



## 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: February 2, 2018**

#### City Administrator Highlights

##### Week of January 15:

- Held the second of twelve sessions of this round of the City's Leadership Class. We have 11 employees going through the program this round.
- Met with Rich Abbott, Donna Whalen and Peggy Kadrich regarding getting the City's performance review system in place.
- Held a meeting to discuss the Strategic Planning process and scheduling.
- Held meetings regarding the baseball proposal for Frame Park and Whiterock Redevelopment
- Attended a meeting regarding Cemetery finances and statutes
- Attended the Waukesha County Business Alliance 100<sup>th</sup> anniversary celebration
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Jack, Chief Howard, and Chris Pofahl

##### Week of January 22:

- Held the third of twelve sessions of this round of the City's Leadership Class. We have 11 employees going through the program this round.
- Met with a potential new insurance broker
- Held meetings regarding the baseball proposal for Frame Park and Whiterock Redevelopment
- Attended a meeting to discuss possible new employee time keeping solutions
- Attended a Collaborative Fund Team Meeting at the Business Alliance
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Chris Pofahl.

##### Week of January 29:

- Held meetings regarding the baseball proposal for Frame Park and Whiterock Redevelopment
- Attended a meeting to discuss the schedule and topics for Celebrate Waukesha breakfasts for the remainder of this year.
- Attended the ribbon cutting for new Metro Market on Silvernail and spoke on behalf of the City.
- Attended a meeting regarding looking at ways to simplify and improve PRF timekeeping.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Chief Jack, and Chris Pofahl.



### Upcoming Key Meeting Dates:

- **Monday, February 5, 6:30pm, Council Chambers-** Public Informational Meeting on Frame Park Baseball and Whiterock Redevelopment
- **Monday, February 26 and Tuesday, February 27, various times, Mayor's office-** Individual interviews with the Strategic Plan consultant for each Aldermen (contact Rebecca Pederson if you are unsure of your time).
- **Monday, March 26 and Tuesday, March 27, 8am-4pm, EB Shurtz Building-** 2-day Strategic Planning workshop for all Aldermen, Department Heads, Mayor and City Administrator

### Clerk/Treasure Updates

- First installment collections through the end of January were approximately \$20 million with payments made by eCheck/online = \$1.2 million, Waukesha State Bank approximately \$2.0 million, in-person counter payments at City Hall = \$2.1 million and mailed payments = \$15 million.
- Just over 400 individual refunds were issued to taxpayers on mortgage company check overpayments totaling approx. \$245,000. Those checks were issued the weeks of January 8<sup>th</sup> and 15<sup>th</sup>.
- Ballots were delivered to the Clerk-Treasurer's office on January 26<sup>th</sup>. 912 voters with a valid absentee ballot application on file were mailed before the deadline of January 30<sup>th</sup>. We continue to receive and process absentee ballot requests daily. In-Office Absentee voting begins February 5<sup>th</sup> and will continue through February 16<sup>th</sup> during the hours of 8 am to 4:30 pm. Friday, February 16<sup>th</sup>, the hours are extended to 5 pm.
- Absentee ballots were delivered to 9 care facilities by Special Voting Deputies during the week of January 29, 2018. We have been administering ballots at nursing homes since the law change to require this in 2013.
- After February 1<sup>st</sup>, any voter wishing to register to vote must register in-person at the Clerk's Office to vote in the Spring Primary.
- Pretesting of voting equipment was conducted on January 30<sup>th</sup>. We test 15 accessible ballot marking devices for use at the polls along with 16 ballot reading vote accumulating machines prior to every election. A second test, the Public Test is scheduled for February 12<sup>th</sup>.
- The Spring Primary Election will be held at all poll locations city-wide on February 20<sup>th</sup> from 7 am to 8 pm. There are two races on the Spring ballot, the Justice of Supreme Court and our local Municipal Court Judge. A link to view initial unofficial and final election results will be posted on the Clerk-Treasurer's Election page at <http://www.waukesha-wi.gov/252/Election-Results>.
- Gina viewed the WEC training webinar for Canvass January 24<sup>th</sup>. This webinar outlines the municipal canvass procedures and requirements. The Municipal Board of Canvassers scheduled to meet the day after the election to canvass and certify the Municipal Court Judge vote totals.
- Gina attended the Senate Election & Utility Commission meeting on February 1<sup>st</sup> at the State Capitol in Madison.

### Information Technology

- IT is taking employees through classes for the IT Security Awareness Program. The first class covers the mechanisms of spam, phishing, spear-phishing, spoofing, malware hidden in files, and Advanced Persistent Threats.

## **Parks, Recreation and Forestry**

- The Department is currently hiring for spring/summer seasonal positions.
- The deadline for Youth Soccer League sign-up for the spring is February 15<sup>th</sup>.
- The Parks, Recreation & Forestry Department is looking for volunteers for some upcoming events.
  - **2018 – 26<sup>th</sup> Annual Trailbreaker Marathon**  
**Saturday, April 7, 2018**  
<http://www.signupgenius.com/go/4090c4cafae2ea2f85-2018>

## **Public Works**

### Engineering Division:

**The following projects have been designed and are out to bid with a bid opening date of 2/2/18:**

- South Street and Gaspar Street Utility and Street Reconstruction
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction
- 2018 Concrete Sanitary Sewer Lining

**The following projects plans specifications and estimates are being worked on:**

- 2018 Concrete Pavement Patching
- 2018 Concrete Sidewalk Replacement
- 2018 Historical Lighting Upgrades
- Northview Road Reconstruction - Phase 1
- Boiler Replacements at the Police and Park Rec Department buildings

**The following projects were completed in 2017 and the contract close out process is ongoing with only punch list items remaining.**

- West Waukesha Bypass
- W. Sunset Dr & S. Grand Avenue Traffic Signal
- N. Grandview Blvd. & Northview Road Intersection Improvement
- N. Grand Avenue and South Street Utility and Street Improvements
- 2016 Concrete Sanitary Sewer Lining - West
- 2017 Concrete Sanitary Sewer Lining - East
- NW Barstow Street Utility and Street Improvements
- Alley#61 and Dunbar Oaks Alley
- Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements
- Arcadian Avenue Utility and Street Improvements
- 2017 Asphalt Pavement Resurfacing
- Kossow Road & Abbott Street Traffic Signal Installation
- 2016 E. Sunset Drive Improvements
- Caroline Street Utility and Street Improvements
- Bethesda Park
- Saratoga Sports Complex
- Historical Lighting Upgrades 2017
- Moreland Blvd Bridge Maintenance and Repairs
- River Valley Road Sewer extension & Fire Station Driveway
- Horeb Park Lighting Upgrades

- 2017 Crackfilling
- West Ave / Glenwood Ave Utility Improvements

### **Fire Station #3 & Police Substation**

- The interior construction is continuing. The epoxy floors in the Apparatus Bay and the PD Garage have begun and will be completed by next week. The millwork is continuing.
- The final walkthroughs are scheduled for the week of Feb 12, with move in day scheduled for the end of the month.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018.

### **Other items**

- Design is ongoing for the following projects:
  - The reconstruction of Northview Road project which is planned for 2018 & 2019.
  - The Greenmeadow to CWP interceptor sewer project.
  - 2018 Pump Stations
  - 2018 Historical Lighting

### Clean Water Plant:

- December Discharge Monitoring Report submitted to DNR
- Annual Bio-solids report for 2017 submitted to DNR
- Bio-solids land application contract out for bid
- Requested proposals for a bio-gas utilization study
- Chloride awareness article published in Public Works newsletter
- Annual Process Boiler inspections completed
- Annual laboratory QA/QC parameter evaluation completed
- Updated CWP website
- Class 2 industrial user strengths sent to Water Utility for 2018 billing
- Annual mercury amalgam reports received from dental offices for mercury reduction program
- Replacement gas storage membrane full and operational
- Closing out CD Smith contracts for plant upgrades

### Transit:

- New Route 2, 3 and 15 schedules that take effect February 19, 2018 are available at [waukeshametro.org](http://waukeshametro.org) and will be available in print by February 6<sup>th</sup>.
- Received price proposals from bus manufacturers for replacement of the final two 2004 fixed route buses with delivery expected in Summer 2019.
- WisDOT has accepted the 2018 Mass Transit Operating Assistance Application.
- Transit Manager continues to participate in the ERAs One Call, One click project meetings that is designed to provide a one stop shop for Senior and Disabled transportation within Waukesha County.

### Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- Salt barrels being placed and refilled throughout winter.

- Sign installation/removal approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.
- Mechanics repairing and maintaining city fleet.
- Christmas tree collection city wide.
- Sewer camera and flushing continues.
- Filling and grading at Meadowbrook Park.