



## 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:** July 2, 2021

#### City Administrator Highlights

- Resumed bi-weekly in-person (and virtual) Kickin' it with Kevin's to provide updates to all City staff and answer any questions.
- Participated in the Wisconsin City/County Manager's Association Board Meeting as the representative from our region.
- Held meetings to discuss the budget and CIP process and requests.
- Held regularly scheduled one-on-one meetings with Department Heads: Gina Kozlik, Marquise Vasquez, Chief Thompson, Bridget Souffrant, Fred Abadi, Chris Pofahl, Ron Grall,

#### 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. Rodriguez, Ald. Pieper, Ald. R. Lemke, Ald. McElderry, Ald. D. Lemke, Ald. Johnson

#### 125<sup>th</sup> Anniversary Upcoming Events:

- **4<sup>th</sup> of July Parade and Fireworks:** Celebrate our City's history at our annual 4th of July Parade and Fireworks. The parade steps off at 11:00 am and winds through the streets of Downtown Waukesha. A 125th Anniversary Fireworks Salute will take place at the Waukesha County Expo Grounds starting at 9:30pm.
- **Monday Night at the Movies, Throwback Monday-** On Monday, July 19 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 Ghostbusters.

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

#### Save the Dates:

- **Celebrate Waukesha Breakfast-** The City will resume the Celebrate Waukesha Breakfasts at Tuscan Hall starting Tuesday, September 14. More details and invitations will be coming.



- **Council Retreat and Policy Summit-** A Council Retreat and Policy Summit will be held on Saturday, September 18 in the City Hall Employee Café from 8am-5pm (approximately). Please make every effort to attend. A detailed agenda will be provided closer to the date.

## **Department Highlights**

### **Community Development**

- Riverside Rhythms continues every Wednesday from 11:30am-1pm on Riverfront Street. Everyone is encouraged to head Downtown for live music and food.

### **Finance**

- Budget season has started
- Departments have submitted their initial CIP requests for review.
- The CIP book is expected to first be released on August 10.

### **Human Resources**

- The City is currently hiring for a number of positions including Patrol Officer, Arborist, Grounds Maintenance and more. You can find all open positions here: <https://wi-waukesha.civicplus.com/1598/Waukesha-Employment-Openings>

### **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>
- The Library's summer reading programs are underway.

### **Parks/Recreation and Forestry**

- The Department is hosting a number of large summer events including 4<sup>th</sup> of July Parade and Fireworks, Tribute Tuesdays, Movies in the Park and more.
- Check out the Summer Activity Guide for upcoming summer events, activities, and programs for all ages. <https://waukesha-wi.gov/462/Activity-Guides>

### **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**

## **ENGINEERING DIVISION:**

### **Police Department Remodel and Addition**

- The decommissioning of the furniture is complete
- The contractor will begin moving onto the site in the next few weeks.

### **New City Hall**

- The contractor started construction on September 18, 2019.

- WE Energies is working on switching the City Hall to permanent Gas and Electric. The mason has moved back onto the site to finish the exterior stone that could not have been installed before the old City Hall was demolished. The retaining wall along Buena Vista is being worked on. The parking lot and site is scheduled to be complete in August 2021.
- 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.

#### **Fire Station No. 4 Renovation and Addition**

- The walls on the addition are going up. The contractor is working on the interior classroom.

#### **Library Renovation & Cutler Park Bathrooms**

- The contractor is starting to work on internal framing in the Community Room and Study Rooms.

#### **Installation of Resilient Surface for Dopp, Preideman and Howell Oaks Park Playgrounds.**

- Preideman Playground is complete per the schedule
- The other playgrounds are on their own schedule.

#### **Hillcrest Park Pavilion Construction:**

- The contractor has mobilized to the site and has begun demo

#### **New Public Works Salt Shed**

- WE Energies is scheduled to finalize the service in mid-July. Only Minor interior lighting work remains.
- The concrete work is complete and final grading and landscaping is currently under process.

#### **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. The pump station is now operational.
- Working on installation of equipment
- Working on the electrical installations
- The contractor finished the final gravity sewer connections at the Summit Ave PS, Torhorst Rd, and the Cone View PS
- The contractor worked on landscaping and pavement restorations

#### **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 bypass pumping equipment will be removed from the Madison St Pump Station site
- The contractor will start decommissioning the pump stations that have been taken off line

#### **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 finished lining the force main along Broken Hill Ln, across Northview Rd, and up to Sunkist. This completed the lining process.

**Future work:**

- The contractor will continue setting the new valve structures and connecting the lined sections together.
- Once all the sections are connected, the system will be tested and they will start dismantling the bypass operation.

**2021 Street Resurfacing**

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

**This week's work:**

Kensington/Harris Highland Neighborhood

- Storm sewer repairs and replacement Complete
- Binder surface layer is down and complete
- Restoration and landscaping work currently underway.

Rambling Rose/Sunnyside Neighborhood

- Sanitary and storm structure repair and adjustments
- Sidewalk and curb and gutter removals and replacements.

**Next week's work:**

- Continue removals on Sunnyside Dr., Rambling Rose Rd, Capella Ct., Misty Ln., Melody Ln., Laura Ln.
- Continue sanitary and storm underground work on the above streets
- Continue to pour sidewalk and curb and gutter in Rambling Rose/Sunnyside neighborhood
- Continue to sewer repairs and adjustments in Rambling Rose/Sunnyside neighborhood
- Continue restoration in Harris Highland/Kensington 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 the first section of the project along N/S Prairie Avenue. **N & S Prairie Avenue is closed to through traffic (Local property access traffic only) from Philip Dr. to W. St. Paul Avenue**

**Work Completed/Continued This week (6/21 – 6/25)**

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

- Traffic signal conduit installation at College Ave./Prairie Ave. intersection
- Traffic signal pole base installation at College Ave./Prairie Ave. intersection
- Water main RR tracks and river crossing boring
- Concrete sidewalk and curb ramp prep/forming
- Concrete pavement pouring south side of Prairie/College intersection
- Concrete pavement pouring from Philip Dr. to College Ave. (West side)
- Sanitary Sewer lining
- HMA pavement placement at Prairie Avenue/St. Paul Avenue intersection, RR track crossing, and side roads

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

- Concrete curb and gutter pouring, south side of W. Sunset Dr.
- Traffic signal conduit installation at Sentry Dr./Sunset Dr. intersection
- Traffic signal pole base installation at Sentry Dr./Sunset Dr. intersection
- Planned Work Next Week (6/28 – 7/2)
- Work Along N/S Prairie Avenue (Philip Dr. to W. St. Paul Ave.)
- Traffic signal conduit and base installation at College Ave./Prairie Ave. intersection
- Concrete sidewalk pouring
- Sidewalk/pedestrian path grading/prep on the west side of Prairie Avenue (College Ave. to Fox River)
- Concrete pavement pouring from Philip Dr. to College Ave. (East side)
- Sanitary sewer lining
- Water main RR tracks and river crossing boring
- Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)
- Driveway and sidewalk forming/prep work
- Concrete pavement trimming/prep work

#### **Perkins Ave Utility and Street Improvements between E. Main St. and Arcadian Ave.**

##### **Past Activities**

- The concrete in the National Ave. intersection was poured and the intersection is closed while the concrete cures.

##### **Future Work (Week of June 28):**

- Joint sealing is anticipated to take place next week.
- There is additional concrete sidewalk to be poured prior to moving into the restoration phase of the project.

##### **Area 1&2 Flood Mitigation (Rolling Ridge Ditch)**

This project included clearing and grubbing, grading and seeding and restoration in the areas shown below has started the week of June 28.

##### **CLEAN WATER PLANT:**

- Preparing DNR monthly Discharge Monitoring Report for June.
- DNR Phosphorus Compliance construction update report submitted.
- Return flow pipeline work continues on Sentry, Sunset, and West Avenue.
- Return flow pump station brick walls nearly complete, also working on roof.
- Finishing first of four clarifier upgrades for phosphorus removal.
- Continued electrical work for new pump station and phosphorus upgrades.
- Gas membrane inspected and repaired by manufacturer.
- Start-up training held for staff on new aeration equipment.
- Confined space annual classroom refresher training completed for staff.
- Coordination meetings held with contractors for sewer lining projects.
- Summit Avenue lift station removed from service; flow is now by gravity.

**TRANSIT:**

- Several minor detours are in effect due to construction.
- AVL Project update-GMV Syncromatics is currently configuring our data for the new system. The tentative timeline for completion was moved up from Feb. 2022 to late 2021.
- The FTA Triennial Review was held virtually on June 16th & 17th. Awaiting final results.
- Masks are still required on the bus and at the Transit Center per CDC Order, all other COVID mitigation protocols have ceased.
- Waiting to hear if National Transit Database 2020 Report is accepted.
- 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 mid-life bus rehab project for 4 buses is underway. Two buses are completely rehabbed, the third engine replacement will begin soon, and most transmissions have been replaced already.
- 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.
- Working with FTA to have the CRRSAA grant (relief funds) active.