



CITY ADMINISTRATOR

201 DELAFIELD STREET
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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: November 1, 2019

City Administrator Highlights

- Along with Jennifer Andrews, met with the County to discuss the former Health and Human Services Building and Moor Downs.
- Attended the International City/County Management Association's annual conference.
- Held a weekly meeting with a City staff team to discuss town incorporation efforts and the City's efforts to stop them.
- Held our monthly employee training- Kickin' with Kevin. The topic for this month was a 2020 Benefit update presented by Human Resources.
- Held a session of the Employee Leadership Class. There are 12 employees from across the organization participating. This is our fifth time offering this program.
- Held meetings with Human Resources to discuss the employee evaluation process. The annual evaluations are taking place right now.
- Attended a Leadership Class Alumni event where the IT Department presented new platforms they are working on.
- Attended a meeting to discuss snow plowing plans for the upcoming winter season.
- Held regularly scheduled monthly meetings with Aldermen: Johnson and Cummings
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Gina Kozlik, Fred Abadi, Paul Klauck, Chris Pofahl, Chief Howard.

Upcoming Meeting Dates

- Mayor's Celebrate Waukesha Breakfast on December 3rd at 7:30am, Tuscan Hall – please RSVP to Rebecca (rpederson@waukesha-wi.gov)
- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Bartels- Tuesday, November 6 at 5:15pm
 - Ald. Moltzan- Wednesday, November 6 at 1pm
 - Ald. Wells- Wednesday, November 6 at 3pm
 - Ald. Browne- Wednesday, November 6 at 4pm

Clerk/Treasurer

- Aldermanic Dist. 2, 3, 6, 7, 10 and 13 are up for this coming Spring Election. Aldermanic 1 will also be on the spring ballot for the remainder of the term.



- During City Hall construction the City Hall poll location will be moving to the Schuetze Activity Room for the 2020 elections. Voters assigned to this new location will receive a postcard mailing in January and October of 2020 notifying them of this temporary move.
- We met with the Waukesha County tax listing IT group to discuss updates to their system planned for Spring of 2020. Their modifications will enable us to update our outstanding balances more quickly and efficiently for online payment users.
- We are working with our IT team to kickoff tax billing season.
- Our licensing staff has been working with IT to implement an improved process for completing record checks with the Police Department anticipated to begin by November 1st.

Human Resources

- The Department is working on updating all City Human Resource Policies.
- Employees are currently working through the annual performance evaluation process.

Parks, Recreation and Forestry

- Operation Honor: A Salute to Veterans is November 2nd
- The fall activity guide is out: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

Engineering Division:

New City Hall

- Last week the foundation walls on the front side of the building began. The footings for one of the staircases were poured. The hill on the backside of the building was excavated and prepared for the retaining walls and storm sewer was installed.
- This week the contractor will continue with the foundation work and continue working on the building pad.
- The progress video is located here: <https://waukesha-wi.gov/1852/City-Hall-Construction>
- All visitors to City Hall must enter off of Buena Vista Ave.

Main Street Utility and Street Improvements (Water Utility project)

- Last week the contractor worked on paving concrete driveway aprons, curb and gutter and the roadway pavement on Aurora Avenue. Weather delays and additional work to replace concrete curb, driveway aprons, and sidewalk have pushed the project beyond the original completion date. However, the contractor is working diligently toward completing work to open the road at the earliest date possible and minimize impacts to the public and property owners.
- This week, the contractor worked on pouring curb at intersecting streets and fill in pavement areas. Work also continues on the signal installation at Main and Perkins.

Summit Avenue Utility and Street Improvements

- Last week the contractor completed the sod installation throughout the project limits and prepared the binder asphalt pavement for final surface paving.
- This week the current plan is to pave the final surface layer of asphalt pavement on Wednesday 10/31, complete the pavement markings on Thursday and Friday, and have a tentative re-opening on Saturday 11/2. Inclement weather may become a factor and impact the schedule.
- **Summit Avenue is closed to through traffic from N. University Dr. to N. Grandview Blvd. and is for local traffic only.**

Greenmeadow Sanitary Interceptor Sewer

- This week's work:
 - Completed installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
 - Poured base for manhole in Lowell Park shaft
 - Continued setting manhole in Madison St/Joellen Dr shaft and backfilling shaft
 - Set manhole in shaft at Joellen Dr/American Ave and backfilled shaft
 - Continued sanitary and water main work on Joellen Dr from Luis Ct to American Ave
 - Finished curb and sidewalk replacements in both north and southbound lanes of S Moreland Blvd between Dopp St and American Ave
 - Finished curb, drive aprons, and sidewalk on Dopp St
 - Continued restoration work (topsoil & sod) on S Moreland Blvd between St Paul Ave and Dopp St
 - Placed surface course of asphalt on northbound S Moreland Blvd between W St Paul Ave and Dopp St
- Next week's work:
 - Begin manhole construction in Lowell Park shaft
 - Finish setting manhole in Madison St/Joellen Dr shaft and backfill shaft
 - Reinstall storm sewer at Madison St/Joellen Dr intersection
 - Finish sanitary and water main work on Joellen Dr from Luis Ct to American Ave
 - Place asphalt courses on north and southbound lanes of S Moreland Blvd between Dopp St and American Ave
 - Place asphalt courses on Dopp St
 - Continue restoration work (topsoil & sod) on S Moreland Blvd between St Paul Ave and Dopp St

Clean Water Plant:

- Working on October DNR Discharge Monitoring Report.
- WPDES permit renewal informational hearing was held October 17.
- Written comments submitted to DNR on WPDES draft permit.
- Reviewed public comments received by DNR on draft WPDES permit.
- Submitted Facility Plan Amendment request to DNR.
- Annual Sewer Rate recommendation presented to Board of Public Works.
- Scheduled 90% design review with consultants for plant upgrade.
- Annual lift station maintenance completed.
- Hoping for dry weather for fall bio-solids land application.
- Preparing to host a regroup meeting with water softening companies.
- Safety committee met 10/24
- Maintenance Supervisor, Nate Tillis, awarded Wastewater Operator Association Operator of the Year for WI South East District.

Transit:

- Major bus detours on Routes 1, 6, 5/6, 8 and 7/8 should all end by the end of the month as all of the construction projects are nearing completion.
- The proposed City Transit 2020 Operating Budget includes consolidation of some night and Sunday service and slight increase in the 31 day pass prices and will require a public hearing which is set for November 21st.

- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The fourth Advisory Committee meeting will be held in December and route-by-route analysis will be conducted. A general evaluation of Waukesha Metro has already been given and overall, the system is performing well compared to its in-state and national peers.
- Starting to work with our bus manufacturer on the 2021 fixed route bus order. Lead time for new buses can be well over 18 months.
- Waukesha County has proposed an Intergovernmental Agreement (IGA) with the City for the City to provide Transit Administrative Services. The Proposed IGA will be considered this month by the Transit Commission and Council.
- The Waukesha County Board voted to send the proposal to eliminate Route 906 Mukwonago Milwaukee back to the Public Works Committee for further discussion.