



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: February 2, 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.
- Held meetings to work on the City's Strategic Plan and the steps to define objectives and performance measurers for the priorities the Council selected.
- Attended a bi-weekly development update meeting with the Mayor and Community Development staff.
- Attended new employee orientation to meet the new City employees and welcome them to the City.
- Participated in a review of the data collected so far from employee questionnaires as part of the City's Class and Compensation study.
- Attended the Police Department Command Staff meeting.
- Participated in a meeting on the City's Emergency Operations Plan
- Met with Therese Thill from the Waukesha County Center for Growth
- Participated in interviews for the Deputy Clerk/Treasurer position.
- Participated in a meeting regarding the City's Recycling and Solid Waste Contract

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

Clerk/Treasurer

- The Department continues to work through tax season, with the tax bill deadline of January 31.
- There will not be a February Primary Election

Finance

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

Fire

- The Fire Department has opened recruitment for firefighters/paramedics. [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>

Library

- The Library is participating in a Library Strategic Plan process.
- The Library held a Community Resource Fair this week to connect the community with many different organizations in the City.

Parks, Recreation and Forestry

- Another successful Waukesha JanBoree was held from January 19-28.
- The Park, Rec. and Forestry winter activity guide is [available online.](#)

Police Department

- The Department is holding Cocoa with Cops on Saturday, February 3 from 10am-noon at the Steaming Cup, 340 W Main St.
- 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.
- Hosted meeting with water softener companies for chloride reduction.

Transit

- Fixed Route Ridership increased nearly 29% and Metrolift increased 11.7% in 2023.
- Working with Engineering on getting property owners to clear concrete bus stop pads of snow per Ordinance. Many locations have not been cleared and causes safety and accessibility issues for passengers.
- Don Jans, Compliance Specialist, retires from Waukesha Metro on Feb. 9th. Mr. Jans was with Metro for 28 years and retires after 52 years in the transit industry. He has been instrumental in setting safety, training and operational standards at Metro and throughout the State. Mr. Jans has been known nationally for expertise in transit safety and operational compliance standards.
- Passengers can now re-load fare cards at the Walgreens at 230 Madison St (across from the Transit Center), Walgreens at 601 Meadowbrook Rd and CVS stores at 1130 W Sunset Dr. and

2135 Silvernail Rd. Additional re-load locations will be added later this year and there are plans to add WisGo card distribution locations in the near future. Passengers can also re-load cards online at www.umopass.com or at the Transit Center. The UMO is free of charge and provides the easiest way of fare payment. Passengers have until April 30th to use old fare media (10 Ride and 31 Day passes and day passes).

- Substantial progress has been made on the document submission 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 later this year.
- Studying possible changes to school trip services for the 2024-2025 school year as well as other service changes.
- 2024 CIP projects Update- The New Driver Relief van is 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.