



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: May 2, 2025

City Administrator Highlights

- Holding Council orientation sessions for newly elected Council Members to have the opportunity to meet the Department Heads. These sessions are held before Council Meetings.
- 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 another session of our Spring Employee Leadership Program. This year there are 10 employees participating in the program from Departments across the City.
- Participated in bargaining sessions for the Fire Union.
- Participated in interviews for the Human Resources Generalist position
- Along with the Mayor, attended a quarterly meeting with Jim Sebert and Darren Clark from the Waukesha School District.

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)

Reminders

- **Celebrate Waukesha Breakfast, Tuesday, May 6** from 7:30am-9am. All Council Members are invited. Please RSVP to Rebecca Pederson if you plan to attend.

Department Highlights

Attorney

- Hired a new Assistant City Attorney, Matthew Rademacher.

Assessor

- Holding Open Book for property owners to ask questions about their assessments. Open Book continues through Friday, May 16.
- A [webpage was created](#) that explains assessments, the timeline and process.

Cemetery

- Working to fill seasonal summer positions for grounds maintenance.

Clerk/Treasurer

- **VACANCIES: 1** (Clerical Assistant Part-Time)
- The new Clerk, Katie Panella, started on Monday, April 7.
- The Department wrapped up items from the April 1 election and is working on licensing.

Community Development

- Preparing for the summer Riverside Rhythms concert series in Downtown Waukesha.
- [Updated website regarding remodeling projects.](#)

Finance

- The Auditors have been at the City this week.
- The Department is working on providing more regular monthly reports to Departments on their accounts.

Fire

- **VACANCIES: 1** (Financial Analyst)
- The Fire Department released their quarterly newsletter. [You can view it here.](#)
- The Fire Department released their 2024 Annual report. [You can view it here.](#)
- The Fire Department is currently conducting a recruit academy for the new Fire recruits.
- This weekend is Light The Night to remember fallen firefighters. The Fire Stations and City buildings are lit up in red lights.

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

Parks, Recreation and Forestry

- **VACANCIES: 10** (Arborists (3), Building Maintenance Specialist (2), Grounds Maintenance (3), Part-Time Arborist, Recreation Services Manager)
- The Summer Activity guide is [available online.](#)
- The Department is preparing for summer events and activities.
- Generac was announced as the new Presenting Sponsor for the Waukesha JanBoree

Police Department

- **VACANCIES: 1** (Dispatcher)
- The [2024 Annual Report is available here.](#)

Public Works

ENGINEERING

- **VACANCIES : 5** (Engineer I, Engineer II Construction, Engineer III Traffic, Engineering Tech, Sr. Engineering Technician Survey)
- The new Garbage/Recycling contract with Johns started on Monday, March 31. You [can find more details here.](#)
- The Department is working on 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 : 5** (Equipment Operator (4), Heavy Equipment Operator)

CLEAN WATER PLANT:

- **VACANCIES : 1** (Maintenance Operator)
- Started sludge loading to farm fields for Spring season.
- Processing water softener removal rebates.
- Gave plant tour to Xylem Corporation executives.
- Submitted April eDMR to WI DNR.

TRANSIT:

- Working to implement all the service changes for June 2nd. Communications on the service changes for June 2nd have been posted on the Metro website, buses, and the Transit Center.
- Bike racks were installed on six buses in April so now a total of 10 buses have bike racks. Bike racks will not be installed on the older buses as they will be replaced in the next few years. All new buses will come with bike racks.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive: Install will likely be late Spring.
 - Ticket Vending Machine: Finalizing contract. Targeting a Spring install.
 - Bus Rehab: Bids documents for engines are being created. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement: Will be re-bid. There are some vendors interested.
- Submitted the 2024 Annual National Transit Database Report.
- Working on 2026-2028 Disadvantage Business Enterprise Plan which should be completed in late May.
- Working on 2025 Federal Grant application.