



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: December 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 our bi-monthly Department Director's meeting.
- Participated in the Mayor's Celebrate Waukesha breakfast. Paul Farrow was the main speaker and provided an update on the County's financial outlook.
- Held the final session of the City's Local Government Academy. The session included information on running for office, volunteering, and how to stay connected with the City. There was also a panel with the Mayor and a few Council members to answer questions.
- Held a Tony Time (monthly employee training) on the Employee Engagement survey results.
- Toured the recently remodeled Transit offices at Badger Drive.
- 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)

Department Highlights

Clerk/Treasurer

- **VACANCIES: 2** (Treasurer; Account Clerk)

Fire

- In November, the Fire Department responded to 697 total incidents which included 111 Fire incidents and 585 EMS incidents.
- The [Fire Department released their quarterly newsletter](#).

Human Resources

- **VACANCIES: 1** (HR Generalist)
- Working with Department Directors on the next steps for the Class/Compensation review of all remaining positions.

- Preparing for the transition to a new insurance provider on January 1.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- **VACANCIES : 1** (Page shelve)

Parks, Recreation and Forestry

- **VACANCIES: 5** (Arborist, Building Maintenance Specialist – Electrician, Building Maintenance Specialist- Plumber, Building Maintenance, Assistant Building Maintenance Supervisor)
- The Winter/Spring Activity guide is [available online](#). Resident registration is open. 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.
- The Waukesha JanBoree presented by Generac will take place from January 16-25 with the theme “Out of this World.”
- The Department is looking for volunteers for the upcoming JanBoree. You can [find more information on volunteers here](#).

Police Department

- **VACANCIES: 7** (Dispatcher (3), Administrative Assistant, Seasonal CSO (2), office manager)

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.
- The Works Space newsletter is now combined into a City newsletter, Waukesha Current, that is on the back side of the Activity Guide. This saves the City in printing and mailing costs and provides residents with one publication to look for three times per year.

CITY GARAGE

- **VACANCIES : 5** (Equipment Operator (2), Mechanic (1), Mechanic’s Helper, Heavy Equipment Operator)

CLEAN WATER PLANT:

- **VACANCIES: 1 (Operator)**
- Processing water softener removal rebates.
- Started the monthly DMR report for November.
- Holding biweekly meetings with construction engineers and contractors to discuss plans moving forward for the Phase 3 Project.
- Contractors laying indoor concrete for Phase 3 upgrade.
- Conducting annual pretreatment inspections of industries.

TRANSIT:

- **VACANCIES : 1** (Security Guard)

- The new schedules, effective January 12, 2026, are on the Transit website and paper copies are available at the Transit Center. The adopted service reductions include an 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.
- Transit would like to thank the property owners who clear snow and ice from the concrete bus stop pads adjacent to their property and remind all property owners that City Code 6.12 requires them to clear snow and ice from the bus stop pads adjacent to their property.
- It appears the School District adopted building reduction plan will not require any changes to service to the middle or high schools at this time, however, the final location of the Transition Academy may require some routing changes at some point in the future.
- 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 - Engine replacement of Bus 174 is near completion.
 - Bus Wash Replacement - Install date has not been set. Found funding source for the underbody wash.
- 2026 CIP Projects:
 - Replacement Onboard AVL Equipment - Units are ordered.
 - NTD Certification Software- In progress. Kick off date will be set in the near future.
 - Other projects are in the planning stages.
- Transit Manager, Brian Engelking, will be completing his second and final term (term limited) as President of Transit Mutual Insurance (TMI) at the end of 2025.