



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: April 13, 2018

City Administrator Highlights

- Participated in the City Hall workshop with the architects and core team. This first workshop was establishing broad goals for the project and general design expectations. The next workshop is being scheduled for May 2nd and 3rd. The first presentation at a Common Council meeting to provide an update is tentatively scheduled for the second meeting in June with the final presentation to Council at the first meeting in August.
- Held a session of the City employee leadership class. There is only one session and a service project remaining for the current class. The class will be presented with graduation certificates at the City Council meeting on May 15.
- Along with the Mayor, met with the school district to discuss their proposed facility improvement plant.
- Along with the Mayor, met with the newly elected Municipal Judge, Steve Wimmer.
- Held discussions regarding the Mindiola Park proposal.
- Held a meeting with a number of Department Heads to discuss the next steps and potential process for the city-wide employee performance evaluation system.
- Held regularly scheduled meetings with Rich Abbott, Chris Pofahl, Chief Howard, Ron Grall, and Bruce Gay.

Clerk/Treasure Updates

- Voter turnout was 28% overall for the Spring Election held on April 3, 2018. 1,547 absentee ballots were processed for this election and we had 5 provisional voters that were unable to show Photo ID at the polls.
- The Municipal Board of Canvassers met on Thursday, April 5, 2018 to canvass the votes for our local candidates from the Spring Primary and certify the results. The unofficial results released on Election Night did not change at Canvass.
- Alderman Jack Wells for district 6 will start his new term on April 17, 2018. He will serve the remainder of the term through April 21, 2020. Both he and Mayor Riley will be sworn at the Council meeting April 17th.
- Staff is now working on recording voter history and entering registrations from the Spring Election into the statewide voter database.
- The deadline to submit animal licenses was March 31st. To date we have sold 1,637 dog licenses and 156 cat licenses.



- The deadline to return alcohol licensing applications was April 6, 2018. Staff is now processing approximately 140 applications received and 10 are outstanding. The list of establishments who have not renewed by May 25th will be given to the Police Department on June 30th to advise they must cease sales of all beer and alcohol.
- Just over 600 bartender license renewal applications were mailed on April 6th. Those are due back in the office no later than April 27th.
- Renewal applications for miscellaneous licenses, including private alarm, secondhand article/jewelry dealer, cigarette, indoor skating rink, junk dealer/peddler, pawn broker, taxi cab company, taxi cab driver and mobile home park were mailed April 6th. The deadline to return those applications is May 11th.
- Assessment Notices will mail Friday, April 27th from the Assessor's Office. Open Book starts April 30th and runs through May 4th for homeowners that wish to discuss their assessment values with the Assessor's staff. The first meeting of the Board of Review will be Monday, May 14th.
- Gina met with IT and other department staff for an initial discussion on digitizing records.

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.

Finance

- The Finance Department is working on closing out 2017.

Information Technology Department

Parks Department

- An Earth Day parks clean-up is being organized for Saturday, April 21. You can sign up to volunteer: <http://www.signupgenius.com/go/4090c4cafae2ea2f85-20181>
- Youth Softball, T-ball, and baseball sign-up deadline is April 19th.
- Pool passes are now available.

Public Works

Engineering Division:

The following projects have been designed and are out to bid with a bid opening date of 4/27/18

- Area 5 (Hospital Area) Flood Mitigation
- Drop Off Center Paving

The following projects have been designed and are out to bid with a bid opening date of 4/13/18

- West bound E. Moreland Bridge Rehabilitation
- 2018 Asphalt Pavement Resurfacing
- W. Main Street Water Utility Project

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

- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Electrostatic Painting along Fox Riverwalk
- 2018 Asphalt Street Repairs

- Dumpster Enclosure in Parking Lot #3

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

- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr) - Anticipated start in May
- Northview Road Reconstruction - Phase 1 - Anticipated start in mid April
- 2018 Concrete Sanitary Sewer Lining - Anticipated start Spring / Summer 2018
- 2018 Concrete Pavement Patching - Anticipated start in July
- 2018 Concrete Sidewalk Replacement - Anticipated start in July
- 2018 Historical Lighting Upgrades - Anticipated start in late April
- City DPW crews have been working on upgrading lights in public parking lots downtown.

Clean Water Plant:

- Submitted March DNR Discharge Monitoring Report.
- Annual Pretreatment Program Report reviewed by DNR.
- Updated Chapter 29 Sewer Use Ordinance published.
- Focus on Energy beneficial Bio-gas Utilization Study moving forward.
- Staff attended SCADA/Lab reporting software workshop.
- Staff toured Janesville Wastewater plant to look at bio-gas conversion to compressed natural gas.
- Anticipating spring land application of bio-solids.
- CIP rebuild of two clarifiers underway.
- Continuing work on chloride reduction with the Great Water Alliance program.
- The American Public Works Association Wisconsin Chapter selected the Waukesha Clean Water Plant improvements as “Wisconsin Chapter Public Works Project of the Year.” The award will be presented on May 3rd at the APWA Conference in Green Bay.

Transit:

- Baker Tilly completed the onsite portion of the 2017 financial audit with no issues. Baker Tilly will present the audit report to the Transit Commission later in Spring.
- The Department of Homeland Security conducted active shooter training on the bus with all bus operators and supervisors March 29-30.
- Staff continues to examine various paratransit buses for upcoming replacements.
- Released a request for proposal for new bus camera systems for five buses.
- Planning detour routing for upcoming road construction closures.
- Updating Google Transit for route changes.
- Working with SEWRPC and the other transit systems in the regional on a group Transit Asset Management plan required by the Federal Transit Administration.