



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 17, 2017

City Administrator Highlights

- Reminder: The tour of Oak Creek is schedule to leave Waukesha City Hall on Tuesday, February 21 at 5:30 p.m. A box dinner will be provided. We have a packed schedule, so please arrive on time at City Hall. The regular City Council meeting has been moved to Thursday.
- Held Meeting to review the rental polices for City recreation facilities as a follow up to the incident at Schuetze Recreation Center. Working with Parks Recreation and Forestry staff and the City Attorney's office to address rental policy.
- Working with Rebecca and other departments on combining our City social media accounts. By March 15, Parks, Fire, and Community Development will be moving to posting through the City's Twitter and Facebook accounts. This is an effort to better reach our residents and for us as a City to speak with one voice.
- Working on reviewing our HR policies as we work to put together a more concise and readable manual for employees.
- I will be out of the office Wednesday March 1 through Friday March 3 attending the WCMA Winter Conference.

Cemetery

- The Cemetery wants to remind customers that they should start removing personal Christmas wreaths beginning now through the end of February.
- The Cemetery's new indoor niche columbarium is now completed. All are invited to see it and see the great spots available.

Community Development

- The Waukesha County Business Alliance, the City of Waukesha and Habitat for Humanity of Waukesha County will participate in the expanded YPWeek (Young Professionals Week) Wisconsin from April 22 to 29, 2017. The grassroots program, organized by NEWaukee with support from the Wisconsin Economic Development Corporation (WEDC), is designed to retain, excite and grow the state's talent pool. The City's Community Development Department is involved with organizing the events on Saturday, April 29 including a project with Habitat for Humanity of Waukesha County and a "Five Points Food & Froth Frenzy" with activities in downtown Waukesha.



Fire Department

- The Department has been working on many large capital projects. The following is a timeline for the bid process for new Fire Station #3
 - February 10, 2017 – Plans Available to Contractors
 - February 22, 2017- Pre-Bid Meeting
 - March 3, 2017- Opening of Bids
 - March 9, 2017- Board of Public Works Approval
 - March 21, 2017- Common Council Approval
 - Mid-April 2017- Tentative Start of Construction
- The Department signed a contract with Pierce Manufacturing and Reliant Fire Apparatus for a new fire engine. The final completion of the truck is scheduled to be mid-November 2017.
- The Department is also in the final phases of evaluating bids for the fire station alerting project and has been working closely with the Police Department and IT Department regarding this project. This item is anticipated to be presented to the Information Technology Board on March 1, 2017, Finance Committee on March 14, 2017, and the Council on March 21, 2017. It is anticipated the completion of this project will take a majority of the year and result in a decrease in call processing times.

Human Resources

- The Department completed the required reporting under the Affordable Care Act for 2016 and has issued W2s and other relevant tax documents to employees.
- All year end reports (payroll, pension, taxes, workers' compensation, flexible spending, health reimbursement) have been completed.
- The City is currently recruiting for eight vacant positions in various departments.
- The Department continues to work with the IT department to implement the NeoGov software modules which will support the application process and the performance evaluation system.

Information Technology

- Beginning next week IT will begin to transition people from the e-mails of @ci.waukesha.wi.us to @waukesha-wi.gov. All e-mail sent to the old address will still be received, however, once transitioned by IT your contacts should be notified to update your e-mail address.
- On Sunday, there is some electrical work that needs to be done in the data center, which will require the power to be off for about 3 hours. The outage will be Sunday morning on February 19, 2017 from 0700-1000.

Parks, Recreation and Forestry

- The Department has several new seasonal employment opportunities which are available on their website.
- There is a new look along the Riverwalk from Barstow Plaza to Youman's & Veteran's Parks. PRF has been updating and installing new park benches.
- The Friends of WPRF are conducting a membership drive and are looking for more members and volunteers.
- The Dog Run on MacArthur Drive has recently been mulched and is ready for use.

Police Department

- A Letter of Appreciation was provided to Sergeant Kyle Bergner, Dispatcher Katie Chojnacki and Dispatcher Amanda Huenink for their work in helping delivering a baby over the phone on a 911 call. A copy of the letter is attached.

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 to start this week on relaying main ahead of project
- 2nd Public Information Meeting is set for Monday February 20th, 5:00-6:00 in the council chambers
- Construction is planned to start early March

West Waukesha Bypass

- Project design is complete and the project is out to bid
- Bid open is scheduled for Friday, February 17th
- Construction is planned to start around the middle of April

2016 Concrete Sanitary Sewer Lining - West

- Currently under construction in the vicinity of MacArthur Rd and St Paul Ave.
- 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
- Construction is planned to start early May

West Ave / Glenwood Ave Utility Improvements

- Project design is being finished
- Waukesha Water Utility Bid Opening on March 3rd.
- Construction is planned

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

- Arcadian Avenue Utility and Street Improvements
- 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

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

- Arcadian Avenue Utility and Street Improvements
- Caroline Street Utility Improvements

Streets Division

- Crews have been out fixing potholes
- The spring ditch & culvert cleaning has started
- Sanitary sewer line flushing continues
- Crews are working at Park Rec garage repairing a storm sewer line
- Leaf composting continues
- Staff is working on spec. for 2017 equipment purchases

Transit Division

- Implemented the new Metrolift Scheduling & dispatching Software, Ecoline. The Ecoline system utilizes tablets in the buses, eliminating the need for paper manifests and manual data entry for trip history. Eliminating the data entry has saved at least one hour of staff time a day. The system also uses dynamic scheduling to optimize changes that occur during the service day (cancellations, delays, etc.) which will make Metrolift more efficient.

Clean Water Plant (aka WWTP)

- The major plant upgrade project nearly completed. Currently, completing a few remaining punch list items
- The 2016 annual bio-solid report was submitted to the DNR. We land applied 1,096 tons of bio-solids.
- Our Clean Water Plant will be hosting a regional Wastewater Operator Association meeting on May 11th.