

# ***CITY OF FOND DU LAC – Council Communications***

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City Manager

**Date:** December 22, 2022  
**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

# ***CITY OF FOND DU LAC – Council Communications***

## **Fire Department**

**Date:** December 6, 2022  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for November 2022



### ***...Acting to Save***

<b>Types of Calls</b>	<b>November 2022</b>	<b>November 2021</b>	<b>Year to Date (2022)</b>	<b>Year to Date (2021)</b>
Alarms Involving Fire	7	5	117	97
Fire Mutual Aid Given	2	0	12	14
Fire Mutual Aid Received	0	0	3	5
Other Calls (False Alarms, Service Calls, etc.)	76	92	980	974
Emergency Medical Calls	582	560	6059	5897
Paramedic Intercepts	2	7	75	69
Interfacility Transports	54	44	458	451
<b>TOTALS</b>	<b>665</b>	<b>657</b>	<b>7156</b>	<b>6968</b>
Fire Inspections Completed	229	299	2512	2442
Defects found during Fire Inspections	119	167	1313	1047

### **TRAINING**

- Facility Tour of the Martin Ave. Water Tower
- Training to manage parapet walls

### **COMMUNITY EVENTS**

- Fire Safety Talk at Mary Linsmeyer Daycare
- Ride to School on a fire engine for the coloring contest winners from Fire Prevention Week
- Girl Scout Troop – First Aid Badge

### **OTHER**

- Election Day
- Wisconsin State Fire Inspections Association held their Quarterly Meeting in the classroom at Station 1
- Fond du Lac County Sheriff’s Dept. Training at the Training Tower
- Fond du Lac School District Lockdown Drill Audits
- Explorers Program continues to meet
- Handed out Dairy Queen coupons to Community Partners
- Festival Foods Turkey Trot - Medics

# ***CITY OF FOND DU LAC – Council Communications***

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Department of Community Development

**Date:** December 9, 2022  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for November 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. No new site plans were reviewed in the month of November.
3. There are several construction projects underway in the City. Projects include: Tropical Smoothie Café is undertaking an interior buildout at 834 West Johnson Street. Interior finishes are wrapping up at the new Copper Cock Tavern at 30 North Main Street. The new Club Car Wash on North Pioneer Road (former Fazoli's location) and the Club Car Wash on East Johnson Street were granted occupancy and opened for business. Site work is underway for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Occupancy was granted for the new Scooters Coffee at 527 West Johnson Street. Occupancy was granted for the new Kwik Trip at 168 North Pioneer Road. Footings are in and steel framing is underway for the new Badger Liquor Hangar at 136 South Rolling Meadows Drive. Interior selective demolition and buildout continues in the rehabilitation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Footings and foundation are underway for the new Michels Material Lab at 1151 South Hickory Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new exterior paint colors and sign for Fast Taco at 101 North Main Street and Mirrorball at 44 North Main Street. Mirrorball is a new retail establishment opening in the downtown. New signage was approved for Gallery & Frame Shop at 94 South Main Street and Three Aces at 111 North Main Street.
5. A joint public information meeting was held on Monday, November 28, 2022 for the Riverfront Plan and North Main Street Redevelopment Plan at the Senior Center. Approximately 60 individuals attended the interactive sessions where the public was asked to share their ideas and comments for the riverfront area between South Street and Johnson Street. Ideas ranged from recreational amenities (such as kayak access); to aesthetic improvements (such as benches, tables and art) to the river itself (such as bank improvements, flooding and water quality). The public discussed redevelopment ideas and other improvements for the North Main Street corridor from Johnson Street to the park entrance. Additional public engagement opportunities for both plans will occur in 2023.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: NOVEMBER 2022**

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	2	0	18	15
# New Duplex Residential Bldgs/Units	0	0	6(12)	5(10)
# Residential Alterations/Additions	54	126	1,145	1,087
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	2(2)	0	24(30)	26(102)
\$ Total Value New Residential Construction	999,000	0	9,228,232	13,316,608
\$ Total Value Residential Alterations/Additions	793,584	2,545,894	16,016,245	13,701,228
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	0	7	5
# Commercial/Industrial Additions/Alterations	10	12	163	134
\$ Total Value New Commercial/Industrial Construction	1,759,400	0	10,450,596	7,309,241
\$ Total Value Commercial/Industrial Additions/Alterations	879,872	2,692,852	95,501,142	43,282,968
<b>General:</b>				
# New Site Plans Reviewed	0	5	34	45
# Rezoning/Special Use Permits	0	0	11	13
# Variances	0	1	12	7
# New Lots/Parcels Created [CSMs & Final Plats]	0	2	18	15
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	539	561	6,682	5,932
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	20	44	399	405
# Follow-up Inspections	109	109	1,515	1,056
# Complaint Cases Closed	27	41	425	318
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	1	0	4	3
\$ Amount of Rehabs Approved	27,000	0	114,500	80,241.29
# Dwelling Units to be Rehabbed (Approved)	1	0	4	3
<b>V. SENIOR CENTER (OCTOBER, 2022)</b>				
# Volunteers/Hours	30/278	21/151	45/2,024	35/1,623
# Contacts	20,418	9,283	162,232	258,710
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	17,478.45	18,229.72	192,136.52	188,704.97

# ***CITY OF FOND DU LAC – Council Communications***

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## Senior Center

**Date:** December 1, 2022  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – November 2022



- Although I say it every year, our Veterans Day Pancake Breakfast is truly one of the best days at our Center. It is such an honor to serve breakfast to those who served all of us. Thanks again to Lake View Place for their ongoing support of this special event.
- Word is starting to get out about our additional health and wellness offerings. We are seeing an uptick in participation and are hearing positive feedback about the personal benefits that people are experiencing with the help of these programs.
- We added an “Introduction to German” class to our monthly programming to enhance the ongoing German Class we had in place. We are getting requests for an Introduction to Spanish class and are working to find a class facilitator.
- One of our participants asked if we could offer a “What is Streaming” class, so we were excited to get that on the calendar. Little did we know that we would fill up three classes with people interested in learning more about the streaming process, how it works, and how to find the best value for the shows they want to watch. Our seniors are very interested in being “tech savvy”!
- Shopping Safely Online and Scams/Identity Theft and How to Be a Better Consumer were both well attended programs this month. The population we serve is definitely a target for scammers, so we are always working to bring up-to-date information to keep our participants from being financially exploited.
- We hosted the Aging and Disability Resource Center (ADRC)’s Powerful Tools for Caregivers Class. This evidence based class is designed to provide resources for people in a caregiving role – whether it’s professional or family caregivers.
- We partnered with the Fond du Lac Area United Way to promote the “2022 Rake a Difference Day”, a leaf raking service provided by local volunteers to help seniors handle this fall project.

# ***CITY OF FOND DU LAC – Council Communications***

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## **Police Department**

**Date:** December 13, 2022  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for November 2022



### **Patrol Division**

-Burglary to Mills Fleet Farm, suspect cut through fence and broke in through door on west side. Smash and grab of weapons from sporting goods. Suspect locked up on numerous charges and was also wanted for absconding probation in Oklahoma.

-Officers were called for a check welfare at 70 E Merrill for a female subject who had not been seen or heard from for a couple of days. Officers located her deceased within the apartment under suspicious circumstances. Was determined to be a homicide. Det.'s called in to assist. A suspect was arrested for this incident 4 days later based upon the investigation.

### **Criminal Investigative Division**

The Detectives cleared **15** cases in the month of **November 2022**. Of those cases **9** were closed with arrests or referrals to the DA's Office for charges. There were **16** new cases assigned in November with a total case load of **114** active cases as of this report. Detectives are currently working **9** ICAC Cyber Tips.

### **Mental Health Co-Response**

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **13 (Adults)**

### **Records Bureau**

Open records requests processed (all other reports): **89**

Open records requests processed (traffic related - crash reports): **21**

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **173**

Public Record Requests Processed – Total: **283**

### **Property and Evidence Control Unit**

Property/evidence items processed: **398**

Fleet and Body Worn Camera files collected:  
**10,637**

### **Training Unit**

SROVT-LODD packets still on going

SWAT – Open fields training and split range day  
CIB/Train - Recertification has been put out and is mostly completed

Officer Malueg – attended and completed FTO School

Lt. Bobo – Supervising an investigative unit school (online)

### **Recruitment and Selection**

Two (2) currently on eligibility list

Officer extended to one officer who is currently in the academy

Two (2) currently attending the Law Enforcement Recruit Academy

One (1) spot claimed for the next academy January 12<sup>th</sup>

### **Community Service Officer Unit**

Parking tickets: **118**

### **Community Engagement**

Christmas Parade

# ***CITY OF FOND DU LAC - Council Communications***

City Attorney/Human Resources Department

**Date:** December 3, 2022  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – November 2022



## **MUNICIPAL COURT**

	November	YTD
Traffic Safety Program Participants	3	20
Municipal Citations	253	3362
Juvenile Hearings held at the High School/School District	48	2347
Trials to the Court	3	49
Pre-trials Conferences	18	246
Fines/Forfeitures collected	\$13,033.76	\$223,435.59

## **HUMAN RESOURCES**

	November	YTD
New Hires	8	60
Promotions	0	25
Retirements/Attrition	1	53
Recruitments	2	40
Current Vacancies	35	N/A

# ***CITY OF FOND DU LAC – Council Communications***

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## **Public Works Department**

**Date:** December 14, 2022  
**To:** Joseph Moore, City Manager  
**From:** Paul DeVries, Director of Public Works  
**Re:** Department of Public Works Monthly Report



### **ENGINEERING AND TRAFFIC DIVISION**

- City staff continues preparation for the 2023 projects. Streets for 2023 include:
  - 3<sup>rd</sup> Street – Park Avenue to Everett Street
  - 11<sup>th</sup> Street – Park Avenue to Vine Street
  - Ledgeview Avenue – Park Avenue to Cottage Ave Dead End
  - W Division Street – Lincoln Avenue to CN Railroad Tracks
  - Warner Street – Ruggles Street to Forest Avenue
- City staff is preparing to rebid the 2023 Lighthouse Drive Reconstruction Project. Advertising for the project is planned for early January 2023.
- The City continues to work with FDL County and Gremmer on design and reconstruction of various sections of Pioneer Road. The reconstruction projects are planned for 2024 through 2027.
- The City continues to work with MSA on various upcoming projects. The projects include:
  - West Division Street Bridge Replacement
  - Lincoln Ave & Thomas St Storm Water Pump
  - Oven Island – Fountain Island Pedestrian Bridge
  - Lakeside Park Pedestrian Bridge
- Staff is working on the annual local road certification for Wisconsin. The annual certification of road mileage may be used to determine the distribution of transportation aids. The local mileage certification process includes Jurisdiction Transfers, Road/Streets Closed or Discontinued, Bridges Update/Closed, Reconstruction or Resurfacing, Maintenance Treatments, and Annexations. All noted changes are made on a streets mapped supplied by the WI Dept of Transportation.
- Staff completed routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 26 Excavation in the Right of Way Permits. Staff is working closely with fiber companies designing projects throughout the City. TDS and Bluebird are two companies currently submitting plans for fiber placement in the City's Public Right of Way and/or utility easements. US Cellular has approved permits to reconfigure several City Street lights to include small cell wireless 5G facilities in various portions of the City of Fond du Lac.

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Leaf collection consumed much of the month of November, consisting of 2-3 crews daily
- Completed sanitary lift station cleaning
- Completed infrared heating of high manholes to protect infrastructure and equipment from plow strikes
- Provided support/barricades for Thanksgiving Turkey Trot



- Installed snow fence post and plow marking stakes for winter maintenance operations. Installation of fencing to follow once ground freezes.
- Wrapped up Mill and Overlay Program
- Evaluated areas for 2023 concrete maintenance/rehab program
- Continued succession plan to fill vacant Foreman position
- Alley grading was completed city wide
- Continued city-wide street sweeping
- Staff continues to assist Wastewater in training new Television & Meter Tech employee.
- Continued implementation of PreCise Asset Tracking technology in vehicles and equipment
- Nine employees attended chainsaw safety training
- Removed sinking sidewalk slabs along channel by Lakeside Park Pavilion and installed temporary shoring to protect shoreline
- Attended League of Wisconsin Municipalities Leadership training
- Participated in 2022 Wisconsin DNR annual Electronic Recycler Workshop
- Worked with ITS and GIS to implement new sanitary cleaning logs via smartphone
- Working with ITS on implementing new software for traffic sign design
- Assisted Contractor with installation of channelizing bollards on Johnson Street
- One sanitary lateral repair
- Provided support (setup and takedown) for November elections

### **ELECTRICAL DIVISION**

- November 370 locates were called in, 79 were located, remaining were office cleared due to no conflicts.
- Nine call-ins in November – Two traffic issues, three emergency locates, two street light knock downs, one traffic signal hit, and an issue at the Macy St. Ramp
- Repaired knocked down streetlights – Seymour St and Military Rd and National Ave between 2nd St & 4th St
- Repaired underground issues on Western Ave between Main St and Military Rd
- Working with Intercon to repair a handful of conduits in the downtown area. They have been replacing a lot of gas main and have come across a lot of old conduit.
- Repaired 95 streetlights in November
- Removed American Flags and replaced with Christmas garland on Main Street
- Library McLane Room – Receptacle keeps tripping, staff identified receptacles were overloaded
- Water Northeast Reservoir Mixer – Inspected the cabinet and performed ohm reading to determine a failure and safe to energize. With the power on, I verify with the amp meter that the motor was operating correctly.
- Merrill Treatment Chlorine Room – Replaced thermostat for heater
- Lakeside Park – Added two receptacles to Main Street light poles for Christmas lights in the boulevard

### **FLEET DIVISION**

- Solid Waste #205 – Brigade camera system loses settings every time ignition is shut down. Found and repaired damaged wiring harness, chewed by mice. Ordered new camera system monitor damaged from the chewed wiring.
- C&M Leaf Collector #220 – Completed several repairs including leaking hose from pump to control valve, replaced suction hose, replaced clutch, which was burnt repaired damaged impeller shaft and cracked shaft bearings

- C&M Dump Truck #55 – Transmission light on and truck stalls out while driving. Replaced connector for the throttle pedal, which had loose wire terminals.
- C&M Loader #4 – Diagnosed and replaced faulty auto bucket leveling sensor and harness and changed transmission fluid and filter
- Engineering Pickup #292 – Check engine lamp on and cooling fans run all the time due to faulty coolant temperature sensor. Removed engine cover and found a chewed wiring harness for coolant temp sensor. Ordered and replaced damaged harness.
- Parks Mower #311 – Replaced thermostat and gasket for preventative maintenance, identified grill for the radiator was pushed into the electric cooling fans causing the fans to stop and mower to overheat. Fabricated bracket to keep the radiator grill off the cooling fans. Replaced the intake throttle valve, which repaired the charging issue.
- Parks Dept – Repaired broken welds on several Christmas decorations displays
- Water Dept Dump Truck #456 – Replaced leaking transmission cooler lines
- Police Dept Squad #11 – Engine codes for misfire on two cylinders. Removed upper intake and found torn rubber on #1 ignition coil pack. Replaced rubber boot and installed six new spark plugs
- Police Dept Squad #901 – Checked codes and found one for catalyst efficiency.
- Fire Dept Engine #658 – Scanned engine control module and found codes for the NOX inlet sensor. Ordered and replaced the NOX sensor and put back into service.
- WTRRF Vacuum truck #733 – Replaced leaking swivel and other fittings also replaced broken bolts on skid plate under truck
- Transit Dept Bus #912 – Found alternator belt was missing and the belt tensioner seized, replaced tensioner and belt. Replaced leaking coolant hoses for the DEF system.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing Ash trees throughout the city
- Continued mulching leaves throughout our parks.
- Finished the fall maintenance at the pools and winterizing of the systems.
- Removed and cleaned up flowerbeds throughout the parks. Stored the bulbs for spring planting.
- Winterizing of the shelters and restrooms throughout the parks.
- Finished installing Christmas lights and assisted the Rotary Club with installing the Lightshow.
- Contractor planted trees throughout the city terraces and parks.
- Contractor worked on the lighthouse concrete and tuck pointing stone base. The contractor will resume work on the structure in December.
- Contractor worked on the new trails that lead to the new boardwalk and lookout platform in Lakeside West. The boardwalk and platform will be constructed this winter/spring.

## **TRANSIT**

- Fond du Lac Area Transit, in conjunction with East Central Wisconsin Regional Planning Commission, and in preparation for the Federal Triennial Review, has updated the Fond du Lac Area Transit Title VI Program. Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. The updated Title VI program will be presented at the Fond du Lac City Council meeting on December 14, 2022.
- Joey Kunde, Fond du Lac Area Transit Assistant Manager is currently training all the drivers for the upcoming route changes. During 2022, our Transit Development Plan identified several routes that needed to be changed due to business development, driver insight and timing issues. The complete

findings of the Transit Development Plan are on schedule to be presented to the Fond du Lac City Council at the January 11, 2023 meeting.

- We have received notice that the Federal Triennial Review is underway. As mentioned in the last update, every three years the Federal Transit Administration reviews the operational and financial fitness of Fond du Lac Area Transit. In the last week, we have contacted all of our internal customers and all of our contractors to give them a list of all information needed for the review. We are conducting meetings with all of our contractors to go over each area of review, and to answer any questions and address any concerns that they may have.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired one water main break
- Replaced three Lead services
- Repaired two copper service leaks
- Repaired two curb stop valves
- Switched over to temporary restoration for the winter.

### **Meter Shop:**

- Meter Service Technicians installed 139 meters between 5/8" to 6".
- Meter Service Technicians notified 59 customers of leaks or high use.
- Commercial Cross Connection: HydroCorp inspected one facility, it was compliant.
- Conducted 327 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 196 properties in November.

### **Water Plant/Operations:**

- DNR required monthly 50 bacteriological samples were taken from distribution, and quarterly raw samples taken at well sites.
- The utility pumped 138,403,000 gallons of water in the month of November. The minimum volume was on November 27 – 3.836 MGD and maximum on November 2 – 5.400 MGD. Average=4.613 MGD.
- Well Rehab Project: New McDermott Park well equipment installed and well was pumped to waste. Well 25 well equipment was pulled out and well shaft was cleaned.
- HMO lines were flushed and cleaned at WTPs. One new HMO carrier line was installed at Merrill WTP.
- Removed, cleaned, and reinstalled chlorine quills at WTPs
- SCADA 2 computer quit working. New hard drive was ordered. Computer is still under warranty.

### **Water Business Office:**

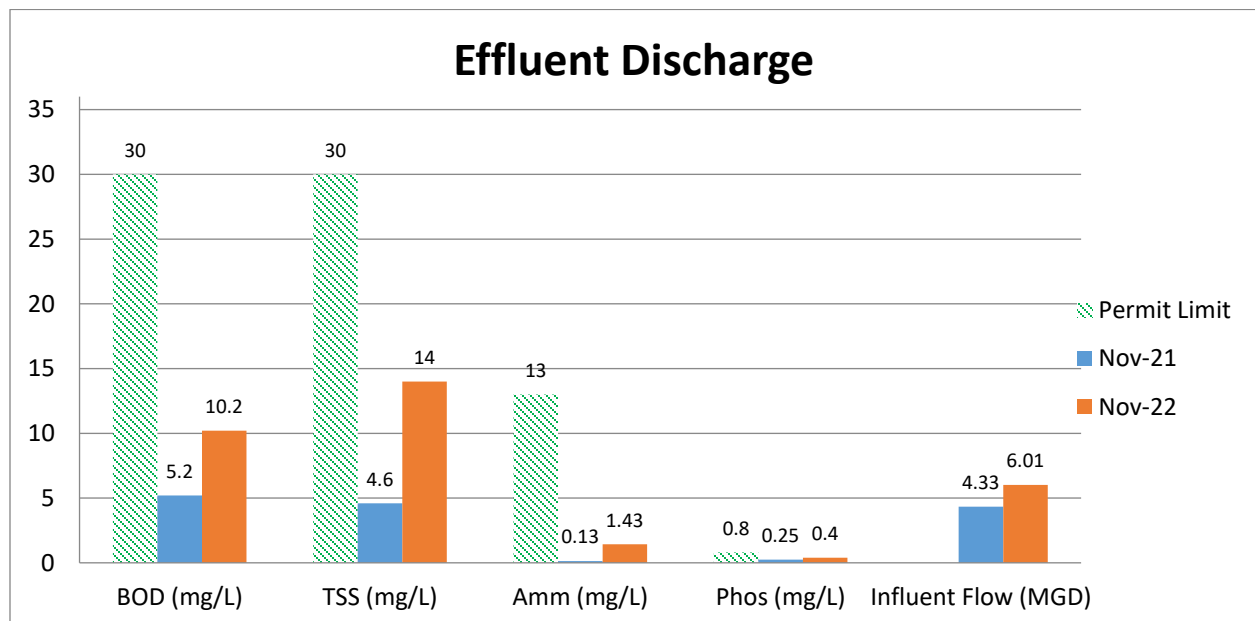
- Mailed out 5,079 water/sewer cycle bills and 1,931 delinquent notices.
- Completed 346 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 219 initial/finals for water service changes. (Services starting/stopping from people moving)
- Received one toilet rebates in November (12 total this year)
- Continued with billing audits of customers.
- Continued to work with Origin on the billing software upgrade. Staff working on corrections to information in existing software to assist when data is transferred to new software.

## WASTEWATER

### Flows and Concentrations:

- The lowest daily flow occurred on the 3rd at 3.94 million gallons. The highest daily flow occurred on the 5th at 14.66 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

November 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	349	10.2	30	<b>97</b>
Total Suspended Solids (TSS)	mg/L	280	14.0	30	<b>95</b>
Ammonia	mg/L	25.5	1.43	13	<b>94</b>
Phosphorus	mg/L	5.8	0.40	0.8	<b>93</b>



### Operations:

- The Fond du Lac WTRRF hosted the Wisconsin Wastewater Operators Association Southern region meeting. The meeting composed of various presentations surrounding wastewater treatment. Ben Propson, the Assistant Superintendent, gave a presentation on the deammonification process used at the plant. Fond du Lac WTRRF is the first in the nation to have this specific system. Alex Krause, a wastewater operator, gave a plant overview presentation and then brought the attendees over for a plant tour. The staff received many positive comments about the cleanliness and appearance of the facility as well as kudos for the successful operations and maintenance divisions who perform all the work.
- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The current discussion is based around lease provisions in hopes of generating an agreed upon lease agreement.

### Maintenance:

- Maintenance staff finished winterizing various equipment and processes. Often times a list of tasks is generated that can be pushed off for the winter months to complete inside. They have begun to work at completing these tasks.

**Administration:**

- Cody Schoepke, the Fond du Lac WTRRF's Wastewater Superintendent, attended leadership training through the League of Municipalities that hosted by the City of Fond du Lac.
- Cody Schoepke went to his alma mater UW-Stevens Point to present to the graduating waste resource management class. The discussion was very open ended and directed by the students with many of the questions about the industry and opportunities available. A good portion of the conversation was about managing people, issues occurring at the plant with staff and process, and how they were handled.

# ***CITY OF FOND DU LAC - Council Communications***

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Department of Administration

**Date:** December 15, 2022  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Processed outstanding special assessments and special charges (including delinquent water/sewer bills) and uploaded the information to the County tax system for placement on the upcoming tax bills.
- Published adopted 2023 Budget, approved 2023-2027 Capital Improvement Plan and approved 2022-2024 ARPA Spending Plan to the City’s web-page. Hard copy versions will be available in December.
- Continued data-discovery and system configuration sessions with the Origin team and internal staff related to new water billing software. Phase one of end-user testing began in November, with City staff working through various scripts and scenarios to ensure Origin system will function as needed.

## **Department Statistics**

<b>Statistics</b>	<b>November</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Accounts Payable Checks	322	5,021	5,183
Payroll Checks/Direct Deposits	927	10,231	10,458
Purchase Orders Approved/Issued	245	3,358	3,290
Utility Bills Processed	5,343	60,675	64,554
Utility Bills sent electronically	13	138	4,491
InvoiceCloud on-line utility payments	3,108	29,138	22,997
Credit card payments made in person	272	3,035	3,561
Parking meter/ticket credit card payments	547	8,113	13,218
WebTrac on-line reservations/payments	17	511	468
Tax Refund Intercept/State Debt Collection	\$11,362.52	\$119,564.85	\$163,910.82

## **PURCHASING**

- Continuing with printer installs. Waiting for final pieces of equipment and software installation.
- Safety Committee is planning a general “reboot” for 2023. Intent of reboot is to provide more focused efforts on Safety according to departmental needs.
- Attended a Procurement Boot Camp to learn about updates to Uniform Grant Guidance and best practices in the procurement industry.
- Assisting City Attorney’s Office with animal control contract.

## **CITY CLERK/CENTRAL SERVICES**

### **Elections**

- City of Fond du Lac had a 76% voter turn-out for the 11/08/22 General Election
- We had 27% of voters vote absentee
- A total of 988 absentee ballots were issued in the month of November with 732 of those electors that voted in person for a total of 4853 absentee ballots issued for November 8th General Election.

There were 112 people that registered to vote or did an address change prior to the election in November. Election Officials volunteered at total of 60 hours in November to assist in the Clerk's Office with registering voters, verifying registration, and acting as a witness for those that voted in-person absentee. Election Official training was on November 3rd for anybody working on Election Day. A total of 155 people worked on Election Day which included greeters, registration officials, and regular election officials. Their hard work, dedication, and professionalism contributed to how smoothly the election went in Fond du Lac.

### **Department Statistics**

<b>Statistics</b>	<b>November</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Park Facility Reservations	61	1166	787
Dog Licenses	2	909	1006
Cat Licenses	1	139	190
Print Shop Orders	145	1528	1223
License Applications	22	842	871
Special Assessment Reports	57	981	1192
Special Event Requests	8	124	126

### **ASSESSOR'S OFFICE**

- November is one of the busiest time of the year in the Assessor's Office. All properties are assessed on project progress or completion as of January 1 of each year, so staff attempts to review as permits, sales, and remodel projects as able before year end.
- An additional 174 permits were issued in November; that's low compared to 279 permits issued in November 2021.
- There were 92 sale transfers recorded during November, down from 124 recorded in 2021.