



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner  
klahner@waukesha-wi.gov

### MEMO

**To:** Mayor, City Attorney and City Council  
**CC:** Department Directors  
**From:** City Administrator  
**Subject:** Administrator's Report  
**Date:** January 17, 2019

#### 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.
- Met with the new interim Police Chief, Tom Wagner.
- Held a bi-weekly development update with Community Development
- Participated in a meeting to start planning the City's 125<sup>th</sup> anniversary which will be in 2021.
- Held a Kickin' it with Kevin monthly employee training session. This session involved the Health Coach and the Physical Therapist from the Employee Health and Wellness center discussing the importance of movement, posture, mindfulness and stress relieving tips.
- Participated in a meeting with the Human Resources Department to discuss Employee Assistance programs.
- Held regularly scheduled monthly meetings with Aldermen: Bartels, D. Lemke, Rodriguez, Pieper, R. Lemke.
- Held regularly scheduled meetings and check-ins with Department Heads: Bruce Gay, Marquise Vasquez, Chief Howard, Fred Abadi, Rich Abbott, Ron Grall, Nancy Faulk, and Chris Pofahl.

#### Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
  - Ald. Miller- Tuesday, January 21 at 5:15pm
  - Ald. Johnson- Monday, January 26 at 5:15pm
  - Ald. Manion- Thursday, January 23 at 8am
  - Ald. Cummings- Friday, January 24 at 10am

#### Clerk/Treasurer

##### TAX SEASON:

- 1,712 visitors paid their tax bills in-person at City Hall during the 14 days of counter collection in December. This was down from last year in part due to the improved upload of 267 Waukesha State Bank mortgage escrow payments paid directly to the City instead of the bank issuing those checks to individual homeowners.
- December's tax collections totaled \$79.1 million dollars with \$46.4 million returned by mail, \$22 million being paid at Waukesha State Bank, \$8 million paid in-person at City Hall, and \$2.5 million online by eCheck/debit/credit. Settlement of December funds with the other taxing jurisdictions for their portions was completed and funds disbursed with the monthly settlement on the 15th.



- January 31<sup>st</sup> is the due date for the total tax amount due or first installment before incurring interest and penalty. Tax payments can still be paid online at [Tax.WaukeshaCounty.gov](http://Tax.WaukeshaCounty.gov), or at any Waukesha State Bank branch during regular business hours. To make payment at any Waukesha State Bank location, you must have your original tax bill.

#### ELECTIONS:

- The Spring Primary will be held February 18, 2020 city-wide for the Supreme Court Justice seat. There will be no local races on this ballot. Alderman on the Spring/Presidential Preference ballot April 7<sup>th</sup> are running unopposed.
- 1,367 postcards were mailed to voters notifying them that their City Hall poll location will be moving to the Schuetze Activity Room during City Hall construction. We will be sending a second mailing in October and are planning for additional signage and other methods of notification.
- Electors who have valid absentee ballot requests on file will be mailed a ballot on January 28, 2020. Requests for absentee ballots by mail can be made online by visiting [www.myvote.wi.gov](http://www.myvote.wi.gov).
- Open Registration for electors to register by mail or online continues through January 29, 2020. Voters can update or check their voter registration status at [www.myvote.wi.gov](http://www.myvote.wi.gov)
- In-person absentee voting for the Spring Primary will take place in the Clerk-Treasurer's Office February 3, 2020 through February 14, 2020; Monday through Friday; 8 am to 4:30 pm.
- Arrangements have been made to visit the City's 9 nursing home facilities with absentee ballots. Visits will take place from January 27<sup>th</sup> through February 4<sup>th</sup>. Sandee has completed registration training with the staff at those facilities, as well as the Special Voting Deputies that will deliver the ballots.

#### CLERK:

- 873 dog licenses and 128 cat licenses have been issued so far for 2020. After April 1<sup>st</sup>, a late fee will be charged for any renewals or new licenses.
- 12 rooming houses licenses that have been processed and issued for the 2020 Licensing year.

#### **Parks/Recreation and Forestry**

- Waukesha JanBoree is taking place from January 17 -26 with over 64 activities.  
<https://www.janboree.org/>

#### **Public Works**

Below is the DPW biweekly report for 1/15/20:

#### **Engineering Division:**

##### **New City Hall**

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

- Marriott, the Concrete Contractor, will continue their work on the South Wall and footings.
- The temp road along the south wall will be constructed to begin work on the building.
- The Structural Steel has begun to be delivered to the site and will continue delivery until Jan 31, 2020
- The Crane will be mobilized and erected during the next 3 weeks. .
- Videos and pictures of construction progress are available on the City's website at: <https://waukesha-wi.gov/1852/City-Hall-Construction>

#### **Greenmeadow Sanitary Interceptor Sewer**

- The only work remaining includes the demolition of the Greenmeadow pump station site.

**Clean Water Plant:**

- DNR WPDES Permit was reissued effective January 1st 2020, the reissued permit includes discharge limits for both the Fox and Root Rivers.
- Plans and specs for return flow pump station and advanced phosphorus treatment submitted for DNR review.
- Submitted DNR Discharge Monitoring Report for December.
- Updated Impact Fee analysis underway.

**Transit:**

- Service changes and pass fare increase went into effect January 6<sup>th</sup>. The biggest change was combining Routes 1 and 2 at night and Sundays. The combining of these services allows for bus service to Goodwill (Nike), Woodman's, Westbrook shopping center and Target (Kossow) every 30 minutes at nights and Sundays vs. every 60 minutes in the past.
- Bus Detour Update: 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.
- Working on detour routing for the Barstow construction project.
- Submitting all documents requested for FTA Triennial Review. Site visit is scheduled for May.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. SEWRPC will be conducting outreach efforts over the next few months to receive input on transit needs from the business community, educational entities and social service agencies.
- New paratransit buses on order with Arboc and are expected to be delivered in early June. There was a two month delay due to the strike at GM last fall which is causing a backlog of chassis orders.
- The 2021 fixed route buses are on order and are expected to be delivered in late January 2021.
- The Intergovernmental Agreement (IGA) with Waukesha County to provide them with Transit Administrative Services has been executed. The agreement runs 2020-2024.
- WisDOT has accepted our 2020 Operating Assistance Application.
- \$0.25 fare increase went into effect on Waukesha County Commuter Routes on January 2nd. Also effective 1/2/2020 Waukesha County Route 906 Mukwonago Milwaukee has been reduced from 3 trips in each direction to 1 trip in each direction and now operates on Wisconsin Ave. in downtown Milwaukee. Route 901 is now operating 2 less eastbound trips and 1 less westbound trip and Route 905 is operating 1 less westbound trip.