



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 29, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Jack, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Rodriguez, Ald. Lemke, Ald. Cummings, Ald. Johnson, and Ald. Manion.
- Participated in a Downtown Response Team meeting that brings together employees from various Departments to address Downtown items.
- Participated in a City Hall workshop to finalize proposed designs and cost information.
- Participated in the Moody Bond Rating call.
- Participated in the Waukesha County Business Alliance Growth Strategy Advisory Council Meeting
- Met with Rich Abbott and Denise Vandembush-Kohlman from Finance regarding a project to update our financial policies.
- Met with Ron Grall and Parks, Recreation and Forestry Staff to review summer plans for the Riverwalk area.
- Met with Bruce Gay and Ald. Pieper to review upcoming needs at the Library.
- Participated in the Monthly Development meeting with Jennifer Andrews, Rich Abbott and Denise Vandembush-Kohlman.
- Attended the Leadership Class Alumni Group event.
- Held a Department Director's meeting for all Directors.

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. Bartels- Tuesday, April 2nd at 5:15pm
 - Ald Wells- Wednesday, April 3rd at 3pm
 - Ald. Perry- Wednesday, April 3rd at 4pm
 - Ald. Wilke- Monday, April 8th at 10am
 - Ald. Rodriguez- Monday, April 8th at 5:15pm
 - Ald. Pieper- Tuesday, April 9th at 4pm



Clerk/Treasurer

- In-office absentee voting has been steadily rising with 524 voting in-office through Tuesday, March 26th. The period for online or mail registration closed on March 15th. Registration can be made in-person at the Clerk's office or on Election day at their polling location.
- Voters can check their polling location at: <https://myvote.wi.gov/en-US/FindMyPollingPlace>
- After encountering several software issues with the Badger Books e-poll books, it was determined that we will not be able to use the e-poll books at Elks Lodge as anticipated for the upcoming election. The Wisconsin Election Commission staff provided a Windows software update for the workstations that unfortunately did not repair the problems as expected. While this was a disappointing development, we plan to continue to work with the Wisconsin Election Commission as they move forward with improvements.
- Election night results for local Aldermanic races will be posted on our webpage at: <https://www.waukesha-wi.gov/252/Election-Results>. These results will be Unofficial until after the Board of Canvass certifies results.
- 356 Voter Registration *Non-Match* Letters were mailed to voters with a discrepancy between information contained on their voter registration form and DMV records. 75% of those discrepancies have been remedied with responses to the mailing.
- Staff viewed the WisVote webinar provided by WEC: "Post Election: Heading for the Finish Line" on March 26, 2019. Important items from the training webinar focused on reporting deadlines, incomplete registrations, voter participation, voter felon audit, post supplemental poll book, required indefinitely confined letters and more.
- 580 Bartender License renewal applications were mailed with a return deadline of Friday, April 26th. These license renewals will be valid for two-years through June 30, 2021.

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:

- The Contractor has completed the sanitary sewer work in the park and is currently working on the sanitary sewer in Bethesda Ct.
- 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 started on March 27.
- Northview Road is closed to through traffic from Meadowbrook Rd. to Tallgrass Circle.

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.

Clean Water Plant:

- Working on DNR Discharge Monitoring Report for March.
- Submitted 2018 annual pretreatment report to DNR.
- Engineers working on final report for phosphorus treatment alternatives.
- Coordination meeting with the Great Water Alliance program on surge analysis for return flow pump station and pipeline held at CWP.
- Final report from DNR Pretreatment Program inspection received, "No Required or Recommended Actions are needed from the City in response to this Report. Waukesha's Pretreatment Program is very well managed."
- New Plant Operator Phillip McCormick started April 1st.
- Wellness training by WEHWC for employees to help prevent strain and sprain injuries.
- Staff attended Annual Bio-solids Symposium.
- Final softener optimization technician training held at CWP.
- Coordinating with Bio-solids contractor for spring application season.
- Three lift station upgrade projects underway.

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.