



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: June 13, 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.
- Held a Department Director's meeting to discuss the Council agenda items and to hear updates from all Departments on current projects.
- Held the final session of our Spring Employee Leadership Program. The participants will graduate at the Council meeting on June 17.
- The first quarter Strategic Plan report was released and shows our accomplishments on the Strategic Plan Initiatives so far this year. You can [view it on the website here](#).

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

Assessor

- Held the first meeting of Board of Review on Friday, June 6. Additional Board of Review dates are scheduled.
- A [webpage was created](#) that explains assessments, the timeline and process.

Cemetery

- The Cemetery staff are temporarily moving to City Hall while there is HVAC work done at the Cemetery Building. The Cemetery Building is closed while this work is being done.

Clerk/Treasurer

- **VACANCIES: 1** (Clerical Assistant Part-Time)

Community Development

- The summer Riverside Rhythms concert series in Downtown Waukesha started this week. You can get lunch and listen to live music on Wednesdays during the summer from 11:30am-1pm on the Riverfront.

Fire

- **VACANCIES: 1** (Financial Analyst)
- A Safety Days in the Park Series will be held over the summer at various City Parks. The Fire Department will be offering car seat safety checks as part of the Safety Days in the Park on June 18. [More details.](#)
- The Fire Department will be at the Farmers Market this summer on June 14, July 26, August 16, September 13, and October 18 teaching hands-only CPR and providing other safety information.
- The Fire Department released their quarterly newsletter. [You can view it here.](#)
- The Fire Department released their 2024 Annual report. [You can view it here.](#)

Human Resources

- Working with Department Directors and employees on the next steps for the Class/Compensation review of all remaining positions.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- Hosting the summer reading program for adults and children which started June 1.
- Participated in the Buchnerfest celebration on June 7. Families had the opportunity to sign up for the summer reading program at the event.

Parks, Recreation and Forestry

- **VACANCIES: 10** (Arborists (3), Building Maintenance Specialist (2), Grounds Maintenance (3), Recreation Services Manager, Asst. Building Maintenance Supervisor).
- The Summer Activity guide is [available online.](#)
- Summer events and activities have started. The first Tribute Tuesday concert of the summer is was June 10th with a Tribute to Taylor Swift. [Information on Special Events.](#)
- The pools opened on Saturday, June 7, which was also the day of the Buchnerfest celebration.

Police Department

- **VACANCIES: 2** (Dispatcher, Parking Enforcement Agent PT)
- The [2024 Annual Report is available here.](#)
- A Safety Days in the Park Series will be held over the summer at various City Parks. [More details.](#)
- Waukesha Night Out will be held on August 6 in Frame Park
- Run with the Cops will be held on Friday, August 15.

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Engineering Tech, Sr. Engineering Technician Survey)
- The Department is working on 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 : 6** (Equipment Operator (5), Mechanic)

CLEAN WATER PLANT:

- **VACANCIES : 1** (Maintenance Operator)
- Processing water softener removal rebates.
- Submitted May eDMR reports for the WI DNR.
- Hosted multiple 5th grade tours at the Clean Water Plant.

TRANSIT:

- Service changes including consolidating from 10 routes to 8 routes were implemented June 2nd. Also to note, Waukesha County Commuter Route 901 no longer operates effective June 2nd as well.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - Contractor is planning a late Spring install.
 - Ticket Vending Machine-Finalizing contract. Targeting a late Spring install.
 - Bus Rehab bids are set to be due in July. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement will be rebid. There are vendors interested.
- Baker Tilly completed the 2024 Financial Audit. The final report will be presented to the Transit Commission on June 19th.
- The 2026-2028 Disadvantage Business Enterprise Plan is completed and was submitted to FTA.
- Working on 2025 Federal Grant application.