



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: November 1, 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 interviews for the Administrative Assistant position in the Clerk's Office.
- Attended the League of Wisconsin Municipalities Annual Conference.
- Met with new Council member, Doreen Wigderson, and scheduled orientation sessions for her with each City Department.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held our fourth session of the City's Local Government Academy. Last week, the program was held at the Police Station. This program is open to residents who would like to learn more about our City government and Departments.

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>
- The Cemetery held a very successful Tombstone Trot 5k event on Sunday, October 20

Clerk/Treasurer

- **VACANCIES** : 3 (Clerk, Treasurer, Administrative Assistant)
- The Department is handling in-person absentee voting at City Hall as well as processing absentee ballots. They are also preparing for the Tuesday, November 5 Election.

Community Development

- **VACANCIES: 1** (Construction Inspector)
- The Public Art Advisory Committee at the City received a Creative Community Champion Award at the League's Annual Conference last week.
- The Department held a sold-out Wauk-Tober Beer and Wine Walk in Downtown Waukesha on October 19.

Finance

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

Fire

- **VACANCIES** : 1 (Firefighter)
- The Fire Union was able to raise \$11,000 for the Muscular Dystrophy Association (MDA) through the "Fill the Boot" campaign.
- The Department trained with the Eaton Corporation staff on Fire Extinguisher Use.

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.
- The Department is preparing for Open Enrollment for City Employees which runs from November 1 – November 22.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- The Library is wrapping up its Waukesha Reads Celebration with a few final events.

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](#).

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)

CLEAN WATER PLANT:

- **VACANCIES** : 1 (Maintenance Supervisor)
- Submitted September eDMR for WI DNR.
- Attended 60% design review meeting for phase 3 Waukesha Clean Water Plant upgrades held by Strand Associates.
- Nine staff attended annual WWOA conference in Appleton.
- Meeting with other Wastewater Plants in the area to discuss future Total Maximum Daily Loads imposed by the WI DNR into the Fox River basin.
- Staff attended electrical PPE training at Next Electric.
- Started annual grease trap inspections at food service establishments.
- Held safety committee meeting.
- Finished yearly tank cleaning and inspections at the plant.

TRANSIT:

- **VACANCIES** : 2 (Security Guard PT (2))
- Proposed Fare changes, including slight increases in the Monthly Fare Caps that would be effective 1/1/25, are on the Council Consent for 11/7/24. No comments were made during the Transit Commission Public Hearing on this topic.
- WisGo cards and the app are now accepted on Metrolift and all new Metrolift riders are receiving a WisGo ID card. A portion of existing riders have converted to WisGo. 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. Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift.
- In partnership with Community Development, the Buses Only signs at the Transit Center were covered in highly visible red vinyl lettering along with the Parking sign covered in blue lettering (picture).
- 2024 CIP projects Update-
 - Badger Drive Remodel- Demo of the bathrooms has started. Drywall has been installed (Picture)
 - The Badger Drive Fence -completed (picture).
 - The AC condenser unit replacement at the Transit Center has been pushed back to November due to the unseasonably warm weather.
 - Bus Rehabs-complete
 - The New Driver Relief van -complete.
- Staff is finalizing the plans for proposed service changes that would be effective in June 2025 related to the Financial Management Plan. Adjustments to service are needed due to the closing of the UW-Milwaukee at Waukesha campus. The proposed plans and a public hearing will be scheduled for late this year or early 2025.