



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 2, 2015

1. **Employee Performance and Compensation Update.** A performance evaluation survey instrument has been created and will be distributed to all employees next week. The survey will be distributed both online and in a paper form for those employees who do not have access to email.
2. **Resident Service Request Webpage.** The engineering department has created an online resident service request page. The new page will be previewed at Tuesday's meeting and will officially go online on Wednesday, July 8th. The new program will allow resident issues and complaints to be directed to the appropriate city personnel. It will also provide updates to residents via email as the issue receives attention from staff.
3. **Emergency Operations Drill Preparations.** The Police Department is continuing to prepare for a large Emergency Operations Drill to be held in Waukesha on August 28 and 29. As preparations continue, the staff will be participating in trainings regarding the operations of an Emergency Operations Center and learning more about their responsibilities during a disaster. Due to our natural risk factors such as major flooding and weather events and the prominence of the railroad this exercise and continued training on disaster response is very important to our community.
4. **July 4th Festivities.** The City of Waukesha Independence Day Parade steps off at 11 a.m. on Saturday, July 4. This year's theme is Music in America. The parade will follow it's usual route beginning at Wisconsin and Maple, traveling west on Wisconsin, to West Ave., north to Main St., east to Buckley, north to Baxter St., finishing at the Schuetze Recreation Center. The Fireworks Extravaganza will take place at the Expo Grounds at 9:30 p.m., gates will open at 7 p.m. This will be an exceptional show with extensive ground works thanks in part to our generous sponsor. Please note, no pets, carry-ins of alcohol, or use of sparklers are allowed on the County grounds. Concessions will be operating.
5. **Dispatch Study RFP.** The Dispatch Study RFP has been distributed to a variety of state and national firms. The deadline for the submittal is Thursday, July 9th. Once received, the most qualified responses will be interviewed. The expected contract approval date is August 4.

