



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 17, 2018

City Administrator Highlights

- Participated in Police Department labor negotiations
- Held our second 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 HR participated in Supervisor training on performance evaluations. Four sessions were held to train supervisors throughout the City. All employees will be trained throughout the month of September on the performance evaluation system.
- Participated in the Downtown response team meeting. This is a group of employees across City Departments that meet quarterly to discuss items related to Downtown.
- Held a Directors meeting with all Department Heads
- Attended the Waukesha County Center for Growth Board of Director's Meeting
- Participated in the Celebrate Waukesha Breakfast and gave a City update.
- Held a number of meetings with Aldermen and staff regarding the City Hall project.
- Held regularly scheduled individual Director meetings with Bruce Gay, Fred Abadi, Rich Abbott, Chris Pofahl, and Chief Howard
- ***I will be on vacation and unavailable from August 19-August 25***

Cemetery

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

Clerk/Treasurer Updates

- The Partisan Primary Election was held on August 14, 2018. The city-wide turn-out was 33.6% of all registered voters. There are 36,276 registered voters in the City of Waukesha.
- The total number of absentee ballots issued was 1,761; and the number of ballots returned and processed during Central Count was 1,404.

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 20th from 6-7:30pm at Marth Merrell's Books & Toys (231 W Main St.).

Finance Department

- The 2019 budget process has started
- The proposed CIP plan has been released for review. The Finance Committee will consider it on August 28th and September 11th before it goes to Council on September 18th.
- The Operating Budget kick-off is expected to take place on September 27.

Human Resources

- Over the last two weeks, Supervisors received training on conducting performance evaluations.
- Starting in September, all employees will be trained on the new performance evaluation system and process.

Parks, Recreation and Forestry Department

- The first of the Neighborhood Beer Gardens will be held in Rivers Crossing Park on August 23-25. Following that the Beer Garden will be in Merrill Crest Park on September 6-8.
- The last Monday Night Movie of the Summer will be held on Monday, August 27 and will feature Cars III.
- It's the last few weeks for the pools for the season. The last day for Buchner Pool will be Friday, August 24th and the last day for Horeb Springs Aquatic Center will be Friday, August 31.
- The next Tribute Tuesday concert will be held on September 11 and features a ZZ Top tribute.

Public Works Department

The following projects have been designed and are out to bid

- 2018 Spot Sealing
- Pump Station Upgrades at Milky Way Rd, Springbrook North, and Pearl St

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

- 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
- 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
- Sunset Drive Pavement Patching and Diamond Grinding - Anticipated start August
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in August

Sanitary Sewer Manhole Repair and Replacement -

- Construction started August 14.
- The contractor has started lining manholes at various locations around the City.
- There are no road excavations or closures for this work.

2018 Concrete Sanitary Sewer Lining

- Construction started in July
- This project involves rehabilitating concrete sanitary sewers using a trenchless lining process along a section of Pebble Valley Rd, a section of Silvernail Rd, and in various off-road easements. Sanitary manholes will also be repaired as needed.
- This week, the contractor lined sections of sewer along Silvernail Rd and laid out bypass piping for lining operations for next week.
- Next week the contractor will be lining sections of sewer in an easement just south of Silvernail Rd.
- Streets with restricted access for the next week:
 - Silvernail Rd will have work in the terrace area west of Marshview St to accommodate the lining operations. Sections of the westbound outside lane may be closed. At least one lane in each direction will be maintained.
- Streets that will have No Access:
 - None. All streets will have access.

Northview Road Reconstruction - Phase 1

- Project information meeting occurred on Thursday, March 15th from 5:00 to 6:30 in the Council Chambers
- Construction started April 19.
- Last week the contractor was able to remove the existing asphalt pavement along Northview Rd. between University Dr. and Emslie Dr., and was able to strip the existing topsoil and begin the excavation and base course placement in approximately 500-700 ft. of that section as well. In addition to the grading work they also continued storm sewer placement starting at Emslie Dr. and continuing to the east. Additional work was completed on the rehabilitation of sanitary sewer laterals on the very east section of the project near N. Grandview Blvd. The contractor is not planning to work on Saturday this week, but will resume activities on Monday 8/13. Upon the completion of their work today, Northview Rd. will be available for Local resident traffic Only, and access to all driveways will be available throughout the project limits.
- This week the contractor will continue the storm sewer placement from where they left off east of Emslie Dr. and continue to the eastern limit of the project. They anticipate being complete with the storm sewer placement by the end of next week. The storm sewer crew will work with adjacent residents regarding to work being completed directly in front of drive approaches causing temporary access restrictions, and reopen access as soon as possible. The depth of the storm sewer construction is shallower as the contractor moves eastward, and should allow for quicker progress on that work.
- In addition to the storm sewer work, a second crew will also be continuing the grading/excavation/base course placement operation between Emslie Dr. and University Dr. As done with this week's operation, Northview Rd. will be closed to any through traffic between Emslie Dr. and University Dr. There will be short durations of restricted driveway access to properties directly adjacent to the segment that the grading work is being completed on. The contractor will work with adjacent residents to coordinate the closure times, and provide access again as soon as possible. Once the grading work is complete, the grading operation will move

towards the west in the section of University Dr. to Tallgrass Cir. A similar operation will be completed in this section with the roadway being closed to any through traffic except for access to the one property within that section. The contractor will work to maintain 1 lane of cross traffic across Northview Rd. at University Dr. through the grading operation. I will send out an update with the grading work is moving onto the next section.

- 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.
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Motor Avenue and Fairview Avenue Utility and Street Reconstruction

- Construction started April 9.
- Last week the City's contractor poured the two driving lanes on Fairview Avenue from St Paul Avenue to Dopp Street. The City's contractor will pour in all of the parking lanes on Motor Avenue from Mountain Avenue to Washington Avenue. This concrete will need approximately 4-5 days of cure time before residents can drive on it and access their driveways.
- This week the contractor will pour in the gaps on Fairview Avenue and finish remaining sidewalk and curb and gutter on the job.
- The following roads are closed to thru traffic (Local Traffic Only)
 - Fairview Avenue (St Paul to Dopp St)
 - Motor Avenue (Washington St to Mountain Avenue)
 - Mountain Avenue
 - Dopp Street
- 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.

2018 Asphalt Pavement Resurfacing

- Construction started June 20, 2019
- Last week the city's contractor installed the first two layers of asphalt on Grandview Blvd from Madison St to Jasper Ln, stood the new traffic signal poles, and adjusted manholes to final elevation.
- This week the City's contractor will be removing the existing asphalt at the intersection of Madison and Grandview and south of Madison on Grandview. They will also install the final layer of asphalt on Swartz and Swartz Ct.
- Next week the intersection of Madison and Grandview will be graded and prepared to pave possibly by the end of the week. Also next week, on Grandview Blvd from Jasper Ln to Elder St the contractor will mill approximately 3" off the existing pavement.

2018 Electrostatic Painting along Fox Riverwalk

- Painting began Mid May
- 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

- Construction started on May 29

- Update from Chris Walter at the Water Utility:
- The Main Street Utility & Street Reconstruction project began Tuesday following Memorial Day.
- The 4th of July Parade was not impacted by construction. Starting July 5th, the road closure limits of the project were extended south from White Rock Avenue to Barstow Avenue.
- This week, the contractor completed installation of 24-inch water main between White Rock and Barstow, and performed pressure and bacteriological testing. Pending safe water samples, they will install and connect water services within the aforementioned limits to the new water main. Storm sewer main and inlet installation is also being worked on.
- At the intersection of Hartwell and Main, a different contractor is relocating facilities for AT&T to accommodate the installation of new storm sewer. Boring under the railroad tracks for sanitary sewer and water main is scheduled to take place the week of August 20th.
- The contractor continues to work to maintain traffic control for the detour throughout the project limits, and we ask for your continued patience and cooperation as we strive to ensure a safe project site, access to local businesses, and minimize disruption to the traveling public.
- 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.
- Dust control measures have been increased to water the site multiple times per day and sweep/vacuum problem areas necessary.

Area 5 (Hospital Area) Flood Mitigation

- Construction started June 25, 2018
- This is the first phase of the flood mitigation project that is planned to alleviate the flooding issues at the intersections of Lawndale Avenue and S. Washington Avenue and S. Hine Avenue and Lawndale Avenue. The project includes the installation of storm sewer improvements along the project corridor. Along with the installation of a larger storm sewer, additional inlets are being added to collect the surface water in order to convey the water away from the area. The project also includes updating the handicap ramps at the intersections and resurfacing the roadway.
- Last week the contractor worked on adjusting sewer structures and replacing the concrete sidewalk and curb & gutter. A failed section of sanitary sewer that discovered as part of the post construction sewer televising inspection was also repaired.
- This week the contractor will continue on the curb & gutter and sidewalk replacement.
- Streets with restricted access for the next week:
 - American Avenue is closed between Moreland Blvd and Millwood Ln. Access to the properties will be maintained but may be limited at times.
 - Millwood Ln is closed between American Ave and Lawndale Ave. Access to the properties will be maintained but may be limited at times.
 - Lawndale Ave is closed between Millwood Ln and Hine Ave. Access to the properties will be maintained but may be limited at times.
 - N Hine Ave is open, but may be restricted to one lane at times.
 - N Washington Ave is open, but may be restricted to one lane at times.
- Streets that will have No Access:
 - None. All streets will have access.

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

- Construction started July 9, 2018

- This project has become a much larger project. The first day the planks were removed, it was discovered the structural steel to be 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.
- The work has restarted and the work at the Bethesda Park bridge is complete.
- The work on the Glacial Drumlin Bike Trail bridge began 8/14 and is planned to be completed on 8/24.

South Street and Gaspar Street Utility and Street Reconstruction

- Construction started March 5.
- The project was substantially completed on July 6, 2018. This project was completed 7 days before the contract deadline of July 14th.
- The contractor will be competing project punch list items over the next few weeks.

2018 Concrete Pavement Patching

- Construction started in June
- The concrete pavement patching project is now complete with the work along Northview Rd from Grandview to Delafield St being finished.

2018 Concrete Sidewalk Replacement -

- Construction started July.
- The contractor continues to work on this Citywide project. They are currently working in the north side of the City.

2018 Asphalt Street Repairs

- Construction started in July.
- The contractor continues work repairing utility excavations on this Citywide project.

Dumpster Enclosure in Parking Lot #3 -

- Project began June 12
- The project is completed (approx. 8/1).

Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)

- Construction started May 29
- This project is complete and only punch list items remain.

New Berlin Trail West Extension

- Construction started April 30.
- This project is complete with only punch list items remaining.

2018 Historical Lighting Upgrades

- Construction started May 3
- This project is complete with only punch list items remaining.

Fire Station #3 & Police Substation

- Project design is complete and bid was opened March 3. The project was awarded by the Common Council on March 21.
- The walkthrough for the punchlist was completed for Friday Feb. 16th.

- Occupancy was granted Friday, Feb. 23rd.
- The Warning system for drivers on Les Paul Parkway was activated on Feb 16th.
- Emergency operations out of the new station for the Fire Department began on Monday, Feb. 26th at 8:00am
- Substantial Completion is Feb 28, 2018 with final completion in May.

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

- Woodfield Park Dam Removal
- 2018 Pump Stations
- Meadowview Park Development

Other items

- Location survey for this years projects
- Asbuilt surveys for completed projects
- Design is ongoing for the following projects:
- The reconstruction of Northview Road project which is planned for 2019.

Clean Water Plant:

- Water Softener Optimization Program for Chloride reduction approved by the Board of Public Works and Common Council.
- Pre-treatment staff attended annual DNR seminar in Oshkosh.
- Staff training held for rough terrain forklift.
- Electrical panel training done for operation and maintenance staff.
- Supervisors attended annual management seminar sponsored by Central States Water Environment.
- Reviewing draft report of Co-Mag Phosphorus Removal Pilot test.
- Finalized Bio-Gas report and submitted to Focus on Energy.
- July DNR Discharge Monitoring Report submitted.

Transit:

- Completed 2019 operating budget.
- Completed planning for recommended changes to service for fall.
- Promoting service to area schools and colleges for back to school.
- Hired security guards for transit center. Will replace contracted service at end of August.
- Introduced passenger conduct policy to the public.

Streets Division:

- Milling and overlay sections on Laflin Ave.
- Asphalt patch work continues.
- Compost processing continues.
- Update signage in City Parking lots.
- Sign installation/removal approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.
- Installation of a new bus stop pad and sign on East Sunset.
- Maintenance and repairs on sirens.
- Mechanics repairing and maintaining City fleet and setting up new incoming fleet.
- Street sweepers cleaning streets.

- Catch basin and manhole repairs.
- Cleaning ditch line areas throughout the City.
- Sewer camera and flushing sewers continues.
- Concrete panel and curb repair work.
- Line striping throughout the City.
- Grinding of yard waste and brush.
- Set up and take down for voting.