

CITY OF FOND DU LAC – Council Communications

City Manager

Date: June 22, 2020
To: City Council
From: Joe Moore, City Manager
Re: Council Communications



1. Fond du Lac Fire/Rescue Monthly Report
2. Department of Community Development Monthly Report
3. Fond du Lac Senior Center Monthly Report
4. Fond du Lac Police Department Monthly Report
5. City Attorney/Human Resources Monthly Report
6. Department of Public Works Monthly Report
7. Department of Administration Monthly Report
8. Fond du Lac Public Library Monthly Report

CITY OF FOND DU LAC – Council Communications

Fire Department

Date: June 3, 2020
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for May 2020



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
PREVENTION	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
Total Inspections	242	73	1345	866
Total Defects	201	22	786	549
SUPPRESSION				
Alarms Involving Fire	8	13	41	53
Fire Mutual Aid Given	0	0	4	8
Fire Mutual Aid Received	0	0	0	0
Service/Good Intent Calls	37	61	208	239
False Alarms & False Calls	36	29	166	119
Other Calls	18	17	74	61
Total Fire Alarms & Calls	99	120	489	472
EMS				
Total Ambulance Calls	520	518	2584	2431
Total Fire & Ems Responses	619	638	3073	2903
Fire Property Loss	\$134,500.00	\$109,100.00	\$303,638.00	\$335,100.00
Fire Contents Loss	\$16,000.00	\$58,600.00	\$72,601.00	\$168,751.00
Engine Assisted EMS Calls	242	221	1120	1030

TRAINING

- Meter Training
- EMS License Renewals
- Tech Team – Rope Rescue
- Pump Drafting Operations
- Aerial Operations
- Foto-Kite

COMMUNITY EVENTS

- Several drive-by Birthdays
- Assist at book drop at the Library
- WLA – honor Seniors in parking lot

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: June 22, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for May 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There was one (1) site plan submitted for the month of May:
 - A 146,100 sq ft warehouse expansion for Badger Liquor at 850 Morris Street.
3. There are several construction projects underway in the City. Projects underway include: 1st floor insulation, 2nd and 3rd floor drywall and outside finishes at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Tile and interior finishes are underway at the McDonalds Restaurant on West Johnson Street for the new building. Final occupancy has been approved for the addition at Floorquest on Rolling Meadows Drive. The addition for Capelle & Diedrich is in progress at the former Parrot Palms bar/restaurant at 248 North Hickory Street. The walls and roof are going up on the new shop building at Summit Automotive at 500 South Rolling Meadows Drive.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MAY 2020

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
I. DEVELOPMENT ACTIVITY (CITY)				
Residential Construction (Permits Issued):				
# New Single-Family Residential Units	1	3	8	10
# New Duplex Residential Bldgs/Units	0	0	0	4(8)
# Residential Alterations/Additions	117	180	371	450
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1(1)	3(3)	8(8)	14(18)
\$ Total Value New Residential Construction	435,000	485,000	2,466,823	4,020,972
\$ Total Value Residential Alterations/Additions	942,417	1,884,767	3,981,150	4,631,758
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	5	3
# Commercial/Industrial Additions/Alterations	14	14	100	48
\$ Total Value New Commercial/Industrial Construction	118,000	0	2,584,238	3,226,950
\$ Total Value Commercial/Industrial Additions/Alterations	3,902,226	7,209,915	30,208,192	13,883,882
General:				
# New Site Plans Reviewed	1	2	12	10
# Rezoning/Special Use Permits (Applied For)	0	1	4	4
# Variances (Applied For)	2	0	6	2
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	0	1	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	264	378	1,287	1,446
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	3	70	171	227
# Initial Inspections	34	63	193	204
# Follow-up Inspections	57	94	404	298
# Complaint Cases Closed	47	67	131	194
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	2	3
\$ Amount of Rehabs Approved	0	0	60,900	37,100
# Dwelling Units to be Rehabbed (Approved)	0	0	2	3
V. SENIOR CENTER (April, 2020)				
# Volunteers/Hours	40/340	169/1,511	144/2,929	184/5,305
# Contacts	10,263	6,335	26,816	21,307
VI. DOWNTOWN PARKING				
\$ Revenue	17,767.37	26,374.30	106,731.88	127,678.44

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: June 1, 2020
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – May 2020



- We have adopted to our “new normal”, which includes meals, masks, cards and trying to reach people in any way possible to make sure everyone has access to the resources they need.
- This month, we served 2283 meals and had 313 unique participants. Again, The Meadows Senior Living provided meals every Friday for an additional 575 meals for a total of 2,858 meals. The best part of this drive up version of the County’s Senior Dining Program is that it offers us a chance to touch base with people, and be that friendly face and human contact during this uncertain time. We have shared many laughs and some tears during these days.
- This month, our theme days included a Patriotic Day (for Memorial Day) and what seems to be everyone’s favorite – serving meals dressed as cows. Participants are calling for an encore for June Dairy Month – stay tuned!
- We continued with our Facebook live posts and have had over 9,100 views since we started regularly doing them. This is a great way to connect with our participants that have access to technology, but also has us figuring out ways to connect with people who may not have internet access or computers/smart phones.
- Our amazing volunteers continue to step up to grow our Outreach’s letter writing campaign, and in May, 2070 cards were delivered to seniors living in quarantine. We have received several notes of thanks from people who have received these cards. Our favorite was a note from a woman who said she had the cards hanging in her room and that it was nice to know that people were thinking of her and cared enough to write.
- The Friends of the Fond du Lac Senior Center have had many changes since the pandemic started:
 - Two of their staff had announced shortly before we closed that they would be retiring this spring. Due to the closure, we were unable to honor them but we are hopeful to have some sort of celebration for them as things open up.
 - The Friends Board elected to cancel all of the Happy Travelers trips for 2020. This decision has a huge financial impact on the Friends, as they will be refunding over \$60,000 to participants whose trips have been canceled.
 - The Board also decided to close our Brown Paper Packages gift shop. In lieu of having the shop, we are hoping to plan a “Vendor Fair” type event for our consignors in late fall (Covid permitting).
 - The Friends 2nd largest fundraiser – the raffle and summer social – has been canceled for 2020. This also has a tremendous financial impact on the Friends organization.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: June 15, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for May 2020



OPERATIONS

CATEGORY	CENTRAL DISTRICT					EAST DISTRICT					WEST DISTRICT				
	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD
Violent Crimes	14	20	22	83	70	8	7	7	63	60	7	11	9	54	52
Crimes Against Persons	67	72	91	304	412	57	49	56	270	264	45	53	71	274	278
Crimes Against Property	38	34	37	155	188	30	43	39	142	142	54	55	45	236	243
Juvenile Crimes	10	21	30	79	747	7	23	19	94	67	18	13	24	100	84
Sex Crimes	0	3	3	7	5	1	2	0	3	1	0	0	0	2	1
Quality of Life	56	80	108	289	298	58	66	72	234	224	50	62	71	245	241
Accident Response	29	73	45	261	198	30	58	43	290	209	41	91	54	404	310
Emergency Detentions	1	3	4	21	19	4	8	4	31	38	1	4	7	18	18
Total Crime Categories	215	306	340	1199	1264	195	267	240	1127	1005	216	289	281	1333	1227
Proactive Traffic Enforcement	39	191	114	1006	648	25	124	75	652	398	44	261	82	1111	539

Patrol:

- Officers were called to assist NFDL PD for a report that two Huber escapees from Dodge County were inside a trailer. The suspects surrendered after Officer Hoefler and K9 Brux made announcements that they would be sending in the K9.
- Officers responded to the Johnson St. bridge for a report of a suicidal teen. As officers arrived, the teen ran towards a railing to jump and the officer pulled her back. She was taken into protective custody for a mental health evaluation.
- Officers investigated a substantial battery on 8th St. where a male subject was bitten and struck in the head with a candle base, which caused a rupture to the temporal artery. Suspects were identified and once located they will be arrested.
- Officers and CSOs performed a number of extra foot patrols in the Greenway
- Officers responded to a disturbance at an apartment in the 100 block of W. 2nd St. The suspect fled as officers were arriving and he jumped into the river near the post office. The Fire Dept. assisted with getting him out and he was held on battery charges and a probation hold.

Criminal Investigative Division:

- Cleared 39 cases in May; 6 of those were closed with arrests or referral to DA for charges. There were 27 new cases assigned with total open case load of 65.
- A detective is investigating the suspicious dumpster fire in the 100 block of E. Scott St.
- CID is currently working on 4 ICAC cybertips; 3 were received and 1 was resolved this month.
- SROs continue to work on their assigned cases and assisting CID when possible.

Battery	2	Information	2
Child Pornography	1	Misdemeanor Theft	2
Commercial Burglary	1	Robbery with a Weapon	1
Controlled Substances	1	Sex Assault – Adult	1
Death Investigation	7	Sex Assault – Child	4
Felony Theft	2	Weapon Laws	1
Identity Theft	2		
		TOTAL	27
Closed Other	13	Referral to DA	5
		TOTAL	18

ADMINISTRATION

General:

- Officer Schulget completed phase 4 of field training and began solo patrol
- CSO Tyler Klein completed the CSO field training and began solo patrol
- On May 14 an annual audit of the Property and Evidence Control unit was conducted. A one-tailed test of high-risk items was completed on 94 items in property and evidence.
- Capt. Laridaen welcomed the newest records clerk, Renee Keller

Support Services Division:

- Records Division responded to 537 Open Records requests & processed 669 new reports with 903 new supplements and narratives
- CSO's responded to 133 calls for service
- Parking Enforcement issued 60 parking tickets
- Municipal court processed 0 new municipal court cases
- Property/evidence items collected in May: 1000
- Trainings attended:
 - K9 monthly training occurred
 - Explosive breaching monthly training occurred
 - SWAT monthly training resumed
 - K9 yearly recertification

PD SPOTLIGHT

- Anniversaries:
 - Office Kyle Hoefler – 8 years with the department
 - Officer Ryan Biffert – 1 year with the department
 - Officer Dustin Hodgson – 1 year with the department
 - Officer Brooke Mathes – 1 year with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: June 1, 2020
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – May 2020



MUNICIPAL COURT

	May	YTD
Traffic Safety Program Participants	0	0
Municipal Citations	12 (Court canceled)	870
Juvenile Hearings held at the High School/PD	Canceled	74
Trials to the Court	Canceled	10
Pre-trials Conferences	4 (all by phone or text)	174
Fines/Forfeitures collected	\$15,867.89	\$131,388.35

HUMAN RESOURCES

	May	YTD
New Hires	2	14
Promotions	1	3
Retirements/Attrition	1	11
Recruitments	2	9

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: June 17, 2020
To: Joseph Moore, City Manager
From: Jordan Skiff, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- Contractor, Don E. Parker Excavating, continues work on the 2020 Street and Utility Construction Project. Streets for this year include Military Road (Oak Park to Hickory); E Eleventh Street (Vine to Martin); Follett Street (Military to Doty); Hazotte Court (Division to cul-de-sac); and E Division Street (Park to Hazotte). Work is scheduled to be complete in October although some streets may finish earlier.
- Contractor, Vinton, continues work on N Main Street between Merrill Avenue and Johnson Street. A tentative completion date is set for late July or early August.
- Contractor, Advanced Construction, completed work on the Watermain Relocation project on Fond du Lac/National/CTH V. County Highway Department Crews are continuing with storm sewer and grading work. A fall completion is scheduled.
- Contractor, Insituform, completed work on the 2019/2020 Sanitary Sewer Lining project. This project involves repairing leaking and deteriorating sanitary sewer pipes.
- Contractor, Al Dix Concrete, continues work on the 2020 Sidewalk Program project. Work is scheduled to be complete in early July.
- Contractor, Northeast Asphalt, continues construction of the multi-use path on S. Main Street south of Pioneer Road.
- Contractor, Northeast Asphalt, has been awarded the 2020 Mill & Overlay project. A schedule for this work is being prepared by the contractor. Included in this bid is the trail in McDermott Park, the south parking lot at the Senior Center, and the Library parking lot.
- Engineering staff continues to field calls on residential drainage problems. Staff is working with property owners to design backyard catch basins and various other solutions to help manage surface drainage problems.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 13 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Removed fallen trees throughout Taycheedah Creek and Fond du Lac River to help maintain proper flow and prevent possible flooding and property damage.
- Hauled dredged material that was removed from the Lakeside Park Fisherman's Pier in February to Lakeside Park West. Materials were stored in the vacant lot across from the Municipal Service Center in order for the material to dry out for proper handling.
- Replaced the roof on the Scott Street Storm pump station
- Extended a culvert at the intersection of Fond du Lac Avenue and Mullen Drive per Engineering
- Repaired a sanitary lateral leak
- Repaired sanitary manhole at the Kairis Court pump station.

- Started storm and sanitary repairs for the 2020 Mill and Overlay projects
 - Completed a total of 22 storm and sanitary basin and manhole repairs
 - Replaced 80 feet of curb and gutter
- Completed 4 storm catch basin repairs
- Repaired 8 sanitary manholes
- Contractors continued replacing the metal roof on the Municipal Service Center. Heavy rains throughout the month caused some minor water damage in the office and lunchroom areas. The contractor was prompt on addressing these issues.
- Short-term seasonal staff started their summer work schedules to assist with sanitary sewer cleaning, mowing, sign replacement, painting, and general street work.
- Changed out railroad signs at the Grove Street and Division Street crossings, as per Office of Commissioner of Railroads.
- Worked with the DNR to close out the Municipal Service Center's annual hazardous waste report. The report is no longer required since hazardous waste collection is completed through a vendor and we no longer maintain a collection site on the property.
- Met with Engineering to begin planning a traffic control plan on Johnson Street in order to replace the brick crosswalks with colored/stamped concrete.

ELECTRICAL DIVISION

- Library – Various electrical projects- power and data communication were added for the north entrance and children's circulation desk, teen TV receptacle was added, additional data jacks for 2nd floor computers were relocated for social distancing, we replaced can Lights in Children's area ceiling with LED Panels, also replaced lighting fixtures with LED fixtures in the Express Branch.
- Parks Dept - McDermott Park open shelter and restroom building - we replaced wiring/receptacle etc., also converted interior and exterior light fixtures to LED lamps.
- Parks Dept - Lighthouse Lighting Upgrade - upgraded interior lighting to be more vandal proof and more of a nautical look.
- Annual traffic signal maintenance was completed by TAPCO and we received a report detailing some issues that need attention. Nothing major, but we will work on repairing them as time allows.
- 740 Diggers Hotline locates were called in. We located 120 and the rest could be office cleared where it is known from our records that there are no conflicts.

FLEET DIVISION

- Park Dept. Bucket Truck-scheduled maintenance, working on other repairs found in the annual inspection.
- Transit bus 913- hydraulic tank overflows. Found an internal leak in the power steering pump that was bleeding back into the hydraulic tank. Also, installed rear door module and wiring harness.
- Fire Dept. Engine 472- Installed an iPad docking station and replaced burnt out dash lights.
- Fire Dept. Ambulance Med 486-Has a no start issue. Found aluminum filings in the fuel filter from the fuel pump. We ordered and replaced fuel pump.
- Police Squad 903- Scheduled maintenance. We also replaced noisy right rear wheel bearing, damaged window molding and replaced the intermediate drive shaft bearing which was making noise.
- Transit Bus 915 and 916- Manufacturer recall, removing a high amperage fuse and replacing it with a lower amperage fuse to potentially stop a wiring harness from starting a fire.
- Electrical Bucket 135- Runs rough on initial startup. Diagnosed and had to replace 10 fuel injectors which were leaking fuel into the cylinders when the truck isn't running. This caused a rough idle

until the extra fuel was burnt out of the cylinders. Also installed new U- bolt for the front suspension to replace damaged one.

- Police Squad 14- Light bar inoperative. Diagnosed and found a faulty circuit board in the light bar. Sent to General Communications for warranty repair.
- Police Dept. Rhino UTV –Installed police safety lights and siren.
- Police Squad 5- Scheduled maintenance. Also, the Arbitrator (camera system) was not recording when rear door is opened. Replaced door switch and put back in service.
- Water Dept. Track Backhoe 449-Scheduled maintenance, also found a large hydraulic leak from turn table. Diagnose and replace swing swivel motor.
- C&M Grader 10- Replaced leaking wing hydraulic holding valve. We replaced main blades, replaced 10 hydraulic hoses which were leaking, worn, or cracked. Tightened engine belts, removed leaking blade tilt cylinder for rebuild.
- Park Dept. Sprayer 336-. Installed new water pump. Carburetor float stuck and filled engine crank case with gas causing motor to seize.
- Park Dept. Lawn Sprayer 324-Scheduled maintenance. Also removed hydraulic pump to replace input shaft seal which was leaking. Found coupler between engine and pump was heavily worn.
- Sanitation Truck 209- Service call for overheating. We found and replaced blown water pump drive belt and repaired hydraulic leak on grab arm.
- Electrical Bucket Truck 134-Powner take off unit inoperative, replaced parking brake air switch.
- CM Plow Truck 48- Antilock brake lamp on. Diagnosed and replaced a faulty left rear speed sensor and replaced 2 front tires.
- Water Dept. Mower 475- Scheduled maintenance. Replaced deck belt, idler pulley and center blade hub and replaced hydrostatic pump belt and tensioner.

PARKS DIVISION

- Continued tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continue removing ash trees throughout the city, because of Emerald Ash Borer.
- Contractor planted new trees on terraces trees and in parks throughout the city.
- Planting annuals flowers throughout our parks.
- Most of our seasonal help had started with the Park and Forestry Department by the end of May.
- Working on renovating the Buttermilk restrooms and painting the entire facility.
- Post and railing maintenance on the Bandstand in Lakeside Park by local contractors is being done in May and June.
- Continued spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds.
- Continued mowing grass throughout the parks.
- Several of our park employees have been home intermittently with their children during the month of May, due to COVID-19 school closings.
- Most of the park restrooms are open for the public to use, with social distancing requirements posted.
- Most of the park facilities have been or will be open in the near future with Health Department recommendations posted. The Petting Zoo and Fairgrounds Pool will not open this season.

TRANSIT

- COVID-19 Update: We continue to use transit best practices to ensure the safety of our drivers and our passengers. Ridership levels have risen to approximately 55% of norm. We have returned to a full schedule, with peak hour service. Fond du Lac Area Transit anticipates a return to fare

collection on July 1, 2020. Fond du Lac Area Transit will not be holding any special events this summer, as we do not want to encourage large gatherings.

- Fond du Lac Area Transit is currently reviewing our State Management Review, which was conducted in October of 2019. The State Management Review is conducted by the Wisconsin Department of Transportation every five years. A final report should be available in the next couple of months.
- Transit Administration continues to work on the federally mandated Public Transit Agency Safety Plan. We have been given the final draft by WisDOT and are working with other City of Fond du Lac departments for implementation. Implementation must be completed by December 2020.

WATER UTILITY

Water Distribution System:

- Repaired three main breaks
- Repaired hydrant that was hit by car.
- Replaced one lead service
- Repaired raw water valve on River Rd.
- Concrete, asphalt, landscaping restoration
- Adjusted valve boxes
- Continued leak detection audit. Located seven potential non surfacing leaks.

Meter Shop:

- Meter Service Technicians replaced 163 meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 84 customers of leaks or high use.
- Conducted 135 cross connection / clear water inspections both new and follow-up.
- Resumed meter change outs throughout the city.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken, completed quarterly raw samples at wells, along with standard process control samples at treatment sites.
- The utility pumped 131,391,000 gallons of water in the month of May. The minimum volume was on May 10 – 3.562 MGD and maximum on May 26 – 5.066 MGD.
- Installed a new peristaltic chlorine pump at Well 21 treatment site. This will help decrease after hour call in and feed chlorine at a more consistent rate.
- Tested water production meters for accuracy.
- Completed a dive inspection of Red Fox water tower.
- Completed the first period lead & copper sampling. Ninetieth percentile: lead=8.5 ppb, copper=554 ppb. All results and notifications were sent to participating homes.
- Increase iron monitoring at Well 13.

Water Business Office:

- Mailed out 4,906 water/sewer cycle bills, due to COVID-19 no delinquent notices were sent.
- Resumed meter change out program. Mailed out 295-meter change out letters. Eighteen out of the 295 have not scheduled appointments yet.
- Completed 379 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Ninety-four sewer credit requests due to pool fills.

Other:

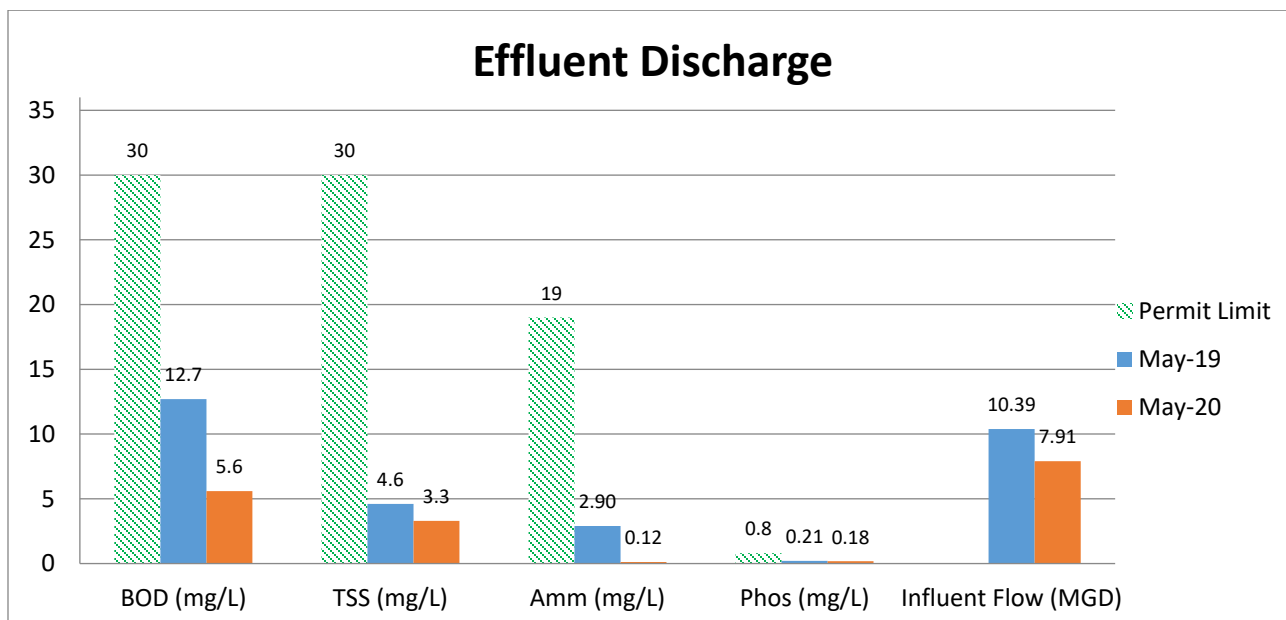
- No commercial/industrial cross connection inspections completed due to COVID-19. Hydrocorp is anticipated to restart inspection at the end of June.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 16th at 5.40 million gallons. The highest daily flow occurred on the 17th at 15.90 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

	<i>Unit of Measurement</i>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<i>% Removal</i>
Biological Oxygen Demand (BOD)	mg/L	308	5.6	30	98
Total Suspended Solids (TSS)	mg/L	214	3.3	30	99
Ammonia	mg/L	22.7	0.12	19	99
Phosphorus	mg/L	5.1	0.18	0.8	97



Operations:

- Of the twelve applicants for the wastewater operator position, seven were interviewed. Two candidates were selected: Brett Peth and Carl Green. Their tentative start date is in early June.
- The operations staff worked with YSI on the trial ortho-phosphorus analyzer that they will be using to control chemical feed for phosphorus removal. There was some testing to get the unit calibrated to provide accurate data. Some issues were discovered and YSI is looking into repairing the unit.

Maintenance:

- As summer approaches, the maintenance staff begins on addressing exterior items. Those include landscaping, mowing grass, exterior painting, addressing outdoor lights, and addressing outdoor tankage and equipment.
- One of the storm water pumps at the Arndt St. station needs to be rebuilt. It will be removed using a crane, brought back to the plant, and the maintenance staff will work to disassemble it for rebuild.

Lab/Industrial Pretreatment:

- The sampling tech is working to complete 2nd quarter industrial sampling. He has four industries remaining to complete by the end of June.
- Pretreatment staff have been working with LaClare Family Creamery on some operational issues pertaining to their discharge. As part of the Industrial Pretreatment Permit, they are required to maintain below limits set forth by the EPA and DNR. At this point, they are working through adjustments in their pretreatment process to reduce the amount of nutrients they are discharging.

Administration:

- Covid -19: The three-shift operations remain in place. We continue to maintain social distancing and regular hand hygiene along with keeping their distance operating plant vehicles and equipment. We maintain one person for each vehicle needed.
- Cody Schoepke sat in on a Water Quality Trading (WQT) webinar. The WQT is a compliance option for facilities to use to address their phosphorus discharge. The option allows a municipality to put funds in making watershed improvements to gain credits that can be used to offset their phosphorus discharge.
- Cody Schoepke has been working through updating the budget and CIP for 2021.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: June 17, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff submitted the Annual Municipal Financial Report Form (MFR) with the State Department of Revenue by the May 15th due date. This report is used to determine some of State funding in upcoming fiscal years.
- Staff submitted the Annual Public Service Commission report to the PSC. This report is required to be filed annually per Wisconsin Administrative Code.
- Staff attended various State of Wisconsin and League of Wisconsin Municipalities sponsored conference calls to discuss the effect of COVID-19 on revenues and expenditures, CARES Act funding, and how communities are dealing with COVID-19 in general.
- Along with Purchasing and ITS staff, Comptroller staff attended the kickoff and initial implementation sessions for AssetWorks, the City's new Fleet and Fuel Management software platforms.

Department Statistics

Statistics	May	2020 YTD	2019 Totals
Accounts Payable Checks	431	2,087	5,159
Payroll Checks/Direct Deposits	1,213	4,486	10,948
Purchase Orders Approved/Issued	242	1,468	3,851
Utility Bills Processed	5,136	27,093	63,243
Utility Bills sent electronically	180	985	2,042
Click2Gov on-line utility payments	1,852	8,041	17,231
Credit card payments made in person	339	1,566	4,136
Parking meter/ticket credit card payments	454	5,506	14,701
WebTrac on-line reservations/payments	17	129	357
Tax Refund Intercept/State Debt Collection	\$12,824.45	\$77,608.20	\$196,519.16

PURCHASING

- Participated in meetings planning the AV capabilities of the renovated Lakeside Park Pavilion with the Parks team and members of the design firm.
- Conducted informal discussion with potential consultants for the feasibility study at Lakeside Park to get budgetary estimates for fees and the timeline of study.
- Contacted vendors of mailing machines for quotes for a replacement of our current machine. Our current machine is nearing the end of the lease.
- Opened and awarded bid for 2020 Mill & Overlay project. Only one bid was received, but pricing was within the project budget.
- Provided support to numerous departments sourcing and placing orders for PPE and other purchases necessary to comply with municipal court safety requirements and continued to ensure City departments were able to implement measures to be as safe as possible during the pandemic.

CITY CLERK/CENTRAL SERVICES

Department Summary

Board of Review was conducted on May 20, 2020. A total of three objection forms were submitted and one waiver.

Department Statistics

Statistics	May	2020 YTD	2019 Totals
Park Facility Reservations	56	309	714
Dog Licenses	29	762	1167
Cat Licenses	2	138	143
Print Shop Orders	59	358	1072
License Applications	420	534	851
Special Assessment Reports	104	391	1045
Special Event Requests	12	43	121

2020 Fond du Lac Lakeside Marine Boat Slips

DOCK	TOTAL NO. OF SLIPS	2020 SLIPS RENTED	2020 SLIPS AVAILABLE
Dock A	28	25	3
Dock B	36	36	0
Dock C	20	20	0
Dock D	20	19	1
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

ASSESSOR'S OFFICE

Department Summary

The assessor's office completed the 2020 Assessment year with the conclusion of the Board of Review on May 20th. Two residential and one commercial property owner appeared before the board. One property was adjusted when new evidence was presented by the owner to the board. Final reports were filed with the Wisconsin Department of Revenue and Assessordata.org was updated with final 2020 values. These 1/1/2020 values will be used in the 2020 tax roll (December 2020 tax bills).

Sale volume continues to fall compared to 2019 numbers. Sixty two transfers occurred in May 2020 compared to 149 transfers in May 2019; almost 60% fewer than a year ago. Four hundred and forty-three transfers of properties have occurred since January 1st; ; a decrease of 19% over the same period in 2019. All sales are reviewed to determine if each sale is considered a good market sale, per Department of Revenue guidelines. Findings are then sent to the Department through the Electronic Transfer Return system. Values continue to remain steady.

Staff is preparing to start the 2021 assessment year which captures the 1/1/2021 values used in the 2021 tax roll to fund the 2022 budget. With almost 1000 permits already issued since January, along with over 200 open reminders and permits from last year, the office is set to begin another busy assessment year. Due to

remaining Covid-19 concerns, the office will continue to do work by exterior view, email, or letter communication with property owners, for the time being.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: June 15, 2020
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report

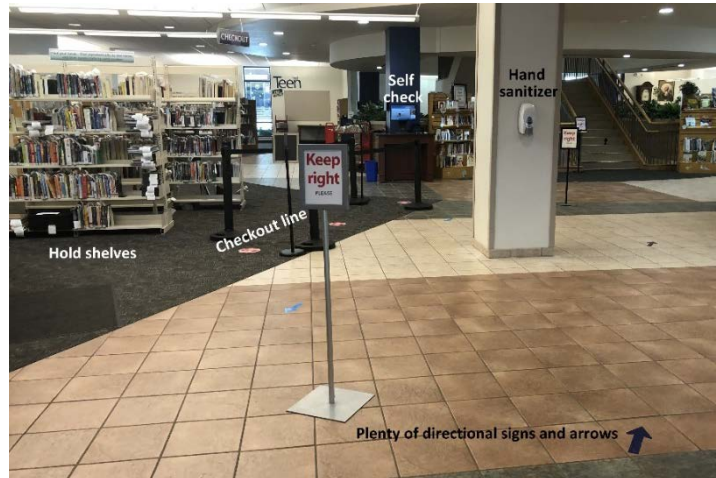


COVID-19 Update

Prep for Building Re-Opening – In addition to the measures we implemented for curbside services, we made several additional changes in order to open the building for our “Browse ‘n’ Go” services to 50 patrons for 1 hour or less visits.

Furniture changes – To discourage lingering, all chairs and seating areas were removed from public areas.

Hand sanitizer – Jean S. installed wall mounted hand sanitizer in several key locations and design wizard Crystal V. from the Idea Studio 3-D printed custom hand sanitizer shelves that secure hand pumps to our metal railing.



Spreading out new materials -- To help with social distancing and ease congestion in the new materials area, we relocated new audiobooks and new large print to a display unit between the two collections. We then expanded the new DVDs onto two display units placed in a T shape to allow more patrons to browse the area.

Hold & DVD shelving – We added temporary hold shelving for curbside services and decided to continue using the temporary shelving for holds and use the former hold shelving to spread out the DVD collection a little more. Thanks to Diane K. from Tech Services who lent a hand shifting the entire collection!

Divers Gallery – Mel K. graciously agreed to make this summer’s gallery displays virtual. This allows us to quarantine and disinfect all returns and donations before they enter the main part of the library.

Plexiglas shields – The Public Works Dept assisted us with hanging large Plexiglas shields at each service point in the main building, Express, and Chapter 52.

Checkout line – We established a formal checkout line complete with social distancing floor decals to instruct people on where to wait to speak with staff.

Self-check moves – In order to make space for the additional hold shelves and the checkout line, two of the self-checks were relocated. One was added to the existing line of self-checks in front of the cake pans and the other was moved to the nearest pillar.

Signage, signage, signage – As with every public place, customers want to know the new rules. Terri F. created ample signage explaining the new “Browse ‘n’ Go” guidelines and the



services available. Signs, vinyl floor decals and strategically placed staff now guide our patrons through the library.

Moving curbside services – The evening before the building opened, a dedicated group of staff pushed and pulled the hold shelves from the fireplace reading lounge area to the circulation area.

Basket tracking – We now have 48 red, 48 blue, and 48 black shopping baskets to track how many patrons arrive in the building during any given hour. Each person takes a basket and when we run out of baskets in any given hour, we know we have reached capacity. Baskets are disinfected after each use.

Building Reopening -- *The main building reopened to the public on Wednesday, June 3. Express, Chapter 52, public internet computers, meeting/study rooms and the Idea Studio remain closed.*

The result?

- An immediate drop in curbside service—from an average of 170 cars per day to less than 70 per day.
- An immediate uptick in circulation—from approximately 750 checkouts daily to over 1,500.
- Many grateful patrons who appreciated the ability to select their own materials and thanked us for reopening.

The most common questions?

- Are you still doing curbside?
- What are the guidelines for entering the building?
- Are computers available?
- Can I print?



3,000 bags of popcorn
await summer reading
participants!

Summer Reading Program

After debating about whether or not to move the SRP to an online program or retain the familiar card system, we decided to keep the system the same as in past years. Staff enjoys monitoring weekly registration and completion statistics, and we were unsure about participation this year. Our fears were unfounded; participation is somewhat lower, but it is still holding strong!

Week 1 registrations	2018 6/1-6/4	2019 6/1-6/3	2020 6/1-6/8
Adults	481	522	477
Kids	461	448	422
Teens	239	257	143
<i>Total</i>	<i>1,181</i>	<i>1,227</i>	<i>1,042</i>