



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: February 16, 2024

City Administrator Highlights

- Holding regular meetings with all Department Heads and members of the Common Council to regularly check-in on current projects, priorities and goals.
- Took a tour with Dan Duchniak to learn more about water operations and facilities.
- Held a Department Directors meeting. At the meeting, the Strategic Plan was discussed as Departments are currently working on performance measures for the various priorities.
- Attended a meeting to review the progress and discuss next steps on the Class and Compensation Study.
- Held a meeting with UW- Extension to discuss the Local Government Academy Program.
- Attended the Library Board meeting to introduce myself to the Board.
- Attended a recognition event for Public Works and Park, Rec. and Forestry staff to thank them for their work during the January snow storm.
- Held Tony Time, our monthly employee training series. This month the Fire Department presented on heart health, hands-only CPR, and AED use in honor of Heart Month.
- Attended a City snowplow operations meeting
- Along with the Mayor and the Waukesha County Center for Growth, attended a site visit at Lifeway in Waukesha.
- Held a meeting to discuss the Parade Memorial at Grede Park and to review costs and next steps in the project. We are currently \$200,000 away from having the project fully funded.
- Attended new employee orientation to meet the new City employees and welcome them to the City.

Monthly meetings with Council Members

Tony 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

- Council Strategic Plan review working session on **Tuesday, March 5 from 1pm-6pm** at the City Hall Training Room

Department Highlights

Cemetery

- The Cemetery is celebrating its 175th Anniversary this year: <https://www.waukesha-wi.gov/government/departments/prairie-home-cemetery-celebrating-175-years.php>

Clerk/Treasurer

- The Department continues to work on reconciling tax payments
- The Department is preparing for three elections this year

Community Development

- The Department has started work on the Zoning Code Update process. The purpose of this project is to make sure the codes are up to date, reflect modern practices, and will help position the City for the future. A community workshop will be held for this process on Thursday, April 11. More details will be released to the public as we get closer.

Finance

- The Department is working on putting together a five-year cost to continue forecast.
- The Department is working on year-end processes

Fire

- The Fire Department has opened recruitment for firefighters/paramedics. [Details.](#)
- The Department presented at Tony Time, monthly employee training series, on heart health, hands only CPR, and AED use.

Human Resources

- The Department is working on coordinating the Class and Compensation Study.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- The Library is participating in a Library Strategic Plan process.

Parks, Recreation and Forestry

- The Department is preparing for summer programming. Applications are now open for lifeguards, pool concessions, and more!
- The Park, Rec. and Forestry winter activity guide is [available online.](#)

Police Department

- The Department has published their bi-monthly calls for service report covering November and December 2023. [Read the Report.](#)

Public Works

Engineering

- The Department is preparing for 2024 projects. The first projects will begin in early March.

Clean Water Plant

- Finished monthly DNR Discharge Monitoring Report for January.

- Finished quarterly DNR metals report.
- Continuing planning for five year Wastewater Discharge Permit application due July 2024.
- Finalizing revisions to the City's Sewer Ordinance, Chapter 29 for the next Board of Public Works meeting.
- Hired Dan Rider as the new Operations Supervisor at the CWP.
- Reviewing the Draft Diversion Permit Report.

Transit

- WisGo is working to add additional re-load locations and we should be announcing additional WisGo card distribution locations in the near future. Passengers have until April 30th to use old fare media (10 Ride and 31 Day passes and day passes) as effective May 1st, only WisGo Cards, the UMO app and cash will be accepted on fixed route buses.
- Finishing up the document submission to the FTA for the 2024 Triennial Review due February 29th. Every 3 years the FTA reviews Transit to ensure compliance with the numerous federal regulations. An onsite review will be held later this year.
- Studying possible changes to school trip services for the 2024-2025 school year as well as other minor service changes.
- 2024 CIP projects Update: The New Driver Relief van is still awaiting license plate from DMV. Design work on the Badger Drive remodel will begin soon. Other projects (Badger Dr. fence, AC condenser replacement at Transit Center, bus rehabs) are currently being planned.