



**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:** February 14, 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.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held 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.
- Preparing for bargaining with the Fire Union.
- Held Tony Time, our monthly employee training meeting. Employees were informed about next steps in the Class/Compensation process and Karen Richards gave an overview of information on the Prairie Home Cemetery.
- Along with the Mayor, held our quarterly Employee Service Celebration to recognize employees with service anniversaries in January, February, or March.
- Work teams made up from employees across City departments have started working on the City's Strategic Plan Initiatives and a framework for reporting progress on our goals.
- Along with the Mayor, attended the grand opening of the new Salvation Army store.

### 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](mailto:JSchroeder@waukesha-wi.gov))

\*Please note the council meeting will take place on Thursday, February 20 as there is an election on Tuesday, February 18\*

### Department Highlights

#### Attorney:

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

**Assessor:**

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

**Clerk/Treasurer**

- **VACANCIES : 1** (Clerk)
- The Department is handling tax bill collection.
- The Department is preparing for the February 18 Election.

**Finance**

- The Department is working on year-end items.

**Fire**

- **VACANCIES: 4** (Firefighter)
- February is Hearth month. Did you know the Fire Department has deployed AEDs in 19 City Parks, 23 City Facilities, and 33 Police Vehicles. You can [learn more in this video](#).
- The Fire Chief is featured in last month's City podcast. [You can listen here](#).
- The Fire Department released their quarterly newsletter. [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.

**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>

**Parks, Recreation and Forestry**

- **VACANCIES: 6** (Grounds Maintenance, Building Attendant, Building Maintenance Specialist (2), Arborist (3))
- The Winter/Spring Activity guide is [available online](#).
- The Spring Family Adventure walk will be held on Saturday, April 5 in Frame Park.
- The Trailbreaker run/walk will be held on Sunday, April 6.

**Police Department**

- **VACANCIES: 2** (Dispatcher, Parking Agent)
- The [November - December police report is available here](#).
- February 15 is National School Resource Officer Appreciation Day. The Waukesha Police Department has six full-time School Resource Officers (SRO's) at the Waukesha School District Middle Schools and High Schools.
- The annual Boots and Badges Basketball game will take place on Friday, April 11 at 7pm at South High School.

**Public Works****ENGINEERING**

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Sr. Engineering Tech)
- February 16 - February 22 is National Engineers Week. Thank you Engineers!

- The new Garbage/Recycling carts are arriving. They will start to be distributed to homes the week of February 17 and distribution will continue through the month of March. You [can find more details here.](#)
- The Department released the Winter edition of The Works Space Newsletter: <https://bit.ly/2025WinterWorksSpace>
- The Department is starting 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 : 2** (Equipment Operator, Mechanic)

#### CLEAN WATER PLANT:

- **VACANCIES : 2** (Operator, Maintenance Supervisor)
- Wrapping up January DMR report for the DNR.
- Processing water softener removal rebates. To date have received over 914 applications.
- Posted the official notice for bidders of phase three improvements on the dryer project.
- Responded to several grease issues in the sewer system related to food service establishments.

#### TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- 2024 Fixed Route Ridership efficiency measured as passenger per revenue hour increased 8% in 2024 to 7.9 rides/revenue hour from 7.3 in 2023.
- Staff is working to implement the approved service changes effective June 2<sup>nd</sup> that include: Consolidating routes Route 7 & 8 into a new Route 8 due in part to the closing of the UW-Milwaukee at Waukesha campus and consolidating Routes 2 & 3 into a new Route 3. Information on the approved changes are on Service Alerts page of the Waukesha Metro website, [waukeshametro.org](http://waukeshametro.org). Staff is also working with MCTS and Waukesha County on a plan to have slight reductions in Route 1 service levels that has significant cost savings that would have only slight impacts on the passengers and service overall.
- Transit & Community Development Staff and SEWRPC are working with Via to explore potential On Demand transit options for the future. A final report on these options will be completed this Spring.
- Metrolift two ride cards are no longer available for sale. Passengers will have until April 30, 2025 to use up remaining two ride cards. Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift. Most Metrolift passengers have gotten and are using their WisGo card/Metrolift ID. Most passengers have switched to the WisGo card.
- 2024 CIP projects:
  - Badger Drive Remodel & Transit Center AC Condenser Replacement- Both projects are anticipated to be completed by the end of February. Transit Administration staff should be back at Badger Drive in early March.
- 2025 CIP Projects:
  - Air Handler and Boiler Replacement Badger Drive-Winning bid was significantly below budget and will be up for approval at the February 18<sup>th</sup> Council Meeting
  - Ticket Vending Machine-Reviewing final paperwork from vendor. Targeting a Spring install.

- Bus Re-hab-Bids documents for engines are being created. One of the transmissions has already been replaced due to the existing transmission failing.
  - Bus Wash Replacement-Staff is looking into the various types of systems that could work and will begin to create bid documents once specs are set.
- Completed updates to Title VI Plan (Civil Rights) for 2025-2028 that is due to FTA later this Spring. Will need approval of the Transit Commission and Council in March in order to submit to FTA.
- Planning for proposed 2027 bus order. Due to long lead times, Transit needs to work on this project now to ensure delivery in 2027.