



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: May 30, 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 another session of our Spring Employee Leadership Program. Last week the participants volunteered at the Hope Center. The participants will graduate at the Council meeting on June 17.
- The first quarter Strategic Plan report was recently released and shows our accomplishments on the Strategic Plan Initiatives so far this year. You can [view it on the website here](#).

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)

Department Highlights

Assessor

- Preparing for the Board of Review which will begin on Friday, June 6 at 9am.
- A [webpage was created](#) that explains assessments, the timeline and process.

Cemetery

- The Cemetery held the annual "Avenue of Flags" with flags placed along the main road on Memorial Day from 8am-2pm.

Clerk/Treasurer

- **VACANCIES: 1** (Clerical Assistant Part-Time)
- The final tax installment, for those who pay in installments, is due May 31.

Community Development

- Preparing for the summer Riverside Rhythms concert series in Downtown Waukesha.
- [Updated website regarding remodeling projects.](#)

Fire

- **VACANCIES: 1** (Financial Analyst)
- A Safety Days in the Park Series will be held over the summer at various City Parks. The Fire Department will be offering car seat safety checks as part of the Safety Days in the Park on June 18. [More details.](#)
- 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.
- Last week was National EMS Week. In 2024 the Department responded to 7,869 EMS incidents.
- 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

- Preparing for the summer reading program for adults and children which starts June 1.
- Participating in the Buchnerfest celebration on June 7. Families will have the opportunity to sign up for the summer reading program at the event.

Parks, Recreation and Forestry

- **VACANCIES: 10** (Arborists (3), Building Maintenance Specialist (2), Grounds Maintenance (3), Recreation Services Manager, Asst. Building Maintenance Supervisor).
- The Summer Activity guide is [available online.](#)
- Preparing for summer events and activities. The first Tribute Tuesday concert of the summer is June 10th with a Tribute to Taylor Swift. [Information on Special Events.](#)
- The pools open on Saturday, June 7, which is also the day of the Buchnerfest celebration.

Police Department

- **VACANCIES: 2** (Dispatcher, Parking Enforcement Agent PT)
- The [2024 Annual Report is available here.](#)
- Two new officers took their oath of office this week. They are now headed for the Police Academy for the next few months before they begin their service in Waukesha.
- A Safety Days in the Park Series will be 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.
- The Police Department personnel have received a number of recent honors and awards:
 - 3rd Place Gun Fire Around Man, 3rd Place Open Area Search for Man, & 3rd Place Malinois: Officer Smidt & K9 Arko - Jessiffany Canine Services Competition
 - Hans Marrero Award of Distinction: Lieutenant Kyle Bergner - Axon/Taser
 - Crisis Intervention Team (CIT) Officer of the Year: Officer Jason Fink - Wisconsin CIT Advisory Committee

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 (4), Heavy Equipment Operator, Mechanic)

CLEAN WATER PLANT:

- **VACANCIES : 1** (Maintenance Operator)
- Last week was Wastewater Professionals Day. The staff at our Clean Water Plant treat an average of 9 million gallons of wastewater every day. The plant operates 24 hours a day, 7 days a week.
- Processing water softener removal rebates.
- Submitted May eDMR reports for the WI DNR.
- Hosted multiple 5th grade tours at the Clean Water Plant.
- Held in-house training for Rooftop Safety.

TRANSIT:

- Service changes including consolidating from 10 routes to 8 routes will be implemented June 2nd. Also to note, Waukesha County Commuter Route 901 no longer operates effective June 2nd as well.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - Contractor is planning a late Spring install.
 - Ticket Vending Machine-Finalizing contract. Targeting a late Spring install.
 - Bus Rehab bids are set to be due in July. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement will be rebid. There are vendors interested.
- Baker Tilly completed the 2024 Financial Audit. The final report will be presented to the Transit Commission on June 19th.
- The 2026-2028 Disadvantage Business Enterprise Plan is completed and was submitted to FTA.
- Working on 2025 Federal Grant application.