



## 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: August 2, 2019**

#### City Administrator Highlights

- Held regularly scheduled monthly meetings with Aldermen: Johnson and Manion
- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Ron Grall, Rich Abbott, Fred Abadi, Chief Howard, Chris Pofahl, and Chief Jack.
- Spent time working on reviewing the Department's CIP submittals for 2020.
- Met with some Departments to discuss their CIP requests.
- Met with Human Resources to discuss the NeoGOV system and upcoming employee performance evaluations.
- Met with Rich Abbott and Marquise Vasquez to discuss the 2020 budget and how it relates to pay and health insurance.
- Attended a monthly development meeting with Community Development and Finance.
- Participated in a bi-weekly development update meeting with Jennifer Andrews and Maria Pandazi.

#### Upcoming Meeting Dates:

- Mayor's Celebrate Waukesha Breakfast, Tuesday, August 6 at 7:30am. Please RSVP to Rebecca ([rpederson@waukesha-wi.gov](mailto:rpederson@waukesha-wi.gov) or 262-524-3700) if you plan on attending.
- One-one-One meetings with Mayor and Kevin (next 2 weeks)
  - Ald. Bartels- Tuesday, August 6 at 5:15pm
  - Ald. Moltzan- Wednesday, August 7 at 1pm
  - Ald. Wells- Wednesday, August 7 at 3pm
  - Ald. Rodriguez- Monday, August 12 at 5:15pm
  - Ald. Pieper- Tuesday, August 13 at 4pm
  - Ald. Rick Lemke- Tuesday, August 13 at 5:15pm

#### Clerk/Treasurer

- Real estate tax bill collection closed July 31st. Any remaining balances will be turned over to the County for further collection at the August 15<sup>th</sup> final tax settlement date. Delinquent personal property taxes remain the City's responsibility to collect and we begin collection efforts on those unpaid bills after closeout with the County.
- Scanning of the Common Council Minutes books back to May of 1948 has been completed. The Waukesha County Historical Society will store these books permanently and they have agreed to review records from other departments for storage.



- We are returning to the backlog of scanning voter registrations forms from prior elections. The forms are scanned against database record information and “tagged” with the searchable data that allows us to pull voter specific forms. With the changes in the laws making electronic versions more acceptable, we will no longer need to retain the originals if we can reproduce them electronically. There are approximately 5,000 voter registrations remaining to be scanned.
- Sandee and Gina attended the Waukesha County Clerk’s meeting discussing security and legislative updates.
- Beth from our office has been chosen to participate in the City’s next Leading Waukesha leadership program which starts September 10, 2019 and runs through December 17, 2019. She is the 5<sup>th</sup> team member from the Clerk-Treasurer’s Office to participate in the program.
- Kerri was chosen by the Wisconsin Clerk’s Education Fund (a sub-committee of the Wisconsin Municipal Clerk’s Association) to receive a scholarship to attend the 2019 Annual Conference in Madison in August. The scholarship will cover the registration fee and 50% of the two-night hotel stay. The conference focuses on the duties and responsibilities of the Municipal Clerk’s office.
- Rubina attended the annual 2<sup>nd</sup> year of Clerk Institute at UW-Green Bay from July 14th to July 19<sup>th</sup>. The curriculum consists of over 30 hours of classes. Some of the classes Rubina attended were Governmental Budgeting, Tax Collection & Settlement, Electronic Records Management, Board of Review, Training Poll workers & Absentee Voting in Residential Care Facilities.

#### **Finance**

- The 2020 Budget and CIP process is underway.

#### **Parks, Recreation and Forestry**

- The Jazz Express Concert on Thursday, August 8 will include a wine and cheese fundraiser to help raised funds for the band.
- Next Tribute Tuesday- Heart, is on Tuesday, August 13.
- Next Movie in the Park- How to Train Your Dragon III- is on Monday, August 19.
- View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>

#### **Police**

- Waukesha Night Out is on Wednesday, August 7 from 5-8pm in Frame Park
- Run with the Cops is on Friday, August 16. Sign up: <http://www.runwiththecopswaukesha.com/>

#### **Public Works**

##### **Engineering Division:**

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

- 2019 EVP Repair and Upgrade
- New City Hall

#### **Prairie Home Cemetery Fence Replacement**

- The Contractor has removed and replaced all of the Prairie Ave fence and has started the fence along West Ave.
- The next step will be finishing restorations.

### **2019 Asphalt Street Resurfacing**

- Last week the City's contractor graded the WB travel lanes on W. Moreland Blvd, poured in spot curb and gutter, and began pouring spot sidewalk replacement. The contractor plans on finishing the final grading on the WB side.
- Mid next week, the contractor plans on placing the first layer of asphalt on the WB side. After the first layer of asphalt is placed, the contractor will switch the traffic pattern and move all traffic onto the new asphalt so they can remove the existing asphalt on the EB side. Expect this change to occur late next week.
- During this project, at least one lane of traffic in each direction will be maintained at all times.

### **Pearl Street Pump Station Improvements**

- The contractor has completed the demolition of the existing facility and is currently working on replacing the necessary internal piping.

### **South Street Parking Ramp Phase II Repairs**

- The contractor is currently working on the drain at the downtown transit center.
- The project should be complete in the next week.

### **Main Street Utility and Street Improvements (Water Utility project)**

- The installation of water services on Aurora Avenue was completed last week. Two crews will be working on the water services on Main Street next week between Lombardi and Perkins, as well as starting to make connections to cross streets. A 24-hour notice will be provided to those impacted before all temporary water shutoffs for side street connections, however for the individual water service connections that only take 1-1/2 to 2 hours, the contractor may request permission case by case by knocking on the doors of each residence. If your business/property has a preference for water shutoffs to only be made on certain days of the week or times of day, please let me know and we will coordinate with you to do our best to accommodate that request. We are already working with a few businesses on this issue.
- State Contractors could begin roadway reconstruction work on Aurora Avenue sometime next week. Aurora Avenue will have all new curb and gutter and new concrete pavement.

### **Summit Avenue Utility and Street Improvements**

- Last week the contractor continued more of the same operations along the project, with storm sewer installation, water main installation, and spot replacement of sanitary sewer laterals. Some bedrock blasting continued this week again working in an easterly direction. The contractor did fall back and begin some minor areas of storm sewer on the west end of project this week.
- This week again will be more of the same with storm sewer, water main, and bedrock blasting. They were delayed a day or two in the blasting operation this week, so it will continue for a few days into next week. The contractor is working their way east with these operations, and once they approach closer to work within the N. Grandview Blvd. intersection I will provide greater detail on the impacts to traffic and additional traffic control. This is a few weeks out at the moment but is upcoming.
- Summit Avenue is closed to through traffic from N. University Dr. to N. Grandview Blvd. and is for local traffic only. Through traffic should not enter the work zone and shall utilize an alternate route. All the dates and times above are subject to change and are weather dependent. I will update the group if anything changes from the above information. If you have any questions or concerns regarding the project, please feel free to contact me.

### **Dunbar Ave, Bethesda Ct, and Prospect Ct Utility and Street Improvements**

- This week, the contractor started and completed the sod restorations. The only remaining work includes installation of pavement marking and signs.
- This project is scheduled to be completed next week.

### **Northview Rd Utility and Street Improvements Phase II**

- The contractors last week just about completed all the sidewalk pouring along the project and only one short section west of Patrick Ln. remains to be poured. The remaining electrical work along the roadway was completed, including the installation of the new street light poles at intersections, and restoration and final topsoil placement all along the project continued this week. The concrete contractor will be pouring a new section of curb and gutter on the east end of the project (7/27).
- Within Meadowview Park, the grading work on the east side of the park continued, and the new pathway was excavated, and gravel base course placed for this side of the park. The contractor completed the paving of the new asphalt parking lot within the park and continued the electrical placement for future path lighting around the site. They were also able to complete the final restoration of the new athletic field on the west side of the park, including the adjacent side slopes. Other restoration and topsoil placement around the park continued this week as well.
- The work along the project will continue into next week, with restoration work and topsoil placement on-going. They will be sweeping and cleaning the pavement throughout the limits in preparation for final pavement markings to be placed starting on Tuesday. Sod placement will begin later in the week, and permanent signing will be installed as well. Tentatively, the roadway may be re-opened to traffic beginning sometime on 8/2.
- Work within Meadowview Park will continue next week with final restoration, and grading work on the east side of the park. Once the rough grading work is complete on the east side, final restoration will begin on this half.

### **Greenmeadow Sanitary Interceptor Sewer**

Last week's work:

- With only about 200 feet remaining in the tunnel, the tunnel boring machine stopped moving forward due to increased friction forces within the tunnel. To finish the remainder of the tunnel, work will begin next week at the Lowell Park shaft to drill and blast back towards the location that the tunnel boring machine stopped.
- Began to move tunnel boring equipment off site
- Continued sanitary interceptor sewer installation on S Moreland Blvd at Dopp St along with sanitary and water lateral work
- Began final restoration of INNIO easement area

This week's work:

- Begin drill and blast work at the Lowell Park shaft back towards the location that the tunnel boring machine stopped. Blasting operations down in the tunnel are scheduled to begin on Wednesday (7/31) and will occur daily. The blasting operations are well below the ground surface (60-70 feet down) but those nearby may notice a low rumble when a blast is set off.
- Finish moving tunnel boring equipment off site
- Continue sanitary interceptor sewer installation on S Moreland Blvd and west on Dopp St
- Complete final restoration of INNIO easement area

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.
- North and southbound lanes of S Moreland Blvd between Dopp St and American Ave will have traffic shifted to the outside section of the pavement. At least one lane in each direction will be maintained.

#### **Clean Water Plant:**

- Preparing DNR Discharge Monitoring Report for July.
- Reviewing draft WPDES Permit.
- Comments provided to engineers for 60% design of pump station and phosphorus upgrade.
- Continued water sampling related to permit renewal.
- Work continues on Pearl Street lift station upgrade.
- Hired a qualified candidate for SCADA Tech.
- Recruiting for an open Operator position.
- Held loader safety training for Operators.
- Installed drinking water quality transmittance sensors on UV disinfection system to achieve more efficient performance.
- Sent first round of letters requiring softener optimizations for high water users.
- Met with City's liability insurance carrier learning about their online safety training resources.

#### **Transit:**

- Working on updates to approved changes to Route 8 5/6, and 3/15 set to take effect Sept. 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 Request for Proposals- Vendor North Central Bus and Equipment and the Arboc Spirit of Mobility bus are being recommended to the Transit Commission for approval on Aug. 8th. Pricing is significantly less than anticipated.
- Finalizing the 5307 2019 FTA grant with FTA staff, the 5337 grant is now active.
- Completed Waukesha County 2020 Operating budget, includes significant changes to those services.
- Working on City Transit 2020 Operating budget and studying potential changes to service for 2020 as well.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The third Advisory Committee meeting will be held this fall.