



City Administrator
201 Delafield Street
Waukesha, Wisconsin 53188

Kevin M. Lahner
klahner@waukesha-wi.gov
1-262-524-3700

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: March 10, 2022

City Administrator Highlights

- The National Community Survey was completed. The results are being compiled by the survey provider, Polco, and will be presented to the Council in April.
- Held interviews for the Cemetery Director position.
- New this year we are providing newsletter inserts in the City water bills each month. The second insert came out with the bills the beginning of this month.
- Started the next round of the City Leadership Program. There are 11 participants in the program from across the City.
- Participated in the Moody's Bond rating call for the City.
- Participated in the Waukesha County Center for Growth Search Committee meetings in helping them find a new Executive Director.
- Waukesha Unlocked will take place again this year. We are currently look for locations to serve as site hosts. Interested businesses and organizations need to submit an application by April 1 :
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, 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.

Save the Date:

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 are emailed about one month prior to the event.

- May 3, 2022
- August 2, 2022
- December 6, 2022

Department Highlights

Clerk/Treasurer

- The Municipal Code is now searchable and available on the City website:
<https://waukesha.municipalcodeonline.com/>
- Administered the February 15 election.

- There are three more elections this year:
 - April 5
 - August 9
 - November 8

Community Development

- Planning for Riverside Rhythms Downtown this summer and currently looking for vendors and musicians. <https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- The Department is working on year-end and preparing for the annual audit.
- Denise Vandebush-Kohlmann is serving as the interim Finance Director

Fire Department:

- There was a fire 1211 Lambeth Road on March 8. The Department is completing the fire investigation. You can read the issued press releases here: <https://www.waukesha-wi.gov/connect/press-releases.php#outer-113>

Human Resources

- Teladoc services are now available to all employees as added benefit.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- The Department is moving towards eliminating the need for passwords, by using passwordless authentication, this increases security. They are working with employees on the first steps of this process.

Library

- Construction is nearing completion at the Library for the first floor redesign. The Library remains open to the public. You can read project updates here: <https://www.waukesha-wi.gov/government/departments/waukesha-public-library-addition-renovation.php>

Parks/Recreation and Forestry

- The winter Activity Guide is out: <https://waukesha-wi.gov/462/Activity-Guides>. Spring sign-up deadlines for baseball, t-ball, kickball and others are approaching.
- The Trailbreaker run will be held on Saturday, April 2. <http://www.runthetrailbreaker.com/>
- The Department is hosting “The Runaway Bunny” event in Frame Park on Saturday, April 9. It will be a great family day in the park with activities based around the book, *The Runaway Bunny*. <https://www.waukesha-wi.gov/residents/runaway-bunny.php>
- The Earth Day Parks Clean-Up will be held on Saturday, April 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://www.waukesha-wi.gov/government/departments/police-department-addition-renovation.php>

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
- Grandview and Heyer Tennis Courts Color Coating
- Concrete Street Patching
- Resilient Surface for Horeb Springs and Roberta Parks
- Alley #99 (Kilps, Lander, Mandan, Madison)

St. Paul Ave and North Street 2-way Conversion Project:

- There was a PIM held for the project.
- Utility Work has begun on W. St. Paul, lane restrictions are in place.

Police Department Remodel and Addition

- Concrete floors of the additions have been poured
- The roofing continues
- All trades are working in the building.

Library Renovation & Cutler Park Bathrooms

- The new entrance and check out desk is being finalized. This change makes the library more open and inviting.
- The new wooden ceiling and new tile floor is complete in the new entrance.
- The Main entrance will be re-open to the public next week.

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 contractor is installing the ice and storm shield on the plywood panels and preparing the structure to receive the center skylight

CLEAN WATER PLANT:

- Preparing DNR monthly Discharge Monitoring Report for February.
- Submitted Annual DNR Air Emissions Report.
- Staff attended annual Government Affairs Seminar.
- Dewatering and return flow pipe construction continues on Sentry Dr.
- Electrical work continues for return flow pumpstation construction.
- Return flow pump station pump discharge pipe installation on-going.
- Looking into return flow pump station start up testing options.
- Fine tuning completed upgrades for low level phosphorus removal.
- Contractor punch lists for recently completed facility upgrades.
- Pebble Valley lift station upgrades nearing completion.
- Design review for south side lift station consolidation project.
- Post pilot test meeting for bio-gas purification.

- Power monitoring of blowers with WE Energies for potential rebate.
- Engineer meetings on bio-gas use and sludge drying options.
- Staff completed installation of replacement thickened sludge pump.
- Reviewing cost proposals for annual preventive maintenance of emergency generators and medium voltage electrical components.

TRANSIT:

- Planning for changes to Bus Bay assignments at the Transit Center once the North St two-way project is complete this fall which will involve needing to change the routing in downtown for most routes. The two-way conversion will allow safer bus movements in and around the Transit Center.
- Working with Milwaukee and Waukesha Counties on a plan 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 for fixed route service. Transfer arrangements currently at Brookfield Square would remain in effect just at the Regional Medical Center. Discussions on allocation of paratransit costs are expected to be completed soon leaving marketing and operational matters to be planned out. Agreements are being drafted and will be brought forth for consideration this Spring.
- Transit staff is working with SEWRPC on the completion of 2022-2026 Transit Development Plan. The draft route redesigns plan including Route 1 enhancement are nearing completion, first/last mile solutions and changes to the Waukesha County Commuter Routes are continuing to be worked on.
- Plan to apply for 2022 WisDOT competitive STP funds for future capital projects.
- Preparing for 2022 FTA grant funding applications which will likely be submitted this Spring.
- 2022 Capital projects: The replacement SUV for administration is on order set for delivery in Spring, mobile lifts are on order, bids for replacement bus engines and transmissions are targeted for completion in Spring.
- Lighting upgrade to LED at the Badger Drive- Replacement lights in the shop and parts room should be completed this Spring. Worn out carpet in some of the Badger Drive offices will be replaced with a low maintenance flooring this Spring.
- Federal mask order expires March 18, 2022, if it is not extended. The order requires masks on the bus and at the Transit Center.