



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: March 16, 2018

City Administrator Highlights

- Held a session of the City employee leadership class. We are half-way through the program with this Leadership Class.
- Held a kick-off meeting with BWBR, the architecture firm hired to complete preliminary designs of City Hall. All aldermen are invited to attend a workshop session on April 4 from 1:30-2:30pm in room 207. A Core Team group has been formed who will hold regularly scheduled meetings with BWBR. The Core Team includes: Ald. Helgestad, Ald. Rodriguez, Ald. Boyle, Kevin Lahner, Mayor Reilly, Jennifer Andrews, Fred Abadi, Gina Kozlik, Rich Abbott, Chris Pofahl, Katie Jelacic, and Rebecca Pederson.
- Held a Downtown Response Team meeting with a newly formed group of City employees representing Community Development, Public Works, Police, and Parks. The group is working together to be able to more quickly address any concerns that are raised Downtown.
- Held discussions regarding the Mindiola Park proposal.
- Held a Director's Meeting with all Department Directors.
- Attended the Waukesha County Center for Growth Board of Director's meeting.
- Attended the Carroll President's Inauguration Ceremony.
- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Ron Grall, Fred Abadi, Chief Howard, and Chris Pofahl.

Upcoming Key Meeting Dates:

- **Monday, March 26 and Tuesday, March 27, 8am-4pm, EB Shurtz Building (810 W College Avenue)-** 2-day Strategic Planning workshop for all Aldermen, Department Heads, Mayor and City Administrator
- **Wednesday, April 4, 1:30pm-2:30pm in City Hall, Room 207-** All aldermen are invited to participate in a session with BWBR, the architecture firm hired to create preliminary design plans for a new and remodeled City Hall. BWBR will be sharing an update and their plans moving forward.

Clerk/Treasure Updates

- The Spring Election will be held on Tuesday, April 3, 2018 at all city-wide poll locations. To find poll locations and find other election information, the statewide voter system can be accessed at <https://myvote.wi.gov/en-us/>
- Offices on the Spring Election ballot are: Supreme Court Justice & Circuit Court Judge seats, County Supervisor, Mayoral, Municipal Court Judge, City Attorney, Aldermanic District # 6, and a Referendum to eliminate the Office of State Treasurer. Sample ballots for the City of Waukesha may be viewed at <http://www.waukesha-wi.gov/DocumentCenter/View/7479>



- 814 absentee ballots were mailed to those voters who have a valid absentee ballot application on file on Monday, March 12th. We continue to receive and process absentee ballot requests daily.
- In-Office Absentee Voting begins March 19, 2018 and will continue through March 30, 2018, during the hours of 8 am to 4:30 pm. The Friday before the election, March 30th, the hours are extended to 5 pm.
- There will be 156 Absentee Ballots delivered and administered at 9 care facilities by Special Voting Deputies during the week of March 19th.
- March 14, 2018 was the deadline for voters to register online or by mail. Any voter who wishes to vote in the Spring Election must now register in-person at the Clerk's Office by March 30, 2018; or voters may register at their poll location on Election Day, April 3, 2018.
- Gina held a new poll worker training class on March 16th for 24 new poll worker recruits. Sandee recertified 5 Special Voting Deputies.
- Continuing work with the vendor for our License Manager Software upgrade – this upgrade will provide enhancements to the licensing system which will allow us greater efficiencies when issuing licenses and permits from our office, including licenses for alcohol establishments, bartenders, and street closing and block party permits.
- Reviewing delinquent 2016 personal property bills and preparing for chargebacks that are due to be invoiced this month.
- Gina met with IT Staff to discuss necessary items for completion prior to moving forward with transitioning additional departments onto the Munis invoicing system.
- Second installment tax payments are due on March 31st. With that being a Saturday, the due date will be extended into election week.

Community Development

- YP Week (Young Professional Week) is coming to Waukesha on April 22-28. City staff are coordinating events with local businesses and the Business Alliance for that week. www.ypweek.com.

Information Technology Department

IT has been focusing on a few security initiatives as well as disaster recovery planning:

- The first security initiative is remediating vulnerabilities. We have been running weekly vulnerability scans against the firewall and network, then remediating any vulnerabilities found.
- The second security initiatives is data access governance and Active Directory Security, which was a 2018 CIP Project. We completed the installation of Stealthbits. This system, protects credentials and data from insider threats, audits changes, and automates tasks for security and compliance across the infrastructure.
- IT completed the first phase of another 2018 CIP Project with the implementation of Zerto. Zerto is a disaster recovery and business continuity software specifically for virtualized data centers and cloud environments. Zerto is a disaster recovery solution that allows us to meet recovery point objectives of less than 10 minutes and recovery time objectives of less than 30 minutes, dramatically reducing data loss in the event of a disaster.

Parks Department

- An Earth Day parks clean-up is being organized for Saturday, April 21. Look for volunteer opportunities coming out soon.
- Youth Softball, T-ball, and baseball sign-ups run until April 19th.

Public Works

Engineering Division:

The following projects have been designed and are out to bid with a bid opening date of 3/30/18:

- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Electrostatic Painting along Fox Riverwalk

The following projects have been bid and are in the award / contract finalization process:

- Alley #100 Reconstruction (west of Oakdale Rd., south of School Dr.)
- Northview Road Reconstruction - Phase 1
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3

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

- Motor Avenue and Fairview Avenue Utility and Street Reconstruction - Anticipated start in April.
- 2018 Concrete Sanitary Sewer Lining - Anticipated start Spring / Summer 2018
- 2018 Concrete Pavement Patching
- 2018 Concrete Sidewalk Replacement
- Boiler Replacements at the Police Department and Park Rec Administration Buildings
- 2018 Historical Lighting Upgrades

South Street and Gaspar Street Utility and Street Reconstruction:

- Last week the contractor was able to complete the project start up tasks such as traffic control, erosion control, safety fencing setup, sawcutting, tree clearing, and mobilization. They were also able to make progress on the sanitary sewer relay along South St.
- This week the project activities will also increase within the limits, and specifically around the Gaspar St. and West Broadway intersection. The contractor will be utilizing a second underground utility crew to work on two areas of the project at the same time next week. Starting on Monday (3/12), this second crew will be placing a sanitary sewer manhole on West Broadway near the Gaspar St. intersection. During this work, **the Gaspar St. and West Broadway intersection will be closed, as well as, Gaspar St. from West Broadway to South St.** Access will be maintained to municipal parking lot #9 from Gaspar St./Park Pl. during this work.
- After the new manhole at the West Broadway/Gaspar St. intersection is placed, they will be moving to work on a sanitary manhole and property lateral on Gaspar St., just south of the Avalon Square underground parking access driveway. **During this work, Gaspar St. will be closed at the Avalon Square Driveway. Access to the Avalon Square driveway will be open from W. Main Street.** At this time the contractor will reopen the West Broadway and Gaspar St. intersection for access to Municipal Parking Lot #9 via West Broadway/Park Pl.
- Once the two sanitary manhole work locations are complete, this crew will begin the water main relay starting at the Gaspar St. and West Broadway intersection, and working their way down Gaspar St. towards South St. Once the Water main work begins, the contractor will again close **the Gaspar St. and West Broadway intersection, as well as, Gaspar St. from West Broadway to South St.** Access will be maintained to municipal parking lot #9 from Gaspar St./Park Pl. during this work. The Sanitary manhole work and water main work being completed by the second crew is anticipated to take approximately 1 week to complete.

- In addition to the work along Gaspar St. above, the contractor will also continue on the sanitary sewer relay along South St. With multiple crews in a very constrained work zone, please use caution when navigating to the access point listed below, as well as, walking through the very active work zone. All of the dates and time are subject to change and are weather dependent.
- **Access Points:**
 South St. Municipal Parking Ramp: Enter/Exit via Wisconsin Avenue.
 Municipal Parking Lot #9: The easiest access will be via South St. from N. Barstow St. Access from the north end of the lot will be via West Broadway or Gaspar St. depending on the work activity that day/time (see above schedule).
 Avalon Square Underground Parking: **Enter/Exit via Gaspar St. from/to the north (W. Main St.)**

Northview Road Reconstruction - Phase 1:

- Project information meeting is planned for Thursday, March 15 from 5:00 to 6:30 in the Council Chambers

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

- The Greenmeadow to CWP interceptor sewer project.
- 2018 Pump Stations
- 2018 Resurfacing
- Main Street Water Utility Project - Barstow St. to Lombardi Ave.

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

Other items:

- Location survey for this year's projects.

- Asbuilt surveys for completed projects.
- PIMs for South / Gaspar and Northview Rd Projects.
- Design is ongoing for the following projects:
- The reconstruction of Northview Road project which is planned for 2019.

Clean Water Plant:

- February Discharge Monitoring Report for DNR submitted.
- Chapter 29 Sewer Use Ordinance updates reviewed and approved by DNR, BPW, and O&L.
- Proposal for beneficial Bio-gas Utilization Study approved by Focus on Energy.
- Staff toured bio-gas upgrades at Brookfield and Kenosha wastewater facilities.
- Filling open Operator position.
- Continuing CIP upgrades in bio-solids thickener.
- Continued Lake Michigan return flow discussions with consultants.

Transit:

- Made a joint request with Waukesha County to SEWPRC to do a study to update the five (5) year City and County Transit Development Plans.
- Had financial audit for 2017 of the City and County Transit System March 14-16th.
- Released Request for Proposals for the Replacement of Five (5) New Bus Camera Systems.
- Had Pre-Production Meeting with Gillig to Review 2018 Bus Order.
- Evaluating Available Paratransit Bus Models for Future Purchase.
- Having concrete improvement done by the City Garage at both the Transit Center and Badger Drive Facilities.
- Additional security improvements at the Transit Center are underway.

Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- 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.
- Street sweepers cleaning main streets.
- Catch basin and manhole inspections.
- Cleaning ditch line areas throughout the city
- Sewer camera and flushing continues.
- Clean-up at Owens Storage site.
- Review of roads and alleys to be paved by the City Garage.