



**City Administrator**  
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## MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: September 16, 2022**

### City Administrator Highlights

- Met with Governor Evers as part of his visit to Downtown Waukesha. The Governor toured various Downtown Businesses and announced a \$250,000 grant for the Waukesha Civic Theatre expansion project.
- Participated in Department Budget Review Sessions
- Held a Kickin' it with Kevin (monthly employee meeting) with Jennifer Andrews as the presenter on current and upcoming Development projects.
- Participated in a meeting to discuss the Parade Memorial Commission and next steps for their process
- Attended the President's Advisory Council meeting at Carroll University.
- Held our first class of the Fall Employee Leadership Program. There are 12 participants in the class from Departments across the City.
- Participated in the Bi-weekly Development update meeting with the Community Development Department
- Met with Karen Richards, new interim Cemetery Director, to help her get started with her new role
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Chief Thompson, Karen Richards, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Joe Ciarro.

### Monthly meetings with Council Members

Kevin and the Mayor work to meet monthly with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson.

### Save the Date:

#### Council Policy Summit:

The annual Council Policy Summit will be held on Saturday, September 17 from 8:15am-3:30pm

### Department Highlights

#### Clerk/Treasurer

- Held a successful election on August 9. There is one more election this year on November 8.
- We are looking for poll-workers: [https://www.waukesha-wi.gov/residents/get\\_involved/voting/poll-worker.php](https://www.waukesha-wi.gov/residents/get_involved/voting/poll-worker.php)

## **Community Development**

- Currently planning for Wauk-Tober, the Downtown Waukesha Wine and Beer Walk. Tickets are on sale now: <https://www.waukesha-wi.gov/residents/wauktober.php>

## **Finance**

- The Community Investment Program (CIP) is out for review. Finance held their first CIP meeting.
- The Finance Department and City Administrator are currently meeting with each Department to review their operating budget proposals.

## **Fire Department**

- The Fire Department is providing Hands-only CPR and AED training as well as providing Fire Safety information at the Farmers Market on September 17.
- The Fire Department welcomed three new firefighters on September 12.

## **Human Resources**

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>
- The Annual Employee Benefit fair will be held on Monday, November 7 as part of Open-Enrollment for employee benefits.

## **Library**

- The Library was selected as a 2022 NEA Big Read Grantee and has selected the book “The Cold Millions” by Jess Walter for this year’s Waukesha Reads Book. Free books are available at the Library.

## **Parks, Recreation and Forestry**

- The Fall Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Waukesha Oktoberfest will be held on September 23-24 at Frame Park.
- We are looking for volunteers for upcoming events: [https://www.waukesha-wi.gov/residents/get\\_involved/volunteer-opportunities.php](https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php)

## **Police Department**

- The Police Department will be moving into their new building starting Monday, September 19.

## **Public Works**

### **ENGINEERING DIVISION**

**You can read updates on the following projects:**

- [St. Paul Ave and North Street 2-way Conversion Project:](#)
- [2022 Resurfacing Project](#)
- [Alley 99 Reconstruction Project](#)
- [Tenny Avenue, Newhall Avenue, and Pilot Ct. Improvements](#)
- [Buchner Park Tennis Courts & Retaining Wall](#)
- [Police Department Remodel and Addition](#)
- [Arcadian Ave and Linden St. Utility & Street Improvements](#)