



## CITY ADMINISTRATOR

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### **MEMO**

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors & Press**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: June 3, 2014**

**Cemetery Operations:** I have updated the review of the management of the cemetery, with a report sent to all Aldermen dated May 20, 2014. The staff recommendation is:

- To continue to operate the Cemetery as a separate department.
- Hire a new cemetery manager to replace Mr. Brenner who will be retiring shortly.
- Continue to seek operational efficiencies to minimize the tax levy support of the cemetery.

Unless the Council directs otherwise, I plan to move forward with the recruitment for a cemetery manager.

**Alba Hearing:** Please be advised that Judge Dreyfuss has scheduled a court session for June 9<sup>th</sup> at 3:15 PM to render a decision in the Alba case.

**Legislative Management System:** We are nearing the final stages of the Granicus Legislative Management system. There will be a committee-of-the-whole on June 17<sup>th</sup> at 6:45 PM to provide system training to all aldermen – please let me know if you cannot be at that meeting. We will then go live with the system at the regular council meeting at 7:30 PM. The following aldermen need to let me know if they desire a City-owned I-Pad or if they prefer to use their own: Ald. Patton, Hernandez, C. Payne and Manion.

### **Department Activities**

Starting with this Administrators Report, I've asked each department director to provide a brief summary of activities and events that their department is involved with. The reports received follow:

**Assessing Dept:** The Waukesha Board of Review met and adjourned for 2014 on May 14. We had three property owners file BOR objections and appeal their assessment before the BOR. The Assessor's Office successfully defended all three appeals.

**Clerk/Treasurer's Office:** Our office is in the final stages of completing approximately 130 alcohol license renewals and 580 bartender renewals expiring June 30th, and ramping up for another season of Street Closings for Special Events, Runs/Walks/Parades and neighborhood block parties. Full implementation of Granicus is underway as well as testing of Tyler 10.3 and cashiering as we move towards closing out the tax season mid August (the same week as the Partisan Primary Election) .

**Finance Dept:** This month the Finance Department-

- 1) Wrapped-up the 2013 Audit with Baker Tilly..
- 2) Install an updated version of Munis Software (10.3) which included testing and training.



- 3) Continued to work on the Clean Water Fund Loan and Sewer Budgets.
- 4) Reviewed TIF capital project and debt funds.
- 2) Attended the GFOA Annual Conference in Minneapolis.
- 3) Updated 2013 General Fund Carryovers.
- 4) Recorded 2014 Debt funds.

**PR&F Dept:**

- Opening weekend for Horeb Springs & Buchner Pools will be June 7<sup>th</sup>.
- Buchnerfest "Fizz, Boom, Read!" special event will be held at Buchner Park on Saturday, June 14<sup>th</sup> from 10:00AM – 12:00 Noon. This event is run in conjunction with the Waukesha Public Library and is "fun & free" for the entire family!
- The Carl Zach Cycling Classic will be held in downtown Waukesha on Sunday, June 22. Start and finish at 379 W. Main Street with races beginning at 11:00AM through 6:00PM. See racers from all over the world compete! Special thanks to presenting sponsor Court Insurance.
- Fourth of July Parade – please contact Special Events Coordinator Joanna Adamicki at [jadamicki@ci.waukesha.wi.us](mailto:jadamicki@ci.waukesha.wi.us) to reserve your spot on the "VIP Trolley" and ride in the parade!

**Cemetery Dept:** The month of May is typically a very busy month. Plant material for flowerbeds, cemetery displays, etc., all get delivered during the first week of the month and must all be planted by Memorial Day. Additionally, about half of the seasonal grounds staff did not start until later in the month, and 2 of 6 don't start until early June. Additionally, the grass kicked into high growth status, so mowing and trimming also had to occur. On top of all that we had a higher than average number of services.....all of which has made May a very challenging month.

On June 7<sup>th</sup>, we will host the Compassionate Friends who will be here to plant around the Children's Memorial, and conduct a Balloon Launch.

**Library:** Waukesha Public Library received a grant of \$14,400 to host *The Big Read* in Waukesha for the eighth consecutive year. The Library is one of only 77 nonprofit organizations in the nation to receive this grant from the National Endowment for the Arts, and it will use this funding to focus on The Great Tales and Poems of Edgar Allan Poe later this year.. *Waukesha Reads – The Big Read* is a far-reaching and impactful series that exemplifies many of our educational and cultural objectives, and the [grant] will ensure a strong lineup of programs, book discussions and more for our community." Activities will take place from September 26 – November 2, 2014.

**Engineering Division:**

- Under a WisDOT contract, 32 traffic signals will be upgraded with new LED lights and pedestrian countdown timers. This work will begin in early summer 2014.
- Current street and utility projects include:
  - Arcadian & N Hartwell Avenue Utility and Street Reconstruction: Sanitary sewer construction 80% complete, water main 75% complete
  - Clinton St. Utility and Street Reconstruction: Sanitary sewer & water main – complete; road construction – 95% complete north of Main St and in progress south of Main St.
  - Windsor Dr. and S. Charles St. Utility and Street Reconstruction: sanitary sewer & water main construction – complete; road construction – in progress.
  - Genesee Street Reconstruction: sanitary sewer and water main installations are complete; road work still in progress.
  - Lincoln Avenue & Eales Avenue Reconstruction: Project will begin in approximately 2 weeks.

- Asphalt Street Repairs: Start date 6/9.
- Sidewalk replacement: citywide survey is 25% complete.
- Garbage/Recycling: Currently evaluating responses to a request for proposal for the next residential garbage and recycling hauling contract set to begin January 2015.
- Sanitary manhole inspections: inspecting SE section of City.
- Sanitary sewer flow monitoring: monitoring Woodfield pump station area.

**Metro Transit Division:**

- New busses: secured 80% federal funding to replace seven buses authorized in the 2014 City Budget.

**Streets Division:**

- Street repair: crews filling pot holes and patching street repairs.
- Mulching and composting: crews are grinding brush piles and yard waste for mulch and composting.

**Parking Division:**

- Sent out Request for Proposals for the purchase of new parking revenue equipment. The new system will now be a credit card only payment system. The last time the equipment was updated was in 1999.

**Wastewater Treatment Division:**

- The contractor is working on relocating utilities on site and have started demolition of our digester from 1965 to make room for the construction of a new egg-shaped digester. Staff is working on completing the annual CMAR report, chloride progress report, phosphorus operational evaluation report, and updated UV design report all due to the DNR on June 30<sup>th</sup>. Just completed an audit of Pretreatment program by the DNR and are preparing for the DNR lab audit. Working on public education regarding chloride discharges.

*As always, if you have any questions about the above matters or any other City administrative business/activities, please feel free to contact me.*