



City Administrator
201 Delafield Street
Waukesha, Wisconsin 53188

Kevin M. Lahner
klahner@waukesha-wi.gov
1-262-524-3700

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: July 15, 2002

City Administrator Highlights

- Participated in meetings before and after the 4th of July to discuss the fireworks and rescheduling.
- Participated in a meeting to discuss Downtown Holiday Lights sponsorship proposals.
- Participated in a meeting to review submitted Parade Memorial Designs and discuss next steps for the Parade Memorial Commission.
- Participated in an annual review meeting for employee health insurance programs.
- Participated in a bi-weekly development update from Community Development.
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Chief Thompson, Sherri Meyer, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Denise Vandembush-Kohlman.

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
- In-person absentee voting will take place weekdays from July 26- August 5.
- 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 next focus group is July 28. More details: <https://www.waukesha-wi.gov/government/departments/comprehensive-plan-update.php>
- Riverside Rhythms, the lunchtime music and food truck event continues Downtown on the Riverwalk every Wednesday through August. <https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- The Budget calendar will be coming out soon
- Departments are finalizing their Community Investment Program (CIP) proposals
- Joe Ciarro will be starting as the new Finance Director in early August.

Fire Department

- The Department released their quarterly newsletter: bit.ly/waukfirenewsletterJuly
- The Fire Department will be providing Hands-only CPR and AED training at the Farmers Market on July 30.

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>
- There are a number of upcoming summer events including Movies in the Park, Tribute Tuesday, Pool Parties 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 neighborhood engagement events in the parks from 10am-noon- July 28 at Frame Park, August 11 at Rivers Crossing, August 25 at Grandview.
- 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](#)