



**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 3, 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. There are 12 participants from Departments across the organization.
- Continued work on the City's Strategic Plan. The plan is expected to be presented to the Common Council at the meeting on May 21.
- Attended a meeting to review utilization of the City's Employee Health and Wellness Center.
- Participated in a check-in meeting on the Class and Compensation study progress. The study is expected to be completed in July.
- Held a meeting to review the City's Development process.
- Toured the Waste Management Germantown Recycling facility.

### 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 Dates

- Next Mayor's Celebrate Waukesha Breakfast will be held on **Tuesday, May 7**. Please RSVP to Rebecca Pederson
- The Groundbreaking Ceremony for the Parade Memorial will be held at 5pm on **Wednesday, May 8**.

### 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 oversaw the April 2<sup>nd</sup> election and is preparing for the 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.
- 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 is participating in Light the Night for fallen firefighters and is encouraging everyone to light red lights outside their home or business from May 1-5.
- The Fire Department has an open recruitment for firefighters/paramedics. [Details.](#)
- Last week the Department welcomed three new firefighters and Kyle Guth was promoted to Lieutenant.
- The Department said farewell to Chief Howard who retired on May 1

## 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

- The library recently was awarded a “Partnering for a Purpose” award from Literacy Services of Wisconsin. This award goes to an organization that “enhances the opportunities afforded to our students by combining and maximizing resources.”
- 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 now open for lifeguards, pool concessions, and more!
- The Summer Activity Guide is [available online](#). Registration for residents starts on April 12.
- The grand opening of the Mindiola turf fields was held on Friday, April 26.

## Police Department

- The [January – February Police Report is available](#).

### **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.

### **Clean Water Plant**

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

### **Transit**

- Waukesha Metro won the Transit Mutual Insurance Division III Safety Award for 2023 for having the fewest number of claims. Metro has now won the award two years in a row and 6 out of the last 9 years.
- Three additional Walgreen's locations have been added to the WisGo card re-load locations at 21325 East Moreland Boulevard, Waukesha, 221 East Sunset Drive, Waukesha, 2700 North Grandview Boulevard, Waukesha. Additional locations will be added in the near future. Passengers can no longer use the old fare media (10 Ride and 31 Day passes and day passes) only WisGo Cards, the UMO app and cash will be accepted on fixed route buses. Announcements about this change started in August of 2023.
- Staff is working to implement service changes approved to take effect June 17<sup>th</sup> that includes changes to service for the 2024-25 school year. Staff is also working on potential future changes based on potential changes to key destinations.
- 2024 CIP projects Update- The New Driver Relief van -complete. Design work on the Badger Drive remodel is expected to be completed by mid-May so the bid can be released at the end of May. Badger Drive fence project is in planning stage. Bids for bus engines will be on the Transit Commission agenda for May 9<sup>th</sup> as part of the bus rehab project. Planning for AC condenser project will begin later this year.
- Transit staff is developing a bus shelter plan to guide Transit on what parameters Transit should analyze to determine where bus shelters should be located.