



**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:** August 1, 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 Department Director's meeting.
- Held our first S.O.A.R. session for new employees (name S.O.A.R is based off an acronym of the City's Core Values) . Any employees who were hired in the last four months were invited to attend. The purpose of this session is to share additional information about the City such as information on the Strategic plan, budget, City priorities, etc. that is not shared in the first day orientation and to also check-in with the employees on questions, concerns or ideas they might have for the City. The goal is to offer this session three times per year.
- Attended meetings for the Police contract negotiations.
- Attended meetings regarding the City's health insurance program for next year.
- Met with Departments and the Finance team to review the CIP (Community Investment Program) submittals from Departments.
- Held a meeting to review parking concerns and options at the South Street and Transit Ramp.
- Held a meeting to review our ongoing plans for Grede Park maintenance.

### 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))

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

### Department Highlights

#### Assessor

- Completed the final Board of Review meeting for all submitted cases:
  - 115 formal objections filed

- 45 were withdrawn and 17 waivers were approved
- There were 6 days of hearings from 06/06/2025-07/29/2025
- 53 hearings were conducted with 46 no change and 7 changes were made

### **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; Administrative Assistant)

### **Community Development**

- The summer Riverside Rhythms concert series in Downtown Waukesha continues through August. 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**

- A Safety Days in the Park Series is being held over the summer at various City Parks. [More details.](#)
- The Fire Department will be at the Farmers Market on August 16, September 13, and October 18 teaching hands-only CPR and providing other safety information.
- The Fire Department released their quarterly newsletter (May-June). [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**

- **VACANCIES: 1** (Custodian)
- Hosting the summer reading program for adults and children which wraps up in early August.

### **Parks, Recreation and Forestry**

- **VACANCIES: 7** (Arborists (2), Building Maintenance Specialist – Electrician, Building Maintenance Specialist- Plumber, Building Maintenance, Recreation Supervisor, Assistant Building Maintenance Supervisor)
- The Summer Activity guide is [available online](#). The Fall Activity Guide will be available in mid-August with registration for residents opening on August 18 at 8am.
- Summer events and activities are in full swing. [Information on Special Events.](#)

### **Police Department**

- **VACANCIES: 5** (Dispatcher (4), Administrative Assistant)
- 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, 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 (3), Mechanic (2), Stockroom Attendant/Mechanic)

### CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Processing water softener removal rebates.
- Nathan Herr promoted to Pretreatment Coordinator.
- Responded to WPDES permit public comment. Public comment period ended July 28.
- Submitted the monthly DMR report for June.
- Submitted the quarterly DMR report for April-June.
- Working with the Strategic Plan Committee - added PPCP trifold and rebate applications into City-wide events bin.
- Met with Reps to discuss DO probe improvements on our aeration basins.
- Started construction progress meeting for Phase 3 Upgrades.

### TRANSIT:

- **VACANCIES: 2 (Security Guard)**
- The City Garage moved the bus stop by Goodwill on Nike and poured a concrete pathway to the sidewalk making the stop wheelchair accessible
- Mirrored window tinting was installed on certain windows and doors at the Transit Center per Police recommendation to enhance security.
- 2025 CIP Projects:
  - Air Handler and Boiler Replacement Badger Drive-The boiler and related equipment will be replaced soon. The air handler will be replaced in early Fall when the need for cooling lessens.
  - Ticket vending machine units are scheduled for install in September.
  - 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 rebid closes August 1st.
- Submitted the 2025 Federal Grant application.