



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: March 12, 2021

City Administrator Highlights

- Held a Kickin' it with Kevin session for employees to update them on City items and answer any questions.
- Our Leadership Alumni group (made of up of graduates from the City's leadership program) resumed meeting remotely. The first discussion was a conversation on leadership with Police Chief Thompson.
- Attended a meeting regarding continued planning for the 125th Anniversary Events.
- Attended a year-end review meeting for the Employee Health and Wellness Center.
- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19.
- Attended meetings regarding upcoming development agreements
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Gina Kozlik, Chief Thompson, Chief Howard, Bridget Souffrant, Chris Pofahl, Fred Abadi, Ron Grall, Sam Walker

Monthly meetings with Council Members

Kevin and the Mayor have resumed their monthly meetings with Council members. 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. R. Lemke, Ald. D Lemke, Ald. Pieper, Ald. Rodriguez, Ald. McElderry

125th Anniversary Upcoming Events:

- **March** - The March event is the *History of Waukesha in 100 objects* exhibit at the Waukesha County Historical Society & Museum. The *History of Waukesha in 100 Objects exhibit* draws together 100 objects that tell the social, economic, and political history of the City of Waukesha. The exhibit will officially open on Saturday, March 13, 2021 and will remain open for viewing through 2021.
- **April** -
 - Earth Day Parks Clean-Up where residents are encouraged to spend 125 minutes volunteering to help take care of our City for the future. Sign up to help: <https://www.signupgenius.com/go/waukeshaearthday2021>



- 125th Anniversary celebrations at the Waukesha Public Library including a discussion with Author Ellen Langill and the Library Director on the Library's past and future as well as Take & Make kits for all ages.
- You can read the list of all our 125th Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>

Clerk/Treasurer

- The next election this year is on April 6.
- In-person absentee voting will take place at city from Tuesday, March 23 - Friday, April 2nd.

Information Technology

- The Information Technology Department has been busy with the setup of the infrastructure at the new City Hall. Training is taking place for employees on how to utilize the new technology in City Hall.

Parks/Recreation and Forestry

- Modified events and activities continue to be held. You can view all activities in the Activity Guide: <https://waukesha-wi.gov/462/Activity-Guides>
- Plans are moving forward for modified summer events. The summer activity guide will be released mid-April.
- Volunteers are needed for the Trailbreaker Races, Earth Day Parks Clean-Up, and "The Moving Wall Exhibit." More information: <https://waukesha-wi.gov/1272/Volunteer>

Public Works

ENGINEERING DIVISION:

New City Hall

- We have officially moved into the new City Hall. The old city hall is currently being emptied and the asbestos abatement began on Monday Feb 1.
- The contractor continues work on demolition.

New Public Works Salt Shed

- The contractor finished the installation of the concrete walls.
- The roof framing has been installed on the salt shed. The membrane and the large over head doors have been ordered and will arrive shortly.

Buchner Pool

- The contractor has poured nearly all the exterior concrete that needs to be poured before Spring. In the Spring they will be able to begin work on the tile in the pool vessels.
- The building is moving along. It has been enclosed to allow interior work on floors, plumbing and HVAC to continue. The exterior stone work continues.

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.

- The contractor will continue the upgrades at the Madison St Pump Station
- The contractor will continue working on the sewer heading north of Madison St along Pebble Creek
- The contractor continues the bore under Summit Ave

CLEAN WATER PLANT:

- February DNR monthly Discharge Monitoring Report submitted.
- Return Flow pump station wet well and foundation walls completed, ready for backfilling as ground thaws.
- Return Flow pipeline work continues on Sentry Drive.
- Electrical and mechanical work continues mainly for phosphorus upgrades.
- Aeration basin upgrades beginning.
- Staff training for City Garage on new confined space gas monitors.
- Repairs made by WE Energies to CWP main power feed.
- Updates to Softener Optimization Program approved by BPW.
- Annual Lab Certification blind sample study completed.

TRANSIT:

- Roughly 50% of the frontline transit staff that requested the COVID vaccine have received at least one of their shots. Actively seeking opportunities for the remaining Transit employees to be able to get vaccinated.
- The following changes to Waukesha Metro continue due to the COVID-19 pandemic
 - Capacity on the buses remains at 15 passengers.
 - Unlimited riding/joy riding is suspended.
 - Lost and found is limited to only essential personal items.
- The aging Transit fueling management system is being replaced with the City Fueling System, FuelMaster, so that all City fleet vehicles will be on the same system. The fuel pump equipment at Badger Drive was replaced last week (picture attached). Converting to the FuelMaster system should occur in the coming weeks.
- 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 2021 fixed route buses are in production and expected to be delivered in the next week.
- Working out final details and draft contract with the recommended vendor for the replacement new AVL system to bring forth to the Transit Commission next month.
- With the delivery of the new fixed route buses coming soon and need to prep the new buses for service, the bids for the mid-life replacement engines and transmissions for the 2015 buses will be conducted later in Spring.
- 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.
- FTA Triennial Review dates are set for June 1-4 for a series of virtual meetings and a close out virtual meeting on June 17th.
- Working on completing the 2021 Grant applications with the FTA. WisDOT grants contracts are expected in the coming weeks.