



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: January 17, 2025

City Administrator Highlights

- Holding regular meetings with members of the Common Council to regularly check-in on current projects, priorities and goals.
- Holding weekly check-in meetings with Department Heads.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held Department Director's Meeting for Director's to share items from their Departments.
- Putting together work teams for the City's Strategic Plan Initiatives and a framework for reporting progress on our goals.
- Held Tony Time, our monthly employee training program. This month, Dustin Nolan discussed the changes coming to Garbage/Recycling services and also talked about recycling and sustainability initiatives in the City.
- Attended New Hire Orientation to welcome new employees to the City.

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)

Clerk/Treasurer

- **VACANCIES : 1** (Clerk)
- The Department is handling tax bill collection.
- The Department is preparing for this year's elections.

Community Development

- **VACANCIES: 1** (Property Maintenance Inspector)

Finance

- The Department is working on year-end items.

Fire

- The Fire Chief is featured in this month's City podcast. [You can listen here.](#)

Human Resources

- Working on next steps following the City's class and compensation study last year.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Parks, Recreation and Forestry

- **VACANCIES: 7** (Grounds Maintenance, Assistant Supervisor Building Maintenance, Building Attendant, Building Maintenance Specialist (2)), Customer & Administrative Services Manager, PT Arborist)
- The Winter/Spring Activity guide is [available online](#).
- The 40th Waukesha JanBoree is on January 17-26. Find all the events at janboree.org

Police Department

- **VACANCIES: 3** (Dispatcher, Parking Agent, Patrol Officer)
- The [November - December police report is available here.](#)

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Transportation, Sr. Engineering Tech)
- The Department released the Winter edition of The Works Space Newsletter: <https://bit.ly/2025WinterWorksSpace>
- The Department is starting 2025 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 : 2** (Equipment Operator, Mechanic)

CLEAN WATER PLANT:

- **VACANCIES : 2** (Operator, Lab Tech)
- Managing Water Softener Rebate Program. The City is offering a \$200 rebate to those who remove their Water Softeners in an effort to reduce chlorides entering the water.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)