



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: November 14, 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 our bi-monthly Department Director's meeting.
- Along with HR, holding meetings with Department Directors on Employee Engagement survey results.
- Held the fifth session of the City's Local Government Academy. The session included information on Community Development, PRF, Transit, and the Library.
- Held a Tony Time (monthly employee training) on the City's benefits and the open enrollment process.
- You can [find the most recent quarterly report on the City's Strategic Plan 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)

Upcoming Events

- **Parade Tragedy Remembrance Ceremony, Friday, November 21 at 4:39pm.** All are invited to join us at Grede Park. [You can find more details here](#).
- **Mayor's Celebrate Waukesha Breakfast on Tuesday, December 2 at 7:30am.** Please RSVP to Rebecca Pederson (rpederson@waukesha-wi.gov) if you plan to attend.

Department Highlights

Clerk/Treasurer

- **VACANCIES: 1** (Treasurer)

Community Development

- Lifeway Foods celebrated a ribbon cutting for the second-phase of their \$45 million expansion project.

Finance

- The Operating and CIP Budgets have been approved.

Fire

- In October the Fire Department had 2,879 student and community member interactions as part of Fire Prevention Month.
- The [Fire Department released their quarterly newsletter](#).

Human Resources

- Working with Department Directors and employees on the next steps for the Class/Compensation review of all remaining positions.
- Held an Employee Benefit Fair for employees to meet with and learn more from our benefit providers.
- Working on Open Enrollment for City employees as they select their benefits for 2026. This year, all employees need to participate as there are changes to the health insurance options.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 1** (Page shelver)
- Completed a very successful Waukesha Reads program in October.

Parks, Recreation and Forestry

- **VACANCIES: 4** (Building Maintenance Specialist – Electrician, Building Maintenance Specialist-Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- The new Minaka Park playground is open for play!
- Held a very successful Operation Honor event. The community donated over \$22,000 in comfort items and cash donations for Veterans.
- The Fall Activity guide is [available online](#). The winter/spring activity guide will come out in early December.
- The Department is looking for volunteers for upcoming events. You can [find more information on volunteers here](#).

Police Department

- **VACANCIES: 6** (Dispatcher (3), Administrative Assistant, Seasonal CSO (2))
- The Citizens Police Academy program is meeting this fall as the participants learn more about the Waukesha Police Department.
- Participated in National Drug Take Back Day which resulted in the collection of 186.8 lbs of medications.

Public Works

ENGINEERING

- **VACANCIES : 3** (Engineer I, 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 : 5** (Equipment Operator (2), Mechanic (2), Mechanic's Helper)

- Completed the first round of the Fall leaf collection. The second round will start on November 17. [You can find more information on leaf collection and track the crew's progress here.](#)

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Processing water softener removal rebates.
- Started the monthly DMR report for October.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractors completed WI water line installation for phase 3 upgrade.
- Responded to incident at Panos where grease trap was overflowing and making its way to nearby storm sewer.
- Preparing for annual pretreatment inspections of industries.

TRANSIT:

- **VACANCIES : 2 (Security Guard)**

Ridership:

- Fixed Route Ridership is down 1% for 2025 but passengers per hour is up 7.6% to 8.5 as service hours decreased 15% in June. Metrolift ridership is up 24% for the year.
- Staff continues work on the adopted service reductions effective January 12, 2026, including a 18% decrease in service hours for Route 1, minor routing changes to Routes 1 and 6, and weekend trip reductions for Routes 5, 6 and 9.
- Awaiting final decision from the School District on their building reduction plan. The plan will likely cause changes to bus service for Summer/Fall of 2026.

2025 CIP Projects:

- Air Handler and Boiler Replacement Badger Drive-Substantially complete and operational. Waiting on a few back ordered parts.
- Ticket Vending Machine-Complete
- Bus Rehab - Engines (picture attached) have arrived. Rebuilds will start soon.
- Bus Wash Replacement- Install date has not been set. No additional electrical required for the underbody wash. Found funding source for the underbody wash.

2026 CIP Projects

- Replacement Onboard AVL Equipment - Units are ordered.
- All other projects are still in the planning stage

Submitted 2026 WisDOT Operating Assistance Application.