



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 12, 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 an Economic Development Team monthly meeting with members of Finance and Community Development.
- We are holding new Council Member Orientation Sessions for the new Council Member Erik Helgestad.
- Started our new Employee Management Training Program. Going forward, any new managers or newly hired managers will be required to participate in a Management Training Program. This test program is taking place with current managers.

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:

- **Independence Day Parade, Saturday, July 4 at 11am.** All Council Members are welcome to walk in the parade. Please reach out to Rebecca Pederson if you plan to participate.
- **Celebrate Waukesha Breakfast, Tuesday, August 4 at 7:30am.** All Council members are invited to attend. Please RSVP to Rebecca Pederson if you will be attending.

Department Highlights

Assessor

- Board of Review was completed for this year.

Clerk/Treasurer

- Working through liquor licensing season.
- The last tax installment was due by May 31.
- There are two more elections this year on Tuesday, August 11 and Tuesday, November 3.

Community Development

- **VACANCIES : 1** (Associate Planner)
- Riverside Rhythms summer concert series started on June 10th and will take place Wednesdays in the summer over lunch, from 11:30am-1pm.

Finance

- Starting the preparations for the 2027 CIP and Budget process. Departments are currently working on their CIP requests.

Fire

- **VACANCIES : 1** (Firefighter/Paramedic)
- Last week, the Fire Department participated in National CPR and AED Awareness Week. If you missed the daily education videos, [you are encouraged to view them here](#).
- The Fire Marshall, Brian Charlesworth, shares summer fire safety tips on this month's Talkin' Waukesha podcast. [You can listen online or on your favorite podcast platform](#).
- 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.

Human Resources

- All open positions, including summer seasonal positions, are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 3** (Page shelver, Security Guard (10 hrs), Library Assistant)
- The summer reading program opened on June 1.

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist (2), Building Maintenance, Assistant Building Maintenance Supervisor, Recreation Supervisor)
- The Department is working on a new Master Plan. You can learn more about the Master Plan [here](#).
- The Summer Activity guide is [available online](#) and 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.

Police Department

- **VACANCIES: 2** (Dispatcher, Part-time Parking Enforcement Agent)
- The Department released their 2025 Annual Report. [You can view it here](#).

Public Works

ENGINEERING

- **VACANCIES : 3** (Engineer III- Traffic, Storm Water Technician, Building Maintenance Coordinator)
- You can [view an interactive project map on the City website](#).

CITY GARAGE

- **VACANCIES : 7** (Equipment Operator (4), Mechanic (1), Mechanic Crew Leader, Stockroom Attendant)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Started monthly DNR eDMR report for May.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Inspecting high water users water softeners in response to letters sent to noncompliant customers.
- Attended several meetings on chloride reduction/water softener rebate topics.
- Attended meeting with DNR to discuss Root River E.coli monitoring plan, received response.
 - Monitoring plan due 6/30/26
- Held numerous tours for 5th grade students.
- Collecting septage hauler applications for annual renewal.

TRANSIT:

- Changes to service including eliminating Route 6 Sunday service take effect on June 15th.
- Baker Tilly will be presenting on the 2025 Transit Financial Audit to the Transit Commission on June 18th.
- 2027 Buses-A proposed change order for minor changes will be brought forth to the Transit Commission on June 18th.
- The finalized WisDOT and Federal operating assistance percentage has been announced at 54.27% which is 1% below budget. The shortfall will be made up by the approved changes for June and August and federal relief funds if needed.
- Route 1 and Metrolift will operate a Sunday schedule on July 4th. The Transit Center lobby will remain closed.
- Work on the approved minor service changes to Routes 5, 9 and 15 effective August 24, 2026, is underway.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented later this Summer.
- Submitted 2026 FTA Grant Application and it is now in the formal review process.
- Submitted revisions to the 2025 National Transit Database report.
- 2025 CIP Projects
 - Air Handler & Boiler Replacement Badger Drive, Ticket Vending Machine & Bus Rehabs - All are complete.
 - Bus Wash Replacement - The underbody wash component of the new bus washer has been installed (picture). Full install is expected to be complete within the next month.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment - Complete
 - NTD Certification Software - Project is in the testing phase and is on target to submit for certification from the National Transit Database soon.
 - Replacement Fareboxes - Equipment is on order and expected towards the end of the year.
 - Replacement Transit Center Signs - Equipment is on order and expected in early Fall.
 - Replacement Boiler - Transit Center-Install complete (picture)
- Working on 2027-2031 CIP budget.

