



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

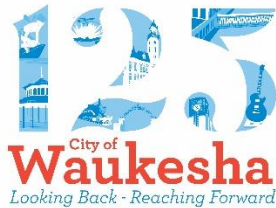
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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: July 31, 2020

City Administrator Highlights

- Held EOC Policy Group meeting and EOC Staff meeting to discuss City operations related to COVID-19.
- The City is moving forward with planning the 125th Anniversary celebrations which are scheduled for 2021. The below was selected, as voted on by the public, to best represent our 125th Anniversary and the theme "Looking Back – Reaching Forward"



- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Gina Kozlik, Diane Gard, Chief Thompson, Chief Howard, Fred Abadi, Ron Grall, and Chris Pofahl.
- Conducted the final round of interviews for the position of City Assessor.
- Conducted final interviews along with the Mayor, Marquise Vasquez, Ald. Wells, and Ald. Pieper for the open Finance Director position.
- Held our twice a month Department Directors meeting.
- Attended a virtual meeting with the new Waukesha Schools Superintendent James Sebert and Andrew Thielke from the County to discuss our shared partnership for the Waukesha Employee Health Center.
- Met with some Department Directors to discuss their proposed CIP projects. The CIP book is expected to be release for Council review on August 11th.

Assessor

- City Assessor Paul Klauck retired on July 1st after 39 years of service to the City
- The 2020 Assessment Roll is closed, and no more changes can be made to it.
- If a property owner would like the Assessor's Office to review their assessment for 2021, they can contact the Assessor's Office.

Clerk/Treasurer

- The Clerk's office is preparing for the next election which take places on Tuesday, August 11.
- Residents can view a sample ballot, request an absentee ballot, update their voter information, or register to vote all online: <https://myvote.wi.gov/en-us/>



- In-person absentee voting is currently taking place at City Hall on weekdays through Friday, August 7.
- The last day to request an absentee ballot online for the August 11 election is Thursday, August 6.
- There is a poll location change for the August election. Voters in Wards 32, 33 & 34, who previously voted at Ascension Lutheran, will now vote at the Municipal garage building at 300 Sentry Drive. All residents can look up their current poll location here: <https://myvote.wi.gov/en-us/FindMyPollingPlace>

Finance

- The 2021 CIP and Budget processes are underway.
- The Draft 2021 CIP book is anticipated to be released on Tuesday, August 11. The traditional Show & Tell at City Garage will not be held this year. A book of pictures and summary descriptions of all the vehicles will be available.
- The Draft 2021 Budget Book is anticipated to be released on September 16, 2021.
- Final interviews were conducted for the open Finance Director position.

Parks/Recreation and Forestry

- Don't miss the Drive-In Monday Night Movie featuring Toy Story 4 on August 17. One registration is required per vehicle by August 14. <https://wi-waukesha.civicplus.com/1521/Drive-In-Movie>
- 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.
- Alternative plans are being developed for reimagined community wide events, such as themed walks, drives, and virtual activities.
- The Fall Parks, Recreation, and Forestry Activity guide will be published the end of August.

Public Works

Engineering Division:

New City Hall

- Last week the Gas and Electrical service were completed. The contractor continues exterior masonry and interior work.
- This week, Brook Street will be closed for the work on the Transit Center Canopy. The road will remain closed from Tuesday to end of day on Thursday.
- As part of this project the Transit Ramp will receive a canopy over the ramp to the 2nd level. This work is scheduled to begin next week.



Figure 1-City Hall Masonry Work

Artificial Turf Field installation at Mindiola and Frame Park

- Last week the contractor worked on the replacement of the storm sewer that runs under the ball diamond.
- This week they will begin work on the underdrain system for the artificial turf and continue grading for the turf.
- The parking lot near the ball diamond is closed until the project is complete.



Figure 2-Artificial Turf Field Installation

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

- Last week, the contractor undercut and fine graded the base for Banting and Mindiola parking lots.
- This week, the contractor is paving the asphalt pavement at Banting and Mindiola. The City's DPW is undercutting and grading the base for the Heyer Park Tennis Court.



Figure 3-Banting and Mindiola Park Parking Lots and Heyer Park Tennis Court

Buchner Pool

- The contractor has been busy this week demolishing the pool deck and the building.
- This week the contractor will begin working on site concrete and pool removal.
- This sidewalk on the east side of Oakland Ave will remain closed for the duration of the project. They will post "sidewalk closed, use other side", at the intersections of Broadway and Racine/College.



Figure 4-Buchner Pool Demo

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

- Last week the contractor completed all of the remaining concrete curb and gutter pouring within the Phase 2 limits of the project, and also poured the mainline concrete pavement along Barstow St. from Wisconsin Avenue to South St. The electrical contractor was on site completing additional underground electrical conduit installation, as well as, preparation for new street lighting bases and pull boxes.
- This week and next week the contractor will continue the concrete pavement pouring; focusing on the remaining pavement within the Barstow St./South St./West Broadway intersection. By the end of the week all of the remaining concrete pavement will likely be completed. The electrical subcontractor will also be working throughout the week with installation of street light bases and pull boxes between W. Main St. and South St.



Figure 5-Barstow St Concrete Work



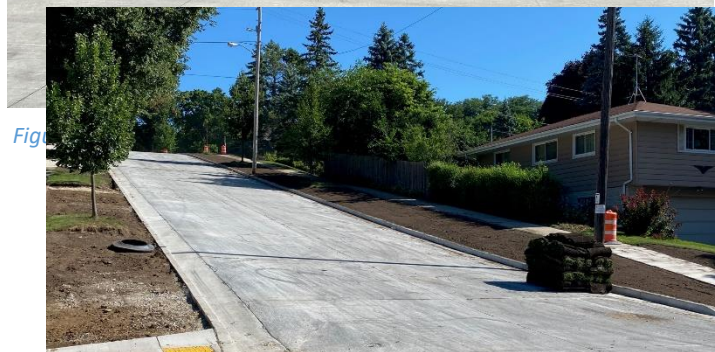
Roberta Avenue and Tenny Avenue Utility and Street Improvements

- This week the contractor began the preparation/final terrace grading work along Tenny Avenue and will be continuing the final terrace grading and work around curb ramps through the week next week. Potentially late in the week the landscaping subcontractor may begin their final topsoil preparation work for the installation of sod.



2020 Hartwell Ave and Oxford Rd Utility and Street Improvements

- Over the last two weeks the contractor was able to complete a majority of the concrete sidewalk and drive approaches on the project. They also were able to complete the asphalt patch at the intersection of Newhall and Hartwell.
- This week and next, the City's contractor was able to finish most of the terrace grading. The contractor will begin spreading topsoil and before the end of the week will have all of the sod placed. A letter will be sent out with recommendations on proper care/maintenance of sod.



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Figure 7-Hartwell Ave. and Oxford Rd.



2020 Asphalt Street Resurfacing & Area 1 & 2 Flood Mitigation

Rolling Ridge area:

- This week the contractor has been receiving the new box culvert sections and staging them for the installation. They have also completed the installation of two new storm inlets at Rolling Ridge Drive and Turnberry Ct. This morning they are completing a sanitary sewer repair on Devonshire Ct.
- Next week the contractor plans on bringing in a second crew and begin the box culvert installation across University Drive and Yorkshire Ct. Mid-week next week the contractor will need a one-day closure of University Drive at Rolling Ridge Drive for the install of the box culverts. I will send a follow up email next week on the exact day this will occur.
- Currently Rolling Ridge Drive is closed to local traffic only. Drivers in the area are encouraged to avoid the Rolling Ridge/University Drive area where they are currently working.



Figure 8-Storm Inlets at Rolling Ridge Dr.

Rueben Dr and Laura Ln area:

- This week the City's contractor was able to finish all of the storm sewer repair and begin the concrete curb and sidewalk removal and replacement.
- Next week the contractor will continue with the concrete curb and sidewalk on both Ruben and Laura.
- During this time, both Ruben Drive and Laura Lane are closed to Local Traffic Only.

Harrison Frame Wabash Ave Utility and Street Improvement



- This week, the contractor started pavement removals in the area of the sewer trench and started the sewer relay.
- Next week, the contractor will continue on the sewer relay work.

2020 Sanitary Sewer Lining - Large Diameter

- Next week's work: Begin lining of sanitary manholes

Sanitary Sewer Lining - Pebble Valley Area

- Previous work:
 - The contractor continues the installation of the clean outs.
 - The contractor continues the installation of the lateral liners.
 - The contractor continues restoration work.
 - The contractor continues work on repairing on the manholes.
- Future work:
 - The contractor will continue work to install the clean outs.
 - The contractor will continue the installation of the lateral lines.
 - The contractor will continue restoration work.
 - The contractor will continue work on repairing on the manholes.

Other projects currently ongoing:

- City Hall Relocation of Fiber
- Fire Sprinkler Upgrades at Fire Station No. 4
- Sanitary Sewer Manhole Rehabilitation - City wide manhole repair
- Concrete Pavement Patching - City wide pavement patching
- 2020 Asphalt Street Patching - City wide utility repair patching