



**City Administrator**  
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## MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: March 17, 2023**

### City Administrator Highlights

- Along with the Mayor, attended new employee orientation to meet and welcome the new employees.
- Attended a Downtown Response team meeting to discuss projects, ideas and events in Downtown.
- Attended the Waukesha Employee Health Clinic Advisory meeting
- Held the monthly Employee Training Series Kickin' it with Kevin along with the Mayor, where it was discussed with employees the transition and next steps in the City Administrator process.
- Participated in a bond rating call
- Held a Department Directors Meeting
- Issued a press release and information regarding changes to the 2023 parade routes and the change to the Independence Day fireworks from July 4 to July 3.
- Held regularly scheduled one-on-one meetings with Department Heads: Gina Kozlik, Marquoise Vasquez, Chief Thompson, Karen Richards, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, Bruce Gay, Ron Grall, and Joe Ciurro.
- Held monthly meetings with Council Members

### 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 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 office is preparing for the April 4 Election. Residents can confirm their polling location or view a sample ballot online: <https://myvote.wi.gov/en-us/>
- In person absentee voting will be held at City Hall from Tuesday, February 21 - Friday, March 31 on weekdays from 8am-4:30pm. On the last day, Friday, March 31 you can vote until 5pm.
- The City Hall drop-box is currently closed so that ballots are not placed in the drop-box.

## Community Development

- Applications are currently being accepted for the Landmark Commission Awards. The nominations are due by Friday, March 31: <https://www.waukesha-wi.gov/government/departments/landmarks.php>
- In coordination with students at UWM, the Department is conducting a study to guide the future land-use of St. Paul Ave. (from Washington Ave. to Barstow St.). You are invited to attend a workshop on Thursday, March 23 from 4:30pm-6pm at City Hall.
- 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 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
- 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>

## Parks, Recreation and Forestry

- The Summer Activity guide will be out in mid-April. The current activity guide is available here: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- The Too Many Carrots Family Adventure Walk in Frame Park will be held on Saturday, March 18: <https://www.waukesha-wi.gov/residents/too-many-carrots.php>
- The Trailbreaker Race will be held on April 1: <https://runsignup.com/Race/WI/Waukesha/Trailbreaker>
- Volunteers are needed for upcoming events: [https://www.waukesha-wi.gov/residents/get\\_involved/volunteer-opportunities.php](https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.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](#)

### TRANSIT

- Working on implementing the June route revisions. Transit plans to roll out a new route schedule design with these changes.
- The Route 1 extension to the Milwaukee Regional Medical Center in Wauwatosa is expected to start June 4, 2023. Many operational and communication functions are being worked on at this time.
- A kickoff meeting with the vendor UMO for the WisGO mobile app and fare payment system is scheduled for March 23rd.
- Training on the new Driver Run Cutting & Operations Software Optibus has concluded and now working sessions with the vendor are underway to set up the Metro system.

#### Transit Updates on 2023 CIP Projects

- 2023 buses set for production in mid April with delivery of all buses by mid May.
- The new maintenance truck order is on order. Delivery date is not yet set. The replacement shop air compressor has been delivered and installed.
- Bids for engines are on the Council consent agenda for March 21<sup>st</sup>.

### CLEAN WATER PLANT:

- Preparing DNR Discharge Monitoring Report for February.
- Supplied operating data for 2022 to Water Utility for Diversion Permit reporting.
- Design kick-off meeting held for phase III of Facility Plan upgrades to add bio-gas scrubbing and sludge drying at CWP.
- Softener optimization update sent out to Optimizers and posted for public.
- Three of four variable frequency drives (VFD) for the return flow pumps installed.
- Investigating options for failed emergency back-up generator repair/replacement.
- Hosted Wisconsin Southeast Regional Wastewater Operator Association meeting with 115 attendees.
- Still recruiting for one operations Operator and one Maintenance Operator.
- Accepting applications for seasonal labor.