



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: October 15, 2021

City Administrator Highlights

- Holding in-person (and virtual) Kickin' it with Kevin's one time per month to provide updates to all City employees and answer any questions.
- Holding sessions of Employee Leadership Program. This is our 6th time offering the program. 12 employees were selected out of a number of applicants to participate in this program.
- Participated in bargaining meetings with the Police Department
- Attended the International City/County Managers Association Conference
- Participated in the Waukesha County Center for Growth Board of Director's Meeting
- Worked on the annual Employee Evaluations
- Met with GovHR to discuss the Public Works and Cemetery Director hiring process
- Held regularly scheduled one-on-one meetings with Department Heads: Gina Kozlik, Marquise Vasquez, Chief Thompson, Bridget Souffrant, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker.

Monthly meetings with Council Members

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

125th Anniversary Upcoming Events:

- **125th Anniversary Gala**- Help us celebrate the anniversary in style with an evening of dinner drinks, dueling pianos, dancing and more. Proceeds from the event will go to the Public Art Fund. [Registration required.](#)
- **Annual Christmas Parade**- The Annual Christmas Parade will be held on Sunday, November 21 at 4pm. The City will have a 125th Anniversary Parade, the Mayor and all Council Members are welcome to walk with the float. Please contact Rebecca Pederson if you would like to participate.
- **Year-End Celebration**- On December 7th starting at 5:30pm come to City Hall for a year-end celebration. The time capsule items will be out on display. At 6:30pm there will be a program as part of the start of the City Council meeting.
- You can read the list of all our 125th Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>

Save the Date:



- **Celebrate Waukesha Breakfast-** The next breakfast will be held on Tuesday, December 7 at Tuscan Hall.

Department Highlights

Community Development

- The Department is hosting the Wauk-Tober Downtown Wine and Beer Walk. It is a sold-out event with around 300 participants.

Finance

- The Operating Budget Book has been released for review. The Finance Committee is reviewing Department budgets.

Human Resources

- Employees are working through the evaluation process as part of the annual employee performance review.
- The Department will be hosting an Employee Benefit fair for all employees on November 4.

Library

- Construction is underway at the Library for the building redesign. The Library remains open to the public. You can read project updates here: <https://waukesha-wi.gov/2021/Waukesha-Public-Library-Addition-and-Ren>
- Waukesha Reads started on September 18. The book this year is The House on Mango Street. There are activities to participate in through November 2.

Parks/Recreation and Forestry

- The Fall Activity Guide is out. <https://waukesha-wi.gov/462/Activity-Guides>
- The Department is hosting Operation Honor: A Salute to Veterans on Saturday, November 6 along with a care package drive: <https://waukesha-wi.gov/1528/Operation-Honor>

Police Department

- The Police Department Building (1901 Delafield St.) is closed to the public while the building is undergoing renovations. You can read more about the project here: <https://waukesha-wi.gov/2028/Police-Department-Addition-and-Renovatio>

Public Works

2021 Crackfilling:

- The bike trails and parking lots are complete, and the contractor is working on the streets.
- Entire project should be complete by Oct. 22, 2021.

Police Department Remodel and Addition

- The final grading for the curb and gutter for the parking lot will begin on Oct 18.
- The walls on the exterior addition on the NS of the building will be complete by end of October.
- All trades are working in the building.

Fire Station No. 4 Renovation and Addition

- The final punch list for the project is scheduled for Oct 18, 2021.

Library Renovation & Cutler Park Bathrooms

- The Makers Place space has begun.
- Paint has begun in some spaces that have finished walls.
- Many areas have been carpeted.
- All trades are working in the building.

Hillcrest Park Pavilion Construction:

- The parking lot lights are up and the roof work will begin on Monday October 18, 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.

Future work:

- The contractor will continue the upgrades at the Madison St Pump Station
- The contractor will continue working on the landscaping and pavement restorations
- The contractor will continue the demolition work at the Fiddlers Creek PS and Summit Ave PS
- The contractor will continue the setup of the bypass system along Cone View Ln and S Comanche Ln for the force main lining
- The contractor will begin excavating the access pits at key locations along Cone View Ln and S Comanche Ln to be able to start cleaning and inspecting the existing force main in preparation of lining

2021 Street Resurfacing

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

Completed Areas:

- Kensington/Harris Highland Neighborhood
- Rambling Rose/Sunnyside Neighborhood
- Parking Lot 6 Brooks St. lot'
- Meadow Lane
- Park and Rec Parking Lot

Current Work:

- Algoma Crestwood Neighborhood
- Richard Street Neighborhood

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 all three sections of the project; N/S Prairie Avenue, W. College Ave./Sentry Dr., and W. Sunset Drive.

Current Traffic Pattern: One Way South Bound traffic on Sentry Drive.

Work Completed/Continued This week (10/4 – 10/8)

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

- Sanitary sewer lining
- Traffic signal activation at the College/Prairie intersection (Signal is currently in all-red flash operation)
- Pavement removal along Marshall Street in the area that was disturbed by the water main work.

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

- Spot areas of concrete pavement pouring within the Sentry/Sunset intersection
- Terrace grading/cutdowns on the north side of Sunset Dr.
- Traffic signal pull box and base installation

Work Along Sentry Dr./W. College Avenue

- Concrete paving prep/trimming from Philip Dr. to SPX
- Spot areas of sidewalk pouring
- HMA path removal along W. College Avenue

Planned Work Next Week (10/11 – 10/15)

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

- Concrete pavement pouring at the Prairie/Marshall Intersection (Thurs.)
- Sanitary sewer lining

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

- Traffic signal base installation at the Sentry Dr./Sunset Dr. intersection

Work Along Sentry Dr./W. College Avenue (W. Sunset Dr. to Prairie Ave.)

- Concrete pavement trimming/prepping along Sentry Dr. from Philip Dr. to W. Sunset Dr.
 - o The contractor will be ramping driveways in conjunction with the trimming operation as they move past driveways to maintain access.
- HMA path removal and grading along the W. College Avenue curve to the City Garage
- HMA path paving from W. College Avenue curve to the City Garage (Fri.)
- Concrete curb and gutter pouring on W. College Ave. from Prairie Ave. to the College Ave curve (Mon.) (Originally planned for 10/7, pushed back to week of 10/11 due to rain)
- Mainline concrete pavement pouring from the College Avenue curve to SPX (Tues.) (Originally planned for 10/8, pushed back to week of 10/11 due to rain)
- Mainline concrete pavement pouring from SPX to just north of W. Sunset Dr. (Wed.)
- Driveway pouring along W. College Avenue (Thurs.)
 - o Driveways will be constructed in halves to maintain access
- Mainline concrete pavement pouring from Wednesday's stopping point to W. Sunset Dr. (Fri.)
 - o Commercial driveways will be gapped to allow continued access

Work Along W. Sunset Drive (Fox River Parkway intersection)

- Traffic signal monotube arm installation
- Traffic signal wiring and cabinet modifications
- New traffic signal head activation (mid-week)

2021 Buchner Park Tennis Courts and Retaining Wall Reconstruction

As funded in the City's 2021 CIP, the tennis courts and adjacent retaining wall within Buchner Park will be reconstructed in the late summer/fall of 2021. Preliminary project work has started within the site, and will continue through October 2021.

Work Completed/Continued This week (10/4 – 10/8)

- Surface course paving of the asphalt court pavement

Planned Work Next Week (10/11 – 10/15)

- Net post installation and court layout

Traffic Control/Access

- The Tennis courts are closed to all users.
- The sidewalk along N. Greenfield Ave. adjacent to the retaining wall is closed.

CLEAN WATER PLANT:

- Submitted DNR monthly Discharge Monitoring Report for September.
- Semi-annual Pretreatment report submitted to DNR.
- UV disinfection system winterization.
- Return Flow Pipeline work continues.
- Return Flow Pump Station electrical work.
- Primary influent pump replacements continue with third and fourth pumps.
- Second two primary effluent pump replacements underway.
- Motor control center replacements for primary effluent pumping building.
- Work on sand filter upgrades for phosphorus removal continues.
- Set up for bio-gas purification pilot test ready.
- Annual process tank cleaning and inspections complete.
- Joint chloride reduction planning meeting held.
- Participated in Waukesha Unlocked with tours of CWP.

TRANSIT:

- AVL Project -Finishing punch list items with vendor and one module of training remains. The real time web portal at mywaukeshametro.com is now active and there is a link to it from waukeshametro.org. Working to create promotional materials for the real time information. Future plans will include a mobile app for passengers and other future enhancements.
- Continuing to work on plan with Milwaukee & Waukesha Counties to possibly extend Route 1 to the Regional Medical Center in Wauwatosa to meet the Milwaukee BRT Line when it starts operation in Fall 2022. A draft schedule is complete and staff is working on the costs that would be charged to the two Counties.
- Mask order was extended to January 2022. The order requires masks on the bus and at the Transit Center.
- Only a few detours remain in place on routes on the south side of the City.
- Transit staff is working with SEWRPC on the completion of 2022-2026 Transit Development Plan. Potential alternatives include route and service realignment, Route 1 enhancement, first/last mile solutions.