



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
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 14, 2019**

#### City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, Ron Grall, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Bartels, Moltzan, Perry, Wells, R. Lemke,
- Participated in a meeting to review the budget for the new City Hall project
- Held a Director's meeting
- Met with the School District to discuss the School Resource Officer Position
- Held a bi-weekly development update meeting with Jennifer Andrews and Maria Pandazi
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\*Kevin will be out of the office June 19-21 attending the Wisconsin City/County Management Association Conference and June 26-July 5 on vacation\*

#### Upcoming Meeting Dates:

- City Council Retreat- July 13 from 8:15am-4:30pm, Clean Water Plant
- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
  - Ald. Miller- Tuesday, June 18 at 5:15pm
  - Ald. Dean Lemke- Wednesday, June 19 at 3pm
  - Ald. Johnson- Monday, June 24 at 5:15pm
  - Ald. Manion- Thursday, June 27 at 8am
  - Ald. Cummings- Friday, June 28 at 10am

#### Clerk/Treasurer

- Approximately 225 renewed Bartender/Operator Licenses were mailed on June 13, 2019, for those who had their applications in by the deadline.
- Collected over \$8 million in third installment tax payments that were due by May 31<sup>st</sup> and settled with other taxing jurisdictions for their proportionate shares on the 15<sup>th</sup> of the month. Approximately 30 tax refunds were reviewed and issued from overages on the third installment tax payments.
- Completing testing on Accounts Receivable in Munis financial software program updates for upgrade scheduled for the end of June. Also testing through Cashiering program and new check scanners used for electronic deposits of tax drawers.



- Had an initial meeting to kickoff installation of Munis module to handle 10 year invoicing generated by the Engineering Department for sidewalks, curb and gutter, and other large projects where the homeowner opts to pay for the project over 10 years with interest. This will replace that module in the old AS400 system that held the accounting on these invoices.
- Permits including block parties, special events and street closings are maintained and can be viewed on the [Clerk-Treasurer calendar](#) on the City Website. You may also enroll to receive automatic notifications via email or text when new permits are added to the calendar.

### **Finance**

- The 2020 Budget process is getting started. The Budget calendar/timeline has been released.
- Reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

### **Parks, Recreation and Forestry**

- The Summer Activity Guide is out! 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**

- Preconstruction meeting has occurred. The contractor plans to start July 8.

#### **2019 Bridge Repair on W. Sunset Drive**

- The contractor started June 3.
- This project includes approach repair and the cleaning and sealing of the bridge deck.

#### **Hine Avenue Utility and Street Improvements**

- This week's work:
  - The replacement of the sanitary sewer between Summit Avenue and Cumberland Drive started and the contractor completed the mainline sewer in Hine Avenue.
- Next week's work:
  - The Contractor will complete the final connection near 601 N. Hine Avenue and begin the tie over of the laterals.
- Streets that will have No Access:
  - N. Hine Avenue will be closed to through traffic between Summit Avenue and Glenn Drive. Barricades will be staggered to allow for local and emergency traffic.

#### **2019 Asphalt Street Resurfacing**

- Last week the City's contractor began the 2019 Resurfacing project on W. Moreland Blvd. They are beginning with the installation of the new 12" watermain along the WB travel lane, starting at Delafield St and working towards Riverview Ave.
- Next week the City's contractor will continue with the installation of the new watermain.
- During this project, at least one lane of traffic in each direction will be maintained at all times.

#### **2019 Sanitary Sewer Lining**

- Last week's work:
  - Began overnight sanitary sewer lining operations along W Sunset Dr
- This week's work:

- Continue sanitary sewer lining operations along W Sunset Dr. All lining operations will occur at night to minimize impacts to businesses and residents.
- Streets with restricted access for the next week:
  - Westbound outside curb lane on W Sunset Dr from Center Rd to Sentry Dr is closed with traffic shifted over towards the inside lane. Access to businesses will be maintained.
- Streets that will have No Access:
  - All streets will have access

#### **South Street Parking Ramp Phase II Repairs**

- The Contractor is working vertical repairs this week and next week.
- The project should be complete by the end of July

#### **Eastside Beltline Sanitary Sewer Relay & Lining**

- Last week's work:
  - Installation of sanitary sewer main and sanitary sewer services continued between National Ave and Arcadian Ave.
- This week's work:
  - Sanitary sewer lining will begin between National Ave and E Main St.

#### **Main Street Utility and Street Improvements (Water Utility project)**

- The sanitary sewer work finished up on Main Street last week and water main installation began.
- Installation of the 24-inch water main continued this week on Main Street. The contractor has installed mainline up to the area between Adams and Genesee. Next week, they will continue progressing east toward Perkins.

#### **Summit Avenue Utility and Street Improvements**

- This week, the contractor will begin the traffic control full closure setup, and detour route posting on Tuesday June 11<sup>th</sup>. They also intend to mobilize equipment to the project site on Tuesday as well. They are anticipating beginning the breaking of the existing concrete pavement on Wednesday and will begin removing the concrete pavement in the areas of the storm sewer and new water main trenches. Erosion control setup and saw cutting will also occur next week. The contractor is anticipating beginning rock excavation blasting for the new storm sewer along Summit Avenue the week of the 17<sup>th</sup>.
- Starting on June 11<sup>th</sup>, Summit Avenue was closed to through traffic from N. University Dr. to N. Grandview Blvd., and will be available for local traffic only. Just a reminder that the posted detour route will be University Dr. -> Northview Rd. -> N. Grandview Blvd. (and vice versa).

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

- Last week the City's contractor finished removals and grading on Bethesda Ct and Prospect Ct. The contractor also began installing the new street lighting conduit along Dunbar Ave, Bethesda Ct, and Prospect Ct.
- This week the contractor will finish the removals on Dunbar Avenue near Marshall St, and begin setting up for pouring curb and gutter. Curb and gutter is scheduled to be poured at the end of next week (weather dependent).
- 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**

- The contractor last week completed all of the new concrete curb and gutter pouring, final graded the areas for new sidewalk including base course placement and preparation for pouring the sidewalk, and also began final grading and preparation for the roadway concrete paving. Within Meadowview Park, final grading and topsoil continued on the future athletic field and path system on the west side of the park. Grading work also began at the path connection to Lancaster Dr. on the north side of the park today.
- The contractor this week will complete the fine grading preparation for concrete paving on the south side of Northview Rd., and the paving contractor will begin placing string line for the concrete paving early in the week as well. Currently the pouring of the south side through lane and shoulder is scheduled for Wednesday of next week. The contractor is planning to complete the south side paving through the entire length of the project in 1 day. Once the pouring is complete for the day, the contractor is also required to saw cut joints into the newly placed concrete. Based on the length of the project, there will likely be saw cutting completed into the late-night hours along the project.
- Northview Rd. remains closed to through traffic.

### **Greenmeadow Sanitary Interceptor Sewer**

- Last week's work:
  - Continued tunneling operations at the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft. Approx. 700 feet of this tunnel is complete.
  - Continued construction of a maintenance shaft for the tunneling work in the south side of the roadway near 1945 Madison St. Shaft is down about 70 feet.
  - Continued sanitary interceptor sewer installation on S Moreland Blvd at W St Paul heading to the north along with water lateral and sanitary lateral work. Sewer has been completed to about 150 feet south of Motor Ave.
  - Finished work on sanitary inlet structure in INNIO easement south of W St Paul Ave. Worked on restoration of easement.
  - Finish water main work at American Ave and S Moreland Blvd.
  - Milled off asphalt surface layer on south side of W St Paul between Harris-Highland Dr and S Moreland Blvd
  - Continued restoration work in Lowell Park
- This week's work:
  - Continue tunneling from the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft
  - Complete construction of maintenance shaft for the tunneling work in the south side of the roadway near 1945 Madison St.
  - Continue sanitary interceptor sewer installation on S Moreland Blvd near Motor Ave heading to the north along with water lateral and sanitary lateral work
  - Begin work on curb removal/replacement on south half of W St Paul Ave
  - Finish restoration work in Lowell Park

### **Demolition and Asbestos Abatement of 201-310 Delafield St**

- Demolition has been completed and restoration work is ongoing with the trucking in of topsoil and placing of seed and mulch.
- The work on the demolition of 310 was started June 10th. The work is scheduled to be complete by June 14th weather dependent.

## **TRANSIT**

- Transit staff continues to work with SEWRPC on the next steps of the Transit Development Plan process. The next Advisory Committee meeting will be held in July.
- Major bus detours are on Route 1 Main St between Whiterock and Manhattan and the bus stop at Brookfield Square has been temporarily moved to the north side of the old Boston Store during the repaving project of mall road that the main bus stop is on.
- The Paratransit Bus Request for Proposals have been received and are currently being evaluated. Pricing is favorable.
- The paratransit van has been ordered and is expected to be delivered in September.
- Working on updates to our Title VI and Disadvantaged Business Enterprise programs for submission to the FTA.