



**City Administrator**  
201 Delafield Street  
Waukesha, Wisconsin 53188

**Kevin M. Lahner**  
[klahner@waukesha-wi.gov](mailto: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: August 12, 2022**

### City Administrator Highlights

- Participated in the Celebrate Waukesha Breakfast
- Started reviewing the Departments CIP requests and held some initial meetings and conversations
- Held a Kickin' it with Kevin (monthly employee meeting) on the topic of the 2023 Budget process and priorities.
- Participated in the Mayor's quarterly Employee Service Celebration event to thank employees for their service based on their service anniversaries.
- Participated in the Leadership Alumni (for graduates of the program) event where the group sorted donated school supplies for the before/after school program and wrote notes for students for the first days of school.
- Participated in the League Member Roundtable conversation
- Participated in the Waukesha County Center for Growth Board of Directors Meeting
- Participated in the Monthly Development meeting with the Community Development Department and Finance.
- Attended new employee orientation to welcome the new employees
- 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 Joe Ciurro.

### 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

#### 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. Please respond to Rebecca Pederson if you are able to attend so we can plan for the event.

## Department Highlights

### Clerk/Treasurer

- Held a successful election on August 9. There is one more election this year on November 8.
- We are looking for poll-workers: [https://www.waukesha-wi.gov/residents/get\\_involved/voting/poll-worker.php](https://www.waukesha-wi.gov/residents/get_involved/voting/poll-worker.php)

### Community Development

- 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 is out.
- Departments have submitted their Community Investment Program (CIP) proposals and will begin working on the operating budget next week.
- Joe Ciarro started as the new Finance Director on August 1.

### Fire Department

- The Department released their quarterly newsletter: [bit.ly/waukfirenewsletterJuly](http://bit.ly/waukfirenewsletterJuly)
- The Fire Department provided 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 has concluded for the summer.
- The Library was selected as a 2022 NEA Big Read Grantee and has selected the book "The Cold Millions" by Jess Walter for this year's Waukesha Reads Book.

### Parks, Recreation and Forestry

- The Fall Activity guide will be out on August 19 with resident registration beginning that day.
- There are still a number of upcoming summer events including Movies in the Park (Moana-August 15), Tribute Tuesday (Brooks & Dunn on September 13) and more. Details: <https://www.waukesha-wi.gov/residents/special-events.php>
- We are looking for volunteers for the playground community builds at Roberta Park and Horeb Springs Park: [https://www.waukesha-wi.gov/residents/get\\_involved/volunteer-opportunities.php](https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php)

### Police Department

- The Police Department has held two neighborhood engagement events in the parks and will hold their final one this summer at Grandview Park on August 25 from 10am-noon.
- 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](#)