



## 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: November 3, 2017**

#### City Administrator Highlights

##### Week of October 23:

- Attended and spoke at the International City/County Management Association Conference
- Held regularly schedule meetings with Chief Howard, Ron Grall and Chris Pofahl
- Along with Ron Grall and Brian Running, met with the DNR to discuss the potential for baseball at Frame Park.
- Met with HR staff to review our progress on the employee performance evaluation system.

##### Week of October 9:

- Attended the press conference in Milwaukee regarding the water agreement between Waukesha and Milwaukee.
- Held a meeting regarding next steps in the City hall process regarding getting the additional information the Council desires.
- Held discussions with a representative from Big Top Baseball regarding a potential baseball contract.
- Attended a meeting with Dan Duchniak and staff from the Water Utility in discussing next steps.
- Along with Rebecca held a Leadership Class session.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, Chris Pofahl, and Chief Jack.

#### Clerk/Treasure Updates

- Congratulations to Deputy Clerk Treasurer Sandee Policello for earning her Wisconsin Certified Municipal Clerk Certification. Stringent requirements to earn certification include coursework through the UW-Green Bay Clerk's Institute over three years, additional education, years of experience, and working in the capacity of Clerk or Deputy. Sandee has been with the office for three and a half years and brings leadership and expertise to the Clerk's office.
- Sandee attended the District 5 WMCA meeting on October 26, 2017.
- Clerk staff members viewed a Webinar on October 27, 2017 introducing the new E-Poll books software WEC is in the process of building.
- Scanning of Voter Registration forms for record retention continues.
- Review of Permanent Absentee Ballot Applications to ensure all applicants have a



current application on file. Also, confirming all voters who are on the permanent list have applications on file.

- Reviewing and correcting address issues in WisVote to reduce the number of voters voting in the wrong polling location/wards in 2018.
- Each staff member has started creating instructions for job duties in the event of absence or job cross-training for a training manual.
- Updating tax insert information to be included with the 2017 tax bill, and beginning work on the 2017 tax bill creation.

### **Community Development**

- The Department is completing a housing study to better understand existing and future needs for housing in the City. Everyone's input is needed in this project by taking a 10 minute survey: <http://waukeshahousingsurvey.questionpro.com/>

### **Finance**

- The Operating Budget is going before Council at the November 7<sup>th</sup> meeting.

### **Human Resources**

- Departments have been tasked with creating department and position based competencies to be used for the employee performance evaluations.
- The goal is to go live with the performance evaluation software in January and have 2018 be the first full year of utilizing the employee performance evaluation system.
- Open enrollment for employee benefits for 2018 will start on November 9.

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

- On Saturday, November 4 the Department is hosting the 6<sup>th</sup> Annual Operation Honor: A Salute to Veterans. All are encouraged to attend.

### **Public Works**

#### **ENGINEERING DIVISION:**

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

- The Contractor is working on punch list items.

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

- The contractor is working on punch list items.

##### **West Waukesha Bypass**

- Last week the contractor has completed the existing pavement removal within the Rolling Ridge Dr./Meadowbrook Rd. intersection, paved sections of the new multi-use path on the east side of Meadowbrook Rd., and also poured curb and gutter within the roadway median and along Lancaster Dr. Some progress was also made within the bio-filtration basin area late in the week once the area was able to dry out from the early week rain.
- Unfortunately, due to the rain, and the sudden drop in overnight temperatures, the anticipated re-opening of Rolling Ridge Dr. has been pushed back. The contractor currently anticipates that half of the Rolling Ridge Dr. (entrance only from Meadowbrook Rd.) will be re-opened on Wednesday (11/1).

- The contractor this week will also be pouring the remaining curb and gutter at Rolling Ridge Dr., and within the median, placing topsoil and sod adjacent to the new northbound lanes, placing pavement markings on the northbound lanes and side roads, and continuing the traffic lighting and Rolling Ridge Dr. signal work. They will also be completing additional grading work along the drainage ditch just south of Woodridge Ln., preparation for asphalt pavement along Lancaster Dr. (mid-week), and placing asphalt pavement on Lancaster Dr. (late-week).
- There will be multiple operations throughout the project next week as the contractor is preparing to move into stage 3 of the project on Friday November 3<sup>rd</sup>, Saturday November 4<sup>th</sup>, or Monday November 6<sup>th</sup>. This switch will move the northbound traffic lane onto the new northbound pavement, utilizing the outside lane. The southbound traffic will remain as 1 lane, also in the outside lane as it is today. This traffic switch will occur at the same time as the Waukesha County/WisDOT project south of the City project.
- Activity within Meadowview Park will increase again as well. The contractor will be planting plant plugs tomorrow on the north side of the bio-filtration basins, and will also be continuing to final grade the remaining basins. Their work will continue with final grading and construction of additional basins once they are available.
- The traffic control and access closures along the City portion of Meadowbrook Rd. (150' north of Northview Rd. to Rolling Ridge Dr.) will remain as stated above, with potential traffic patterns changing toward the end of this week.

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

- The Contractor is working on punch list items.

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

- Last week, the contractor placed curb and sidewalk adjacent to the CN railroad tracks on White Rock and continued concrete pavement patching on both White Rock Ave and Perkins Ave.
- This week the contractor will finish the pavement patching, wrap up the project, and remove the traffic control.
- Streets with restricted access
  - White Rock Ave will have center lanes closed in several areas and the southbound outside lane closed just south of the CN railroad tracks. One lane in each direction will be maintained.
  - Perkins Ave will have the center of the roadway closed in several areas. One lane in each direction will be maintained.
- Streets that will have No Access:
  - None. All streets will have access.

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

- There has been great progress on the interior of the building HVAC, plumbing and electrical work has continued. 90% of the windows are installed. The contractor has begun the electrical work on the access road for the warning system for the station.
- It is still planned to have the building weather tight by the first week of November.
- The curb and gutter has been poured which finalizes the majority of the site concrete work.

- 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**

- Next week, water and sanitary sewer service lateral connections will be made to the new mains in Glenwood Avenue. Final pavement work for West, Wisconsin, Glenwood, and St. Paul Avenue is also planned to start next week. Modifications will be made to the traffic control in those areas to accommodate the paving operations.
- The river crossing is tentatively scheduled to take place the second or third week in November.

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

- The Contractor is working on punch list items.
- The contractor is responsible for watering the new sod for 30 days following placement. After that time, it is the responsibility of the property owner to water as needed. The grass should be mowed when the height reaches about 3-Inches tall. Avoid mowing when the soil is saturated or soft.

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

- The Contractor is working on punch list items.

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

- This project is complete with the Contractor working on punch list items.
- The contractor is responsible for watering the new sod for 30 days following placement. After that time, it is the responsibility of the property owner to water as needed. The grass should be mowed when the height reaches about 3-Inches tall. Avoid mowing when the soil is saturated or soft.

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

- The Contractor working on punch list items.

#### **2017 Asphalt Pavement Resurfacing**

- The Contractor is working on punch list items.

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

- Pavement removal and replacement work continued this week.
- Pavement replacement, signal conduit and a new concrete median will be continue to be constructed next week.

Last week and into this week, the contractor will be continuing with new curb and gutter placement and new pavement in the median area of W. Sunset Drive.

- Streets with restricted access for the next week:
  - Eastbound and Westbound W. Sunset Drive from Victoria Drive to S. East Avenue will be restricted to one lane each direction and will have NO left turns to S. Grand Avenue, only right turns will be allowed.
  - Northbound and Southbound S. Grand Avenue will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed.

- Northbound and Southbound Garfield Avenue will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed.
- Northbound Hickory Drive will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed.
- Streets that will have No Access:
  - None. All streets will have access.
- 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.
- This projects contract completion date was 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**

- The Contractor is working on punch list items.

#### **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 turned the new lighting on last week.
- The Contractor has removed the majority of the old poles.
- Musco is currently on setting a date to return to the site to take care of any remaining issues.
- We are currently working with the Contractor on a small punch-list prior to pole removals.

#### **Historical Lighting Upgrades 2017**

- All of the new poles are up and operating.
- Once time allows, the poles and fixtures in Lot #4 will be replaced with new. This is the Clinton Street parking lot.

#### **Moreland Blvd Bridge Maintenance and Repairs**

- Only Punch list work items remain.

#### **River Valley Road Sewer extension & Fire Station Driveway**

- Next, the contractor will complete the sewer structures on either end of the Les Paul Pkwy bore and start working on the Fire Station Driveway.

#### **Horeb Park Lighting Upgrades**

- The Contractor has finished their remaining work by pulling all the wire.
- Parks will be installing the new lights.

#### **2017 Crackfilling**

- Crackfilling was completed last week.

#### **Currently working on survey and data gathering for the following projects:**

- Grand Ave & Sunset Dr. stakeout
- 2017 Sidewalk Repairs
- Asbuilt surveys on completed projects
- Location survey for next years project
- Close out of completed construction projects

#### **Other items**

- Final design is ongoing for the reconstruction of Northview Road which is planned for 2018 & 2019.

#### **STREETS DIVISION:**

- Continue to clean and televise sanitary/storm City sewers
- Sweepers continue to sweep City streets behind leaf pickup crews
- Collection of leaves city wide
- Street Cleaning Crew continues sweeping city streets.
- Asphalt patch work continues.
- Compost processing continues.
- 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 snow/ice removal.
- Mechanics maintaining & repairing salter units.
- Mechanics cleaning CG vehicles/equipment.

#### **TRANSIT:**

- With the completion of the Arcadian Ave. construction, Route 2 is again serving Arcadian Ave. east of Oakland Ave. and is operating its schedule and routing that was effective May 15, 2017.
- There are only two detours remaining and should be ending in the coming weeks.
- Transit Manager, Brian Engelking, has been elected Vice Chair of the Waukesha County Emergency Planning Committee.
- Additional security cameras at the Transit Center are on order and other security improvements are also planned to be completed by the end of the year.

- Staff participated in the ERAs (formerly Interfaith Senior Services) two day Summit focused on improving Senior and Disabled Transportation in Waukesha County.

**CLEAN WATER PLANT:**

- Annual rate study presented to Board of Public Works.
- Surveying high volume water users for chloride reduction coordination.
- DNR Discharge Monitoring Report for September submitted.
- Final conversion of telephone to radio for pump station communication 75% complete.
- Evaluating performance of alternative for phosphorus removal chemical.
- Annual UV disinfection maintenance complete.
- Annual lift station inspections and maintenance complete.