



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: June 30, 2023

Interim City Administrator Highlights

- Held a Department Directors meeting for all Directors.
- Held a meeting to discuss organizational study RFPs as we look to create some organizational efficiencies
- Met with Brown & Brown to review annual health benefit plan
- Attended Waukesha County Business Alliance Meeting
- Attended League of Wisconsin Municipalities online focus group session for larger municipalities
- Attended a meeting to discuss next steps for the Horizon West Condos
- Held orientation sessions for new Ald. Wuteska with each of the Department Heads
- Met with various Departments on staffing and budget concerns
- Met with HR to discuss NeoGov and the upcoming performance evaluation process
- Attended the new Employee Orientation to welcome new employees to the City
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Karen Richards, Alex Damien, Chris Pofahl, Sam Walker, Chief Thompson, 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

- Invitations were sent for the Mayor's Celebrate Waukesha Breakfast on August 1. If you plan on attending, please RSVP to [Rebecca Pederson](#).
- All Council Members and families are invited to walk in the City's 4th of July parade. If you plan on walking, please email [Joanna Adamicki](#).

Department Highlights

Assessor

- The Board of Review was held on June 26.

Cemetery

- The City released a new “A Day in the Life Video” which highlights the work of the employees at the Prairie Home Cemetery. You can [watch it here](#).

Clerk/Treasurer

- Mailed out 369 Delinquent Tax notices
- Completed renewal season for liquor licensing and bartenders

Community Development

- Riverside Rhythms, weekly summer concert series in Downtown Waukesha, started on Wednesday, June 14 : <https://www.waukesha-wi.gov/residents/riverside-rhythms.php>
- 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 underway! The Budget Calendar has been released. Departments have completed their Community Investment Program (CIP) sheets.

Fire

- The Department will be at the Farmer’s Market on July 22 and other dates this year.
- The Police and Fire Departments will be hosting Safety Days in the Park at 4 different parks this summer: <https://www.waukesha-wi.gov/residents/safety-days-in-the-parks.php>
- Everyone is encouraged to purchase a brick to help support the Public Safety Memorial. All bricks purchased by June 30 will be installed in time for the dedication on September 22. https://www.waukesha-wi.gov/residents/public_safety/public-safety-memorial.php

Human Resources

- The application deadline has passed for the City Administrator position. GovHR is reviewing the candidates and the selection committee will review the application materials in mid-July with initial interviews taking place at the end of July and early August.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- The summer reading program is in full swing! There are lots of great programs and events happening.

Parks, Recreation and Forestry

- The next Tribute Tuesday concert- Taylor Swift will be held on July 11. You can view all the special events here: <https://www.waukesha-wi.gov/residents/special-events.php>
- The Summer Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>

- 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

- The Department is hosting “Guardian Games” a fun afternoon in the Park on July 7 from 1-3pm at the Frame Park Picnic Shelter: <https://www.waukesha-wi.gov/residents/guardian-games.php>
- The Police and Fire Departments will be hosting Safety Days in the Park at 4 different parks this summer: <https://www.waukesha-wi.gov/residents/safety-days-in-the-parks.php>
- 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/>
- Everyone is encouraged to purchase a brick to help support the Public Safety Memorial. All bricks purchased by June 30 will be installed in time for the dedication on September 22. https://www.waukesha-wi.gov/residents/public_safety/public-safety-memorial.php

Water Utility

- 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:

- [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

- Submitted DNR monthly Discharge Monitoring Report for May.
- DNR Compliance Maintenance Annual Report (CMAR) for 2022 operating year submitted with straight “A”s seven years in a row.
- Change order granted by BPW extending construction deadline for Return Flow Pump station due to delay in pipeline construction.
- Cost analysis update meeting held with Engineer for Phase III Facility Plan design of Biogas.
- Reportable SSO occurred June 23 in force main along Pewaukee Road.
- Loader operator safety training held for staff.
- Continued in-person notifications to restaurants about our new grease ordinance.
- Responded to multiple power outages at plant and lift stations on 6/25.

TRANSIT

- Re-designed service that took effect on June 4th is working well overall.
- Working on minor adjustments to School Service for the 2023-34 school year that were recently approved that will better serve the students and create more efficiencies.
- Riders can use the WisGO cards and app on Route 1 now and Metro routes and bus stops are now available on the WisGO App Trip Planner. Staff is working with UMO on a proposed new fare structure and other items related to fully move to the WisGO fare payment system. New WisGo smartcards are on order. Target is to implement the full system this Fall. The plan is to include Metrolift (paratransit) fares as well.
- Staff is working to implement the Optibus Operations platform with a scheduled launch of late August.