



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Human Resources	Meeting Date: 06/18/2025
ID Number: 25-01240	Ordinance/Resolution Number (if applicable): NA
Department Submitting: Department Public Works-Parking	Submission Date: 06/18/2025
Agenda Item Title: Review and Act on the Addition of Security Guard Staff at the South Street Ramp	

Issue Before the Council:

This item is to review and act on the request from the Department of Public Works (DPW) and Police Department (PD) to add security guard staff to help address excessive vandalism and individual occupying the common areas. The addition of security guards is one of the multiple strategies being implemented to address the vandalism and safety concerns at the South Street Ramp.

Options & Alternatives:

1. To approve the additional security guard hours to cover the South Street Ramp
2. To approve an alternative amount of security guard hours to cover the South Street Ramp
3. To not approve the additional security guard hours to cover the South Street Ramp

Additional Details:

The City currently maintains and operates 2 municipal parking structures/ramp. The South Street Ramp at 241 South St. and the Transit Center at 212 St. Paul Ave. The South Street Ramp contains approximately 450 parking spaces and is utilized by various Downtown businesses, residents, patrons and visitors. Unfortunately, there recently has been an increased level of condition issues, vandalism and not permitted occupation of the parking ramp.

The strategies to target concerns include implementation of multiple maintenance and repair projects, additional coordination and patrol by the PD, improved camera system coverage and monitoring and the addition of Security Guard Staff. The addition of Security Guards would be an increase to hours of the Security Guard Position/s that provides coverage at the Transit Ramp. Currently the Transit System and Parking Utility utilize, 5 staff / 3,900 hours (1.875 FTE) of security coverage at the Transit Ramp and it is requested to add 2 staff with a total of 35 hours per



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week (.875 FTE). The additional coverage is proposed to include one 20-hour position that would work M-Th 5:00 to 10:00PM and the second would work Fri – Sun 5:00 to 10:00PM.

See the South St. Ramp Condition and Action Plan Update document for additional information.

What is the Strategic Plan Priority this item relates to:

Provides Service in Excellence and meets the core value of ensuring the community is safe and secure.

What impact will this item have on the Strategic Plan Priority?

The service provided at the ramp will be increased as the conditions will be improved, and customers will feel safer.

Financial Remarks:

The Parking Utility would cover the cost for the 35 hours per week / 1820 hours per year / .875 FTE of security guard coverage totally approximately \$34,580 per year based on the \$19.00 per hour rate.

An average of 5 parking citations per day would cover the cost of these positions. Since the changes to automated parking at the ramps, we have averaged 9 citations per day. After the automated parking is added at Surface Lot 8, we anticipate a total of 12 citations per day between the two ramps and Lot 8. This additional revenue (approximately \$87,600 for the year) would cover the added salary expenses.

Additionally, adding security guard time is expected to reduce yearly maintenance, repair and clean up expenses that have been on the rise for the last several years. In 2024, over \$5,700 was spent on fire extinguishers, bio-hazard clean-up and property damage repair and the 2025 year to date expense is over \$6,300.

Executive Recommendation:

Recommend approval of the additional 35 hours of Security Guard Staff time to cover the South Street Ramp.

Recommended Motion:


Recommend approval of the additional 35 hours of Security Guard Staff time to cover the South Street Ramp.



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Reviewed By:

Reviewer #1 Name & Title	Reviewer Signature
Reviewer #1 Name & Title Brian E. Running, City Attorney	Reviewer Signature 
City Administrator	Reviewer Signature Anthony Brown 06/12/2025