



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: February 28, 2020

City Administrator Highlights

- Attended and spoke at the Town Joint Review Board, Town of Waukesha and Town of Mukwonago Public Hearing. These were all part of the Town's incorporation efforts.
- Attended a weekly meeting with a City staff team to discuss the Town's incorporation efforts.
- Participated in an Economic Development Roundtable which was hosted by the Waukesha County Center for Growth.
- Met with the newly hired Dean of Businesses at Carroll University
- Met with R&R Insurance
- Met with Sergeant Anderson of the Police Department as we plan for an employee training session next month on safety and security procedures for our employees.
- 2021 will be the 125th Anniversary of becoming a City. We have held meetings internally to discuss ideas and held a meeting with a number of our Community Partners to start generating additional ideas and support. More information will be coming out as plans are created.
- Attended the meeting of the Leadership Alumni Group which is made up of graduates of the City's leadership class. The employees meet together once per month for events. This month's event was learning about the operations of the City Garage and taking a tour of the facility.
- Attended the Employee Health Center's Year- End Utilization review meeting
- Held regularly scheduled monthly meetings with Aldermen: Perry, Lemke, Cummings, Johnson, Manion
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Rich Abbott, Chief Howard, Fred Abadi, Ron Grall, Chris Pofahl, Gina Kozlik, and Chief Wagner.

Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Bartels- Tuesday, March 3 at 5:15pm
 - Ald. Moltzan- Wednesday, March 4 at 1pm
 - Ald. Browne- Wednesday, March 4 at 4pm
 - Ald. Rodriguez- Monday, March 9 at 5:15pm
 - Ald. Pieper- Tuesday, March 10 at 4pm
 - Ald. R. Lemke- Tuesday, March 10 at 5:15pm
 - Ald. D. Lemke- Wednesday, March 11 at 3pm

Save the Dates

- First Celebrate Waukesha Breakfast of the year will be on Tuesday, April 28 at 7:30am at Tuscan Hall



- Council Retreat will be on Saturday, May 2.

Clerk/Treasurer

- The city-wide turnout for the Spring Primary was 21% with 6,952 voters voting at the polls and 1,160 ballots cast by absentee. Staff is working on recording voter participation into the statewide voter database.
- The Spring Election and Presidential Preference Primary will be held Tuesday, April 7th. In addition to the Presidential Preference and Spring Offices there will be a referendum on the ballot: <https://waukesha-wi.gov/256/Election-Notices>.
- Absentee ballots will be mailed by March 17, 2020 to electors who have valid requests on file. Absentee ballots can be requested online at www.myvote.wi.gov.
- Voter registration by mail and online closes March 18th, 2020 before the Spring Election. Any registrations after that date must be done at the Clerk's office or on Election Day at the polls.
- Lottery Credit application forms for 2019 taxes have been turned over to Waukesha County. To qualify, the property must be the homeowner's primary residence as of January 1st, 2019. Fifteen homeowners filed new claims in the amount of \$2,416.20. Any additional requests for lottery credit adjustments are required to be directly submitted to the Dept. of Revenue by October 1st (Late Lottery Credit applications). 92 Manufactured/Mobile Homes lottery claims were also submitted to DOR in the amount of \$13,287.51.

Parks/Recreation and Forestry

- The Trailbreaker Marathon to raise funds for the Parks Department is April 4
- Spring activities are right around the corner. The following are upcoming deadlines:
 - Adult Softball/Kickball Leagues- Registration Deadline is March 27.
 - Youth Baseball, Softball, T-ball- Registration deadline is April 16.
- The Earth Day Parks Cleanup will take place on April 25.
- "The Moving Wall" will be coming to Cutler Park in Waukesha on May 21-25. Efforts are currently ongoing to raise financial support for bringing "The Moving Wall" and for volunteers.

Public Works

Engineering Division:

New City Hall

City Hall Update (3 week look ahead from 1/15/20)

- The contractor is currently working quickly to fully enclose the building, they have placed temporary heaters
- Next, the contractor will move forward with pouring the concrete floors.
- Videos and pictures of construction progress are available on the City's website at: <https://waukesha-wi.gov/1852/City-Hall-Construction>

Greenmeadow Sanitary Interceptor Sewer

- The only work remaining includes the demolition of the Greenmeadow pump station site.

2020 N Barstow Street Utility and Street Improvements

- With the gas leak occurring on Wednesday, February 26, and the desire of the contractor to also complete the 24-Inch water main connection in conjunction with the 12-Inch water main crossing within the Main St. and Barstow St. intersection, the re-opening of the Main St. intersection will

be pushed back until early next week. The Contractor is targeting a Tuesday (3/3) re-opening of the Main St./Barstow St. intersection once all of the water main work is completed. They will be temporarily paving the intersection to re-open it to traffic

2020 Hartwell Ave and Oxford Rd Utility and Street Improvements

- The City's contractor will begin setting up traffic control, moving in equipment, and saw cutting on S Hartwell Avenue and Oxford Road beginning on Friday (2/28/2020).
- The underground contractor, MJ Construction, will begin with the sanitary sewer relay and watermain work beginning at the intersection of S Hartwell Avenue and Wabash Avenue and working North towards E Newhall Avenue on Monday (3/2/2020).
- *Traffic Control/Access*
During construction, S Hartwell Avenue (E Wabash Avenue to E Newhall Avenue) and Oxford Road (S East Avenue to S Hartwell Avenue) will be closed, but allowing access to local residents. **Please follow the traffic control devices and signs.**

Clean Water Plant:

- DNR WPDES Permit was reissued effective January 1st 2020, the reissued permit includes discharge limits for both the Fox and Root Rivers.
- Plans and specs for return flow pump station and advanced phosphorus treatment submitted for DNR review.
- Updated Impact Fee analysis underway.
- New interceptor on line eliminating Greenmeadow and Woodfield lift stations.
- Greg Markle and Hunter Willis graduated Leading Waukesha class.

Transit:

- Routes 1, 2, 3, 4 and 15 and the Wisconsin Coach Lines Route 901 detours are in effect due to the Barstow construction project.
- Working on implementing the approved adjustments to Route 7 that will be effective April 6th. Also minor schedule changes to Route 2 will occur at that time.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. SEWRPC outreach efforts continued with productive meetings with the School District of Waukesha, Waukesha based social service agencies and a lunch event for businesses hosted at the Waukesha County Business Alliance.
- Seeking quotes for wayfinding sign project at the Transit Center to help direct the public through the Transit Center and to/from the Skywalk to the new City Hall.
- The 2020 paratransit buses on order with Arboc and are expected to be delivered in early June.
- The 2021 fixed route buses are on order and are expected to be delivered in late January 2021.
- Researching new AVL systems that can improve real time information to passengers and provide more data to staff.
- Working on submitting 2020 FTA grants.