



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: January 12, 2017

City Administrator Highlights

Week of January 1:

- Interviewed the three Architectural firms who were finalists for creating designs for our new City Hall project or remodel. One firm was chosen after the interviews. A contract will be coming before the Common Council soon for approval.
- Held regularly scheduled meetings with Rich Abbott, Chief Howard, Chief Jack, and Chris Pofahl

Week of January 8:

- Held first Leadership Class of our new session. There are 11 participants from different Departments
- Held a TIF Debt Discussion with the Finance Department and Baird
- Hosted a breakfast for other City Managers in Waukesha County. Tim Casey of the Waukesha Center for Growth was the invited speaker and gave an update on their progress
- In the Mayor's absence attended retirement celebrations for two City employees and presented the City retirement gifts
- Attended the Waukesha Center for Growth Board Meeting
- Held a quarterly meeting with Ron Grall, Fred Abadi and Jennifer Andrews
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Ron Grall

Clerk/Treasure Updates

Tax-Treasurer

- December real estate and personal property tax payment receipts totaled \$76.8 million dollars, approximately 59% of the total \$129+ million tax roll (compared to \$72.7 million last year.)
- Payments made by eCheck/Online totaled \$2.6 million, Waukesha State Bank approximately \$19.9 million, In-person Counter payments at City Hall totaled over \$13.1 million and Mailed Payments, \$41.2 million.
- Wednesday, January 31, 2018, is the due date for the first installment of real estate taxes or if paying the total amount due.
- Our office continues to promote online tax payments at no cost to the City. The customer fee for online payments is \$1.50 for paying by eCheck (paid by entering the bank routing number and checking account number); \$3.95 for Visa Debit; and 2.39% if using a credit card.



Clerk

- The Spring Primary will be held at all poll locations Tuesday, February 20th for Wisconsin Supreme Court Justice and Municipal Court Judge.
- The statutory deadline to mail Absentee ballots is January 30, 2018, for Electors with valid applications on file. We have approximately 750 voters on this list.
- Staff members viewed a Webinar for Managing and Tracking Absentee Ballots in the WisVote database to properly record these mailings and returns.
- Trained Special Voting Deputies will visit 9 nursing homes in the City to administer absentee voting at those locations as prescribed by law prior to every Election.
- January 31, 2018 is the deadline to register to vote by mail or online at www.myvote.wi.gov for the Spring Primary.
- In-Office Absentee Voting will begin February 5th and end February 16th.
- As of January 9, 2018; 700 dog licenses have been issued, and 72 cat licenses have been issued. License renewals are due March 31, 2018. After April 1, 2018, there is a \$5 late fee per animal.

Information Technology

- IT is starting the classes for the IT Security Awareness Program on January 15th. The first class covers the mechanisms of spam, phishing, spear-phishing, spoofing, malware hidden in files, and Advanced Persistent Threats.

Parks, Recreation and Forestry

- The Parks, Recreation & Forestry Department is looking for volunteers for some upcoming events.
 - **JanBoree (New opportunities Added)**
Friday, January 26, Saturday, January 27 and Sunday, January 28, 2018
<http://www.signupgenius.com/go/4090c4cafae2ea2f85-janboree1>
 - **Daddy Daughter Dance**
February 10, 2018
<http://www.signupgenius.com/go/4090c4cafae2ea2f85-daddy>
 - **2018 – 26th Annual Trailbreaker Marathon**
Saturday, April 7, 2018
<http://www.signupgenius.com/go/4090c4cafae2ea2f85-2018>

Public Works

Engineering Division:

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

- The interior construction is continuing with tiling, painting and cabinetry.
- With the good weather this week, exterior caulking, fascia and gutters progressed well.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018. We anticipate moving the employees into the new building in March 2018.

Other items

- Location survey for next 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 2018 & 2019.
 - The Greenmeadow to CWP interceptor sewer project.
 - South Street and Gaspar Street downtown reconstruction project
 - Fairview Avenue and Motor Avenue reconstruction project.
 - 2018 Sewer Lining
 - 2018 Pump Stations

Transit:

- First phase of 2018 security upgrades at Transit Center was completed the January 4th
- Second phase of 2018 security upgrades at Transit Center will begin later in January
- Contract for bus advertising sales has been assigned to Vector Media which has purchased Direct Media, the current bus advertising sales contractor.
- Pre-production meeting for 2018 Bus Order will occur in the near future.
- Working with Milwaukee County Transit to switch the weekday morning transfer point from Executive Drive in Brookfield to the Brookfield Square stop. The main transfer point for all trips between the two systems would occur at Brookfield Square which would avoid some standing confusion.
- Planning for bus stop changes to better serve customers that would be implemented later this year.

Clean Water Plant:

- November Discharge Monitoring Report submitted to DNR.
- WPDES permit application submitted to DNR for Fox River renewal and new Root River discharge.
- Final Chloride Report for current plant permit term submitted to DNR.
- Sewer Use Ordinance changes under review by DNR.
- Industrial Discharge Permits renewed for 2018.
- Returned to use of ferric chloride for phosphorus removal.
- Gas storage membrane replaced under warranty.
- Annual fire system inspections complete.
- Working on contract closeout for plant upgrades.

Streets Division:

Sewer crew:

Flushing & televising sewers

Street Cleaning Crew:

Picking up Christmas trees for recycling

Mason Crew:

Cleaning catch basins and storm ditches

Road Maintenance Crew:

Continue to patch potholes, hauling fill to Northview Park

Signs and Guides Crew:

Continue to repair street lights, traffic signals and signs

Garage Crew:

Continue to service and repair City Fleet equipment