



Interim City Administrator

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: Interim City Administrator
Subject: Administrator's Report
Date: September 29, 2023

Interim City Administrator Highlights

- Held the second session of this fall's Employee Leadership Class. There are 12 participants from across the City that will be participating in the program this fall.
- Held the second session of this fall's Local Government Academy which helps educate residents on our City and local government. There are 22 participants in the program this fall
- Held a Department Directors meeting to discuss the 2024 Operating Budget and other items
- Participated in 2024 Operating Budget discussions.
- Attended the Public Safety Memorial Dedication
- Attended the Waukesha County Clerks Lunch to learn and network with other County clerks
- Attended the new employee orientation to meet and welcome the new City employees
- Participated in a Strategic Plan planning meeting
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Joe Ciurro, Karen Richards, Alex Damien, Chris Pofahl, Sam Walker, Chris Pofahl, Chief Thompson, and Chief Howard.
- Held monthly meetings with Council Members

Monthly meetings with Council Members

Gina and the Mayor are continuing the monthly meetings with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact [Kristin Craig](#).

Upcoming Events/Reminders

- Public Information Meeting on Horizon West Condo Demolition, Monday, October 2, 6pm -7pm, City Hall Training Room.
- Main Street Parade Memorial Dedication and Remembrance Ceremony on Tuesday, November 21 at 4:39pm at the five points in Downtown Waukesha.

Department Highlights

Clerk/Treasurer

- Established a new tax drop-box location at the Library

Community Development

- The Department is preparing to host Wauk-Tober, the Downtown Waukesha Wine & Beer walk, on Saturday, October 21 from 4-7pm in Downtown Waukesha. The tickets sold out in record time this year!
- There are grants available for landlords who make exterior and life safety improvements to residential rental property in targeted areas of the City. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>
- There are also grants/loans available for homeowners to make repairs in designated historical districts and for applicants below the median income level in homes that are 50 years or older. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>

Finance

- The 2024 Budget season is in full swing
- The 2024 Operating Budget will be released shortly for review by the Finance Committee before heading to the Council in November.

Fire

- The Waukesha Professional Firefighters IAFF Local 407 will be hosting a meat raffle for the Parade Memorial at Raised Grain Brewery on Saturday, October 14 .

Human Resources

- The Department is preparing for open enrollment for employee benefits.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- It's time for Waukesha Reads! You can [learn more about this community reading program on the website](#).
- The Library is participating in a Strategic Plan process.

Parks, Recreation and Forestry

- A very successful Waukesha Oktoberfest was held last weekend in Frame Park
- Operation Honor: A Salute to Veterans will take place on Saturday, November 4.
- The Fall Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Volunteers are needed for fall events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Water Utility

- The start of the Water transition planned to begin on October 9. You can [read the details here](#).

Public Works

ENGINEERING DIVISION

Many 2023 Projects are still underway. You can [view a project map here](#). Project updates/information is linked below:

- [2023 Resurfacing Project](#)
- [Alleys 26, 27, & 91 Reconstruction](#)
- [Area 7 Flood Mitigation Improvements](#)
- [Aviation Cold Storage Addition](#)
- [Buchner Park Step Replacement](#)
- [Center Road Water Main Extension](#)
- [David's Park Resilient Surface](#)
- [Fire Department Training Facility Restroom Addition](#)
- [Great Water Alliance Project](#)
- [Horeb Park Wall & Skate Park Reconstruction](#)
- [Lowell Park Tennis Court Reconstruction & Lighting Upgrade](#)
- [Live Fire Training Structure](#)
- [Delafield Street & Lemira Avenue Utility & Street Improvements](#)
- [Hillcrest Reservoir Water Main Extension](#)
- [Mindiola Park Phase 2 Improvements](#)
- [N. Greenfield Avenue Water Main Replacement](#)
- [Sanitary Sewer Lining](#)
- [Southside Pump Station Consolidation](#)
- [Waukesha Public Library Roof Replacement](#)
- [W. Broadway & East Avenue Utility, Street, and Traffic Signal Improvements](#)

CLEAN WATER PLANT

- Finished DNR Discharge Monitoring Report for August.
- Startup/testing of return flow pumps continuing.
- Return Flow Station is ready for Lake Michigan water switchover.
- Hosted and gave 5th grade tours at Clean Water Plant.
- Five maintenance and operator staff attended training in Plymouth WI.
- AC Engineering trained our staff on our medium voltage electrical system.
- Submitted semi-annual pretreatment program report to DNR.

TRANSIT

- Mobile payment through WisGo is now available on all routes and is working well for passengers. Final preparations are being made on distribution of WisGo Cards as distribution is planned for later this Fall.
- New Route 1 schedule will be implemented on 10/23/23 to address weekday timing issues. Route 5 West High trips will have slight adjustments also on 10/23/23. New schedules are on the website and printed copies will be available in mid-October.
- Optibus Transit Operations software platform was launched in late August and staff continues to learn how to use.

- Landscaping work on the St. Paul Ave. side of the Transit Center has been completed (pictures attached).
- Decommissioned Bus 154 was transferred to the Police Department to be used for training activities.
- Started planning work for approved 2024 CIP projects. The New Driver Relief van has been ordered with a to be determined delivery date in 2024.
- Bus shelter relocations will occur in the next few weeks. More information will be shared in future updates.