



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 11, 2022

City Administrator Highlights

- Reviewing possible ARPA Fund programs for the coming year with various department heads. Compiling a proposed ARPA spending plan which will be presented to the Finance Committee and Common Council.
- Continuing work on the rollout of the new City website (Waukesha-wi.gov) and updating the new City logo on all digital forms and documents.
- Held a virtual Department Director's Meeting.
- Held an initial meeting with UW Extension to discuss a Citizens Academy as budgeted for in the 2022 Budget
- Preparing to hold a new City employee leadership class this Spring
- Reviewing Portfolios for the Cemetery Director Recruitment. Interviews are taking place.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, Ron Grall, Bruce Gay.

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.

Department Highlights

Clerk/Treasurer

- There will be a February 15 primary election for all Waukesha voters. In-person absentee voting ends on Friday, February 11 at 5pm.
- Sample ballots are available online: <https://myvote.wi.gov/en-us/Whats-On-My-Ballot>
- Many residents have new polling locations based on the new Aldermanic Districts. Polling locations can be found here: <https://myvote.wi.gov/en-us/Find-My-Polling-Place>

Finance

- The Department is working on year-end and preparing for the annual audit.
- Denise Vandebush-Kohlman is serving as the interim Finance Director

Fire Department

- February is heart month. The Fire Department encourages everyone to learn CPR and download the pulsepoint app. <https://www.pulsepoint.org/>
- The Fire Department will be providing an AED training for employees as part of Kickin it with Kevin on February 14.

Human Resources

- W-2 statements were sent out. This is the last year of mailed statements. The statements are available electronically on the employee portal.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- The Department is moving towards eliminating the need for passwords, by using passwordless authentication, this increases security. They are working with employees on the first steps of this process.

Library

- Construction is nearing completion at the Library for the building redesign. The targeted completion date is around March 1. The Library remains open to the public. However, the front entrance is currently closed, and all visitors need to use the temporary side entrance. You can read project updates here: <https://www.waukesha-wi.gov/government/departments/waukesha-public-library-addition-renovation.php>

Parks/Recreation and Forestry

- The winter Activity Guide is out: <https://waukesha-wi.gov/462/Activity-Guides>. Spring sign-up deadlines for soccer, baseball, t-ball and others are approaching.
- The Trailbreaker run will be held on Saturday, April 2. <http://www.runthetrailbreaker.com/>
- The Earth Day Parks Clean-Up will be held on Saturday, April 23.

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://www.waukesha-wi.gov/government/departments/police-department-addition-renovation.php>

Public Works

ENGINEERING DIVISION:

The following projects are being designed or are out to bid:

- South West Side Pump Station Consolidation
- Arcadian Ave and Linden St Utility and Street Improvements
- Grandview and Heyer Tennis Courts Color Coating

St. Paul Ave and North Street 2-way Conversion Project:

- There will be a PIM on January 13, 2022 from 4-6 at City Hall
- Utility Work has begun on W. St. Paul, land restrictions are in place.

Police Department Remodel and Addition

- Concrete slabs will be poured the week of 2/4
- The roofing continues
- All trades are working in the building.

Library Renovation & Cutler Park Bathrooms

- The Makers Space, Technology Study and a few study rooms are ready for furniture.
- The new wooden ceiling is complete in the new entrance.
- The current schedule is for the construction to be substantially complete by end of February and the furniture will begin to be loaded in during March

Library Roof Replacement:

- This project has already been bid.
- The material for the roofing project has been delivered and the project will begin in the Spring of 2022.

Hillcrest Park Pavilion Construction:

- The roof work has begun

CLEAN WATER PLANT:

- Submitted DNR monthly Discharge Monitoring Report for January.
- DNR Quarterly effluent monitoring report submitted.
- Preparing Annual DNR Air Emissions Report.
- Annual DNR bio-solids land application report submitted.
- Dewatering for Sentry Dr. pipeline construction has begun.
- Electrical and piping work continues for return flow pumpstation construction.
- Tertiary treatment construction upgrades substantially complete for low level phosphorus removal.
- Starting contractor punch list for tertiary treatment upgrades.
- Pebble Valley Lift Station upgrades nearing completion.
- Submitted annual confined space program review to HR.
- Scheduled First Aide/CPR refresher training for staff.

TRANSIT:

- Working with Milwaukee and Waukesha Counties on a plan to extend Route 1 to the Regional Medical Center in Wauwatosa to meet the Milwaukee BRT Line when it starts operation this Fall. The routing and schedule are finalized and both Counties have agreed to the allocation of costs. Transfer arrangements currently at Brookfield Square would remain in effect just at the Regional Medical Center. Discussions on paratransit matters are expected to be completed soon leaving marketing and operational matters to be planned out. Agreements are being drafted and will be brought forth for consideration this Spring.
- Preparing for changes to Bus Bay assignments at the Transit Center once the North St Two-Way project is complete this fall. The two-way conversion will allow safer bus movements in and around the Transit Center.
- Reviewing new WisDOT capital funding options just announced related to federal infrastructure bill to determine which funding sources we should consider applying for.

- 2022 capital projects-The replacement SUV for administration is on order set for delivery in early Spring, bids for replacement bus engines and transmissions are targeted for completion in Spring. Specs are being worked on for the replacement mobile bus lifts.
- Preparing for 2022 FTA grant funding applications which will likely be submitted this Spring.
- Transit staff is working with SEWRPC on the completion of 2022-2026 Transit Development Plan. The draft route redesigns plan including Route 1 enhancement are nearing completion, first/last mile solutions and changes to the Waukesha County Commuter Routes are continuing to be worked on.
- Lighting upgrade to LED at the Badger Drive offices and garage are complete. Replacement lights in the shop and parts room should be completed. Worn out carpet at some of the Badger Drive offices will be replaced with a low maintenance flooring this Spring.
- AVL Project – Punch list items are considered closed, and the project is now complete.
- Federal Mask order has been extended to March 18, 2022. The order requires masks on the bus and at the Transit Center

STREETS DIVISION:

- Road hazard/pothole repairs.
- Sign installation/replacement approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs, and traffic signals).
- Mechanics repairing and maintaining City Fleet.
- City-wide sanitary sewer flushing.
- Downtown refuse collection.
- Processing leaves into compost.
- Filling salt barrels city-wide.
- Christmas tree pick up city-wide completed.