



## 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: July 17, 2015**

- 1. Budget Season Underway.** We have officially launched "Budget Season" this week. The staff has already been preparing Capital Improvement Plan requests for more than a month and the operations budget preparation is beginning as well. Please check your email for a link to the Common Council budget survey. This information will help us prepare a budget that best reflects the Common Council's vision and priorities.
- 2. Economic Development Planning Group.** Jennifer Andrews, Brian Engelking and I are participating in a Waukesha County Economic Development Strategy working group. The group is working with County staff, business leaders, and other local governments to develop a long term strategy for economic development in Waukesha County. The second meeting of the working group was held on Thursday. The goal is to create a policy recommendation that will focus on key economic development efforts such as recruitment of new commercial/industrial projects, retention/expansion of existing companies, business lending and marketing.
- 3. Garbage Ordinance Update.** Please take a moment to read the letter sent to all of you by Public Works Director Fred Abadi regarding the proposed update to our garbage and recycling ordinance and the special meeting scheduled for next Thursday. It contains some important information regarding our collection services.

