



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: February 3, 2023

City Administrator Highlights

- Held a bi-weekly Development update with Community Development
- Attended a meeting with Police, Fire and Park, Rec. & Forestry to review the Christmas parade and start the planning and review process for 2023 events.
- Held regularly scheduled one-on-one meetings with Department Heads: Gina Kozlik, Marquise Vasquez, Chief Thompson, Karen Richards, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Joe Ciurro.
- Attended new employee orientation to meet and welcome new employees
- Held monthly meetings with Council Members

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 Kristin Craig.

Save the Date:

- **Mayor's Celebrate Waukesha Breakfast**
The next breakfast will be held at Tuscan Hall on Tuesday, May 2 beginning at 7:30am. Invites will be sent the end of March.
- **Public Works 2023 Project Open House**
The Engineering Department will be holding an open house for residents/business owners to come learn about the 2023 projects and ask questions. The Open House will be held in the City Hall Employee Training Room on Wednesday, February 15 from 5-6:30pm.
- **Cocoa with the Cops**
The Police Department is holding Cocoa with the Cops on Saturday, February 25 from 10:30am-12pm at the Steaming Cup. Anyone is welcome to stop by, say hi, and learn more about the Police Department.

Department Highlights

Clerk/Treasurer

- The full tax bill payment or first installment deadline for taxes passed on January 31.

- The office is preparing for the February 21 Election. Residents can request absentee ballots, update their voter information, confirm their polling location and register to vote online: <https://myvote.wi.gov/en-us/>
- In person absentee voting will be held at City Hall from Tuesday, February 7 - Friday, February 17 on weekdays from 8am-4:30pm. On the last day, Friday, February 17 you can vote until 5pm.
- The City Hall drop-box is currently closed so that ballots are not placed in the drop-box.

Community Development

- There are grants available for landlords who make exterior and life safety improvements to residential rental property in targeted areas of the City. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>
- There are also grants/loans available for homeowners to make repairs in designated historical districts and for applicants below the median income level in homes that are 50 years or older. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>

Finance

- The Department is completing year-end procedures and preparing for the annual audit.

Fire

- Applications for new firefighters/paramedic closed on January 30
- The Fire Department quarterly newsletter is out and [can be viewed online](#).
- In coordination with the Park, Rec. and Forestry Department, AEDS and all weather AED Enclosures are now installed at 9 parks: Banting, Lowell, Mindiola, Rotary Building, Heyer, Grandview, WRO Complex, Saratoga, Cutler

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>
- W-2's were provided to employees via the online payroll portal

Information Technology

CAD/RMS Replacement Project

This week IT started the process for creating the RFP for the CAD/RMS replacement project:

- Held a best practices seminar with Police Fire, Dispatch, and IT
- Held the project kick-off meeting.
- Met with the core project team and established project governance.
- Met with Police, Fire, and Dispatch for initial process and workflow reviews.
- Established the project timeline.

Parks, Recreation and Forestry

- The Winter/Spring Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- The Department held a very successful JanBoree with 10 days of events throughout Waukesha

- Volunteers are needed for upcoming events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Police

- Applications are being accepted for Patrol Officer: <https://www.governmentjobs.com/careers/waukesha>
- The Police Department is holding Cocoa with the Cops on Saturday, February 25 from 10:30am-12pm at the Steaming Cup. Anyone is welcome to stop by, say hi, and learn more about the Police Department.

Public Works

ENGINEERING DIVISION

- The Engineering Department is holding an open house for residents/business owners to come learn about the 2023 projects and ask questions. The Open House will be held in the City Hall Employee Training Room on Wednesday, February 15 from 5-6:30pm.

2023 Projects will be underway soon. You can [view a project map here](#). Project updates/information is linked below:

- [Delafield St. & Lemira Ave. Utility and Street Improvements](#)
- [W. Broadway & East Ave. Utility, Street and Traffic Signal Improvements](#)
- [South side pump station consolidation](#)
- [2023 asphalt street resurfacing](#)