



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: July 12, 2019

City Administrator Highlights

- Along with the Mayor, met with the County Executive to discuss the former Moor Mud Baths building.
- Held regularly scheduled monthly meetings with Aldermen: Rodriguez, Pieper, R. Lemke, Perry
- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Ron Grall, Rich Abbott, Nancy Faulk, Fred Abadi, Chief Howard, Chris Pofahl
- Meet with all the Assessing staff to discuss net new construction.
- Met with Human Resources and some Department Heads to review a human resources policy. The Human Resources Department is working through reviewing and updating all City policies.
- Along with Ron Grall, met with representatives from Carroll and the School District regarding the Frame Park baseball field.
- Participated in a meeting at the County related to working with the homeless population in Downtown Waukesha.
- Attended and Presented at the Waukesha Center for Growth monthly board meeting.
- Participated in a bi-weekly development update meeting with Jennifer Andrews and Maria Pandazi.
- Was out of the office on a family vacation from June 27 - July 5.

Upcoming Meeting Dates:

- City Council Retreat- July 13 from 8:15am-4:30pm, Clean Water Plant
- Mayor's Celebrate Waukesha Breakfast, Tuesday, August 6 at 7:30am. Please RSVP to Rebecca (rpederson@waukesha-wi.gov or 262-524-3700)
- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Miller- Tuesday, July 16 at 5:15pm
 - Ald. Dean Lemke- Wednesday, July 17 at 3pm
 - Ald. Johnson- Monday, July 22 at 5:15pm
 - Ald. Manion- Thursday, July 25 at 8am
 - Ald. Cummings- Friday, July 26 at 10am

Clerk/Treasurer

- The majority of licensing season has been completed. Approximately 150 liquor license renewals have been mailed to establishments for the licensing year July 1, 2019 through June 30, 2020. Three of the full liquor licenses issued are in Reserve status, and the annual DOR Liquor License Report has been completed.



- All additional miscellaneous licenses also have been mailed consisting of secondhand dealers (15), cigarette (54), taxi cab driver (7), taxi cab business (2), junk dealer (1), bowling, amusement games, juke box, and dance.
- As we move from licensing we are beginning work on additional record retention document scanning projects. We are also working with IT to create a more efficient process for requesting background checks from the Police Department.
- Work with IT, Finance and Engineering to get the Munis special assessments program implemented continues with additional web training set for the end of July.
- Delinquent real estate tax bills (465) were mailed this week with interest and penalty through the end of July.
- The upgraded version of the Munis financial system was up and running the end of June. Unforeseen problems with the cashiering upgrade were encountered and we are waiting for a solution from the vendor before that can be completed.

Finance

- The 2020 Budget and CIP process is underway. The Budget calendar/timeline has been released.

Parks, Recreation and Forestry

- View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

Engineering Division:

Prairie Home Cemetery Fence Replacement

- The Contractor has removed most of the old fence along Prairie Ave and has started to install the new fence.

2019 Bridge Repair on W. Sunset Drive

- The cleaning and sealing of the bridge deck and approach work is complete.
- The only item remaining to be completed is some pavement marking.

Hine Avenue Utility and Street Improvements

Last week's work:

- The contractor worked on pavement removal, setting up and pouring the concrete replacement.
- The sanitary sewer lining was also completed

This week's work:

- The contractor will continue on the concrete replacement and prepare the roadway for the asphalt replacement

South Street Parking Ramp Phase II Repairs

- The project should be complete by the end of July

Main Street Utility and Street Improvements (Water Utility project)

- Approximately 2,600 feet of 24-inch water main has been installed thus far, with about 1,200 feet remaining. Testing for safe water will take place this week for the section of water main between

Lombardi and Perkins, so it is a possibility that late this week (July 11/12) new water service connections could begin in that area. Again, notice to those being impacted will be provided at least 24 hours in advance.

- We are working to maintain driveway access to all businesses, and although there may be short periods of delayed access, the contractor will ensure access for residential owners, as well as business employees and patrons to the best of their ability. As always, please use caution within the construction site and please avoid the active area where water main installation is taking place when at all possible.

Summit Avenue Utility and Street Improvements

- Last week the contractor continued the blasting of bedrock along Summit Avenue, and have blasted to just east of the Summit View Elementary driveway. The contractor held off on starting the storm sewer and water placement this week, and focused on the replacement of the Summit View sanitary sewer lateral during the short duration of the driveway closure. The contractor also began setup of the temp water system for the south side residents towards the east end of the project. The temporary mailboxes for residents along the project have also now been set up, and are located on Greenmeadow Dr. The contractor coordinated directly with USPS, and also provided notices to those properties with adjusted mail delivery to the temporary bank of mailboxes.
- This week the contractor will continue the blasting operation, working their way to the east along Summit Avenue. Starting on Monday, the contractor will begin the placement of the new storm sewer and water main along Summit Ave., starting at the Greenmeadow intersection and also working their way to the east. The placing of the storm sewer and water main will be the main focus of the work for the next few weeks.

Dunbar Ave, Bethesda Ct, and Prospect Ct Utility and Street Improvements

- Last week the City's contractor was able to pour all of Dunbar Avenue from Marshall St to N West Avenue. At this time Dunbar Avenue is closed to traffic. It is expected the contractor will reopen Dunbar Avenue to local traffic only by the end of today.
- This week, the City's contractor will continue pouring sidewalk and drive approaches. Also, the contractor may start grading terraces
- Dunbar Avenue (Marshall St to N. West Avenue), Bethesda Court (Dunbar Avenue to Prospect Court) and Prospect Court (Bethesda Court to N. West Avenue) will be closed to through traffic (local traffic only). Access to resident's properties will be maintained until the contractor paves the road.

Northview Rd Utility and Street Improvements Phase II

- Last week the contractor continued the pouring of concrete pavement along Northview Rd., primarily within the center turn lanes, and some intersections along the project. Within Meadowview Park this week the contractor began installation of the path and parking lot lighting conduit, pull boxes, and bases, and completed the final base course preparations for paving the new parking lot.
- This week the contractor will look to complete the remaining sections of concrete pouring at the side road intersections and begin the pouring of the new sidewalk along the project. Within Meadowview Park, they will be pouring the new concrete curb and gutter for the new parking lot, and if weather conditions allow will begin the grading work for the east side path. Electrical conduit placement will also continue next week within Meadowview Park.

Greenmeadow Sanitary Interceptor Sewer

This week's work:

- Continued tunneling operations at the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft. Approx. 1120 feet of this tunnel is complete.
- Continued sanitary interceptor sewer installation on S Moreland Blvd near Motor Ave heading to the north along with sanitary and water lateral work
- Placed striping on W St Paul Ave and fully opened roadway to traffic

Next week's work:

- Continue tunneling from the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft
- Continue sanitary interceptor sewer installation on S Moreland Blvd near Motor Ave heading to the north along with sanitary and water lateral work

Clean Water Plant:

- Submitted DNR Discharge Monitoring Report for June.
- Expecting draft WPDES permit soon.
- 60% Design report meeting scheduled for Return Flow Pump Station and plant upgrades.
- Additional water sampling project for permit renewal continues.
- Work continues on Pearl Street lift station upgrade.
- Leaking concrete structure that caused a reportable Treatment Facility Overflow repaired.
- Interviewing Operator candidates for open position.
- Recruiting a qualified person for SCADA Tech position.
- Summer storms caused lift station power outages; four stations on June 27, nine stations on June 30, and three stations July 2nd, no backups or overflows resulted.
- CWP hosted Common Council Retreat.

Transit:

- Waukesha Metro Route 9 will serve the Waukesha County Fair from Wednesday, July 17- Saturday, July 20th.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The second Advisory Committee meeting was held July 10.
- Major bus detour on Route 1 Main St between White Rock and Manhattan continues. The detour at the main Brookfield Square stop is over. The new stop and roadway are a vast improvement.
- The Paratransit Bus Request for Proposals- a vendor and vehicle will be recommended to the Transit Commission for approval later this Summer. Currently working out some details of the vehicle. Pricing is favorable.
- Title VI plan update has been submitted to the FTA for review.
- Finalizing the 2019 FTA grants with FTA staff.
- Completed the CIP budget and Waukesha County Operating budget.
- Working on updates to approved changes to Route 8 and 3/15 set to take effect Sept. 3rd.