



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: September 12, 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.
- Held a Department Head meeting to review overall City priorities and projects.
- Along with the Finance Team, held Department budget review meetings to review operating budget proposals with each Department.
- Attended meetings regarding the City's health insurance program for next year.
- Attended a meeting with Public Works to discuss the Buchner Park Area Study.
- Attended the Economic Development Team monthly meeting which includes staff from Community Development and Finance.
- Held the first sessions of the City's Local Government Academy. The first session included an overview of City Government and a conversation with a few Council members. This current class has 24 attendees.

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 has concluded.

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

Finance

- The 2026 Budget season is underway.
 - The CIP will be reviewed at the Council meeting on September 16.
 - The Operating Budget review will start at the Finance Committee on September 30.

Fire

- The last Safety Day in the Park was held on Thursday, September 4 at Grandview Park.
- The Fire Department will be at the Farmers Market on September 13 and October 18 teaching hands-only CPR and providing other safety information.

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 shelve)
- 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](#).
- Oktoberfest is September 19-20 in Frame Park. [Information on Special Events.](#)
- 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 last Safety Day in the Park was held on Thursday, September 4 at Grandview Park.
- The Citizens Police Academy kicked off with a new class last week.

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 : 9** (Equipment Operator (4), Mechanic (2), Stockroom Attendant/Mechanic, Mechanic's Helper, Streets Crew Leader)

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Working on Pretreatment Semi-Annual Report due at the end of September.
- Processing Water Softener Removal Rebates.
- Working on the monthly DMR report for August.
- Responded to CWP Pretreatment Audit.
- 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.
- Contractors arrived onsite on Monday, 9/7, and have started work on the roughing filters demolition.

TRANSIT:

- **VACANCIES : 2** (Security Guard)
- Potential reductions in service levels for Route 1 for 2026 are being discussed with Milwaukee County Transit System and Waukesha County. Route 1 is performing well but the reduction is being considered to reduce costs for all partners without having major impacts on passengers.
- Authorization to purchase three replacement buses with delivery in 2027 will be on the Council Agenda for 9/16/25. The quote is under the requested amount in the CIP. Transit is seeking pre-approval due to the long lead time (18-20 Months) and to avoid having to pay the producers price index increase as Year 3 of the WisDOT contract starts in October, the buses would need to be authorized in September otherwise the cost per bus will increase an estimated \$25,000-40,000/bus. These buses would be 100% funded with federal funds.
- 2025 CIP Projects:
 - Air Handler and Boiler Replacement Badger Drive- The contractor plans to begin the project in the next few weeks when temperatures do not require much cooling or heating.
 - Ticket Vending Machine-Units were delivered in early September (see pictures) and will be configured in the coming weeks.
 - Bus Rehab-Bids will be completed by early October. There was a bit of a delay in getting the necessary engine specs from the manufacturer.
 - Bus Wash Replacement- A competitive bid was received for the replacement. Including additional components such as the underbody wash is being investigated.