



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

## City of Waukesha Cover Sheet

<b>Committee:</b> Human Resources	<b>Meeting Date:</b> 6-18-25
<b>ID Number:</b> 25-01239	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Department Submitting:</b> Parks, Recreation & Forestry (PRF) Ron Grall, Director	<b>Submission Date:</b> 6-11-25
<b>Agenda Item Title:</b> Review and possible action on proposed adjustments to the Human Resources B16 Staffing Resolution Job List pertaining to PRF Building Maintenance (2.70 to 3.00) and Custodian (0.63 to 0.73) positions.	

<b>Issue Before the Council:</b> Adjustments to the Human Resources B16 Staffing Resolution Job List pertaining to PRF Building Maintenance (2.70 to 3.00) and Custodian (0.63 to 0.73) total positions to best support City Fleet Services reorganization initiatives.
<b>Options &amp; Alternatives:</b> No other viable options identified.
<b>Additional Details:</b> As part of the City Fleet Services reorganization, discussions took place with the City Administrator about how to best address and manage the non-fleet PRF stockroom-related tasks currently handled by the PRF Stockroom Attendant. Non-Fleet related tasks account for an average of 822.61 hours per year over the past seven years.  To address this workload, it was determined it could be best accomplished by increasing the existing part-time PRF Building Maintenance position from 0.7 FTE to full-time (1.0 FTE) and adjusting the PRF Custodian position from 0.63 FTE to 0.73 FTE.



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

**What is the Strategic Plan Priority this item relates to:**

- A. Financial Sustainability
- B. Service In Excellence

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

- A. Objective 5 – Review all current expenditures & cost savings opportunities
- B. Objective 1 – Conduct an organizational assessment and create long-term staffing plan

**Financial Remarks:** Current budget can support indicated position adjustments for the balance of this year and said adjustments will be incorporated into the PRF 2026 operating budget submittal process.

**Executive Recommendation:** Indicated position adjustments to the B16 have been reviewed and approved by the City Administrator as part of the Fleet Services reorganization process.

**Suggested Motion:** Move to approve proposed adjustments to the Human Resources B16 Staffing Resolution Job List pertaining to PRF Building Maintenance (2.70 to 3.00) and Custodian (0.63 to 0.73) positions.

**Reviewed By:**

Finance Director	Date Reviewed
City Attorney - OK	Date Reviewed 6-12-25
<b>City Administrator -OK</b>	Date Reviewed 6-12-25