



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: February 26, 2021

City Administrator Highlights

- Held part 3 of our 4 part Diversity, Equity and Inclusion Training for employees. This session was called Cultural Competence. These sessions are mandatory for all regular full and part-time employees.
- Held discussions with employees and Departments on the pay for performance program
- Participated in discussions with HealthStat on the contract for the Employee Health and Wellness Center
- Presented at the League's Chief Executive Workshop on tips for high-performing legislative bodies
- Participated in discussions on the lawsuit from the Village of Waukesha regarding the water project
- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19.
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, 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. Moltzan, Ald. R. Lemke, Ald. D Lemke, Ald. Pieper, Ald. Rodriguez, Ald. McElderry, Ald. Wells, Ald. Johnson, Ald. Cummings.

125th Anniversary Upcoming Events:

- Our 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.
- Our April events will include an Earth Day Parks Clean-Up where residents are encouraged to spend 125 minutes volunteering to help take care of our City for the future and 125th Anniversary celebrations at the Waukesha Public Library.
- You can read the list of all our events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>



Cemetery

- Lee Kelley was confirmed as the new Director of the Prairie Home Cemetery.

Clerk/Treasurer

- An election was held on February 16. The next election this year is on April 6.

Finance

- The Finance Department is starting the preliminary audit and completing year-end procedures.

Fire Department

- Fire crews responded to a fire this week and all the area hydrants were buried in snow drifts. Residents are asked to clear the hydrants near their homes. In the incident this week there were no civilian or firefighter injuries.

Information Technology

- The Information Technology Department has been busy with the setup of the infrastructure at the new City Hall. Training will be 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.
- 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:

- Preparing February DNR monthly Discharge Monitoring Report.
- Impact Fee analysis draft completed.
- Return Flow pump station wet well and foundation walls almost complete.
- Electrical work for upgrades continues throughout plant.
- Chemical solids recycle improvements underway.
- Staff training on new confined space gas monitors.
- Truck scale system PC upgraded
- Working on change to softener optimization program to accelerate progress of high water users.
- WE Energies electrical switch that caught fire replaced.
- City owned electrical switchgear inspected.
- Kick-off meeting held for south side lift station consolidation design.
- New effluent compliance sampler installed.
- Standby Generators repaired and PMs set for 2021

TRANSIT:

- Roughly 25% of the transit staff that requested the COVID vaccine have been fully vaccinated. Await direction 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 is also being replaced. This has been delayed a few months due to equipment production delays due to COVID and is now targeted for completion in Spring 2021.
- 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 late March 2021.
- The new supervisor van is ready for service. It also can be used as a paratransit vehicle as well.