



City Administrator
201 Delafield Street
Waukesha, Wisconsin 53188

Anthony Brown
abrown@waukesha-wi.gov
1-262-524-3700

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: March 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.
- Met with members of the Communication Team to review the refreshed website design that is coming later this spring.
- Started our Spring Employee Leadership Program. This year there are 10 employees participating in the program from Departments across the City.
- Attended the Waukesha Employee Health Clinic Year-End Utilization review meeting.
- Along with members of our Police, Fire and Parks, Rec. and Forestry Team, met with members of the Waukesha Allied Veterans Council to discuss this year's Memorial Day Events.
- Held a Tony Time, Monthly Employee Training Session. This month, Sam Walker, City Assessor, provided an update to employees on the 2025 City Re-evaluation process.
- Met with the Strategic Plan team to discuss our progress so far and review the format for a quarterly report that will be provided to Council.
- Held a Department Head Team Building Workshop as we continue to focus on having the Department Heads lead next steps in implementing the City's Strategic Plan.
- Along with the Mayor, attended the WisPolitics luncheon in Madison

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 this month's Employee Training, Tony Time.

Cemetery

- Working to fill seasonal summer positions for grounds maintenance

Clerk/Treasurer

- The Department is preparing for the April 1 Election.
- The new Clerk, Katie Panella, is expected to start on Monday, April 7.

Community Development

- There was a recent story in the news, featuring some of the new businesses Downtown. [You can watch it here.](#)

Finance

- The Department is working on year-end items.

Fire

- **VACANCIES: 4** (Firefighter/Paramedic)
- The Fire Department has a new Fire Engine at Station #4. The previous Engine 4 will become a reserve unit.
- 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>

Library

- The Library is preparing for summer reading and other programs and events
- The Library Director Bruce Gay was featured on last month's City podcast. You [can listen to it on our website.](#)

Parks, Recreation and Forestry

- **VACANCIES: 8** (Arborists, Building Attendant, Building Maintenance Specialist (2), Grounds Maintenance, Park Attendant, Arborist Intern)

- The Winter/Spring Activity guide is [available online](#). The summer activity guide will come out mid-April.
- 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: 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.

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 starts on March 31. 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 : 7** (Equipment Operator, Mechanic)

CLEAN WATER PLANT:

- **VACANCIES : 1** (Operator)
- Processing water softener removal rebates. To date have received over 956 applications.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- 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 card 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.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - Contract is being finalized and install will likely be late Spring.
 - Ticket Vending Machine - Finalizing contract. Targeting a Spring install.
 - Bus Rehab - Bid documents for engines are being created. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement - Bid package is currently out.