



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: February 28, 2025

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.
- Holding regular meetings with the Clerk Department staff to monitor work progress and help lead next steps.
- Held Department Director's Meeting for Director's to share items from their Departments. This year, the Director's meetings are moving around to the various City buildings so that everyone can see and tour our different buildings and facilities.
- Preparing for bargaining with the Fire Union.
- Held a Department Head Team Building Workshop as we continue to focus on having the Department Heads lead next steps in implementing the City's Strategic Plan.
- Along with the Mayor, attended the WisPolitics luncheon in Madison

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)

Department Highlights

Attorney:

- **VACANCIES : 1** (Assistant City Attorney- PT)

Assessor:

- The Department is preparing for a City wide re-evaluation which will take place this Spring. A [webpage was created](#) and will be updated as we progress through the year.

Cemetery

- Working to fill seasonal summer positions for grounds maintenance

Clerk/Treasurer

- **VACANCIES : 1** (Clerk)
- The Department is preparing for the April 1 Election.
- A new Clerk, Katie Panella, is on the Council agenda for appointment

Finance

- The Department is working on year-end items.

Fire

- **VACANCIES: 4** (Firefighter/Paramedic)
- The Fire Department has a new Fire Engine at Station #4. The previous Engine 4 will become a reserve unit.
- The Fire Department released their quarterly newsletter. [You can view it here.](#)
- The annual Boots and Badges Basketball game will take place on Friday, April 11 at 7pm at South High School.

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>

Parks, Recreation and Forestry

- **VACANCIES: 7** (Arborists, Building Attendant, Building Maintenance Specialist (2), Grounds Maintenance, Park Attendant)
- The Winter/Spring Activity guide is [available online](#).
- The Spring Family Adventure walk will be held on Saturday, April 5 in Frame Park.
- The Trailbreaker run/walk will be held on Sunday, April 6.

Police Department

- **VACANCIES: 3** (Community Service Officer, Dispatcher, Patrol Officer)
- The [November - December police report is available here](#).
- The annual Boots and Badges Basketball game will take place on Friday, April 11 at 7pm at South High School.

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Sr. Engineering Tech)
- February 16 - February 22 is National Engineers Week. Thank you Engineers!
- The new Garbage/Recycling carts are arriving. They will start to be distributed to homes the week of February 17 and distribution will continue through the month of March. You [can find more details here](#).
- The Department released the Winter edition of The Works Space Newsletter: <https://bit.ly/2025WinterWorksSpace>
- The Department is starting 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 : 7** (Equipment Operator, Mechanic)

CLEAN WATER PLANT:

- **VACANCIES : 2** (Operator, Maintenance Supervisor)
- Submitted the January DMR report for the DNR.
- Processing water softener removal rebates. To date have received over 956 applications.
- Phase 3 improvement design and specs are posted on Quest and are available for bidders.
- Finalizing the PPCP document for the Diversion Report.
- Holding plant tours for the Boy Scouts and Carroll University students.

TRANSIT:

- **VACANCIES : 1** (Security Guard PT)
- Staff along with MCTS have created a plan to slightly reduce service levels on Route 1 that will create greater efficiency with significant savings. The proposed plan will be presented to the Transit Commission on March 6th and would be effective June 2nd when the already approved service changes occur. Staff is working to implement the approved service changes effective June 2nd. Information on the approved changes are on Service Alerts page of the Waukesha Metro website, waukeshametro.org.
- Transit & Community Development Staff and SEWRPC are working with Via to explore potential On Demand transit options for the future. A final report on these options will be completed this Spring.
- Metrolift two ride card are no longer available for sale. Passengers will have until April 30, 2025, to use up remaining two ride cards. Effective May 1, 2025, only WisGo cards, UMO app or cash will be accepted on Metrolift.
- 2024 CIP projects:
 - Badger Drive Remodel will be completed on February 28th. Transit Administration staff will be moving out of City Hall and back to Badger Drive the week of March 3rd.
 - Transit Center AC Condenser Replacement has been delayed due to the weather and is set to be completed in March.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - Contract is being finalized and install will likely be late Spring.
 - Ticket Vending Machine - Finalizing contract. Targeting a Spring install.
 - Bus Rehab - Bid documents for engines are being created. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement - Bid package is under development.