



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: August 29, 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.
- Attended County Emergency Operations meetings for continued reporting and coordination on the recent flooding.
- Started Department budget review meetings to review operating budget proposals.
- Attended Emergency Operations training on Incident Command System Forms.
- Attended an Economic Development Month Meeting with Community Development staff and Finance.
- Attended meetings for the Police contract negotiations.
- Attended meetings regarding the City's health insurance program for next year.

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

Cemetery

- The Friends of the Prairie Home Cemetery are preparing for the Tombstone Trot 5k run/walk on October 19.

Clerk/Treasurer

- **VACANCIES: 2** (Clerical Assistant Part-Time; Administrative Assistant)

Community Development

- The summer Riverside Rhythms concert series in Downtown Waukesha continues has added two September dates. You can get lunch and listen to live music on September 3 and September 10 from 11:30am-1pm on the Riverfront.

- Tickets for the Wauk-Tober Downtown Beer and Wine walk will go on sale on Tuesday, September 2 at noon.

Finance

- The 2026 Budget season is underway. The CIP review was kicked off at the Finance Committee on August 26.
- Review has started of Department Operating Budget proposals.

Fire

- The last Safety Days in the Park will be held on Thursday, September 4 at Grandview Park. The Fire Department will be offering fire extinguisher training.
- The Fire Department will be at the Farmers Market on September 13 and October 18 teaching hands-only CPR and providing other safety information.
- The Fire Department released their quarterly newsletter (May-June). [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.
- Working on the benefit plans for 2026 with open enrollment for employees starting in November.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- Wrapped up the summer reading programs in early August.
- The Waukesha Reads book, the Seed Keeper, will be available at the Library starting September 2. The Waukesha Reads events take place in October. [You can find more information here.](#)

Parks, Recreation and Forestry

- **VACANCIES: 7** (Arborists (2), Building Maintenance Specialist – Electrician, Building Maintenance Specialist- Plumber, Building Maintenance, Recreation Supervisor, Assistant Building Maintenance Supervisor)
- The Fall Activity guide is [available online](#).
- There is one final Tribute Tuesday concert on September 9. The Merrill Crest Neighborhood Beer Garden is September 4-6. Oktoberfest is September 19-20. [Information on Special Events.](#)
- The Department is looking for volunteers for upcoming events. You can [find more information on volunteers here.](#)

Police Department

- **VACANCIES: 4** (Dispatcher (4))
- The last Safety Days in the Park will be held on Thursday, September 4 at Grandview Park [More details.](#)
- The Citizens Police Academy held a very successful Run with the Cops on August 15.
- The Department [released their May/June report.](#)

Public Works

ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, 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 : 6** (Equipment Operator (3), Mechanic (2), Stockroom Attendant/Mechanic)

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Working on Pretreatment Semi-Annual Report due at the end of September.
- Processing water softener removal rebates.
- Submitted the monthly DMR report for July.
- Responding to CWP Pretreatment Audit.

TRANSIT:

- Received quote for replacement buses with delivery in 2027. The quote is under the requested amount in the CIP. Transit is seeking pre-approval due to the long lead time (18-20 Months). Also, to avoid having to pay the producers price index increase, the buses would need to be authorized in September otherwise the cost per bus will increase an estimated \$40,000/bus. These buses would be 100% funded with federal funds.
- Discussing potential changes to Route 1 for 2026 with Milwaukee County Transit.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive - The contractor has decided to complete the entire project this fall when temperatures are lower and do not require much air conditioning.
 - Ticket Vending Machine - Units are scheduled for install in September.
 - Bus Rehab - Bids will be completed in September. One of the transmissions has already been replaced due to the existing transmission failing.
 - Bus Wash Replacement - Unfortunately there were again no bidders so staff will be working on a revised project scope/bid.
- The 2025 Federal Grant is now active.