

CITY ADMINISTRATOR

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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: June 15, 2018

City Administrator Highlights

- Attended the Waukesha Center for Growth's Board of Director's Meeting
- Along with HR and Finance, held a meeting with the Hays Companies our new health insurance consultants
- Along with HR, held a meeting to discuss training for supervisors and employees on performance evaluations using our new software.
- Along with the Mayor, Brian Running, and PRF staff, held a meeting to discuss rental policies and procedures
- Along with Jennifer, held meetings with developers regarding potential projects
- Attended the Waukesha County Neighborhood Initiatives meeting
- Held a number of meetings regarding the Mindiola Park proposal
- Held a number of meetings with BWBR (architect working on City Hall plans) and staff regarding progress in creating proposals for a new and remodeled City Hall
- Held a Director's meeting with all Department heads
- Held regularly scheduled individual meetings with Rich Abbott, Fred Abadi, Chris Pofahl, Nancy Faulk, Bruce Gay, Chief Howard, and Chief Jack
- The City is receiving a grant award from WEDC. We received the full \$150,000 in this fiscal year.

Key Upcoming Meeting Dates:

- *Please note that due to the 4th of July, there is only one Council meeting scheduled for July which is Tuesday, July 17. *
- **Tuesday, August 7, 7:30am at Tuscan Hall:** Next Celebrate Waukesha Breakfast date.

Clerk/Treasure Updates

- Approximately 150 online voter registrations have been processed since April 4, 2018, (since the last election) to update poll books and voter records for the August 14, 2018 Election.
- Approximately 40 Absentee Ballot Applications have been processed for the August 14th Election. Absentee ballots for those with requests on file will be mailed June 28th.
- Collections for the final, third installment of real estate taxes in May was \$7,618,391.68. There were approximately \$19,000 issued in refunds for tax overpayments.
- Our office has been working with IT on the Referral Tracking System rebuild and enhancements.



- We have submitted proposed changes to four of our poll locations for approval on ADA elements of the locations to the U.S. Department of Justice pursuant to our Settlement Agreement. Approval from them is needed before the last week in June to have time to mail postcards to the voters in those districts and provide for all other administrative and election system updates. If the approval does not come timely, the changes will be made prior to the November Election instead of for August.
- Gina and Rich met with the Dana Investment Advisors on the City's portfolio and economic update.
- Discussed law changes with the DOR on restaurant licensing and the effects on Class C wine licenses where the primary business is not a restaurant. Also consulted with City Attorney's office before Ordinance and License meeting on applications for Class C licenses.

Finance Department

- The 2019 budget process has started and the budget calendars have been sent out.
- The CIP process starts on Monday, June 18.

Parks, Recreation and Forestry Department

- Upcoming Summer events:
 - 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

- Concrete Pavement Joint Sealing
- S East Ave and Garfield Ave Sidewalk Replacement
- S Prairie Ave Utility Improvements

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

- Greenmeadow Sanitary Interceptor Sewer
- Sanitary Sewer Manhole Repair and Replacement
- Sunset Drive Pavement Patching and Diamond Grinding
- Citywide Centerline Marking

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

- 2018 Asphalt Pavement Resurfacing - Anticipated start June 18.
- 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
- 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 mid June
- Redeking 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 was able to complete all of the major concrete paving throughout the project which includes Gaspar St., South St., West Broadway, and Park Pl. They also completed almost all of the concrete base for the brick pavers, and began wiring and setting new street lighting poles around the project. There will be saw cutting of the new concrete pavement along South St. into the later hours tonight to make sure the joints are completed in the appropriate timeframe after pouring. This should be the last late night saw cutting being completed for this project.
- This week the contractor will be beginning the placement of the brick pavers that are placed in the terrace area, begin placing the structural soil and tree grates for the new street trees, completing the new street lighting system, removing the temporary lighting poles, placing asphalt at the project match locations (N. Barstow, West Broadway, Park Pl, Avalon Square underground parking driveway), sealing the concrete paving joints, and potentially placing pavement markings. This will be a very active week around the project limits as the contractor is accelerating the landscaping and finishing type items around the project. While the brick pavers are being installed there may be some extra dust and noise around the project during the cutting of the brick pavers.

Northview Road Reconstruction - Phase 1

- Storm Sewer work on the west end of the project continued last week, and the contractor was able to complete the placement along Northview Rd. up to Tallgrass Cir., and then also from University Dr. to just east of the UW-Waukesha property.
- This week they will continue with the storm sewer work, but will be moving back to complete storm sewer crossings in at the University Dr. intersection, and then will be going back to the mainline storm sewer where they left off at the end of this week, and working their way to the east. The private utility work will remain on-going throughout the project, and will be staying just ahead of the storm sewer contractor and working their way to the east.

Motor Avenue and Fairview Avenue Utility and Street Reconstruction

- Last week the City's contractor worked on water service tie ins to the new watermain, and began final connections to the watermain at each of the intersections.
- This week the contractor will have two remaining tie ins, one at Washington Ave and the other at E St Paul Ave. They also have minor storm sewer work at the intersection of Motor and Fairview and Motor and Mountain. Mid-week the contractor plans on beginning removing the remainder of the pavement and existing drive approaches. The excavation to subgrade and stoning will also be ongoing.

Dumpster Enclosure in Parking Lot #3 -

- The contractor has begun excavation for the foundation.
- The project is anticipated to take approximately 12 working days.

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

- Last week construction on Main Street continues as the contractor is working on sanitary sewer installation on Phase 1 of the project. This week, they will continue sanitary sewer work, including sanitary lateral installations. The following week of June 18th, water main work is expected to

begin. The phase 1 detour remains in place as well as access to local businesses. A water truck is on site to help with dust control, however the plan is to not remove any more pavement than necessary to minimize site disturbance and inconvenience to local traffic.

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

- The alley has been closed and the contractor has started removals.
- The first half of the alley was poured last week.
- This week, the contractor will finish the other half of the concrete pavement and pour concrete drive approaches.
- Following the curing of the concrete pavement the remaining drive approaches will be placed followed by restorations.

New Berlin Trail West Extension

- Last week the city's contractor completed all of the concrete curb and gutter and sidewalks on the project. The concrete will need about a week to properly cure.
- This week, the contractor will patch the road at each of the intersections. Final pavement markings and signs are tentatively scheduled for the week of June 18th.

2018 Historical Lighting Upgrades

- 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.

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

- Woodfield Park Dam Removal
- 2018 Pump Stations
- Meadowview Park Development

Transit:

- BeneCo of Wisconsin is again sponsoring Free Bus Rides on Sunday, June 24th in conjunction with the Carl Zach Classic.
- No Bus Service will operate on July 4th.
- City wide Door Access system has been completed.
- Doing prep work for 2018 Federal Grant.
- Working to complete City CIP Budget and Waukesha County Transit Operating Budget.
- Worked with Police Department on rescue training.

Clean Water Plant:

- DNR compliance maintenance report reviewed and approved by BPW.
- May monthly Discharge Monitoring Report Submitted.
- Second Quarter Effluent Metals Submitted to DNR.
- DNR Compliance Maintenance Annual Report ready for BPW approval.
- Continuing bio-gas utilization study with gas quality testing.

- CIP work continues on clarifier.
- Completed design of softener optimization flyer that will be sent in all water/sewer bills this summer.
- Completed annual maintenance on plant standby generators.
- Updated SCADA software and terminals.
- Developed GIS interactive map for lift stations and mowing areas.
- New Operator, Hunter Willis, started on 6/5.

Local governments turn to “wheel taxes” as other revenues lag

In recent years, Wisconsin has seen a sudden increase in local governments establishing new vehicle registration fees. A local vehicle registration fee—otherwise known as a “wheel tax”—is an annual charge in addition to the state \$75 registration fee for most vehicles. State law requires local governments to use the funding for local transportation costs.

For more than a half-century, Wisconsin law has given municipalities and counties the option to impose a vehicle registration fee, also known as a “wheel tax.”

Until 2011, only four communities had such a tax in place. By the end of 2017, however, the list of communities that had adopted the tax had grown to 27; from 2011 to 2017, wheel tax revenues nearly tripled from \$7.1 million to \$20.7 million.

Although wheel taxes remain comparatively rare—only a small fraction of the state’s 72 counties and 600 cities and villages have one—their sudden growth raises a question: Why have so many local governments in Wisconsin turned to this previously little-used device? While individual reasons may vary, a look at state and local transportation funding as well as a survey of local road conditions offers some clues.

State road aids grow slowly

Local governments are responsible for maintaining local roads in Wisconsin, funded by a mix of state aids and local revenues. The two major state funding sources are General Transportation Aids (GTAs) and the Local Road Improvement Program (LRIP). GTAs are paid on a calendar year basis, while LRIP payments are made by fiscal year (July to June), so some variations in funding levels shown in our calculations may occur.

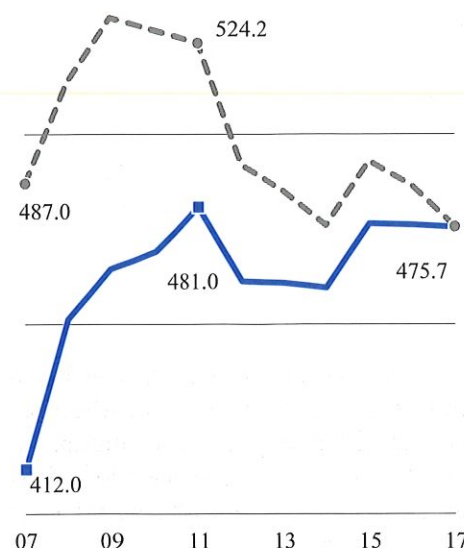
As shown in the graph below, total state funding for the two aids programs rose 15.5% from 2007-17, from \$412.0

million to \$475.7 million (blue line). When adjusted for inflation using the Consumer Price Index (CPI), however, spending for the two programs declined 2.3%, or \$11.3 million in real dollars (gray line). (A recent legislative audit noted that, in general, state highway costs have tended to rise more rapidly than the CPI.)

Limited revenues, bumpier rides

The vast majority of GTA and LRIP funding comes from the state’s fuel tax and vehicle registration fees. Revenues from both sources have generally been flat in recent years. The gas tax has not been raised since 2006, and overall fuel consumption has declined. At the same time, the state hasn’t raised vehicle registration fees since 2008, except for electric and hybrid vehicles this year.

Road Aids Lag Inflation 2007-17
In \$Millions, real (gray) vs. nominal (blue)



Source: Wis. Legislative Fiscal Bureau

Legislative efforts to raise transportation revenues significantly—either through an increase in the gas tax, state vehicle registration fees, or other sources—all failed last year. State Transportation Secretary Dave Ross recently told our annual meeting “there is no interest whatsoever” in raising the gas tax, vehicle registration fees, or other state or local revenue sources.

Meanwhile, local governments in Wisconsin have few local revenue options other than the property tax, which has been tightly restricted since 2011. Though local governments are allowed to raise property tax levies only for new construction, there are exemptions for debt service and a few other circumstances.

One of the consequences of the tighter revenues appears to be less spending on local streets and roads. When we surveyed officials from nearly 500 cities and villages for our League of Wisconsin Municipalities report, *The State of Wisconsin Cities and Villages 2017*, many said they had shifted their spending priorities away from street maintenance to police and fire services since the start of the 2007-09 recession.

As we noted in the report, road conditions declined statewide from 2011 to 2016, although they improved slightly from 2015 to 2016. Using state Department of Transportation ratings, the share of streets statewide ranked either “excellent” or “very

by taxing vehicle owners, the wheel tax links the costs of local roads to users. Conversely, some might argue that road users also include commuters and visitors and a consumption tax (such as a sales tax) might be more appropriate. Such a debate cannot occur because state law does not permit municipalities to levy sales taxes, and most counties already have implemented the optional 0.5% sales tax.

As more local governments consider the wheel tax, some state officials have already suggested additional limits on it may be needed. In the meantime, however, its use may grow as long as local revenues are limited and demand for local road maintenance and improvements expands. □

As wheel taxes become more common, policymakers may want to consider whether they are the ideal tax source to support local roads. It may be argued that

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several “lean government” measures to reduce costs and streamline state operations. They include requiring DOA to review, stabilize, and reduce so-called “chargebacks” for DOA services to state agencies; consolidating agency printing and mailing operations; reducing the use of outside contractors for state services; increasing state vehicle mileage and age requirements before replacement; and better calculating travel costs.