



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: February 27, 2026

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 our bi-monthly Department Director's meeting.
- Attended the WCMA (Wisconsin City/County Management Association) Conference.
- Held our fifth session of this round of the Employee Leadership Class. We have 11 employees participating from Departments across the City.
- The NCS (National Community Survey) data collection has concluded. The results are being analyzed.
- We are holding community budget focus groups. There will be nine sessions held in total. The data from the NCS survey, budget focus groups and online tools will all be compiled and shared with council in a report later this summer. You can find more information on our community engagement initiatives on our website: <https://www.waukesha-wi.gov/proactive-planning.php>

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)

Upcoming Events:

- **Board/Committee Celebration Event, Wednesday, March 4, 5:30pm** at Tuscan Hall (invitations previously sent by Rebecca Pederson). Please respond to Rebecca if you plan to attend.
- **Celebrate Waukesha Breakfast, Tuesday, May 5 at 7am at Tuscan Hall.** Jennifer Andrews will be speaking about Development. Invitations will be sent in early March.

Department Highlights

Cemetery

- The Cemetery is hiring for summer seasonal positions. <https://www.waukesha-wi.gov/jobs>

Clerk/Treasurer

- A primary was held on February 17 for residents in District 13.
- The Spring Election will be held on Tuesday, April 7.

Community Development

- Holding a new event in Downtown Waukesha in partnership with the Waukesha Chamber of Commerce, the Sweets Wauk. Participants will visit various downtown business and sample sweet treats. [More info and tickets.](#)

Finance

- The Department is working on 2025 year-end procedures.
- The Finance Director is participating in the Community Budget Focus Groups.

Fire

- The Department is working to complete a Community Driven Strategic plan and Community Risk Assessment plan this year. The Fire Department received a grant to assist with these efforts.
- The Fire Department release their quarterly newsletter. [You can view the newsletter here.](#)

Human Resources

- Holding sessions for employees to get questions answered from Centivo, our new Health Insurance Provider.
- All open positions, including summer seasonal positions, are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 4** (Page shelper, Security Guard (2), Library Associate)

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist, Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor, Customer Service Specialist)
- The Winter/Spring Activity guide is [available online](#). Resident registration is open. Make sure to “Flip” the book over to view the new City newsletter, Waukesha Current, that is now a part of Activity Guide. The City is saving costs by not mailing a separate “Works Space” newsletter publication.
- The Trailbreaker run will take place on March 29. [More details.](#)
- The Family Adventure Walk, *Bear Wants More*, will take place on April 11. [More details.](#)

Police Department

- **VACANCIES: 6** (Dispatcher (2), Seasonal CSO (2), Clerical Assistant, Part-time Parking Enforcement Agent)

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Sr. Engineering Technician Survey)
- You can [view an interactive project map on the City website.](#)

- The Works Space newsletter is now combined into a City newsletter, Waukesha Current, that is on the back side of the Activity Guide. This saves the City in printing and mailing costs and provides residents with one publication to look for three times per year.

CITY GARAGE

- **VACANCIES : 5** (Equipment Operator (3), Mechanic (1), Mechanic Crew Leader)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Submitted the monthly DMR report for January.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractors starting up outdoor generator for phase 3 upgrade.
- Working with Strand Associates for a capacity evaluation of the CWP.
- Sent out warning letters to high water users that have failed to optimize/remove their water softeners.
- Lab completed its annual proficiency testing
- Continuing work with Wisconsin State Lab of Hygiene by sending in wastewater samples for measles analysis.

TRANSIT:

- **VACANCIES : 1** (Security Guard)
- Transit has completed its plan for recommended service changes for June 15, 2026. The overall scope of the changes is minor for Waukesha Metro as a whole; however, a public hearing is required and will be held at the Transit Commission meeting on March 19th due to proposed changes to the Route 9 Saturday routing and the proposed elimination of Route 6 Sunday service. A complete list of the proposed changes is detailed on the Metro website and posted at the Transit Center. The service changes are designed to reallocate existing resources to areas of higher ridership and create more efficiencies.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented this, Summer.
- Preparing for 2025 Financial Audit. Onsite audit will occur in early March.
- Preparing for 2026 FTA Grant after meeting with FTA.
- 2025 CIP Projects
 - Air Handler and Boiler Replacement Badger Drive-Final parts were installed and project is now complete.
 - Ticket Vending Machine & Bus Rehab-Both are complete.
 - Bus Wash Replacement- Install is tentatively scheduled for Spring.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment- Install is scheduled for mid-March
 - NTD Certification Software- Project is underway. Expected to be completed by Summer.
 - Replacement Fareboxes- RFP is active and proposals are due March 2nd.
 - Replacement Transit Center Signs-Finalizing procurement plan for project.
 - Replacement Boiler-Transit Center-Bids are due March 6th.