



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: May 10, 2023

Interim City Administrator Highlights

- Held a Groovin' with Gina (was formerly Kickin' it with Kevin) employee training session. This month's conversation was led by the Police Department as they discussed their new Crisis Response Unit.
- Attended and shared City updates at the Celebrate Waukesha Breakfast
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Karen Richards, Alex Damien, Chris Pofahl, Sam Walker, Chief Thompson, Chief Howard, Bruce Gay, and Joe Ciurro
- Attended a meeting to review the City's Strategic Plan proposals and discuss next steps
- Held monthly meetings with Council Members
- Held a Department Director's Meeting for all Directors
- Attended the new Employee Orientation to welcome new employees to the city
- Attended a bi-weekly Development update meeting with the Mayor and Community Development

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.

Department Highlights

Assessor

- Assessment notices were mailed on May 5. Open Book is now through May 19. You can find the full assessment roll and information on the process on our website: <https://www.waukesha-wi.gov/government/departments/2023-property-assessment-reevaluation.php>

Clerk/Treasurer

- In the process of Renewal season for liquor licensing and bartender applications
- In the process of collecting third installment tax payments, due May 31st.
- Preparing for Board of Review on June 2nd.

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 worked with the Auditors who were at City Hall this week.

Fire

- The Fire Department participated in a regional Fire & EMS Meet and Greet through WCTC on May 9.
- The Department will be picking up the new Mobile Command Unit on May 22nd.
- The Fire Department quarterly newsletter is out and [can be viewed online](#).

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- Working on the transition to the upgraded Munis financial software

Parks, Recreation and Forestry

- The Summer Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- A new playground is coming to David's Park. Volunteers will be working at a community build day on May 11
- Volunteers are needed for summer events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php
- The Playground Passport program is back 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>
- Waukesha Night Out returns this year on Wednesday, August 2: <https://www.waukesha-wi.gov/residents/waukesha-night-out.php>
- The Annual Run with the Cops will be on Friday, August 11. Register: <http://runwiththecopswaukesha.com/>

Water Utility

- An Open House with a presentation and question and answer session on the water project was held last week and the recording is available online.
- There is a new webpage created to help explain and answer questions on the water transition: <https://greatwateralliance.com/transition/>

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](#)
- [Area 7 flood mitigation improvements](#)

CLEAN WATER PLANT:

- Submitted DNR Discharge Monitoring Report for March.
- Request to activate Root River outfall submitted to DNR.
- Ready for spring biosolids land application.
- DNR required WET (bioassay) testing scheduled.
- Completed semi-annual groundwater sampling for the West Ave. Landfill.
- Pebble Valley and West side lift station punch list work continues.
- Participated in Great Water Alliance public education campaigns.
- Pretreatment program fee study.
- Electrical repairs continue at Madison Street lift station from 3/25 SSO.
- Training held for new Return Flow and UV generator.
- Punch list work continues for plant construction project.
- Commenced annual clarifier cleanings.
- Engineering update on biogas scrubbing and sludge drying.
- UV system on line for the season.

TRANSIT:

- Communications on the Route Revisions set for June 4th and Route 1 extension have been published on the Metro website, on the buses and at the Transit Center. New schedules effective June 4th are available on the Metro website. Training and other prep work continues.
- 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.

Updates on 2023 CIP Projects

- First engine and transmission replacement was completed last week. Rehab on the remaining three buses will occur in the near future.
- 2023 buses are nearing completion and will be delivered by mid May.
- The new maintenance truck order is on order. Delivery date is not yet set.
Replacement shop air compressor-complete