



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: April 28, 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 Sam Walker, City Assessor, on the city-wide re-assessment process
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Karen Richards, Alex Damien, Chris Pofahl, Sam Walker, Chief Thompson, Ron Grall, and Joe Ciarro
- Held monthly meetings with Council Members
- Attended numerous Munis trainings as we prepare for an update to our Munis financial software program
- Held a Department Director's Meeting for all Directors
- Attended the new Employee Orientation to welcome new employees to the city
- Conducted a site review at a potential new City polling location
- 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.

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 is currently in the process of Renewal season for liquor licensing and bartender applications

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 preparing for the auditors who will be at City Hall next week.

Fire

- The Fire Department will be participating in a regional Fire & EMS Meet and Greet through WCTC on May 9.
- 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

- A new public art exhibit, Children Are Our Future, was unveiled in Frame Park.
- 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 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>
- 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

- Open House with a presentation and question and answer session on the water project will be held on Thursday, May 4 at 5:30pm and Saturday, May 6 at 10am.
- 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