



## 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 3, 2018

#### City Administrator Highlights

- Participated in Police Department labor negotiations
- Held our first Council orientation session with Ald. Lemke, Ald. Rodriguez, and Ald. Wells. We are doing a "test" run of an orientation process so that we have a system in place for training new Aldermen after future elections.
- Along with Community Development and Engineering held discussions on a potential development project.
- Met with HR to discuss the performance evaluation process. Supervisor training on performance evaluations is starting the week of August 6<sup>th</sup>. All employees will be trained throughout the month of September.
- Held a number of meetings with Aldermen and staff regarding the City Hall project.
- Held regularly scheduled individual Director meetings with Fred Abadi, Chris Pofahl, Chief Howard, and Chief Jack

#### Key Upcoming Meeting Dates:

- **Tuesday, August 7, 7:30am at Tuscan Hall:** Next Celebrate Waukesha Breakfast date.

#### Cemetery

- The Pet Walk Fundraiser for the Cemetery is being held Saturday, August 4<sup>th</sup> from 10am-2pm.

#### Clerk/Treasurer Updates

- Four of the City's polling sites will be moving out of schools beginning with the upcoming Partisan Primary August 14<sup>th</sup>. The changes are as follows:
  - Aldermanic District 4 - Hawthorne School has moved to St. William Campus
  - Aldermanic District 5 - Meadowbrook School has moved to Park Rec Building
  - Aldermanic District 9 - Heyer School has moved to Fire Station # 2
  - Aldermanic District 12 - Waukesha West High School has moved to Fire Station # 3All voters impacted by these moves have been notified by mail.
- July 31<sup>st</sup> was the last day the Clerk-Treasurer's Office collected on real estate taxes with the closing of the tax year. Our office continues to collect delinquent personal property and invoices.
- Kerri Roller, attended the UW-GB Clerk Institute July 15<sup>th</sup> through July 20<sup>th</sup> where she participated in the First-Year Clerk educational program. Kerri was awarded the prestigious



Arthur A. Atkisson Memorial Scholarship which paid full tuition and funds toward the hotel room. Recipients of this scholarship are new freshmen who have demonstrated high academic achievement. Rubina Medina from the Clerk's office also received this scholarship last year when she attended. The program is designed for three years of attendance to attain Municipal Clerk certification.

- With the closing date of online and mail registration, any new voter wishing to vote in the Partisan Primary August 4, 2018 must register in-person in the Clerk-Treasurer's Office and provide proof of residency through August 10th.
- In-Office Absentee Voting continues in the Clerk-Treasurer's Office through August 10th during the hours of 8 am to 4:30 pm. The Friday before the election, August 10<sup>th</sup>, the hours are extended to 5 pm.
- Our second test of the voting equipment, the Public Test, is scheduled for August 6<sup>th</sup>.

#### **Community Development**

- Hosting Riverside Rhythms lunch concerts every Wednesday through September from 11:30am-1pm at the Barstow Plaza (near the State Office Building). Come by for the concert and lunch.
- Along with WWBIC we are hosting a *Be Your Own Boss* workshop where interested participants can learn about entrepreneurship. The workshop will take place on August 20<sup>th</sup> from 6-7:30pm at Marth Merrell's Books & Toys (231 W Main St.).

#### **Finance Department**

- The 2019 budget process has started
- The CIP book and Show and Tell of capital items will take place on August 14 at the City garage at 6:30pm.
- The Operating Budget kick-off is expected to take place on September 27.
- The Finance Department held training this week for staff on putting together their operating budgets in our financial software.

#### **Human Resources**

- Starting the week of August 6<sup>th</sup>, Supervisors are being trained on the new performance evaluation process.
- Starting in September, all employees will be trained on the new performance evaluation system and process.

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

- The next Tribute Tuesday concert will be held on August 14 and features an Alan Jackson tribute.
- One final Civic Band Concert of the summer will be held on Thursday, August 9 at 8pm in Cutler Park.
- The last Monday Night Movie of the Summer will be held on Monday, August 27 and will feature Cars III.
- It's the last month for the pools for the season. The last day for Buchner Pool will be Friday, August 24<sup>th</sup> and the last day for Horeb Springs Aquatic Center will be Friday, August 31.

#### **Public Works**

##### **Engineering Division:**

**The following projects have been designed and are out to bid**

- 2018 Spot Sealing
- 2018 South Street Ramp Phase 1 Repairs
- 2018 S. West Ave Sanitary Sewer Lining
- Demolition and Asbestos Abatement of 201-310 Delafield St
- Dumpster Enclosure Lot 4

**The following projects have been bid and are in the award / contract finalization process:**

- Concrete Pavement Joint Sealing
- S East Ave and Garfield Ave Sidewalk Replacement
- S Prairie Ave Utility Improvements

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

- Greenmeadow Sanitary Interceptor Sewer - Anticipated start in September
- Sanitary Sewer Manhole Repair and Replacement - Anticipated start August
- Sunset Drive Pavement Patching and Diamond Grinding - Anticipated start August
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in August

**2018 Concrete Sanitary Sewer Lining**

- This week, the contractor continued televising and preparing sections of sewer for lining along Golf Rd, Silvernail Rd, and near the N. University Dr. & Rolling Ridge Rd intersection. New pavement patches were placed on Pebble Valley Rd just east of N. University Dr from two lateral repairs and manhole chimney repairs.
- Next week the contractor will be lining sections of sewer along Golf Rd, Silvernail Rd, and on Pebble Valley Rd near Pebble Valley Park. One of the sewer sections just north of Silvernail will be lined at night to accommodate a car wash business. Sewer sections in easements and near the N. University Dr. & Rolling Ridge Rd intersection will continue to be televised and prepared for lining.

**South Street and Gaspar Street Utility and Street Reconstruction**

- The project was substantially completed on July 6, 2018. This project was completed 7 days before the contract deadline of July 14th.

**Northview Road Reconstruction - Phase 1**

- Last week the contractor continued to focus on storm sewer work along Northview Rd., and was able to place the mainline storm sewer up to Emslie Dr. along Northview, and filled in the remaining areas of mainline storm sewer (and inlet crossings) that corresponded to the remaining areas of rock excavation between Tallgrass Cir. And University Dr. In that same area, they were also able to complete a new section of water main that needed to be completed to finish the storm sewer work. The contractor also completed some of the sanitary sewer lateral lining and rehab work on the east end of the project between Pebble Valley Rd. and Grandview Blvd.
- This week the contractor will continue the storm sewer work near Emslie Dr., and there will also be private utility work being completed in the area to help expedite the storm sewer work. Currently the contractor is tentatively scheduling roadway grading to begin from Emslie Dr. and working their way to the west possibly on Thursday. I will provide more detailed information when this is officially scheduled, but they will begin removing the existing asphalt pavement, excavating down to the required depth for the new roadway structure and elevation, and then placing base course material for the new pavement. They intend to complete this by working on half of the existing roadway at a time. This will allow for access through the work zone, and for

their equipment to drive on either existing pavement or the finished gravel base course when they complete the first side.

- The roadway remains closed to through traffic and for **Local Traffic Only**. If possible 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.

#### **Motor Avenue and Fairview Avenue Utility and Street Reconstruction**

- Last week the City's contractor finished the final grading on the project and poured concrete pavement on Motor Avenue between Mountain Avenue to Washington Street. Motor Avenue will not be passable, and Fairview Avenue, Greenwood Avenue, or Prairie Avenue crossing Motor Avenue will not be passable until the concrete has cured (approximately by August 1<sup>st</sup>).
- This week the contractor will begin setting up Fairview Avenue to be poured tentatively on August 1<sup>st</sup> (after Motor Avenue has cured).

#### **2018 Asphalt Pavement Resurfacing**

- Last week the City's contractor installed the first layer of asphalt on Swartz Dr, Swartz Ct, Pilgrim Cir, and Michigan Ave. They also installed new signal bases, and signal cabinet at the intersection of Madison and Grandview. The contractor also began removing pavement on Grandview Avenue beginning at Madison Street and ending at Jasper Ln.
- Next week, the contractor will begin preparing the base on Grandview and possibly install the first layer of asphalt as early as Wednesday August 1<sup>st</sup>. Work also continues on the installation of the traffic signal at Grandview and Madison.

#### **Dumpster Enclosure in Parking Lot #3 -**

- The project will be completed this week (approx. 8/1) with the placement of the asphalt pavement in the parking lot.

#### **2018 Electrostatic Painting along Fox Riverwalk**

- The contractor has completed the work on the welcome to Waukesha sign and will be coming back in later this summer to complete the work in the park and on the Moreland Blvd bridge.

#### **Water Utility W. Main Street Project**

- Storm sewer and water main installation continued this week and the contractor is currently installing mainline 24-inch water main from White Rock Avenue toward Barstow Street. The traffic signals at the intersection of Main Street and East Ave/Buckley are being removed and will be replaced toward the end of the project. Temporary stop signs have been installed at the intersection in the interim.

#### **Area 5 (Hospital Area) Flood Mitigation**

- Last week the contractor continued installing the mainline storm sewer up to Hine Ave. They also worked on completing the installation of the inlets at all the intersections including the ones on Lawndale and Washington Ave.
- This week the contractor finish the sewer work and begin preparing the site for curb and gutter and sidewalk replacement.

#### **Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail**

- This project has become a much larger project and is currently delayed. The first day the planks were removed, it was discovered that the structural steel was bad. A structural engineer was hired

to evaluate the bridges, and it was determined that new steel was needed to hold the deck boards. The Board of Public Works approved the change order on 7/21 to move this extra work forward. As soon as the steel is delivered, the contractor will re-mobilize to finish the work. It will take approximately 10 working days (per bridge) to complete the work that remains on each bridge.