



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: September 27, 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.
- Conducted second round interviews for the Clerk's position and offered the position to a candidate. The candidate has now accepted and plans to start following the November election.
- Along with Jennifer Andrews and the Mayor, met with the Waukesha YMCA to discuss their facility on Broadway.
- Held a meeting with employees and Department Directors regarding the Class and Compensation Study and next steps.
- Along with the Mayor took a tour of Innio.
- Met with Therese Hill of the Waukesha County Center for Growth.
- Participated in bargaining meetings with the Police Department.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held a Department Directors meeting.
- Held our third session of the City's Local Government Academy. This week the program was held at Fire Station #1. This program is open to residents who would like to learn more about our City government and Departments.
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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 Jenny Schroeder (JSchroeder@waukesha-wi.gov)

Department Highlights

Attorney:

- **VACANCIES** : 1 (Assistant City Attorney- PT)

Cemetery

- The Cemetery will be starting Fall-Clean-Up. If there is anything left at a loved one's grave it should be removed by October 21 or it will be discarded.

- The Cemetery is celebrating its 175th Anniversary this year: <https://www.waukesha-wi.gov/government/departments/prairie-home-cemetery-celebrating-175-years.php>
- The Cemetery is hosting the first ever Tombstone Trot 5k event on Sunday, October 20. [Register](#).
- The Cemetery is participating in Waukesha Unlocked on Saturday and Sunday October 12 and 13 with wagon ride tours.

Clerk/Treasurer

- **VACANCIES** : 3 (Clerk, Treasurer, Administrative Assistant)
- The Department is sending out absentee ballots for the November election and preparing for the November Election.
- In person absentee voting will take place at City Hall weekdays starting Tuesday, October 22 through Friday, November 1.

Community Development

- **VACANCIES: 1** (Construction Inspector)
- The Public Art Advisory Committee at the City will be receiving a Creative Community Champion Award at the League's Annual Conference in October.

Finance

- The Department is working on the operating budget.
- The CIP was approved at the Council meeting on September 17.

Fire

- **VACANCIES** : 1 (Firefighter)
- This week was Fire Prevention week and the Fire Department visited many of the local schools to meet with students.
- Fire Station #1 will hold an open house on Saturday, October 12 as part of Waukesha Unlocked.

Human Resources

- The City Council approved the revised classification and compensation system. Tony and Marquise on working with Department Heads and employees on next steps.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>
- The Department will have a table at City Hall with information on open positions during portions of Waukesha Unlocked.

Library

- It's the Waukesha Reads Celebration this month at the Library. This year's book is Mexican Gothic and there are events planned throughout the month related to topics in the book.
- The Library is also hosting tours for Waukesha Unlocked.

Parks, Recreation and Forestry

- **VACANCIES: 9** (Grounds Maintenance (4), Assistant Supervisor Building Maintenance, Mechanic, Building Maintenance Specialist (2), Customer Service Specialist)
- The Fall Activity Guide is [available online](#).

Police Department

- **VACANCIES: 10** (Dispatcher, Dispatch Supervisor (2), Clerical Assistant PT, Parking Agent PT, Community Service Officer PT (4), Patrol Officer)
- The [July-August police report is available here](#).
- The Department is participating in Waukesha Unlocked with activities in the Police Department parking lot.

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer II Construction, Engineer II Transportation, Engineer III Facilities, Engineering Tech)
- 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.

CITY GARAGE

- **VACANCIES : 5** (Equipment Operators)
- Holding a Touch a Truck event at City Hall as part of Waukesha Unlocked

CLEAN WATER PLANT:

- **VACANCIES : 1** (Maintenance Supervisor)
- Had meeting with Jon Cameron regarding his analysis of pretreatment fees.
- Started September eDMR for WI DNR.
- Held meeting with Voltus regarding potential payments for CWP's generators being on standby during potential brownout and blackout periods.
- Attended meeting for potential future water softener rebate program.
- Holding Waukesha Unlocked tours at the facility.
- Preparing for November Diversion Permitting Report.
- Started sludge hauling for the fall season.
- Gave presentation on softener optimization program and water meter splitting at local landlord association meeting.

TRANSIT:

- **VACANCIES : 2** (Security Guard PT (2))
- WisGo cards and the app are being accepted on Metrolift. Passengers can continue to buy two ride tickets for Metrolift until the end of the year and will have until April 30, 2025 to use up the two ride tickets. Transit is working with Metrolift passengers to have them get their new WisGo ID cards as they will have multiple more convenient options to reload value to their cards including on line at umopass.com vs. having to come to the Transit Center to purchase the two ride cards.
- 2024 CIP projects Update-
 - Badger Drive Remodel- Rough plumbing is complete. The network cabinet is scheduled to be moved by mid-October. New studs are being installed.
 - The Badger Drive Fence has been installed and the electronic components for access is scheduled to be completed by the end of the month.

- The AC condenser unit replacement at the Transit Center will be installed in October.
- A Public Hearing for Proposed changes to the fares will be held at the October 17th Transit Commission meeting. The changes were proposed in the Financial Management Plan and will be considered at the October 17th meeting.
- Staff continues to work on service changes proposed in the Financial Management Plan that would be implemented in mid-2025.