used as a model for other agencies. In addition, I served as the City Treasurer's Designee to the Deferred Compensation Board from 1987 to 1997, served as Vice-Chair of the Board's Executive Finance Committee from 1988 to 1997, and drafted the original Administrative Rules and Operating Procedures for the "New Plan" structure. I have been involved in the City's annual Combined Giving Campaign for many years and, for the past three years, have chaired the campaign's kick-off event.

I have been a member of the Municipal Treasurers' Association of Wisconsin since 1980. I am a Badger Boys' State alum and I have been conducting the class for municipal treasurer candidates at the annual event held at Ripon College each June for nearly twenty years.

I have ministered at my parish church, Saint Veronica, as both a lector and usher for many years. I have served on the parish summer festival committee since 1985 and have co-chaired the event for the past decade. I also serve on the parish finance committee and had previously served as its chairperson. In addition, I served as chairperson of the parish's Faith in Our Future Campaign.

I welcome the opportunity and look forward to serving as Milwaukee City Treasurer.

Respectfully submitted,

A handwritten signature in cursive script that reads "James F. Klajbor".

JAMES F. KLAJBOR
Special Deputy City Treasurer