



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 16, 2025

City Administrator Highlights

- Holding Council orientation sessions for newly elected Council Members to have the opportunity to meet the Department Heads. These sessions are held before Council Meetings.
- 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 another session of our Spring Employee Leadership Program. This year there are 10 employees participating in the program from Departments across the City.
- Last week, we held the Mayor's Celebrate Waukesha Breakfast. Brandon Schwenn, Deputy Public Works Director/City Engineer, discussed the City's public works infrastructure.
- Last week, spoke at the Waukesha Chamber of Commerce lunch event on current City topics
- Participated in collective bargaining with the Fire Union.
- The Waukesha Parade Memorial project recently received the Top Project Awards of 2024 from The Daily Reporter and a Building Community Award from the Milwaukee Business Journal Real Estate Awards. You can [view all the City honors and awards so far this year on our website](#).
- The first quarter Strategic Plan report was recently released and shows our accomplishments on the Strategic Plan Initiatives so far this year. You can [view it on the website here](#).

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

Assessor

- Holding Open Book for property owners to ask questions about their assessments. Open Book continues through Friday, May 16.
- A [webpage was created](#) that explains assessments, the timeline and process.

Clerk/Treasurer

- **VACANCIES: 1** (Clerical Assistant Part-Time)
- The final tax installment, for those who pay in installments, is due May 31.

Community Development

- Preparing for the summer Riverside Rhythms concert series in Downtown Waukesha.
- [Updated website regarding remodeling projects.](#)

Fire

- **VACANCIES: 1** (Financial Analyst)
- The Fire Department released their quarterly newsletter. [You can view it here.](#)
- The Fire Department released their 2024 Annual report. [You can view it here.](#)

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>

Library

- The Library is preparing for summer reading and other programs and events

Parks, Recreation and Forestry

- **VACANCIES: 11** (Arborists (3), Building Maintenance Specialist (2), Grounds Maintenance (3), Part-Time Arborist, Recreation Services Manager, Asst. Building Maintenance Supervisor).
- The Summer Activity guide is [available online.](#)
- The Department is preparing for summer events and activities.
- The pools open on Saturday, June 7, which is also the day of the Buchnerfest celebration.

Police Department

- **VACANCIES: 1** (Dispatcher, Parking Enforcement Agent PT)
- The [2024 Annual Report is available here.](#)
- This week is National Police Week.
- The Police Department welcomed two new officers who recently graduated from the Waukesha County Technical College Law Enforcement Academy.

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Engineering Tech, Sr. Engineering Technician Survey)
- The Department is working on 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 : 5** (Equipment Operator (4), Heavy Equipment Operator)

CLEAN WATER PLANT:

- **VACANCIES : 1** (Maintenance Operator)
- Completed sludge loading to farm fields for Spring season.
- Processing water softener removal rebates.
- Started May eDMR for WI DNR.
- Hosted multiple 5th grade tours
- Performed confined spaced entry training for CWP staff.

TRANSIT:

- Completing work to implement the service changes for June 2nd. Communications have been posted for several weeks. New schedules are available on the Metro website and in paper form at the Transit Center, as well as other locations. Some bus stop signs are starting to be changed to reflect the changes. Also to note, Waukesha County Commuter Route 901 will no longer operate effective June 2, as well.
- On Demand Feasibility Stud: Transit staff along with SEWRPC worked with Via Transportation to conduct an On Demand Feasibility Study to see if On Demand Service could replace some fixed route service and create cost savings and/or cost neutral enhanced service. Via found no cost savings solutions and found no weekday cost neutral solutions. The only possible cost neutral solutions were for a few routes on the weekend but Via stated it would likely be difficult to find a vendor to operate limited weekend only On Demand service. There was no clear enhancement to service so On Demand service will not be pursued at this time and focus will be on service levels of the fixed route service.
- 2025 CIP Projects
 - Air Handler and Boiler Replacement Badger Drive-Contractor is planning a late Spring install.
 - Ticket Vending Machine-Finalizing contract. Targeting a late 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 will be rebid. There are vendors interested.
- Draft 2026-2028 Disadvantage Business Enterprise Plan is completed and will be submitted to FTA in late May when the required comment period for the new proposed goal has closed.
- Working on 2025 Federal Grant Application