



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: December 13, 2024

City Administrator Highlights

- Holding regular meetings with members of the Common Council to regularly check-in on current projects, priorities and goals.
- Holding Quarterly check-in meetings with Department Heads.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held the final session of the City's Local Government Academy. This program is for residents to learn more about the City Government and operations. This was our third class to graduate from the program.
- Hold Tony Time, our monthly employee training program. This month, Fire Chief Goplin spoke on new initiatives at the Fire Department.

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 is celebrating its 175th Anniversary this year: <https://www.waukesha-wi.gov/government/departments/prairie-home-cemetery-celebrating-175-years.php>
- A new Columbarium was installed which offers 72 niches as a cremation option at the Cemetery.

Clerk/Treasurer

- **VACANCIES : 1** (Clerk)
- Tax bill has been mailed out.
- The Department is finishing the last details of wrapping up the November Election.

Community Development

- **VACANCIES: 1** (Property Maintenance Inspector)

Finance

- 2025 CIP and Budget have now been approved.
- The Department is preparing for year-end.

Fire

- **VACANCIES : 2** (Firefighter)
- Chief Goplin spoke at last week's Mayor's Celebrate Waukesha Breakfast and this week's Tony Time employee training on the Waukesha Fire Department.

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Parks, Recreation and Forestry

- **VACANCIES: 8** (Grounds Maintenance (4), Assistant Supervisor Building Maintenance, Mechanic, Building Maintenance Specialist (2))
- The Winter/Spring Activity guide is [available online](#).
- The Department is preparing for the 40th Waukesha JanBoree

Police Department

- **VACANCIES: 17** (Dispatcher (3), Dispatch Supervisor (2), Parking Agent PT, Community Service Officer PT (5), Patrol Officer (6))
- The Police Chief is featured in last month's City podcast. [You can listen here](#).
- The [September - October police report is available here](#).

Public Works

ENGINEERING

- **VACANCIES : 3** (Engineer II Construction, Engineer II Transportation, Sr. Engineering Tech)
- Residents can currently make requests for Garbage/Recycling carts if they would like something different than the standard size cart. The deadline for requests is December 30. Details: <https://www.waukesha-wi.gov/residents/collections/garbage-recycling.php>
- The Department is working on wrapping up 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.
- This year the Drop-Off Center collected 14 tons of pumpkins for composting.

CITY GARAGE

- **VACANCIES : 4** (Equipment Operators)
- Leaf Collection has concluded. This year, the crews collected 5,400 tons of leaves.

CLEAN WATER PLANT:

- **VACANCIES : 3** (Maintenance Supervisor, Operator, Lab Tech)
- Started November eDMR for WI DNR.
- Attended BPW meeting for Proposed Water Softener Rebate Program.
- Continuing annual industrial user inspections.
- Strand was onsite to make measurements for future Sludge Dryer and Electric projects.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- Route 1 and Metrolift will operate a Sunday service schedule on Christmas and New Year's Day. No other services will operate those days and the Transit Center lobby will be closed.
- Effective January 1st, the new monthly fare caps will take effect and physical transfers will no longer be issued for cash fares and change cards will no longer be issued.
- Also effective January 1st, Metrolift two ride cards will no longer be sold. Passengers will have until April 30, 2025 to use up remaining two ride cards. Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift. Staff continues to convert more Metrolift passengers to WisGo cards or the UMO app.
- The 2025 WisDOT Operating Assistance Grant Application has been submitted.
- The proposed service changes effective June 2, 2025 related to the Financial Management Plan are finalized. Changes include consolidating routes due in part to the closing of the UW-Milwaukee at Waukesha campus. The proposed plans and a public hearing are scheduled for consideration at the January 9th Transit Commission meeting. Information on the proposed changes are on the Waukesha Metro website, waukeshametro.org.
- 2024 CIP projects Update:
 - Badger Drive Remodel- Front office, training room and conference room flooring and carpet have been installed. Bathrooms are again functional. (Pictures attached)
 - The AC condenser unit replacement at the Transit Center is scheduled to be completed in December.
 - Bus Rehabs-complete
 - The New Driver Relief van -complete.
 - The Badger Drive Fence -complete