



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: June 17, 2002

City Administrator Highlights

- Participated in a meeting with Cindy Gnadinger at Carroll University related to Carroll's Strategic Plan and campus development.
- Participated in a Christmas Parade After Action Interview session as we work to learn from what we handled well and what we would want to improve and train for in the future.
- Held the final session of this Spring's City Employee Leadership Program. There are now 80 graduates of the program. We will hold another session this fall.
- Attended the Waukesha County Center for Growth Board of Directors meeting
- Participated in a meeting with Carroll University regarding the new Behavior Health Responder program.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Sherri Meyer, Bruce Gay, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, Denise Vandebush-Kohlman and Ron Grall.

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.

Save the Date

Celebrate Waukesha Breakfasts:

This year's Celebrate Waukesha breakfasts are scheduled for the following dates. The breakfasts will take place at Tuscan Hall from 7:30am-9am. Invitations for the August 2nd event will go out next week. Please let Rebecca Pederson know if you can attend.

- August 2, 2022
- December 6, 2022

Council Policy Summit:

The annual Council Policy Summit will be held on Saturday, September 17. All Council Members are asked to reserve the day from 8am-4pm. A more detailed agenda will be provided closer to the date.

Department Highlights

Clerk/Treasurer

- There are two more elections this year:
 - August 9
 - November 8
- We are looking for poll-workers: https://www.waukesha-wi.gov/residents/get_involved/voting/poll-worker.php

Community Development

- The Department will be holding in-person focus group meetings for community input on the Comprehensive Plan update at City Hall. The first focus group for the Downtown area will be held on Wednesday, June 22 at 7pm. More details: <https://www.waukesha-wi.gov/government/departments/comprehensive-plan-update.php>
- Riverside Rhythms, the lunchtime music and food truck event, started on Wednesday, June 15. It's held every Wednesday (except July 6) Downtown on the Riverwalk. <https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- Finance Director interviews were held.
- Denise Vandebush-Kohlmann is serving as the interim Finance Director

Fire Department

- The Police and Fire Departments are hosting a scavenger hunt for children in Frame Park on Friday, June 24 from 2:30-4:30pm.
- The Department is currently hiring for a Code Enforcement Inspector, Emergency Medical Services Coordinator, and Intern positions. Details: <https://www.governmentjobs.com/careers/waukesha>

Human Resources

- With the School District leaving the health center partnership, the Employee Health Clinic is modifying their hours and is now offering home delivery of medications.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- The summer reading program kicked-off on June 1. There are activities and programs for children and adults.
- The Library and WPRF hosted Buchnerfest on Saturday, June 11 as the kick-off to the summer reading program and summer in the parks.

Parks, Recreation and Forestry

- The Summer Activity Guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Horeb and Buchner pools are now both open to the public.

- There are a number of upcoming summer events including Movies in the Park, Independence Day Celebrations, Tribute Tuesday and more. Details: <https://www.waukesha-wi.gov/residents/special-events.php>
- There are a number of volunteer opportunities available for upcoming events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Police Department

- The Police and Fire Departments are hosting a scavenger hunt for children in Frame Park on Friday, June 24 from 2:30-4:30pm.
- 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

You can read updates on the following projects:

- [St. Paul Ave and North Street 2-way Conversion Project:](#)
- [2022 Resurfacing Project](#)
- [Alley 99 Reconstruction Project](#)
- [Tenny Avenue, Newhall Avenue, and Pilot Ct. Improvements](#)
- [Buchner Park Tennis Courts & Retaining Wall](#)
- [Police Department Remodel and Addition](#)
- [Arcadian Ave and Linden St. Utility & Street Improvements](#)

CLEAN WATER PLANT:

- DNR monthly Discharge Monitoring Report for May submitted.
- WPDES permit inspection report received from DNR.
- DNR completed review of draft ordinance changes.
- Bio-assay testing for permit in May passed.
- Reported to DNR weekly permit limit for Chloride exceeded for the month of May.
- DNR Compliance Maintenance Annual Report approved by Council. Sixth year in a row CWP has attained straight "A" rating.
- CWP main entry compromised by return flow pipe work on Sentry Drive.
- Return flow pump installs mostly complete.
- Electrical work continues for return flow pump station.
- Return Flow pump station generator load tested.
- Contractor continues working on punch list for phosphorus upgrades.
- Staff attended Central States Water Environment Federation collection systems seminar.
- Interviews for open Maintenance Operator position.
- Interviews for open Seasonal position.
- Staff responded to power outages from storm June 13. Nine stations were affected.
- Sewer crew responded to sewer back-ups on Racine Ave. after June 13 storm. Pretreatment investigating potential I/I sources and flushing of wipes in the area.
- Centrifuge bowl removed for routine manufacturer rebuild
- CWP main gas meter replaced by WE Energies.

TRANSIT:

- 2022 capital projects-Bus 178 has been delivered. It is the first Metro bus with a bike rack. The replacement SUV for administration is complete but there has been a delay in delivery due to lack of freight haulers, so delivery is now likely in mid to late June. Mobile lifts are on order and is forecasted for delivery in August. The first set of engines and transmissions will be delivered in the near future for the bus mid-life rehab project.
- The Route 1 extension to the Regional Medical Center in Wauwatosa is expected to start in late Spring 2023. An agreement for the extension in Milwaukee County has been executed. The additional buses needed for the service are ordered and Gillig will be providing production dates in the near future.
- Transit staff is evaluating the offer from Milwaukee County to join their new Fare Payment System UMO and WisGo app. Much more information will be shared on the evaluation of UMO in the near future.
- Working to implement plans for the Bus Bay re-assignments at the Transit Center and minor routing adjustments related to the North St two-way project.
- SEWRPC is working to complete of 2023-2027 Transit Development Plan. A final Advisory Committee meeting and public outreach will be conducted prior to the plan being brought forth for consideration. The target is to have the plan completed and approved by end of this Summer.
- Submitted applications for future year buses through CMAQ and STP funding cycles. Awards will be announced this Summer.
- Transmitted the 2022 Federal grant funding application and it is now in review with the FTA.
- Annual National Transit Database Report for 2021 has passed and is in the validation cycle.
- Submitted transit projects updates related to the SEWRPC Transportation Improvement Plan (TIP) for 2023-2026.
- Working on the Waukesha County Transit Operating budget for 2023.