



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: July 15, 2014

Storm Clean-up: PR&F along with DPW have been working diligently cleaning up storm damage from the 6/30 storm. Aldermanic Districts 1 & 3 experienced the brunt of the storm. All public trees and as well as storm material from private property placed at the curb have been cleaned up in both districts. Crews are now picking up debris along roadsides in the rest of the City. It will be quite some time before tree stumps and roots are removed and damaged sidewalks replaced.

Employee Clinic Named: The City/County/School held a contest to name the new employee health clinic. Over 500 suggestions were received from employees of the City, County and School District. The winner is Lynn Cummings, from the School District. Lynn's suggestion and the new name for the clinic is **Waukesha Employee Health & Wellness Center**.

City Administrator Activities: The past several weeks have been especially busy in the Administrator's Office. Beyond the normal day-to-day activities, other efforts include:

- 1) Writing and sending out an RFP to executive search firms to conduct an Administrator search.
- 2) Monitoring storm clean-up.
- 3) Working with the Mayor on a Management Recruitment Policy
- 4) Working with the Finance Department on an August borrowing.
- 5) Interviewing candidates for Community Development Director Position.
- 6) Met with our insurance liability carrier to review open claims against the city along with a claims history.

Finance Department: The Finance Department has been focused on the following efforts over the past couple of weeks.

- 1) Developing 2015 Budget Payroll Worksheets
- 2) Developing Budget Utilities Projections
- 3) Preparing for the August Borrowing
- 4) Conducting Balance Sheet Reviews

Items just completed:

- 1) Budget module set up
- 2) Carryovers of Fund 0400 General Improvements
- 3) Financial Statements
- 4) Budget Memo – Kick off with Department Heads

Clerk/Treasurer: Final delinquent notices on real and personal property tax bills have been sent. While the City is made whole by the County on the unpaid real estate at final tax roll settlement due August 15th (due the same week as the election), the City is not reimbursed for



outstanding personal property taxes. The C/T office will be working with the City Attorney's office on pursuing in-house collection efforts.

The recent Tyler/MUNIS upgrade has some promising fixes, but it has been disappointing that the Wisconsin Tax interest routine has not been resolved. With the new version, we will also continue to press forward to make the image capture deposit work electronically with Waukesha State Bank.

Also, numerous street closing issues have come to the forefront this season. Ordinance language will have to be visited again this fall prior to next season.

Community Development:

June 2014			
Building Inspection			
# Permits issued	Valuation of projects	# Building Plans Waiting for Review (Does not include Sub-mechanicals)	# Tall Grass & Weed Cases
487	\$ 7,811,756.00	34	101
Planning			
# Committee Meetings Staffed	# Items Reviewed on Agendas		
13	40		

Whiterock & E. Main St. Neighborhood Clean Up Day

The Planning Division organized a neighborhood clean up day along Whiterock & E. Main St. which is one of our targeted central city neighborhoods. The department's temporary summer employee Alex Morganroth spearheaded the event working with St. Joseph's Church to rally volunteers. The event was used to encourage the neighbors to meet each other and interact and also to make some visual improvements in the neighborhood. This neighborhood is also the target area for an out of cycle CDBG grant from Waukesha County. Alex has been working with several property owners to help them make improvements to their properties by using CDBG grant funds, commercial façade grant funds, lead abatement grant funds or HODAG grant funds. Combining these programs allows property owners of any type of property receive some assistance to improve the exterior of their property. Public Works assisted us with logistics for the clean up day.

Code Changes: Planning is working with the Attorney's office on several zoning code revisions related to shorelands, floodplains and height restrictions. The staff is also working on sign code revisions. Those changes will be coming forward at the end of the summer.

RFPs: 2 calls for artists were sent out in June for Public art projects. The Public Art Committee is working with the Shoppes at Fox River and Culver's on new public art installations. Responses are due in August.

TID 23 & 14: The creation of TID 23 was completed in June for Oberlin Filter. Oberlin has final plan approval and we expect construction to begin in fall.

The amendment to TID 14 was begun in June to be completed in early July. The amendment allows for the expansion of the Shoppes at Fox River. These 2 TIF projects total 26 million in new tax base.

Building Inspection Vacancies: The Building Inspection division has 2.5 vacant inspection positions. We are posting the positions for a third time and hope to have qualified candidates to

fill the positions by the middle of August. As a result plan review and some inspections are lagging behind. Code enforcement has temporarily been suspended. The open clerical position has been filled with a temporary employee, Mari Lebakkan, who held the position in the past.

Engineering Division

- **City Buildings and Facilities:**
 - Police Department Parking Lot Replacement including fencing – awarded to low bidder on June 17, 2014. City Crews could start the City portion of the project in the immediate future.
 - Municipal Garage and Incinerator Roof Repairs – 75% complete.
 - Heyer Drive Tennis Courts – Bids opened July 11, 2014.
 - Downtown Lighting Distribution Project – Approximately 70% complete. Poles arrived July 8, 2014. Contractor will begin the final stage on Main St. the week of July 14, 2014
- **Garbage/Recycling:** ongoing negotiating with top ranked proposer for next residential contract.
- **Flood Mitigation:** designing S East Ave. and Sunset Dr. intersection flood mitigation plan.
- **Sanitary Collection System:**
 - Flow Monitoring: Woodfield pump station area. Zeroing in on specific infiltration/inflow areas.
 - Manhole Inspections: Completed. All manholes have now been inspected over a four-year period. Manhole Repairs are projected start date week of 7/7/14.
- **Street and Utility Projects:**
 - Arcadian & N Hartwell Ave. - Sanitary sewer, water main, and storm sewer construction complete; subgrade on N Hartwell Ave 85% complete.
 - Clinton St. – Project completed.
 - Chicago Ave. – Utility work complete, road construction in progress.
 - Eales Ave. – Sanitary Sewer installed. Water main installation underway.
 - Genesee St. – Concrete pavement installed. Concrete curb & gutter installation in progress.
 - Windsor Dr. and S. Charles St.: Concrete pavement, curb and gutter completed. Installing concrete curb ramps, carriage walks and concrete drive approaches.
 - 2014 Asphalt Resurfacing and Street Rehabilitation: - Project will begin in approximately 1 week.
 - Oakdale Drive Pavement Replacement- Out to bid starting June 27th awarded on August 5th.
 - **Sidewalks:** Survey of city sidewalk is complete. In preparation for the 2015 East Ave road project. Sidewalk replacement started 7/07/2014.
- **DPW Newsletter:** 3rd issue of the DPW newsletter mailed to Waukesha residents week of July 7th.

Metro Transit Division

- **Compliance:** The Federal Transit Administration will be conducting its onsite triennial compliance review July 21 and 22nd.
- **County Fair:** Once again, Metro Transit will service the County Fair July 16th – 19th (Route 9)

Parking Division: We Implemented a new parking pass system for Clarke Hotel guest parking.

Streets Division (DPW City Garage)

- **Storm Cleanup:** Picked and chipped thousands of branches from storm on 6/30/14.

Wastewater Treatment Division

- **Construction Update:** Working on new digester foundation. Finished with utility relocations for Administration Bldg. Demolition of old steam heating systems. Painters on site sand blasting for new paint.
- **Reporting:** Chloride and UV reports submitted to DNR. One minor Sanitary Sewer Overflow reported to DNR for a leaking valve at Springbrook lift station.
- **Storm Damage:** Storms on June 30th took power from as many as 15 lift stations at one time through out the City. We had crews operating generators round the clock for two days straight. No overflows or backups occurred.

Park Recreation & Forestry:

- **June 30th Storm** – The Forestry Division has addressed approximately 200 damaged trees (estimating 100 removals) throughout the City with the majority of activity realized in Districts 1 & 3. In addition, PRF has been working in conjunction with DPW forces in addressing city-wide clean-up efforts. In regard to storm related damage in the parks, the restroom facility roof in Bethesda Park incurred damage and we are currently obtaining cost estimates for repairs.



- **Cutler Park Flag Pole Dedication** - Thanks to the generous donations of the Park Foundation of Waukesha and several Veteran groups, we were able to replace the flag pole at Cutler Park last year. Formal dedication of the flag pole took place on July 3rd.
- **Fourth of July Parade** – Over 60 units participated in this year’s event. Great weather brings out a great crowd – The Kiwanis Club handed out approximately 2,000 ice cream bars at the post parade gathering at the Schuetze Center grounds.
- **Fireworks** – The 30 plus minute show has received overwhelming positive reviews. Special thanks to presenting sponsor Woodman’s Food Market. Kudos to Waukesha County and Waukesha PD for their event support

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