



## 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 31, 2018**

#### City Administrator Highlights

- On vacation from August 20-24.
- Completed Council orientation sessions with Ald. Lemke, Ald. Rodriguez, and Ald. Wells. This was a "test" run of an orientation process so that we have a system in place for training new Aldermen after future elections. As part of this process Aldermen received a Council Handbook, met with the City Administrator and met with each Department Head.
- Attended individual Department budget meetings to review all budget line items
- Along with the Mayor and Jennifer Andrews, attended a meeting with the County Executive to discuss Tax Increment Districts

#### Clerk/Treasurer Updates

- Overall turnout at the Polls was 33.6% for the August 14<sup>th</sup> Partisan Primary.
  - Top 3 Poll Location Turnout:
    - Waukesha South High School - 34.25%
    - Elks Lodge - 32.67%
    - Fire Station #5 - 33.88%
- Our office has begun recording voter participation from the August 14<sup>th</sup> Election. Voter's individual voter participation can be viewed at <https://myvote.wi.gov/en-us/MyVoterInfo>. Scroll down to see "My Voting Activity" to check your own voting activity.
- The Board of Canvass was completed with the Waukesha County Clerk's office the week of August 20<sup>th</sup>. Ballot setup and programing requests were submitted to the County for the fall election.
- Rubina Medina attended the Wisconsin Municipal Clerk Association's Clerk Conference at UW-Green Bay on August 23<sup>rd</sup> and 24<sup>th</sup>. Rubina received a full scholarship for tuition and hotel room.

#### Community Development

- **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.
- **Rainworks** – art installation of positive messages that will appear on the Downtown City Sidewalks when it rains (video at <https://rain.works/>). The goal is draw visitors downtown. A grant was received that will cover the costs. They will be installed Downtown starting September 13.



- **Scarecrows**- In coordination with the Midwest Wizard Fest happening on September 21 at the Expo Center, scarecrows will be installed on light posts downtown from September 19- November 1<sup>st</sup>. Community Development acquired wood from Home Depot (Sponsor) and participating businesses downtown will be putting 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.

#### **Finance Department**

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

#### **Human Resources**

- Over the last few 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 next Neighborhood Beer Garden will be held at Merrill Crest Park on September 6-8.
- The next Tribute Tuesday concert will be held on September 11 and features a ZZ Top tribute.
- The Fall Activity Guide is out and registration is open for fall activities.

#### **Public Works Department**

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

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

- 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 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
- Concrete Pavement Joint Sealing

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

- S East Ave and Garfield Ave Sidewalk Replacement - Anticipated start in early September
- S Prairie Ave Utility Improvements - Anticipated start in early September
- 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 early September

##### **Sanitary Sewer Manhole Repair and Replacement –**

- 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**

- This week, the contractor lined sections of sewer in the easement just south of Silvernail Rd and finalized work on Silvernail Rd.
- Next week the contractor will be lining sewers in easements which run through the Monterey Apartment complex off N. University Dr.
- Streets with restricted access for the next week:

#### **Northview Road Reconstruction - Phase 1**

- Last week the contractor continued the roadway grading and excavation work between Emslie Dr. as well as completed spot areas of the storm sewer around the project. There was also underground private utility work completed throughout the project.
- This week and next week the grading operation will continue, in wrapping up the far east end, and later in the week the storm sewer crew will also be working to complete storm sewer crossings throughout the site. There will also be continued private utility work throughout the site next week. During the grading operation **Northview Rd. will be closed to through traffic**, and the contractor will continue to work with residents with driveway restrictions and getting vehicles back into driveways as soon as they can.
- 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.

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

- This project was substantially completed the week of August 27.

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

- Last week the City's contractor completed the final layer of asphalt on Pilgrim Cir, the traffic signal at Grandview/Madison (now in flashing red mode), and filled all of the cracks in the milled area prior to paving. On Saturday, the city's contractor placed the last layer of asphalt on Madison and Grandview Blvd. To do this work the contractor used two pavers simultaneously and temporarily closed both Madison and Grandview blocks at a time. By using two pavers, the final surface was completed quicker and provided a higher quality surface by eliminating the potential for a cold joint down the center of the road. Cold joints in general turn into a maintenance problems in the future.
- This week, the contractor is finishing the placement of topsoil and sod and installing the pavement markings.

#### **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**

- All water main work on the west side of the railroad tracks to Barstow Avenue was completed this week. The contractor is currently in the process of installing sanitary sewer under the railroad tracks. The casing pipe has been installed and the sanitary sewer pipe was being pushed through today. The bore pits for the water main crossing were being excavated today as well and that crossing is planned to take place next week. Upon completion of both crossings, the contractor will finish installation of sewer and water east to Lombardi Avenue.
- The roadway contractor, Zignego, will begin removing pavement and proceed with roadway construction the week of September 4<sup>th</sup>.

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

- Last week the contractor worked on adjusting sewer structures and replacing the concrete sidewalk, ramps and curb & gutter.
- This week the contractor will finish inspecting the sewer and prepare the roadway for asphalt paving.
- 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.

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

- The work on both the Bethesda Park and Glacial Drumlin Bike Trail is complete.

#### **2018 Concrete Sidewalk Replacement -**

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

#### **2018 Asphalt Street Repairs**

- The contractor continues work repairing utility excavations on this Citywide project.

#### **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:**

- Operations staff attended regional Wisconsin Operator Association Seminar.

- Water Softener Optimization Program for Chloride reduction moving forward with flyers going out in water bills, and service agreements with softener companies.
- Working on August DNR Discharge Monitoring Report.
- Second of two CIP clarifier rebuilds nearing completion.
- Facilities Amendment Plan for Lake Michigan Return Flow ready for DNR submittal.
- Request For Proposals for related return flow design services ready to go out.
- Completed testing of an on-line low level phosphorus analyzer.
- Working on plant safety inspections.
- Seasonal labor staff done for the summer.

**Transit:**

- City Security Guards at the Transit Center started August 27<sup>th</sup>.
- No bus service on Labor Day, September 3<sup>rd</sup>.
- Working with contractor to plan for security guards at Badger Drive.
- Working on State Management Review documentation. Onsite review will be September 26<sup>th</sup>.
- Finishing plans for reductions to Waukesha County Routes 901 and 905.