



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: October 17, 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 our bi-monthly Department Director's meeting.
- Held our Quarterly Senior Leadership Team meeting to review progress on the Strategic Plan initiatives. This session also included a conversation on Emergency Operations.
- Attended a meeting regarding a possible Lifeway Foods Expansion project.
- Held the Economic Development Team monthly meeting which includes representatives from Finance and Community Development.
- Held Police Negotiations and we worked toward a contract.
- Held the third session of the City's Local Government Academy. The second session included an interactive visit to Fire Station #1.
- Held Tony Time, monthly employee meeting. This month's topic was changes to the Employee 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)

Department Highlights

Cemetery

- The Friends of the Prairie Home Cemetery are preparing for the Tombstone Trot 5k run/walk on October 19.

Clerk/Treasurer

- **VACANCIES: 2** (Clerical Assistant Part-Time; Treasurer)

Community Development

- Tickets for the Wauk-Tober Downtown Beer and Wine Walk have sold-out. The event will be held on Saturday, October 18.

Finance

- The 2026 Budget season is underway. The CIP was approved. The Operating Budget review took place at the Finance Committee on October 14 and October 16 with Department presentations. The Operating Budget is expected to go before the Council on November 4.

Fire

- The Fire Department will be at the Farmers Market on October 18 teaching hands-only CPR and providing other safety information.
- The Fire Department held an Open House at Station #5 on Saturday, October 11 as part of Fire Prevention Week.
- The [Fire Department released their quarterly newsletter](#).
- Hosted the Local Government Academy participants for an informational session at Fire Station #1.

Human Resources

- Working with Department Directors and employees on the next steps for the Class/Compensation review of all remaining positions.
- Working on the benefit plans for 2026 with open enrollment for employees starting in November.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 1** (Page shelve)
- The Waukesha Reads program is taking place with events throughout October. [You can find more information here](#).

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist, Building Maintenance Specialist – Electrician, Building Maintenance Specialist- Plumber, Building Maintenance, Recreation Supervisor, Assistant Building Maintenance Supervisor, Grounds Maintenance)
- A Community Playground build was held for Minaka Park. The playground is expected to open by the end of October once the surfacing is installed.
- The Fall Activity guide is [available online](#).
- The Department is looking for volunteers for upcoming events. You can [find more information on volunteers here](#).

Police Department

- **VACANCIES: 7** (Dispatcher (4), Administrative Assistant, Seasonal CSO (2))
- The Citizens Police Academy program is meeting this fall as the participants learn more about the Waukesha Police Department.
- Painting Pumpkins with Police will take place on Saturday, October 18 at Frame Park from 12:30pm-3:30pm. Everyone is welcome to attend.

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Sr. Engineering Technician Survey)
- The Department is still 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 : 7** (Equipment Operator (3), Mechanic (2), Mechanic's Helper, Streets Crew Leader)

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Submitted Pretreatment Semi-Annual Report to DNR.
- Processing Water Softener Removal Rebates.
- Submitted the monthly DMR report for August.
- Responded to CWP Pretreatment Audit.
- DNR CWP Pretreatment Inspection on 9/30.
- Met with DNR to discuss CWP WPDES permit renewal.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractor's mid-way through demolishing roughing filters and W1 water line installation for phase 3 upgrade.

TRANSIT:

- **VACANCIES : 2** (Security Guard)
- Waukesha County Commuter Routes 904 & 905 ended service effective September 27th due to low ridership. Commuters have the option to ride Route 1 to the MCTS Connect 1 to get to downtown Milwaukee.
- The Transit Center Office has been repainted as part of ongoing maintenance
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - The boiler has been replaced, and the new air handler has been set in place. Duct, electrical and pipe work is expected to be completed by mid-October.
 - Ticket Vending Machine - Units were delivered in September and will be configured in October.
 - Bus Rehab - Bids for new engines were considered at the October 9th Transit Commission meeting.
 - Bus Wash Replacement - Install date has not been set. Staff is investigating additional components such as the underbody wash and electrical requirements for it.