



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: January 11, 2018

City Administrator Highlights

- Participated in interviews for the new Human Resources Director. A final round of interviews will be conducted in the next few weeks.
- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Ron Grall, Nancy Faulk, and Chief Howard
- Participated in the Waukesha County Center for Growth Board of Directors Meeting

Clerk/Treasurer

- 2,624 visitors paid their tax bills in-person during the 14 business days that accounted for the busy December tax collection season. Our busiest days were, of course, the last three days of the year with 364 counter payments on 12/26, 395 on 12/27, and 318 12/28.
- In total, \$75.4 million dollars was collected during the month of December with a breakdown of payment methods as follows: Payments made by eCheck/debit/credit online totaled approx. \$2.4 million, Waukesha State Bank in-person payments at \$19.5 million, Mail returned payments totaled \$42.3 million, and in-person office/counter at \$11.2 million.
- There will be no Spring Primaries held in the City of Waukesha in February. The Spring Election for 2019 will be held April 2, 2019.
- Staff continues to work on recording voter participation and entering new registrations from the November General Election. 3,937 voters registered to vote on Election Day November 6th.

Human Resources

- The final round of interviews are being conducted for the Human Resources Director position.

Parks, Recreation and Forestry

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

Public Works

Engineering Division:

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

- Dunbar Ave, Bethesda Ct, and Prospect Ct Utility and Street Improvements
- 2019 Sanitary Sewer Lining
- 2019 Force Main Relay / Rehabilitation



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

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

Pump Station Upgrades at Milky Way Rd, Springbrook North

- The contractor is currently working on valve vault drains.
- The next step will be completing structure adjustment at the Clean Water Plant. Once that work is complete, the work will begin at the pump stations.

2018 S. West Ave Sanitary Sewer Lining

- All mainline sanitary sewer lining and lateral repairs are complete. The only item remaining is the lining of two manholes and pavement marking. The work to remain will occur when the weather allows.

Concrete Pavement Joint Sealing

- This project is on hold until spring.

Greenmeadow Sanitary Interceptor Sewer

Last week's work:

- Continued to remove drill equipment at Lowell Park shaft
- We Energies placed temporary power feed at Madison St/Joellen Dr intersection
- Continued rock removal down in the Madison St/Joellen Dr intersection shaft. Another blast was performed on Saturday, Jan 5 between 11am and noon. As before, those nearby will experience a low rumble when a blast is set off.
- Continued construction of sewer in Fox River Sanctuary Park west of Sentry Dr

This week's work:

- Continue to remove drill equipment at Lowell Park shaft
- Continue rock removal down in the Madison St/Joellen Dr intersection shaft. Another blast may be performed during the week. As before, those nearby will experience a low rumble when a blast is set off.
- Continue open cut sewer construction in Fox River Sanctuary Park to the west of Sentry Dr

Demolition and Asbestos Abatement of 201-310 Delafield St

- Demolition will start at 310 Delafield St in late March 2019.

Northview Road Reconstruction - Phase 1

- All remaining construction activities are on hold until weather permits in 2019. For winter shutdown, the contractor placed temporary pavement markings and installed temporary erosion control items. In the spring of 2019, final pavement markings and the remaining permanent restorations (sod) will be placed.

Water Utility W. Main Street Project

- Main Street is now fully open – including parking lanes and side streets. The site has been swept by the contractor and all barrels and traffic control devices have been removed. On Wednesday December 26th, the signal was placed into the “normal” red-yellow-green cycle mode.

- When weather allows in spring, the contractor will sod the terrace areas and install final permanent pavement marking. Thank you very much for your patience throughout this project and please contact me with any questions.

The following projects are complete with only punch list items remaining

- South Street and Gaspar Street Utility and Street Reconstruction
- Redecking 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
- Hine Avenue Utility Improvements
- Summit Avenue Utility and Street Improvements
- Prairie Home Cemetery Fence
- South Street Parking Ramp Repairs

Other items

- Location survey for next years projects
- Asbuilt surveys for completed projects

Clean Water Plant:

- Working on December DNR Discharge Monitoring Report.
- Working on Air Permit report for 2018.
- Lake Michigan return flow pump station and facility enhancement design kick-off meeting held.
- Preparing for new phosphorus removal technology pilot test.
- Finished 2018 with no Sanitary Sewer Overflows in the City's collection system.

- Started 2019 with a reportable Sanitary Sewer Overflow from the Greenmeadow force main which will be replaced later this year with the new gravity line currently under construction.
- Staff attended 60% design review meeting for Root River outfall.
- Consulting staff attended DNR meeting relating to CWP facility plan and permit renewal.
- Running a demo test on new solids pump.
- Recruiting for open Operator position.
- Blanket P.O.s for 2019 issued.

Transit:

- New Fixed Route Buses 172 & 173 were put into service just prior to Christmas.
- WisDOT has approved paperwork needed to receive reimbursement of 80% of the cost of the new 2018 fixed route buses and check should arrive very soon.
- Two new 2019 Fixed Route Buses go into production next month and will be delivered in early March
- Waukesha County reductions on Route 901 & 905 went into effect January 2, 2019. The reductions include eliminating 2 eastbound trips and 4 westbound trips.
- Changes to Routes 1, 2, 3, 5/6, 6, 9 and the elimination of Route 16 went into effect January 7, 2019
- Additional changes will need to be made to Route 9 for this Spring due to the recent announcement that the Easter Seals facility on Airport Road is to close entirely in the near future.
- Examining possible changes to Routes 6, 7 & 8 that would take effect in Spring/Summer.
- Working on the specs for ordering a new paratransit van and buses.
- The shutdown of the Federal Government has not had any impact on our funding, projects or operation to this point.