



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: February 16, 2018

City Administrator Highlights

Week of February 5:

- Held a Public Information Meeting regarding the Whiterock Redevelopment and Frame Park Enhancements proposal.
- Held the fourth of twelve sessions of this round of the City's Leadership Class. We have 11 employees going through the program this round.
- Held a Director's Meeting with all Department Directors. Part of the meeting was discussing some of the principles that are being taught in the City's Leadership Class.
- Held meetings regarding the baseball proposal for Frame Park and Whiterock Redevelopment.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Chris Pofahl.

Week of February 12:

- Held meetings regarding the baseball proposal for Frame Park and Whiterock Redevelopment.
- Along with Jennifer Andrews and Rich Abbott, met with a developer for a potential new project.
- Along with Jennifer Andrews and Ald. Rodriguez, met with a developer for a potential new project.
- Met with City Staff and Ald. Bartels to discuss Panda Express.
- Held regularly scheduled meetings with Rich Abbott, Chief Howard, Chief Jack, and Chris Pofahl.

Upcoming Key Meeting Dates:

- **Monday, February 26 and Tuesday, February 27, various times, Mayor's office-** Individual interviews with the Strategic Plan consultant for each Aldermen (contact Rebecca Pederson if you are unsure of your time).
- **Monday, March 26 and Tuesday, March 27, 8am-4pm, EB Shurtz Building-** 2-day Strategic Planning workshop for all Aldermen, Department Heads, Mayor and City Administrator

Clerk/Treasure Updates

- In-Office Absentee began February 5th and continues through February 16th. Through February 14, 2018, there were a total of 114 voters who voted during In-Office Absentee. Of the 912 mailed Absentee ballots, 323 have been returned as of February 15, 2018.
- Prepared polling material, election supplies, and voting machines for the Spring Primary, which are delivered by Department of Public Works to each polling location on February 19, 2018.



- Gina conducted a Chief Election Inspector meeting on February 16th to review guidelines and laws, and to discuss any situations which may occur during the February 20th Election.
- Online & mail-in voter registration is currently open for the April 3rd Election. The deadline to register online and via mail is March 14th. After that date, registrations must be submitted in person at the Clerk-Treasurer’s Office for the April 3rd Election.
- Issued a Reserve “Class B” liquor license to Casa Tequila Restaurant, located on Kossow Road, on February 12, 2018. This is the first Reserve liquor license our office has issued.
- On February 23rd, liquor license renewal packets will be mailed to approximately 150 establishments holding a liquor license. Renewal applications are due Friday, April 6, 2018.
- The Lottery Credit report for mobile homes was submitted to the County for reimbursement from the State.
- An additional \$55,000 in tax payment refunds have been issued to individuals who had mortgage company overpayments. Approximately \$300,000 has been refunded for the 2017 tax year.

Community Development

- YP Week (Young Professional Week) is coming to Waukesha on April 22-28. City staff are coordinating events with local businesses and the Business Alliance for that week. www.ypweek.com.

Police Department

- In January of 2015, the Waukesha Police Department implemented a drug disposal program that encourages citizens to drop off their unused and unwanted prescription drugs and medications. The goal of this program is to provide citizens with a safe, secure and anonymous location to dispose of medications and ensure that they don’t end up in the wrong hands. During its first operational year, the Waukesha Police Department collected 151 pounds of prescription drugs and medications. In 2017, the Waukesha Police Department collected 1,283 pounds of prescription drugs and medications. This program has created a safer Waukesha community.

Statistics from Drug Disposal Program

YEAR	WEIGHT COLLECTED (LBS)
2015	151
2016	613
2017	1,283

Public Works

Engineering Division:

The following projects have been designed and are out to bid with a bid opening date of 2/16/18:

- 2018 Concrete Pavement Patching
- 2018 Concrete Sidewalk Replacement
- Northview Road Reconstruction - Phase 1
- Boiler Replacements at the Police and Park Rec Department buildings
- 2018 Historical Lighting Upgrades

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

- South Street and Gaspar Street Utility and Street Reconstruction
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction
- 2018 Concrete Sanitary Sewer Lining

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

- The Greenmeadow to CWP interceptor sewer project.
- 2018 Pump Stations
- 2018 Resurfacing
- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)

The following projects were completed in 2017 and the contract close out process is ongoing with only punch list items remaining.

- West Waukesha Bypass
- W. Sunset Dr. & S. Grand Avenue Traffic Signal
- N. Grandview Blvd. & Northview Road Intersection Improvement
- N. Grand Avenue and South Street Utility and Street Improvements
- 2016 Concrete Sanitary Sewer Lining - West
- 2017 Concrete Sanitary Sewer Lining - East
- NW Barstow Street Utility and Street Improvements
- Alley#61 and Dunbar Oaks Alley
- Jefferson Ave / Oscar St / Greenway Ter / Butler Dr. / Saratoga Dr. Utility Improvements
- Arcadian Avenue Utility and Street Improvements
- 2017 Asphalt Pavement Resurfacing
- Kossow Road & Abbott Street Traffic Signal Installation
- 2016 E. Sunset Drive Improvements
- Caroline Street Utility and Street Improvements
- Bethesda Park
- Saratoga Sports Complex
- Historical Lighting Upgrades 2017
- Moreland Blvd Bridge Maintenance and Repairs
- River Valley Road Sewer extension & Fire Station Driveway
- Horeb Park Lighting Upgrades
- 2017 Crackfilling
- West Ave / Glenwood Ave Utility Improvements

Fire Station #3 & Police Substation

- We are in the final stretch. The walkthrough for the punchlist is scheduled for Friday Feb. 16th.
- The Furniture will begin arriving on Monday Feb. 19.
- Owners Training for all trades is scheduled for Feb. 23rd.
- The Warning system for drivers on Les Paul Parkway is being tested today.
- Move in day is scheduled for Feb. 26th for the Fire Department and early March for Police Department.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018.

Other items

- Location survey for this year's projects
- Asbuilt surveys for completed projects
- PIMs for South / Gaspar and Northview Rd Projects
- Design is ongoing for the following projects:
- The reconstruction of Northview Road project which is planned for 2018 & 2019.

Clean Water Plant:

- Working on January Discharge Monitoring Report for DNR
- Preparing air permit report for DNR
- Bio-solids land application low bid accepted for 2018
- Proposals for beneficial bio-gas utilization study reviewed
- Update meeting on preliminary design report regarding Lake Michigan return flow held
- Reviewing Operator position candidates
- Upgrading equipment from CIP in bio-solids thickener
- Preparing information for Clean Water Fund Loan application for sewer CIP interceptor project
- Wellness Center presentation for all plant employees

Transit:

- New security cameras are being installed on the concourse at the Transit Center.
- Fixed Route ridership decreased 2.1% to 630,003 in 2017. Overall the system had 12.13 passengers per hour of service.
- Metrolift ridership decreased 8.4% to 9,693 in 2017. Despite the decrease, passengers per hour of service increased 22% to 2.15 due to new software that modernized scheduling and dispatching of Metrolift trips.
- Fixed route ridership for January 2018 increased 6.3% and Metrolift ridership decreased 2.9%.
- New Route 2, 3 and 15 schedules took effect February 19th. Changes included adding earlier weekday service to Big Bend Rd., having the first Route 3/15 serve Meijer on Saturday mornings and eliminating of the Route 2 8:50 pm trip on Saturdays.

Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- Salt barrels being placed and refilled throughout winter.
- Sign installation/removal approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.
- Mechanics repairing and maintaining city fleet.
- Voting equipment set-up and take-down
- Sewer camera and flushing continues.
- Snow removal downtown and cul-de-sacs.