



**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: May 31, 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.
- Held a Department Directors meeting.
- Held two more sessions of the Employee Leadership class. The class will graduate at the Council meeting on June 18.
- Attended a meeting regarding Health Insurance Renewals.
- Attended new employee orientation to welcome our new employees.
- Attended meetings regarding the Garbage/Recycling contract and RFP.
- Worked on the City's Financial Management plan.

### 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 Rebecca Pederson ([rpederson@waukesha-wi.gov](mailto:rpederson@waukesha-wi.gov)). *\*Kristin Craig is currently on maternity leave.\**

### Department Highlights

#### Cemetery

- The Cemetery is celebrating its 175<sup>th</sup> Anniversary this year: <https://www.waukesha-wi.gov/government/departments/prairie-home-cemetery-celebrating-175-years.php>

#### Clerk/Treasurer

- The Department is preparing for the remaining two elections this year and handling licensing applications.

#### 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 Department is preparing for the 2024 Riverside Rhythms summer concert series in Downtown. The first concert is on Wednesday,

## **Finance**

- The Department is working on plans for a five-year cost to continue forecast.

## **Fire**

- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- The Fire Department was recently awarded a stipend for educational efforts on home fire sprinklers.

## **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>

## **Information Technology**

- Employees have been transitioned to Fido Keys. These keys use the employees fingerprint to log on to their computer, instead of passwords.
- The Department is coordinating interviews for a new CAD/RMS system

## **Library**

- The Library is preparing for summer programming.

## **Parks, Recreation and Forestry**

- The Department is participating in a strategic plan process. The Board and staff met with the consultant on April 20 to start to formulate goals and the details of the plan. 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 Department is preparing for summer programming. Applications are still open for lifeguards, pool concessions, and more!
- Buchnerfest Children's festival will be held on Saturday, June 8 from 10am-noon.
- Buchner Pool and Horeb Springs Aquatic Center are scheduled to open on Friday, June 7.
- The first Tribute Tuesday concert is on Tuesday, June 11 with a tribute to Eric Clapton.
- The Summer Activity Guide is [available online](#).

## **Police Department**

- The [January – February Police Report is available](#).
- The Department recently earned reaccreditation through the Wisconsin Law Enforcement Accreditation Group (WILEAG).

## **Public Works**

- 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**

- Continuing working on five-year Wastewater Discharge Permit application due July 2024.
- Received the DNR lab audit results and are working on changing lab SOPs to meet new standards.
- Took a tour of Milwaukee Jones Island biosolids facility in preparation for the dryer upgrade.
- Met with the DNR to discuss permitting for the dryer upgrade.

## Transit

- WisGo Update-Passengers can now purchase and re-load WisGo Cards at the two Waukesha Pick-n-Save and one Metro Market stores. Additional re-load locations are expected to be announced in the near future. Staff is also working on plans to add Metrolift to WisGo.
- Staff is finishing up work related to service changes taking effect June 17<sup>th</sup> that includes changes to service for the 2024-25 school year. Flyers were handed out on the student routes about the changes that will take effect next school year the week of May 27<sup>th</sup>. Staff is also working on potential future changes based on potential changes to key destinations.
- 2024 CIP projects Update:
  - The New Driver Relief van is complete.
  - Design work on the Badger Drive remodel is has been completed and ready for the bidding process.
  - Badger Drive fence project is in the planning stage.
  - Purchase orders for bus engines and transmissions have been sent out.
  - Planning for AC condenser project is near complete.
- The contract for Transit Tire Leasing with Goodyear for the next 5 years has been approved and executed. The new agreement will go through 9/30/29.
- Transit staff is finishing a bus shelter plan to guide Transit on what parameters Transit should analyze to determine where bus shelters should be located and will present to the Transit Commission for approval.
- Submitted responses to questions on the 2023 National Transit Database report.