



Interim City Administrator

201 Delafield Street
Waukesha, Wisconsin 53188

Gina Kozlik

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: Interim City Administrator
Subject: Administrator's Report
Date: October 13, 2023

Interim City Administrator Highlights

- Held another session of this fall's Employee Leadership Class. There are 12 participants from across the City that will be participating in the program this fall.
- Held the third session of this fall's Local Government Academy which took place at Fire Station #1. This program helps educate residents on our City and local government. There are 22 participants in the program this fall.
- Participated in City-wide snow operations planning meeting with Public Works and PRF teams to discuss re-mapping and reevaluation of emergency and non-emergency snow routes.
- Attended Municipal Emergency Manager's Meeting (county lead)
- Attended a discussion with HR on Retired Public Safety Officer insurance program internal processing procedures
- Attended Finance Committee meetings for the beginning of the Operating Budget kickoff
- Held a Department Directors meeting.
- Attended the new employee orientation to meet and welcome the new City employees
- Participated in a Strategic Plan planning meeting
- Participated in a Leadership Alumni program (program for those who have graduated from the City leadership class) tour of Prairie Home Cemetery.
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Joe Ciurro, 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

- Operation Honor will be held on Saturday, November 4.
- Main Street Parade Memorial Dedication and Remembrance Ceremony on Tuesday, November 21 at 4:39pm at the five points in Downtown Waukesha.
- The next Mayor's Celebrate Waukesha Breakfast will be held on Tuesday, December 5. Invitations will be emailed the week of October 16.

Department Highlights

City of Waukesha
201 Delafield Street, Waukesha, WI 53188
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Clerk/Treasurer

- Finalized the new polling locations. Voters will be notified of the change by postcard mailing, before the first 2024 Election.
 - St. Williams (District 4 and 13) moving to Northview School Building, 1721 Northview Rd
 - St. John Neumann (District 6 and 12) moving to Bridge Church, 1314 S. Grand Ave
 - St. Mary's (District 8) moving to Library, 321 Wisconsin Ave

Community Development

- The Department is preparing to host Wauk-Tober, the Downtown Waukesha Wine & Beer walk, on Saturday, October 21 from 4-7pm in Downtown Waukesha. The tickets sold out in record time this year!

Finance

- The 2024 Operating Budget is being reviewed by the Finance Committee before heading to the Council in November.

Fire

- The Waukesha Professional Firefighters IAFF Local 407 will be hosting a meat raffle for the Parade Memorial at Raised Grain Brewery on Saturday, October 14.
- The Fire Department will be holding an open house at Station #5 from 9am-noon this Saturday, October 14. The event is happening rain or shine and includes: Fire Safety House, Hands-only CPR training, Car Seat Installations & Checks, Fire Department and City Vehicle Display, Fire Extinguisher Training, and more!

Human Resources

- The Department is preparing for open enrollment for employee benefits.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- It's time for Waukesha Reads! You can [learn more about this community reading program on the website](#).
- The Library is participating in a Strategic Plan process.

Parks, Recreation and Forestry

- Operation Honor: A Salute to Veterans will take place on Saturday, November 4.
- The Fall Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Volunteers are needed for fall events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Water Utility

- The start of the Water transition began on October 9. You can [track the progress here](#).

Public Works

ENGINEERING DIVISION

Many 2023 Projects are still 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:

- Started DNR Discharge Monitoring Report for September.
- Zachary Eisner official promoted to Plant Manager, effective October 9.
- Startup/testing of return flow pumps continuing.
- Return Flow Station started pumping water to the Root River on Monday, October 9 when the water transition started.
- Hosted and gave 5th grade tours at Clean Water Plant.
- Submitted pretreatment semi-annual report to DNR
- Performed infiltration/inflow study in Pebble Valley area

TRANSIT:

- The bus shelter on Tenny Ave. near Pick n Save was moved to its new location around the corner on Sunset Drive west of Tenny Ave which provides much more room for passengers. Special thanks to the City Garage for their assistance with this move.

- A bus shelter will be installed on Delafield St. near the Willow Park Apartments in the near future.
- With Delafield St. re-open from Lemira to W. Moreland, the long-term detours on Route 8 and 7/8 are over and both routes are operating their scheduled routing. The only active detour is on Route 9 on Delafield St. north of Moreland Blvd.
- Mobile payment through WisGo is now available on all routes and is working well for passengers. Final preparations are being made on distribution of WisGo Cards as distribution is planned for later this Fall.
- New Route 1 schedule will be implemented on 10/23/23 to address weekday timing issues. Route 5 West High trips will have slight adjustments also on 10/23/23. New schedules are on the website and printed copies are available at the Transit Center.
- Optibus Transit Operations software platform was launched in late August and staff continues to learn how to use.