



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 15, 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.
- Attended the Southeastern Wisconsin Regional Housing Summit.
- We are holding the final new Council Member Orientation Session before the May 19 Council Meeting. These sessions have provided opportunities for the new Council members to meet all the Department Directors.
- Started our new Employee 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 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)

Upcoming Events:

- **Memorial Day March, Monday, May 25 at 10am.** All Council Members are welcome to walk in the March. Please let Rebecca Pederson (rpederson@waukesha-wi.gov) or the Mayor know 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, was held from May 4-May 15 at City Hall.
- The Initial Board of Review hearing is set for Friday, May 22.

Cemetery

- Working on preparing the grounds for Memorial Day. The Avenue of Flags will take place at the Cemetery from 8am-2pm on Memorial Day and the Cemetery grounds are open to visitors.

Clerk/Treasurer

- Working through liquor licensing season.
- Preparing for Board of Review.
- The last tax installment is due by May 31.
- There are two more elections this year on Tuesday, August 11 and Tuesday, November 3.

Community Development

- **VACANCIES : 1** (Associate Planner)
- Jennifer Andrews, Community Development Director, presented on Development Updates at the last Celebrate Waukesha Breakfast on May 5.

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 shelper, 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. You can learn more about the Master Plan and [participate in a survey to share your feedback 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: 5** (Dispatcher (2), Seasonal CSO (2), Part-time Parking Enforcement Agent)
- This week we recognized National Police Week and Peace Officers Memorial Day.

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 April.
- 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.
- Held Confined Space field training and CPR training.
- Submitted revisions for pretreatment inspection.
- Completed spring season sludge loading.
- Started UV system for disinfection season.
- Started lab QC and DMR report for April.
- Finished 110 wet well cleaning next week.
- Attended meeting with DNR to discuss Root River E.coli monitoring plan.

TRANSIT:

- Implementing the approved changes to service that will take effect on June 15th. Communications about the changes have been posted and new schedules are available on the website and at the Transit Center.
- Minor proposed service changes to Routes 5, 9 & 15 effective August 24, 2026, will be brought forth to the Transit Commission May 21st for consideration.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented this Summer.
- 2026 FTA Grant Application is in initial review.
- 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 - A delay in the install of the new unit has occurred and the installation date has been moved to late June/early July.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment - Complete
 - NTD Certification Software - Project is underway. Expected to be completed by Summer.
 - Replacement Fareboxes - Recommended purchase is being brought forth to the Transit Commission on May 21st.

- Replacement Transit Center Signs - Recommended purchase is being brought forth to the Transit Commission on May 21st.
 - Replacement Boiler Transit Center - Project is approved and will be scheduled for late Spring/early Summer.
- 2027 Buses-The pre-production meeting was held May 12th to finalize the order and consider possible adjustments.
- Working on 2027-2031 CIP budget.