



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: July 11, 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 Council workshop to allow the opportunity for Council to get to know one another, City staff and have the opportunity to learn more about the City's strategic plan progress and upcoming items.
- Held a Department Director's quarterly workshop to review progress on the City's Strategic Plan, kick-off the 2026 Budget season, and receive updates on the City's Health Insurance Program.

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 Dates

Tuesday, August 5 – Mayor's Celebrate Waukesha breakfast at Tuscan Hall from 7:30am-9am. Invitations were previously emailed. Please RSVP to Rebecca Pederson (rpederson@waukesha-wi.gov)

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

- Six of the utility boxes in Downtown Waukesha were recently painted with designs from local artists, as selected by the Public Art Committee.
- 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.

Finance

- The 2026 Budget season is underway. Department CIP (Community Investment Program) submissions were due and are being reviewed by the Finance Department and the City Administrator.

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 is offering a car seat safety check at Station #1 on July 17.
- The Fire Department will be at the Farmers Market on 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.](#)

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 Summer Activity guide is [available online.](#)
- Summer events and activities are in full swing. [Information on Special Events.](#)

Police Department

- **VACANCIES: 2** (Dispatcher, Parking Enforcement Agent PT)
- 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.
- Effective 6/30 rebates went from \$200 each to \$150 each.
- WPDES permit entered public comment period though end of July.

TRANSIT:

- WisDOT provided the 2025 State/Federal Reimbursement Rate which is 3.26% less than last year which was significantly less than expected. Due to service reductions, lower fuel costs and available federal relief funds, transit will be ok for 2025 but it does present some concern for future years.
- 2025 CIP Projects
 - Air Handler and Boiler Replacement Badger Drive - Pre-construction meeting held at the end of last month. The boiler and related equipment will be replacement soon. Due to the air handler will be replaced in early Fall when the need for cooling lessens.
 - 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- Re-bid will be released soon.
- 2030 CIP Budget and 2026 Waukesha County Operating Budget have been submitted.
- The 2024 National Transit Database Report has been accepted and closed out.
- Submitted the 2025 Federal Grant application