



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: February 15, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Ron Grall, Chief Howard, Chief Jack, Chris Pofahl, and Fred Abadi.
- Held a Department Directors Meeting.
- Participated in orientation for the new Human Resources Director, Marquise Vasquez.
- Participated in a meeting to discuss the process of reviewing and updating our financial policies.
- Participated in a meeting to review our records retention policy.
- Participated in a meeting to plan the 2019 Mayor's Celebrate Waukesha Breakfasts.
- Continued discussions on the new City Hall project.
- Met with the Town Manager for the Town of Brookfield.
- ****Aldermen, please coordinate with Rebecca Pederson on monthly meetings between yourself, Mayor Reilly, and the City Administrator****

Clerk/Treasurer

- Over 200 individual refund checks were issued to taxpayers and mortgage or title companies for overpayments totaling approx. \$175,000 in the month of January. These refunds occur because mortgage companies frequently cut tax checks for the total amount held in escrow without regard for the billed amount. We also receive duplicate payments on tax bills when ownership changes occur mid-tax year.
- In total, \$23.8 million dollars was collected during the month of January with a breakdown of payments as follows: Payments made by eCheck/debit/credit online totaled approximately \$1.4 million, Waukesha State Bank in-person payments at \$2.9 million, mail returned payments totaled \$17 million, and in-person office/counter at \$2.4 million.
- 1,096 dog licenses and 126 cat licenses have been issued to date. The deadline for application without a \$5 late fee is March 31, 2019. *Since this falls on a Sunday, the deadline is extended to April 1, 2019.*
- We are in the process of selecting new poll location sites for the 4 that remain in schools. The moves are taking place due to a Settlement Agreement entered into with the Department of Justice relating to ADA compliance and the additional request of the schools for safety and security reasons.
- The Election Reconciliation has been completed and submitted to the Wisconsin Elections Commission for the November 6, 2018 General Election. This task is a mandatory cross-check of voting methods against the database entries made by staff post-election.



- Staff is starting to gather information for the upcoming Alcohol License Renewal Applications, as well as miscellaneous licenses including cigarette, amusement, juke box, dance, taxi cab, etc. There are approximately 150 Alcohol establishments. Renewal applications will be mailed February 22, 2019.
- All departmental staff has completed the mandatory PCI-DSS (Payment Card Industry Data Security Standard) Simplified Training. The training is for any employee who is involved with credit card transactions.
- Gina and Sandee attended an Election Security Tabletop Exercise conducted by the Wisconsin Election Commission and hosted by the Milwaukee Clerk on February 7th. The training exercises mirror real-world conditions that might affect an election. Physical, operational, and cyber security scenarios were used to test readiness and to help prepare and plan for possible events.

Human Resources

- The new Human Resources Director, Marquise Vasquez, started on Monday, February 11. She can be reached at mvasquez@waukesha-wi.gov or 262-524-3743.

Public Works

Engineering Division:

The following projects have been designed and are out to bid:

- Schuetze Recreation Center Window Replacement
- South Street Parking Ramp Phase II Repairs
- 2019 Concrete Pavement Patching and Sawing
- Concrete Sidewalk Replacement
- Alley #63 and #68 Reconstruction
- Eastside Beltline Sanitary Sewer Relay & Lining
- Hine Avenue Utility and Street Improvements
- 2019 Asphalt Street Repairs

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

- 2019 Sanitary Sewer Lining
- 2019 Force Main Relay / Rehabilitation
- Pearl Street Pump Station Improvements

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

- Construction is anticipated to start March 4.

Northview Rd. Utility and Street Improvements Phase II

- Construction is anticipated to start early March.
- A project information meeting is set up for Tuesday, February 26th, from 5:00 PM to 6:30 PM at the City of Waukesha City Hall, Room 207, located at 201 Delafield Street, Waukesha, WI.

Greenmeadow Sanitary Interceptor Sewer

- Construction started September 4.
- This week's work:
 - Continued rock removal down in the Madison St./Joellen Dr. intersection shaft.
 - Continued sewer installation in the easement at Innio (formerly GE Power & Water) on the north side of the Fox River.

- Next week's work:
 - Continue rock removal down in the Madison St./Joellen Dr. intersection shaft. Another blast is tentatively scheduled for **Wednesday, February 13** (weather dependent). As before, those nearby will experience a low rumble when a blast is set off.
 - Depending on weather conditions, continue sewer installation in the easement at Innio (formerly GE Power & Water) on the north side of the Fox River.
 - Begin excavation work on shaft located in Joellen Dr. just north of Joellen Dr./American Ave. intersection.
- Streets that will have No Access:
 - Joellen Dr. at Madison St. is closed.

Clean Water Plant:

- Submitted January DNR Discharge Monitoring Report.
- Wisconsin Emergency Management 2018 annual Tier II chemical inventory report submitted.
- Amended Facility Plan for Lake Michigan Return Flow Pump Station approved by DNR.
- Notice of Non-Compliance issued by DNR for Greenmeadow pump station force main leak, no action required by City as gravity line currently under construction will rectify.
- New phosphorus removal pilot test under way.

Transit:

- Operated service well through the recent snow storms.
- Two new 2019 Fixed Route Buses go into production at the end of the month and will be delivered in early March.
- Changes are being proposed to Route 9 for April 1 due to Easter Seals' plan to close their facility on Airport Road by the end of March. Minor changes to Route 6 and bus stop changes are also being proposed.
- The RFP for new paratransit van is out and proposals are due March 8th.
- Responses are being received to the Advisory Committee in the upcoming joint City/County Transit Development Plan that SEWRPC will be conducting on the City/County's behalf. Kickoff meeting will likely happen in early Spring.