



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: September 14, 2018

City Administrator Highlights

- Along with Kailey Anderson from Human Resources, participated in employee training sessions on the new performance measurement system.
- Along with Rebecca Pederson, held our first Employee Leadership class of this session. There are 10 employees participating from Departments across the City. This is our 4th leadership group.
- Held a regular Department Directors meeting and a Department Directors meeting on the Executive budget.
- Attended meetings with Developers to discuss potential development sites in the City.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard

Clerk/Treasurer Updates

- Preparation for the Fall election cycle has begun. The office is preparing the absentee mailings for the September 20th mailing deadline for voters with applications on file for the fall General Election. 901 ballots will be mailed to voters that are on the permanent list and receive ballots every election, and 333 ballots to voters that have requested a ballot for this particular election.
- Registered voters may request an absentee ballot by mail by visiting the MyVote website: <https://myvote.wi.gov/en-us/VoteAbsentee>. Ballots are sent with postage-paid return envelopes as required. In-Person Absentee voting will be available for walk-in voting two weeks before the election, beginning Monday, October 22nd.
- For voters that are not registered, both mail and online registration will close October 17th. Voters that have their current address on file with DMV can complete the entire registration process at <https://myvote.wi.gov/en-us/RegisterToVote> before October 17th. Beginning October 18th, anyone not registered will need to register in-person at the Clerk's office or at the polls on Election Day.
- We are preparing the state filings for the Omitted and Corrected Assessments requesting cost sharing by the jurisdictions for the assessment adjustments. After approval by the state, we then submit invoices to the jurisdictions to recover their portions of tax for any refunds we generate as part of the corrections.

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 were installed Downtown starting September 13 and installation will continue into early next week.
- **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 1st. 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. 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.
- The Finance Committee approved the CIP and it is on the Council Agenda for September 18.
- The Operating Budget kick-off is expected to take place on September 27.

Human Resources

- Throughout early September, all employees are being trained on the new performance evaluation system and process.

Parks, Recreation and Forestry Department

- The Fall Activity Guide is out and registration is open for fall activities.
- Oktoberfest is coming up on September 21-22 in Frame Park (<https://waukesha-wi.gov/1529/Oktoberfest>)
- 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 designed and are out to bid

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

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

- 2018 South Street Ramp Phase 1 Repairs - Anticipated start in mid-September
- 2018 S. West Ave Sanitary Sewer Lining - Anticipated start in mid-September
- Demolition and Asbestos Abatement of 201-310 Delafield St - Anticipated start September 13
- Dumpster Enclosure Lot 4 - Anticipated start October 1
- Concrete Pavement Joint Sealing - Anticipated start in mid-September
- S. East Ave and Garfield Ave. Sidewalk Replacement - Anticipated start in mid-September
- S. Prairie Ave Utility Improvements - Anticipated start in mid-September
- Sunset Drive Pavement Patching and Diamond Grinding - Anticipated start in mid-September
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in mid-September

Greenmeadow Sanitary Interceptor Sewer

- This week the contractor began preparations for the underground work by clearing trees in the City's sanitary sewer easement on GE Power & Water's property south of St. Paul and removing several parkway trees near the intersection of Madison St. and Joellen Dr. Construction fencing and erosion control measures were placed in Lowell Park.
- Next week the contractor will install a bypass force main in the easement at GE Power & Water. Other site preparations will also continue in Lowell Park.

2018 Spot Sealing

- The contractor is currently working on the following streets:
 - ✓ Saratoga
 - ✓ Fieldcrest
 - ✓ Stardust
 - ✓ Rustic Way
 - ✓ Melody
 - ✓ Haymarket
 - ✓ Butler

Sanitary Sewer Manhole Repair and Replacement -

- The contractor has started lining manholes at various locations around the City.

2018 Concrete Sanitary Sewer Lining

- This week, the contractor completed the sections of sewer in easements which run through the Monterey Apartment complex off N. University Dr.
- Next week the contractor is looking to line the last section of sewer remaining which runs beneath Interstate 94.

Northview Road Reconstruction - Phase 1

- Last week the contractor was able to utilize multiple crews throughout the project and made additional progress on roadway grading, storm sewer, and pavement preparation. The grading work has been completed up the hill on the east end of the project and will have a short section remaining to wrap up next week at the far east end of the reconstruction limits. The storm sewer is 98% complete with just one remaining end wall connection near Emslie Dr. The grading on the west end of the project is being touched up and completed in areas that were previously blocked by utility lines, and everything is taking shape for concrete pavement preparation. The electrical subcontractor was also placing underground conduit around the project this week for the street lighting and traffic signal at University Dr.
- This week the contractor will again be utilizing multiple crews around the project. They will be continuing the grading work on the east end of the project from where they left off this week, and hopefully wrapping that up early-mid next week. The area directly in the area of the grading crew will again not be available to through resident traffic, but access from either the east or west side of that operations will be available. A second grading crew will be finalizing the remaining areas on the west end of the project from University Dr. to Tallgrass Cir.
- The contractor is anticipating to begin the paving operations late this week, and starting from just west of Tallgrass Cir., and paving the north side of the roadway to the east to Emslie Dr. Next week they will resume concrete paving again, and pave the remaining north side of the street from Emslie Dr. to the east reconstruction limits. They will be leaving a gap at Emslie Dr. for accessing mailboxes, and another point to access for the south side residences, and will also be gapping University Dr. as well to maintain the cross traffic access. There will be no driveways

impacted on the 1st day of paving, however, the paving operation will restrict access on Friday to the driveways on the north side of Northview Rd., adjacent to the new pavement until that pavement has cured. I will provide more detailed information next week, as the date is closer, but during the time of paving there will be driveway access restrictions.

- During the concrete paving preparation, there will be string line, stakes, flags, and caution tape placed near the middle of the roadway throughout the project limits. Please use extreme caution while driving through the work zone. The access to properties will be narrowed with the paving string lines set within the roadway, so please keep that in mind, and watch out for objects that may not be expected.
- Next week the contractor is also planning to resume the water main placement just on the east end of the reconstruction limits. During this work they will keep an eye on resident vehicles, but they may have to hold cars for a short duration of time while equipment is moving around, and completing their work. Please be patient with the crews while accessing properties through the work zone.

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

- Update from Chris Walter at the Water Utility:
 - Water main work on the project is almost complete as the contractor plans to test the final segment of water main (from Hartwell to Lombardi) and install the final block of water services next week. A small segment of storm sewer also will be installed next week. The roadway work continues to progress as well- from south to north.
 - Pavement removal and grading operations are currently taking place, and access to properties will be maintained unless you are notified otherwise by the contractor. Recent rains have slowed the overall progress, but construction activity will increase in the coming weeks as roadway operations occur.
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- **2018 Concrete Sidewalk Replacement -**
 - The contractor continues to work on this Citywide project. They are currently working in the north east side of the City.

Area 5 (Hospital Area) Flood Mitigation

- Last week the contractor prepared the trenches for asphalt patching, grading for the sod placement, and lined the existing storm sewer through the side yards.
- This week the asphalt paving and sod restorations are being completed.
- 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.

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

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

- Woodfield Park Dam Removal
- Meadowview Park Development

Other items

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

Clean Water Plant:

- Safety and cross connection inspections
- Released Request for Proposal for Return Flow Pump Station and Advanced Phosphorus Upgrades
- Began coordination for Greenmeadow Interceptor project
- Lift station Communication upgrades
- Compilation and review of August Discharge Monitoring Report
- Staff training on NeoGov HR software

Transit

- Submitted all materials for the WisDOT Management Review desk review. Onsite review is September 26th.
- Preparing for service changes scheduled to take effect October 15th.
- Janitorial Service Bids for cleaning the Transit Center are due September 17th.
- Bus Ad Sales proposals are due September 24th.
- Submitted grant application to FTA for CMAQ bus funds.
- Continuing to work on service reduction plan for Waukesha County Routes 901 and 905.