



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: August 28, 2020

City Administrator Highlights

- Held EOC Staff meeting to discuss City operations related to COVID-19.
- Held Department Budget review meetings to review the submitted operating budget information from each Department.

Clerk/Treasurer

- The Clerk's office has begun preparations for the November election.
- Residents are encouraged to register to vote, request an absentee ballot or update their voter information online so they are ready for the November election. <https://myvote.wi.gov/en-us/>

Finance

- The 2021 CIP and Budget processes are underway.
- The Draft 2021 CIP book was released on Tuesday, August 11.
 - ***Any council members that would like amendments to the CIP to be considered by the Finance Committee, please submit them to me and/or Finance by Thursday, September 3. This will give staff adequate time to prepare and provide data for consideration.***
- The Draft 2021 Budget Book is anticipated to be released on September 16, 2021.

Parks/Recreation and Forestry

- The Fall Parks, Recreation, and Forestry Activity guide was released this week with many new reimagined community events: <https://waukesha-wi.gov/462/Activity-Guides>
- The remainder of the Tribute Tuesday concerts, remainder of the Civic Band concerts, Jazz Express concerts, Neighborhood Beer Gardens, Oktoberfest, and Operation Honor: A Salute to Veterans have been cancelled.

Public Works

Engineering Division:

New City Hall

- This week the contractor continues to made great progress on the exterior stone above the Council Chambers. Paint has begun on the second floor. The 3rd floor paint is mostly complete.



- Next week the masons will continue on the westerly face of the building above the council chambers. The contractor will begin the drywall on the first floor of the building.

Artificial Turf Field installation at Mindiola and Frame Park

- Last week the contractor finished the storm sewer work and began on the retaining wall needed near the dug outs.
- This week they will begin work of the outfield under-drain system and the subsurface prep in the outfield for the artificial turf.
- The parking lot near the ball diamond is closed until the project is complete.

Banting and Mindiola Park Parking Lots and Heyer Park tennis Court Improvements

- The project includes reconstructing Banting and Mindiola Park Parking lots and removing and replacing pavement of the several tennis courts at Heyer Park.
- This week the contractor is finishing up restorations and working at installing the fence at Heyer Park Tennis Courts.

Buchner Pool

- The contractor has completed removing some of the old foundations and surge tanks from the original Buchner pool that was hidden under the more current Buchner Pool building.
- This week the contractor finished removing the pool shell, as well as a portion of the old pool shell. The contractor also began construction of the building walls.
- Next week We Energies will be on site to make needed electrical changes to the service. The contractor will continue work on the building.

Meadowview Park Bridge

- The contractor this week continued their work within the bio-filtration basins and have the basin work completed within 6 of the 9 basins. Next week they will wrap up the work within the final 3 remaining bio-filtration basins and begin the installation of the storm sewer culverts around the east side of the park.
- Closures/Access
A portion of the east side of the pedestrian path within the park has been closed to all pedestrian traffic. Please follow the signing/barricades regarding path closures. Access is available to the west side of the path loop.

Woodfield Park Creek Grading and Restoration

- The majority of the grading and rock feature work has been completed for the Woodfield Park Dam removal and stream restoration project to return the stream to its natural state. The Contractor, RLP Diversified, still needs to finish up punch list work from the Wisconsin DNR grant reimbursement inspection a few weeks ago related to the stone features and also finish the remaining restoration and planting work.

2020 N Barstow Street Utility and Street Improvements

- Phase 1 of the project which includes the re-opening of Barstow between North St and W. Main St is complete.
- The contractor this week completed the sidewalk/curb ramp pouring in all but one of the quadrants of the Barstow St./South St./West Broadway intersection (The final one is formed and ready to pour), and continued the drilling, forming, and pouring of traffic signal bases within

both the Barstow/South/Broadway and Barstow/Wisconsin intersections. After today only a couple small traffic signal bases remain to be poured. The contractor also started and completed the removal of the existing asphalt pavement within Municipal Lot #5.

- Next week the contractor will be pouring any remaining sidewalk and curb ramps throughout the Phase 2 limits and will follow that with the pouring of concrete paver base around the Barstow/South/Broadway intersection. The electrical contractor will wrap up any remaining traffic signal base and pull box installations and will begin on the above ground signal work at the Barstow/South/Broadway intersection. The contractor may also begin pouring concrete planters along the Phase 2 limits as well.

Roberta Avenue and Tenny Avenue Utility and Street Improvements

- This week the contractor completed the installation of sod along both Tenny Avenue and Roberta Avenue. Next week the contractor will be completing the sealing of the concrete pavement joints, followed by the installation of pavement markings. The landscaping contractor will be on-site throughout the week completing the watering of the newly installed sod.

Alley #32 (Newhall, Scott, Wilson, Grand) and Alley #31 (Wilson, Newhall, Grand, Garfield)

The Contractor started work the week of July 27th.

- The contractor this week completed the final concrete alley preparation along the North/South segment of Alley 21 and completed the pavement removals along Alley 32. Late in the week the contractor started the excavation for the new alley pavement structure and placed base course material at the west side of the alley as well. The contractor is planning to work this Saturday (8/22) with more base course placement throughout Alley 32.
- Next week the contractor will complete any remaining base course placement in Alley 32 and begin and concrete paving preparations. Within Alley 31, the contractor will be pouring the North/South section of the alley and may begin final preparations for the driveway replacements along the East/West segment.
- The contractor is anticipating closing/starting pavement removals along Alley 32 starting on Monday 8/17.

2020 Asphalt Street Resurfacing & Area 1 & 2 Flood Mitigation

Rolling Ridge area:

- Last week the City's contractor finished one of the box culvert crossing Rolling Ridge Dr between Denton Dr and Devonshire Ct and the box culvert crossing Devonshire Ct. Concrete curb and sidewalk also continued throughout the week.
- This week and next, the contractor is planning on finishing all of the underground work, depending on the delivery of the last boxes. The contractor will also remove and restore the coffer dam in park near the intersection Rolling Ridge Drive and Woodridge Ln. Concrete curb and sidewalk, and sod restoration will also continue next week.

Rueben Dr and Laura Ln area:

- Last week, the contractor was able to finish the first lift of asphalt on Laura Ln, Laura Ct, and Ruben Dr. In total today the contractor will have put down approximately 2400 tons of asphalt which is around 120 dump trucks.
- Early next week the contractor is planning on finishing all of the sod restoration on the project, and the second lift of asphalt is scheduled for mid to late next week. When I get a confirmed date from the contractor I will send a follow up email.

Harrison Frame Wabash Ave Utility and Street Improvement

This week's work:

- Completed replacement of sanitary laterals and water services on W Wabash Ave. All underground utility work is complete on this street.
- Completed replacement of sanitary main on Frame Ave
- Began replacement of sanitary laterals on Frame Ave
- Completed replacement of water main on Frame Ave
- Began replacement of sanitary main on Harrison Ave

Next week's work:

- Complete replacement of sanitary main on Harrison Ave
- Complete replacement of water main on Harrison Ave
- Continue replacement of sanitary laterals on Frame Ave
- Begin replacement of water services on Frame Ave

CLEAN WATER PLANT:

- Sanitary Sewer Overflow discovered from underground sewer line near Burr Oak Blvd. and Oakdale Dr. on August 24th, repairs were completed same day.
- New roof installed at West Ave. pump station.

TRANSIT:

Driver shields were installed in all fixed route buses and fare collection and front door entry returned Saturday, August 29th. The Transit Center lobby weekday hours were expanded to 6 am - 9 pm Monday -Friday, Saturday resume schedule hours of 8:15 am - 9 pm and Sunday continues to operate as scheduled from 9:15 am -7pm.

- Due to the high mask use and surveying our peer Wisconsin systems capacity, capacity on the buses was increased to 15 passengers effective August 21st.
- The following changes to Waukesha Metro continue due to the COVID-19 pandemic
 - ✓ Unlimited riding/joy riding is suspended.
 - ✓ Lost and found is limited to only essential personal items.
- Transit staff continues to monitor the COVID-19 pandemic and will make adjustments as needed.
- Routes 3, 4 and 5 (& 5/6) have a minor detour on the outbound portion of their routes due to Phase 2 of the Barstow project.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan. Potential alternatives are being researched at this time.

- The 2021 fixed route buses are on order and expected to be delivered in late March 2021.
- Transit Center ramp remains closed and the public should park on the surface lot at the Transit Center.
- FTA has approved the City's 2019 National Transit Database Report.
- The FTA has moved the Transit Triennial Review to the Fall.
- Will be working with Milwaukee County Transit on possible solutions to connecting to BRT route.
- Waukesha County Routes 901/904/905 service has had over 40% of its service hours suspended due to low ridership.
- The service extension on Waukesha County Routes 901/905 to the UW-Milwaukee campus resumed September 1st.