



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: July 31, 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 Directors meeting.
- Held S.O.A.R. which is our follow-up session to employee orientation for any employees that were hired in the last three months. At this session, we check-in on how things are going and review the City's mission, budget, communication, and policies.
- Holding meetings to review the proposed Community Investment Program (CIP) submittals.
- Participated in interviews for the Water Utility General Manager position.
- Participated in meetings with Centivo, our new health insurance provider, as we are half-way through the year.
- Completed our test of a new Employee Management Training Program with current managers going through the program and providing feedback. Going forward, the plan is to have new managers or newly hired managers participate in a management training program.

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:

- **Celebrate Waukesha Breakfast, Tuesday, August 4 at 7:30am.** All Council members are invited to attend. Please RSVP to Rebecca Pederson if you will be attending.
- **Please complete the doodle poll for Council workshop dates in September.**

Department Highlights

Clerk/Treasurer

- In person voting for the August 11 election is taking place at City Hall weekdays from July 28 – August 7 at City Hall.
- August will be the second election for all polling locations to utilize Badger Books.

- A special election for Waukesha County Executive will be held. The primary will be held on November 17 (if needed) and the election will be held on December 15.

Community Development

- Riverside Rhythms summer concert series continues on Wednesdays in the summer over lunch, from 11:30am-1pm.
- Continuing work on MainStar which will be the new permitting and inspection software. The software will also be used for citizen reporting. The new platform is tentatively planned to launch in March 2027.
- A discussion on the zoning code updates will be featured in next month's City podcast series, Talkin' Waukesha.

Finance

- Department Capital Budget Requests (CIP) have been submitted. The Finance Department and City Administrator are reviewing them with Departments. The CIP is presented at the Finance meeting on August 25 which is held at City Garage.
- The Operating Budget process has started for City Departments with requests due in mid-August.

Fire

- The Department [released their Summer newsletter](#).
- Applications for the firefighter position were due on Monday, July 27. The Department is currently reviewing those applications and will soon begin the next steps of the assessment process.
- The Department is working 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 : 5** (Page shelver (2), Security Guard (10 hrs), Library Assistant, Library Associate)
- The summer reading program opened on June 1.

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist (2), Building Maintenance, Assistant Building Maintenance Supervisor, Recreation Supervisor)
- The Department is working on a new Master Plan. You can learn more about the Master Plan [here](#).
- The Summer Activity guide is [available online](#) and 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: 3** (Detective, Dispatcher, Part-time Parking Enforcement Agent)
- The Department released their 2025 Annual Report. [You can view it here](#).

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Building Maintenance Coordinator)
- You can [view an interactive project map on the City website](#).

CITY GARAGE

- **VACANCIES : 8** (Equipment Operator (5), Mechanic (1), Mechanic Crew Leader, Mechanics Helper)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Started monthly DNR eDMR report for June.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Inspecting high water users water softeners in response to letters sent to noncompliant customers.
- Responding to many calls about water softener related questions due to the News Splash article.

TRANSIT:

- **VACANCIES : 1** (Part time-Security Guard),
- Transit will be hosting a “Stuff the Bus Event” on Friday, August 14th from 10am-7pm for school supplies in front of the Transit Center on St. Paul Ave. Everyone is encouraged to bring school supplies to help “stuff the bus”.
- Communications on the August 24th service changes have begun. The changes include: slight weekday schedule change to Route 3, slight routing change to Route 5 and elimination on last Saturday trip, reducing weekday peak morning service on Route 9 to every hour eliminating two trips, operating all weekday Route 15 trips around South High and eliminating the 6:15 pm weekday trip. No additional changes are anticipated for the rest of the year.
- Staff hosted the Transit Commission/Board of Public Works on July 23rd and prior to those meetings showed the new bus wash and provided a presentation on buses used including why the size used. The presentation included a one page sheet highlighting reasons for using the size buses used and an additional sheet that went into greater depth of the reasons for using the size vehicles.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented later this summer.
- All 2025 CIP Projects are complete.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment - Complete
 - Replacement Boiler-Transit Center - Complete
 - NTD Certification Software - Received certification from National Transit Database. Training on new ridership software is the last phase of project. Project is expected to be completed by end of Summer/early Fall.
 - Replacement Fareboxes - Equipment is on order and expected towards the end of the year.
 - Replacement Transit Center Signs - Equipment is on order and expected in Fall.
- Working on 2027 Operating budget.