



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: April 17, 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 a Department Head workshop as we prepare a plan for the Employee evaluation process and work related to updating the City's Financial Management Plan.
- Met with the newly elected Council Members and Mayor to begin their orientation process.
- Held sessions of our Employee Leadership Program. There are three more sessions in the program before the participants 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 program is currently taking place with current managers.
- Working on an online budget and prioritization tool that integrates real financial data, allowing residents to make recommendations regarding how limited resources should be distributed across community priorities. This tool is expected to be live the end of April. 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)

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) if you plan to attend.

Department Highlights

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.

Fire

- 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 quarterly newsletter. [You can view the newsletter here.](#)

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), Library Associate)

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist (2), Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- 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: 6** (Dispatcher (3), Seasonal CSO (2), Part-time Parking Enforcement Agent)

Public Works

ENGINEERING

- **VACANCIES : 1** (Engineer III- Traffic)
- You can [view an interactive project map on the City website.](#)

CITY GARAGE

- **VACANCIES : 5** (Equipment Operator (3), Mechanic (1), Mechanic Crew Leader)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Started the monthly DNR eDMR report for March.
- Started on 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.
- Setting up Confined Space and CPR training.
- Worked with WWU to repair broken 20" underground valve.
- Held CWP tours for Waukesha West AP Environmental Science classes.
- Working on revisions from pretreatment inspection.
- Sludge loading possibly starting up next week.

TRANSIT:

- **VACANCIES : 1** (Security Guard - 15 hrs)
- Working on implementing the approved changes to service that will take effect on June 15th.
- 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.
- Working for 2026 FTA Grant Application.
- Started work on 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 - Install is scheduled for late April due to some delays in getting the components fully operational.
- 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 be bringing forth to the Transit Commission later this Spring.
 - Replacement Transit Center Signs-Finalizing procurement plan for project.
 - Replacement Boiler-Transit Center-Project is approved and will be scheduled for later Spring/early Summer.
- 2027 Buses - The pre-production meeting which finalizes final design and components will occur in mid-May.
- Wauwatosa Police trained on buses in early April and will be collaborating with them for future training.