



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: November 3, 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 five sessions of this fall's Local Government Academy with two more final sessions scheduled. 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 meetings with Public Works and PRF teams to discuss re-mapping and reevaluation of emergency and non-emergency snow routes.
- Attended Finance Committee meetings for the reviews of the Operating Budget.
- Held a Department Directors meeting.
- Participated in Strategic Plan planning meetings
- 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](#).

New City Administrator

Anthony Brown will be starting in his role at the City on Monday, November 20.

Upcoming Events/Reminders

- Operation Honor will be held on Saturday, November 4. <https://www.waukesha-wi.gov/residents/operation-honor-a-salute-to-veterans.php>
- Strategic Plan Community Input Forums will be held on November 7, 8 and 9. Details: <https://berrydunn.mysocialpinpoint.com/waukesha-wi/strategic-planning-project>
- Main Street Parade Memorial Dedication and Remembrance Ceremony on Tuesday, November 21 at 4:39pm at the five points in Downtown Waukesha: <https://www.waukesha-wi.gov/residents/main-street-parade-memorial-dedication.php>
- 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 next Mayor's Celebrate Waukesha Breakfast will be held on Tuesday, December 5. Invitations were emailed. Please RSVP to Rebecca Pederson if you plan to attend.

Department Highlights

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 hosted the sold-out Wauk-Tober, the Downtown Waukesha Wine & Beer walk, on Saturday, October 21 from 4-7pm in Downtown Waukesha.

Finance

- The 2024 Operating Budget is being reviewed by the Common Council

Fire

- Chief Howard was named as the 2023 First Responder of the Year.
- The Waukesha Professional Firefighters IAFF Local 407 hosted a meat raffle for the Parade Memorial and raised \$2,267.

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

- The Library hosted another successful Waukesha Reads program. You can [learn more about this community reading program on the website](#).
- The Library is participating in a Library 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

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:

- Finished monthly DNR Discharge Monitoring Report for September.
- Submitted quarterly heavy metals report to DNR.
- Zachary Eisner promoted to Plant Manager effective October 9.
- Return Flow Station started pumping water to the Root River on Monday, October 9. Transition has started.
- Held meeting to discuss 2024 sewer and return flow rates.
- Six staff members attended yearly Waste Water Association Seminar on October 25 and 26.
- Met with our consultant, Jacobs Engineering, regarding updates to our Pharmaceuticals and Personal Care Products program.

TRANSIT:

- WisGo cards started to be distributed on November 6. Passengers can get them free from the Transit Center until through Dec. 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.

- The new Route 1 schedule was implemented on October 23 to address weekday timing issues and it has been working quite well.
- The only active detour is on Route 9 on Delafield St. north of Moreland Blvd.
- The FTA Drug and Alcohol compliance audit has been completed and Transit has been deemed compliant.
- 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.
- 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.