



**CITY OF WAUKESHA**

**Administration**

201 Delafield Street, Waukesha, WI 53188  
 Tel: 262.524.3701 fax: 262.524.3899  
[www.waukesha-wi.gov](http://www.waukesha-wi.gov)

<b>Committee:</b> Human Resources	<b>Date:</b> 6/17/2020
<b>Common Council Item Number:</b> <a href="#">Click here to enter text.</a>	<b>Date:</b> 7/7/2020
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KML</b>
<b>Finance Department Review:</b> Diane M. Gard, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <a href="#">Click here to enter text.</a>
<b>Subject:</b> Review and act on reorganization plan to create a Communication and Engagement Division within the City Administrator's office.	

**Details:**

The reorganization plan would realign several positions to provide greater support for proactive community engagement efforts. Over the past several years, the City has expanded its effort in engaging the community. We created an electronic newsletter, greatly enhanced our social media presence, held community events and developed a series of Public Service Announcements for our government access cable channel and web streaming. The work has primarily been completed by the Assistant to the City Administrator and Mayor with assistance from several departments. Due to recent retirements and vacancies we would like to realign duties within the City to place a heavier emphasis on our engagement efforts. The realignments would allow us to attract candidates that fit our engagement needs and allow there to be a stronger focus on these efforts. The reorganization changes job descriptions of existing positions so that we can hire individuals with an appropriate skill set to enhance and improve our efforts in all our engagement areas. It will change the current Assistant to the City Administrator and Mayor position to a supervisory role over the entire team and allow for great emphasis on creative content and material. The reorganization is directly linked to the City's Strategic Plan and objective within the City Administrator's office to "Provide new opportunities for community engagement through expanding our current programs and creating new programs that increase our interaction with the public." See attachments for additional information.

**Options & Alternatives:**

The current organization of the departments could be maintained. The positions would be filled with candidates that would not reflect the current needed skill set to enhance our engagement efforts.

**Financial Remarks:** The reorganization will not increase the overall budget. The existing salary dollars will be reallocated to the newly created/changed positions. The divisions budget will be created from realigning dollars currently allocated in the City Administrator and Information Technology departments.

**Executive Recommendation:**

Recommend approval of reorganization plan to create a Community Engagement team within the City Administrator's office.



