



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: January 31, 2020

City Administrator Highlights

- Held a weekly meeting with a City staff team to discuss town incorporation efforts and the City's efforts to stop the incorporation.
- Held a bi-weekly development update with Community Development
- Held a meeting with Ron Grall and Carroll University to discuss work on the Frame Park baseball field.
- Held a Directors meeting with all Department Directors.
- Met with Human Resources to discuss the NeoGov Employee evaluation process.
- Participated in a meeting with the Human Resources Department to discuss Employee mental health programs.
- Participated in a monthly development meeting with Community Development and Finance.
- Held a regional meeting for members of the Wisconsin City Management Association to discuss 5G and its upcoming impacts on communities.
- Held regularly scheduled monthly meetings with Aldermen: Miller, Manion, Cummings, Perry, Johnson
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Rich Abbott, Gina Kozlik, Chief Howard, Fred Abadi, Rich Abbott, Ron Grall, Chris Pofahl.

Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Bartels- Tuesday, February 4 at 5:15pm
 - Ald. Moltzan- Wednesday, February 5 at 1pm
 - Ald. Wells- Wednesday, February 5 at 3pm
 - Ald. Browne- Wednesday, February 5 at 4pm
 - Ald. Rodriguez- Monday, February 10 at 5:15pm
 - Ald. Pieper- Tuesday, February 11 at 4pm
 - Ald. R. Lemke- Tuesday, February 11 at 5:15pm
 - Ald. D. Lemke- Wednesday, February 12 at 3pm

Clerk/Treasurer

- 1,103 absentee ballots for the upcoming February 18th Supreme Court Justice Primary have been issued and mailed. We continue to mail ballots daily for new applications as they are received. Voters can visit the state website www.myvote.wi.gov to request absentee ballots by mail for the calendar year.



- In-person Absentee voting began on Monday, February 3rd and continues through February 14th. The hours for in-office voting are Monday through Friday 8 am – 4:30 pm, and the last day Friday, February 14th; the hours are extended to 5 pm.
- Open registration for online or mail voter registrations closes two weeks prior to every election, which for this election the closing date was January 30th. Any voters who wish to register prior to the Spring Primary must now come in-person to the Clerk’s Office no later than Friday, February 14th to register, or they may register at their poll location on Election Day.
- Special Voting Deputies that have been trained to administer voting at nursing homes visited 9 care facilities with a total of 164 ballots for the upcoming February election.
- Poll Worker trainings for the new election cycle are being conducted for approximately 100 poll workers scheduled to work this February and April.
- Testing of the vote tabulating and ballot marking election equipment was held on January 31st, with an additional full, public test of voting equipment to be held on February 10th at 9 am in Council Chambers.
- Photo ID is required whether voting in-office absentee or at the polling location. The following link provides information on acceptable photo ID:
https://elections.wi.gov/sites/elections.wi.gov/files/2019-02/7%20Acceptable%20Photo%20ID%26%23039%3Bs%20Pictures-2019_2.pdf
- Sidewalk Café Permits will expire on February 29, 2019. Renewal applications are being mailed to downtown establishments.
- Room Tax Forms are being mailed to all hotels/motels in the City of Waukesha.

TAXES

- The first installment payment of real estate taxes due date is Jan 31st. The second and third installments must be made timely on or before March 31st and May 31st or interest and penalty will accrue back to the due date of the first installment. Tax bills are sent with installment coupons and no additional mailings for installments will be sent. All personal property taxes are due in full by January 31st.
- As of January 29th, 92 refunds have been issued for mortgage escrow overpayments in the amount of \$120,265.72.
- 12,096 receipts have been mailed to date for tax payments made by mail.

Parks/Recreation and Forestry

- Currently working on hiring seasonals to fill the spring/summer positions
- Spring activities are right around the corner. The following are upcoming deadlines:
 - Adult Softball League- Informational meeting for all teams on Wednesday, February 5 at 6:30pm
 - Youth Soccer- Registration Deadline is February 20
 - Adult Softball/Kickball Leagues- Registration Deadline is March 27.
 - Youth Baseball, Softball, T-ball- Registration deadline is April 16.

Public Works

Engineering Division:

New City Hall

City Hall Update (3 week look ahead from 1/15/20)

- The contractor started construction on September 18, 2019.

- Marriott, the Concrete Contractor, has finalized the excavating, pouring and backfilling of the SW footing and lower wall. They will continue working on raising the wall this week.
- The temp road along the south wall will be constructed to begin work on the building.
- New structural steel is being delivered almost daily. The work assembling the steel structure is ongoing and will continue for several weeks.
- Videos and pictures of construction progress are available on the City's website at: <https://waukesha-wi.gov/1852/City-Hall-Construction>

Transit:

- With the closing of Sentry at Fox Run, the Route 6 and 5/6 is no longer serving the Sentry bus stop.
- The lone active detour is Route 7 and 7/8 is not able to operate on Waukesha Memorial Hospital's property until Fall 2020 due to construction.
- Making final plans for proposed adjustments to Route 7 due to changes to the hospital. Will be bringing proposal to the Transit Commission in February.
- Finalizing detour routing for the Barstow construction project. 6 of the 10 routes will be affected.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. SEWRPC has started outreach efforts and will continue over the next few months to receive input on transit needs from the business community, educational entities and social service agencies. **(an update is attached)**
- AM security guard for the Transit Center has been hired and started morning patrols on 2/3/2020.
- The 2021 fixed route buses are on order and are expected to be delivered in late January 2021.