



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: October 12, 2018

City Administrator Highlights

- Participated in labor contract negotiations for the Fire Department.
- Along with Rebecca Pederson, held our third and fourth Employee Leadership classes of this session. There are 10 employees participating from Departments across the City. This is our 4th leadership group.
- Held a Department Directors meeting.
- Participated in planning sessions for the next Celebrate Waukesha breakfast which is scheduled to be held on December 5th.
- Participated in planning sessions for the Citizen Budget Open House which is scheduled to be held on Wednesday, October 17 at Roots downtown.
- Participated in sessions with Lee from GovHR, the recruitment firm that was hired to help in the search for a new Human Resources Director. Lee was on-site to meet with Department Heads, HR staff, the Mayor and myself to help build a profile of what we are looking for in a Human Resources Director.
- Spoke on Dark Stores and the issue it is causing in Cities at an event with the Waukesha County Business Alliance.
- Attended an all-day conference put on by the Emerging Local Government Leaders group which focused on various issues impacting cities.
- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard.

Clerk/Treasurer Updates

- In-Office Absentee Voting starts on October 22, 2018 and goes through November 2, 2018 here at City Hall from 8 am to 4:30 pm, Monday through Friday, with the exception of November 2, 2018 where the hours are extended until 5 pm. Photo identification is required. Click this link to view a list of acceptable items: https://elections.wi.gov/sites/default/files/publication/154/acceptable_photo_id_s_pictures_pdf_16852.pdf. The address on the proof of identification does not need to be current.
- Through October 10th, the Clerk-Treasurer's Office has issued 1,667 absentee ballots.
- The Public Test for the automatic tabulating equipment for the 2018 General Election will be held on Monday, October 29, 2018, starting at 8 am in the Council Chambers at City Hall.



- The Wisconsin Election Commission recently passed requirements for additional post-election audits that must take place before candidates are certified, no later than November 28, 2018. The Post-Election Audits are scheduled to take place in the Clerk-Treasurer's Office on November 15th and 16th.
- Completed two of three poll worker trainings scheduled before In-office absentee starts, training approx. 300 workers to meet their training requirement before Election Day.
- Worked on Testing various programs for tax rollover invoices (reoccurring invoices, payment plans) and with IT and Munis to create 10 year invoicing for engineering's special assessment billings.

Community Development

- **Scarecrows**- Scarecrows have been installed on light posts downtown by businesses and will remain until November 1st. Community Development acquired wood from Home Depot (Sponsor) and participating businesses downtown put together their own scarecrows.
- **Wauk-Tober** – On Saturday, October 13 from 5:30pm-8:30pm a wine/beer walk will be held downtown with 14 participating business locations. Tickets are needed for the event and can be purchased here: <https://bit.ly/2QnAsMC>

Finance Department

- The 2019 budget process is in full swing with the Operating Budget Book being released. The Finance Committee is currently holding meetings to review Departmental budgets.
- The Operating Budget is scheduled to come before the Council on November 8th.

Human Resources

- All employees and supervisors have been trained on the new performance evaluation system and process. The system is now live.
- Donna Whalen has retired as the Human Resources Director. Peggy Kadrich, Deputy HR Director, is serving as the Interim Director. The City is currently working with a recruitment firm on the process of hiring a new Human Resources Director.

Parks, Recreation and Forestry Department

- Howl-O-Ween, an un-haunted Halloween event for kids, is on October 12 from 6-9pm (<https://waukesha-wi.gov/1522/Howl-O-Ween>)
- Operation Honor: A Salute to Veterans is being held on Saturday, November 10 at the Schuetze Recreation Center (<https://waukesha-wi.gov/1528/Operation-Honor>)

Public Works Department

Engineering Division:

The following projects have been awarded and the project start is being coordinated:

- Pump Station Upgrades at Milky Way Rd., Springbrook North, and Pearl St.
- 2018 S. West Ave. Sanitary Sewer Lining - Anticipated start in late September.

Concrete Pavement Joint Sealing

- This project involves cleaning and sealing the longitudinal and transverse joints in concrete pavement. The work will be completed on the following sections of street:
 - Moreland Blvd. - Fox River Bridge to Manhattan
 - Eales Ave. - CDS to Cleveland Ave.

- Greenfield Ave. and Genesee St. - Main St. to Arcadian Ave.
- Arcadian Ave. - Greenfield Ave. to Eugene Ct.
- Rosemary St. - Arcadian Ave. to National Ave.
- Summit Ave. & Delafield St. - Grandview Blvd. to Madison St.
- Barstow St. - Lemira Ave. to Buena Vista
- Main St. - West Ave. to Barstow St.
- Maple Ave. - Wisconsin Ave. to Main St.
- Grand Ave. - Wisconsin Ave. to Main St.
- South St. - Clinton St. to South St.
- Tenny Ave. - Newhall Ave. to College Ave.
- Windsor Dr. - East Ave. to Hartwell Ave.
- This work will be performed under traffic, while maintaining at least one lane of traffic in each direction at all times.

2018 South Street Ramp Phase 1 Repairs

- The contractor is currently removing loose concrete from structural columns and beams.
- Tuck-pointing on the Wisconsin Ave exterior brick will start this week.

Dumpster Enclosure Lot 4

- The foundation has been poured and we are currently waiting for cure time.
- Next week the Contractor will start building walls.

West bound E. Moreland Bridge Rehabilitation

- The Contractor has finished pouring 3 of the 5 lanes adjacent to the bridge approach at the west end. These lanes will be opened on Monday when the through traffic is switched onto the new roadway panels and 2 additional roadway panels will be removed with lane closures.
- The contractor will complete the parapet tuckpointing and will begin preparations for cleaning and sealing of the concrete bridge deck. New sidewalk at the west end will also be completed. Temporary lane closures on the bridge will be necessary for the cleaning and sealing, but will be opened overnight.
- Streets with restricted access for the next week:
 - Westbound Moreland Blvd. between White Rock and St. Paul will have 1 left-turn lane and 1 through-lane closed for replacement. The remainder of the bridge will have single lane closures.
 - Tuckpointing of the parapets will be completed.

Greenmeadow Sanitary Interceptor Sewer

- Last week the contractor continued installation of dewatering wells in Lowell Park. Horizontal directional drilling work began near the City Garage on Sentry Dr. for the sewer that will pass beneath the Fox River.
- This week the contractor will continue the installation of dewatering wells in Lowell Park and the horizontal directional drilling for the sewer that will pass beneath the Fox River. Work will also kick off at the intersection of Joellen Dr and Madison St. for storm sewer relocation. This is preparation for the shaft that will be dug at this intersection.
- Streets with restricted access for the next week:
 - Eastbound traffic on W. St. Paul Ave. between Harris Highland Dr. and S. Moreland Blvd. will be shifted over slightly to accommodate the work near GE Power and Water. At least one lane in each direction will be maintained.

- Traffic on Madison St near Joellen Dr. will be shifted over toward the north side of Madison St to accommodate the storm sewer work. At least one lane in each direction will be maintained.
- Streets that will have No Access:
 - Joellen Dr. at Madison St will be closed for the storm sewer work.

S. Prairie Ave. Utility Improvements

- This week the City's contractor continued installing the new sanitary main and began installing the new sanitary sewer laterals.
- Next week, the contractor plans on completing installing the new sanitary sewer main, and continue installing new sanitary sewer laterals.
- During this time, S. Prairie Avenue will remain closed (Local Traffic Only).

Sunset Drive Pavement Patching and Diamond Grinding

- This week the City's contractor completed all of the concrete panel and curb and gutter replacement on the project.
- On Saturday October 6 the contractor began grinding the four travel lanes on Sunset Drive. The contractor is planning on starting near S. West Avenue and work towards S. East Avenue. The grinding is expected to take all day Saturday, and be completed the week of October 8. This process will greatly improve the ride on E. Sunset Dr.
- During the pavement grinding, at least one lane of traffic in each direction will be maintained.

S. East Ave. and Garfield Ave. Sidewalk Replacement

- This week the City's contractor finished all of the curb ramps on Garfield Avenue at S. East Avenue and Big Bend Road, completed the curb ramps at Walton Street, and began the curb ramp upgrades at Hartwell and Linen Street. The contractor also began milling (approximately 2") on S. East Avenue, Garfield Avenue, and Big Bend Road, this work is expected to be completed in one day.
- Next week, the contractor plans on finishing all remaining concrete work on the project, begin any necessary asphalt repairs, and begin the restoration on the project.
- During construction, both S. East Avenue and Garfield Avenue will remain open to traffic.

Demolition and Asbestos Abatement of 201-310 Delafield St.

- Demolition is well on its way. The contractor is salvaging scrap metal for recycling.
- The demolition will be completed approximately October 19.
- Restoration work will continue following the demolition.

2018 Concrete Sanitary Sewer Lining

- Last week, the contractor completed all work except for a couple of manholes that need to be abandoned in an easement area. These will be abandoned once the area has dried out and colder weather has set in.
- This will be the final update for this project.

Northview Road Reconstruction - Phase 1

- The contractor this week completed additional concrete placement throughout the project. They were able to complete the pouring of the concrete curb and gutter on the south side of Northview Rd., and also completed areas on the north side, not adjacent to driveways on the west end of the project. The contractor also completed pouring of driveways throughout half of the project on the

south side of Northview Rd. The contractor continued the water main service connections, and also side road main tie ins this week, on the east end of the project.

- Next week the contractor will focus again on the remaining concrete driveways and curb and gutter placement. They will be pouring the rest of the driveways on the south side and then potentially as early as Tuesday (10/9), will be pouring the curb and gutter along the north side of Northview Rd. adjacent to driveways. Curb and gutter pouring on the north side will restrict access to the north side driveways at that time, and access will be available again once the concrete driveway aprons have been poured and cure strength is achieved. They will pour the driveway aprons as soon as they can after the pouring of the curb and gutter. The contractor will also be pouring any remaining concrete pavement gaps throughout the project early in the week, including the remaining areas in the University Dr. and Northview Rd. intersection.
- Access to the south side driveways will remain restricted and will be re-opened as soon as the proper strength is achieved on the curb and gutter and driveway aprons. **Vehicles parked within the roadway, on the concrete along Northview Rd., will have to be moved prior to 6:30am on Monday morning.** Because access is still available to properties through the work zone, we ask that you park close to the southern edge of the pavement to maintain an area for passing vehicles. Access to Northview Rd. from Tallgrass Cir. (and vice-versa) is now available at this time.
- The contractor next week is also planning to begin the preparation, and also the actual work regarding the upsizing of the culverts under Northview Rd. at Pebble Creek. They anticipate beginning the preparation work on Monday 10/8. **Due to the nature of this work, Northview Rd. will be closed to all through traffic at Pebble Creek** (Between Tallgrass Cir. and Patrick Ln. Access to the residential driveways will be available in this section). This closure will be in place until the culvert work is complete approx. 2 weeks.
- The roadway remains closed to through traffic and for **Local Traffic Only**. Please have the yellow mirror hang tags visible (mirror or dash) as you travel through the work zone to help identify vehicles that are allowed to be within the work zone. All of the dates and time are subject to change and are weather dependent, and I will update the group if any work activities change during the week.

Water Utility W. Main Street Project

- After another week of wet weather, the Main Street Reconstruction project began concrete pavement work this and the entire west bound mainline lane of traffic will be paved by the end of 10/8 from Barstow to Lombardi. By the end of next week (10/19/18), the entire roadway including curb & gutter should be paved – however that is weather dependent. Sidewalks and driveways are scheduled to be completed during the last week of October and first week of November. Final electrical work for new signals and street lighting will also be completed during that time. Pavement marking and lawn restoration should be completed the second week of November.
- Temporary thru-access closures on cross streets will occur during paving operations and we ask for your continued cooperation and patience. Businesses and residents will receive a minimum of 24-hour notice prior to driveway paving or other times under which direct access to their property is restricted. Please contact me with any questions.
- Through traffic continues to be prohibited within the project limits and local traffic to access businesses and residences will also be restricted at times, depending on the location of the active construction operations. Waukesha Police Department is on site daily to patrol and assist with monitoring traffic. The safety of both the working construction crews and the traveling public is a primary focus of the project and we appreciate your support in this effort.

- **2018 Concrete Sidewalk Replacement -**
- The contractor continues to work on this Citywide project. They are currently about 95% working in central part of Waukesha. The contracted work will be completed in the next week or two.

The following projects are complete with only punch list items remaining

- South Street and Gaspar Street Utility and Street Reconstruction
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Concrete Pavement Patching
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3
- Alley #100 Reconstruction (west of Oakdale Rd. south of School Dr.)
- 2018 Asphalt Pavement Resurfacing
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction
- New Berlin Trail West Extension
- 2018 Historical Lighting Upgrades
- Fire Station #3 & Police Substation
- 2018 Spot Sealing
- Area 5 (Hospital Area) Flood Mitigation
- Sanitary Sewer Manhole Repair and Replacement
- 2018 Electrostatic Painting along Fox Riverwalk

The following projects plans specifications and estimates are being worked on:

- Woodfield Park Dam Removal
- Meadowview Park Development
- Northview Road Phase II

Other items

- Location survey for this year's projects.
- Asbuilt surveys for completed projects.

Clean Water Plant:

- Working on September Discharge Monitoring Report.
- Return Flow update meeting with Water Utility and consultants.
- Annual Effluent Toxicity (WET) testing passed for discharge permit.
- Reviewing engineering proposals received for return flow pump station, phosphorus and plant upgrades.
 - Reviewed 2019 sewer rate analysis prepared by Ehlers.
- Staff toured Aqua Aerobics Filtration Company in Illinois to see advances in phosphorus removal.
- Shared information meeting held with Madison Metropolitan Sewage District on chloride reduction programs.
 - Preparing letters for first round of high water users for softener optimization program.
 - Annual main power switchgear inspections completed.
 - Annual fire systems inspections completed.

Transit:

- WisDot Onsite Management Review on September 26th went very well and our report should be favorable with some recommendations for some minor improvements. The report is scheduled to be issued by the end of year.

- Completed the Waukesha County Transit 2019 Operating Budget meetings. The County Transit Budget includes reductions of a few lower performing Route 901 and 905 trips (Operated by Wisconsin Coach Lines).
- Routes 5/6, 6, 9 and 15 had minor service changes on October 15th. New schedules are available on the Metro website, at the Transit Center and locations throughout the Metro service area.
- Evaluating proposals from bus advertising sales vendors. Interviews with finalist firms are scheduled for the week of October 22nd.