



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: December 15, 2023

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.
- Attended the City's Employee Leadership Program for their final class discussion. This fall's class has 12 participants from Departments across the City. They will graduate at the Common Council meeting on Tuesday, January 16.
- 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.
- Attended the Mayor's Celebrate Waukesha Breakfast at Tuscan Hall and provided some City updates to attendees
- Held a Department Director's Meeting
- Attended a bi-weekly development update meeting with the Mayor and Community Development staff
- Held our first ever "Tony Time" monthly employee training session (was previously Kickin' it with Kevin and Groovin' with Gina).

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 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 mailed the tax bills and are working on tax collection.

Community Development

- The Department held an online open house on Thursday, December 7 from 5:30 PM to 7:00 PM to present the City's new comprehensive plan, answer questions, and collect feedback.

Finance

- The Department is working on putting together a five-year financial forecast.

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 worked with the Clerk/Treasurer on preparing the tax bills.

Library

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

Parks, Recreation and Forestry

- The Winter/Spring Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- 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:

- Started monthly DNR Discharge Monitoring Report for November.
- Recruiting for SCADA Tech position.
- Job offer made for SCADA Tech position.
- Recruiting for Operations Supervisor position.
- Continuing successful return flow pumping to Root River.
- Met with Jacobs on pharmaceuticals and personal care products source reduction plan.
- Started planning for five-year Wastewater Discharge Permit application due July 2024.

TRANSIT:

- Waukesha Metro and Metrolift will operate its scheduled services on Christmas Eve and New Year's Eve. On Christmas Day and New Year's Day, Route 1 will operate a Sunday schedule and Metrolift will operate. No other routes will operate.
- WisGo cards are being distributed free at 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 the Transit Center. Several area retailers will become re-load locations in the near future. Existing fare media will be sold through Dec. 31, 2023 and must be used by April 30, 2024. Effective January 1, 2024, only WisGo cards will be sold for fare media and the cost for the card will be \$2.
- The 2023 WisDOT Management Review was conducted on December 6th and went well. Transit will receive the report in early 2024 and will provide a report to the Transit Commission. WisDOT conducts this review every 5 years.
- The 2024 WisDOT Mass Transit Operating Assistance application has been submitted.
- WisDOT has completed the 2019 Financial Audit and it appears favorable to the City.
- Update on 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.