



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: December 14, 2018

City Administrator Highlights

- Held a Directors meeting for all Department Directors.
- Participated in a workshop regarding next steps in the City Hall project.
- Participated in the Waukesha Center for Growth Board of Directors meeting.
- Held a meeting regarding the Mindiola project.
- Held a session of the Employee Leadership classes and participated in a service project with the Leadership Class with Habitat for Humanity. The class will be finishing next week. There are 10 employees participating from Departments across the City. This is our 4th leadership group.
- Participated in the Celebrate Waukesha breakfast.
- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard.

Clerk/Treasurer Updates

- Tax bills for the 2018 tax year were mailed between December 8th and 12th. There were 21,560 real estate, 1,906 personal property, and 91 airport hangar bills mailed.
- Regular hours for tax collection at City Hall are Monday through Friday 8 am to 4 pm. The office will be closed December 24th and 25th and December 31st and January 1st. Three temporary staff members will assist with counter tax payments.
- Our office continues to promote online tax payments at no cost to the City. The customer fee for online payments is \$1.50 for paying by eCheck (paid by entering the bank routing number and checking account number); \$3.95 for Visa Debit; and 2.39% if using a credit card.
- Tax bills can also still be paid at any Waukesha State Bank branch during regular business hours. The bank is open until noon on December 31st. To make your payment at any Waukesha State Bank location, you must have your original tax bill. Homeowners with overages on mortgage checks can get an immediate cash refund on the overpayment. Visit their website for the location and hours: <https://www.waukeshabank.com/about-us/branch-and-atm-info>.
- 2019 Pet licenses are available now and renewals have been mailed. Renewals are due by March 31st with a \$5 late fee for each animal assessed after April 1, 2019. An additional temporary staff person will assist with processing counter and mailed pet license applications and payments along with entering voter registrations from the November election through the end of December.



- Staff continues to work on recording voter participation and entering new registrations from the November 6th General Election.
- Rooming House applications have been reviewed and approved by the Ordinance & License Committee with expected Council approval December 18, 2018. All Rooming House Licenses will be mailed no later than December 19, 2018 for the license year beginning January 1st.
- All regular staff completed a 6-video series of Security Training through the Wisconsin Elections Commission Learning Center website. The training is required for continued use and compliance of the WisVote system along with encrypted security keys for system protection.

Human Resources

- 80 applications have been received for the Human Resources Director position and those applications are currently being reviewed to select a group of finalists.

Parks, Recreation and Forestry Department

- Save the Date for the Waukesha Janboree which will be held January 25-27.

Public Works Department

Engineering Division:

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

- Pearl Street Pump Station Improvements.
- Northview Rd. Utility and Street Improvements Phase II.

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

- Polymer and Phosphorus Removal Chemical Bids.
- Street Light Cabinet Replacement.
- Pump Station Upgrades at Milky Way Rd., Springbrook North, and Pearl St. - Anticipated start in December.

Water Utility W. Main Street Project:

- Main Street is now officially open to through traffic for the entire project limits from Barstow to Lombardi. The traffic signal at East/Buckley is still under construction, so access to Main from those cross streets will remain and temporary stop signs are in place. Access from Martin and Caroline will also remain temporarily closed at this time.
- Aside from the traffic signal, the remaining work includes street lighting, and finishing up concrete sidewalk and driveways in some areas. Final pavement markings and restoration in the terrace areas with sod will take place in spring. We anticipate the traffic signal to be installed and operational by sometime in mid-December.
- Please obey all temporary signage including stop signs and no parking signs to allow for completion of the above work. Police enforcement of these restrictions will be in effect. Continue using caution around the active work zones and thank you all for your patience during the duration of this project.

The following projects are complete with only punch list items remaining:

- South Street and Gaspar Street Utility and Street Reconstruction.
- Redeking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail .
- 2018 Concrete Pavement Patching.
- 2018 Asphalt Street Repairs.
- Dumpster Enclosure in Parking Lot #3.

- Alley #100 Reconstruction (west of Oakdale Rd. south of School Dr.).
- 2018 Asphalt Pavement Resurfacing.
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction.
- New Berlin Trail West Extension.
- 2018 Historical Lighting Upgrades.
- Fire Station #3 & Police Substation.
- 2018 Spot Sealing.
- Area 5 (Hospital Area) Flood Mitigation.
- Sanitary Sewer Manhole Repair and Replacement.
- 2018 Electrostatic Painting along Fox Riverwalk.
- 2018 South Street Ramp Phase 1 Repairs.
- West bound E. Moreland Bridge Rehabilitation.
- S. East Ave. and Garfield Ave. Sidewalk Replacement.
- 2018 Concrete Sanitary Sewer Lining.
- 2018 Concrete Sidewalk Replacement.
- S. Prairie Ave. Utility Improvements.
- Sunset Drive Pavement Patching and Diamond Grinding.
- Dumpster Enclosure Lot 4.

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

- Woodfield Park Dam Removal.
- Meadowview Park Development.
- Dunbar, Bethesda, Prospect Utility and Street Improvements.
- Hine Avenue Utility Improvements.
- Summit Avenue Utility and Street Improvements.

Clean Water Plant:

- Converted to new County digital radio system.
- Submitted November DNR Discharge Monitoring Report.
- Completed Annual Permitted Industrial User inspections.
- Finalizing contracts with water softening companies for chloride optimization program.
- Completed staff performance review check-ins.
- Finalized 2019 on-call staffing schedule.
- BPW approved extending bio-solids hauling contract for 2019.
- Hosting kick-off meeting for Lake Michigan return flow pump station design.

Transit:

- New Fixed Route Buses 172 & 173 are almost ready and may be put into service prior to the New Year.
- Near completing WisDOT paperwork needed to receive reimbursement of 80% of the cost of the new fixed route buses.
- Waukesha County reductions on Route 901 & 905 are effective January 2, 2019. The reductions include eliminating 2 eastbound trips and 4 westbound trips. New schedules are already posted on the Waukesha Metro website.
- Assuming approval of Route changes proposed that are on the Council Consent Agenda for 12/18/18, changes to Routes 1, 2, 3, 5/6, 6, 9 and the elimination of Route 16 will be effective January 7, 2019.
- The WisDOT 2019 Mass Transit Operating Assistance Grant Application has been submitted.

- Routes 2, 3 & 4 will remain on detour until East Ave. re-opens (part of the Main St. construction).
- Working on the specs for ordering a new paratransit van and buses.