



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 1, 2017

City Administrator Highlights

Week of November 20 (week of Thanksgiving):

- Held a Department Head meeting.
- Attended meetings regarding the Lake Michigan water project and return flow options.
- Held regularly scheduled meeting with Rich Abbott.

Week of November 27:

- Participated in a program for community leaders at Waukesha North High School
- Attended a meeting regarding the Lake Michigan water project and return flow options.
- Held a meeting with Department Heads regarding position competencies for our employee performance evaluation process.
- Along with Jennifer Andrews, attended a meeting at the school district regarding a TID.
- Along with Rebecca held a Leadership Class session. There are two sessions left for the current class.
- Held regularly scheduled meetings with Fred Abadi and Chief Howard.
- Met with the President of Carroll college to continue discussions on a possible baseball team in Frame Park.

Clerk/Treasure Updates

- The proposed legislation on the Absentee Voting Efficiency Option (AVEO) went to Public Hearing before the Assembly Committee on Campaigns and Elections on November 28, 2017.
- Gina viewed a Webinar for WisVote Election Set-Up on November 28, 2017.
- We are working on our second test tax bill run for real estate and personal property. With the new invoicing system, we have experienced difficulties applying unpaid special assessments to the tax bills that we are working to resolve. A second successful run by the end of the week is anticipated and we can then move to creating live data to be sent to our mailer next week.
- Sandee completed Election Registration Official training with personnel at Mission Creek Senior Community.

Community Development Updates

- Completing interviews for the Chief Building Inspector position.



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 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.
- This week the contractor will be completing the remaining pavement markings, placing the new traffic signal poles and lights, placing street lighting poles, and completing the remaining section of multi-use asphalt path. During the various work activities, there will likely be intermittent traffic pattern changes and shifts. The contractor will be moving traffic between the inside and outside travel lanes based on the activity being completed. Please exercise caution traveling through the work zone, as traffic patterns may have changed from previous days/times. There may also be a time that traffic is stopped/delayed along Meadowbrook Rd. during the placement of the large signal poles. The contractor will work as quickly as possible to reduce the impact to traffic along Meadowbrook Rd.
- The contractor will also be continuing the work within Meadowview Park this week. They are completing the final topsoil, seeding, and erosion control placement around the 8 completed bio-filtration basins, and will be working to complete the final grading and construction of the 1 remaining basin. The access closures along the City portion of Meadowbrook Rd. (150' north of Northview Rd. to Rolling Ridge Dr.) is anticipated to remain the same throughout the week, with the above information regarding various traffic control shifts through the work zone.
- 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

- The Contractor is working on punch list items.

Fire Station #3 & Police Substation

- 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 were finished last week.
- The water main Fox River crossing is still scheduled to take place in the next week or two.

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 north 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. During this time, traffic will remain one lane each direction through the intersection. The contractor anticipates finishing the pavement work on W. Sunset Drive by November 30. Work remains at the corner of intersections, installation of traffic signal bases and equipment and reinstalling sidewalk.
- 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. Westbound will not be able to make right or left turns. Eastbound not be able to make right turns.
- Northbound and Southbound S. Grand Avenue will be open to traffic. Southbound traffic can make all turns and go through. Northbound traffic can only make right turns.
- Northbound Garfield will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed. Southbound Garfield Avenue will be closed and no movements can be made. Southbound Garfield traffic should use Elsworth Place to Grand.
- Northbound Hickory Drive will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed. Pavement replacement work will take place in the intersection and lanes in and out may be reduced width.
- Northbound Victoria Drive will be open to traffic but will have NO left turns onto W. Sunset Drive, only right turns will be allowed.
- 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.
- 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 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.
- Design is starting for next years street reconstruction projects.
- Final design is ongoing for the Greenmeadow to CWP interceptor sewer.

Transit:

- Received and are evaluating proposal for Waukesha County Paratransit service operation. Working with Waukesha County staff on evaluating proposals.
- Phase II of the security camera upgrade project at the Transit Center is set to begin in the near future.
- Finishing up the 2018 WisDOT Mass Transit Operating Assistance Application.
- Waukesha County Route 79 will no longer operate its last morning trip effective December 4th due to low performance.

Clean Water Plant:

- Finishing fall bio-solids land application.
- Working on application for WPDES Fox River permit renewal and new Root River discharge.
- Implemented changes per DNR lab audit.
- Comparing cost effectiveness of phosphorus removal chemicals.
- Annual inspection for emergency generator transfer switches complete.
- Met with regional water softening companies regarding chloride reduction program.
- Continuing annual Industrial User inspections.

Streets Division:

- Collection of leaves city wide
- Street Cleaning Crew continues sweeping city streets.
- Asphalt patch work continues.
- Compost processing continues.
- Salt barrels being placed for 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.