



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 30, 2026

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.
- Held our Council Workshop on January 27th.
- Held our second and third sessions of this round of the Employee Leadership Class. We have 11 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:

- **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). Please respond to Rebecca if you plan to attend.

Department Highlights

Clerk/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 participated in Community Risk Reduction last week that includes education about the Fire Department efforts in 2025. You can [read more about it here](#).
- 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

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 3** (Page shelver, Security Guard (2))

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.

Police Department

- **VACANCIES: 5** (Dispatcher (2), Seasonal CSO (2), Administrative Assistant)

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Sr. Engineering Technician Survey)
- You can [view an interactive project map on the City website](#).
- 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.
- Submitted 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 sludge application report for the DNR.
- 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)
- Transit has been able to operate through the very cold weather with very few issues. Ridership has been adversely affected by the weather.
- Staff has created a plan for bus shelter changes and bus stop pad improvements for this Summer.

- Transit staff is planning to make recommendations for minor adjustments that would take effect in Summer of 2026.
- Preparing for 2025 Financial Audit and 2026 Federal grant.
- 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 is near completion
 - Bus Wash Replacement - Install date will likely be sometime this Spring.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment - Install is tentatively scheduled for mid-March
 - NTD Certification Software - Vendor has started back end work. Kick off meeting with Transit staff will occur in early February.
 - Replacement Fareboxes- RFP is active and proposals are due in early March.
 - Replacement Transit Center Signs-Planning work continues.
 - Replacement Boiler-Transit Center-Bid document will be prepared in near future.