



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 27, 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 a workshop for Department Directors, led by Ted Neitzke CESA 6. The workshop was on communication and ways to better communicate with each other and among our teams
- Attended the Waukesha County Media Day which brought together representatives from Fox 6, TMJ4, WISN 12, and the Journal to discuss ways we can better work together on sharing stories and information.
- Held a Street Uses Panel to discuss non-compliance with a previous Street Uses Panel decision.
- The Department Directors are holding their next quarterly Strategic Plan workshop on July 8.

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)

Council Workshop

The council workshop will be held on Tuesday, July 8 from noon-5pm at the City Hall Training Room. Please make every effort to attend.

Department Highlights

Assessor

- Holding Board of Review meetings for all submitted cases.

Cemetery

- The Cemetery staff are temporarily moved 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 has started. 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 is being held over the summer at various City Parks. [More details.](#)
- The Fire Department offered car seat safety checks at Fire Station #1 on June 27.
- 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.

Parks, Recreation and Forestry

- **VACANCIES: 9** (Arborists (3), Building Maintenance Specialist (2), Grounds Maintenance (3), Recreation Supervisor, Asst. Building Maintenance Supervisor).
- Independence Day Beer Garden and Fireworks will take place at Lowell Park on Thursday, July 3
- The 4th of July Parade is Friday, July 4 at 11am. If you are walking in the parade, please view email from Joanna Adamicki
- The Summer Activity guide is [available online.](#)
- Summer events and activities have started. [Information on Special Events.](#)
- The pools opened on Saturday, June 7. With the warm weather last weekend, the pools were at capacity for most of the day.

Police Department

- **VACANCIES: 2** (Dispatcher, Parking Enforcement Agent PT)
- The [2024 Annual Report is available here.](#)
- A Safety Days in the Park Series is being 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:

- Processing water softener removal rebates.
- Submitted June eDMR reports for the WI DNR.
- Nathan Herr named Interim Pretreatment Coordinator (Tim Young retired).

TRANSIT:

- June 2nd service change update. Service overall is working well. The bus shelter by Waukesha Memorial on Lawndale was moved to its new location. A few more bus shelters related to these changes will be moved in the coming weeks.
- Baker Tilly presented on the 2024 Financial Audit to the Transit Commission on June 19th. It was a clean audit with no findings.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - Due to the delay in the contractor receiving equipment, the bulk of the project will occur in early fall when the temperature is not as warm.
 - Ticket Vending Machine - Machines should be delivered and installed in coming weeks.
 - Bus Rehab - Bids will be completed in August. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement - Will be re-bid soon.
- Submitted revisions to the 2024 National Transit Database Report and the report is now in final review.
- Working on 2025 Federal Grant application.