



**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:** January 12, 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.
- Attended a bi-weekly development update meeting with the Mayor and Community Development staff.
- Participated in City-wide snow operations planning meetings with Public Works and the PRF teams.
- Participated in interviews for the Deputy Clerk/Treasurer position.
- Held Strategic Plan workshops for the Council and Department Heads. Berry Dunn, the consultant, will now work on a draft plan that will be reviewed by the Council on February 20<sup>th</sup> in a session from 1pm-6pm.
- Participated in meetings regarding the Class and Compensation study as we move forward in the process.
- Held "Tony Time" a monthly employee training session where employee updates were provided and the City's new Worker's Compensation carrier discussed changes to reporting injuries.

### 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

- Waukesha JanBoree on January 19-28
- Council Strategic Plan review working session on **Tuesday, February 20 from 1pm-6pm** at City Hall

### Department Highlights

#### Clerk/Treasurer

- The Department continues to work through tax season, closing the December collections and moving on to refunds and reconciliation.
- There will not be a February Primary Election

### 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>

#### **Library**

- The Library is participating in a Library Strategic Plan process.
- The Library is holding a number of Martin Luther King Jr. events regarding housing justice. You can [find details here](#).

#### **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.

#### **Public Works**

- The Department is preparing for 2024 projects. The first projects will begin in early March.