



Interim City Administrator

201 Delafield Street
Waukesha, Wisconsin 53188

Gina Kozlik

gkozlik@waukesha-wi.gov

1-262-524-3700

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: Interim City Administrator
Subject: Administrator's Report
Date: April 14, 2023

Interim City Administrator Highlights

- Had numerous meetings and conversations to become updated on projects and procedures
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Karen Richards, Alex Damien, Chris Pofahl, Ron Grall, and Joe Ciurro
- Held monthly meetings with Council Members
- Attended a meeting to review the Strategic Plan proposals that have been received
- Met with UW Extension to discuss this year's local government academy and the application process

City Administrator/Mayor Department Highlights:

- Staff met with the Executive Producer of John McGivern's Main Streets and showed them around Waukesha. Meetings were held with various businesses and individuals that might be featured. The show is planning to film in Waukesha later this summer.
- Held a Leadership Alumni meeting (offering for employees that have graduated from the Leadership Alumni Program). This month speaker Matt Kures, from UW Extension, addressed the group on Waukesha's changing demographics and how that could impact service delivery
- Working on a new Resident Guide that will be released on the website soon
- Working on the State of the City book and video that will be shared with the Council at the meeting on Tuesday, April 18
- Working on the proposals for this year's Walk of Lights on the Riverwalk and seeking sponsors

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.

Save the Date:

- **Mayor's Celebrate Waukesha Breakfast**
The next breakfast will be held at Tuscan Hall on Tuesday, May 2 beginning at 7:30am. Invites have been sent. If you would like to RSVP, please email Rebecca Pederson.

Department Highlights

Clerk/Treasurer

- The Department held a success Spring election on April 4. The turnout for the Election was 50.79%. The City Aldermanic results are posted on the City website: https://www.waukesha-wi.gov/residents/get_involved/voting/election-candidates.php
- The City Hall drop-box has re-opened now that the Election is over.
- The Department is currently in the process of Renewal season for liquor licensing and bartender applications
- The Department finished collecting second installment taxes due March 31st
- Animal licenses were due to the department March 31st

Community Development

- 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 Department is completing year-end procedures and preparing for the annual audit.

Fire

- The Department is currently hiring a Fire/EMT intern: <https://www.governmentjobs.com/careers/waukesha>
- The Fire Department will be participating in a regional Fire & EMS Meet and Greet through WCTC on May 9.
- The annual Boots and Badges basketball game will take place on Friday, April 14 at 7pm at Catholic Memorial High School. Donations will go to the Waukesha Food Pantry.
- The Fire Department quarterly newsletter is out and [can be viewed online](#).

Human Resources

- The Department will be coordinating with GovHR for the City Administrator recruitment.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Parks, Recreation and Forestry

- The Summer Activity guide will be out on Friday, April 14 and available here: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- A new playground is coming to David's Park. Volunteers are needed for the community build day on May 11: <https://www.signupgenius.com/go/davidscommunityplaygroundbuild#/>
- The Playground Passport program is returning this Spring with new challenges! Visit 10 of our playgrounds and answer the questions for a chance at prizes: <https://www.waukesha-wi.gov/government/departments/playground-passport.php>

Police

- Applications are being accepted for Patrol Officer: <https://www.governmentjobs.com/careers/waukesha>

- The annual Boots and Badges basketball game will take place on Friday, April 14 at 7pm at Catholic Memorial High School
- The Annual Run with the Cops will be on Friday, August 11. Register: <http://runwiththecopswaukesha.com/>

Public Works

ENGINEERING DIVISION

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

- [Delafield St. & Lemira Ave. Utility and Street Improvements](#)
- [W. Broadway & East Ave. Utility, Street and Traffic Signal Improvements](#)
- [South side pump station consolidation](#)
- [2023 asphalt street resurfacing](#)

CLEAN WATER PLANT:

- Preparing DNR Discharge Monitoring Report for March.
- Submitted DNR Annual Pretreatment Program Report.
- Update to DNR on Return Flow startup testing.
- Preparing for spring biosolids land application.
- Electrical repairs continue at Madison Street lift station from 3/25 SSO.
- Electrical wiring and programming of Return Flow pumps continues.
- CWP web page updated with softener optimization information and personal care product disposal information.
- South side lift station consolidation project underway.
- Tours planned for equipment review for biogas scrubbing project.
- UV system maintenance completed and system tested for season.
- Staff attended Central States Environmental Association meeting in Madison.

TRANSIT:

- First Quarter Ridership increased 13.75%.
- Waukesha Metro Transit has won the Transit Mutual Insurance Safest System for Division III for 2022 for having the fewest claims.
- Communications on the Route revisions set for June 4th will be published in the near future.
- The Route 1 extension to the Milwaukee Regional Medical Center in Wauwatosa is set to start June 4, 2023. Training and prep work continues.
- A kickoff meeting with the vendor UMO for the WisGO mobile app and fare payment system occurred on April 3rd. Staff is working with UMO on a proposed new fare structure and other items.
- Working with Optibus on the new Driver Run Cutting & Operations Software to set up new June service in the program.