



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: May 29, 2020

City Administrator Highlights

- Holding weekly EOC meetings with Department Heads to discuss COVID-19 updates and how they relate to City business
- Holding weekly Employee Town Hall meetings for employees to receive an update on City operations and ask any questions.
- Part of the Waukesha Works Grant application review process. Grants will be awarded starting the week of June 1st.
- The City is moving forward with planning the 125th Anniversary celebrations which are scheduled for 2021. Committees have been formed with City employees and community members for the following proposed events: Gala, Buchnerfest/Buchner Pool Opening, City Hall Open House, "Doors Open" Waukesha Event, and Marketing for the 125th celebrations.

Assessor

- The Assessor's Office will be sending out assessment notices on May 29, 2020. Not all properties were reassessed this year. Only approximately 720 real estate assessment notices will be sent out.
- The assessment roll and property information for all properties is available at www.waukesha-wi.gov/194/Assessors-Office
- If anyone has questions on their assessment, they can schedule an appointment with the Assessor's office for the "Open Book" period which will be held from June 1 - June 12. To schedule an appointment, please contact the Assessor's office at 262-524-3510.

Clerk/Treasurer

- For those who pay their taxes in installments, the third and final installment is due May 31. Tax payments will NOT be accepted in-person at the Clerk's Office due to COVID-19.
- Payments may be made the following ways:
 - Online
 - By mail (Clerk/Treasurer's Office, 201 Delafield St., Waukesha, WI 53188)
 - Waukesha State Bank- bring your payment to any bank branch.
 - Drop-Box (Located on the lower level of City Hall near the employee entrance off Delafield St.)



Community Development

- The Waukesha Works Economic Recovery Grant program will provide 102 small businesses with rent, mortgage and utility bill assistance. Grant recipients will be contacted in the coming days with their grant award amount. The City will begin sending out grant funds the week of June 1, 2020.

Parks/Recreation and Forestry

- City Playgrounds and restrooms are open
- Tennis Courts and Pickleball Courts are currently open for singles play.
- All community special events are cancelled in June and July including Civic Band Concerts, Monday Night Movies in the Park and Tribute Tuesday Concerts. More information.
- The City will hold a reverse 4th of July parade. Parade units will be stationed along a predefined route. Those attending the parade will remain in their vehicles and drive the route. The City will not be holding the annual Fireworks display.
- After careful consideration, the City has made the difficult decision to not open the Horeb Springs Aquatic Center this year. Buchner pool was previously planned to be closed for the year for construction of a new pool.
- Building, Shelter and Special Area Rentals – Reservations on and after May 28 may be held. Capacity levels for each facility have been adjusted to meet social distancing guidelines. Permit holders will be contacted by department staff to provide options for holding or cancelling a reservation. Group size must be 50 or less or meet new capacity limits. Capacity will be re-evaluated as we move through the summer.
- Baseball / Softball – The City will be providing permitted local organizations with specific permit conditions for the use of fields. Fields will be available for practice beginning on June 1.
- Adult Softball and Kickball Leagues – The City will resume leagues beginning the week of June 8 with additional guidelines in place for the safety of facility users.
- WPRF Youth Baseball, Softball and T-ball will begin practice the week of June 8 with games starting the week of June 22 following safety considerations.
- 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.
 - June 5 Activity Guide will be released
 - June 5 Online program registration begins for Residents (June 9 -Non-Residents)
- Daily activities are being posted on the City's facebook/twitter feed at 3pm.

Public Works

Engineering Division:

New City Hall

- This week the contractor began installing windows and laying the exterior stone. The west stair and the atrium have started taking shape.
- Next week the steel for the skywalk will be delivered and the construction of the skywalk will begin in June.
- Traffic Impact:

E. North Street - From Barstow St to Brook St. E. North Street will have lane restrictions periodically through the summer. The road will be completely closed on June 10 and 11th, weather dependent. All traffic should follow the posted detour when the road is closed.

Greenmeadow Sanitary Interceptor Sewer

- Work resumed on this project on April 28, 2020.
- This week's work:
 - Restoration sod/seed work on project
 - Installed pavement striping on project
- Next week's work:
 - Seed old pump station site at Greenmeadow & Michigan
 - Wrap up any loose ends of project and finalize all work
 - City will walk through the project to confirm all work has been completed satisfactorily. Any items identified will be addressed and the project will then be closed out.

2020 N Barstow Street Utility and Street Improvements

- The contractor last week completed the pouring of concrete paver base and planters along Riverfront St., completed the concrete pavement bridge approaches on Barstow St., and began sections of sidewalk replacement along Barstow St. between Main St. and Corrina Blvd. The electrical subcontractor continued to install new light poles around the project, installed wiring for the new traffic signal at Bank St., street lighting wiring through the north end of the project, and additional traffic signal bases and pull boxes were installed at the Main St. intersection. They will be completing the asphalt transition pavement along Barstow St., just south of St. Paul Avenue and other small areas of asphalt work around the project tomorrow. The contractor will not be working Saturday this weekend, or the holiday on Monday.
- This week and next, contractor will be continuing the sidewalk pouring along Barstow St. between W. Main St. and Riverfront St/Corrina Blvd, including ADA curb ramps at both intersections. The brick paver crews will begin placement of pavers along Riverfront St., on both the north and south side of the roadway, and the electrical subcontractor will wrap up the signal base installation at W. Main St., and continue completing wiring, and street light installation around the site. If the water level of the Fox River resides next week, the bridge rehabilitation work will resume on the substructure of the bridge.

2020 Hartwell Ave and Oxford Rd Utility and Street Improvements

- This week and next, the contractor will continue to grade the roadway and begin setting up for the installation of the new curb and gutter. Weather dependent, curb is scheduled for next week.

Woodfield Park Creek Grading and Restoration

- The Contractor completed the overall rough grading of the natural slopes surrounding the stream. The Contractor seeded the stream banks, and area where the dam impoundment previously existed, and temporary seeded other upslope areas. This temporary seeding will help the soils continue to dry out. Once the soils are dried out, the contractor will return and finish up and fine grade the disturbed areas prior to placement of final seed and mulch.

Sanitary Sewer Lining - Pebble Valley Area

- Future work:
 - The contractor will continue work to install the clean outs.
 - The contractor will continue the installation of the lateral lines.

- The contractor will continue restoration work.
- The contractor will begin work on repair on the manholes

Roberta Avenue and Tenny Avenue Utility and Street Improvements

• The contractor last week wrapped up the water main installation along Roberta Avenue, and also completed most of the water main work within the Roberta Avenue and Tenny Avenue intersection. They are now working their way to the north along Tenny Avenue and away from the Roberta/Tenny intersection. Sanitary sewer lateral cleanouts were installed along Tenny Avenue this week as well in preparation for the lining of the laterals. Next week the contractor will continue the water main installation along Tenny Avenue, and any remaining sanitary lateral cleanouts will be installed.

Clean Water Plant:

- Working on DNR discharge monitoring report for May.
- DNR Annual Compliance Maintenance Report for 2019 reviewed and approved by Board of Public Works, an "A" rating was achieved.
- Clean Water Fund Loan application materials for plant upgrades and return flow of Lake Michigan water submitted to State.
- Bids for plant upgrade project and return flow of Lake Michigan water reviewed and approved by Board of Public Works, bids were favorable.
- Spring bio-solids land application reports completed.
- Filled Lab Tech opening.
- Reviewing seasonal position candidates, with one returning summer help.
- Reviewing applications for Maintenance Operator.
- Continued grease trap inspections in key areas.
- Annual portable generator inspections complete.
- Hauler permit annual renewals.

Transit:

- Waukesha Metro is back to operating its scheduled weekday service.
- The Transit Center lobby has re-opened however the hours are limited to 7 am – 7 pm Weekdays, 8:15 am – 7 pm Saturdays and 9:15 am – 7:00 pm Sundays.
- The following changes to the 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.
- The approved routing changes to Route 7 take effect on June 1st. There are also minor schedule changes to Route 7, 7/8 and 2 that will take effect on June 1st.
- Working on Transportation Improvement Plan (TIP) project documentation that needs to be submitted to SEWRPC by mid June.
- Working on alternative solutions to begin collecting fares again.
- The City will receive just under \$2.1 million of CARES Act funding to be used in response to COVID-19 and continuing operation. Resolution authorizing the filing of the grant to obtain these funds is on the Council Consent Agenda for June 2nd.
- Working also with WisDOT on how the use of the CARES funds and other FTA funds will affect State Transit funds for 2021. WisDOT is allowing 2020 State funds to be used at 80% reimbursement vs. the typical 50-some percent.

- Routes 1, 2, 3, 4 and 15 and the Wisconsin Coach Lines Route 901 detours remain due to the Barstow construction project.
- Baker Tilly has sent draft reports of the 2019 Financial Audit. The City was under budget for 2019. Baker Tilly will present the audit findings to the Transit Commission later this year.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan and be looking to hold a virtual meeting with the Advisory Committee in mid June.
- Wayfinding sign project at the Transit Center to help direct the public through the Transit Center and to/from the Skywalk to the new City Hall will start later in June.
- The 2020 Supervisor Van replacement order is on the Council Consent Agenda for June 2nd.
- The 2020 paratransit buses production is underway and buses should be delivered by the end of June. The delay due to COVID was shorter than expected.
- 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.
- The required comprehensive safety plan, PTASP, is finalized and is on the Council Consent Agenda for June 2nd.
- Transit staff has submitted the National Transit Database 2019 Report.
- The FTA has moved the Transit Triennial Review to the Fall.