



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633
TELEPHONE 262/524-3701

Kevin M. Lahner
klahner@waukesha-wi.gov

Date: August 25, 2020
To: Human Resources Committee
From: Kevin Lahner, City Administrator
Copy: Marquise Vasquez, Human Resources Director

Human Resources Committee Members:

As part of the evaluation process, the Common Council requested updates on performance related goals. Obviously, the COVID-19 public health emergency has overshadowed our regular operating procedures and disrupted work several fronts. As the Emergency Operations Director, I convened daily EOC meetings during the early days of the health emergency and continue those meetings on a weekly basis to date. The City is continually reviewing the data and working hard to determine next steps to keep the public and our employees safe. I am very proud of our efforts around several issues related to the pandemic, but particularly the efforts around running the election, and our ability to deploy technological solutions quickly which in turn allowed people to work efficiently from remote locations. Please see below an update on my performance goals:

- 1) The City Administrator continue to explore and develop up to 3 initiatives that save a minimum of \$250,000 in 2020; updating the Council on progress made thus far no later than April 1, 2020.
 - The COVID-19 emergency has made communication with various entities difficult as we have collectively been focused on our emergency responses. However, I continue to review various options for collaboration and am working toward a partnership around mental health built on our clinic model. I have also held a meeting with the new Waukesha School Superintendent and Director of Administration to specifically discuss our employee health clinic partnership.
 - I have reached out to several neighboring communities to explore a new round of funding through the Economic Development Administration. We are considering developing a regional partnership to pursue these new federal funds.
- 2) Implement a functional Referral Tracking System with visibility to the Council to show the status/progress of referrals. This goal would be to reduce open Referrals by 25% at the conclusion of 2019. Report to the Council on progress made in 2019 no later than April 1, 2020.
 - This is completed and available for use.
- 3) Develop a program for increased citizen engagement, possibly to include a Citizen's Academy or new public events/ educational programs, to be implemented in 2021. A tentative outline of the program to be delivered to the council by August 1, 2020.
 - Work on this was put on hold as we responded to the COVID-19 health emergency. If a in-person Academy is feasible in 2021, we will work on developing a program later this fall. If not, we will modify our efforts and develop a program or set of programs that would increase citizen engagement through other means, including virtual environments and other forms of communication.



- 4) Develop quarterly reports on topics of interest to the Common Council, including financial, development and capital project updates. These reports will be presented at Common Council meetings and begin by July 2020.
 - The financial, capital, and development reports will be presented to the Common Council at the first meeting in September. Please note the Finance Director search is currently in progress, with interviews slated for this week.

KML