



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: November 3, 2023

City Administrator Highlights

- Holding meetings with all Department Heads and the Common Council to be able to introduce myself and learn more about current projects, priorities and goals.
- Attending numerous Department meetings to introduce myself to employees.
- Held the final session and graduation ceremony for this fall's Local Government Academy. This program helps educate residents on our City and local government. There were 22 participants in the program this fall.
- Attended the City's Employee Leadership Program. This fall's class has 12 participants from Departments across the City. Next week they will participate in a service project and hold their final class sessions.
- Participated in a City-wide snow operations planning meetings with Public Works and the PRF teams to discuss re-mapping and reevaluation of emergency and non-emergency snow routes.
- Participated in the Strategic Plan planning meetings as we prepare for our goal setting sessions in January.
- Participated in meetings regarding the Class and Compensation study as we start the review process.

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

- The Night of Lights celebration to kick-off the holidays and light the Walk of Lights is on Friday, December 1: <https://www.waukesha-wi.gov/residents/night-of-lights.php>
- The Waukesha Christmas Parade is Sunday, December 3 starting at 4pm: <https://www.waukesha-wi.gov/residents/waukesha-christmas-parade.php>
- The next Mayor's Celebrate Waukesha Breakfast is on Tuesday, December 5 at 7:30am. Invitations were emailed. Please RSVP to Rebecca Pederson if you plan to attend.
- Council Strategic Plan Workshop (All council members should plan to attend) on Tuesday, January 9 from 1pm-6pm at City Hall
- Council Strategic Plan review working session on Tuesday, February 20 from 1pm-6pm at City Hall

Department Highlights

Clerk/Treasurer

- The Department is working with the IT Department to prepare the data for mailing tax bills and is working on staffing tax collection for the season.

Community Development

- Over the past 2 years, the City has been working on an update to the Comprehensive Plan with the Southeastern Wisconsin Regional Planning Commission. There will be an online open house on Thursday, December 7 from 5:30 PM to 7:00 PM to present the plan, answer questions, and collect feedback. More details: <https://www.waukesha-wi.gov/government/departments/comprehensive-plan-update.php>

Finance

- The Department is working on putting together a five-year financial forecast.
- The Department continues to manage and review the ARPA funding.

Fire

- The Fire Department received their new UTV ambulance. It was used for the Main Street Parade Memorial Dedication and will be used this weekend for the Night of Lights and Christmas Parade. The UTV Ambulance helps ensure that medical assistance can reach you wherever you are, whether it's a remote area or a crowded event. With most of the same lifesaving equipment as a regular ambulance, this vehicle can also still offer patient privacy in a fully enclosed patient compartment with room for a full-sized cot.

Human Resources

- The Department is preparing for the end of open enrollment for employee benefits on December 1.
- The Department is working on starting the Class and Compensation Study.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- The Department is working with the Clerk/Treasurer on preparing the tax bills.

Library

- The Library is closed on Friday, December 1 for a staff education day.
- The Library is participating in a Library Strategic Plan process.

Parks, Recreation and Forestry

- The Winter/Spring Activity guide will be released in early December.
- The Department is preparing for this year's Waukesha JanBoree which will be held on January 19-28.

Police Department

- The Department issued their [bi-monthly report for calls for service](#).

Public Works

ENGINEERING DIVISION

Some of the 2023 Projects are still underway. You can [view a project map here](#). Project updates/information are 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:

- Finished monthly DNR Discharge Monitoring Report for October.
- Continuing successful return flow pumping to Root River.
- Finished semi-annual biosolids land application.
- Met with Jacobs on pharmaceuticals and personal care products source reduction plan.

TRANSIT:

- WisGo cards are being distributed free at the Transit Center until through December 29th. The cards are available for passengers that either cannot use or prefer not to use the mobile app. The cards are re-loadable and can be done by the passenger on the passenger portal www.umopass.com or they can re-loaded with value at Waukesha area retailers including: Walgreens, CVS, Kwik Trip, and Speedway stores, as well as the Waukesha Walmart and the Transit Center. Existing fare media will be sold through December 31, 2023, and must be used by April 30, 2024. Effective January 1, 2024, only WisGo cards will be sold for fare media.

- Completed submittals for 2023 WisDOT Management Review which is a review WisDOT does every 5 years. Review meeting will be scheduled for December 6th.
- Working on the 2024 WisDOT Mass Transit Operating Assistance application.
- Started planning work for approved 2024 CIP projects. The New Driver Relief van has been ordered with a to be determined delivery date in 2024. Design work on the Badger Drive remodel will begin soon.