



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 3, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, Ron Grall, Nancy Faulk, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Lemke, Johnson, Manion, Cummings, Perry and Wells
- Held a Department Director's meeting for all Directors
- Held a bi-weekly development update meeting with Jennifer Andrews and Maria Pandazi
- Participated in the Mayor's Celebrate Waukesha Breakfast and provided a City update
- Participated in a monthly Development meeting with Community Development and Finance
- Attended the Employee Health Center Update along with the County and School District
- Hosted a breakfast for the City Manager's in our region as part of my role on the Board for the Wisconsin City/County Management Association
- Attended the Waukesha County Center for Growth Strategy Advisory Meeting
- Presented at the Kiwanis Club on the design for the new City Hall
- Attended the League of Wisconsin Municipalities Advisory Committee Meeting in Madison

Upcoming Meeting Dates:

- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
 - Ald. Bartels- Tuesday, May 7 at 5:15pm
 - Ald. Rodriguez- Monday, May 13 at 5:15pm

Assessor

- Assessment notices were sent to all properties on Friday, April 19
- **Open Book-** Through May 10th the Assessor's Office will hold Open Book where property owners can ask questions about their assessment.
- **Board of Review-** On May 20th starts the Board of Review which is the next level of appeal if property owners are not satisfied with their assessment after talking to the Assessor's Office. To appear before the Board, the property owner must file a "Notice of Intent" with the City Clerk at least 48 hrs prior to the first meeting of the Board of Review and must file a written "objection form" with the City Clerk prior to or within the first two hours of the first Board meeting. An appointment is necessary to meet with the Board of Review.



Clerk/Treasurer

- Voter participation from the April 2nd Election has been entered into the statewide voter database, WisVote. The votes recorded are then also reconciled against the ballots cast on Election Day. Individuals can view the voter participation we input into WisVote on <https://myvote.wi.gov/en-us/MyVoterInfo>. Click on “My Voter Information”. Voters can also utilize this site to request absentee ballots and update their voter registration.
- Bartender license renewals were due April 26th. Of the 581 renewals which were mailed March 29th, approximately 200 have re-applied. Current licenses expire June 30, 2019, and the renewed licenses will expire June 30, 2021. For applications received on time, those renewed licenses will be mailed Friday, June 14, 2019.
- Staff members viewed a webinar on April 30, 2019 through Wisconsin Elections Commission – WisVote Absentee: Coming Attractions. This webinar covered upcoming improvements and changes to the Absentee module of WisVote with the opportunity to submit our specific improvement enhancements
- \$174,187 in 2018 personal property taxes remain unpaid which were due January 31st for 171 businesses. Past due notices were mailed in April and 46 of those will be referred to the Department of Revenue collections program on May 13th where we have business FEIN numbers. Other collection activities will take place on the remaining delinquents. Chargeback invoicing was completed for delinquent 2017 personal property taxes in the total tax amount of \$49,527 where the businesses are now bankrupt or out-of-business.
- We are in the early stages of investigating an upgrade to our website Municipal Codebook hosting to allow for better search capabilities and update processes.

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 Summer Activity Guide is out! View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

Engineering Division:

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

- 2019 Asphalt Street Resurfacing
- Storm Sewer Extension on Sussex Lane

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

- 2019 Bridge Repair on W. Sunset Drive
- Prairie Home Cemetery Fence Replacement
- Hine Avenue Utility and Street Improvements
- 2019 Concrete Pavement Patching and Sawing
- Concrete Sidewalk Replacement
- Alley #63 and #68 Reconstruction
- 2019 Asphalt Street Repairs
- 2019 Sanitary Sewer Lining

- 2019 Forcemain Relay / Rehabilitation
- Pearl Street Pump Station Improvements

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

- Woodfield Park Dam Removal

South Street Parking Ramp Phase II Repairs

- The Contractor has completed concrete removals on the 2nd floor and will be working on 1st floor shortly.
- The project should be complete by the end of May.

Eastside Beltline Sanitary Sewer Relay & Lining

- The Contractor currently is working on installing silt fence and clearing and grubbing. Next week, the contractor will start sewer work.

Main Street Utility and Street Improvements (Water Utility project)

- Last week, the Contractor installed traffic control and erosion control and started lining the sanitary sewer.
- This week the Contractor is working on relaying the sanitary sewer from Lombardi Ave. to the east.
- Next week, the Contractor will start working on the water main relay.
- During the work on this project Main St. will be closed to through traffic.

Summit Avenue Utility and Street Improvements

- The Contractor is planning on starting the week of May 6th (weather dependent).
- One lane in each direction will be maintained on Summit Ave. until July.

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

- Last week the City's contractor finished the new sanitary main, and new storm sewer at Dunbar Ave./Bethesda Ct. and Bethesda Ct./Prospect Ct. They also continued installing the sanitary lateral cleanouts along Bethesda Ct. in preparation for the sanitary sewer lining.
- This week the contractor plans on beginning to remove and grade the roadway in preparation for paving (weather dependent), and continue installing the sanitary lateral cleanouts.
- Dunbar Avenue (Marshall St. to N. West Avenue), Bethesda Court (Dunbar Avenue to Prospect Court) and Prospect Court (Bethesda Court to N. West Avenue) will be closed to through traffic (local traffic only). Access to resident's properties will be maintained until the contractor paves the road.

Northview Rd Utility and Street Improvements Phase II

- In a similar fashion to the last couple of weeks, the contractor focused on continuing the excavation, grading, and base course placement for the new roadway throughout the week. They have completed rough grading and base course operations along Northview Rd. between Sandra Ln. and Kayla Dr., and started the excavation work in the area of Kayla Dr. and the west end of the project. The contractor is continuing to haul excavated material into the Meadowview Park site and is filling that site to the finished grades for the Phase 1 of the park project.
- Next week the contractor will continue and may complete the roadway excavation and base course placement work along Northview Rd. They will pick up from where they left off this week and work their way to the western limit of the project. Starting on Monday (weather dependent),

a second crew will be on site, and will be starting the storm sewer work along the project. They will be starting in the area between the Meadowview Park site and Northview Rd. and will concentrate their efforts on the west end of the project early in the week. Once the work around the Meadowview Park and Kala Dr. area is complete, they will mobilize to the eastern limit of the project and begin working on storm sewer and ditch culvert installations.

- **Northview Rd. remains closed to through traffic and is for Local Traffic Only.** Please use extreme caution if you are around the work zone as the contractor is hauling material with large equipment, with larger blind spots. Please obey all posted traffic control devices and barricades, and **do not move or adjust any of the devices that are in place.**

Pump Station Upgrades at Milky Way Rd, Springbrook North

- The work at the Clean Water Plant junction chamber is complete, they are now working on the Milky Way Rd. and Springbrook North pump stations.
- The contractor is almost complete with the work at the Springbrook pump station site. The demolition of the existing station and the installation the new piping and equipment is complete.
- The contractor is starting work at the Milky Way pump station site this week.

Greenmeadow Sanitary Interceptor Sewer

This week's work:

- Continued process of setting up for next tunnel from the Madison St./Joellen Dr. intersection shaft towards the Lowell Park shaft
- Continued sanitary interceptor sewer installation on S. Moreland Blvd. at W. St. Paul heading to the north along with water lateral and sanitary lateral work
- Continued preparing north half of W. St. Paul for pavement restoration with curb and gutter and sidewalk work

Next week's work:

- Finish process of setting up for next tunnel from the Madison St./Joellen Dr. intersection shaft towards the Lowell Park shaft
- Begin tunneling towards Lowell Park shaft – tentatively scheduled for Tuesday
- Continue sanitary interceptor sewer installation on S. Moreland Blvd. near W. St. Paul heading to the north along with water lateral and sanitary lateral work
- Continue restoration work on north half of W. St. Paul with milling of existing surface pavement and beginning of grading/placement of new pavement

Other utility work:

We Energies Gas will be doing gas main work within the project limits in the terrace area (area between the sidewalk and curb):

- S. Moreland Blvd. between Motor Ave. to just north of American Ave.
- American Ave. just to the east of S. Moreland Blvd.
- Dopp St. from Joellen Dr. to just east of S. Moreland Blvd.

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.
- Traffic on W. St. Paul Ave. between S. Moreland Blvd. and Harris-Highland Dr. will be shifted over towards the south side of W. St. Paul Ave. At least one lane in each direction will be maintained.

- Access to Harris-Highland Dr. at W. St. Paul Ave. will be restricted to right turns to and from W. St. Paul Ave. Left turns from Harris-Highland Dr. onto W. St. Paul Ave. and from St. Paul Ave. onto Harris-Highland Dr. will not be permitted.
- Traffic may be shifted over on S. Moreland Blvd. between Motor Ave. to just north of American Ave., on American Ave. just to the east of S. Moreland Blvd., and on Dopp St. from Joellen Dr. to just east of S. Moreland Blvd. to accommodate the work by We Energies

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.
- Southbound lane on S. Moreland Blvd. between Motor Ave. and W. St. Paul Ave. will be closed with southbound traffic rerouted to the northbound lanes which will be set up to carry both southbound and northbound traffic. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.

Demolition and Asbestos Abatement of 201-310 Delafield St

- Demolition will start at 310 Delafield St mid-April. WE Energies has been delayed with the service disconnections.

Clean Water Plant:

- Preparing DNR Discharge Monitoring Report April.
- DNR permit meeting planned.
- Received 30% design report for return flow pump station and planned facility improvements.
- Annual laboratory detection limits adjusted.
- Completed quarterly sampling at West Ave. landfill.
- Staff attended regional Pretreatment seminar in Chicago.
- Spring Bio-solids land application underway.
- Confined space entry practice held with Fire Department.
- UV disinfection on-line for the season.
- Faulty effluent flow meter replaced.
- Successfully operated the centrifuge un-manned for three weeks straight with no issues.
- Annual process boiler service and inspections completed.

Transit:

- Goodyear was the lone bid for the Tire Lease bid. Their bid was reasonable and will be brought for approval in May.
- The joint City/County Transit Development Plan Kickoff meeting was a success. Transit staff continues to work with SEWRPC on the next steps of the process.
- A new bus advertising sales firm, Houck Advertising, took over the bus ad sales function on April 1st.
- The Annual National Transit Database Report has been submitted to the FTA.
- Major bus detours are on Route 1 Main St. between Whiterock and Manhattan and Route 9 on W. Moreland west of the Courthouse. The bus stop at Brookfield Square has been temporarily moved to the north side of the old Boston Store during the repaving project of the mall road that the main bus stop is on.
- The Paratransit Bus Request for Proposals has been released. Proposals are due June 10th.