



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: May 28, 2021

City Administrator Highlights

- Held the fourth Diversity, Equity and Inclusion Training for Employees titled, "Addressing Microaggressions in the Workplace." These trainings have been mandatory for all regular full and part-time employees and have generated great discussions among employees.
- Hosted other Waukesha County Managers and Administrators at City Hall as part of a Wisconsin City/County Managers Association Event. I serve as the chair for our Region.
- Participated in the League of Wisconsin Municipalities Mayor, Managers and Administrators Monthly meeting.
- Along with Ald. McElderry and other City staff, held meetings to continue to discuss the River Valley Road project.
- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19. The Policy Group of the EOC has decided that masks will no longer be required in Employee areas starting June 1st. An email was sent to all employees explaining the new policy.
- Held a Department Director's Meeting.
- Held a Bi-weekly development update meeting with Community Development
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Gina Kozlik, Lee Kelley, Chief Thompson, Chief Howard, Bridget Souffrant, Chris Pofahl, Fred Abadi, Ron Grall, Sam Walker

Monthly meetings with Council Members

Kevin and the Mayor meet monthly with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson.

Meetings held so far this month: Ald. Browne, Ald. Moltzan, Ald. Pieper, Ald. R. Lemke, Ald. McElderry, Ald. Miller, Ald. Wells, Ald. Johnson, Ald. Rodriguez, Ald. Cummings.

125th Anniversary Upcoming Events:

- **Buchnerfest and the Grand Opening of Buchner Park Pool:** On Saturday, June 12 head to Buchner Park for family friendly activities like time-period games, take & make kits, story reading, and more. After Buchnerfest, stay for the official grand re-opening of Buchner Pool at noon including a live DJ, best dressed swimmer of 1896 contest, dunk tank, and more! Registration required for Buchnerfest.



- **Riverside Rhythms** - On Wednesday, June 16 from 11:30am-1pm, Kick-off the summer season in Downtown with live music, food, and giveaways to celebrate the City's 125th Anniversary.
- **Monday Night at the Movies, Throwback Monday**- On Monday, June 21 at 7:15pm, it's Movie in the park time and we're celebrate the City's history with throwback feature films. Bring the family and enjoy Aladdin.

You can read the list of all our 125th Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>

Save the Date - The City will resume the Celebrate Waukesha Breakfasts at Tuscan Hall starting Tuesday, September 14. More details and invitations will be coming as we get closer to the date.

Department Highlights

Clerk/Treasurer

- The third and final tax installment, for those who pay in installments is due Monday, May 31. As that is a holiday, payment must be postmarked, paid online and any placed in the drop box by the end of day May 31st. Any payments at Waukesha State Bank would have to be paid by Saturday, May 29.

Community Development

- The Community Development Department is reviewing the applications received for the City of Waukesha Micro Enterprise COVID-19 Response Grant. The City received 35 applications requesting over \$250,000 in assistance. The City has \$245,000 to award. The requests are from a wide variety of business types, but the primary ones are retail, health/beauty/wellness, automobile services, and restaurants.

Finance

- It will be budget season again soon. The Finance Department is working to put together the CIP and Budget calendar which will be released soon.

Human Resources

- During the month of May, the City welcomed ten new employees. Current job openings can be found here: <https://wi-waukesha.civicplus.com/1598/Waukesha-Employment-Openings>
- The Human Resources Department helped to coordinate the employee Diversity training with our partner FEI and will be looking at other opportunities for employee training in the future.

Library

- Construction is underway at the Library for the building redesign. The Library remains open.

Parks/Recreation and Forestry

- "The Moving Wall" a half-sized replica of the Washington DC Vietnam Veterans Memorial is in Frame Park from May 27 through 6:00 am June 1, 2021. An Opening Ceremony is scheduled for Thursday, May 27 at 6:00 pm. During the ceremony, the names of our Brothers lost from the City of Waukesha will be read aloud.

- The Summer Activity guide is out! Check it out for all of the upcoming summer events, activities and programs for all ages. <https://waukesha-wi.gov/462/Activity-Guides>
- Volunteers are still needed for the “The Moving Wall Exhibit.” More information: <https://waukesha-wi.gov/1272/Volunteer>

Police Department

- The Police Department personnel have started their move to various locations around the City in preparation for construction to being at the Police Station.
- On Tuesday, May 25 the Waukesha Police Department responded to an incident with a gun in the 2000 block of Michigan Avenue. You can [read about the incident here](#). We would like to thank the teacher at North High School who alerted officials to the concern, the Waukesha School District, our Police School Resource Officers and the entire Waukesha Police Department for their actions during this incident in keeping everyone safe.

Public Works

ENGINEERING DIVISION:

New City Hall

- The demolition of the old City Hall is complete. The grading contractor moved back onsite 5/21/2021 to begin the remaining site work.
- Please remember all visitors to City Hall must park in the Parking Ramp (entrance to ramp on Brook St.) and use the skywalk to enter City Hall until the site work is complete.

New Public Works Salt Shed

- The concrete work is complete and the electrical box set. The contractor is waiting for WE Energies to set the transformer and then the electrical work can be completed. Final grading and landscaping is currently under process.

Buchner Pool

- We are 3 weeks from opening to the public. The pools are being plastered and water will follow. The contractor expects the pools to be filled by 5/28. The paving contractor has moved onto the site to work on the small parking lot and the fence contractor will complete the fence next week.
- The contractor is scheduling all the inspections needed for a pool facility to ensure we will be open on time. The Park Rec employees will be busy training at the new facility in the next few weeks.
- The pool is still on schedule to be open June 11, 2021.

West Side Pump Station Consolidation

This project is for the consolidation of four existing sanitary pump stations (PS) into one on the west side of the City in the vicinity of Les Paul Pkwy (US 318) and Madison St.

Previous work:

- The contractor continued the upgrades at the Madison St PS
 - Working on installation of equipment
 - Working on the electrical installations
- The contractor was working on landscaping restorations

Future work:

- The contractor will continue the upgrades at the Madison St Pump Station
- There will not be any additional sewer installation scheduled at this time until the Madison St Pump Station becomes operational
- The will continue working on the landscaping restorations

Pebble Valley Force Main

This project is for the rehabilitation of the Pebble Valley Force Main which extends from Pebble Valley Park, along Broken Hill Ct, Broken Hill Ln, crosses Northview Rd to Sunkist Ave and terminates at University Dr.

Previous work:

- The contractor has completed excavating the access pits
- The contractor has started cleaning and preparing the existing pipe for lining
- The contractor has begun the open trench replacement of the force main to Sunkist Ave

Future work:

- The contractor will continue the open trench replacement of the force main along Sunkist Ave
- The contractor will continue the cleaning and lining process

2021 Street Resurfacing

This project includes roadway resurfacing and underground utility improvements on several roadways throughout the City.

Work is tentatively scheduled to begin in Monday May 10th and should be substantially completed by September 2021.

Construction will start with Area 1 (described below) and follow sequentially through the project areas. Streets/Areas included in this year’s resurfacing project and the tentative start dates are as follows:

Area	Street	Boundaries	Tentative Start Date
1	Kensington Drive	South Grandview Boulevard to West St Paul Avenue	05/10/2021
1	Harris Highland Drive	South Grandview Boulevard to City line	05/10/2021
1	Minaka Drive	Kensington Drive to Cambridge Avenue	05/10/2021
1	Manor Drive	Kensington Drive to Harris Highland Drive	05/10/2021
2	Sunnyside Drive	Stardust Drive to Rambling Rose Road	06/01/2021
2	Rambling Rose Road	Sunnyside Drive to Springdale Road	06/01/2021
2	Capella Court	Entire Cul-de-sac	06/01/2021
2	Misty Lane	Ruben Drive to Rambling Rose Road	06/01/2021
2	Melody Lane	Saratoga Road to Ruben Drive	06/01/2021
2	Laura Lane	Melody Lane to Avalon Drive	06/01/2021

3	Crestwood Drive	South Comanche Lane to Madison Street	06/22/2021
3	Algoma Terrace	Crestwood Drive to Rawlins Drive	06/22/2021
3	Rawlins Drive	Entire Street	06/22/2021
3	Minot Lane	Mesa Verde Drive to S Comanche Lane	06/22/2021
3	Knollwood Court	Entire Street	06/22/2021
4	Richard Street	South Grand Avenue to Michael Street	07/07/2021
4	W. Rivera Drive	Marliz Drive to S East Avenue	07/07/2021
4	Michael Drive	West Rivera Drive to East Garfield Avenue	07/07/2021
4	Marliz Drive	W Rivera Drive to Richard Street	07/07/2021
4	Santa Barbara Drive	W Rivera Drive to Richard Street	07/07/2021
5	Meadow Lane	North Grandview Blvd to Marshview Street	07/14/2021
5	1900 Aviation Drive	Entire Lot	08/16/2021
5	Drop Off Center	Entire Lot	08/16/2021
6	Municipal Lot 6	Brook Street	8/23/2021

This week's work:

- Continue removals on **Kensington Dr., Harris Highland Dr., Minaka Dr., Manor Dr.**
- Continue storm sewer work in same area
- Continue sidewalk and curb and gutter replacements in same area

Next week's work:

- Same as above

Lawndale, Fairmont and Caldwell Utility and Street Improvements

Work This Week:

- Sidewalk removal and prep (project wide)
- Concrete joint sealing (In progress)
- Poured Lawndale **(Complete)**
- Pouring Sidewalk and approaches (In progress)
- Asphalt intersections **(Complete)**

Future work:

- 5/17-5/21 – Next week the contractor will continue to pour sidewalk and aprons. The remainder of the intersection at 4th St will be poured early next week

Prairie Ave / Sentry Dr / Sunset Drive Utility and Street Improvements

This project is for the roadway reconstruction and underground utility improvements along N/S Prairie Avenue, Sentry Drive, W. College Avenue, and W. Sunset Drive. The Contractor is currently working on the first section of the project along N/S Prairie Avenue.

Work Completed/Continued This week (5/17 – 5/21)

Work Along N/S Prairie Avenue (Philip Dr. to W. St. Paul Avenue)

- Traffic signal pole base installation at the W. St. Paul Ave./N. Prairie Ave. intersection
- Traffic signal pole base installation at the W. St. Paul Ave./Washington Ave. intersection
- Concrete pavement removal and excavation/grading for the new roadway from College Ave. to the Fox River
- Concrete pavement poured on northbound lane from RR Tracks to W. St. Paul Ave.
- Concrete curb and gutter poured on west side from College Ave. to the Fox River
- Concrete pavement removal and excavation/grading for the new roadway from Philip Dr. to College Ave.

Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)

- 20" Water main installation working east from Chapman Dr.

Work at W. Sunset Dr./Fox River Parkway Intersection

- Traffic signal pole base installation at the W. St. Paul Ave./N. Prairie Ave. intersection

Planned Work Next Week (5/24 – 5/28)

Work Along N/S Prairie Avenue (Philip Dr. to W. St. Paul Ave.)

- Concrete pavement removal and excavation/grading for new roadway from Philip Dr. to College Ave.
- Traffic signal pole base installations at the W. St. Paul Ave./N. Prairie Ave. intersection
- Traffic signal pole base installations at the W. St. Paul Ave./Washington Ave. intersection
- Traffic signal conduit installation at College Ave./Prairie Ave. intersection
- Concrete curb and gutter pouring, east side from College Avenue to the Fox River (Monday)
- Concrete pavement pouring, west side, from College Avenue to the Fox River
- Concrete curb and gutter pouring from Philip Dr. to College Ave.

Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)

- Water main installation from Chapman Dr. to Center Rd., wrapping up early in the week
- Storm sewer installation Chapman Dr. to Center Rd. (south side of roadway)
- Water service installations from Chapman Dr. to Center Rd., late in the week

Work at W. Sunset Dr./Fox River Parkway Intersection

- Traffic signal pole base installation at the W. St. Paul Ave./Fox River Parkway intersection

Perkins Ave Utility and Street Improvements

The Perkins Avenue project is anticipated to start on Monday morning of next week (this week's start was delayed due to weather).

The reconstruction project will consist of the following work:

- Sanitary sewer and lateral replacements/rehabilitations
- New watermain and services

- Storm sewer replacements and additions
- New concrete roadway and curb and gutter
- Upgraded ADA pedestrian crossings
- Sod restoration

Past Activities

- Sanitary sewer mainline work is complete. The mainline limits were between National Ave and E Main St.
- Sanitary sewer cleanouts were installed ahead of the lateral lining. Lateral work north of National Ave is complete, laterals south of the intersection remain.
- Watermain (mainline) installation is complete.
- Storm sewer work (between National Ave and Main St) was completed and contractor advanced to working on watermain laterals/connections.
- Watermain laterals/connections are complete.
- Contractor began roadway removals this week.

Future Work:

- Saturday, May 22: Contractor is anticipating to do half a day of work.
- Week of May 24: Contractor will continue preparing for roadway pavement reconstruction (existing roadway removal, base course placement and grading).

Oxford Rd and Downing Dr Intersection Utility and Street Improvements

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

This week's work:

- Removed sections of curb, sidewalk, and drive approaches affected by the construction. Removed sidewalk on corners for new curb ramps.
- Replaced sections of curb, sidewalk, and drive approaches with new concrete

Next week's work:

- Wait for concrete to cure
- Backfill behind new curb

Algoma Ter, Rawlins Dr, and Badger Dr Utility and Street Improvements

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace the water main and services in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

This week's work:

- Removed sections of curb, sidewalk, and drive approaches affected by the construction. Removed sidewalk on corners for new curb ramps.

Next week's work:

- Replace sections of curb, sidewalk, and drive approaches with new concrete

CLEAN WATER PLANT:

- Preparing DNR monthly Discharge Monitoring Report for May.
- DNR Compliance Maintenance Annual Report reviewed and approved by BPW.
- Return flow pipeline work continues on Sentry and Sunset Avenue.
- Return flow pump station block walls nearly complete.
- Electrical work continues for new pump station and phosphorus upgrades.
- Aeration basin work complete, testing continues.
- Failed aeration blower sent to manufacturer for assessment/repair.
- Underground airline discovered to have major leak, temporary emergency repair done, needs replacing.
- Scheduled confined space annual classroom refresher training for all impacted employees with Fire Dept.
- Three seasonal laborers started May 24.

TRANSIT:

- Effective June 1st: capacity limits on the bus was eliminated, unlimited riding was again allowed and Lost and Found is permanently limited to essential/valuable items.
- Masks are still required on the bus and at the Transit Center per CDC Order.
- Working to close out the National Transit Database 2020 Report.
- Minor schedule changes to Routes 3, 5, 6 and 9 take effect June 7th.
- The 2021 fixed route buses are in service.
- Transit staff is working with SEWRPC on the 2022-2026 Transit Development Plan. Potential alternatives are being developed after receiving direction from the Advisory Committee.
- The contract for the replacement AVL system from GMV Syncromatics is in the process of being executed and kickoff of the project should occur in the near future.
- The mid-life bus rehab project for 4 buses is underway. Most of the buses have already received their new transmissions and one has had its engine replaced. (Picture attached of new engine in Bus 162)
- Working with Milwaukee County Transit, Waukesha County and SEWRPC on possible solutions to connecting to the Milwaukee BRT route that is targeted for operation in Fall 2022.
- Was informed by FTA that the Triennial Review is needing to be re-scheduled due to unforeseen issue on their end. Awaiting correspondence in regards to the meeting topics to be discussed and new dates.
- The 2021 FTA operating and capital grant is close to being active.
- WisDOT operating assistance grant is expected in the near future.