



## 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: November 15, 2019**

#### City Administrator Highlights

- Held a weekly meeting with a City staff team to discuss town incorporation efforts and the City's efforts to stop them.
- Held two sessions of the Employee Leadership Class. There are 12 employees from across the organization participating. This is our fifth time offering this program.
- Along with the Mayor met with the Department of Administration in Madison
- Attended a Leadership Class Alumni event where Dustin Nolan, Recycling and Solid Waste Coordinator, presented ways to recycle right at the City.
- Held a meeting with Department Heads regarding 5G coming into the City
- Held regularly scheduled monthly meetings with Aldermen: Bartels, Moltzan, Wells, Rodriguez, Pieper. Mayor met with Ald. Dean Lemke and Alderman Browne.
- Held regularly scheduled meetings and check-ins with Department Heads: Bruce Gay, Marquise Vasquez, Gina Kozlik, Chief Howard, Chris Pofahl, Ron Grall, and Dennis Angle (in place of Chief Jack).

#### Upcoming Meeting Dates

- Mayor's Celebrate Waukesha Breakfast on December 3<sup>rd</sup> at 7:30am, Tuscan Hall – please RSVP to Rebecca (rpederson@waukesha-wi.gov)
- One-one-One meetings with Mayor and Kevin (next 2 weeks)
  - Ald. Miller- Tuesday, November 19 at 5:15pm
  - Ald. Cummings- Friday, November 22 at 10am
  - Ald. Johnson- Monday, November 25 at 5:15pm
  - Ald. Manion- CANCELLED for this month as the meeting falls on Thanksgiving

#### Clerk/Treasurer

- Sandee attended an Election Security Communication Preparedness training event coordinated by the Wisconsin Elections Commission. This was a hands-on session that provided instruction for crisis communications management with real world scenarios in guided simulations.
- Animal licenses for the new licensing year are available for purchase as of November 18th. Renewals are anticipated to be mailed the week of November 25th. This is a planned, earlier mailing this year to create some space between renewal returns and tax payment processing.
- A successful update to the cashiering software was applied on November 6<sup>th</sup>, repairing our animal license interface with cashiering in time for renewal processing.



- Mandatory Chief Election Inspector Training for Chiefs and their backups was held November 15, 2019. Chief Inspectors must be recertified every two years and their recertification will be valid through December 2021.
- We will be receiving an update to our statewide elections database from the Wisconsin Elections Commission that will allow us to increase productivity with new features. This will require downtime between November 14<sup>th</sup> and the 17<sup>th</sup>. During this update, there will be no access to MyVote, the public facing side of the statewide system.
- The Clerk-Treasurer webpages have been updated with information regarding taxes, elections, and a new page has been created for potential Aldermanic candidates.
- Work has begun on tax bills. This coming tax bill requires us to include an Informational section on the bills to reflect the Referendum passed by the School last November and how it impacts individual property bills. Over the next two to three weeks, several test runs will be done with our data to reach the final tax bill and postings of the tax roll to the financial system.
- We are additionally reviewing and finalizing past due invoicing with various departments for bills that are appropriate under State Statutes to roll onto the tax bills. This process saves collection efforts on delinquent invoices that might otherwise go unpaid.
- Election paperwork preparation has begun for forms and documents that can be prepared in advance for the 4 scheduled elections next year: Feb. 18<sup>th</sup>, April 7<sup>th</sup>, August 11<sup>th</sup> and November 3<sup>rd</sup>, 2020.

#### **Human Resources**

- The Department is working on updating all City Human Resource Policies.
- Employees are currently working through the annual performance evaluation process.

#### **Public Works**

##### **Engineering Division:**

##### **New City Hall**

- Marriott, the Concrete Contractor, continued their work on the foundations and walls and will begin with insulation. They have poured most of the northerly wall of the building and will be going around the corner nearest Delafield St. this week.
- The construction of the southerly wall of the building is complicated and has taken many meetings to conclude the means and methods of that construction. Greenfire has this figured out and will begin that area in the near future.
- A new video has been added to the website. I have also attached a few pictures from last week.
- <https://waukesha-wi.gov/1852/City-Hall-Construction>
- All visitors to City Hall must enter off of Buena Vista Ave.

##### **Main Street Utility and Street Improvements (Water Utility project)**

- Road is open.
- The intersection at Perkins and Main will be controlled by temporary stop signs for a few more weeks until the signal is up and operational.

##### **Greenmeadow Sanitary Interceptor Sewer**

Last week's work:

- Continued manhole construction in Lowell Park shaft
- We Energies reinstalled gas main at Madison St/Joellen Dr intersection.

- Installing internal lining on manhole at Madison St/Joellen Dr shaft
- Completed reinstalling storm sewer at Madison St/Joellen Dr intersection. All underground work is complete at Madison St/Joellen Dr shaft.
- Continued to clean up Joellen Dr
- Paved both layers of asphalt on Dopp St, and north and southbound S Moreland Blvd between Dopp St and American Ave. Dopp St and S Moreland Blvd fully open to traffic.
- Began sanitary sewer construction on Michigan Ave at Western Ave heading to the west towards Greenmeadow Dr

This week's work:

- Continue manhole construction in Lowell Park shaft
- Finish installing internal lining on manhole at Madison St/Joellen Dr shaft
- Place temporary pavement restoration on Joellen Dr and at Madison St/Joellen Dr intersection. Final pavement installation will need to wait until spring 2020 due to extreme cold temperatures.
- Continue sanitary sewer construction on Michigan Ave at Western Ave heading to the west towards Greenmeadow Dr

Streets that will have No Access:

- Joellen Dr at Madison St is closed
- Joellen Dr between Luis Ct and Dopp St is closed to through traffic
- Michigan Ave between Western Ave and Greenmeadow is closed to through traffic
- Access to homes for emergency vehicles and residents will continue to be maintained in the closed sections

#### Clean Water Plant:

- Submitted October DNR Discharge Monitoring Report.
- Quarterly metals analysis submitted to DNR
- WPDES Public Hearing comments received from DNR.
- Submitted Plans and Specifications to DNR for Return Flow Pump Station and Facility Enhancement upgrade.
- Annual Sewer Rates for 2020 adopted.
- Updated Connection Fee Analysis completed.
- Chloride reduction regroup meeting held with water softening companies.
- Pavement repairs completed at CWP.
- Weather has postponed or possibly cancelled fall bio-solids land application.
- Upgraded Pearl Street lift station started up.
- Fall portable and plant generator semi-annual maintenance completed.
- Snow and ice control management and training completed for staff.
- UW-Milwaukee at Waukesha CWP job shadowing.
- Educational tour held for Great Water Alliance Public Relations Group.
- Carroll University tours.

#### Transit:

- **Bus Operator, Nicole Chamberlain, found two small children in the snow with no winter weather clothing on during the snow storm on November 11th. The story was picked up by Channel 12 news and also by several other local and national media outlets including the Freeman, Journal, Fox6, CBS58, ABC National News, NBC National News, CNN Headline News,**

**Inside Edition, People Magazine, and A & E. Nicole was awarded the A & E Live Rescue Show's Citizen Hero of the Week and CNN Headline News Hero in Blue.**

- All major bus detours are over. There is still a detour on Route 8 and 7/8 on Michigan Ave. affecting North High School which should be over by the end of the month.
- The Proposed City Transit 2020 Operating budget includes consolidation of some night and Sunday service and slight increase in the 31 day pass prices and will require a public hearing which is set for November 21st.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The fourth Advisory Committee meeting will be held in December and route by route analysis will be conducted. The route by route analysis supports the consolidation plan being proposed for night and Sunday service.
- Starting to work with our bus manufacturer on the 2021 fixed route bus order. Lead time for new buses is 18 months from the issuance of a purchase order.
- Waukesha County has proposed an Intergovernmental Agreement (IGA) with the City for the City to provide Transit Administrative Services. The Proposed IGA is on the Council consent agenda.
- The Waukesha County Board voted continue to fund the Route 906 Mukwonago Milwaukee through June 30, 2020, however, it is being reduced from 3 trips in each direction to 1 trip.
- **Transit Manager, Brian Engelking, was elected President of Transit Mutual Insurance (TMI) at the 2019 Annual Meeting.**