



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: July 1, 2002

City Administrator Highlights

- Participated in new employee orientation to welcome and meet new employees.
- Attended the Habitat for Humanity Home Dedication for two new homes and homeowners on Grandview.
- Held a meeting on the potential of creating a City employee Safety committee to review the City's safety practices on a regular basis.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Sherri Meyer, Alex Damien, Chief Howard, Chris Pofahl, and Denise Vandembush-Kohlman.
- Kevin was out of the office on vacation from June 20-24.

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 Rebecca Pederson.

Save the Date

Celebrate Waukesha Breakfasts:

The next Celebrate Waukesha Breakfast will take place on Tuesday, August 2 at Tuscan Hall from 7:30am-9am. Invitations for the August 2nd were sent out. Please let Rebecca Pederson know if you can attend.

Council Policy Summit:

The annual Council Policy Summit will be held on Saturday, September 17. All Council Members are asked to reserve the day from 8am-4pm. A more detailed agenda will be provided closer to the date.

Department Highlights

Clerk/Treasurer

- There are two more elections this year:
 - August 9
 - November 8
- Absentee ballots were mailed out and continue to be mailed out for the August 9 election.
- To request an absentee ballot, register to vote, update voter information, find your polling location or view a sample ballot, please visit: <https://myvote.wi.gov/en-us/>
- We are looking for poll-workers: https://www.waukesha-wi.gov/residents/get_involved/voting/poll-worker.php

Community Development

- The Department is holding in-person focus group meetings for community input on the Comprehensive Plan update at City Hall. The first two focus groups have already been held. More details: <https://www.waukesha-wi.gov/government/departments/comprehensive-plan-update.php>
- Riverside Rhythms, the lunchtime music and food truck event, started on Wednesday, June 15. It's held every Wednesday (except July 6) Downtown on the Riverwalk. <https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- Consideration for the Finance Director position is on the July 5 Council Agenda

Fire Department

- The Department is currently hiring for a Code Enforcement Inspector, Emergency Medical Services Coordinator, and Intern positions. Details: <https://www.governmentjobs.com/careers/waukesha>

Human Resources

- With the School District leaving the health center partnership, the Employee Health Clinic is modifying their hours and is now offering home delivery of medications.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- The summer reading program kicked-off on June 1. There are activities and programs for children and adults.

Parks, Recreation and Forestry

- The Summer Activity Guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Horeb and Buchner pools are now both open to the public.
- There are a number of upcoming summer events including Movies in the Park, Independence Day Celebrations, Tribute Tuesday and more. Details: <https://www.waukesha-wi.gov/residents/special-events.php>
- There are a number of volunteer opportunities available for upcoming events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Police Department

- The Police Department is holding a promotional ceremony on July 1. There are eight promotions including the promotion of two new assistant Chiefs, Ron Oremus and Tom Wagner.
- 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://www.waukesha-wi.gov/government/departments/police-department-addition-renovation.php>

Public Works

ENGINEERING DIVISION

You can read updates on the following projects:

- [St. Paul Ave and North Street 2-way Conversion Project:](#)
- [2022 Resurfacing Project](#)
- [Alley 99 Reconstruction Project](#)
- [Tenny Avenue, Newhall Avenue, and Pilot Ct. Improvements](#)
- [Buchner Park Tennis Courts & Retaining Wall](#)
- [Police Department Remodel and Addition](#)
- [Arcadian Ave and Linden St. Utility & Street Improvements](#)