



City Administrator
201 Delafield Street
Waukesha, Wisconsin 53188

Anthony Brown
abrown@waukesha-wi.gov
1-262-524-3700

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: March 15, 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.
- Participated in the Council Strategic Plan workshop and held follow-up meetings with Berry Dunn to review the draft plan.
- Held a Department Directors meeting.
- Met with the Metropolitan Builders Association
- Held our first two sessions of the Employee Leadership class. There are 12 participants from Departments across the organization.
- Participated in interviews for the Clerk/Treasurer position
- Met with the Police Department regarding the School Resource Officer Contract
- Attended the Park, Rec. and Forestry Annual Recognition Banquet
- Participated in the Leadership Alumni group tour of the Habitat for Humanity Domenica Park build.
- Participating in a ride-along with the Waukesha Police Department

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](#).

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 is preparing for the April 2nd election. In-person absentee voting starts on March 19.
- Gina Kozlik, our Clerk/Treasurer left the City on March 8. Sara Spencer is the interim Clerk/Treasurer. We are currently looking for a new City Clerk/Treasurer: <https://waukesha.attract.neogov.com/>

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.
- The Department is preparing for the 2024 Riverside Rhythms summer concert series in Downtown.

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 an open recruitment for firefighters/paramedics. [Details.](#)
- The annual Boots and Badges Basketball game will be held on April 12. [Details.](#)

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>

Information Technology

- The Department has started the process of transitioning City employees to Fido Keys. These keys use the employees fingerprint to log on to their computer, instead of passwords.

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](#). The Summer Activity Guide comes out in mid-April.
- Everyone is encouraged to register for the How to Be a Bigger Bunny family adventure walk which supports The Park, Recreation and Forestry Financial Assistance Fund. [More details.](#)

Police Department

- A new “Day in the Life” video was released featuring Police K-9 Handler Nate and his partner Arko. [Watch it here.](#)
- The Boots and Badges Basketball game will be held on April 12. [Details.](#)

Public Works

- The Department is preparing for 2024 projects. You can [view an interactive project map on the City website.](#)
- The Brush/Branch Collection will take place on April 1-5 (weather dependent). [Details.](#)

Clean Water Plant

- Continuing working on five year Wastewater Discharge Permit application due July 2024.
- Presented on the City’s Sewer Ordinance, Chapter 29 during the 3/5 Common Council meeting.
- Hosted scheduled compliance inspection with WI DNR at Clean Water Plant.
- Arranged and attended CPR and First Aid Training.

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.
- Planned grant fund use for 2024 with FTA representations and will be seeking authorization to submit grant(s) in the near future.
- Submitted all documents to the FTA for the 2024 Triennial Review. Every 3 years the FTA reviews Transit to ensure compliance with the numerous federal regulations. An onsite review will be held May 14-15, 2024.
- 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 -complete. Design work on the Badger Drive remodel is underway. Badger Drive fence project is in planning stage. Other projects (AC condenser replacement at Transit Center, bus rehabs) will start later this year.