



## 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:** March 17, 2017

#### City Administrator Highlights

##### Week of March 6:

- Met with Mayor, Attorney Brian Running, Dr. Fred Abadi and Jennifer Andrews to discuss the Panda Express lawsuit.
- Met with Park, Rec, and Forestry staff to discuss Buchner Pool and permits for use of City facilities.
- Held the bi-weekly Director's meeting with all Department heads.
- Along with the Community Development staff, met with the marketing team for our Downtown Waukesha rebranding to discuss a Downtown social media campaign.
- Along with Rebecca, held our 6th leadership class session in the Leading Waukesha program.
- Attended the Waukesha Center for Growth Board Meeting.

##### Week of March 13:

- Met with Chris Pofahl and Rebecca to discuss proposed changes to the City cell phone plans and policies.
- Met with staff from the Park, Rec, and Forestry Department on their ideas for establishing effective City marketing.
- Working with Jennifer to make sure we have reviewed a complete list of all potential new City Hall locations.
- Working on researching the request at the last Council meeting to have the Redevelopment Authority be able to purchase property.

#### Assessor

- Assessment notices will be sent out April 21 to all property owners. Open Book will run from April 24 – May 12 by appointment in the Assessor's office. The first meeting of the Board of Review will be May 22 at 8am in the Council Chambers.
- The assessment roll will be on the Assessor's website. Hard copies will be available in the Assessor's Office and at the Waukesha Public Library.

#### Cemetery

- Encouraging everyone to think Spring! There is an array of beautiful silks for purchase at the Cemetery. Please stop by or call the office for more details.

#### Clerk/Treasurer



- A total of 644 Bartender Licenses Renewal applications due to expire June 30, 2017, were mailed Friday, March 10<sup>th</sup>. The deadline for applications to be returned is April 21, 2017.
- Liquor License Renewals due to expire June 30, 2017, is underway for approximately 150 establishments. The deadline for Liquor License Renewals is April 18, 2017.
- Of the 16 Sidewalk Café Permits expiring February 28, 2018, 8 have been processed and issued. Late applications are still being accepted.
- Miscellaneous License Renewal applications for cigarette, jukebox, bowling alley, mobile home, secondhand dealer, private alarms, etc. are being mailed. The deadline is April 18, 2017.
- The deadline for applying for a pet license is March 31, 2017. Any licenses received after April 1, 2017 will be charged a \$5 late fee. The City's portion on either a \$10 altered or \$15 intact dog license is \$4.25. We receive an additional percentage of collections from the County in May after costs and state fees are calculated.
- A Liquor License has been issued to Case del Rio Restaurant, 408 E. Main St. They took over for Case Ole which closed late last year.
- District IV Meeting for Wisconsin Municipal Clerks Association was attended by 2 staff members. The Agenda consisted of Open Meetings/Public Records Law, Alcohol Licensing Refreshment, and 2016 Election Recount.
- Spring Election is April 4, 2017. The offices on the ballot are: State Superintendent; Justice of Supreme Court; Court of Appeals Judge; District 2; Circuit Court Judge, Branch 3, 4 and 11; and Waukesha School District School Members. Also on the ballot are Alderpersons for Districts 2, 3, 6, 7, 10 and 13.
- Absentee ballots were mailed March 14, 2017, to 822 voters; 750 permanent and 72 regular. Absentee Ballot Applications can still be accepted through March 30, 2017 for regular voters. (The deadline for requesting an Absentee Ballot for indefinitely confined or military is March 31, 2017.
- Trained Special Voting Deputies are scheduled to administer 205 Absentee ballots to 9 Nursing Home facilities the week of March 20, 2017.
- In-Office Absentee voting starts March 20, 2017, through March 31, 2017. In-Office voting hours are from 8 am to 4:30 pm, except March 31<sup>st</sup>, the office will remain open until 5 pm.
- The second installment for real estate taxes is due Friday, March 31, 2017. No reminder mailing is sent for installment dates. Payment can be made by cash, check, credit card, (which includes a 2.39% fee), Visa debit card, (which includes a \$3.95 fee) or pay online payments with a checking account for a \$1.50 convenience fee can be made at: <http://www.waukesha-wi.gov/227/Tax-Payment-Methods>

### **Community Development**

- New bike racks were installed throughout downtown. The City would like to thank the Waukesha Bike Alliance for their fundraising help to purchase these racks and their guidance in selecting locations for them.
- The Landmarks Commission is accepting nominations for their annual awards. They seek to honor those who have contributed to historic preservation or restoration. Nominations are due Monday, April 3, 2017. <http://waukesha-wi.gov/1058/Landmarks-Commission-Awards>

### **Finance**

- Working on Cemetery accounting.
- Preparing for Debt issuance.
- Closing out 2016 grants.

- Accumulating 2016 Capital Asset information.
- Setting up Financial Report Writer module.
- Hired back Denise Vandenbush-Kohlman as the Special Projects Accountant. She starts on March 22, 2017
- Closed out 2016 projects and are currently accruing retainage and unbilled expenses

### **Fire Department**

- The month of March presented the fire department with an awesome opportunity to be on the receiving end of Emergency Medical Services training conducted by Dr. Casey Brown on the topic of Recognizing the Signs of Child Abuse and Proper Notification. Dr. Brown is a pediatrician from California, specializing in Child Abuse Pediatrics. She is currently involved in a fellowship at Children's Hospital of Wisconsin and is considered an expert (1 of 5 doctors in Wisconsin) in diagnosing and treating various issues which develop due to child abuse.

As mandated reporters, it is critical that our emergency medical responders be knowledgeable in this area, so they can provide the necessary care when confronted with this type of situation.

### **Human Resources**

- Currently reviewing applications for the Human Resources Generalist position.

### **Information Technology**

- Finalizing the email migration for City staff and distribution lists. Next week we will reach out to the Council members and schedule a time when we can migrate them.
- Working on some security initiatives that address concerns found during financial and CJIS audits.
- Preparing to implement a new firewall next week. The new firewall helps with a layered security strategy IT has been working on. It gives IT insight into network behavior before, during, and after an attack.

### **Library**

- What's more fun than reading your favorite book? How about making an edible version of it? Create your masterpiece and enter it in Waukesha Public Library's third annual Edible Book Festival on Saturday, April 8! Your entry may be inspired by a favorite story, a pun on a title or simply a dish in the shape of a book. All entries must be book related and constructed entirely from edible ingredients. Everyone is welcome to enter this family-friendly event, and prizes will be awarded! Registration is required to compete, but you may also attend to view the entries and vote for your favorites. To register, or for more details, contact the Reference or Children's Desk, call 262-524-3682 or visit [waukeshapubliclibrary.org](http://waukeshapubliclibrary.org).

### **Parks, Recreation and Forestry**

- Hooper Hands are offering basketball classes starting on Saturday this week. It is not too late to sign up <http://waukeshaprf.maxgalaxy.net/Home>
- The Before & Afterschool 5K Fun Run has been scheduled for Sat. May 13<sup>th</sup> at Frame Park. Hope to see you there!

## **Police Department**

- In 2015, the first year of the Drug Disposal program at the Police Department, 151 pounds of medications were collected. In 2016, the Department collected 613.56 pounds of medications. This program is important to properly dispose of unused or unwanted medications so that they do not end up in the water supply and are kept out of the wrong hands.

## **Public Works**

### **Engineering Division**

#### **N. Grandview Blvd. & Northview Road Intersection Improvement**

- 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 well on relaying main ahead of project
- City Contractor started March 13th with tree removals & setup.
- Next week the underground subcontractor will be starting the sanitary sewer relay work.

#### **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
- City and County portion construction is planned to start late April.

#### **2016 E. Sunset Drive Improvements**

- The project is currently shut down for winter
- The Contractor is anticipating re-starting April 3, 2017.

#### **2016 Concrete Sanitary Sewer Lining - West**

- Currently under construction in the vicinity of the Clean Water Plant.
- 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**

- Contractor is installing traffic signal poles and wires.
- 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 anticipated award at Common Council is 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 April.

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

- Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements - Official Notice March 10, 2017.
- NW Barstow Street Utility and Street Improvements – Bid opening March 17th, 2017.
- Alley#61 and Dunbar Oaks Alley – Bid opening March 17th, 2017.
- Arcadian Avenue Utility and Street Improvements - Official Notice March 24, 2017.

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

- Caroline Street Utility Improvements
- N. Grand Avenue & South Street Improvements.
- W. Sunset Dr & S. Grand Avenue Traffic Signal.

### **Clean Water Plant**

- No service interruptions at lift stations due to this week's snow storm.
- Only one lift station power outage from storm last week.
- Finished DNR monthly Discharge Monitoring Report.
- Uploading data to CH2M for chloride reduction program.
- Fine tuning gas membrane operation.
- Updated sewer utility annual revenue bond disclosure statement.
- Continuing work on action items from Liberty Mutual hazard assessment.
- Updated hearing conservation and fall protection written programs.
- 2 operators attending class March 16 on fall protection equipment inspection.
- Comparing quotes for hoist beam loading evaluations at pump stations.

### **Street Division**

- Managed two snow storms
- Continuing spring ditch & culvert cleaning
- Continuing patching potholes
- Continuing street sweeping
- Continuing sanitary sewer flushing

### **Transit**

Successfully operated through snow storms  
Continuing negotiations with the union for a new contract