



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: September 15, 2017

City Administrator Highlights

Week of September 4:

- Attended a regularly scheduled meeting on NEO GOV as we work to prepare our employee performance evaluation program.
- Held a Director's meeting.
- Met with the Assessor, Paul, to discuss some of our appeals cases.
- Along with Rebecca, led our first Leadership Class of this cycle. We have a new group of 12 participants from various Departments.
- Met with school district officials regarding TIF.
- Attended the Waukesha County Center for Growth Board of Director's Meeting.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Ron Grall and Chris Pofahl.

Week of September 11:

- Met with Rich regarding the Operating Budget
- Held our second Leadership Class of this cycle.
- Held a meeting regarding cellular 911 calls.
- Met with the candidates for the Library Director position.
- Held a meeting with Carroll regarding the potential baseball team at Frame Park.
- Held regularly scheduled meetings with Rich Abbott and Chris Pofahl.

Cemetery

- The Cemetery is one month away from the 4th Annual Puppy Prance. There is a new tour this year to take your 4 legged friend on. Mark your calendars for October 14th, 2017 10AM-2:00PM.

Clerk/Treasurer

- Deputy Clerk Treasurer Sandee Policello will be attending the Fall Supervision Series Program offered through partnership with Waukesha County at WCTC.
- Private Alarm license renewals are being mailed out to those establishments that have a license expiring in October, November and December of this year.



- 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.
- The use of the State's new online voter registration has been steadily increasing. Online voter registration is open to all eligible Wisconsin voters who have a current and valid Wisconsin driver license or State ID card. www.myvote.wi.gov
- Assisting Park, Rec., Forestry with implementation of a solution for credit card processing for Oktoberfest and other off-site events.
- Working through setup for 10 city departments handling credit cards with new processor and achieving PCI Compliance. Set up access for Finance staff of detailed credit card reporting to improve reconciliation.
- Gina met with Senator Devin LeMahieu, Chair of the Elections and Utilities Committee, to provide information on our proposed changes to absentee ballot processing and the Bills which we anticipate will be introduced in the fall legislative session. The link for details on AVEO follows – [Absentee Voting Efficiency Option Information](#)
- Gina met with Dane County Clerk Scott McDonald to discuss details of how the AVEO process would work at the Municipal Clerk level and addressed the concerns of the County Clerks' regarding the timing for programming.

Finance

- Both the Capital and Operating Budget books have been released for review and discussion.

Parks, Recreation, and Forestry

1. Cool School Before/Afterschool Program is still taking registrations for the following sites: Lowell, Randall, Prairie, Rose Glen, Banting, Hawthorne, Bethesda, and Heyer. Registration takes place at WPRF (1900 Aviation Dr.)
2. PRF is looking for Oktoberfest volunteers on 9/22 & 9/23 during the event at Frame Park. If you would like to volunteer please email mberg@waukesha-wi.gov.
3. Fall sports and activities are in full swing.
4. Skip standing in line to buy your tickets for Oktoberfest. Purchase them in advance of the event and take advantage of the "will call" window. Present a picture ID to pick up your tickets and avoid the lines. Click here for details <http://www.waukesha-wi.gov/1529/Oktobefest>

Public Works

Engineering Division:

N. Grandview Blvd. & Northview Road Intersection Improvement

- The Contractor is working on punch list items.

N. Grand Avenue and South Street Utility and Street Improvements

- The contractor is working on punch list items.

West Waukesha Bypass

- The contractor this week was able to make progress on the roadway excavation and base course placement from just south of Rolling Ridge Dr. to Woodridge Ln. They also continued the forming and pouring concrete for sections of the large storm sewer structure just south of Woodridge Ln.
- The grading work within Meadowview Park again continued this week utilizing the excavated material from the new northbound lanes.
- Very similar work activities will continue next week; continued roadway grading and base course placement for the new northbound lanes, forming and pouring more of the large storm sewer structure, and grading work within Meadowview Park. Next week the contractor plans to also work on placing additional storm sewer piping beneath the future northbound lanes between Lancaster Dr. and Woodridge Ln. During the above work next week, there will be significant earthwork operations within Meadowview Park, and potential trucking along Lancaster Dr. between Meadowbrook Rd., and Evansdale Dr.
- The current traffic control, and access closures along Meadowbrook Rd. will remain the same next week.

2016 Concrete Sanitary Sewer Lining - West

- The Contractor is working on punch list items.

2017 Concrete Sanitary Sewer Lining - East

- This week the contractor lined the sewer on White Rock Ave from the CN railroad tracks south to Baxter St. Concrete pavement patching also continued on White Rock Ave. Sanitary manhole chimney repairs along White Rock Ave and Perkins St. continued.
- Next week, the contractor will line the sewer on Perkins St from The Strand to White Rock Ave. A section of sewer between Elm St and Perkins St will also be lined. Concrete pavement patching will continue on White Rock Ave.

Fire Station #3 & Police Substation

- The contractor is working on trusses and decking for the roof.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018. We anticipate moving the employees into the new building in March 2018

West Ave / Glenwood Ave Utility Improvements

- Sewer construction started at the end of Glenwood Ave this week and will progress towards West Ave.
- Late next week it is planned to close N. West Ave in order to install the sanitary sewer in West Ave from Glenwood Ave to Wisconsin Ave.

NW Barstow Street Utility and Street Improvements

- The Contractor is working on punch list items.

Alley#61 and Dunbar Oaks Alley

- The Contractor is working on punch list items.

Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements

- This week, the contractor continued curb replacement and completed preparations for paving.

- Next week the contractor will place the first layer of asphalt and begin installation of curb ramps, driveway aprons, and sidewalk.

Arcadian Avenue Utility and Street Improvements

Last week the contractor was able to pour the North side of Arcadian Avenue from Eugene Ct. to the Western project limit.

- This week , the contractor will pour the Southern half of Arcadian Avenue (Thursday weather dependent), also providing gaps for the businesses on the Southern half of Arcadian Avenue.
- Next week the contractor will finish pouring the intersections, pour the Northern half curb and gutter, and begin pouring the driveway aprons and sidewalks.
- Local traffic and access to businesses will be maintained by shifting the barricades and allowing traffic to drive on the pavement poured today prior to pouring the Southern half.

2017 Asphalt Pavement Resurfacing

- The Contractor is working on punch list items.

W. Sunset Dr & S. Grand Avenue Traffic Signal

- Pavement removal and sewer work finished in the closed area this week. Traffic will be reduced to one lane each direction through the intersection. Next week, the contractor will begin restoring pavement and medians and start installation of new traffic signal components.
- This project is expected to be completed by October 14, 2017. During the construction, drivers should expect delays and seek other routes. Some traffic movements may be restricted for short periods of time during the construction. Every effort will be made to maintain all driveway movements at all times.

Kossow Road & Abbott Street Traffic Signal Installation

- The new traffic signal is up and running. Only punch list work items remain.

2016 E. Sunset Drive Improvements

- The road construction is complete and open. Only punch list work items remain.

Caroline Street Utility and Street Improvements

- The Contractor is working on punch list items.

Saratoga Sports Complex

- The Contractor turned the new lighting on last week.
- The Contractor will be completing asphalt patching this week.

Historical Lighting Upgrades 2017

- The Contractor has installed 10 of the new 14 bases and 2 pull boxes for this project.
- The Contractor will continue this week to finish the remaining 2 pull boxes and 4 bases, pull wire, and site clean-up. Once the wire is installed, city forces will begin installing the new lights.

Moreland Blvd Bridge Maintenance and Repairs

- Only Punch list work items remain.

River Valley Road Sewer extension & Fire Station Driveway

- Construction began last week. Contractor is currently preparing to bore under Les Paul Pkwy.

Horeb Park Lighting Upgrades

- The Contractor is scheduled to start boring in the new conduit this week

Currently working on survey and data gathering for the following projects:

- Grand Ave & Sunset Dr stakeout
- 2017 Sidewalk Repairs
- 2017 Concrete Street Patching
- 2017 Asphalt Street Patching
- Asbuilt surveys on completed projects

Other items

- Final design is starting for the reconstruction of Northview Road which is planned for 2018 & 2019.
- Punch list work continues on both E. Moreland Blvd projects this week
- Punch list work continues on Summit Ave / Delafield St

Transit

- New air handler for the bus garage on Badger Drive was completed last week
- The Federal Transportation Security Administration (TSA) is conducting a security assessment for the Transit system

Streets Division

- Asphalt patch work continues
- Asphalt street overlays continues
- Spot and manhole repairs with hot mix continues
- Sign installation/removal approved by Sign Review Committee continues
- Repair/replacement of knock downs (lights, signs,& traffic signals)
- Barricade requests
- Continue to flush & televise City sewers
- Sweepers continue to sweep City streets
- Continue to repair catch basins and manholes
- Continue to service and repair City Fleet equipment

Clean Water Plant

- Continuing testing of Ferric Chloride alternative for phosphorus removal.
- Completing permit required bio-assay test for effluent quality.
- Clarifier rehabilitation project out for bid.
- Evaluating WPDES permit renewal application process.
- Working on Discharge Monitoring Report for August.
- Greenmeadow pump station replacement vs. gravity interceptor presented to BPW.
- Rebuilding pumps at Madison Street lift station.

