



**City Administrator**  
201 Delafield Street  
Waukesha, Wisconsin 53188

**Anthony Brown**  
[abrown@waukesha-wi.gov](mailto: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:** October 3, 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 a FEMA Integrated Emergency Management Course for four days along with the Fire Chief, Police Chief, Community Development Director, Public Works Director and Public Safety Applications Administrator.
- Attended a meeting regarding a possible Lifeway Foods Expansion project.
- Held the second session of the City's Local Government Academy. The second session included an overview of IT, Public Works (Clean Water Plant and Snowplowing), and Water Utility.

### 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](mailto: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: 1** (Clerical Assistant Part-Time)

### Community Development

- Tickets for the Wauk-Tober Downtown Beer and Wine Walk have sold-out. The event will be held on Saturday, October 18.

## Finance

- The 2026 Budget season is underway. The CIP was approved. The Operating Budget review will start at the Finance Committee on October 14

## Fire

- The Fire Department will be at the Farmers Market on October 18 teaching hands-only CPR and providing other safety information.
- The Fire Department is holding an Open House at Station #5 on Saturday, October 11 from 9am-12pm as part of Fire Prevention Week.

## 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

- **VACANCIES : 2** (Custodian, page shelper)
- The Waukesha Reads book, the Seed Keeper, is available at the Library. The Waukesha Reads events take place in October. [You can find more information here.](#)

## Parks, Recreation and Forestry

- **VACANCIES: 8** (Arborists (2), Building Maintenance Specialist – Electrician, Building Maintenance Specialist- Plumber, Building Maintenance, Recreation Supervisor, Assistant Building Maintenance Supervisor, Grounds Maintenance)
- The Fall Activity guide is [available online](#).
- The Department is looking for volunteers for upcoming events. You can [find more information on volunteers here](#).

## Police Department

- **VACANCIES: 7** (Dispatcher (4), Administrative Assistant, Seasonal CSO (2))
- The Citizens Police Academy program is meeting this fall as the participants learn more about the Waukesha Police Department.
- Painting Pumpkins with Police will take place on Saturday, October 18 at Frame Park from 12:30pm-3:30pm. Everyone is welcome to attend.

## Public Works

### ENGINEERING

- **VACANCIES : 4** (Engineer I, Engineer II Construction, Engineer III Traffic, Sr. Engineering Technician Survey)
- The Department is still 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 : 9** (Equipment Operator (4), Mechanic (2), Stockroom Attendant/Mechanic, Mechanic's Helper, Streets Crew Leader)

#### CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Submitted Pretreatment Semi-Annual Report to DNR.
- Processing Water Softener Removal Rebates.
- Submitted the monthly DMR report for August.
- Responded to CWP Pretreatment Audit.
- DNR CWP Pretreatment Inspection on 9/30.
- Met with DNR to discuss CWP WPDES permit renewal.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractor's mid-way through demolishing roughing filters and W1 water line installation for phase 3 upgrade.

#### TRANSIT:

- **VACANCIES : 2 (Security Guard)**
- A public hearing for proposed service reductions effective January 12, 2026, will be held at the October 9 Transit Commission meeting. The proposed reductions include a 18% decrease in service hours for Route 1 as a way to reduce costs for all partners without having major impacts on passengers. Other changes include weekend trip reductions for Routes 5, 6 and 9 with the most significant changes to Route 6. There are also a few minor routing changes proposed.
- Waukesha County Commuter Routes 904 & 905 ended service effective September 27<sup>th</sup> due to low ridership. Commuters have the option to ride Route 1 to the MCTS Connect 1 to get to downtown Milwaukee.
- The Transit Center Office has been repainted as part of ongoing maintenance
- 2025 CIP Projects:
  - Air Handler and Boiler Replacement Badger Drive - The boiler has been replaced, and the new air handler has been set in place. Duct, electrical and pipe work is expected to be completed by mid-October (pictures attached).
  - Ticket Vending Machine - Units were delivered in September and will be configured in October.
  - Bus Rehab - Bids for new engines will be considered at the October 9<sup>th</sup> Transit Commission meeting.
  - Bus Wash Replacement - Install date has not been set. Staff is investigating additional components such as the underbody wash and electrical requirements for it.