



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: January 14, 2021

City Administrator Highlights

- Held a virtual Department Director's Meeting. A main topic of discussion was the COVID safety plans.
- Held a virtual EOC meeting to review the final safety and security plans for the Waukesha JanBoree
- Held a virtual Kickin' it with Kevin discussion for all employees to provide City updates and answer any questions.
- The Fall Employee Leadership Program graduates will be graduating in front of the City Council at the meeting on January 18. There are 12 graduates from across the City.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Bridget Souffrant, 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

- The Department is currently working on collecting tax payments.
- There will be a February 15 primary election for all Waukesha voters.

Finance

- The Department is working on year-end and preparing for the annual audit.
- Bridget Souffrant, Finance Director, has put in her resignation as her family is moving out of state.

Human Resources

- The Department continues to work with other Departments to manage the high-rate of employees who are testing positive or impacted by COVID-19.



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 winter Activity Guide is out: <https://waukesha-wi.gov/462/Activity-Guides>
- The Waukesha JanBoree will be held on January 14-23.

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://waukesha-wi.gov/2028/Police-Department-Addition-and-Renovatio>

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

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

- The new metal roof is being installed.
- The steel trusses will begin to be erected the week of Jan 17, 2022.
- All trades are working in the building.

Library Renovation & Cutler Park Bathrooms

- The exterior panels have been installed.
- The community room and 3 study rooms will have temp occupancy by Jan 17, which will facilitate our last move out of the front lobby.
- After this final move the entrance to the library will temporarily be on the West side of the building.
- The makers space is coming along as shown in the picture.

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 December.
- Preparing for closing of Clean Water Fund Loan for West Side Lift Station Consolidation.
- Discussion with DNR regarding start-up/performance testing options for Return Flow Pumps.
- Compiled information for DNR annual CMOM report.
- Continued evaluation of bio-gas scrubbing pilot.
- Work on sand filter upgrades for phosphorus removal continues.
- Staff training on Phosphorus treatment chemical addition system.
- Electrical work commencing for Return Flow Pump Station.
- Facility fire inspection completed.
- Annual medium voltage electrical testing complete.
- Annual state pressure vessel inspections complete.
- Calculated Class 2 industrial high-strength surcharge rates for 2022.

TRANSIT:

- Working on the finer details with Milwaukee & Waukesha Counties 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 are now centered around paratransit, operational matters and fare collection. Agreements will start to be drafted in the near future to be brought forward for consideration.
- Working on 2022 capital projects. The replacement SUV for administration is on order, bids for replacement bus engines and transmissions are targeted for completion in Spring. Specs are being worked on for the replacement mobile bus lifts.
- Federal Mask order has been extended to March 18, 2022. The order requires masks on the bus and at the Transit Center.
- Transit staff is working with SEWRPC on the completion of 2022-2026 Transit Development Plan. Major focus at this time is potential route redesigns and service realignment, Route 1 enhancement, first/last mile solutions and changes to the Waukesha County Commuter Routes.
- Working with WIPTA (State Transit Association) to ensure that WisDOT allows federal infrastructure funds to be used for capital projects not just operating. In addition, working to ensure that the City receives an equitable share of funding.
- Preparing for 2022 FTA grant funding applications which will likely be submitted this Spring.
- Lighting in the front office and much of the bus garage at Badger Drive has been upgraded to more efficient LED lights. Remaining office and garage lights will be upgraded to LED this year. The Transit Center office will have very worn-out carpeting replaced with a more durable low maintenance flooring in the near future.
- AVL Project - Promotional materials for the real time web portal are now active. Staff is planning for future enhancements such as automatic passenger counters and a mobile app.