



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: April 14, 2017

City Administrator Highlights

Week of April 3:

- Attended a meeting with the School District regarding a potential partnership in the future on a new facility.
- Along with IT and the Fire Department held a meeting with TRAKit to discuss some concerns with the inspection software.

Week of April 10:

- Presented along with Jennifer Andrews to the Economic Development Committee of the Business Alliance on tax values.

Cemetery

- Interested in history? Come and take a self-guided walking tour through Prairie Home Cemetery. Learn about some of Waukesha's early settlers, soldiers, bankers, musicians and those who made an impact on Waukesha's history. Have a group that would like a personal tour? Teachers or Scout Leaders looking for something interesting for your group to do? We've got that handled, please contact our office for more details at 262-524-3540.

Clerk/Treasurer

- April 4, 2017 Election - Overall Turnout at Polls: 11%
 - Top 3 Poll Location Turnout:
 - Waukesha South High School 14%
 - Fire Station # 5 & Waukesha West High School tied at 11%
 - Rotary Building 10%
- Total percentage voting by Absentee: 13.59%
Total Number of Absentee Ballots Processed: 694
- The Municipal Board of Canvassers certified vote totals on Friday, April 7th for local offices as follows:
 - Alderman Dist. 2, Eric Payne, 134 votes
 - Alderman Dist. 3, Cassie Rodriguez, 106 votes



- Alderman Dist. 6, Adam Jankowski, 101 votes
- Alderman Dist. 7, Daniel Manion, 174 votes
- Alderman Dist. 10, Steve Johnson, 304 votes
- Alderman Dist. 13, Dean Lemke, 304 votes
- Candidates certified as receiving the greatest number of votes for each respective office will take office and be sworn at the Council meeting April 18th.
- Our office has begun recording voter history from the April 4th Election from the poll books and central count absentee logs. Voter history can be viewed at <https://myvote.wi.gov/en-us/MyVoterInfo>. Scroll down to see "My Voting Activity" to check your own voting activity.
- Street Closing applications were received from Waukesha Allied Veterans Council for the Memorial Day Parade to be held on May 29, 2017; from Sean Osborne for the DooLittle Marathon to be held on September 24, 2017; and from ProHealth Care Foundation for the RiverWalk for Cancer.
- Ongoing receipting for liquor licenses, which are due by April 18, 2017; and bartender licenses, which are due by April 21, 2017.

Community Development

- A Downtown Survey was released this week to collect information on what residents want to see in the heart of our City. Everyone is encouraged to participate in the survey: <https://surveyplanet.com/58d1a0a15db1e05512a24313>
- The Community Development office is partnering with other organizations to provide a Home Improvement Workshop on Monday, April 24 from 6:30pm-8:30pm at Waukesha Memorial Hospital. This free workshop will provide participants with strategies and resources to reduce costs and increase the value of their home. <http://www.waukeshacounty.gov/uwex/crd/WHIW/>

Information Technology

- IT has a number of projects going on right now. The biggest projects are joint Fiber projects:
 - The UWW to Fire Station 5 contract has been fully executed, and is expected to go to bid next week. This project build redundancy into the west side of the fiber network.
 - We are working on a contract with the City of New Berlin and the New Berlin School District. New Berlin would like to build fiber from New Berlin West HS to Fire Station 2. The City will lease fiber to New Berlin from Fire Station 2 to the Carroll Grad Center.
 - The Fiber project to the Kettle Moraine School District will be going out to bid within the next two weeks. This project will give us an alternate route to the internet should we lose our primary route. This will also give KMSD an alternate route to the internet as well.
- Starting the week of the 17th, IT department will be moving all nightly backups to the cloud, which will save the City close to \$50k year.

Public Works

Engineering Division:

N. Grandview Blvd. & Northview Road Intersection Improvement

- The City's contractor will begin this 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 on relaying main and laterals at the intersection of Wisconsin Ave and N. Grand Ave.
- City Contractor finished relaying the sanitary sewer between W. Broadway and South St. and started relaying the sanitary sewer on South St towards Clinton St.
- This week weather dependent, We Energies Gas will be finishing the work on the new gas main at the intersection of Wisconsin Ave and N. Grand 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 bid was opened on April 11th.
- City and County portion construction is planned to start in early May.

2016 E. Sunset Drive Improvements

- The project started back up again this year.
- The Contractor is currently preparing the median areas for concrete curb and gutter which is planned for next week.

2016 Concrete Sanitary Sewer Lining - West

- Last week, the contractor cleaned and prepared the sewer for lining along MacArthur Rd between S. Grandview Blvd and MacArthur Ct.
- This week the contractor will also be making two spot repairs to the sewer on MacArthur Rd between Burrie Ln and S. Grandview Blvd. This will involve excavation in the north terrace area (area between the sidewalk and the curb) and should not affect traffic along MacArthur Rd. Once the spot repairs have been completed, this section of sewer will be lined next week
- 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 Vlsu Sewer.
- Construction is planned to start early May

Kossow Road & Abbott Street Traffic Signal Installation

- This week it is anticipated that the new electric service will be connected and the traffic signal will be started up.
- 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 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 June.

NW Barstow Street Utility and Street Improvements

- Bid opened on Friday, March 17th. Low Bidder was Zignego.
- A preconstruction meeting is planned for this week.
- 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

Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements

- Bid opened on Friday, March 31, 2017
- Construction is planned to start in May

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

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- Caroline Street Utility and Street Improvements
- Arcadian Avenue Utility and Street Improvements - Official Notice March 24, 2017 and Bid Open .

Currently working on survey and data gathering for the following projects:

- 2017 Asphalt Pavement Resurfacing
- Caroline Street Utility Improvements
- 2017 Sidewalk Repairs
- 2017 Concrete Street Patching
- N. Grand Avenue & South Street Improvements stake out.
- W. Sunset Dr & S. Grand Avenue Traffic Signal.

Clean Water Plant:

- Work continuing on new chiller installation.
- Continuing work on action items from Liberty Mutual hazard assessment.
- Hosted WWOA workshop for optimizing biological phosphorus removal.
- Three Operators attended anaerobic digester troubleshooting training class.
- Preparing UV disinfection system for the season.

Street Division:

Sewer crew

- Sanitary sewer flushing routes
- Rubbish pick-up downtown

Camera crew

- Camera sewer lines for problems
- Camera areas pre/post construction projects

Mason crew

- Catch basin repairs
- Manhole repairs

Street Sweeping

- Sweepers going through routes

Heavy Crew

- Crack sealing through subdivision
- Asphalt patch work
- Spot and manhole repairs with hot mix
- Mailbox and terrace repairs
- Compost processing

Sign Crew

- Signal maintenance work
- Sign installs/removal approved by Sign Review Committee
- Repair/replace knock downs (lights, signs,, & traffic signals)

Mechanics

- Preparing equipment/vehicles for spring/summer operations
- Repair/maintenance of City Garage, Clean Water, Engineering, and Inspection vehicles/equipment
- Maintenance/repair of Police and Fire Department vehicles/equipment.

Transit:

- New security cameras installed in the Transit Center lobby.