



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: June 12, 2020

City Administrator Highlights

- Holding weekly EOC meetings with Department Heads to discuss COVID-19 updates and how they relate to City business.
- Holding weekly Employee Town Hall meetings for employees to receive an update on City operations and ask any questions.
- The City is moving forward with planning the 125th Anniversary celebrations which are scheduled for 2021. Committees have been formed with City employees and community members for the following proposed events: Gala, Buchnerfest/Buchner Pool Opening, City Hall Open House, "Doors Open" Waukesha Event, and Marketing for the 125th celebrations.
- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Diane Gard, Chief Thompson, Chief Howard, Fred Abadi, Gina Kozlik and Chris Pofahl.
- Met with the Finance Department to discuss the upcoming budget season and proposed calendar.
- Host a weekly meeting with City Administrators in our County to discuss current topics surrounding COVID-19.
- Participated in the Waukesha County Cooperation Council update

Assessor

- The Assessor's Office sent out assessment notices on May 29, 2020. Not all properties were reassessed this year. Only approximately 720 real estate assessment notices were sent.
- The assessment roll and property information for all properties is available at www.waukesha-wi.gov/194/Assessors-Office
- The "Open Book" period was held from June 1 - June 12.
- The Board of Review is the next level of appeal if a property owner is not satisfied with their assessment after talking to the Assessor. The first meeting of Board of Review is scheduled for June 22nd starting at 8am.

Clerk/Treasurer

- If residents would like to schedule an appointment with the Board of Review they should contact the Clerk's office at 262-524-3550.
- The Clerk's office has already begun planning and preparations for the next election which take place on Tuesday, August 11.

Parks/Recreation and Forestry



- The summer activity guide has been mailed and is available online (<https://waukesha-wi.gov/462/Activity-Guides>). For recreation programs class/group size has been limited to meet social distancing guidelines and safety considerations have been put in place. Some programming has been canceled as social distancing guidelines could not be met. WPRF Zoom opportunities and WPRF Virtual Recreation Center will offer additional enrichment opportunities to the community.
- All community special events are cancelled in June and July including Civic Band Concerts, Monday Night Movies in the Park and Tribute Tuesday Concerts.
- The City will hold a reverse 4th of July parade. Parade units will be stationed along a predefined route. Those attending the parade will be encouraged to decorate their vehicles and drive the route. The City will not be holding the annual Fireworks display.

Public Works

Engineering Division:

New City Hall

- This week the contractor continued assembly of the skywalk in preparation of the first large piece going in place. During that time on June 10 thru June 12 North St will be closed. This closure will not happen until Barstow St is reopened (scheduled for June 8).
- The 3rd floor should be weathertight by early next week and then drywall will begin on that floor. The exterior masonry and installation will continue next week.

2020 N Barstow Street Utility and Street Improvements

- The contractor last week continued pouring new concrete sidewalk and paver base in the remaining areas between W. Main St. and Corrina Blvd./Riverfront St., prepped and placed almost all of the pavement markings within the project limits of this Phase, continued placing new brick pavers within the terrace area, reset existing brick pavers adjacent to new areas of sidewalk, continued the bridge rehabilitation work, began signing installation, continued wiring street lighting and traffic signals, and placed new signal poles at Bank St./Barstow St. The contractor will be working on Saturday 6/6 on concrete sidewalk and paver base pouring.
- This week and next, the contractor will continue with wrapping up any remaining concrete work around the current project limits, continue brick paver installation between W. Main St. and Corrina Blvd., continue the signing installation south of St. Paul Avenue, wrap up minor landscaping and planting work, and continue the traffic signal installations at Bank St. and Main St.

2020 Hartwell Ave and Oxford Rd Utility and Street Improvements

- Last week the City's contractor began pouring the new curb and gutter along Oxford Road, Charles Street, and Hartwell Avenue. An early Friday morning breakdown of the curb machine prevented them from finishing all of the curb. The only remaining curb left on the project is along the south side of Oxford Road and Wabash Avenue.
- This week and next, the contractor plans on finishing the remaining curb. Also, the contractor will begin setting up forms for pouring the intersections. Beginning on Monday the following traffic restrictions will be in place:
 - Windsor Dr – No access to Hartwell Avenue
 - Hartwell/Oxford – No East/West cross traffic
 - Wabash – No East/West cross traffic
 - Charles – No North/South cross traffic

Woodfield Park Creek Grading and Restoration

- The Contractor completed the overall rough grading of the natural slopes surrounding the stream. The Contractor seeded the stream banks, and area where the dam impoundment previously existed, and temporary seeded other upslope areas. This temporary seeding will help the soils continue to dry out. Once the soils are dried out, the contractor will return and finish up and fine grade the disturbed areas prior to placement of final seed and mulch.

Sanitary Sewer Lining - Pebble Valley Area

- This project includes the following work:
 - Repairing manholes as necessary
 - Cleaning, inspecting and installing a liner in the main line sewers (completed)
 - Installing a cleanout on the individual laterals, cleaning, inspecting and lining the laterals in the right-of-way
 - Restorations as necessary

Roberta Avenue and Tenny Avenue Utility and Street Improvements

- The Contractor this week continued water service installations throughout the project, and wrapped up all services along Roberta Avenue, and started working their way along Tenny Avenue. Next week the water service installations will continue along Tenny Avenue and should wrap up mid-late next week. Once the water services are completed, the contractor will begin concrete pavement removals along Roberta Avenue in preparation for the roadway pavement replacement.

2020 Sanitary Sewer Lining

- This project involves rehabilitating concrete sanitary sewers using a trenchless lining process along Sunset Dr from S Grand Ave to Tenny Ave and in Heyer Park from the intersection of Larchmont Dr & Heyer Dr to Les Paul Parkway. Sanitary manholes will also be repaired as needed.
- This week's work:
Continued to clean and televising mainline sewer on Sunset Dr in preparation for sewer lining
Began manhole rehabilitations near the intersection of Heyer Dr & Larchmont Dr and in Heyer Park

Concrete Pavement Patching

- The contractor is currently working in the intersection of Sunset Drive and West Avenue
- During this project, only lane closures are needed.

Clean Water Plant:

- Submitted DNR discharge monitoring report for May.
- DNR Annual Compliance Maintenance Report for 2019 was submitted after approval by Board of Public Works and Council, an "A" rating was achieved.
- Clean Water Fund Loan application under review by State.
- A reportable Sanitary Sewer Overflow occurred at the Frame Park restroom June 1st.
- Bids for plant upgrade project and return flow of Lake Michigan water approved by Council.

Transit:

- Waukesha Metro is operating its scheduled weekday service.

- The Transit Center lobby is open with limited hours still on Weekdays 7 am – 7 pm Weekdays, 8:15 am – 7 pm Saturdays and normal hours on Sundays 9:15 am – 7:00 pm.
- The following changes to Waukesha Metro continue due to the COVID-19 pandemic
 - Fares are still suspended and able bodied passengers are to use the back door to enter and exit.
 - Capacity on the bus is 10 passengers at one time
 - Unlimited riding/joy riding is suspended.
 - Lost and found is limited to only essential personal items.
- Submitted the Transportation Improvement Plan (TIP) project documentation to SEWRPC for TIP projects for the City and County of Waukesha.
- Continuing to work on alternative solutions to begin collecting fares again.
- Routes 1, 2, 3, 4 and 15 and the Wisconsin Coach Lines Route 901 detours remain due to the Barstow construction project.
- Working with Baker Tilly to finalize reports of the 2019 Financial Audit. The City was under budget for 2019. Baker Tilly will present the audit findings to the Transit Commission in July.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan and has a virtual meeting with the Advisory Committee June 16th to discuss Potential Alternatives.
- Wayfinding sign project at the Transit Center to help direct the public through the Transit Center and to/from the Skywalk to the new City Hall will start later in June.
- The 2020 paratransit buses have been produced and delivery of the vehicles will start the week of June 15th.
- The 2021 fixed route buses are on order and are still expected to be delivered in late March 2021 about two months later due to COVID.
- Transit Center ramp remains closed and the public should park on the surface lot at the Transit Center.
- New wayfinding signs at the Transit Center were installed at the Transit Center last week. This includes signage directing the public to the Skywalk to the new City Hall.
- Submitted grant application for 5337 fund grant to FTA and working on CARES grant application.
- Will be working with Milwaukee County Transit on possible solutions to connecting Waukesha County & City transit services with the Milwaukee County Bus Rapid Transit service that is expected to be in operation in 2022.
- Waukesha County Route 906 will cease service after June 30th.