



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: August 30, 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.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held a Department Directors meeting.
- Held meetings to discuss the CIP (Community Investment Program) and prepare for the Fleet review at City Garage.
- Worked with the Human Resources team and Finance to review the data from the Class and Compensation Study and to prepare for the final steps in the process.
- Started internal Department budget review meetings as we work on preparing the operating budget for the Council's review.

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).

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 wrapping up all necessary reporting and reconciliation from the August election.
- The Department is preparing for the Presidential election on Tuesday, November 5.
- We are looking to hire a new City Clerk and the position is posted for applicants.

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 has concluded for the summer.
- 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 CIP and budget process.

Fire

- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- 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>

Library

- The library is preparing for Waukesha Reads. This year's book is Mexican Gothic.

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.
- The Fall Activity Guide is [available online](#). Resident registration opened Friday, August 16. Non-resident registration opens on Tuesday, August 20.
- The next Tribute Tuesday concert is on Tuesday, September 10 with the Band Foreigner.

Police Department

- The [May - June police report is available here.](#)
- The Department is participating in [Safety Days in the Park.](#)

Public Works

ENGINEERING

- 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:

- Started the WI DNR August eDMR Report.
- Met with Strand Engineering to look over electrical cabinets for upcoming upgrades.
- Completed Phosphorus SOP for Clean Water Plant and DNR submittal.
- Attended Total Maximum Daily Load meeting.
 - Reaching out to other municipalities in the area to have a unified voice for future Phosphorus and Total Suspended Solids effluent limits.

- Attended CSWEA Management Seminar in West Bend.
- Running end of season lab reports for Buchner and Horeb pools.
- Co-presented with Jacobs about our softener optimization program at the Minnesota Salt Symposium webinar.
- Set up a plan with Water Utility and Building Division for their inspectors to keep a list of properties with softeners.

TRANSIT:

- Transit Management Service-The Evaluation Committee is recommending award of the Transit Management Services contract to TransDev, Inc. the incumbent firm. The recommendation to award will be brought forth to the Transit Commission in September 5th and Council September 17th.
- WisGo Update-Roll out of WisGo for Metrolift will begin in September.
- Minor Service changes were implemented on August 26th. Staff is working on potential service changes targeted for mid-2025.
- 2024 CIP project Updates:
 - The Kickoff Meeting for the Badger Drive Remodel was held on August 29th.
 - The Badger Drive Fence project is expected to begin in October.
 - The AC condenser unit replacement at the Transit Center is anticipated to be installed in September.
 - Bus Rehabs-Two buses are fully rehabbed, work on the last bus (third) will begin in early September.
 - The New Driver Relief van -complete.