



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: June 1, 2018

City Administrator Highlights

- Participated in a lunch meeting with the accreditors for the Parks, Recreation and Forestry Department. The Department is seeking re-accreditation.
- Along with Jennifer Andrews, met with WE Energies to help facilitate a potential new development proposal.
- Attended the Waukesha Center for Growth's two-year anniversary celebration.
- Participated in monthly development meeting with Community Development and Finance.
- Participated in a Fire Department Hearing.
- Held a number of meetings regarding the Mindiola Park proposal.
- Attended a meeting regarding biking in Lowell Park.
- Held regularly scheduled meetings with Ron Grall, Rich Abbott, Chris Pofahl, Fred Abadi, and Chief Howard.

Key Upcoming Meeting Dates:

- **Tuesday, June 26:** City Hall project workshop #3. More details will be provided on times and content as we near the date.
- **Tuesday, August 7, 7:30am at Tuscan Hall:** Next Celebrate Waukesha Breakfast date.

Cemetery Department

- Held Flag Raising ceremony and open house on Memorial Day
- A flowering plant and balloon launch will be held at the Children's Memorial on Saturday, June 2nd at 9am

Clerk/Treasure Updates

- The final installment payment for real estate taxes was due Thursday May 31st. We collected approximately \$7 million in taxes during the month of May. Tax payment collections will continue through July 31st, final settlement will take place and any outstanding real estate will go to the County for collections. The City maintains collections of outstanding years personal property/business taxes.
- Approximately 220 bartenders/operators have reapplied for their two-year licenses which will be finalized and mailed June 15th.



- Alcohol license renewals are being processed and will be issued to establishments in mid-June. The license year runs from July 1st, 2018 to June 30th, 2019. Categories for alcohol licenses being renewed are as follows:
 - 23 “Class A” Beer & Liquor Retail (for consumption off premise)
 - 77 “Class B” Beer & Liquor Combo (for consumption on premise)
 - 1 Reserve “Class B” Beer & Liquor Combo (for consumption on premise)
 - 19 Class “A” Beer & Cider Retail (for consumption off premise)
 - 9 Class “B” Beer (for consumption on premise)
 - 11 Class “B” Beer & Class C Wine Combo (for consumption on premise)
- Miscellaneous license renewals for Amusement Games/Devices, Cigarette/Tobacco, Junk Dealer/Peddler, Mobile Home/Trailer Park, Pawnbroker, Private Alarm System, Secondhand Article/Jewelry Dealer, Taxicab driver and Taxicab Company home parks have also been processed and will be mailed June 15th.
- 11 Sidewalk Café permits have been issued. Renewals were not received from The Clarke Hotel and Mainstream Pub. Reminder letters (with applications) were recently mailed to these two establishments.
- Voter Registration List alerts were reviewed and completed in WisVote. This voter maintenance includes duplicate voter record matches, death matches, and felon matches. Voter Address Data Quality alerts were also processed to ensure voters are assigned to the correct district combination and will appear in the correct poll book.

Community Development

- The city owned lot at the corner of Moreland, Wolf, and Stardust should be on the June 13th Plan Commission agenda for rezoning to RD-2.
- The update to the city’s Conditional Use ordinances will be on the Plan Commission agenda for Wednesday May 23rd. Assuming the Plan Commission recommends the changes for approval it will go to the Common Council soon afterward. This will bring the zoning code into compliance with changes to state law that went into effect in January, and will also help bring it closer to current zoning best practices.
- Planning staff has worked with the Engineering Department to complete the Waukesha Development Handbook. Staff met on Monday, May 7th to discuss revisions to the Community Development Department’s development application. At that meeting staff set a goal of having the handbook and fees ready to submit to the Council committees for approval by the end of May, with a targeted “live date” of July 1st.
- Staff is conducting initial research related to potentially codifying the city’s design standards. Staff hopes that this change will be the next significant update to the city zoning code after the Conditional Use updates are finished.
- The marketing subcommittee of the Redevelopment Authority (RDA) met on Friday May 4th to discuss options for marketing the property at 200 Delafield St. Savage Solutions, who have helped the city with downtown rebranding efforts, will be designing a marketing brochure for the property.

Finance Department

- The auditors have been at City Hall working on the 2017 audit.

Parks, Recreation and Forestry Department

- Accreditors were on site for the Departments application for re-accreditation. This process occurs every five years.
- Pools open on Friday, June 8th.
- Summer events are starting soon:
 - Tribute Tuesday, June 12
 - Civic Band Concerts, June 21 and 28
 - Carl Zach Cycling Classic, June 24
 - Monday Night at the Movies, June 25

Public Works

Engineering Division:

The following projects have been designed and are out to bid

- Greenmeadow Sanitary Interceptor Sewer

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

- Sanitary Sewer Manhole Repair and Replacement
- Sunset Drive Pavement Patching and Diamond Grinding

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

- 2018 Asphalt Pavement Resurfacing - Anticipated start June 11.
- 2018 Concrete Sanitary Sewer Lining - Anticipated start in July
- 2018 Concrete Pavement Patching - Anticipated start in July
- 2018 Concrete Sidewalk Replacement - Anticipated start in July
- Dumpster Enclosure in Parking Lot #3 - Anticipated start June 4
- 2018 Asphalt Street Repairs - Anticipated start in July
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in July
- Area 5 (Hospital Area) Flood Mitigation - Anticipated start in mid June
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail - Anticipated start in mid June

South Street and Gaspar Street Utility and Street Reconstruction

- Last week the contractor completed almost all of the new sidewalk and driveway pouring throughout the project. They were also able to pour additional areas of the concrete base within the terrace areas for the new brick pavers, placed additional underground electrical conduit, and poured some of the new street light bases along South St. In addition to the concrete work, they also removed the existing concrete wall on the west side of Municipal Parking Lot #9, and graded and prepared Gaspar St. from Park Pl. to the Avalon Square driveway for concrete pavement. The storm sewer system on South St. was also lined late in the week.

This week the contractor will be removing the small remaining sections of existing sidewalk on Gaspar St., and Park Pl. on Tuesday, and pouring any remaining new sidewalk and concrete base for the pavers on Wednesday. Throughout the week they will also be pouring additional street lighting bases, and preparing additional areas of the project for concrete pavement. On Friday the contractor is planning to pour the new concrete pavement along Gaspar St./West Broadway/Park Pl. from near South St. to the Avalon Square Driveway. The exact limits are still tentative right now, however, once the exact paving schedule and limits are locked in I will send a follow up update with access restrictions and timelines. In addition to our contractor working next week, AT&T will also have a contractor working within the project limits on South St. for some

underground communication conduit work. Again the work zone will be very active this week, so please use caution while traveling through the area. With the sidewalks mostly in around the project, pedestrian access will be greatly improved.

Northview Road Reconstruction - Phase 1

- The contractor last week continued work on the storm sewer on the west end of the project near Pebble Creek, and are moving their way to the east. They also completed most of the blasting in preparation for the rock removal, and have one remaining area to complete between Tallgrass Cir. And University Dr.
- With the private utility conflicts being eliminated, the contractor next week will be remaining at the west end of the project with the storm sewer placement and continuing their way to the east from where they left off this week. They will be completing the remaining sections of rock blasting next week between Tallgrass Cir. And University Dr., but will keep the current level of access in this location through the work zone. By completing the blasting work ahead of the storm sewer placement, this allows for continuous storm sewer placement, without having to wait for the rock to be blasted. The contractor is also planning on lining a section of the sanitary sewer on the eastern section of the project. All adjacent residents to the lining will receive a notification from the contractor regarding the lining. A non-toxic smell of resin/glue may be noticed during this process, as well as, potential steam emitting from nearby manholes. This is all an expected part of the lining process.
- The outlook for the next few weeks will be similar storm sewer placement work along the project, and working from the west end to the east. There still remains private utility work being done along the project, ahead of the work being completed by our contractor. Local traffic should use caution while traveling through the work zone, as activities are increasing adjacent to residences along the project. The contractor will be on the lookout to maintain the access requirements, but also want to keep both the workers and traveling public safe.
- All of the dates and time are subject to change and are weather dependent, and I will update the group if any work activities change during the week.

Motor Avenue and Fairview Avenue Utility and Street Reconstruction

- Last week the City's contractor finished installing all of the storm sewer on the project.
- This week the contractor will continue connecting water services and plans on finishing all of the connections by the end of the week. Tentatively beginning the week of June 4th, the contractor will begin roadway removals, excavating the road, and begin getting it read to pave. Any questions or concerns with this, or if you would like to meet to discuss any grading/paving at your property please contact me at your earliest convenience.
- All of the dates and time are subject to change and are weather dependent, and I will update the group if any work activities change during the week.

2018 Electrostatic Painting along Fox Riverwalk

- The contractor has completed the work on the welcome to Waukesha sign and will be coming back in later this summer to complete the work in the park and on the Moreland Blvd bridge.

Water Utility W. Main Street Project

- Update from Chris Walter at the Water Utility:
The Main Street Utility & Street Reconstruction project began Tuesday following Memorial Day. Traffic Control, erosion control, and pavement sawcutting will take place and sanitary sewer installation could begin late next week, all on Phase 1 of this project.

- Please note that Phase 1 is from Whiterock to Lombardi Way. Phase 2, which consists of the entire project limits (Barstow to Lombardi) will begin on July 5, 2018. Our intent is to keep through traffic on Hartwell open as well as at Whiterock and Pleasant. The contractor will also work to accommodate local traffic to access businesses and residents, however there will be times where access may be inconvenienced for temporary periods as necessary due to construction operations.

Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)

- The alley has been closed and the contractor has started removals. Once removals are complete, cutting to subgrade will begin.

New Berlin Trail West Extension

- Last week the City's contractor began adding the gravel shoulder, and the restoration work.
- This week, the contractor will continue with the restoration work, and begin pouring the curb and gutter at each of the intersections. The contractor plans on beginning with the curb at Frederick Street and work back West towards Barstow Street.
- There are no anticipated road closures as part of this project.

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

- Woodfield Park Dam Removal
- 2018 Pump Stations
- Citywide Centerline Marking
- Meadowview Park Development

2018 Historical Lighting Upgrades

- The first part of the project in Cutler Park is complete. All new underground, concrete bases, pull boxes and wire have been installed.
- The second phase of the project is progressing at Youman's Park. The work at this park is being coordinated with the downtown reconstruction project. Once the contractor is complete at Youman's Park, they will be moving to Corrina BLVD. Corrina BLVD is to be completed prior to the July 4 parade.
- City forces will continue their part in the historical pole replacements throughout the downtown area. This is where we have the old high pressure sodium poles that are due for replacement to the new LED poles. We will focus our attention in public parking lots then to nearby streets that are ready for the new poles.

Clean Water Plant:

- Annual audiograms completed for plant staff.
- First Aide/CPR training completed for plant staff.
- Wrapping up a two week pilot test study for low level phosphorus removal equipment.
- Working on May monthly Discharge Monitoring Report.
- Update meeting held at CWP on Lake Michigan return flow and WPDES permitting.
- DNR Compliance Maintenance Annual Report ready for BPW approval.
- Continuing bio-gas utilization study with gas quality testing.
- Annual lift station wet well cleaning complete for CMOM Program.
- CIP work continues on clarifier.
- Summer help/intern starting for the season.

Transit:

- Due to the Water Utility Project on Main St., Route 1 is on detour on Main St. from Arcadian Ave. to Aurora Ave.
- Finishing final revisions to the 2017 National Transit Database Report.
- Analyzing minor service adjustments for Fall.
- The switchover to the City wide Door Access system is almost complete.
- Additional security cameras at the Transit Center have been installed.