



## CITY ADMINISTRATOR

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### MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors and Press**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: January 15, 2015**

- 1. Meetings:** As of this Common Council meeting, I will have met with almost all of the Department Directors and Managers, and the General Manager of the Water Utility. I have greatly appreciated the opportunity to meet our staff members and look forward to working with them.
- 2. Common Council Introductions:** Over the next few weeks I will be meeting with each of you personally. Carol Capes is scheduling the meetings on my behalf. As indicated in the email, we can meet at a location of your choice. I would also appreciate the opportunity to tour your district with you either now or sometime in the near future.
- 3. "Lunch and Learn" Meetings Scheduled:** I have schedule three sessions I refer to as "Lunch and Learn" meetings to introduce myself to the employees. The meetings are open to all City employees and will be recorded for those not able to attend in person. This is the first meeting of this kind, and I look forward to conducting additional meeting on topics of interest to our staff. The three Lunch and Learn Sessions are taking place on Friday, February 6, Wednesday, February 11, and Wednesday, February 18.
- 4. League of Wisconsin Municipalities Legislative Advisory Committee:** I am a member of the League of Wisconsin Municipalities Legislative Advisory Committee. This committee advises the League's board on issues related to state and federal legislation that may impact municipalities. I will be attending the Legislative Advisory Committee meeting on Friday, January 23 in Madison. I will provide the Mayor and Common Council a copy of the meeting information when I return.
- 5. Thank You:** I would like to express my gratitude for the warm welcome I received from Mayor Reilly, my Administrative Assistant Carol Capes, the Common Council members I have seen thus far and all the employees I have interacted with since arriving.

