



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: July 28 2023

Interim City Administrator Highlights

- Attended new employee orientation to meet and welcome the new City employees
- Attended the League of Wisconsin Municipalities workshop on budgeting
- Met with the Library to discuss a possible drop-box for taxes and use of Library Community Room for poll location
- Reviewed CIP requests and met with various departments to discuss requests
- Held a "Groovin with Gina" employee training session. This session included Dan Duchniak who discussed the water project and upcoming transition dates and impacts.
- Attended the City Council and Water Commission tour of the Milwaukee Water Works treatment plant.
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Joe Ciarro, 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

- The Mayor's Celebrate Waukesha Breakfast is on August 1. If you plan on attending, please RSVP to [Rebecca Pederson](#).

Department Highlights

Assessor

- The next Board of Review will be held on August 14.

Clerk/Treasurer

- The 2022 tax collection season will end with July 31st being last day for collection.
- We have collected \$348,711.07 since mailing out delinquent tax notices on June 28, 2023.

Community Development

- Riverside Rhythms, weekly summer concert series in Downtown Waukesha is taking place every Wednesday this summer : <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.
- Departments have completed their Community Investment Program (CIP) sheets and are now starting to work on the Operating Budget.

Fire

- The Department was at the Farmer's Market on July 22 teaching hands-only CPR and other fire education.
- The Police and Fire Departments are hosting Safety Days in the Park at 4 different parks this summer: <https://www.waukesha-wi.gov/residents/safety-days-in-the-parks.php>
- The Fire Department will participate in Waukesha Night Out on August 2.

Human Resources

- The application deadline has passed for the City Administrator position. The selection committee has narrowed down the list of candidates with initial interviews taking place at the end of July and early August.
- The City is working on a new recruitment website model.
- 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

- Summer Events are happening with Tribute Tuesday Concerts, Jazz @Cutler Park, Monday Night Movies in the Park, Civic Band Concerts and more. Visit our special events page: <https://www.waukesha-wi.gov/residents/special-events.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 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 is 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

- 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 Discharge Monitoring Report for June.

- Recruiting and interviewing for open Operations Operator position.
- Recruiting for Plant Manager position.
- Zachary Eisner has been named Interim Plant Manager (Jeff Harenda retired).
- Outfall re-aeration training held for staff.

TRANSIT

- Finishing work on minor adjustments to School Service for the 2023-34 school year that will better serve the students and create more efficiencies. New schedules are now on the Metro website.
- Riders can use the WisGO cards and app on Route 1 and Metro routes and bus stops are now available on the WisGO App Trip Planner. Proposed changes to the Fares are on the Council consent agenda for Aug. 1st and mobile payment is being planned for early/mid-September with the full system online this Fall.
- Staff is working to implement the Optibus Operations platform with a scheduled launch of late August.
- Minor landscaping work will be completed at the Transit Center later this month.