



**City Administrator**  
201 Delafield Street  
Waukesha, Wisconsin 53188

**Anthony Brown**  
[abrown@waukesha-wi.gov](mailto: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:** May 1, 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.
- Met with the newly elected Council Members and Mayor to begin their orientation process. We are holding new Council Member Orientation Sessions before the upcoming Council meetings.
- Held our final session of this year's Employee Leadership Program. The 11 participants will graduate at the City Council meeting on May 5.
- Started our new Management Training Program. Going forward, any new managers or newly hired managers will be required to participate in a Management Training Program. This test program is currently taking place with current managers.
- Released an online budget tool that integrates real financial data, allowing residents to make recommendations regarding how limited resources should be distributed across community priorities. The data from the NCS survey, budget focus groups and online tool will all be compiled and shared with council in a report later this fall. You can find more information on our community engagement initiatives on our website: <https://www.waukesha-wi.gov/proactive-planning.php>

### 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 Events:

- **Celebrate Waukesha Breakfast, Tuesday, May 5 at 7am at Tuscan Hall.** Jennifer Andrews will be speaking about Development. Please RSVP to Rebecca Pederson ([rpederson@waukesha-wi.gov](mailto:rpederson@waukesha-wi.gov)) if you plan to attend.

## Department Highlights

### Assessor

- Approximately 750 real estate assessment notices were sent on Friday, May 1
- Open Book, where people can ask questions about their assessment, will be held from May 4- May 15 at City Hall. You can contact the Assessor's office at 262-524-3510.

### Clerk/Treasurer

- The Spring Election was held on Tuesday, April 7. There were 19,036 ballots cast which is a voter turnout of 52.19%. Poll Workers worked around 768 hours over the course of this election.
- There are two more elections this year on Tuesday, August 11 and Tuesday, November 3.

### Community Development

- **VACANCIES : 1** (Associate Planner)
- Doug Koehler, Principal Planner, presented to City employees on recent and upcoming development projects in the City as part of the monthly Tony Time, Employee Training Series.
- Jennifer Andrews, Community Development Director, will be presenting on Development Updates at the next Celebrate Waukesha Breakfast on May 5.

### Finance

- The Department is working on 2025 year-end and meeting with the auditors.

### Fire

- **VACANCIES : 1** (Firefighter/Paramedic)
- 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.
- The Fire Department [released their annual report](#).

### Human Resources

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

### Library

- **VACANCIES : 3** (Page shelver, Security Guard (10 hrs), Public Services Library Associate Internship)
- Preparing for the summer reading program which will open on June 1.

### Parks, Recreation and Forestry

- **VACANCIES: 4** (Arborist (2), Building Maintenance Specialist, Assistant Building Maintenance Supervisor)
- The Department is working on a new Master Plan. They will be holding community pop-up events for feedback and will be releasing a community survey soon.
- 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: 5** (Dispatcher (2), Seasonal CSO (2), Part-time Parking Enforcement Agent)

## Public Works

### ENGINEERING

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

### CITY GARAGE

- **VACANCIES : 7** (Equipment Operator (4), Mechanic (1), Mechanic Crew Leader, Stockroom Attendant)

### CLEAN WATER PLANT:

- **VACANCIES : 1** (Lab Tech)
- Processing water softener removal rebates.
- Submitted the monthly DNR eDMR report for March.
- Submitted Quarterly Nitrogen and Metals report for the DNR.
- 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.
- Attended Confined Space classroom training.
- Working on revisions from pretreatment inspection.
- Sludge loading possibly starting up this week or next week.
- Hosted tour and meet and greet for Mayor Alicia Halvensleben.
- Performed PMs and startup on the UV system in preparation for disinfection season (May-October).
- Starting 110 wet well cleaning next week.

### TRANSIT:

- **VACANCIES : 1** (Security Guard - 15 hrs)
- Working on implementing the approved changes to service that will take effect on June 15th. Communications about the changes have started to be posted.
- Work has started on planning for minor proposed service changes for September 2026. The final proposal is anticipated to be completed by early summer. The changes will be minor in scope.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented this summer.
- Finalizing for 2026 FTA Grant Application.
- Submitted the 2025 National Transit Database report.
- 2025 CIP Projects
  - Air Handler & Boiler Replacement Badger Drive, Ticket Vending Machine & Bus Rehabs - All are complete.
  - Bus Wash Replacement - There will be a bit of delay in the install of the new unit.
- 2026 CIP Projects
  - Replacement Onboard AVL Equipment - Complete

- NTD Certification Software - Project is underway. Expected to be completed by summer.
- Replacement Fareboxes - The Evaluation Committee has recommended vendor and product and will bring the recommendation to the Transit Commission in late spring.
- Replacement Transit Center Signs - Finalizing procurement plan for project.
- Replacement Boiler - Transit Center - Project is approved and will be scheduled for late spring/early summer.
- 2027 Buses - The pre-production meeting which finalizes final design and components will occur May 12th.
- Wauwatosa Police trained on Metro buses again in late April.