



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: November 12, 2021

City Administrator Highlights

- Held a Department Director's Meeting
- Held a Kickin' it with Kevin discussion for all employees on the 2022 Benefits.
- Held a session 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
- Worked on the annual Employee Evaluations
- Held a bi-weekly development update meeting
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Bridget Souffrant, 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.

125th Anniversary Upcoming Events:

- **Waukesha 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. Please RSVP to Rebecca by December 1 if you plan to attend.

Department Highlights



Finance

- The Operating Budget and CIP Budget have been approved.
- The Department is preparing for year-end and the annual audit.

Human Resources

- Employees and Supervisors are finishing the annual evaluation process as part of the annual employee performance reviews.
- The Department hosted an Employee Benefit fair for all employees on November 4.
- Open Enrollment for all employee events is until December 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>

Parks/Recreation and Forestry

- The new activity registration software is now live:
- The Department is preparing for the December Activity Guide

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

Frame Park Restroom Pump Station

- The project has begun, and the contractor is working on installing the new structure.

2021 Crackfilling:

- The bike trails and parking lots are complete, and the contractor is working on the streets.
- Entire project should be complete by November 1, 2021.

Railroad Bridge Removal Over Fox River

- Preconstruction meeting set for first week of November.

Police Department Remodel and Addition

- The curb and gutter will be poured the first week of November.
- The floors of the additions were poured last week. The contractor is waiting for the delivery of block to complete the walls of the north side addition.
- All trades are working in the building.

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 roof work has begun.

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.

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 (10/18 – 10/22)

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

- Restoration of the water main railroad and river crossing bore area
- Prep work for remaining pieces of curb and sidewalk north of the RR tracks, adjacent to the water main bore pit area
- Concrete pavement pouring along Marshall St., east of Prairie Avenue

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

- Sod installation on the north side of Sunset Dr.
- Traffic control switch to move one lane of traffic on both sides of the roadway

Work Along Sentry Dr./W. College Avenue

- Concrete curb and gutter pouring along College Avenue and Sentry Dr. from Philip Dr. to W. Sunset Dr
- Half or full driveway pouring along W. College Avenue, south side of roadway

- Driveway grading and preparation for concrete pouring along College Avenue and Sentry Dr. working north to south

Planned Work Next Week (10/25 – 10/29)

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

- Misc. curb and sidewalk piece pouring along Prairie Avenue at the railroad crossing (Wed.)

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

- Prep work for remaining concrete pouring within the median and the Sunset/Sentry Intersection
- Concrete curb and gutter pouring, and median/intersection concrete pavement pouring (Tues./Wed.)
- Traffic signal wiring and pole installation

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

- Concrete mainline pavement gap pouring, including halves of the Philip and Progress intersection pavement (Mon.)
- Concrete driveway and walk pouring along College Ave and Sentry Dr (Tues.)
 - Driveways will be constructed in halves for commercial/industrial properties unless a prior arrangement is already in place
- Concrete driveway and miscellaneous remaining concrete items (Wed.)
- Terrace cutover/grading work will begin on the east side of the roadway in preparation for final restoration

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 (10/18 – 10/22)

- Net post installation (only 1 set of Pickleball court posts remain to be set and poured)

Planned Work Next Week (10/25 – 10/29)

- Net post installation
- Permanent fencing installation if material arrives to project site

CLEAN WATER PLANT:

- Preparing DNR monthly Discharge Monitoring Report for October.
- Permit violation for Chloride limit exceedance reported to DNR.
- Fall land application of bio-solids nearly complete with 3,000 tons having been applied to farm fields.
- Bio-gas purification pilot testing has begun.
- Primary influent and primary effluent pump replacements continue with the third and fourth of five pumps.
- Motor control center replacements for primary effluent pumping building continue.
- Work on sand filter upgrades for phosphorus removal continues with the first two filters going on line soon.

- Annual Sewer Rate Study presented to BPW.
- Chapter 29 Ordinance updated to reference the change from quarterly to monthly billing.
- Second phase of Clean Water Fund Loan approved for Return Flow construction.
- Plant generator and portable generator semi-annual preventive maintenance completed.
- Annual water tower cathodic protection inspection.
- Annual Crane/Hoist inspection complete.

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 being completed and staff reviewing costs to present 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.
- Preparing for 2022 grant funding applications and grant projects.