



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: March 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.
- Held meetings regarding the draft of the City's Strategic Plan.
- Held a Department Directors meeting.
- Took a tour of the Clean Water Plant.
- Attended a meeting to review the progress and discuss next steps on the Class and Compensation Study.
- Attended the League of Wisconsin Municipalities Regional Roundtable event in West Allis.
- Was out of the office on a planned vacation from February 27- March 1.

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

- Council Strategic Plan review working session on **Tuesday, March 5 from 1pm-6pm** at the City Hall Training Room

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 preparing for three elections this year
- Gina Kozlik, our Clerk/Treasurer will be leaving the City on March 8. Three new employees started in the Clerk/Treasurer's office this month and we are currently looking for a new City Clerk/Treasurer: <https://waukesha.attract.neogov.com/>

Community Development

- The Department has started work on the Zoning Code Update process. The purpose of this project is to make sure the codes are up to date, reflect modern practices, and will help position the City for the future. A community workshop will be held for this process on Thursday, April 11. More details will be released to the public as we get closer.
- The Department is preparing for the 2024 Riverside Rhythms summer concert series in Downtown.

Finance

- The Department is working on putting together a five-year cost to continue forecast.
- The Department is working on year-end processes .

Fire

- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- The Boots and Badges Basketball game will be held on April 12. [Details.](#)

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>

Parks, Recreation and Forestry

- The Department is preparing for summer programming. Applications are now open for lifeguards, pool concessions, and more!
- The Park, Rec. and Forestry winter activity guide is [available online](#). The Summer Activity Guide comes out in mid-April.
- Everyone is encouraged to register for the How to Be a Bigger Bunny family adventure walk which supports The Park, Recreation and Forestry Financial Assistance Fund. [More details.](#)

Police Department

- A new “Day in the Life” video was released featuring Police K-9 Handler Nate and his partner Arko. [Watch it here.](#)
- The Boots and Badges Basketball game will be held on April 12. [Details.](#)
- The Department has published their bi-monthly calls for service report covering November and December 2023. [Read the Report.](#)

Public Works

- The Department is preparing for 2024 projects. The first projects will begin in early March. You can [view an interactive project map on the City website.](#)
- The Brush/Branch Collection will take place on April 1-5 (weather dependent). [Details.](#)