



CITY ADMINISTRATOR

201 DELAFIELD STREET
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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: July 17, 2020

City Administrator Highlights

- Held EOC Policy Group meeting to discuss City operations related to COVID-19.
- Held weekly Employee Town Halls on the City's 2021 budget and provided updates to employees on COVID-19.
- The City is moving forward with planning the 125th Anniversary celebrations which are scheduled for 2021. Currently there is a public logo contest for the public to vote on submitted entries for the Anniversary City logo.
- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Gina Kozlik, Diane Gard, Chief Thompson, Chief Howard, Fred Abadi, Ron Grall, and Chris Pofahl.
- Conducted the 1st round of interviews for the position of City Assessor. A second round of interviews will take place with an interview panel next week.
- Conducted initial interviews along with a Department Head panel for the open Finance Director position.
- Held our twice a month Department Directors meeting
- Attended the groundbreaking for Macromatic Industrial Controls

Assessor

- City Assessor Paul Klauck retired on July 1st after 39 years of service to the City. Interviews are currently being conducted for the Assessor position.
- The 2020 Board of Review adjourned on June 22, 2020. The 2020 Assessment Roll is closed, and no more changes can be made to it.
- If a property owner would like the Assessor's Office to review their assessment for 2021, they can provide information (appraisal, market analysis, listing contract, comparable sales or assessments, repair estimates) by mail to the Assessor's Office, 201 Delafield St, Waukesha WI 53188 or by email to assessors@waukesha-wi.gov or fax to 262-650-2571.

Clerk/Treasurer

- The Clerk's office is preparing for the next election which take place on Tuesday, August 11.
- Residents can view a sample ballot, request an absentee ballot, update their voter information, or register to vote all online: <https://myvote.wi.gov/en-us/>
- There is a poll location change for the August election. Voters in Wards 32, 33 & 34, who previously voted at Ascension Lutheran, will now vote at the Municipal garage building at 300



Sentry Drive. All residents can look up their current poll location here:
<https://myvote.wi.gov/en-us/FindMyPollingPlace>

Parks/Recreation and Forestry

- The summer activity guide has been mailed and is available online (<https://waukesha-wi.gov/462/Activity-Guides>). For recreation programs class/group size has been limited to meet social distancing guidelines and safety considerations have been put in place. Some programming has been canceled as social distancing guidelines could not be met. WPRF Zoom opportunities and WPRF Virtual Recreation Center will offer additional enrichment opportunities to the community.
- All community special events are cancelled in June and July including Civic Band Concerts, Monday Night Movies in the Park and Tribute Tuesday Concerts.

Public Works

Engineering Division:

New City Hall

- This past week the contractor continued framing work on the skywalk. They also continued on the stone work on the exterior of the building.
- The electric service is scheduled for next week.
- As part of this project the Transit Ramp will receive a canopy over the ramp to the 2nd level. This work is scheduled to begin next week.

Banting and Mindiola Park Parking Lots and Heyer Park tennis Court Improvements

- Last week, the contractor removed the pavement and started grading Banting parking lot.
- This week, the contractor is undercutting and grading the base of Banting parking lot.
- No roadways are anticipated to be closed for this work.

2020 Asphalt Street Resurfacing & Area 1 & 2 Flood Mitigation

Rolling Ridge area:

- The contractor is planning on removing trees near the culvert ends and within the drainage easement area starting this week. Following the tree and shrub removal, the underground contractor Mid-City will begin the installation of the new box culverts. They plan on beginning with the crossing at University Drive and work West down Rolling Ridge Dr.
- During this time Rolling Ridge Drive from STH 318 to University Drive will be closed to Local Traffic Only. Residents who live along Rolling Ridge Drive will be able to access their driveway during this time. The contractor is asking to try to avoid the area if they are working on a box culvert.

Rueben Dr and Laura Ln area:

- This week the underground contractor began with the 6 sanitary sewer lateral replacements and began the sanitary and storm chimney replacements along Ruben Dr.
- Next week the underground improvements will continue on both Ruben Drive and Laura Lane. They are expecting to be completed with all of the underground by the end of next week (weather dependent).
- During this time, both Ruben Drive and Laura Lane are closed to Local Traffic Only.

Buchner Pool

- The contractor has started putting up their construction fencing, and for the safety of the park patrons, they are going to close the public sidewalk along their site. This closure will remain for the duration of the project. They will post "sidewalk closed, use other side", at the intersections of Broadway and Racine/College.
- Demolition is scheduled to begin this week.

2020 N Barstow Street Utility and Street Improvements

- Phase 1 of the project which includes the re-opening of Barstow between North St and W. Main St is complete.
- This week the contractor continued the existing concrete pavement removal and excavation for the new roadway along Barstow St., all of the way to Wisconsin Avenue, including the Barstow St./South St./West Broadway intersection. The electrical contractor was on-site completing signal rehabilitation work at Barstow St./St. Paul Ave., and also continued to install the remaining light poles within the Phase 1 limits that were now delivered by the supplier.
- Next week the contractor will finalize any remaining concrete pavement removal within the Phase 2 limits, and also complete the base course placement for any areas that remain after this week. The electrical contractor will begin underground electrical conduit installation within the Barstow St./South St./West Broadway intersection and also along Barstow St. towards Wisconsin Avenue. Mid-week, if weather permits, the concrete crews will be back on site to begin pouring half of the new concrete pavement along Barstow St. from South St. to Main St., and potentially additional concrete curb and gutter within the Barstow/South/West Broadway intersection if available. Additional light poles and signing will continue to be installed for any remaining within the Phase 1 limits of the project.

2020 Hartwell Ave and Oxford Rd Utility and Street Improvements

- Over the last two weeks the contractor was able to complete a majority of the concrete sidewalk and drive approaches on the project. They also were able to complete the asphalt patch at the intersection of Newhall and Hartwell.
- This week the contractor was able to complete all of the joint sealing on the project.
- Next week the contractor will be back out on site finishing all of the remaining concrete work on the project and continue grading the terraces throughout the project. The contractor is still on schedule to have all of the concrete and restoration completed before the end of July.
- The roads are currently closed to through traffic.

Woodfield Park Creek Grading and Restoration

- The contractor has returned now that soils are drier and is working on fine grading and punch list items.

Roberta Avenue and Tenny Avenue Utility and Street Improvements

- Last week the contractor poured concrete driveway aprons and sidewalk behind the driveway aprons along Tenny Avenue, and completed the concrete pavement pouring along Tenny Avenue from Oakwood Dr. up to the Roberta/Tenny intersection.
- This week the contractor will be pouring the Roberta/Tenny intersection pavement on, and then later in the week and next week, the contractor will be finishing any remaining driveway aprons on Tenny Avenue, and will begin prepping the remaining sections of sidewalk for pouring that were previously removed.

CLEAN WATER PLANT:

- Submitted DNR discharge monitoring report for June.
- Annual collection system Capacity Management Operations Maintenance (CMOM) report submitted to DNR.
- More minor power outages without incident at several collection system pump stations, with one momentary outage at the plant, due to another recent round of storms.
- Chloride testing done in the collection system.

Transit:

- The following changes to Waukesha Metro continue due to the COVID-19 pandemic
 - Fares are still suspended and able bodied passengers are to use the back door to enter and exit.
 - Capacity on the bus is 10 passengers at one time
 - Unlimited riding/joy riding is suspended.
 - Lost and found is limited to only essential personal items.
- First driver shields have been installed on buses. They work for the fleet and received positive reviews from the drivers. Shields for the balance of the fleet are on order. Once they are received and installed, fares will be collected again. We plan to give the public at least a week's notice of fares being collected. Touchless sanitizers have been installed on the buses for passengers to use for when fares are reinstated.
- Routes 3, 4 and 5 (& 5/6) have a minor detour on the outbound portion of their routes due to Phase 2 of the Barstow project.
- Baker Tilly presented the findings of the 2019 Transit Financial Audit to the Transit Commission on July 9th. Transit was under budget for 2019 and it was deemed a "clean" audit.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan. Potential alternatives are being researched at this time.
- The 2020 paratransit buses have been produced, however, delivery of the vehicles has been pushed back to mid-July as the buses are going through a thorough inspection clean up at our Distributor.
- The 2021 fixed route buses are on order and are still expected to be delivered in late March 2021 about two months later due to COVID.
- Transit Center ramp remains closed and the public should park on the surface lot at the Transit Center.
- Transit staff has submitted final revisions to National Transit Database 2019 Report awaiting response from the Federal Government.
- The FTA has moved the Transit Triennial Review to the Fall.