



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: February 13, 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 Spring City Soiree as we celebrated the City's 130th Anniversary.
- Held our fourth session of this round of the Employee Leadership Class. We have 11 employees participating from Departments across the City.
- The NCS (National Community Survey) is out to the public. We are also getting ready for the community focus groups. You can find more information on this engagement initiatives on our website: <https://www.waukesha-wi.gov/proactive-planning.php> Please share these opportunities with those in your District. Additional opportunities will be coming out in the months ahead. A summary of the information that is gathered will be shared at a Council workshop later in the summer.

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:

- **Board/Committee Celebration Event, Wednesday, March 4, 5:30pm** at Tuscan Hall (invitations previously sent by Rebecca Pederson). Please respond to Rebecca if you plan to attend.

Department Highlights

Cemetery

- The Cemetery is hiring for summer seasonal positions. <https://www.waukesha-wi.gov/jobs>

Clerk/Treasurer

- A primary will be held on February 17 for residents in District 13. No other residents will vote on February 17.
- The Spring Election will be held on Tuesday, April 7.

Community Development

- Holding a new event in Downtown Waukesha in partnership with the Waukesha Chamber of Commerce, the Sweets Wauk. Participants will visit various downtown business and sample sweet treats. [More info and tickets.](#)

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.

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 shelve, Security Guard (2))

Parks, Recreation and Forestry

- **VACANCIES: 4** (Arborist, Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- The Winter/Spring Activity guide is [available online](#). Resident 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.
- The Trailbreaker run will take place on March 29. [More details.](#)
- The Family Adventure Walk, Bear Wants More, will take place on April 11. [More details.](#)

Police Department

- **VACANCIES: 6** (Dispatcher (2), Seasonal CSO (2), Administrative Assistant, Part-time Parking Enforcement Agent)

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Sr. Engineering Technician Survey)
- 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 : 4** (Equipment Operator (3), Mechanic (1))

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Processing water softener removal rebates.

- Submitted the monthly DMR report for January.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractors starting up outdoor generator for phase 3 upgrade.
- Working with Strand Associates for a capacity evaluation of the CWP.
- Preparing to send out warning letters to high water users that have failed to optimize/remove their water softeners.

TRANSIT:

- **VACANCIES : 1** (Security Guard)
- Staff has created a plan for bus shelter changes and bus stop pad improvements for this Summer.
- Preparing for 2025 Financial Audit.
- Preparing for 2026 FTA Grant and will be meeting to discuss with FTA later this month.
- 2025 CIP Projects
 - Air Handler and Boiler Replacement Badger Drive-Substantially complete and operational. Back ordered parts are planned to be installed this month.
 - Ticket Vending Machine - Complete
 - Bus Rehab - Complete
 - Bus Wash Replacement - Install is tentatively scheduled for Spring.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment- Install is scheduled for mid-March
 - NTD Certification Software- Project is underway. Expected to be completed by Summer.
 - Replacement Fareboxes- RFP is active and proposals are due in early March.
 - Replacement Transit Center Signs-Planning work continues.
 - Replacement Boiler-Transit Center-Bid document is in the process of being prepared.