



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 15, 2019

City Administrator Highlights

- Held regularly scheduled monthly meetings with Aldermen: Bartels, Moltzan, Rodriguez, Pieper, and Perry.
- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Ron Grall, Rich Abbott, and Fred Abadi
- Participated in the Mayor's Celebrate Waukesha Breakfast
- Held a Department Directors meeting
- Participated in Departmental budget review meetings for the 2020 operating budget.
- Met with Human Resources to discuss the annual employee performance evaluations which are currently taking place
- Held conversations to discuss steps regarding the Town of Waukesha incorporation
- Met with Human Resources to discuss the NeoGOV system and employee performance evaluations which are currently taking place.

Upcoming Meeting Dates:

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Miller- Tuesday, August 20 at 5:15pm
 - Ald. Dean Lemke- Wednesday, August 21 at 3pm
 - Ald. Manion- Thursday, August 22 at 8am
 - Ald. Cummings- Friday, August 23 at 10am
 - Ald. Johnson- Canceled for this month

Clerk/Treasurer

- Continuing work with installment of Munis Special Assessment Billing Program of ten-year sidewalk and sewer project invoicing to work with tax roll over.
- The final tax settlement has been prepared and closed out with the County. While there were less in-person counter payments this collection season by \$1.8 million, mailed payments increased by approximately \$3 million with Waukesha State Bank payments also increasing by approximately \$747k and credit card increasing \$285k.



2018/2019 Tax Collection		
Payment Method	Number of Payments	Amount Collected
Counter	4,807	\$16,523,013.58
Mail	18,071	\$72,054,242.71
Wuakesha State Bank	7,386	\$24,478,543.84
Credit Card	1,955	\$5,221,175.53
Totals	32,219	\$118,276,975.66

- We are now accepting pre-payments for 2019 tax year. A property owner can pay up to the amount due for the 2018 tax bill. Prepayments are not itemized on the tax bill. Prepayments will be posted once the tax bills for 2019 have been printed.
- Met with a representative from the Wisconsin Historical Society to evaluate records for potential long-term storage with them.

Finance

- The 2020 Budget and CIP process is underway.

Parks, Recreation and Forestry

- The fall activity guide is out: <https://waukesha-wi.gov/462/Activity-Guides>
- Final Tribute Tuesday- Queen Tribute, is on Tuesday, September 10
- Final Movie in the Park- How to Train Your Dragon III- is on Monday, August 19.
- All are invited to attending the grand opening of the new Frame Park Playground on Wednesday, September 18 starting at 5pm.

Police

- Run with the Cops is on Friday, August 16. Sign up: <http://www.runwiththecopswaukesha.com/>

Public Works

Engineering Division:

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 completed all storm and sanitary structure repairs on the EB side of W Moreland Blvd. The contractor also removed all of the existing asphalt on the EB side and begin grading in preparation for paving.
- This week the City's contractor will begin spot curb and sidewalk replacements, and continue grading. Later this week or early next week, the contractor will be paving the first lift of asphalt on the EB side.

- 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. They are working on setting pump bases.

South Street Parking Ramp Phase II Repairs

- The Contractor has completed all work on the south street ramp. This week, the contractor re-painted the pavement markings.
- 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 sanitary sewer work finished up on Main Street last week and water main installation began.
- The underground contractor continued water main work this week. They had two separate crews installing water main services and connecting the new water main at side streets.
- By the end of this week (8/16) we anticipate all water main work on the project (Lombardi to Manhattan) to be complete.
- The roadway contractor will begin this week, removing existing roadway on Aurora Street, which will be replaced with new concrete pavement and new curb and gutter. Following removals on Aurora, the contractor will begin removing the main roadway on Main Street at Lombardi and moving east. The contractor will do their best to maintain driveway access during the roadway reconstruction process and as always, your patience is appreciated.

Summit Avenue Utility and Street Improvements

- Last week the contractor completed bedrock blasting operations along the project, and continued the sanitary sewer lateral replacements between Western Ave. and N. Grandview Blvd.
- Last week the lateral replacements will continue in this section until all properties are completed. Once the lateral work wraps up, the contractor will shift back to the mainline storm sewer and water main installations. This work should continue through the end of next week.
- 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.

Northview Rd Utility and Street Improvements Phase II

- The road was opened on Saturday, August 3rd. The contractor will be working and finishing the placement of sod and seed and mulch throughout the project this week and next week.
- The road will remain open while the remaining work continues.

Greenmeadow Sanitary Interceptor Sewer

Last week's work:

- Continued drill and blast work at the Lowell Park shaft back towards the location that the tunnel boring machine stopped. About 70' of tunnel blasting complete.
- Continued sanitary interceptor sewer installation on Dopp St along with sanitary and water lateral work

- Brought in second underground crew on Joellen Dr beginning at Stewart Hill Dr and continuing north towards American Ave

This week's work:

- Continue 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 will continue to occur up to twice 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.
- Continue sanitary interceptor sewer installation on Dopp St along with sanitary and water lateral work
- Continue second underground crew on Joellen Dr at Stewart Hill Dr and continuing north towards American Ave. Rock blasting operations may also occur at this location daily. Those nearby may notice a low rumble when a blast is set off.
- Begin installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Joellen Dr/American Ave shaft

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.

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 of S Moreland Blvd between Dopp St and W St Paul Ave will be closed and all through traffic will be directed 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.
- Dopp St between Joellen Dr and S Moreland Blvd will be closed to through traffic. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.
- Joellen Dr will be closed to through traffic between Dopp St and American Ave. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.

There will be no work on Saturday 8/10 on Dopp St or Joellen Dr. However, work will continue at the Lowell Park shaft. Permitted construction work hours are M-F 7am-7pm, Sat. 9am-5pm.

Clean Water Plant:

- Submitted DNR Discharge Monitoring Report for July.
- Quarterly DNR Metals Monitoring Report submitted.
- Meeting held with DNR for comments on draft WPDES permit.
- Reviewing emergency generator location options for return flow pump station with engineers.
- Additional water sampling continues related to WPDES renewal.
- Work continues on Pearl Street lift station upgrade.
- Annual main electrical switchgear maintenance completed.
- Annual lifting equipment safety inspections completed.

- New SCADA Tech starts August 26th.
- Interviewing for open Maintenance Operator position.
- Beginning summer land application of bio-solids.
- Continue to work with highest water users on softener optimizations.
- Supervisory staff attended annual Central States Water Association Management Seminar.

Transit

- Evaluating proposals received from transit management service firms for managing the transit system.
- Making final arrangements for changes to service that take effect Sept. 3rd to Routes 8, 5/6, and 3/15.
- 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. 22nd. Pricing is significantly less than anticipated.
- The 5307 2019 FTA grant is now active.
- Submitted City Transit 2020 Operating budget, some changes to service will be proposed.
- Studying potential additional changes to service for the future.
- 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.