



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: January 28, 2022

City Administrator Highlights

- Launched a new City website (Waukesha-wi.gov) and have been rolling out the new City logo on all digital forms and documents.
- Held a virtual Department Director's Meeting.
- Held an initial meeting with UW Extension to discuss a Citizens Academy as budgeted for in the 2022 Budget
- Reviewing Portfolios for the Cemetery Director Requirement. Interviews will be scheduled soon.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Bridget Souffrant, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, Ron Grall, Bruce Gay.
- Reviewing possible ARPA Fund programs for the coming year with various department heads. Compiling a proposes ARPA spending plan which will be presented to the Finance Committee and Common Council.

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.

Department Highlights

Clerk/Treasurer

- The Department is currently working on collecting tax payments
- There will be a February 15 primary election for all Waukesha voters. In-person absentee voting will take place at the City Hall from Tuesday, February 1 - Friday, February 11 on weekdays from 8am-4:30pm. On the last day, Friday, February 11 you can vote until 5pm.
- Sample ballots are available online: <https://myvote.wi.gov/en-us/Whats-On-My-Ballot>

Finance

- The Department is working on year-end and preparing for the annual audit.
- Bridget Souffrant, Finance Director, has left her job at the City. Her family is moving out of state. Denise Vandebush-Kohlman will serve as the interim Finance Director

Human Resources

- The Department continues to work with other Departments to manage the employees who are testing positive or impacted by COVID-19.
- All open positions are listed on the City website:
<https://cms8.revize.com/revize/waukesha/government/departments/jobs.php>

Library

- Construction is nearing completion at the Library for the building redesign. The targeted completion date is around March 1. The Library remains open to the public. However, the front entrance is currently closed and all visitors need to use the temporary side entrance. You can read project updates here:
<https://cms8.revize.com/revize/waukesha/government/departments/current-projects.php>

Parks/Recreation and Forestry

- The winter Activity Guide is out: <https://waukesha-wi.gov/462/Activity-Guides>
- The Department hosted a successful Waukesha JanBoree over 10 days in January.

Police Department

- 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://cms8.revize.com/revize/waukesha/government/departments/current-projects.php>