



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: June 15, 2023

Interim City Administrator Highlights

- Held a Groovin' with Gina employee training. For this month's training, employees from the Employee Health & Wellness Center provided information on the services and offerings.
- Held a Department Directors meeting for all Directors.
- Held a work group meeting to discuss organizational efficiencies with Public Works; Park, Rec. and Forestry; and Water.
- 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, Bruce Gay, Joe Ciurro, and Melissa Lipska (Interim).
- 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

- There is a new Resident Guide that was created to help you provide new residents or any residents with information on the services the City provides: <https://www.waukesha-wi.gov/residents/waukesha-resident-guide.php>
- Invitations were sent this week 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 will reconvene on June 26.

Cemetery

- The City just 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

- Preparing for Board of Review on June 26.
- Sending out 396 renewals for liquor licenses, bartenders, and tobacco for a July 1 renewal period.

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 are starting work on their Community Investment Program (CIP) sheets.

Fire

- Received the new command post that is used by the Emergency Management team for large scale emergencies and planned community events. This mobile command post replaces the previous command post that is now 21 years old. This new unit was purchased through the City’s Community Investment Program (CIP) budget planning and features technology enhancements, added meeting space, and other features for public safety. The Department will bring the command post to this Council meeting so that Council members can view the unit and learn more about it.
- 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>
- The Fire Department quarterly newsletter is out and [can be viewed online](#).
- 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

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- Completed the transition to the upgraded Munis financial software and continuing to assist Departments with the new setup.

Library

- The summer reading program is in full swing! There are lots of great programs and events happening.
- Buchnerfest, annual Children's festival, was held in Buchner Park on Saturday, June 10 from 10am-noon as the annual kick-off to summer reading and summer in the parks.

Parks, Recreation and Forestry

- The First Tribute Tuesday concert was held on June 14. The first movie in the park, Puss in Boots the Last Wish is coming up this Monday, June 19. 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
- Applications are being accepted for Patrol Officer: <https://www.governmentjobs.com/careers/waukesha>

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:

- Preparing DNR monthly Discharge Monitoring Report for May.
- DNR Compliance Maintenance Annual Report (CMAR) for 2022 operating year reviewed by BPW.
- Met with Pewaukee regarding sewer service request.
- Staff attended annual Wisconsin Wastewater Operators Association Collection System Seminar.
- Return Flow Pump Station ready for startup testing while “punch list” work continues for overall construction project.
- Design update meeting held with Engineer for Phase III Facility Plan design of Biogas and sludge dryer upgrades.
- Staff toured sludge dryer facility install in Marinette WI.
- Confined space entry refresher training held.
- New influent sampler pump project completed as budgeted in CIP.

TRANSIT:

- May Fixed Route Ridership increased nearly 11% and Metrolift increased nearly 10%.
- Re-designed service is working well overall. As expected, there will need to be slight adjustments to a few schedules and staff is evaluating a few minor routing adjustments. Minor adjustments to School Service that will better serve the students and create more efficiencies are on the Council Consent for 6/20/23.
- Staff is working with UMO on a proposed new fare structure and other items related to moving to the WisGO fare payment system. New WisGo smartcards are on order. Target is to

implement the full system this Fall. Riders can use the WisGO cards and app on Route 1 now and work is being done to add Metro routes to the WisGO App Trip Planner. Staff is working to implement the Optibus Operations platform with a scheduled launch of late August.