



CITY ADMINISTRATOR

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors & Press
From: City Administrator
Subject: Administrator's Report
Date: October 21, 2014

2015 Budget Preparation: The Finance Committee has the initial review of the 2015 Operating and CIP Budget. The final review before the budget goes to public hearing is Monday night (10/20) at 6:30PM.

October 20 Review and recommendations on the 2015 Operating and CIP Budgets. All Aldermen are encouraged to attend and provide their input.

October 21 Last day for elected officials to submit written requests for budget changes to the City Administrator.

November 6 Committee-of-the-Whole and public input on the 2015 and Five Year Capital Improvement Plan; followed by adoption at the Common Council meeting.

November 11 Common Council meeting and Public Hearing on the 2015 Operating Budget followed by adoption of the Operating Budget.

Puppy Prance at Prairie Home: The first Annual Pet Walk was very successful. Over 50 dogs participated (along with their owners of course). The event raised over \$1,100 for the Pet Cemetery.

Employee Health Clinic Status: The interview and hiring process for the medical and staff personnel who will be working at the Health & Wellness Center was recently completed. They are currently in the midst of training and orientation with HealthStat, the vendor who will be managing the Center. The changes to the building which will house the Center are nearly complete. The Waukesha Employees Health & Wellness Center will open on November 3, 2014. The Open House for elected officials is on October 29th from 6:30pm to 8:00pm. The Open House for employees will be on October 30th from 3:30pm until 7:00pm. This is the culmination of nearly a year and a half of work with Waukesha County and the Waukesha School District.

Administrator Search: As previously reported, the search for a new City Administrator is well under way. The closing date for applications to GovHR was September 22nd. More than 40 applications were received for the position. The Search Committee (Mayor Reilly, Council President Payne, Aldermen Francoeur, Johnson, Pieper and Johnson) will meet on Nov. 3rd to review candidate applications and select semi-finalists for interviews.

PD Volunteers Needed: The Waukesha Police Department Reserve Unit is seeking highly motivated and interested citizens from the Waukesha area to assist the Police Department throughout the year during emergency situations, special events, and other related assignments. The Reserves are a non-sworn, unpaid, volunteer organization that takes pride in serving their community, sometimes at a moment's notice. Areas where Reserves members have helped out



include: parades, run/walk events, Friday Night Live, Fiesta Waukesha, and various other events throughout the calendar year. In fact, the Reserves are on schedule to work over 40 events for 2014. Their tasks have included barricading off streets for road closures during special events, security at special events, traffic control, and have helped maintain larger crime scenes. By assisting and performing these tasks, the Reserve Unit has freed up sworn Police Officers to perform their duties and has saved tax payers around \$60,000-\$70,000 annually.

A vast majority of the Waukesha Police Reserves have been trained in the National Incident Management (NIMS) and receive monthly training and updates at their regular meetings. The requirements to become a Reserve Officer are:

- Applicants must be at least 18 years of age
- Applicants must possess a valid driver's license
- Applicants must complete an application
- Applicants must successfully pass a background check
- Applicants must successfully pass an oral interview conducted by a panel

The Waukesha Reserve Unit invites anyone interested in joining this unique unit to please contact Lieutenant Joe Hendricks at 262-524-3766 or email at JHendric@ci.waukesha.wi.us to receive an application. Applications will also be available at the front counter of the police department during business hours. The deadline to complete and return the application is October 29th.

Museum Presentation: Ald Cummings participated in a presentation by Nancy Faulk at the Waukesha Museum on Victorian Era Mourning Practices.



As always, if you have any questions about the above matters or any other City administrative business/activities, please feel free to contact me.

