



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: March 2, 2018

City Administrator Highlights

- Thanks to everyone for participating in the strategic plan interview sessions. Patrick is compiling all the information he gathered and is working on putting together an agenda for our two-day workshop on March 26 and 27. We will get the agenda for the workshop out to you by mid-March. Please plan that the workshop will be the full day (8am-4pm) both days.
- I attended a meeting with the County Public Works Director to discuss their timeline for remodeling of their courthouse to see if there might be any possibilities for working together.
- Held a session of the City employee leadership class. We are half-way through the program with this Leadership Class.
- Along with a number of staff attended Emergency Operations Center Training put on by the Police Department. This training allowed us to test our set-up and operations should there be an incident that requires an Emergency Operations Center.
- Held discussions with the Mayor and Community Development on ways we can better engage and work with the Downtown businesses.
- Held discussions regarding a potential new way to bring a baseball team to Waukesha.
- Held a Director's Meeting with all Department Directors.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Chief Jack, and Chris Pofahl.
- This upcoming week we will be holding a kick-off meeting with BWBR the firm hired to create a partial design for a new and remodeled City Hall.

Upcoming Key Meeting Dates:

- **Monday, March 26 and Tuesday, March 27, 8am-4pm, EB Shurtz Building-** 2-day Strategic Planning workshop for all Aldermen, Department Heads, Mayor and City Administrator

Clerk/Treasure Updates

- The Municipal Board of Canvassers met the afternoon of Wednesday, February 21st to canvass the votes from the Spring Primary and certify the results. The Municipal Court Judge candidates advancing to the Spring Election will be Steven Wimmer and Nicholas Martinez.
- The total average turnout for the Spring Primary was 17.45%. The poll locations with the highest turnout were South High School (22%), Bethesda (21%) and Fire Station #5 (21%).



- Clerk staff began recording voter participation and new registrations into the WisVote statewide voter database from the Spring Primary Election. Voters can access their individual voting history record at www.MyVote.wi.gov.
- The Spring Election will be held on Tuesday, April 3rd. The deadline for Voters to register to vote online or by mail for the upcoming election is Wednesday March 14th. Absentee ballots for those voters having requests on file with the Clerk's office will be mailed on March 13th.
- Second installment tax payments are due on March 31st. With that being a Saturday, the due date will be extended into election week.

Community Development

- YP Week (Young Professional Week) is coming to Waukesha on April 22-28. City staff are coordinating events with local businesses and the Business Alliance for that week. www.ypweek.com.

Parks Department

- The Forestry division continues a focus on removing trees infested with Emerald Ash Borer (EAB).
- Students from the Before/After School program got to join some Waukesha Police Department Officers for a day of Archery and Pizza. The Cops and Kids Foundation helps to put on these events.
- The Department has hired a new volunteer coordinator, April Dehloff.
- Youth Softball, T-ball, and baseball sign-ups run until April 19th.

Police Department

- Organized a two-day Emergency Operations Training Center exercise for many City staff. The goal was to practice operations and set-up should an event in the future require an Emergency Operations Center to be operational.

Public Works

Engineering Division:

The following projects have been designed and are out to bid with a bid opening date of 3/2/18:

- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr.)
- Northview Road Reconstruction - Phase 1
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3

The following projects have been bid and are in the award / contract finalization process:

- 2018 Concrete Pavement Patching
- 2018 Concrete Sidewalk Replacement
- Boiler Replacements at the Police and Park Rec Department buildings
- 2018 Historical Lighting Upgrades

The following projects have been awarded and the project start is being coordinated:

- South Street and Gaspar Street Utility and Street Reconstruction - Anticipated start March 5.
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction - Anticipated start in April.
- 2018 Concrete Sanitary Sewer Lining - Anticipated start Spring / Summer 2018

The following projects plans specifications and estimates are being worked on:

- The Greenmeadow to CWP interceptor sewer project.
- 2018 Pump Stations
- 2018 Resurfacing
- Main Street Water Utility Project - Barstow St to Lombardi Ave
- 2018 Electrostatic Painting
- Park Bridges Re-decking

The following projects were completed in 2017 and the contract close out process is ongoing with only punch list items remaining.

- West Waukesha Bypass
- W. Sunset Dr. & S. Grand Avenue Traffic Signal
- N. Grandview Blvd. & Northview Road Intersection Improvement
- N. Grand Avenue and South Street Utility and Street Improvements
- 2016 Concrete Sanitary Sewer Lining - West
- 2017 Concrete Sanitary Sewer Lining - East
- NW Barstow Street Utility and Street Improvements
- Alley#61 and Dunbar Oaks Alley
- Jefferson Ave / Oscar St / Greenway Ter / Butler Dr. / Saratoga Dr. Utility Improvements
- Arcadian Avenue Utility and Street Improvements
- 2017 Asphalt Pavement Resurfacing
- Kossow Road & Abbott Street Traffic Signal Installation
- 2016 E. Sunset Drive Improvements
- Caroline Street Utility and Street Improvements
- Bethesda Park
- Saratoga Sports Complex
- Historical Lighting Upgrades 2017
- Moreland Blvd Bridge Maintenance and Repairs
- River Valley Road Sewer extension & Fire Station Driveway
- Horeb Park Lighting Upgrades
- 2017 Crackfilling
- West Ave / Glenwood Ave Utility Improvements

Fire Station #3 & Police Substation

- Project design is complete and bid was opened March 3. The project was awarded by the Common Council on March 21.
- The walkthrough for the punchlist was completed for Friday Feb. 16th.
- Occupancy was granted Friday, Feb. 23rd.
- The Warning system for drivers on Les Paul Parkway was activated on Feb 16th.
- Emergency operations out of the new station for the Fire Department began on Monday, Feb. 26th at 8:00am
- Move in day is scheduled for early March for Police Department.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018.

Other items

- Location survey for this year's projects
- Asbuilt surveys for completed projects
- PIMs for South / Gaspar and Northview Rd Projects
- Design is ongoing for the following projects:

- The reconstruction of Northview Road project which is planned for 2018 & 2019.

Clean Water Plant:

- January Discharge Monitoring Report for DNR submitted
- Air permit report for DNR submitted
- Hosted DNR for annual plant walk through inspection
- Proposal for beneficial bio-gas utilization study submitted to Focus on Energy
- Prepared comments for preliminary design report regarding Lake Michigan return flow
- Interviewing open Operator position candidates
- Upgrading equipment from CIP in bio-solids thickener
- Prepared information for annual bond review for finance and Clean Water Loan Fund application for interceptor project
- Presentation given to World of Water sponsored by Waukesha County
- Two supervisors attended annual Government Affairs Seminar sponsored by Central States Water Environment Association

Transit

- Issued purchase order to Gillig for two new buses which will be delivered in 2019.
- Decommissioned Bus 152 and took about \$2,500 of parts from it to be used on other buses. Received \$1,775 in scrap value.
- Prepping for 2017 Financial Audit.
- New Trans Dev General Manager, Mike Warren, started in mid-February. Mr. Warren was previously the Assistant Transit Director at Janesville Transit and also has 15 year of experience working in various positions at Milwaukee County Transit System.

Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- Salt barrels being placed and refilled throughout winter.
- Sign installation/removal approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs & traffic signals) continues.
- Mechanics repairing and maintaining city fleet.
- Street sweepers cleaning main streets
- Cleaning ditch line areas throughout the city
- Sewer camera and flushing continues.