



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: August 14, 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 Directors meeting.
- Held the Celebrate Waukesha Breakfast for business and community leaders. The featured topic this time was "Helping Families in Need" with speakers from the Family Promise of Waukesha County and The Women's Center.
- Holding meetings to review the proposed Community Investment Program (CIP) submittals.
- Held Tony Time, our monthly employee training series. For this presentation, Parks, Rec. and Forestry presented on their work on their new Master Plan.
- Held our quarterly Employee Service Celebration to recognize employees for their service anniversaries. This quarter, we recognized those with anniversaries in July, August or September.
- The [Fall Waukesha Current newsletter](#) (mailed on the back of the Activity Guide) is now available.

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

Clerk/Treasurer

- Held the August 11 Primary Election. The General Election is on Tuesday, November 3.
- A special election for Waukesha County Executive will be held. The primary will be held on November 17 (if needed) and the election will be held on December 15.

Community Development

- Riverside Rhythms summer concert series continues on Wednesdays in the summer over lunch, from 11:30am-1pm.
- Continuing work on MainStar, which will be the new permitting and inspection software. The software will also be used for citizen reporting. The new platform is tentatively planned to launch in March 2027.

- A discussion on the zoning code updates will be featured in this month's City podcast series, Talkin' Waukesha.

Finance

- Department Capital Budget Requests (CIP) have been submitted. The Finance Department and City Administrator are reviewing them with Departments. The CIP is presented at the Finance meeting on August 25 which is held at City Garage.
- The Operating Budget process has started for City Departments with requests due on August 14.

Fire

- The Department [released their Summer newsletter](#).
- 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 Department participated in Waukesha Night Out on August 5.
- The Department participated in Safety Days in the Park events throughout the summer.

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 5** (Page shelver (3), Security Guard (10 hrs), Library Associate)
- The summer reading program completed on August 1. Participation was 20% higher this year, compared to last year.

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist (2), Building Maintenance, Assistant Building Maintenance Supervisor, Recreation Supervisor)
- The Department is working on a new Master Plan. You can learn more about the Master Plan [here](#).
- The Fall Activity guide is [available online](#). Resident registration opens on Monday, August 17. 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.
- [Remembering our Fallen](#), a traveling memorial honoring US military fallen from the Global War on Terror will be at the Schuetze Recreation Center from August 19-23.
- The Neighborhood Beer Garden Series starts with a beer garden at Rivers Crossing Park from August 27-August29.

Police Department

- **VACANCIES: 4** (Detective, Dispatcher (2), Part-time Parking Enforcement Agent)
- The Department held a successful Waukesha Night Out on August 5th. The Department also held Safety Days in the Park events throughout the summer.
- [Run with the Cops](#) is on Friday, August 21.

Public Works

ENGINEERING

- **VACANCIES : 2** (Engineer III- Traffic, Building Maintenance Coordinator)

- You can [view an interactive project map on the City website](#).

CITY GARAGE

- **VACANCIES : 8** (Equipment Operator (5), Mechanic (1), Mechanic Crew Leader, Mechanics Helper)

CLEAN WATER PLANT:

- Processing water softener removal rebates.
- Started the monthly DNR eDMR report for July.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Inspecting high water users water softeners in response to letters sent to noncompliant customers.
- Responding to many calls about water softener related questions due to the News Splash article.
- Published softener rebate and removal article for “Waukesha Current”
- Hosted tour for the Waukesha Police Reserves on 8/4.
- Attended Waukesha Night Out with a shared booth with Waukesha Water Utility on 8/5.

TRANSIT:

- **VACANCIES : 1** (Part time-Security Guard),
- Transit held a “Stuff the Bus Event” on Friday, August 14th from 10am-7pm for school supplies in front of the Transit Center on St. Paul Ave.
- Communications on the August 24th service changes continue. The changes include: slight weekday schedule change to Route 3, slight routing change to Route 5 and elimination on last Saturday trip, reducing weekday peak morning service on Route 9 to every hour eliminating two trips, operating all weekday Route 15 trips around South High School and eliminating the 6:15 pm weekday trip. No additional changes are anticipated for the rest of the year.
- Staff has created a plan for bus shelter changes and bus stop pad improvements that will be implemented later this summer. The plan includes removing one low use shelter in the City and two in the Town of Brookfield.
- 2026 CIP Projects
 - Replacement Onboard AVL Equipment - Complete
 - Replacement Boiler-Transit Center - Complete
 - NTD Certification Software - Received certification from National Transit Database. All training has occurred, so the project is now complete.
 - Replacement Fareboxes - Equipment is on order and expected towards the end of the year.
 - Replacement Transit Center Signs - Equipment is on order and expected in Fall.
- Submitted the 2027 Operating budget. The proposed budget includes a general fare increase that would be planned to take effect in January.
- SEWRPC is wrapping up a Transit Structure study that will be presented to the Transit Commission in October.
- Changes to federal transit funding (and other transportation systems) proposed by US DOT for 2027 could result in a massive loss of federal transit operating and capital funding. Transit is working with the City Administration and the State Transit Association (WIPTA) to maintain current funding structure and levels.