



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: March 15, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Rich Abbott, Chief Howard, Chief Jack, Chris Pofahl, Ron Grall, Nancy Faulk, and Fred Abadi.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Wells, Ald. Perry, Ald. Helgestad, Ald. Wilke
- Held a Department Director's meeting for all Directors.
- Attended the Waukesha County Center for Growth Board of Directors meeting
- Attended a meeting with the Waukesha County Highway Division to discuss maintenance items
- Attended a meeting with the Wisconsin Department of Natural Resources regarding a development site
- Attended a check-in meeting regarding the City Hall project
- Participated in meetings with Human Resources regarding personnel matters.

Upcoming Meeting Dates:

- Mayor's Celebrate Waukesha Breakfast
 - Tuesday, April 23rd, 7:30am-9am at Tuscan Hall. Please RSVP to Rebecca at (rpederson@waukesha-wi.gov)
- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
 - Ald. Rodriguez - Tuesday, March 19th at 5:15pm
 - Ald. Lemke - Wednesday, March 20th at 3pm
 - Ald. Cummings- Friday, March 22nd at 10am
 - Ald. Johnson- Monday, March 25th at 5pm

Clerk/Treasurer

- The Spring Election will take place on Tuesday, April 2, 2019. Voters can visit www.myvote.wi.gov to check their polling location or view their ballot.
- 947 absentee ballots were mailed on March 4th. We continue to mail ballots daily for new applications received. In-office Absentee Voting begins on Monday, March 18th and continues through March 29th. The hours for in-office Absentee Voting are Monday through Friday 8 am – 4:30 pm, except Friday, March 29th, the hours are extended to 5 pm.
- Voters who are registered may request an Absentee Ballot be mailed to them. The website to request an absentee ballot is: www.myvote.wi.gov. Ballots may be requested through March



28th, no later than 5 pm. Completed absentee ballots must be returned to our office no later than 8 pm on Election Day.

- Special Voting Deputies serviced 9 Residential Care Facilities with a total of 173 ballots between March 13th and March 19th.
- 6,058 postcards mailed to the residences effected by the last 4 polling location changes last week. A list of the City's current polling locations can be viewed here: <https://waukesha-wi.gov/258/list-of-polling-places>.
- Pretesting of vote tabulating election equipment was done on March 14th, with an additional full, public test of voting equipment on March 26th. Setup, testing, and training for launching e-poll books (Badger Books) to be used at the Elks Lodge this April has been ongoing after the initial training in Madison.
- Second installment payments for real estate taxes are due March 31, 2019. Over \$866,000 was collected in real estate taxes during the month of February. Jurisdictional shares of those collections were paid March 15th.
- Our office has started receiving applications for the Alcohol Renewals which will expire June 30, 2019. Establishments also apply for their additional licenses related to the business they are applying for, such as: cigarette, dance, juke box, amusement games, etc. These applications are due by April 5th to avoid a 10% late penalty on a license fees.
- Sidewalk Café Permits expired on February 28, 2019. Renewals were mailed to establishments in January and new permits issued to establishments who have submitted an application.

Community Development

- The City is currently seeking proposals for the redevelopment of up to 4.92 acres at 200-310 Delafield (former strip mall across from City Hall). The parcels are prime for residential or mixed-use development.
View the Request for Proposals: <https://waukesha-wi.gov/179/Redevelopment-Authority>

Finance

- One project the Department is working on is reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

Parks, Recreation and Forestry

- The Department is organizing the Earth Day parks and Downtown clean-up. You can volunteer by forming a team and signing up for an area. The clean-up will take place on Saturday, April 27 from 9am-noon. <https://www.signupgenius.com/go/4090c4cafae2ea2f85-20193>

Public Works

Engineering Division:

Dunbar Ave., Bethesda Ct., and Prospect Ct .Utility and Street Improvements:

- Next week the contractor will finish up the sanitary sewer work on Bethesda Ct. and start working on the water main in Dunbar Ave.

Northview Rd. Utility and Street Improvements Phase II:

- Construction is anticipated to start late March.

Greenmeadow Sanitary Interceptor Sewer:

- This week's work:
 - Continued to set up tunneling machine equipment at the Madison St./Joellen Dr. intersection shaft.
 - Continued rock removal at shaft located in Joellen Dr. just north of Joellen Dr./American Ave. intersection. A blast was set off on Thursday. The contractor believes this is the last blast at this shaft.
 - Completed sanitary sewer tie in on Sentry Dr.
- Next week's work:
 - Begin tunneling operations from the Madison St./Joellen Dr. intersection shaft towards the Joellen Dr./American Ave. shaft.
 - Complete rock removal down in shaft located in Joellen Dr. just north of Joellen Dr./American Ave. intersection.
 - Move shaft excavation equipment to shaft in Lowell Park.
- Streets with restricted access for the next week:
 - Because of shaft construction at the Madison St./Joellen Dr. intersection, traffic on Madison St. at Joellen Dr. will be shifted over toward the north side of Madison St. At least one lane in each direction will be maintained.
- Streets that will have No Access:
 - Joellen Dr. at Madison St. is closed.
 - Joellen Dr. between American Ave. and Luis Ct. is closed to through traffic. Barricades will be staggered to allow for local and emergency traffic access from the north.
- To keep the project on schedule, the contractor will utilize Saturday for work. Permitted construction work hours are M-F 7am-7pm, Sat. 9am-5pm.

Demolition and Asbestos Abatement of 201-310 Delafield St.:

- Demolition will start at 310 Delafield St in late March 2019.

Clean Water Plant:

- Submitted DNR Discharge Monitoring Report for February.
- Wrapped up alternate phosphorus treatment pilot test.
- Sewer revenue bond annual financial reports updated sent to Finance.
- DNR lab Proficiency Testing completed.
- Completed 2019 Method Detection Limit Study for lab
- Filled vacant Operator position.
- Recruiting for vacant SCADA Tech position.
- Staff attended annual government affairs seminar in Madison.
- Confined Space update classroom training held for staff in conjunction with Fire Department.
- Preparing for spring bio-solids land application.
- Final softener optimization technician training scheduled.

Transit:

- Two new 2019 Fixed Route Buses (Buses 174 & 175) have been delivered and Transit Maintenance is getting them set for service. Both buses should be ready for service by early April.
- Working to implement modifications to Route 9 and Route 6 for the April 1st effective date.
- Evaluating proposals received from RFP for new paratransit vans that were due March 8th. It is anticipated that Transit staff will have a recommendation of a vendor and vehicle for Transit Commission in April.

- Tire Lease Invitation for Bid was released and bids are due April 16th. This lease provides tires for all of the buses. Leasing tires is much less expensive than purchasing the tires.
- Kickoff Meeting for the joint City/County Transit Development Plan is set for April 10th.
- A new bus advertising sales firm, Houck Advertising, will take over the bus ad sales function on April 1st.
- Security cameras are in the process of being installed at the Badger Drive facility.