



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 3, 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.
- We held nine community budget focus groups. The data from the NCS survey, budget focus groups and online tools will all be compiled and shared with council in a report later this summer. 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 send an email to Rebecca Pederson (rpederson@waukesha-wi.gov) if you plan to attend.

Department Highlights

Clerk/Treasurer

- The Spring Election will be held on Tuesday, April 7. [Visit myvote.wi.gov](https://www.myvote.wi.gov) to register, view your polling location, request an absentee ballot, view sample ballots and more.
- In-person absentee voting continues through April 3.

Community Development

- **VACANCIES : 1** (Associate Planner)
- Held a new event in Downtown Waukesha in partnership with the Waukesha Chamber of Commerce, the Sweets Wauk. Participants visited various downtown business and sampled sweet treats.

Finance

- The Department is working on 2025 year-end procedures.

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, Library Associate)

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist (2), Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- The Winter/Spring Activity guide is [available online](#). The Spring/Summer book will be posted online on April 6 with resident registration starting on April 10. 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.
- The Family Adventure Walk, *Bear Wants More*, will take place on April 11. [More details.](#)

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.](#)
- 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 : 5** (Equipment Operator (3), Mechanic (1), Mechanic Crew Leader)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Submitted the monthly DMR report for February.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Concrete floors and pads poured for Phase 3 sludge dryer upgrade.
- Inspecting high water users water softeners in response to letters sent to noncompliant customers.

- Lab passed its annual proficiency testing.
- Setting up Confined Space and CPR training.
- Submitted the Annual Pretreatment Program Report.

TRANSIT:

- The proposed service changes that include eliminating Route 6 service on Sundays and Route 5 West High PM School trip; revising the Route 9 Saturday route as well as some other minor changes that are on the Council Consent Agenda for April 9th.
- Work has started on planning for minor proposed service changes for September 2026. The final proposal is anticipated to be completed by early Summer.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented this Summer.
- Preparing for 2026 FTA Grant.
- Started work on the 2025 National Transit Database report.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive, Ticket Vending Machine and Bus Rehab - All are complete.
 - Bus Wash Replacement- Install is scheduled for mid-April.
- 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.
 - Transit Center Boiler Replacement - Approval of bid is on the Council Agenda for April 9th.