



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

City of Waukesha Cover Sheet

Committee: Transit Commission	Transit Commission Meeting Date: 12/04/25
ID Number: 25-02593	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Department Public Works-Transit	Common Council Submission Date: 12/16/25
Agenda Item Title: Review and Act on Proposed Amendment 1 to Intergovernmental Cooperation Agreement Waukesha County Transit Administration Services	

Issue Before the Council:

This item is to review and act on the proposed amendment to the Transit Administration Agreement with Waukesha County. Waukesha County contracts with the City for Transit Administration services which includes contractor oversight, reporting and filing of reports to various agencies (state and federal), budgeting, etc. Due to a considerable reduction of Waukesha County's transit service for 2026, the scope of services provided the County will decrease significantly.

The largest area is in contractor oversight and reporting for the Waukesha County Commuter routes operated by Coach USA Wisconsin which ended at the end of September of this year. In addition, the grandfathered paratransit service operated by WI Transportation will end December 31, 2025. These two changes will greatly reduce the Transit staff time needed to provide these services for Waukesha County both in 2026 and a further reduction in time in 2027. In the first part of 2026, Transit will still need to complete various reports on the 2025 service. In 2027, those reports will not be needed for those services.

Due to the substantial reduction in the scope of services, the contract for this service will need to be amended and the fee paid by Waukesha County will need to be reduced from the current \$147,700. The agreed upon fee for 2026 (Year 2) is \$96,005 and for 2027 (Year 3), the fee would further reduce to \$91,574. Year 4 would resume the inflationary increases in the agreement.

Options & Alternatives:

The only options would be to approve or reject the amendment. Rejecting the amendment would likely lead to Waukesha County to terminate the service agreement entirely and handle the administration functions internally or seek a different vendor as the current fee for the reduced service would be extraordinarily high. The City would then lose out the revenue but would only see a minimal reduction of expenses as there is no staff member solely dedicated to this contract. In addition, the City could lose out in its ability to utilize capital grant funds allocated to the County that they were not planning to use which could result in difficulty replacing buses and other capital items in the future.

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

Financial Sustainability

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

This amendment would help to ensure that the contract remains in place and provides revenue for transit operations.

Financial Remarks:

The amendment would reduce Year 2 (2026) revenue to \$96,005 which is a 35% reduction. The Year 3 (2027) rate would be \$91,574 which would be a 38% decrease in the current revenue.

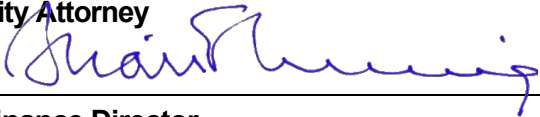
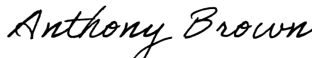
Executive Recommendation:

Recommend approval.

Recommended Motion:

Motion to recommend to Council the approval of the Intergovernmental Cooperation Agreement Waukesha County Transit Administration Services.

Reviewed By:

City Attorney 	Date Reviewed 24 Nov 2025
Finance Director Joseph P. Ciurro	Date Reviewed
City Administrator Anthony W. Brown 	Date Reviewed 11/25/2025