



## 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 30, 2017**

#### City Administrator Highlights

##### Week of March 20:

- Attended Appeal Hearing on the Lake Michigan Water decision in Chicago with Water Utility Director Dan Duchniak, Mayor Shawn Reilly, and Alderman Joe Pieper
- Met with Tim Casey of the Waukesha Center for Growth to discuss development opportunities in Waukesha
- Held discussion with Lee Symborski of GovHR to discuss the status of the Information Technology Director recruitment. The City has received more than 100 applications for the position. Currently, GovHR is reviewing the qualifications of the applicants and will be compiling a semi-finalist group for my review.

##### Week of March 27:

- Reviewed policy implications of Redevelopment Authority seeking additional authority to purchase land and advocate for redevelopment opportunities.

#### Assessor

- Assessment notices will be sent out April 21 to all property owners. Open Book will run from April 24 – May 12 by appointment in the Assessor's office. The first meeting of the Board of Review will be May 22 at 8am in the Council Chambers.
- The assessment roll will be on the Assessor's website. Hard copies will be available in the Assessor's Office and at the Waukesha Public Library.

#### Clerk/Treasurer

- Completed chargeback invoicing to taxing jurisdictions for unpaid, delinquent 2015 personal property taxes for 44 properties in either out of business or bankrupt status as allowed by statutes.
- Held training for two additional backup Chief Election Inspectors.



- Setup and pretested accessible election equipment (15 machines) plus 16 ballot readers on March 22, 2017 and March 23, 2017. Performed additional Public Test of all election equipment per 5.84(1) Wis. Stats. On Monday, March 25, 2017.
- Printed poll books and assembled election related material for polls for delivery Monday, April 3, 2017.
- Met with the Heyer School Principal, their custodian, and poll Chief to discuss room setup and access for Election Day.
- Held Chief Election Inspector meeting for 15 poll Chiefs and their backups.
- Completed scheduling poll workers for our 15 polling locations for the April 4th election.
- Completed Wisconsin Data Collection (EL-190) for the February election; completed the 2016 Annual Cost Report (EL-192) for 2016 elections.
- Completed hand tally Audit mandated by the Wisconsin Election Commission of Ward 30 (polls and central count) from the November Election.
- A Class "A" Liquor License has been issued to Kwik Trip Express, 1700 Pewaukee Rd.
- Street Closing applications were received from La Casa for The Trail of Jesus Christ on April 14, 2017; from Carroll University for their commencement ceremony on May 14, 2017; from Park, Recreation and Forestry for the Carl Zach Cycling Classic on June 18, 2017; and from Waukesha Old Car Club for their Car Show on August 13, 2017.
- Spring Election will be held April 4, 2017.

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

- The Summer Activity Guide is due to be released on April 7 and will feature sign up opportunities for a wide variety of Parks and Recreation Activities.
- The PRF Department will be hosting an Earth Day celebration on April 22 at 8 a.m. at the Schuetze Recreation Center. Those interested can still sign-up
- Homeschool Tree Identification and Tree Planting is taking place on Tues. April 4<sup>th</sup> from 12:15 – 1:15 pm at the Schuetze Recreation Center. Come and learn about tree identification from our City Forester, Dave Rauterberg.
- Homeschool Art Show is on Monday, April 4<sup>th</sup> starting at 1:15 pm. Come and see the fantastic artwork from these young artists!
- Spring into Spring Bingo is at the Schuetze Recreation Center on Monday, April 10<sup>th</sup> starting at 2:00 pm.

## **Public Works**

### **Engineering Division:**

#### **N. Grandview Blvd. & Northview Road Intersection Improvement**

- The City's contractor will begin next week to finish the patching in the intersection that was started last year.
- WE Energies has finished their utility relocation work.
- The project was successfully bid and will be awarded by WisDOT with prices coming lower than the engineer's estimate.
- This project is expected to begin in early May 2017 and finish near end of July 2017.

#### **N. Grand Avenue and South Street Utility and Street Improvements**

- We Energies Gas is progressing well on relaying main and laterals on N. Grand Ave south of South St.
- City Contractor started relaying the sanitary sewer between W. Broadway and South St.
- Next week, We Energies Gas will be closing connecting the new gas main into Wisconsin Ave. With this work, there will be lane shifts and the traffic signal will be turned to 4-way red flash.

#### **West Waukesha Bypass**

- Project design is complete and the project is out to bid
- Bid open on Friday, February 17th. Apparent low bidder is Zignego
- The County portion is set for bid opening on April 11th.
- City and County portion construction is planned to start in May.

#### **2016 E. Sunset Drive Improvements**

- The project is currently shut down for winter
- The Contractor is anticipating re-starting April 3, 2017.

#### **2016 Concrete Sanitary Sewer Lining - West**

- Last week, the contractor cleaned and prepared the sewer for lining along MacArthur Rd between Burrie Ln and MacArthur Ct.
- This week, crews will be lining the sewer in the easement between Cambridge Ave and MacArthur Rd, as well as sections of sewer along MacArthur Rd between Burrie Ln and MacArthur Ct.
- Contractor is lining 15-30" concrete sanitary sewer.
- Work does not include excavation.

#### **2017 Concrete Sanitary Sewer Lining - East**

- Bid opened on Friday, February 4th. Low bidder was Visu Sewer.
- Construction is planned to start early May

#### **Kossow Road & Abbott Street Traffic Signal Installation**

- Contractor is installing traffic signal poles and wires.
- Completion is scheduled to be on or before April 14, 2017.

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

- Project design is complete and bid was opened March 3. The project was awarded by the Common Council on March 21.
- The preconstruction meeting is being held this week.
- The Engineering Dept. anticipates the construction to begin mid April.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018. We anticipate moving the employees into the new building in March 2018

#### **West Ave / Glenwood Ave Utility Improvements**

- Project design is finished
- Waukesha Water Utility opened bids on March 3rd and apparent low bidder is Advance Construction.
- Construction is planned to start in May.

#### **NW Barstow Street Utility and Street Improvements**

- Bid opened on Friday, March 17th. Low Bidder was Zignego.
- Construction is planned to start mid April.

#### **Alley#61 and Dunbar Oaks Alley**

- Bid opened on Friday, March 17th. Low Bidder was State Contractors.
- Construction is planned to start in May

#### **Currently working on design and bid packages for the following projects:**

- Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements - Bid Opening March 31st.
- Caroline Street Utility and Street Improvements
- Arcadian Avenue Utility and Street Improvements - Official Notice March24, 2017.

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

- Submitted 2016 pretreatment program report to DNR
- Submitted DNR Quarterly Discharge Monitoring Report.
- Reviewed and commented on DNR facility NR101 fees.
- Semi-annual emergency generator maintenance completed.
- Work began on new chiller installation.
- Continuing work on action items from Liberty Mutual hazard assessment.
- Evaluating hoist beam loading at pump stations as part of safety assessment.
- SCADA Tech attended 2 day Allen Bradley program training.

#### **Street Division:**

- Currently conducting sanitary sewer flushing routes, assisting Clean Water Plant with wash downs of wells and pump house and picking up rubbish downtown.

- Currently, sending camera down sewer lines to check for problems and examining projects pre/post construction.
- The Mason Crew is completing catch basin and manhole repairs
- Conducting regular Street Sweeping routes
- Completing Crack sealing through subdivisions, asphalt patch work, asphalt repairs at Frame Park, spot and manhole repairs with hot mix, mailbox and terrace repairs and compost processing
- Completed sign upgrades at Moreland and White Rock

**Transit:**

- Decommissioned Buses 144 & 146 were sold via sealed bid for \$5,250 and \$2,000.