



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: October 11, 2019

City Administrator Highlights

- Hosted a Public Budget Open House at Mountain Top Coffee in Downtown Waukesha. There were a number of great conversations around the budget and City priorities.
- Along with Jennifer Andrews, met with President Cindy Gnadinger of Carroll to discuss their Master Development Plan.
- Met with Governor Evers at an event at Metal Era to introduce Missy Hughes, the new Secretary and CEO of the Wisconsin Economic Development Corporation.
- Attended the Waukesha County Center for Growth Board of Directors Meeting
- Attended the League of Wisconsin Municipalities Advisory Committee on Legislation meeting in Madison.
- 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 this round of the Employee Leadership Class. There are 12 employees from across the organization participating. This is our fifth time offering this program.
- Held regularly scheduled monthly meetings with Aldermen: Moltzan, Wells, Browne, and R. Lemke
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, Bruce Gay, and Ron Grall.
- Held a Department Directors meeting

Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Rodriguez- Monday, October 14 at 5:15pm
 - Ald. Miller- Tuesday, October 15 at 5:15pm
 - Ald. Manion- Thursday, October 24 at 8am
 - Ald. Cummings- Friday, October 25 at 10am

Clerk/Treasurer

- Poll Workers are needed for the upcoming 2020 Elections at several of our polling locations and here at City Hall to assist with absentee ballot processing! Election dates are February 18th, April 7th, August 11th and November 3rd. Training sessions will be held in January and March. Anyone interested in filling a full or half shift can contact Sandee at 262-524-3550 or spolicel@waukesha-wi.gov



- The Wisconsin Elections Commission mailed out letters to Wisconsin residents who have made a transaction with another government agency or have a voter registration in another state indicating the voter has a different address. If the voter has moved, they must reregister. If they still reside at their registered address, they must respond by going to www.MyVote.wi.gov to confirm their address, vote at the next election or return the signed letter to the Clerk's office. There were 234,039 letters mailed in the State of Wisconsin; of those 3,053 went to City of Waukesha residents.
- A newly created electronic Inspection Form for the Rooming House inspection process will be implemented this fall. Rooming House renewals were mailed on October 1, 2019 with applications due back by November 1, 2019 and licenses issued to begin January 1, 2020.
- All special assessment conversion data and bill generation has been entered in the Utility Billing production environment of Munis. Accounts receivable and cashiering receipting has been tested and we now move to the next stage of automating the transfer of unpaid invoices for the upcoming tax rollover process.
- Several licensing Applications have been upgraded into fillable forms for customer convenience. They may be found at <https://waukesha-wi.gov/233/Licensing-Permits>. The applications now available in fillable form are:
 - Animal License Application
 - Amusement Games & Devices
 - Extension of Premise
 - Private Alarm
 - Special Class B Retail
 - Secondhand Article Dealer
 - Secondhand Jewelry Dealer
 - Taxi Cab
 - Taxi Driver
 - Rooming House

Finance

- The 2020 Budget and CIP process is underway.

Human Resources

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

Library

- At the October 10 Library Board meeting, the board will act on moving forward with an RFP for a Feasibility Study and Capital Campaign. The feasibility study will determine the library's ability to raise money for its first floor renovation project, and the capital campaign will help design and run a campaign with a \$1.5 million goal. With board approval, the feasibility study should begin late this year.
- Waukesha Public Library staff will be leading two conference programs at the Wisconsin Library Association annual conference this week in the Wisconsin Dells. Library staff Kelly Bolter, Khorye Huffman, Paula Mason and Olivia Langby will be presenting on "Putting Equity, Diversity and Inclusion into Action: Forming a Staff-Led EDI Committee at Waukesha Public Library." Michele Gagner and Kerry Pinkner will present on "Connect and Create: Public and School Librarian Collaboration Projects."

Parks, Recreation and Forestry

- Howl-O-Ween an un-haunted Halloween Event is October 18 at Retzer Nature Center
- Operation Honor: A Salute to Veterans is November 2nd
- The fall activity guide is out: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

Engineering Division:

New City Hall

- This week the contractor is working on site work including tree removal, asphalt and concrete pavement removal and topsoil stripping and stockpiling.
- Next week, the contractor will complete site work removal, construct a temporary drive and start footing excavation.

2019 Centerline Marking

- This project involves re-painting the majority of the longitudinal pavement marking throughout the city. The work is mostly done over night and should be completed in about a week. No roads are closed for this work.

2019 Forcemain Relay / Rehabilitation

- The contractor is currently working on lining on S. West Ave with the bypass pumping up and running.

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.
- All water main work on the project has been completed. Barring any emergencies, no residents will be without water for the remainder of the project.
- All of the main line concrete on Main Street is installed. However Aurora Street, and the legs of all side streets, have not yet been done. Next week, the contractor plans to install the curb and gutter and driveway aprons on Main Street. The curb and gutter on Aurora will also be done next week. Once concrete driveway aprons are poured, just a reminder that they cannot be driven on for 7 days.
- Residents are allowed to park on the finished concrete street in the evenings, but vehicles must be moved before 7:00 am the following day to avoid conflicts with work being done by the contractor.
- The recent rainfall has caused washouts in various areas, primarily driveways, but the contractor has been working to get those repaired before the weekend. The lighting repairs have been completed as well.

Summit Avenue Utility and Street Improvements

- Last week after the rain had subsided, the contractor was able to continue the pouring of concrete driveways and sidewalk along the project, completed the asphalt binder patching adjacent to curb and gutter replacement areas, adjusted storm and sanitary manholes in preparation for paving, and also milled the surface asphalt on the west end of the project. The contractor worked on Saturday (10/5) to complete all remaining concrete pouring throughout the project.
- This week the contractor will begin final grading of the base course aggregate within the reconstruction limits and will be paving the lower courses of asphalt pavement mid-week. After the placement of the initial lifts of asphalt pavement, the landscaping contractor will begin topsoil placement and final restoration around the project which could begin as early as next week. The

electrical contractor will also be on site next week continuing to work towards completing the street lighting system along the project.

- Just a reminder to everyone, that while the contractor is actively working along the project (7am-Evening/Dusk) there will be **NO PARKING** along the street within the active work zone. Parked vehicles inhibit the contractor's ability to complete project work, and finish remaining items. Overnight street parking within the work zone for residents that have restricted access to their driveways is allowed, but vehicles must be moved by 6:45am the following morning. The No Parking restriction within the work zone also applies to weekends in which the contractor is actively working. Please allow the crews to complete their work and find alternate parking locations during working hours.
- **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.

Greenmeadow Sanitary Interceptor Sewer

- This project will include installation of a new sanitary interceptor sewer from the intersection of Greenmeadow Dr. and Michigan Ave. to the intersection of College Ave. and Sentry Dr. in 2018 and 2019. This sewer will allow the elimination of the Greenmeadow and Woodfield pump stations. A preconstruction letter was sent out to residents on August 20.
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- Last week's work:
 - Continued sanitary interceptor sewer installation on Joellen Dr from shaft 10 to American Ave
 - Finished storm sewer installation on S Moreland Blvd from Dopp St to American Ave in the southbound lanes. All utility work on S Moreland Blvd is complete.
 - Finished installation of storm sewer on Dopp St. All utility work on Dopp St is complete.
 - Continued installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
 - Removed and replaced curb, sidewalk, and approach replacements in northbound lane of S Moreland Blvd between St Paul Ave and Dopp St
- Next week's work:
 - Continue sanitary interceptor sewer installation on Joellen Dr from shaft 10 to American Ave
 - Finish sanitary interceptor sewer on Joellen Dr from Dopp St to Stewart Hill Dr
 - Continue installation of 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
 - Finish curb and sidewalk replacements in northbound lane of S Moreland Blvd between St Paul Ave and Dopp St
 - Mill old asphalt and place new asphalt in northbound lane of S Moreland Blvd between St Paul Ave and Dopp St

- 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.
- 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.
 - Dopp St between Joellen Dr and S Moreland Blvd will be closed to through traffic.
 - Joellen Dr will be closed to through traffic between Dopp St and American Ave.
 - All traffic on S Moreland Blvd between Dopp St and W St Paul Ave is shifted to use the southbound lanes which is set up to carry both southbound and northbound traffic
 - Northbound lane of S Moreland Blvd between W St Paul Ave and Dresser Ave is closed. Follow posted detour route.
 - Southbound lane of S Moreland Blvd between American Ave and Dopp St is closed and all through traffic is directed to the northbound lanes which is 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 sections.

Clean Water Plant:

- September DNR Discharge Monitoring Report submitted.
- Quarterly DNR metals analysis submitted to DNR.
- WPDES permit renewal informational hearing scheduled for 3:00 pm, October 17, 2019, at Waukesha State Office Building.
- Met with consultants to prepare comments for WPDES public notice.
- Additional water sampling continues related to WPDES permit renewal.
- Completed annual sewer rate and connection charge analysis.
- Preparing for fall bio-solids land application.
- Staff attended state WWOA conference to participate in Annual Operators Competition.
- Work continues on Pearl Street lift station upgrade.
- Reviewing 90% design documents for plant upgrade.
- Centrate storage tank cleaned.

Transit:

- The new Transit Management Service Agreement for 2020-2024 is on the Council Consent Agenda for October 15th. The recommendation is to award the new contract to the incumbent TransDev.
- Major bus detours on Routes 1, 6, 5/6, 8 and 7/8 should all end within the next month as all of the constructions are nearing the end.
- 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 in November.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The third Advisory Committee meeting was held October 3rd and a general evaluation of Waukesha Metro was given. Overall, the system is performing well compared to its in-state and national peers.

- Starting to work with our bus manufacturer on the 2021 fixed route bus order. Lead time for new buses can be well over 18 months.
- The Waukesha County Public Works Committee will hold a public hearing on the proposal to eliminate Route 906 which serves the Mukwonago, Big Bend and New Berlin Park Ride Lots to downtown Milwaukee on October 10th. If approved, the elimination proposal then goes to the County Finance Committee on October 18th.