



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: June 28, 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 a Department Directors meeting.
- Attended the Wisconsin City/County Management Association's Summer Conference.
- Attended new employee orientation to welcome our new employees.
- Attended a kick-off meeting for the Fire Department contract negotiations.
- Began CIP discussions as Departments work on their submissions.
- Worked on the City's Financial Management plan.

Monthly meetings with Council Members

Tony and the Mayor are continuing monthly meetings with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson (rpederson@waukesha-wi.gov). **Kristin Craig is currently on maternity leave.**

Upcoming Events:

- **Mayor's Celebrate Waukesha Breakfast on Tuesday, August 6.** Invitations were emailed, please respond to Rebecca Pederson to RSVP.

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 remaining two elections this year and handling licensing applications.

Community Development

- Feedback is requested on a survey for the Zoning Code Update process (details: <https://waukesha-wi-zoning-code-update-hlplanning.hub.arcgis.com/>). The survey is available in Spanish and English.

- The 2024 Riverside Rhythms summer concert series in Downtown is current underway. You can check it out on Wednesday's this summer from 11:30am-1pm.

Finance

- The Department is working on plans for a five-year cost to continue forecast.
- The Department is starting work on the CIP and budget process.

Fire

- Ropert Goplin has been appointed as the new Fire Chief by the Police and Fire Commission. He will start with the City in early August.
- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- The Fire Department was recently awarded a stipend for educational efforts on home fire sprinklers.
- The Department is participating in [Safety Days at the Park.](#)

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

- Employees have been transitioned to Fido Keys. These keys use the employees fingerprint to log on to their computer, instead of passwords.
- The Department is coordinating interviews for a new CAD/RMS system.

Library

- The library summer reading programs are underway. There are activities for participants of all ages!

Parks, Recreation and Forestry

- The Department is participating in a strategic plan process. The Department is using the same consultant as the City for the strategic plan so the Department plan can build off the City plan.
- Summer activities, pools, and events are in full swing!
- The Department is preparing for the July 3 Fireworks and Beer Garden at Lowell Park and the July 4 Parade.
- The second Tribute Tuesday concert of the summer is on Tuesday, July 9 with a tribute to Justin Timberlake.
- The Summer Activity Guide is [available online.](#)

Police Department

- The [March-April police report is available here.](#)
- The Department is participating in [Safety Days in the Park.](#)
- The Department is preparing for [Waukesha Night Out](#) on Wednesday, July 31.

Public Works

- The Department is working on 2024 projects. You can [view an interactive project map on the City website](#). When you click on the page you can see weekly updates for the project.

Clean Water Plant

- Continuing to work on the permit renewal application.
- Turning in DNR pH report due 6/30/24.
- Responded to DNR lab audit.
- Turned in the WI DNR May's eDMR report.
- Scheduled ARC Flash training for CWP staff and inviting other departments to attend.
- Attended meeting with DNR for potential of mixing class A compost with class A biosolids in future.

Transit

- Route 1 and Metrolift will operate a Sunday schedule on the 4th of July. No other service will operate.
- 2024 CIP Projects Update:
 - The New Driver Relief van-complete.
 - Badger Drive remodel bid has been released.
 - Badger Drive fence bid has been released.
 - The purchase order for the AC condenser has been issued and the unit is being scheduled for install later this Summer.
 - Work on removal of the first engine as part of the Bus Rehab project has started. (Picture attached)
- Staff is working on potential service changes for 2025.
- WisGo Update: Staff is targeting a roll out of WisGo for Metrolift in the Fall.
- Transit staff has finished a bus shelter policy to guide Transit on what parameters Transit should analyze to determine where bus shelters should be located and will present to the Transit Commission for approval later this Summer.
- The 2023 National Transit Database report is in final review.
- The Transit Management Services Proposals are being evaluated.
- Submitted the CIP budget and Waukesha County Transit Operating Budget.