



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: September 13, 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.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held a Department Directors meeting.
- Participated in operating budget review meetings with each Department as we work to prepare the operating budget for the Finance Committee and Council review.
- Worked with the Human Resources team and Finance to review the data from the Class and Compensation Study and to prepare for the final steps in the process.
- Held a Tony Time, monthly employee training session, where Brandon Schwenn, City Engineer, discussed how the City rates roads and plans for future projects.
- Participated in a Police Department bargaining meeting.
- Presented at the first session of the City's Local Government Academy. 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 is hosting the first ever Tombstone Trot 5k event on Sunday, October 20. [Register.](#)

Clerk/Treasurer

- **VACANCIES** : 3 (Clerk, Treasurer, Administrative Assistant)
- The Department is wrapping up all necessary reporting and reconciliation from the August election.
- The Department is preparing for the Presidential election on Tuesday, November 5.
- Linda Gourdoux has started in the Clerk's office and we are looking for her appointment as the Interim Clerk. Linda has retired from being the Deputy Clerk/Treasurer in Mukwonago and has agreed to help lead the Clerk's office, temporarily.

Community Development

- **VACANCIES: 1** (Construction Inspector)
- The Public Art Advisory Committee at the City will be receiving a Creative Community Champion Award at the League's Annual Conference in October.

Finance

- The Department is working on the CIP and budget process.

Fire

- **VACANCIES** : 1 (Firefighter)
- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- The Department is partnering with the American Red Cross to hold a free smoke alarm installation event on Saturday, September 28.

Human Resources

- The Department is 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 preparing for Waukesha Reads. This year's book is Mexican Gothic.

Parks, Recreation and Forestry

- **VACANCIES: 9** (Grounds Maintenance (3), Grounds Supervisor, Assistant Supervisor Building Maintenance, Mechanic, Building Maintenance Specialist Plumbing, Building and Facilities Supervisor, Customer Service Specialist)
- The Department is participating in a strategic plan process. 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 Fall Activity Guide is [available online](#).
- Waukesha Oktoberfest will be held in Frame Park on Friday and Saturday, September 20 and 21.

Police Department

- **VACANCIES: 9** (Dispatcher, Dispatch Supervisor (2), Clerical Assistant PT, Parking Agent PT, Community Service Officer PT (4))
- The [May - June 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** : 7 (Equipment Operators)

CLEAN WATER PLANT:

- **VACANCIES** : 1 (Maintenance Supervisor)
- Started the WI DNR August eDMR Report.
- Met with Strand Engineering to look over electrical cabinets for upcoming upgrades.
- Completed Phosphorus SOP for Clean Water Plant and DNR submittal.
- Attended meeting with Jacobs on the City's chloride reduction program.
- Had initial meeting with Jon Cameron regarding his analysis of pretreatment fees.
- Started data collection for annual sewer rate analysis.
- Completed semi-annual groundwater monitoring at the West Ave. Landfill.

TRANSIT:

- **VACANCIES** : 2 (Security Guard PT (2))
- The Transit Commission approved the contract with TrasDev and the contract will be on the Council consent agenda on September 17.
- WisGo Update: WisGo cards and the app will be accepted on Metrolift starting September 16th.
- 2024 CIP projects Update:
 - Badger Drive Remodel started September 12th.
 - The Badger Drive Fence project is expected to begin in October.
 - The AC condenser unit replacement at the Transit Center is anticipated to be installed in September.
 - Bus Rehabs-Two buses are fully rehabbed, the third bus will be completed this fall.
 - The New Driver Relief van - complete.
- Proposed changes to the fares as proposed in the Financial Management Plan will be considered at a Transit Commission meeting this Fall.
- Staff continues to work on service changes proposed in the Financial Management Plan that would be implemented in mid-2025.