



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: June 3, 2002

City Administrator Highlights

- Participated in the New Employee Orientation session to meet the new Employees.
- Completed the new Council Orientation Sessions which were held before each of the last three Council meetings. They allowed the new Council members an opportunity to meet all the Department Heads and learn more about City operations.
- Participated in interviews for the new Finance Director.
- Held a training session for all supervisors, led by a trainer from the League of Wisconsin Municipalities. The session was on effective ways to give employees feedback.
- Held a session of the City Employee Leadership Program and the Leadership Class volunteer project which took place at the Waukesha Food Pantry. There are 11 participants in the program and they will graduate from the program at the Council meeting on June 7.
- Held a Department Directors meeting for all Directors.
- Launched the signups for the new Local Government Academy in coordination with UW extension. The program is open to residents and is organized to help residents learn about local government operations and how they can get involved.
- We held an Employee Spring Picnic over lunch where employees were able to pay for a pizza picnic, get to one another, and paint a Star of Hope for the 4th of July parade.
- Participated in the monthly Development and Finance Meeting
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Sherri Meyer, Bruce Gay, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Ron Grall.

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:

This year's Celebrate Waukesha breakfasts are scheduled for the following dates. The breakfasts will take place at Tuscan Hall from 7:30am-9am. Invitations were emailed for the May 3rd event. Please let Rebecca Pederson know if you can attend.

- August 2, 2022

- December 6, 2022

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

Assessor

- The Department held Board of Review on May 26.

Clerk/Treasurer

- Katie Panella, currently working in the Clerk's office, was appointed to the Deputy Clerk/Treasurer position.
- There are two more elections this year:
 - August 9
 - November 8

Community Development

- Riverside Rhythms, the lunchtime music and food truck event, starts on Wednesday, June 15. It's held every Wednesday (except July 6) Downtown on the Riverwalk.
<https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- Finance Director interviews were held.
- Denise Vandebush-Kohlmann is serving as the interim Finance Director

Human Resources

- Teladoc services are now available to all employees as added benefit.
- 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.
- The Library and WPRF are hosting Buchnerfest on Saturday, June 11 as the kick-off to the summer reading program and summer in the parks.

Parks, Recreation and Forestry

- The Summer Activity Guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Buchnerfest, the annual Children's festival, will be held on Saturday, June 11 at Buchner Park as the kick-off to summer.
- The Department is looking for a number of seasonal employees including lifeguards, concessions, maintenance and more: <https://www.governmentjobs.com/careers/waukesha>
- 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 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](#)

CLEAN WATER PLANT:

- Preparing DNR monthly Discharge Monitoring Report for May.
- WPDES permit phosphorus upgrade construction completion report submitted to DNR.
- Sampling complete for DNR bio-assay testing.
- DNR Compliance Maintenance Annual Report approved by BPW. Sixth year in a row CWP has attained straight "A" rating.
- Spring bio-solids land application complete with 1,940 cubic yards applied to 148 acres.
- Return flow pipe corrective work on Sentry Drive.
- Contractor working on return flow pump installs and continued electrical work.
- Contractor continues working on punch list for phosphorus upgrades.
- Staff training for upgraded phosphorus treatment.
- Still recruiting for open Maintenance Operator.
- Portable and remote emergency generator inspection/service completed.
- Begin annual lift station preventive maintenance service.
- Presentations done at Central States Water Environment annual conference in Madison by CWP staff.

TRANSIT:

- 2022 Capital Projects: The replacement SUV for administration is complete but there has been a delay in delivery due to lack of freight haulers so delivery is now likely in mid to late June, mobile lifts are on order and is forecasted for delivery in August, the 2022 bus has had a few delays due to supply chain issues. Delivery of the bus is now expected for mid-June, the first set of engines and transmissions have been ordered for the bus mid-life rehab project.
- The Route 1 extension to the Regional Medical Center in Wauwatosa is expected to start in Spring 2023. An agreement for the extension in Milwaukee County has been executed. The additional buses needed for the service have been ordered and Gillig will be providing production dates in the near future.
- Transit staff is evaluating the offer from Milwaukee County to join their new Fare Payment System UMO and WisGo app. Much more information will be shared on the evaluation of UMO in the near future.

- Working to implement plans for the Bus Bay re-assignments at the Transit Center and minor routing adjustments related to the North St two-way project.
- SEWRPC is working to complete of 2023-2027 Transit Development Plan. A final Advisory Committee meeting and public outreach will be conducted prior to the plan being brought forth for consideration. The target is to have the plan completed and approved by end of this Summer.
- Will be submitting applications for future year buses through CMAQ and STP funding. Awards will be announced this Summer.
- Transmitted the 2022 federal grant funding application for initial review with FTA. Final submission is due to FTA by mid-June.
- Submitted annual National Transit Database for 2021. Working on revisions with the goal to have the report accepted by mid-June.
- Finishing updates to transit projects related to the SEWRPC Transportation Improvement Plan (TIP) for 2023-2026.