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## MEMO

**To:** Board of Public Works  
Common Council  
**From:** Kevin Lahner, City Administrator  
**Date:** February 2, 2023

Previously we had requested permission to move forward with a study to consider reviewing the Department of Public Works and Waukesha Water Utility organizational structures. A scope of work was drafted and distributed to several firms throughout the region and country.

Unfortunately, after several months of effort the City only received one proposal for the study that was above our budget. The reach-out included direct emails and phone calls to firms that would do this work or have done studies in the past.

As you recall, the Public Work's Director position was on hold while we considered exploring this option. As the study is not proceeding, we need to move forward with the hiring process for this position. The current staff has been doing a good job meeting the operational needs of the Department. The extra work that our dedicated and conscientious staff is greatly appreciated. As we move into another busy construction season, now is the time to move forward with filling the vacant position.

While we are not utilizing an outside firm to conduct a full-scale organizational review, we have already taken steps to enhance our cooperation between the Water Utility and Department of Public Works. We have met and identified areas where we can share resources more effectively and are actively putting in place plans to pursue those goals. Examples of items that we have identified and started this work or will soon be are:

- Rate Setting
- Coordination of locating services
- SCADA System
- Cooperation in repairing water and sewer breaks
- Asset Management Integration

We estimate the hiring process for a new Public Works Director to take approximately six weeks. We are working with the firm GovHR to complete this work, which was previously approved.

Please let me know if you have any questions.

**KML**