



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: January 16, 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.
- Participated in the Economic Development Team monthly meeting.
- Held Tony Time, our monthly employee training series. This month the Police and Fire Departments presented on active shooter training for employees.
- Held our first session of this round of the Employee Leadership Class. We have 12 employees participating from Departments across the City.

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:

- **JanBoree, January 16-25.** Event Details: <https://janboree.org/>
- **Council Workshop, Tuesday, January 27, 10am-5pm at City Hall.** Agenda will be sent via email.
- **Spring City Soiree , Wednesday, February 4, 5-7pm.** We are celebrating the City's 130th Anniversary at the Waukesha County Historical Society and Museum! Get a preview of the new Springs Exhibit, enjoy appetizers, hear from local historian John Schoenknecht and more! [Spring City Soiree](#)
- **Board/Committee Celebration Event, Wednesday, March 4, 5:30pm** at Tuscan Hall (invitations previously sent by Rebecca Pederson)

Department Highlights

Clerk/Treasurer

- **VACANCIES: 1** (Treasurer)
- A primary will be held on February 17 for residents in District 13. No other residents will vote on February 17.

Fire

- The Department is preparing for Community Risk Reduction week which starts January 19 and includes education about the Fire Department efforts in 2025.
- Preparing 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

- Continuing to assist employees with the changes to the new insurance provider which took place on January 1.
- Hired a new HR Generalist, Lindsay.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 3** (Page shelver, Security Guard (2))
- Hosting events at the Library as part of the Waukesha JanBoree including, “Your Mars Vacation”, “JanBoree Art” and “Galaxy of Crafts”

Parks, Recreation and Forestry

- **VACANCIES: 4** (Arborist, Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- The Winter/Spring Activity guide is [available online](#). Resident 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.
- The Waukesha JanBoree presented by Generac is taking place from January 16-25 with the theme “Out of this World.”
- The Department is looking for volunteers for the upcoming JanBoree. You can [find more information on volunteers here](#).

Police Department

- **VACANCIES: 5** (Dispatcher (2), Seasonal CSO (2), office manager)

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Sr. Engineering Technician Survey)
- 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.
- The Works Space newsletter is now combined into a City newsletter, Waukesha Current, that is on the back side of the Activity Guide. This saves the City in printing and mailing costs and provides residents with one publication to look for three times per year.

CITY GARAGE

- **VACANCIES : 6** (Equipment Operator (5), Mechanic (1))

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Processing water softener removal rebates.

- Started the monthly DMR report for December.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractors installing outdoor generator for phase 3 upgrade.
- Completed annual pretreatment inspections of industries.
- Closing out 2025 purchase orders and creating 2026 purchase orders.
- Working with Strand Associates for a capacity evaluation of the CWP.

TRANSIT:

- **VACANCIES : 1** (Security Guard)
- The service reductions took effect January 12, 2026 and are operating well. Have received a few comments on the reduced frequency on Route 1.
- Transit staff is planning for minor adjustments that would take effect in Summer of 2026.
- 2025 CIP Projects
 - Air Handler and Boiler Replacement Badger Drive-Substantially complete and operational. Waiting on a few back ordered parts.
 - Ticket Vending Machine-Complete
 - Bus Rehab-Rehab of Bus 174 is complete. Rehab on Bus 175 has begun.
 - Bus Wash Replacement- Install date will likely be sometime this Spring.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment- Kickoff meeting was held on Jan. 15th. Actual install date to be determined in near future.
 - NTD Certification Software- Vendor has started back end work. Kick off date will occur in the very near future.
 - Replacement Fareboxes- Significant planning work is under way and will be developing RFP.
 - Replacement Transit Center Signs-Planning work has started.
 - Replacement Boiler-Transit Center-Bid document will be prepared in near future.
- Staff is working on planning for bus shelter changes for this Summer.