



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: April 12, 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 sessions of the Employee Leadership class. There are 12 participants from Departments across the organization.
- Held Tony Time (monthly employee training) session on the results of the National Community survey. The Survey results will be presented to the Common Council on May 7.
- Held a meeting with Berry Dunn to review the draft of the City's Strategic Plan. The plan is expected to be presented to the Common Council at the meeting on May 22.
- Participated in a check-in meeting on the Class and Compensation study progress. The study is expected to be completed in July.
- Participated in Carroll's Community Council meeting
- Participated in a tour of the City with the consultant hired for the City's zoning code review

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](#).

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 oversaw the April 2nd election and is preparing for our remaining two elections this year.

Community Development

- The Department has started work on the Zoning Code Update process (details: <https://waukesha-wi-zoning-code-update-hlplanning.hub.arcgis.com/>) . 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 was held for this process on Thursday, April 11.

- The Department is preparing for the 2024 Riverside Rhythms summer concert series in Downtown.

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 annual 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>

Information Technology

- The Department has started the process of transitioning City employees to Fido Keys. These keys use the employees fingerprint to log on to their computer, instead of passwords.

Library

- This week is National Library week. Thanks to our dedicated staff working at the Library!

Parks, Recreation and Forestry

- The Department is participating in a strategic plan process. So far, focus groups, a survey and other data collection have been completed. The Board and staff will be meeting 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 now open for lifeguards, pool concessions, and more!
- The Summer Activity Guide is [available online](#). Registration for residents starts on April 12.
- The Department held a successful “How to Be a Bigger Bunny” family adventure walk and Trailbreaker run last weekend.

Police Department

- The Boots and Badges Basketball game will be held on April 12. [Details.](#)

Public Works

- The Department has started 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.
- The Brush/Branch Collection was completed. The crew collected 581 loads this year.

YEAR	TOTAL LOADS
2024	581
2023	521
2022	601

2021	563
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Clean Water Plant

- Continuing working on five-year Wastewater Discharge Permit application due July 2024.

Transit

- WisGo is working to add additional re-load locations and we should be announcing additional WisGo card distribution locations in the near future. Passengers have until April 30th to use old fare media (10 Ride and 31 Day passes and day passes) as effective May 1st, only WisGo Cards, the UMO app and cash will be accepted on fixed route buses.
- Studying possible changes to school trip services for the 2024-2025 school year as well as other minor service changes.