



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: July 13, 2018

City Administrator Highlights

- Along with Aldermen and Department Heads on the Core Team, met with the City Hall architects for workshop #3 to further refine the concepts and design of a potential new or re-modeled building
- Held a meeting with our Downtown Response team which is a team made up of individuals from Community Development, Engineering, City Garage and Parks we meet together every few months to discuss projects or issues related to Downtown.
- Participated in Police Department labor negotiations
- Met with Ald. Wells and Ald. Rodriguez as part of a Council Orientation process. We are doing a "test" run of an orientation process with Ald. Wells, Rodriguez, and Lemke so that we have a system in place for training new Aldermen after future elections.
- Met with Jennifer, WE Energies and developers to discuss development projects
- Met with the DNR to discuss a potential development project
- Attended the Waukesha Center for Growth's Board of Director's Meeting
- Met with Big Top baseball regarding the proposal for Mindiola Park
- Met with HR to discuss the performance evaluation process
- Along with the Mayor, Brian Running, and PRF staff, held a meeting to discuss rental policies and procedures in our Parks Department
- Held regularly scheduled individual meetings with Rich Abbott, Ron Grall, Fred Abadi, Chris Pofahl, Nancy Faulk, Bruce Gay, Chief Howard, and Chief Jack
- Was on vacation the week of July 2-6

Key Upcoming Meeting Dates:

- **Tuesday, August 7, 7:30am at Tuscan Hall:** Next Celebrate Waukesha Breakfast date.

Clerk/Treasure Updates

- Four of the City's polling sites will be moving out of schools beginning with the upcoming Partisan Primary August 14th. The changes are as follows:
 - Aldermanic District 4 - Hawthorne School has moved to St. William Campus
 - Aldermanic District 5 - Meadowbrook School has moved to Park Rec Building
 - Aldermanic District 9 - Heyer School has moved to Fire Station # 2
 - Aldermanic District 12 - Waukesha West High School has moved to Fire Station # 3

All voters impacted by these moves have been notified by mail.



- 837 Absentee Ballots have been mailed to date to voters with valid applications on file for the August 14, 2018 Partisan Primary.
- The deadline for voters to register online or by mail is July 25, 2018. Voters who have updated their address with the Department of Motor Vehicle may register online at <https://myvote.wi.gov/en-us/>. Voters who have not updated their addresses still may utilize the MyVote website, but must either mail their application or come in to the Clerk-Treasurer's Office and provide proof of residency. After July 25th, voters must appear in-person to register through August 10th.
- 152 Absentee Ballots will be hand delivered and administered at 9 care facilities by Special Voting Deputies during the week of July 23, 2018 as required by law.
- In-Office Absentee Voting begins in the Clerk-Treasurer's Office on July 30th and will continue through August 10th during the hours of 8 am to 4:30 pm. The Friday before the election, August 10th, the hours are extended to 5 pm.
- Offices on upcoming Partisan Primary ballot are: Statewide - Governor, Lieutenant Governor, Attorney General, Secretary of State, and State Treasurer; Congressional - United States Senator and Representative for Congress; Legislative - State Senate and Representative to the Assembly; County – Sheriff and Clerk of Circuit Court. This is a Partisan Primary Election which means votes can only be made in one party on the ballot.
- Voters who wish to request an Absentee Ballot mailed to them may go to <https://myvote.wi.gov/en-us/>. The deadline to request a ballot be mailed is August 9, 2018.
- All alcohol license renewals with complete applications were mailed by June 16th. Those with incomplete applications were resolved and distributed by June 29th. All other license renewals were mailed by June 22, 2018. Those included, but not limited to cigarette, taxi cab company, taxi cab driver, private alarm, and second-hand dealers.
- Effective July 1, 2018, the Department of Revenue has updated their forms on their website to reflect the new law 2017 Wis. Act 289, which prohibits alcohol beverage licenses and permit applications from requiring the applicant's signature to be notarized and prohibits requiring more than one signature. This will assist us in moving to online application processes.
- Election equipment pre-testing has begun with the Public Test scheduled for August 6th.
- The final installment payment for real estate taxes was due 5/31/18. Delinquent notices were mailed and approx. \$200,000 was received in the month of June. Final Settlement of taxes is due 8/15/18 where we pay all the jurisdictions and turn over any outstanding real estate tax bills to the County. We maintain collection activities on outstanding personal property bills every year.

Community Development

- Held the first Riverside Rhythms lunch concert last Wednesday. The concerts are held every Wednesday, from 11:30am-1pm at the Barstow Plaza.

Finance Department

- The 2019 budget process has started and the budget calendars have been sent out.
- The CIP process has started with Departments completing and submitting to the Finance Department their CIP request forms.

Human Resources Department

Update on Employee Health Center:

- Waukesha Employee Health & Wellness Center opened on November 1, 2013.
- Provides employees and their families enrolled in the group health plan another option to seek medical services from a board-certified physician and physician assistants at no cost to the employee.
- The latest return on investment information shows that the health plan is saving \$13.60 for every \$1.00 spent on the Health Center.
- The realized savings has allowed premium equivalents to remain static for the last three (3) years.
- Medical costs are 37% below medical trend.
- Employees continue to save money by using the generic medications dispensed at the Health Center. The City saves money by eliminating the mark up incurred at retail pharmacies.
- Utilization of the Health Center has increased every year since opening.

Parks, Recreation and Forestry Department

- The Neil Diamond Tribute Tuesday concert held on July 10 was extremely successful with the largest crowd to date.
- Upcoming Summer events:
 - Civic Band Concert, July 19
 - Civic Band Concert, July 26
 - Monday Night at the Movies, July 30

Public Works

Engineering Division:

The following projects have been designed and are out to bid

- Concrete Pavement Joint Sealing
- S East Ave and Garfield Ave Sidewalk Replacement
- S Prairie Ave Utility Improvements

The following projects have been bid and are in the award / contract finalization process:

- Greenmeadow Sanitary Interceptor Sewer
- Sanitary Sewer Manhole Repair and Replacement
- Sunset Drive Pavement Patching and Diamond Grinding
- Citywide Centerline Marking

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

- 2018 Concrete Sanitary Sewer Lining - Anticipated start in July
- 2018 Concrete Pavement Patching - Anticipated start in July
- 2018 Concrete Sidewalk Replacement - Anticipated start in July
- 2018 Asphalt Street Repairs - Anticipated start in July
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in late July

South Street and Gaspar Street Utility and Street Reconstruction

- Last week the contractor was able to continue their progress on the brick pavers throughout the site, and also swept the entire project limits in preparation for opening to traffic and parking. There are areas around the project that still need to have the pavers placed and finished up due to material supply issues.

With the remaining paver work being primarily around new tree locations, and a few minor areas by Municipal Parking Lot #9, Last Friday **the contractor pulled the barricades, opening up the project to through traffic and parking.** The sidewalks throughout the project will be obstruction free, however, please **use caution** while also walking through the site as there are some areas in the terrace missing the brick pavers. We will be placing barrels and cones in these areas to help pedestrians avoid walking where there are not pavers.

This week the contractor will wrap up the remaining brick paver areas around the project. They will likely have to close a few parking spots adjacent to where they are directly working, and will be active around the site early in the week, so please use caution while traveling through the area. The contractor will be looking to complete the remaining work under active traffic, but there may be times during equipment moving and staging work operations that may momentarily impact travel.

Northview Road Reconstruction - Phase 1

- The contractor last week was able to complete one of the water main adjustments to allow for the new storm sewer system to be constructed, and also continued some of the storm sewer work near Tallgrass Cir. They also were able to complete the tree removal in the remaining areas of the project, and are working to finish removing the tree limbs and trunks from yesterday's cutting. There was also on-going private utility work as they are working to be complete with the utility work to allow for the storm sewer to be completed.
- This week the contractor will primarily be focused on storm sewer placement throughout the week. They will be completing the storm sewer outfall near Pebble Creek, and then working their way back to where they left off east of University Dr., and continuing placing the mainline storm sewer moving towards the east direction.
- Local traffic should use caution while traveling through the work zone. The contractor will be on the lookout to maintain the access requirements, but also want to keep both the workers and traveling public safe. All of the dates and time are subject to change and are weather dependent, and I will update the group if any work activities change during the week.
- Thank you for your cooperation during this reconstruction project, and if you have any questions or concerns please feel free to contact me.
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Motor Avenue and Fairview Avenue Utility and Street Reconstruction

- Last week the City's contractor worked on water service tie ins to the new watermain, and began final connections to the watermain at each of the intersections.
- The contractor has finished all underground utility work on the project.
- This week the contractor began setting up the string line for pouring curb and gutter. It is planned to pour curb and gutter throughout the project. This will cause residents to lose access to their driveways until the all of the concrete is cured.
- The following roads are closed to thru traffic (Local Traffic Only)
 - Fairview Avenue (St Paul to Dopp St)
 - Motor Avenue (Washington St to Mountain Avenue)
 - Mountain Avenue
 - Dopp Street
- All of the dates and time are subject to change and are weather dependent, and I will update the group if any work activities change during the week.

2018 Asphalt Pavement Resurfacing

- Last week the City's contractor poured curb and gutter and new sidewalk throughout the project. The contractor also installed new inlets at Grandview and Pilgrim Cir, and the new storm main for the sump pump connections.
- This week the contractor will continue pouring concrete throughout the project, and begin installing the sump pump cleanouts. Also, the contractor removed the traffic signal equipment at Madison and Grandview.

Dumpster Enclosure in Parking Lot #3 -

- The contractor has begun excavation for the foundation.
- This week the contractor is working on installing the doors and placing the new pavement around the enclosure.
- The project will be completed next week.

2018 Electrostatic Painting along Fox Riverwalk

- The contractor has completed the work on the welcome to Waukesha sign and will be coming back in later this summer to complete the work in the park and on the Moreland Blvd bridge.

Water Utility W. Main Street Project

- Construction started on May 29
- Update from Chris Walter at the Water Utility:
- The Main Street Utility & Street Reconstruction project began Tuesday following Memorial Day.
- The 4th of July Parade was not impacted by construction. Starting July 5th, the road closure limits of the project were extended south from White Rock Avenue to Barstow Avenue. The new Phase 2 detour will also be in place effective Thursday morning July 5th and an exhibit of that detour route is attached.
- This week, the contractor is installing and testing portions of water main this week and plans to start water main lateral installation. Work will also begin on the newly closed west phase of the project including pavement saw cutting and sewer televising.
- Although local traffic will still have access to businesses and residences within the project limits, through traffic remains closed. The Police Department is aware of the extended roadway closure and will be monitoring the site to discourage unauthorized traffic. We ask for your continued patience as this project progresses and especially during this transition into Phase 2. Please contact me with any questions you have and have a safe and enjoyable 4th of July holiday.
- A water truck is on site to help with dust control, however the plan is to not remove any more pavement than necessary to minimize site disturbance and inconvenience to local traffic.

Area 5 (Hospital Area) Flood Mitigation

- Last week the contractor continued installing the new storm sewer along American Ave heading east from Moreland Blvd. The gas utility is also continuing to adjust their facilities ahead of the storm sewer work.
- This week the storm sewer installation and gas main adjustments will continue.
- Streets with restricted access for the next week:
- American Avenue is closed between Moreland Blvd and Millwood Ln. Access to the properties will be maintained but may be limited at times
- Streets that will have No Access:
- None. All streets will have access.

Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail -

- The Contractor started removing deck boards.

Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)

- This project is complete and only punch list items remain.

New Berlin Trail West Extension

- This project is complete with only punch list items remaining.

2018 Historical Lighting Upgrades

- This project is complete with only punch list items remaining.

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

- Woodfield Park Dam Removal
- 2018 Pump Stations
- Meadowview Park Development

Other items

- Location survey for this year's projects
- Asbuilt surveys for completed projects
- Design is ongoing for the following projects:
- The reconstruction of Northview Road project which is planned for 2019.

Clean Water Plant:

- DNR Compliance Maintenance Annual Report submitted.
- Water Quality Based Effluent Limits for Total Phosphorus update report submitted to DNR.
- June monthly Discharge Monitoring Report Submitted.
- Reviewing draft facility plan amendment for Lake Michigan return flow.
- Pilot test for low level phosphorus completed.
- Testing low level phosphorus on-line analyzer.
- Reporting software training held for water softener companies to implement softener optimization.
- Finalized softener optimization flyer that will be sent in all water/sewer bills this summer.
- CIP work continues on clarifier, second of two underway.
- Confined space training held with Fire Department.

Transit:

- Route 9 will operate to the Waukesha County Fair July 18-21.
- Routes 1, 2, 3, 4 & 15 are on detour due to the Water Utility work on Main St.
- Submitted the County Transit 2019 operating budget to Waukesha County Public Works. Minimal changes to service are expected.
- Had the pre-production conference call with Gillig to go over the 2019 bus build. The two replacement buses are expected to be delivered in March of 2019.
- Transit facilities have been converted to the new City wide S2 Door Access system.
- Has new ID making system for passenger IDs.