



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner  
klahner@waukesha-wi.gov

### MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: August 11, 2017**

#### City Administrator Highlights

##### Week of July 31:

- Held the regularly scheduled Department Head Meeting.
- Worked on the City's Community Investment Program (CIP).
- Attended a meeting regarding NEO GOV and the creation of performance evaluation metrics for the City.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Chris Pofahl and Chief Jack.

##### Week of August 7:

- Held a meeting with Fred Abadi, Katie Jelacic, Jennifer Andrews, Rebecca Pederson and the Mayor to discuss next steps in data gathering on City Hall.
- Attended a regularly scheduled meeting with the Human Resources and IT staff to discuss the next steps in implementation of NEO GOV for our performance review process.
- Held regularly scheduled meetings with Rich Abbott and Fred Abadi.
- Attended the Finance Committee meeting at the City garage regarding the CIP.
- Organized and attended a tour of the Kenosha baseball stadium for Aldermen as we consider a proposal for a similar type stadium in Waukesha.

#### Clerk/Treasurer

- Scanning of Voter Registration forms continues; along with purging Inactive Voter Registration Cards.
- Completed final 2016 tax settlement with taxing jurisdictions.
- Referrals of delinquent personal property tax accounts to the Department of Revenue's State Debt Collection Initiative has begun. We anticipate an increase in the collection rate at no cost to the City, as the fee will be paid by the debtor.

#### Community Development

- Waukesha Canvas, the community art project, continues. Aldermen, staff and everyone is encouraged to participate by drawing what they love about Waukesha on their 4x4 sheet of paper. The papers will be compiled this fall to create one large canvas.



## **Finance**

- The 2016 Financial Statements were finalized and issued on July 25. The audit went well and we will have Baker Tilly come and present a brief overview at an upcoming finance committee meeting.
- The 2018-2022 Executive Community Investment Program was released and presented at the 8/8/2017 finance committee meeting. There was a show and tell on fleet replacement.
- We are working hard on the 2018 operating budget and are on schedule to release that on 9/26/2017.

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

- Text messaging is now available for Special Event reminders. You can sign up on the City's website.
- Neighborhood Beer Gardens start next week Thursday, August 17 through Sunday, August 20 at Rivers Crossing Park. Bring your family for "Bier, Freunde und Fun"!
- The Fall Activity Guide is being released on Friday, August 11. Sign up for your favorite Fall activities.

## **Police Department**

- There was a great turnout and a very successful event for the annual Waukesha Night Out on August 9.
- Run with the Cops is on Friday, August 18

## **Public Works**

### **Engineering Division:**

#### **N. Grandview Blvd. & Northview Road Intersection Improvement**

- The City's contractor will be removing and replacing a section of concrete pavement in the intersection .

#### **N. Grand Avenue and South Street Utility and Street Improvements**

- The contractor is working on final punch list items

#### **West Waukesha Bypass**

- The contractor is working on completing the remaining concrete items on the southbound side including the curb and gutter, intersections, turn lanes etc.
- In conjunction with the roadway paving work, there will be minor grading operations within Meadowview Park for the future bio-filtration basins occurring.

#### **2016 Concrete Sanitary Sewer Lining - West**

- The Contractor is working on final punch list items.

#### **2017 Concrete Sanitary Sewer Lining - East**

- This week, the contractor began cleaning and preparing the sewers for lining.
- Beginning the week of August 14, the contractor will begin to set up the by-pass pumping system and begin the lining process.

### **Fire Station #3 & Police Substation**

- Landscaping was completed this week.
- 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**

- Construction is planned to start in early August.

### **NW Barstow Street Utility and Street Improvements**

- This week the contractor finished paving the asphalt pavement at match points and driveways. Also, sod restoration work continues.
- Pavement marking work is expected late this week to finish the project.

### **Alley#61 and Dunbar Oaks Alley**

- The Contractor is working on final punch list items.

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

- This week, the contractor completed the water service work on Oscar Street, relocated the by-pass pumping operation, and continued to install sanitary sewer east along Greenway Terrace with work finishing just west of Atlantic Drive. \*\*\* At Atlantic Drive, Greenway Terrace is open to one lane of traffic. \*\*\*
- Next week the contractor will continue to install sanitary sewer east along Greenway Terrace.

### **Arcadian Avenue Utility and Street Improvements**

- The contractor continues to work on water laterals and sanitary sewer laterals.
- Cleaning and lining of the sanitary and storm sewer lines continues this week.
- Next week, road excavation work will begin.
- During this time Arcadian Avenue will still remain closed to through traffic (local traffic only), access will be maintained to all local businesses.

### **2017 Asphalt Pavement Resurfacing**

- Concrete replacement work is complete on Madison St, Comanche. New curb and gutter will be placed this week on Patricia. Binder repair and prep also continues.

### **W. Sunset Dr & S. Grand Avenue Traffic Signal**

- Pavement removal and sewer work will continue into next week. Traffic will be reduced to one lane each direction through the intersection. For the first few days of construction for replacing the sanitary sewer, no lefts turns in any direction will be allowed. The turn restrictions are expected to last a few days. Later week of August 7, the contractor will be 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**

- Last week the contractor completed the majority of the water main installation and are testing it prior to the final connections. The contractor also started the sanitary sewer near Arcadian Avenue.
- This week they will continue the work on the sanitary sewer.
- Caroline Street is closed to through traffic between Arcadian Ave and Main Street; however, access will be maintained to the properties.
- The project completion date is September 1st.

### **Bethesda Park**

- The new lighting is fully functional.
- Please stop by and check out the great improvements from the old lighting. The pathways and playground are now lit to provide a safe and more enjoyable experience. The new lighting uses only a fraction of the electricity that the old lighting did and provides a nice clean light.

### **Saratoga Sports Complex**

- The Contractor at this time is waiting for replacement parts to arrive. This is scheduled the first week of August. After the new pole is installed, the new lighting will be commissioned and the old lighting removed. There is still asphalt patching to be completed.

### **The following projects have been bid out and are in the process of approval & contract signing:**

- Horeb Park Lighting Upgrades - Construction will begin early September.
- Moreland Blvd Bridge Maintenance and Repairs - Bids opened Friday May 12th, construction to begin late August
- River Valley Road Sewer extension & Fire Station Driveway - Low Bidder is Musson Bros., construction to begin in August.

### **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:**

- Will be installing Bus Shelter at West High School Bus Stop by the start of the new school year
- Working with several groups to give out information about bus service to area middle and high schools as well as Universities

**Clean Water Plant:**

- Continued permit discussions with DNR.
- Welcomed two new employees; Megan Jacquette of Waukesha, and Michael Lewis whom relocated from Maryland.
- Working on Discharge Monitoring Report for month of July. Weathered the heavy rains with no upsets to plant.
- Continued work on chloride reduction with Water Utility.
- Working on Budget preparation.
- Completed 2-week flow monitoring for Aviation pump station I/I study.
- Working on Lab audit, Scheduled for Aug 29th.
- Tracking changes to Digester feed and level control to reduce volume for dewatering.

**Streets Division:**

- Sewer crew continues to clean and televise sanitary/storm City sewers.
- Street Cleaning Crew continues sweeping City streets.
- Mason Crew Continues repairing catch basins, manholes and storm sewer lines.
- Asphalt patch work continues.
- Asphalt street overlays continues (Hyde Park and Waverly completed, working on Hoover parking lot).
- Spot and manhole repairs with hot mix continues.
- Compost processing continues.
- Concrete panel repairs continues.
- Street Pavement marking (crosswalks/stop bar/arrow painting).
- Sign installation/removal approved by Sign Review Committee continues (NW Barstow signage).
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.
- Siren maintenance continues.
- Mechanics repairing and maintaining city fleet.
- Mechanics setting up equipment for leaf season.
- Mechanics maintaining & repairing salter units.
- Mechanics cleaning of CG vehicles/equipment.