



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 17, 2017

City Administrator Highlights

Week of November 6:

- Met with a Chris Pofahl, Peggy Kadrach, Sally Kahlfeldt, and Rebecca Pederson to get them started as a Process Improvement Team. This is a trial we are testing where a group from different Departments works to tackle an issue the organization is facing. The issue the team is looking at is improving the ease/efficiency of time keeping for our hundreds of seasonal employees who currently fill out paper time sheets.
- Met with President of Carroll University to discuss the potential of a baseball team at Frame Park
- Attended meetings regarding the Lake Michigan water project
- Participated in the Mayor's Celebrate Waukesha breakfast.
- Held regularly schedule meetings with Rich Abbott and Fred Abadi.

Week of November 13:

- Attended a meeting along with HR regarding our Stop Loss Coverage for insurance.
- Held a meeting regarding next steps in the City Hall process. This will include sending out an RFP for architects to give us preliminary designs on a new building on the current site and a preliminary design for a remodeled building with an addition (for IT to come out of the basement) on the current site.
- Attended a meeting on our progress in moving towards an employee evaluation system and pay for performance plan. Departments are currently working on creating their evaluation competencies for all employees.
- Along with Rebecca held a Leadership Class session. There are three sessions left for the current class.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Chris Pofahl.

Dispatch Update

The City formed a joint committee of the City Attorney's Office, Mayor Shawn Reilly, members of the Police and Fire Departments and me to review possible actions as it relates to dispatching of cell phone calls generated from the City of Waukesha. To date the committee has been collecting data on the calls generated from towers within the city limits and researching the legal options for obtaining our calls from the cell towers located within the city or handling calls generated from the city limits.



Mayor Reilly and I met with County Executive Paul Farrow and his staff to discuss this possibility this summer and indicated that we would desire the ability to receive our calls. We also started a dialogue with the Waukesha County Communications center about the possibility of making the transition for cell calls quicker through the use of technology.

Currently, the Police Department has an approved project to update their phone system for their dispatch center. A group of employees from the police and fire departments are reviewing an option to partner with the County on the phone system. It is possible that through the use of the same phone system as the Waukesha County Communications Center, calls generated from cell phones within the City limits can go directly to the City's dispatch center. The system is currently being reviewed for its capability and its ability to achieve this goal. If the system is affordable and accomplishes an increase in efficiency in regards to cell phone calls, the option will be closely reviewed for implementation by the City.

We expect this review to take several months. Once complete, we will move forward on the purchase of a phone system that best accomplishes our needs.

Clerk/Treasure Updates

- Wisconsin is part of the Electronic Registration Information Center (ERIC), a multistate group that helps its members keep their voter registration lists current by identifying voters who may have changed their address, moved out of state or died. Maintenance of the voter database is done through identifying voters who have told another government agency that they have moved recently, i.e. post office, WI DMV or applied for a driver's license in another state. Approximately 4,500 postcards have been mailed this month to voters registered in the City of Waukesha that may have moved. Recipients need to respond to the postcard within 30 days if they want to remain active on the state's voter list.
- The proposed legislation on the Absentee Voting Efficiency Option (AVEO) was introduced on the legislative floor on November 8th. If passed, this modification to the current law will allow Clerks the option to utilize their election equipment during in-person office absentee voting, making it more efficient for voters and Clerk office staff. It would allow for immediate notification to the voter if a mistake is made marking their ballot, and it would also provide the City with cost savings of approximately \$10,000 to \$15,000 for the Gubernatorial and Presidential elections opening and processing ballots cast by in-person absentee voters on Election Day. The Bill, SB524, will make its way before the Committee on Elections and Utilities hopefully by the end of November. The League of Municipalities supports this bill. <https://docs.legis.wisconsin.gov/2017/proposals/reg/sen/bill/sb524>
- Clerk staff members viewed a Webinar on October 31, 2017, by WEC for information how to navigate WisVote, tips, tools & FAQ's.
- Staff is entering poll worker information in the WisVote system. A new module is in the development stages by the Wisconsin Election Commission that will aid in the scheduling of poll workers for elections. For larger elections, the City utilizes over 300 poll staff.

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/>

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.
- Open enrollment for employee benefits is currently taking place.

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 completed the concrete pavement pouring at the Meadowbrook Rd. and Rolling Ridge Dr. intersection, completed the multi-use path on the east side of Meadowbrook Rd., finished the asphalt pavement along Lancaster Dr. and Woodridge Ln., and placed topsoil in the northbound terrace area in preparation for sod placement. They were also able to complete additional traffic lighting and traffic signal base and underground conduit placement throughout the project.
- This week the contractor will complete the asphalt paving at Rolling Ridge Dr. (Monday 11/6), and plan to **reopen the Rolling Ridge Dr. intersection around Noon on Monday 11/6.**
- The traffic switch to Stage 3 operations is planned to occur on Monday as well, around 10am. This shift will move the northbound traffic lane onto the new northbound pavement. Depending on the contractor's operations, traffic will either be in the inside or outside travel lane on the northbound side. The southbound traffic will remain in the same position as today (outside lane of the new southbound lanes). Access to Lancaster Dr., and Woodridge Ln. will also be available from Meadowbrook Rd. after the traffic switch, with potential intermittent closures of some turning movements during work in the median and sidewalk curb ramps at the intersections.
- The contractor will also be placing sod along the project both outside of the northbound lanes, and also within the median area when available. They will also be working within the median to wrap up the remaining electrical work, as well as, pavement and topsoil/sod. Pavement markings will also be completed throughout the project limits next week. There will be activity all along the project limits planned next week with the contractor looking to complete the project over the next few weeks. Please exercise caution while traveling through the active work zone.
- The contractor was also able to complete 2 more bio-filtration basins within Meadowview Park, and has made further progress on the final grading of the remaining basins. The contractor was also able to complete the designed plantings on the north end of the bio-filtration basins. The Meadowview Park work will continue next week as weather permits with additional grading, and bio-filtration construction. Over half of the bio-filtration basins have been completed to this point, and 3 of the remaining 4 are 90% graded.

- The traffic control and access closures along the City portion of Meadowbrook Rd. (150' north of Northview Rd. to Rolling Ridge Dr.) will be as stated above, and all dates are weather dependent.

2016 Concrete Sanitary Sewer Lining - West

- The Contractor is working on punch list items.

2017 Concrete Sanitary Sewer Lining - East

- Weather dependent, 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 portions of the center lanes closed for short periods in several areas for manhole lining. One lane in each direction will be maintained.
 - Perkins Ave will have the portions of the center of the roadway closed for short periods in several areas for manhole lining. 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

- This week the parking lot was paved. The top coat of pavement and striping will be completed on Monday Nov. 13.
- The interior construction continues and the exterior masonry should be completed by the end of next week.
- 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

- All utility installation is complete and roadway paving operations will continue this week on St. Paul, Wisconsin, West, and Glenwood Avenue.
- Traffic control will remain in place until the permanent pavement and pavement marking has been installed on the roadways.
- The water main Fox River crossing is still scheduled to take place starting on November 27th

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.

W. Sunset Dr & S. Grand Avenue Traffic Signal

- The City of Waukesha will be 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 switched traffic and is working on the south side of W Sunset Drive replacing concrete panels and continuing to install the underground components of the traffic signal. This work will continue the remainder of this week weather permitting.
- The contract anticipates doing another traffic switch next week (week of Nov 13) and work on the north side of W. Sunset Drive. During this time, traffic will remain one lane each direction through the intersection.
- 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.
 - Northbound Victoria 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.
- 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.

Saratoga Sports Complex

- The Contractor is working on punch list items.

Historical Lighting Upgrades 2017

- All of the new poles are up and operating.

Moreland Blvd Bridge Maintenance and Repairs

- Only Punch list work items remain.

River Valley Road Sewer extension & Fire Station Driveway

- The access road was paved, and the top coat will be placed on Monday Nov. 13th. Final restoration of the site is ongoing

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

- The contractor started the week of September 25th
- 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 year's 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.
- Design is starting for next year's street reconstruction projects.
- Final design is ongoing for the Greenmeadow to CWP interceptor sewer.

Transit:

- There will be no bus or Metrolift service on Thanksgiving (November 23rd)
- Security upgrades at the Transit Center are currently underway
- Evaluating minor service and bus stop adjustments that are designed to better serve the passengers

Clean Water Plant:

- Started fall bio-solids land application.
- Annual lab audit response submitted to DNR.
- Chemical Bids accepted for phosphorus removal and bio-solids dewatering.
- Centrifuge operational program optimized to minimize chemical dosing.
- 2018 Sewer Rates approved by Council 11/7.
- Started annual industrial user inspections.

Garage:

Streets Division:

- 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.
- Repair/replacement of knock downs (lights, signs,& traffic signals) continues.
- Mechanics repairing and maintaining city fleet.
- Mechanics setting up equipment for snow/ice removal.
- Mechanics cleaning CG vehicles/equipment.

Street Cleaning Crew:

- Sweepers continue to sweep City streets behind leaf pickup crews
- Leaf pickup Citywide.