



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: August 13, 2021

City Administrator Highlights

- Holding in-person (and virtual) Kickin' it with Kevin's one time per month to provide updates to all City employees and answer any questions.
- Held a Department Director's meeting
- Held an EOC Policy meeting to discuss any City response to the increasing COVID-19 cases in the region.
- Reviewed all the Department CIP Budget requests
- Participated in Bi-weekly Development project update meeting with Community Development
- Participated in a City 125th Anniversary planning meeting.
- Met with Human Resources to discuss the upcoming performance evaluation process for all employees
- Held regularly scheduled one-on-one meetings with Department Heads: Gina Kozlik, Marquise Vasquez, Chief Thompson, Bridget Souffrant, Chief Howard, Chris Pofahl, Sam Walker.

Monthly meetings with Council Members

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

Meetings held so far this month: Ald. Browne, Ald. Pieper, Ald. Rodriguez

125th Anniversary Upcoming Events:

- **Friday Night Live: 125th Anniversary Edition** - On Friday, August 13 head down to Friday Night Live and make sure to visit our 125th Anniversary booth to find info on the Historic Downtown Walking tour, have your photo taken with famous Waukesha icons, share your story for the City's anniversary time capsule and win Downtown Waukesha gear! (This event was rescheduled from August 6 due to weather).
- **Tribute Tuesday Concert Anniversary Celebration** - What anniversary is complete without cake? On August 31, join us at 6pm for a free 125th Anniversary cake celebration then stay for the concert from 7-9pm featuring a tribute to the Rolling Stones. (This event was rescheduled from August 10 due to weather)

You can read the list of all our 125th Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>



Save the Dates:

- **Celebrate Waukesha Breakfast-** The City is resuming the Celebrate Waukesha Breakfasts at Tuscan Hall starting Tuesday, September 14. Please let Rebecca Pederson know if you plan to attend.
- **Council Retreat and Policy Summit-** A Council Retreat and Policy Summit will be held on Saturday, September 18 in the City Hall Employee Café from 8am-5pm (approximately). Council Members were emailed a survey on topics of interest to help craft the agenda for the day. Please respond to the survey by Tuesday, August 17.

Department Highlights

Clerk/Treasurer

- The licensing year ends June 30. The Department issued 285 Bartender licenses and 144 Liquor licenses.

Community Development

- Riverside Rhythms continues every Wednesday from 11:30am-1pm on Riverfront Street. Everyone is encouraged to head Downtown for live music and food over lunch.
- A new Wisconsin Economic Development Corporation grant program was announced which, if awarded, gives \$10,000 to new or existing businesses or non-profits that move into vacant properties downtown. More Info: <https://wedc.org/programs-and-resources/mainstreet-bounceback-grants/>

Finance

- The Department is currently working on the CIP and Operating Budgets
- The Show and Tell at City Garage has been rescheduled to Wednesday, August 18 at 6pm.

Human Resources

- The City is currently hiring for Patrol Officer and Equipment Operator. You can find all open positions here: <https://wi-waukesha.civicplus.com/1598/Waukesha-Employment-Openings>
- Employees will begin their self-evaluations as part of the annual employee performance review process starting in August.

Library

- Construction is underway at the Library for the building redesign. The Library remains open to the public. You can read project updates here: <https://waukesha-wi.gov/2021/Waukesha-Public-Library-Addition-and-Ren>
- The Library's summer reading programs are underway.

Parks/Recreation and Forestry

- The Forestry Department was out last week responding to storm damage
- The Department is hosting a number of large summer events including Tribute Tuesdays, Movies in the Park, Civic Band Concerts and more.
- Check out the Summer Activity Guide for upcoming summer events, activities, and programs for all ages. <https://waukesha-wi.gov/462/Activity-Guides>
- The new fall activity guide will go out this week with registration starting August 20.

Police Department

- The Police Department Building (1901 Delafield St.) is closed to the public while the building is undergoing renovations. You can read more about the project here: <https://waukesha-wi.gov/2028/Police-Department-Addition-and-Renovatio>

Public Works

- The Department is out collecting branches from the storms. The Drop-Off Center will temporarily open this Saturday, August 14 for branches only collection.
- Project updates are available here: <https://waukesha-wi.gov/1136/Current-Construction-Projects>