



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: September 30, 2022

City Administrator Highlights

- Participated in Department Budget Review Sessions to discuss the proposed 2023 Operating Budget for each Department.
- Worked with Joe Ciurro, Finance Director, on putting together the proposed Operating Budget.
- Held our 2nd and 3rd class of the Fall Employee Leadership Program. There are 12 participants in the class from Departments across the City.
- Participated in the monthly Development meeting with Community Development and Finance.
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Chief Thompson, Karen Richards, 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:

- **Waukesha Unlocked- October 8 & 9**
The doors to many businesses, organizations, churches and City buildings will be unlocked for you to participate in tours and activities. <https://www.waukesha-wi.gov/residents/waukesha-unlocked.php>
- **November 21 One-Year Remembrance Ceremony:**
We will be holding a one-year remembrance ceremony for the Christmas Parade Tragedy. We hope you will join us to honor the lives we lost, support those who are still suffering, and come together as a community. The ceremony will be held on Monday, November 21 at 4:39pm in Cutler Park.
- **Waukesha Walk of Lights**
We will be turning on the Holiday Lights in Downtown Waukesha on Friday, December 2nd. The Downtown Tree will be lit at ceremony beginning at 5:30pm followed by a lantern walk and caroling to Riverfront Street. The lighting ceremony for the Waukesha Walk of Lights will begin at approximately 6:30pm.

Department Highlights

Clerk/Treasurer

- Absentee ballots have started to be mailed for the November 8 Election.
- We are looking for poll-workers: https://www.waukesha-wi.gov/residents/get_involved/voting/poll-worker.php

Community Development

- Currently planning for Wauk-Tober, the Downtown Waukesha Wine and Beer Walk. Tickets are on sale now: <https://www.waukesha-wi.gov/residents/wauktober.php>

Finance

- The Finance Department and City Administrator's office are currently working on putting together the proposed 2023 Operating budget.

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>
- The Annual Employee Benefit fair will be held on Monday, November 7 as part of Open-Enrollment for employee benefits.

Library

- 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. Free books are available at the Library.

Parks, Recreation and Forestry

- The Fall Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Operation Honor and Operation Honor: Care Package drive will be held on Saturday, November 2. <https://www.waukesha-wi.gov/residents/operation-honor-a-salute-to-veterans.php>
- We are looking for volunteers for upcoming events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Police Department

- The Police Department has moved back into their building at 1901 Delafield St.

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](#)