



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
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### MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: December 29, 2017**

#### City Administrator Highlights

##### Week of December 18:

- Held a meeting to discuss the RFP proposals from Architectural firms for the remodel or building of a City Hall. We will be interviewing three firms.
- Held a phone call with Patrick Ibarra of the Mejorando Group regarding the schedule of the process for our new Strategic Plan.
- Attended the signing of the water agreement between Waukesha and Milwaukee.
- Attended the Leadership Class service project at Habitat for Humanity.
- Held regularly scheduled meetings with Rich Abbott and Chris Pofahl.

##### Week of December 25:

- Out of the Office.

#### Clerk/Treasure Updates

- The Clerk-Treasurer's Office received record payments Wednesday, December 27<sup>th</sup> with staff entering \$6.3+ million in mailed tax payments! Through December 27<sup>th</sup>, we have collected approximately \$44+ million of the \$129+ million total tax roll for 2017. We expect to reach \$60+ million by year-end.
- Room tax forms for invoices were mailed for hotel/motel establishments for 2018.
- Staff has received many inquiries by phone and email regarding the pre-payment of 2018 property taxes. Below is an excerpt from an email all municipalities received from the Wisconsin Department of Revenue:

*The Wisconsin Department of Revenue (DOR) would like to provide the following information due to the increased number of inquiries related to property tax pre-payments.*

*Under state law (sec. 74.13, Wis. Stats.), general property taxes, special assessments, special charges and special taxes may be paid in advance of the levy during the period from August 1 until the third Monday in December each year. This means:*

- *Pre-payment of 2017 taxes was allowed from August 1, 2017 to December 18, 2017*
- *Pre-payment of 2018 taxes may be made from August 1, 2018 to December 17, 2018*



***Property owners cannot pre-pay December 2018 taxes at this time.***

**Community Development Updates**

- Building Inspection and HVAC permit fees will increase on January 1<sup>st</sup>. Electrical and Plumbing permit fees will remain the same.

**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.