



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 30, 2021

City Administrator Highlights

- Holding in-person (and virtual) Kickin' it with Kevin's two times per month to provide updates to all City employees and answer any questions.
- Held our first in-person Department Director's meeting. These meetings are held two times per month but had previously been virtual.
- Held a Leadership Alumni Event (for graduates of the Employee's Leadership Program). Provided a reflection on the City's leadership and response to COVID-19 and had a tour of the new Buchner Pool.
- Along with the member attended a meeting at the School District for a discussion with Jim Sebert and a few School Board Members.
- The City will once again offer the Employee Leadership program this fall. 21 applications were received from employees across the City. Due to the response, 12 employees were selected for the fall program and we will also offer a Spring program.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Bridget Souffrant, Fred Abadi, Chief Howard, Chris Pofahl, Sam Walker.

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. Pieper, Ald. R. Lemke, Ald. McElderry, Ald. Ald. Wells, Ald. Johnson, Ald. Cummings, Ald. Rodriguez, Ald. Manion.

125th Anniversary Upcoming Events:

- **Friday Night Live: 125th Anniversary Edition** - On Friday, August 6 head down to Friday Night Live and make sure to visit our 125th Anniversary booth to find info on the Historic Downtown Walking tour, have your photo taken with famous Waukesha icons, share your story for the City's anniversary time capsule and win Downtown Waukesha gear!
- **Tribute Tuesday Concert Anniversary Celebration** - What anniversary is complete without cake? On August 10, join us at 6pm for a free 125th Anniversary cake celebration then stay for the concert from 7-9pm featuring a tribute to the Rolling Stones.



You can read the list of all our 125th 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 over lunch.

Finance

- Budget season is in full swing.
- Departments have submitted their initial CIP requests for review.
- The CIP book is expected to first be released on August 10. This will also be the show n' tell night at the City Garage.

Human Resources

- The City is currently hiring for Patrol Officer, Library Assistant, Building Maintenance Specialist and more. You can find all open positions here: <https://wi-waukesha.civicplus.com/1598/Waukesha-Employment-Openings>
- Employees will begin their self-evaluations as part of the annual employee performance review process starting in August.

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 Tribute Tuesdays, Movies in the Park, Civic Band Concerts 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.
- The work on the retaining wall and monument sign continues. The walls have been poured and the stone will begin being attached this week.
- The City is paving the Water Utility parking lot as part of the planned restoration for the work completed in that lot.
- The estimated completion date for the site is mid-August.
- 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 and will be completed later this summer.

Hillcrest Park Pavilion Construction:

- The contractor has mobilized to the site and has begun demo and start installation of conduits.

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 Pump Station. The pump station is now operational.
 - Working on installation of equipment
 - Working on the electrical installations

- The bypass pumping equipment will be removed from the Madison St Pump Station site
- The contractor worked on landscaping and pavement restorations

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 completes 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.

Kensington/Harris Highland Neighborhood – Work Completed

This week's work:

Rambling Rose/Sunnyside Neighborhood

- Storm sewer repairs and replacement - Underway
- Sidewalk and curb and gutter removals and replacements – Underway
- Pedestrian ramp replacement – Underway

Meadow Lane (from N Grandview Blvd to approx. 300 feet south of Silvernail Road)

- Storm sewer repairs and replacement – Beginning 7/12/2021
- Sidewalk and curb and gutter removals and replacements – Starting soon

Algoma Crestwood Neighborhood

- Asphalt milling on Lander Ln., Tensleep Terrace, Cody Ct., Mucklestone Ct., Apple Tree Ct., S. View Ct. – Beginning 7/12/2021
- Storm sewer repairs and replacement – Starting soon
- Sidewalk, pedestrian ramp and curb and gutter removals and replacements – Starting soon

Next week's work:

- Continue removals on Sunnyside Dr., Rambling Rose Rd, Capella Ct., Misty Ln., Melody Ln., Laura Ln.
- Sanitary and storm underground work on the above streets
- Storm sewer repairs and replacement – Meadow Lane

- Continue to pour sidewalk and curb and gutter in Rambling Rose/Sunnyside neighborhood
- Continue on sewer repairs and adjustments in Rambling Rose/Sunnyside 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 (6/5 – 7/9)

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

- Traffic signal pole and signal head installation at the W. St. Paul Ave./Washington Ave. intersection
- Traffic signal pole and signal head installation at the W. St. Paul Ave./N. Prairie Ave. intersection
- 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 pouring
- Topsoil and sod placement on the north end of the project, working south

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

- Traffic signal conduit installation at Sentry Dr./Sunset Dr. intersection
- Traffic signal pole base installation at Sentry Dr./Sunset Dr. intersection
- Trimming for concrete pavement pouring (south side of roadway)
- Concrete driveway and sidewalk pouring

Work Along Sentry Dr./W. College Avenue

- Sanitary sewer bypass pipeline setup (outside of the roadway)

Planned Work Next Week (7/12 – 7/16)

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
- Water main RR tracks and river crossing boring
- Topsoil and sod placement
- Permanent pavement marking installation (Including new pavement markings along W. St. Paul Avenue from Washington Ave. to Prairie Ave.)
- Permanent signing installation
- Traffic control switch to re-open Prairie Avenue to 1 lane of traffic in each direction (7/14, See Traffic Control/Access below)

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

- Concrete pavement pouring, south side of roadway (This was originally schedule for 7/9, however, mechanical issues delayed the paving operation to next week)
- Traffic signal pole base installation

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

- Sanitary sewer bypass pipeline setup (outside of the roadway)

- Traffic control setup for Phase 2 of the project, W. College Avenue/Sentry Dr. (Prairie Ave. to Sunset Dr.)
- Erosion control setup/installation
- Sanitary sewer lining
- Concrete Pavement removal (North/west side of College Ave./Sentry Dr.)

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

Past Activities (Week of 7-5-21)

- Sodding began this week.

Future Work:

- Following the completion of sodding, permanent signage will be reinstalled.
- Final restoration is in progress.

Traffic Restrictions:

- Perkins Avenue – Closed to through traffic (open to local traffic only). Resident & business driveway access will be maintained.

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.

Past Activities & Future Work (to be continued on the week of July 12, weather permitting):

- Clearing and grubbing has been completed along the project limits.
- Grading work has started at the end nearest to University Dr and is anticipated to be continue from University Dr in the direction towards Devonshire Ct.
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Traffic Restrictions:

- None - traffic and access to driveways will be maintained throughout the project limits. Traffic control may be placed along Rolling Ridge Dr, as needed.

TRANSIT:

- Waukesha County, in partnership with Milwaukee County, has formally asked the City to consider extending the Route 1 east to the Regional Medical Center to meet the new Milwaukee County Bus Rapid Transit (BRT) route when the BRT begins operation. Target date for BRT operation is October 2022.
- The FTA Triennial Review results in 0 findings for the second review in a row. Prior to the 2017 Review, Transit had never had a review with 0 findings.
- 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.
- 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 is underway, and most transmissions have been replaced already.
- Working with FTA to have the CRRSAA grant (relief funds) active.