



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 31, 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. This year, the Director's meetings are moving around to the various City buildings so that everyone can see and tour our different buildings and facilities.
- Hosted a team building workshop with the Department Directors.
- Along with IT, attended meetings regarding ICAD which is utilized by the Police and Fire Departments.
- Work teams made up from employees across City departments have started working on the City's Strategic Plan Initiatives and a framework for reporting progress on our goals.
- Along with the Mayor, attended an event hosted by the County for Martin Luther King Jr. Day.

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)

Please note the second council meeting in February will take place on Thursday, February 20 as there is an election on Tuesday, February 18

Department Highlights

Attorney:

- **VACANCIES : 1** (Assistant City Attorney- PT)

Assessor:

- The Department is preparing for a City wide re-evaluation which will take place this Spring. A [webpage was created](#) and will be updated as we progress through the year.

Clerk/Treasurer

- **VACANCIES : 1** (Clerk)
- The Department is handling tax bill collection.
- The Department is preparing for the February 18 Election.

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.](#)
- The Fire Department released their quarterly newsletter. [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>

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 was a success with events held throughout the City over 10 days.

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 Traffic, 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 : 1** (Operator)
- Processing water softener removal rebates. To date have received over 470 applications.
- Attended 90% design meeting with Strand for Sludge Dryer and Electrical Upgrades project.

- Submitted 2024 Wisconsin Emergency Management Facility Report.
- Submitted annual effluent and source water mercury report to the DNR.
- Submitted quarterly metals report to the DNR.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- 2024 Fixed Route Ridership increased 16% over 2023 and Metrolift ridership increased nearly 7%. 2024 was the highest ridership totals since 2019.
- Staff is working on plans to implement the approved service changes effective June 2nd.
- Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift. Most Metrolift passengers have gotten and are using their WisGo card/Metrolift ID.
- 2024 CIP projects
 - Badger Drive Remodel- Final work is anticipated to be completed early February.
 - The AC condenser unit replacement at the Transit Center started prior to New Year's and should be completed in February. Due to extreme cold weather, some work had to be delayed.
- 2025 CIP Projects
 - Ticket Vending Machine-Waiting on vendor for additional paperwork.Targeting a Spring install.
 - Bus Rehab - Bids documents for engines are being created. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement - Staff is looking into the various types of systems that could work and will begin to create bid documents once specs are set.
 - Air Handler and Boiler Replacement Badger Drive- Bids are due January 31st.