



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner

klahner@ci.waukesha.wi.us

### MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: March 2, 2017**

#### City Administrator Highlights

##### Week of February 20:

- Held meeting with the Mayor, Police, Fire and Brian Running to discuss the steps it would take to receive 911 calls in our City Dispatch Center.
- Attended a meeting with Jennifer and the Mayor to discuss traffic signals at Sunset and Badger Drive
- Held the bi-weekly Director's meeting with all Department heads.
- Attended the Waukesha Intergovernmental Health Group Advisory Meeting. The main item on the agenda was considering if the Waukesha Water Utility could join the Health Clinic.
- Along with Rebecca, held our 5th leadership class session in the Leading Waukesha program.

##### Week of February 27:

- Conducted interview with TMJ4 regarding our process for City Hall and whether to renovate our existing facility or look to build new.
- Met with Chris Pofahl and Chief Howard to discuss our new TRAKiT software and what it will mean for fire inspections.
- Met with Rebecca, Chris Pofahl and Donna Whalen to review and discuss establishing clear cell phone policies for City employees.
- Conducted a driving tour of rental properties in the City with Chief Howard, Building Inspector Mike Mazmanian and Jennifer Andrews to discuss our next action steps.
- Attended the Wisconsin City/County Management Association's Conference in Oshkosh, WI and conducted a presentation for the conference on our shared employee health clinic.

#### Clerk/Treasurer

- Expanded information is now available to the public through the Civic Plus website calendar. This allows the Clerk's office to attach a link for a pdf of the actual permit issued for viewing by the public (and additionally used by the Police Dept.) Citizens can sign up through Notify Me to get an email alert when items are added to the calendar.
- Switched credit card machine providers for the departments from FIS Merchant Services to Elavon for an estimated cost savings of 15,000 – 20k under the State Contracted rates with this new provider.
- Rolled out new election equipment after testing late 2015 for the 2016 Elections. There were 4 Elections in 2016, with the April election having a 62% turnout and the November election at 90%.



- Liquor licenses renewals for establishments and off premise carry were mailed this week. The deadline to return the renewal paperwork is April 18<sup>th</sup> to ensure getting through O & L and Council before expiration on 6/30/17. Late returns are subject to a 10% late fee per our ordinance.

### **Community Development**

- Organizing a community art project called Waukesha Canvas where residents will express their love of community through a watercolor painting. Our team of volunteers will staff a mobile art studio consisting of nothing more than watercolor paints, paper, and paintbrushes. Volunteers will travel throughout the city seeking participation from residents in neighborhoods from all socio-economic backgrounds, cultural hubs, as well as from leaders in our major business district. Community Development received funding for this project through a Spark Grant. Waukesha Canvas is scheduled to start in May and run through August, 2017. To help with project they are collecting empty plastic milk jugs!

### **Finance**

- Continuing to close out the 2016 books, while keeping up with 2017 items.
- The applications for the special projects accountant are in and are continuing in that process.

### **Library**

- Beginning February 23, 5:30 - 6:30 PM, the community is invited to participate in Waukesha Public Library's Language Exchange. The informal series, open to native Spanish and English speakers of various skill levels, is designed to help you practice your Spanish or English skills while you help others learn your home language. The program will meet on the last Thursday of each month February through May. No registration required.
- *Putin's Way*, a FRONTLINE documentary on Vladimir Putin's career, will be shown on Wednesday, March 8, 10:00 AM at Waukesha Public Library as part of the Donuts & Documentaries series. The film investigates Vladimir Putin's autocratic rule and the accusations of criminality and corruption surrounding it. The documentary will be followed by an informal discussion with coffee and doughnuts provided by Friends of Waukesha Public Library. The Library's Doughnuts & Documentaries series is held on the second Wednesday of each month in the Community Room. Details are available through the Reference Desk, by calling 262-524-3682 or at [waukeshapubliclibrary.org](http://waukeshapubliclibrary.org).
- Library Director, Grant Lynch resigned his position at the Waukesha Public Library, effective April 1, 2017 to pursue another professional opportunity.

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

- The Forestry Division was awarded a Gold Leaf Award from the International Society of Arboriculture for 2016 Arbor Day Activities at the recent Wisconsin Arborist Association Conference. Congratulations Forestry!
- The Trailbreaker Marathon on April 1<sup>st</sup> is offering a 10k option for the event. Early registration ends on March 12<sup>th</sup> at midnight.
- The Ice Skating Rink at Lowell Park is closed for the season.

- An Oktoberfest Committee is being formed. Contact Joanna Adamicki if interested in joining. ([jadamicki@waukesha-wi.gov](mailto:jadamicki@waukesha-wi.gov))
- The first Tribute Tuesday Concert for this summer has been set. It will feature a tribute to Tom Petty. More details to come.
- The Parks, Recreation & Forestry Administrative Services Center is now switching over to LED lighting in the parking lot.
- On Friday, March 10<sup>th</sup> the Cool School Day off program will be learning how to "Ride the Bus" in conjunction with Metro Transit.
- The date and theme for Buchnerfest Children's Festival has been announced. Buchnerfest will be on June 10<sup>th</sup> celebrating "Building a Better World".
- The Senior Shamrock Event is scheduled for March 13<sup>th</sup>. Call 262-524-3714 for more information.
- Sign up to volunteer at the Trailbreaker Run on Saturday, April 1<sup>st</sup>. Call Isaac at 262-349-5801.
- Help clean up the trash for Earth Day on Sat. April 22 from 8:00 am – Noon. Email [ipalmer@waukesha-wi.gov](mailto:ipalmer@waukesha-wi.gov) if you or a group is interested in helping.
- We continue to update the Riverwalk. New trash cans have been added.
- The Emerald Ash Borer has taken hold of trees near Heyer Elementary School. These trees will be taken down in the next few weeks. For more information about the Ash Borer visit our website at [www.waukesha-wi.gov/1012](http://www.waukesha-wi.gov/1012)
- Sign up for Adult Softball and Adult Kickball is now taking place. Please check the Activity Guide for more detailed information at [www.waukesha-wi.gov/462](http://www.waukesha-wi.gov/462)

#### **Police Department**

- A Life Saving Award was provided to Officer Bryan Spakowiz and Officer Jacob Tyler for their work in applying life safe measures to a victim of a knife wound. A copy of the award 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
- Construction is planned to start week of March 13<sup>th</sup>.

##### **West Waukesha Bypass**

- Project design is complete and the project is out to bid
- Bid open on Friday, February 17<sup>th</sup>. Apparent low bidder is Zignego
- City and County portion 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 4<sup>th</sup>. Low bidder was Visu Sewer.
- Construction is planned to start early May

#### **Fire Station #3 & Police Substation**

- Project design is complete and out to bid.
- The Bid opening is March 3, with an anticipated award at the Common Council on 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 Bid Opening on March 3<sup>rd</sup>.
- Construction is planned to start in April.

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

- Arcadian Avenue Utility and Street Improvements
- NW Barstow Street Utility and Street Improvements – Official Notice 2/24/17
- Alley#61 and Dunbar Oaks Alley – Official Notice 2/24/17
- 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

#### **Transit**

Transit exercised the two year option in its agreement with Direct Media for bus advertising sales. It is anticipated that the Transit Commission will receive \$55,000/year or more in revenue per option year.

#### **Clean Water Plant**

Repairs completed on our gas storage membrane.

Finishing up recording new assets from upgrade project with Finance.

Working on action items from Liberty Mutual hazard assessment.

Filmed a “What’s Up in Waukesha Video” at the CWP.

Started working with MATC on internships for their Environmental Health and Water Quality Program

#### **Garbage & Recycling**

Public Works staff presented updated regulations for residential garbage and recycling services to the Board of Public Works.

**Streets Division**

City crews continue spring ditch & culvert cleaning.  
Streets sweeping program continues.  
Streets pothole patching continues.