



**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 17, 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 2023 events and the safety/security measurers
- Held the monthly Employee Training Series Kickin' it with Kevin, where employees received training from the Fire Department on hands-only CPR and AED use.
- 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, Bruce Gay, Ron Grall, and Joe Ciurro.
- Held a Department Directors Meeting
- Attended the Waukesha County Center for Growth Board of Directors Meeting
- Met with the Leadership from the City's Employee Health Clinic which is managed by Everside
- Participated in a League of Wisconsin Municipalities Member Roundtable
- 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.
- **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 office is preparing for the February 21 Election. Residents can confirm their polling location or view a sample ballot 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**

- The Fire Department provided hands-only CPR and AED training to City Employees
- The Fire Department quarterly newsletter is out and [can be viewed online](#).

### **Human Resources**

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

### **Parks, Recreation and Forestry**

- The Winter/Spring Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- The Too Many Carrots Family Adventure Walk in Frame Park will be held on March 18: <https://www.waukesha-wi.gov/residents/too-many-carrots.php>
- The Trailbreaker Race will be held on April 1: <https://runsignup.com/Race/WI/Waukesha/Trailbreaker>
- Volunteers are needed for upcoming events: [https://www.waukesha-wi.gov/residents/get\\_involved/volunteer-opportunities.php](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 held an open house for residents/business owners to learn about the 2023 projects and ask questions on February 15.

**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](#)