



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: March 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.
- Held our sixth session of this round of the Employee Leadership Class. We have 11 employees participating from Departments across the City.
- Held our monthly Tony Time Employee Training. This month, the communications team presented on the Brand toolbox as well as new ADA requirements for digital accessibility.
- Held a Department Directors workshop as we start next steps for the Financial Management Plan and Employee Performance Reviews.
- Attended the Board/Committee Recognition event as we honored those volunteering on the City's Boards, Commissions and Committees.
- The NCS (National Community Survey) data collection has concluded. The results are being analyzed.
- We are holding community budget focus groups. There will be nine sessions held in total. 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. Invitations will be sent in mid- March.

Department Highlights

Cemetery

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

Clerk/Treasurer

- The Spring Election will be held on Tuesday, April 7. [Visit myvote.wi.gov](https://myvote.wi.gov) to register, you're your polling location, request an absentee ballot, view sample ballots and more.

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.
- The Finance Director is participating in the Community Budget Focus Groups.

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 : 4** (Page shelper, Security Guard (2), Library Associate)

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](#). The Spring/Summer book will come out in mid-April. 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: 5** (Dispatcher (2), 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.
- Sent out warning letters to high water users that have failed to optimize/remove their water softeners and scheduling inspections for those that have responded.
- Lab completed its annual proficiency testing.
- Completed work with Wisconsin State Lab of Hygiene by sending in wastewater samples for measles analysis, no measles found in samples.
- Attended training for new 6" emergency Godwin pump
- Working on the Annual Pretreatment Program Report due at the end of the month.
- Successfully completed Structure 125 isolation with installation of Stainless Steel top hat to cap off abandoned pipe for Phase 3 upgrades.

TRANSIT:

- **VACANCIES : 1** (Security Guard)
- A public hearing will be held at the Transit Commission meeting on March 19th due to proposed changes to the Route 9 Saturday routing and the proposed elimination of Route 6 Sunday service. A complete list of the proposed changes are detailed on the Metro website and posted at the Transit Center. The service changes are designed to reallocate existing resources to areas of higher ridership and create more efficiencies.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented this Summer.
- The onsite portion of the 2025 Transit financial audit occurred the first week of March. Follow up with the auditors will occur and Baker Tilly will present the audit to the Transit Commission in late Spring.
- Preparing for 2026 FTA Grant.
- 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 Spring. Exact date to be determined.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment- Install is scheduled to start March 19th
 - NTD Certification Software- Project is underway. Expected to be completed by Summer.
 - Replacement Fareboxes- 4 proposals were received. Staff has determined to proceed with 3 proposals for additional evaluation.

- Replacement Transit Center Signs-Finalizing procurement plan for project.
- Replacement Boiler-Transit Center-Bids were received March 6th