



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: December 15, 2017

City Administrator Highlights

Week of December 4:

- Attended a meeting regarding homeless shelters.
- Along with the Mayor met with Bruce Gay, new Library Director.
- Held a Department Head meeting.
- Attended the Leadership Class service project at Habitat for Humanity.
- Attended a site visit to view the construction of our new Fire engine.
- Held regularly scheduled meetings with Ron Grall and Fred Abadi.

Week of December 11:

- Held a meeting regarding our City Hall RFP process. An RFP was out for firms to submit proposals regarding further design plans for a potential new City Hall or a remodel of the current building. Proposals were due back on December 14th and are currently being evaluated.
- Attended a school board meeting regarding a TID.
- Attended a Waukesha County Collaborative Loan Fund Team meeting.
- Held our second to last leadership class of this session.
- Held regularly scheduled meetings with Fred Abadi, Rich Abbott, Chief Howard and Chris Pofahl.

Clerk/Treasure Updates

- Receipting tax payments is underway for the 2017 tax year. The 2017 tax bills were mailed to residents on December 8, 2017.
- Staff viewed a WEDC Modernization Training Webinar containing information on reporting in WisVote, Clerk responsibilities, new reporting processes, post-election vote reconciliation and automatic error-checking/data quality.
- All Rooming House applications have been received and will be issued by December 20, 2017.
- Sidewalk Café Renewals have been mailed. Deadline to apply is February 1st.
- Animal license renewals have been mailed. The deadline is March 31st.

Community Development Updates

- Building Inspection and HVAC permit fees will increase on January 1st. Electrical and Plumbing permit fees will remain the same.

Human Resources



- Departments have been tasked with creating 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.

Information Technology

- IT is running two Proof of Concepts related to 2018 CIP Projects. We estimate we are two months ahead of schedule on these projects due to the efficiency of the 2018 Budget process.
- IT is scheduling security awareness training for all employees and Alderman. In preparation, we recently ran a simulated phishing security test to determine what our vulnerability would be if a real phishing attack were to happen to our users (You may have read about the Nashotah incident). Only 8.6% of our users opened the email (*Industry Average is 15.9%*).

Public Works

West Waukesha Bypass

- Last week the contractor was able to continue work on various areas of the project. They completed about half of the remaining pavement markings, and permanent signing, completed the asphalt paving work north of Rolling Ridge Dr., completed the traffic signal and lighting bases, and prepared all of the remaining sidewalk for concrete pouring.
- Last week, the contractor was just about able to complete the traffic signal work at Rolling Ridge Dr., and also completed most of the remaining sign placements, and completed the new street lighting.
- The final bio-filtration basin within Meadowview Park was also completed this week, and restoration and clean-up activities are being completed throughout the park.
- This week the contractor will be activating the new signal at Rolling Ridge, as well as, completing any remaining signing and other punch list activities throughout the project. Once the new signals are activated, the temporary traffic signal poles and lights will be removed. The contractor is planning to keep all lanes open throughout the remainder of the project.
- Various clean-up and restoration activities will be occurring next week within Meadowview Park, but it is anticipated that this will be the last week of work within the park site
- Currently traffic control devices have been pulled of the roadway, and Meadowbrook Rd. is now open to 2 lanes in each direction.

Fire Station #3 & Police Substation

- The interior construction continues and the exterior masonry should be completed by the end of this week.
- The overhead doors are being installed and the final drywall has been taped and sprayed and is ready for paint. During the next few weeks the tile work will begin on the bathroom walls.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018. We anticipate moving the employees into the new building in March 2018.

W. Sunset Dr & S. Grand Avenue Traffic Signal

- The City of Waukesha is constructing improvements on W. Sunset Drive at the S. Grand Avenue intersection. The project includes the replacement of an existing sanitary sewer, the replacement of the existing traffic signal and the replacement of deteriorated sections of concrete pavement on W. Sunset Drive from Victoria Drive to Hickory Ave. Work will be done under traffic flow with eastbound and westbound W. Sunset Drive traffic reduced to one lane under operation with a temporary traffic signal.
- The contractor has finished all concrete work and has opened W. Sunset to all lanes for the weekend of December 9. During the week of December 11, the contractor will be cleaning up the work areas, restoring soil along the sidewalk areas and installing the permanent traffic signal equipment. Traffic may be down to one lane for short periods of time while this work is being done. The contractor expects to have the traffic signal fully operational and the roadways fully open to traffic by Friday December 15.
- Streets with restricted access for this week.
 - Eastbound and Westbound W. Sunset Drive from Victoria Drive to S. East Avenue may be restricted to one lane each direction for short periods of time. Depending on the work, some turning movements may be restricted.
 - Northbound and Southbound S. Grand Avenue will be open to traffic, but may have short term lane restrictions. Depending on the work, some turning movements may be restricted.
 - Northbound Garfield will be open to traffic.
 - Southbound Garfield Avenue will be closed and no movements can be made. Concrete needs to cure for a few more days. It is expected that southbound Garfield will be open to traffic by Wed Dec 13.
 - Northbound Hickory Drive will be open to traffic.
 - Northbound Victoria Drive will be open to traffic. Streets that will have No Access:
 - None. All streets will have access.
- 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.

West Ave / Glenwood Ave Utility Improvements

- The water main Fox River crossing is complete and the contractor is working on clean up and punch list items.

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.

2016 Concrete Sanitary Sewer Lining - West

- The Contractor is working on punch list items.

2017 Concrete Sanitary Sewer Lining - East

- The Contractor is working on punch list items.

NW Barstow Street Utility and Street Improvements

- The Contractor is working on punch list items.

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.

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.

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.

Saratoga Sports Complex

- The Contractor is working on punch list items.

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

- The access rd was paved. Final restoration of the site is ongoing. The beacon system will be installed shortly.

Horeb Park Lighting Upgrades

- The Contractor has completed installation of all the conduit through-out the park.
- The Contractor has finished their remaining work by pulling all the wire.
- Parks will be installing the new lights.

2017 Crackfilling

- Crackfilling was completed.

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

- 2017 Sidewalk Repairs
- Asbuilt surveys on completed projects
- Location survey for next years project
- Close out of completed construction projects

Other items

- Design is ongoing for the following projects:
 - The reconstruction of Northview Road project which is planned for 2018 & 2019.
 - The Greenmeadow to CWP interceptor sewer project.
 - South Street and Gaspar Street downtown reconstruction project
 - Fairview Avenue and Motor Avenue reconstruction project.
 - 2018 Sewer Lining
 - 2018 Pump Stations

Transit:

- Bus service will end at 6:30 pm on Christmas Eve (December 24th) and there will be no bus service on Christmas Day (December 25th) and New Year's Day (January 1st)
- When accumulating snow and ice occurs, Waukesha Metro will implement snow detours bypassing hills, steep inclines/declines. A list of the detoured areas are posted on waukeshametro.org and at the Transit Center.
- Waukesha County Commuter service operated by Wisconsin Coach Lines will have a \$0.25 fare increase effective January 2, 2018. County Paratransit fares also increase to \$7 for a Standard Zone trip and \$10 for extended zone.
- No fare changes to Waukesha Metro Transit.

Clean Water Plant:

- 933 tons of bio-solids were applied to farm fields during fall land application.
- Switching to Ferric Chloride for phosphorus removal in 2018 as it is more cost effective than Aluminum Chloride.
- Preparing final DNR Chloride report for current plant permit term.
- Preparing WPDES permit application and water quality assessment for Lake Michigan return flow.
- Sent revisions of Sewer Use Ordinance to DNR for review.
- Completed annual Industrial User inspections.

Streets Division:

- Asphalt patch work continues.
- Compost processing continues.
- Salt barrels being placed and refilled throughout winter.
- Sign installation/removal approved by Sign Review Committee continues.
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.

- Mechanics repairing and maintaining city fleet.
- Sewer camera and flushing continues.