



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: September 27, 2019

City Administrator Highlights

- Held regularly scheduled monthly meetings with Aldermen: Miller, Rodriguez, Johnson, Manion, and Cummings
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, and Chief Jack.
- Held a Department Directors meeting
- Met with the State Department of Revenue Secretary and Governor's Policy Director to discuss Town incorporations
- Held our monthly employee training, Kickin' it with Kevin, where Chris Pofahl shared tips and tricks for Office 365.
- Attended the mid-year utilization review for the Employee Health Clinic.
- Held the City Hall ground breaking ceremony on September 17.
- Worked on the 2020 operating budget.
- Met with Human Resources to discuss the annual employee performance evaluations which are currently taking place
- Held a Leadership Alumni speaker event as we work to continue to bring participants for the Leadership program together after they have graduated.
- Held our second Employee leadership class of this session. There are 12 employees from across the organization participating. This is our fifth time offering this program.
- Attended the monthly development meeting with Finance and Community Development

Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Bartels- Tuesday, October 1 at 5:15pm
 - Ald. Moltzan- Wednesday, October 2 at 1pm
 - Ald. Wells- Wednesday, October 2 at 3pm
 - Ald. Browne- Wednesday, October 2 at 4pm
 - Ald. Rodriguez- Monday, October 7 at 5:15pm
 - Ald. Pieper- Tuesday, October 8 at 4pm
 - Ald. Rick Lemke- Tuesday, October 8 at 5:15pm
 - Ald. Dean Lemke- Wednesday, October 9 at 3pm

Clerk/Treasurer



- Staff is working with the IT Department to develop an updated referral tracking system and a more efficient process for requesting and obtaining background check information from the Police Department.
- Reporting to the Department of Revenue for 2018 tax year has been completed for omitted and corrected bills.
- Alderman candidate packets for the next term beginning April 2020 will be available in the Clerk-Treasurer's Office on October 1st.
- National Voter Registration Day was Tuesday, September 24th. We received 124 voter registrations for processing.

Finance

- The 2020 Budget and CIP process is underway.

Human Resources

- The Department is working on updating all City Human Resource Policies.
- Employees are currently working through the annual performance evaluation process.

Parks, Recreation and Forestry

- Oktoberfest is September 27 and 28 in Frame Park
- Howl-O-Ween an un-haunted Halloween Event is October 18 at Retzer Nature Center
- Operation Honor: A Salute to Veterans is November 2nd
- The fall activity guide is out: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

Engineering Division:

New City Hall

- The contractor started construction on September 18, 2019.
- This week the contractor is working on site work including tree removal, asphalt and concrete pavement removal and topsoil stripping and stockpiling.
- Next week, the contractor will complete site work removal, construct a temporary drive and start footing excavation.

2019 Centerline Marking

- The contractor will be starting this project September 30, 2019
- This project involves re-painting the majority of the longitudinal pavement marking throughout the city. The work is mostly done over night and should be completed in about a week. No roads are closed for this work.

2019 Forcemain Relay / Rehabilitation

- The contractor will be starting this project the week of September 30, 2019.
- This project involves pipe bursting and lining sections of sanitary sewer which reduces the amount of open excavation work.
 - S. West Ave between Dodie Dr .and Baird Dr.
 - Les Paul Pkwy between E. Main St .and Coral Dr

Pearl Street Pump Station Improvements

- The contractor will be moving equipment in the week of 7/8/19

- The contractor has completed the demolition of the existing facility, internal piping, setting pump bases, building construction and is currently working on electrical controls.
- This week the floor and the roof are being installed.

Main Street Utility and Street Improvements (Water Utility project)

- The project started the week of April 22nd.
- The sanitary sewer work finished up on Main Street last week and water main installation began.
- All water main work on the project has been completed. Barring any emergencies, no residents will be without water for the remainder of the project.
- Reconstruction on Main Street continued this week with paving of the last mainline section of Main St. Once the pavement has cured, the placement of concrete curb and gutter will start. This is scheduled for next week.
- Additional contractors are completing work on the street light conduit, and signal conduit at Perkins / Main.

Summit Avenue Utility and Street Improvements

- Last week the contractor completed the storm sewer installation within the Summit/Grandview intersection, and wrapped up all the remaining water service work on the east end of the project. Some additional areas of curb and gutter were poured early in the week, and the electrical contractor continued the installation of conduit and pull boxes between University Dr. and Greenmeadow Dr. The contractor did install temporary gravel ramps for all driveways adjacent to the new concrete curb and gutter. All driveways were accessible over the weekend until the remaining concrete work is completed (driveway aprons and remaining curb and gutter).
- This week the concrete contractor will be back on site completing the remaining curb and gutter pouring and will begin the new driveway apron pouring as well. Once the concrete pouring resumes, access to driveways will again be restricted. The contractor will attempt to notify properties prior to pouring curb and gutter (east end of the project) or new driveway aprons (west end of the project). The electrical contractor will be on-site throughout the week pouring street lighting bases, installing conduit and pull boxes, and replacing 2 of the traffic signal poles at the Summit/Grandview intersection. By the end of the week it is anticipated that the asphalt contractor will be on-site completing binder course patching at the Brentwood, Briar Hill and Grandview intersections. Once the binder patching is complete, they will begin milling the surface course of existing asphalt between University Dr. and Greenmeadow Dr. They may also mill the small sections along Greenmeadow Dr., north and south of the Greenmeadow/Summit intersection.

Greenmeadow Sanitary Interceptor Sewer

- This project will include installation of a new sanitary interceptor sewer from the intersection of Greenmeadow Dr. and Michigan Ave. to the intersection of College Ave. and Sentry Dr. in 2018 and 2019. This sewer will allow the elimination of the Greenmeadow and Woodfield pump stations. A preconstruction letter was sent out to residents on August 20. This project will include installation of a new sanitary interceptor sewer from the intersection of Greenmeadow Dr. and Michigan Ave. to the intersection of College Ave. and Sentry Dr. in 2018 and 2019. This sewer will allow the elimination of the Greenmeadow and Woodfield pump stations.

Last week's work:

- Finally able to remove tunnel boring machine from tunnel

- Continued sanitary interceptor sewer installation on Joellen Dr continuing north from Stewart Hill Dr towards American Ave
- Continued storm sewer installation on S Moreland Blvd at Dopp St and going north in the southbound lanes. Adjusting sewer and water laterals as necessary.
- Continued installation of storm sewer on Dopp St at Joellen Dr and heading to the east to S Moreland Blvd
- Began installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
- Grading and milling southbound S Moreland Blvd in preparation for paving
- The lower layer of asphalt will be placed on southbound S Moreland Blvd between Dopp St and W St Paul Ave on Saturday (9/12). Work will begin at 7am to be able to get entire stretch completed in one day.

This week's work:

- Construct manhole at Shaft 10 on Joellen Dr just north of American Ave
- Continue storm sewer installation on S Moreland Blvd north of Dopp St along with adjusting sewer and water laterals
- Continue storm sewer installation on Dopp St
- Continue installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
- Pave surface course of asphalt on southbound S Moreland Blvd between Dopp St and W St Paul Ave on Monday (9/23)
- Begin restoration work along northbound S Moreland Blvd between Dopp St and W St Paul Ave on Tuesday (9/24). All traffic in this stretch will be shifted over to southbound lanes on S Moreland Blvd. See below.

Clean Water Plant:

- Working on September DNR Discharge Monitoring Report.
- WPDES permit renewal informational hearing scheduled for October 17, 2019, at Waukesha State Office Building.
- Continued water sampling related to WPDES permit renewal.
- Preparing comments for WPDES public notice.
- Submitted annual Pretreatment Program report to DNR.
- Arranging sites for fall bio-solids land application.
- Softener optimization update meeting scheduled with softening companies.
- Concrete crack repairs completed for gas holding membrane.
- Had one server crash for SCADA system.
- Staff attended regional WWOA meeting.
- Staff attended annual WEFTEC conference to view potential equipment for return flow pump station and phosphorus improvements.
- Work continues on Pearl Street lift station upgrade.
- Annual fire alarm system testing completed at CWP.
- Woodfield lift station decommissioned.

Transit:

- The Evaluation Committee for the Transit Management Service RFP is recommending approval of the 2020-2024 contract to TransDev, the incumbent firm. This item is on the Transit Commission agenda for October 3rd.

- Major bus detour are Route 1 Main St between White Rock and Manhattan continues. Minor detours on Routes 6, 5/6 and 8 remain.
- The Paratransit Bus contract with North Central Bus and Equipment has been executed and the 2020 buses are on order. Delivery date will be determined soon.
- The City Transit 2020 Operating budget has been finalized. Consolidation of some night and Sunday service and slight increase in the 31 day pass prices are proposed and will require a public hearing later this year.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The third Advisory Committee meeting will be held October 3rd.
- Waukesha County Transit Route 906 which serves the Mukwonago, Big Bend and New Berlin Park Ride Lots is proposed to be eliminated effective December 1, 2019. A public hearing is being held on this matter at the Waukesha County Public Works Committee meeting on October 10th.