



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: April 11, 2025

City Administrator Highlights

- Meeting with the newly elected Council Members. They will attend Council orientation sessions to meet the Department Heads before the next three Council meetings.
- 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 a 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.
- Held a Department Director's Quarterly Strategic Plan workshop to review our progress so far on the Strategic Plan initiatives
- Held another session of our Spring Employee Leadership Program. This year there are 10 employees participating in the program from Departments across the City.
- Attended a Change Management Training workshop.
- Participated in interviews for the HR Generalist position that will be vacant soon due to a resignation.

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

Attorney:

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

Assessor:

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

- City Assessor, Sam Walker, presented on the Re-Evaluation process at last month's Employee Training, Tony Time and is presenting at the Council meeting on April 15.

Cemetery

- Working to fill seasonal summer positions for grounds maintenance

Clerk/Treasurer

- The new Clerk, Katie Panella, started on Monday, April 7.
- The Department is still wrapping up items from the April 1 election.

Finance

- The Department is preparing for the auditors.
- The Department is working on providing more regular monthly reports to Departments on their accounts.

Fire

- **VACANCIES: 4** (Firefighter/Paramedic)
- 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.](#)
- The annual Boots and Badges Basketball game will take place on Friday, April 11 at 7pm at South High School.
- The Fire Department is celebrating 50 years of paramedic service. You can learn more about this anniversary and the history of the Fire Department [in this month's podcast.](#)
- The Fire Department is currently conducting recruit academy for the new Fire recruits.

Human Resources

- **VACANCIES: 1** (Benefit Specialist/HR Generalist)
- 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

- This week is National Library week.
- The Library is preparing for summer reading and other programs and events

Parks, Recreation and Forestry

- **VACANCIES: 7** (Arborists, Building Attendant, Building Maintenance Specialist (2), Grounds Maintenance, Park Attendant, Arborist Intern)
- The Summer Activity guide is [available online](#). Resident registration opens on Monday, April 14. Non-resident registration opens on April 17.

Police Department

- **VACANCIES: 3** (Community Service Officer, Dispatcher, Patrol Officer)
- The [November - December police report is available here.](#)
- The annual Boots and Badges Basketball game will take place on Friday, April 11 at 7pm at South High School.
- National Public Safety Telecommunicators week is next week, April 13-19.

Public Works

ENGINEERING

- **VACANCIES : 6** (Engineer I, Engineer II Construction, Engineer III Traffic, Engineering Tech, Solid Waste Coordinator LTE, Sr. Engineering Technician Survey)
- The new Garbage/Recycling contract with Johns started on March 31. You [can find more details here.](#)
- 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 : 8** (Equipment Operator, Mechanic, Crew Leader- Shop)

CLEAN WATER PLANT:

- **VACANCIES : 2** (Operator, Maintenance Operator)
- Sampled biosolids storage piles in preparation for upcoming land application.
- Submitted annual confined space report to HR.
- Submitted 2024 Pretreatment Program Annual Report to DNR.
- Processing water softener removal rebates.
- Phase 3 improvement design and specs bids opened. Came in under budget.
 - Recommended low bid (Ahern) and approved at Board of Public Works meeting on 4/3.
 - Will be attending Common Council Meeting on 4/15 to recommend low bid.
- Conducted plant tours for Waukesha Business Alliance and Waukesha West High School Students.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- Communications on the service changes for June 2nd have been posted on the Metro website, buses and the Transit Center.
- Transit and Community Development staff and SEWRPC worked with Via to explore the feasibility of On Demand transit options for Waukesha Metro. The results of the study will be presented to the Transit Commission later this Spring.
- Passengers will have until April 30, 2025, to use up remaining two ride Metrolift cards. Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift. Almost all passengers have switched to the WisGo card and very few two ride cards have been used in the past month.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive-Install will likely be late Spring.
 - Ticket Vending Machine-Finalizing contract. 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- Will be re-bid due to lack of bidders.
- Preparing for 2024 Financial Audit which will occur the week of April 14th.
- Working on 2026-2028 Disadvantage Business Enterprise Plan which should be completed in late May.
- Working on 2025 Federal Grant application and 2024 Annual National Database Report.