



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: March 30, 2018

City Administrator Highlights

- Held two sessions of the City employee leadership class. There are only two sessions and a service project remaining with the current class.
- Participated in the Bond Rating call for the City. We did receive confirmation back that we have retained our rating at Aa2.
- Participated in the 2-day Strategic Plan Workshop.
- Meet with a representative of Aurora to generally discuss Aurora's plans for the future.
- Participated in a discussion on the 2018 marketing/branding strategy for Downtown Waukesha.
- Hosted a Leadership Class Alumni session where we invited Paul Decker to come speak on generational differences in the workplace. Our goal is to continue to keep those who have taken the leadership class engaged in conversations around leadership.
- Held discussions regarding the Mindiola Park proposal.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Nancy Faulk, and Chris Pofahl.

Upcoming Key Meeting Dates:

- **Wednesday, April 4, 1:30pm-2:30pm in City Hall, Room 207-** All aldermen are invited to participate in a session with BWBR, the architectural firm hired to create preliminary design plans for a new and remodeled City Hall. BWBR will be sharing an update and their plans moving forward.
- **Special thanks to all who attended the Strategic Plan Workshop! We appreciated your time and the effort you put into the conversations around our City's future.**

Clerk/Treasure Updates

- Gina held Chief Inspector training class on March 30th.
- Election material for the 15 locations was prepared and packed for delivery on Monday, April 2nd by Public Works crew, along with equipment.
- Public test for voting equipment was held March 26th, which was attended by Chief Inspectors.
- The deadline for pet licenses was March 31st. Any renewal pet licenses received after April 1, 2018, will incur a \$5 late penalty.
- Gina attended the Strategic Planning Workshop on March 26th and March 27th.
- Gina, Sandee and the Chief Inspectors attended the epoll book demonstration at the City of Brookfield on March 27th.



- As of March 27th, 1,459 absentee ballots have been issued; 405 of those absentee ballots have been from in-person voting.
- Voter registration will re-open by mail and online at www.myvote.wi.gov on April 4th for the August 14th Partisan Primary.
- The City is continuously recruiting for poll worker staff. Please refer any interested constituents that might like to work the polls to call 262-524-3550.

Community Development

- The Landmarks Commission is accepting nominations for the annual Landmark Commission Awards. Nominations are being accepted through Monday, April 2: <http://waukesha-wi.gov/171/Landmarks-Commission>
- 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.

Finance

- The City maintained both the General Obligation (GO) debt rating and the Sewer Revenue debt ratings at Aa2. That is a very good credit rating and is the 3rd highest that you can achieve.

Information Technology Department

Parks Department

- An Earth Day parks clean-up is being organized for Saturday, April 21. Look for volunteer opportunities coming out soon.
- Youth Softball, T-ball, and baseball sign-ups run until April 19th.

Public Works

Engineering Division:

The following projects have been designed and are out to bid with a bid opening date of 4/13/18

- West bound E. Moreland Bridge Maintenance and Repairs
- 2018 Asphalt Pavement Resurfacing
- W. Main Street Water Utility Project

The following projects have been designed and are out to bid with a bid opening date of 3/30/18:

- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Electrostatic Painting along Fox Riverwalk

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

- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)
- Northview Road Reconstruction - Phase 1 - Anticipated start in mid April
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3

The following projects have been awarded and the project start is being coordinated:

- Motor Avenue and Fairview Avenue Utility and Street Reconstruction - Anticipated start in April.
- 2018 Concrete Sanitary Sewer Lining - Anticipated start Spring / Summer 2018

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

South Street and Gaspar Street Utility and Street Reconstruction

- Last week the contractor was able to continue the sanitary sewer relay along South St., and has completed up to just past the South St. and Gaspar St. intersection. They also were able to complete various sections of the water main replacement along Gaspar St., West Broadway, and some sections of South St. AT&T was also able to complete underground communication cable relocations along South St. in conjunction with the other on-going work within the project.
- This week the contractor will continue with the sanitary sewer relay along South St., and depending on weather and working conditions, may be able to complete the last remaining section by the end of the week. If the contractor is able to complete the sewer relay before the end of the week, they will then turn to the working on the water main replacement along South St. from Gaspar St. to N. Barstow St.
- During the work along South St., the contractor may also complete some sanitary sewer lining along Gaspar St. as well. During the lining process you may notice a smell of resin or glue around the project area, and potentially outside of the project limits depending on the weather. The smell is non-toxic, and will dissipate after the process is complete. If a definitive timeframe is known for the lining process I will send out a follow up update mid-week.
- With the completion of the water main work on West Broadway and Gaspar St., the contractor has opened up access to Municipal Parking Lot #9 via West Broadway or Gaspar St. This access will remain the same during this week's work activities, unless the sanitary sewer lining is worked into next week's schedule. In the event this happens I will update everyone on the planned access. Since the sanitary work along the east end of South St. is still on-going, the easiest access to and from Lot #9 will be via West Broadway or Gaspar St. Access via South St. from N. Barstow St. will be restricted during work activities this week.

Access Points:

South St. Municipal Parking Ramp: Enter/Exit via Wisconsin Avenue.

Municipal Parking Lot #9: Via Gaspar St. or West Broadway.

Avalon Square Underground Parking: Enter/Exit via Gaspar St. from/to the north (W. Main St.) or from/to the south (West Broadway Only).

Northview Road Reconstruction - Phase 1

- Project information meeting occurred on Thursday, March 15th from 5:00 to 6:30 in the Council Chambers
- Anticipated start date is mid April.

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

- The Greenmeadow to CWP interceptor sewer project.
- 2018 Pump Stations
- 2018 Resurfacing
- Main Street Water Utility Project - Barstow St to Lombardi Ave
- 2018 Flood Mitigation - Hospital Area

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

- Emergency operations out of the new station for the Fire Department began on Monday, Feb. 26th at 8:00am
- The Police Department started moving in on March 14th.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018.

Other items

- Location survey for this years 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 2019.

Clean Water Plant:

- Preparing March Discharge Monitoring Report for DNR.
- Annual Pretreatment Program Report submitted to DNR.
- Chapter 29 Sewer Use Ordinance updates approved by Common Council.
- Proposal for Focus on Energy beneficial Bio-gas Utilization Study approved by Board of Public Works.
- Continued work on chloride reduction with the Great Water Alliance program.
- SCADA program software annual audit completed by vendor.
- Annual CWP lab proficiency testing completed.
- Preparing for spring land application of bio-solids.

- Starting rebuilds of two clarifiers that were a CIP project.

Transit:

- Baker Tilly completed the onsite portion of the 2017 financial audit with no issues. Baker Tilly will present the audit report to the Transit Commission later in Spring.
- The Department of Homeland Security conducted active shooter training on the bus with all bus operators and supervisors March 29-30.
- Staff continues to examine various paratransit buses for upcoming replacements.
- Released a request for proposal for new bus camera systems for five buses.
- Planning detour routing for upcoming road construction closures.
- Updating Google Transit for route changes.
- Working with SEWRPC and the other transit systems in the regional on a group Transit Asset Management plan required by the Federal Transit Administration.

Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- 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.
- Street sweepers cleaning main streets.
- Catch basin and manhole inspections.
- Cleaning ditch line areas throughout the city
- Sewer camera and flushing continues.
- Clean-up at Owens Storage site.
- Review of roads and alleys to be paved by the City Garage.
- Terrace and mailbox permanent repairs