

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

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City Manager

**Date:** July 21, 2023  
**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 Rescue

**Date:** July 7, 2023  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for June 2023



### ...Acting to Save

Types of Calls	June 2023	June 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	10	11	50	68
Fire Mutual Aid Given	1	1	11	7
Fire Mutual Aid Received	0	0	1	2
Other Calls (False Alarms, Service Calls, etc.)	138	110	690	523
Emergency Medical Calls	517	585	3246	3200
Paramedic Intercepts	6	10	38	45
Interfacility Transports	56	52	289	232
<b>TOTALS</b>	<b>665</b>	<b>706</b>	<b>3986</b>	<b>3791</b>
Fire Inspections Completed	221	191	1804	1474
Defects found during Fire Inspections	102	85	724	658

### TRAINING

- Town of Fond du Lac Training at the Fire Training Tower
- Boat Training
- Pyrotechnic Display Training
- Live Fire Training as part of Recruit Academy Training

### COMMUNITY EVENTS

- Med Crew to Marian Nursing Camp for career discussion with high school students
- Juneteenth Celebration at Buttermilk Park
- Engine to the Car Show at FDL County Fairgrounds
- Summit Automotive for lunch at food truck for First Responders
- Appreciation Picnic on Arndt St. for Hero's.
- ARC Ice Cream Social with First Responders
- Touch a Truck Event at Fleet Farm
- Community Works students station tour

### OTHER

- DockSpider Medic & Firework Displays
- Explorer Program – Year End Graduation
- Medical Director Dr. Grahl ride-along with Medics
- Walleye Weekend Med Crew / Command Post
- Local 400 Union Food Tent at Walleye Weekend
- Car Seat Installation Event held at Station 1 in collaboration with SSM Health
- Medics on standby at Mexican Rodeo held at the FDL County Fairgrounds
- Monthly radio spot on KFIZ discussing fire safety
- Safety talk with Sage Meadow residents
- Fire Safety Talk at the Woodlands
- Safety talks to various Mom groups at the Library
- Cade Curtis Pinning Ceremony

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

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Department of Community Development

**Date:** July 14, 2023  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for June 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were no site plans reviewed for June.
3. There are several construction projects underway in the City. Projects include: Drywall and insulation are underway at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Finishes continue at the renovation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Finishes have also started at the former Winnebago Cheese Building at 233 West Division Street which is part of the Brooke Street Lofts redevelopment project. Drywall is going up in the new Compeer Financial building at 381 Police Memorial Drive. Final inspections and finishes continue for the Aurora Hospital addition at 210 Wisconsin American Drive. Structural steel is going up for the new addition at Excel Engineering on Camelot Drive. Footings and foundation are almost complete for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College. Interior finishes are in progress at the Badger Liquor hangar near the airport.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a wall sign for PS Beauty Lounge at 59-61 North Main Street. DARB approved a new projecting sign and exterior paint for Knitty Gritty Yarn Shop at 63 North Main Street.
5. The second Fondy Flicks at the Field was held on Friday, July 14<sup>th</sup>. Thank you to the adventurous families that came out to enjoy the DC League of Super Pets on the big screen from the Fond du Lac Dock Spiders outfield. Sadly, Mother Nature had other plans and interrupted the fun. Fondy Flicks on the Field is a partnership between the City of Fond du Lac, Fond du Lac School District Recreation Department and Fond du Lac Dock Spiders to bring free outdoor movies to the community. **The next showing is Top Gun: Maverick on Thursday, August 3<sup>rd</sup>!**

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: JUNE 2023**

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	2	11	11
# New Duplex Residential Bldgs/Units	1(2)	1(2)	2(4)	5(10)
# Residential Alterations/Additions	107	151	445	613
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	3(4)	3(4)	13(15)	16(21)
\$ Total Value New Residential Construction	690,400	634,000	3,397,400	5,690,165
\$ Total Value Residential Alterations/Additions	1,795,137	2,025,510	6,818,455	8,699,523
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	1	5	4
# Commercial/Industrial Additions/Alterations	20	32	67	96
\$ Total Value New Commercial/Industrial Construction	0	2,500,000	7,182,068	7,553,100
\$ Total Value Commercial/Industrial Additions/Alterations	1,294,392	11,381,772	28,825,766	18,055,785
<b>General:</b>				
# New Site Plans Reviewed	0	6	11	29
# Rezoning/Special Use Permits	0	0	10	8
# Variances	1	2	4	6
# New Lots/Parcels Created [CSMs & Final Plats]	1	2	18	14
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	706	731	3,565	3,178
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	52	56	256	227
# Follow-up Inspections	188	162	954	764
# Complaint Cases Closed	58	39	230	203
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	1	2
\$ Amount of Rehabs Approved	0	0	49,000	57,500
# Dwelling Units to be Rehabbed (Approved)	0	0	1	2
<b>V. SENIOR CENTER (MAY, 2023)</b>				
# Volunteers/Hours	41/199	34/185	48/985	38/681
# Contacts	16,180	18,627	80,420	92,000
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	23,577.51	17,728.03	130,587.14	100,503.33

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

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## Senior Center

**Date:** July 1, 2023  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – June 2023



- When we develop programs for our participants, we never know what kind of response to expect; so we were excited when our “Let’s Talk about Balance” class filled up. Participants worked with Physical Therapists to analyze their strengths and weaknesses, and learned how these items affect their balance and ability to stay safe from falls. Why is this important? Because the 2022 United States statistics related to falls in people over 65 are sobering:
  - Every second, an adult over 65 suffers a fall.
  - Each year, over \$50 billion is spent on medical costs related to non-fatal fall injuries and over \$754 million is spent on treatment related to fatal falls.
  - Fall death rates have increased 30% in 65+ year old adults from 2009 to 2018.Providing activities, educational programs and wellness opportunities to our participants to help maintain their safety and quality of life is one of main priorities.
- The Friends of the Fond du Lac Senior Center continue to work hard to raise funds to support our programs and activities. This month, they hosted a brat fry at Festival Foods and a Senior Center Night at the Dock Spiders Game. Their annual Raffle is underway, as is planning for their Fall Gala. We could not do what we do without the incredible partnership with “The Friends”.
- Thanks to Fond du Lac Cyclery and the Friends of the Fond du Lac Senior Center, we now have two new elliptical/step machines for our participants to use. We are grateful for awesome community partners like the folks at Fond du Lac Cyclery!
- We are excited to be able to offer two brand new classes at the Taylor Park Pool – Water Aerobics on Tuesday evenings, and Water Yoga on Wednesday evenings. We continue to see strong interest in health/wellness & fitness programs, especially from the younger boomers that are semi- or newly retired and just starting to use our services.

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

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## **Police Department**

**Date:** July 11, 2023  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for June 2023



### **Patrol Division**

- We have identified the deceased individual found on 5/23/23 to be Tristan Phillips, the circumstances that led up to his death is active and ongoing at this time.
- Spent the week of 6/5/23 with 24hr security on suspect while he was being medically cleared stemming from domestic violence/arson crime last month
- Made 2 arrests in connection to the shooting 5/23/23 at Pioneer Pit Stop BP.
- 3 serial shoplifters were apprehended at Walmart 6/15/23
- Seth Menominee arrested for stalking in the Northeast part of the City
- Attended the Ice Cream Social at the ARC and Bike Rodeo at Theisen
- Prowling suspect was arrested in the Southeast
- 4 juveniles contacted for shoplifting facsimile firearms at Fleet Farm

### **Criminal Investigative Division**

The Detectives cleared **18** cases in the month of **June 2023**. Of those cases **6** were closed with arrests or referrals to the DA's Office for charges. There were **23** new cases assigned in the month with a total case load of **94** 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: **17 (Adults) and 2 (Children)**

### **Records Bureau**

Open records requests processed (all other reports): **118**  
Open records requests processed (traffic related - crash reports): **31**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **81**  
Public Record Requests Processed – Total: **230**

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

Property/evidence items processed: **346**

### **Training Unit**

Attended Kohler ALERRT class 6/21/23&6/22/23 –Officers: De Jager, Malueg, Mathes, Dean, Schulget.  
Swat basic was attended by Fink and Belisle the week of 6/19/23  
SRO training 6/13/23-6/15/23: Brown, Tuttle, O'Donnell  
NAMI CIT Symposium 6/15/23: Pimental

### **Recruitment and Selection**

4 New Hires started the academy on June 6<sup>th</sup>  
2 Officers have accepted contingent offers. The Academy start 8/9/23

Conducted (2) one-day processes on 6/28/23 & 6/30/23  
Several ride-alongs with potential candidates were facilitated  
1 officer completed phase 3 and 1 officer is in phase 1

**Community Service Officer Unit**

Parking Tickets: 397

CSO's Hlinak, Jacak, Delvenaux, and Flagg started the academy on June 6<sup>th</sup>

New CSO's Thompson, Tennie and Stine started with us in June and are doing well

CSO assisted with 20hrs of parking per week. CSO's have been taking a large amount of finger prints due to events happening. CSO's have been working a lot of the summer events as needed.

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

City Attorney/Human Resources Department

**Date:** July 1, 2023  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – June 2023



## **MUNICIPAL COURT**

	June	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	325	1551
Juvenile Hearings held at the High School/School District	0	271
Trials to the Court	5	24
Pre-trials Conferences	20	157
Fines/Forfeitures collected	\$15,957.27	\$107,059.37

## **HUMAN RESOURCES**

	June	YTD
New Hires	1	25
Promotions	6	25
Retirements/Attrition	3	33
Recruitments	4	23
Current Vacancies	28	N/A



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

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## **Public Works Department**

**Date:** July 19, 2023  
**To:** Joseph Moore, City Manager  
**From:** Paul DeVries, Director of Public Works  
**Re:** Department of Public Works Monthly Report



### **ENGINEERING AND TRAFFIC DIVISION**

- Contractor, Don E Parker continues work on the 2023 Utility & Street Reconstruction Project.
  - Eleventh Street – Park Avenue to Vine Street – The contractor is installing water services and sanitary laterals
  - Division Street – Lincoln Avenue to Railroad Tracts – No work at this time
  - Ledgeview Avenue – Park Avenue to Cottage Ave Dead End – Underground utilities have been installed and the contractor is working on installation of laterals
  - Third Street – Park Avenue to Everett Street – No work at this time
  - Warner Street – Ruggles Street to Forest Avenue – No work at this time
- Contractor, Struck & Irwin scheduled the 2023 Seal Coating Program for mid-August. City crews have been prepping the streets in advance of this work.
- Contractor, Sommers Construction started work on the 2023 Concrete Rehabilitation Program. The program includes various concrete pavement, storm inlet, and manhole rehabilitation work. Streets where repair work will occur:
  - N Rolling Meadows Drive from Johnson Street to Scott Street
  - Fourth Street from Everett Street to National Avenue
- The preconstruction meeting with Contractor, Northeast Asphalt for the 2023 Mill & Overlay Program Awarded is schedule for the end of July.
- Contractor, Zenith Tech continues work on the 2023 Lakeside West Pedestrian Bridge Project. The bridge path approaches have been placed and the contractor is working on the lighting and park lot.
- Bridge Contractor, Norcon is replacing the deteriorated East Division Street Bridge deck overlay, bridge approaches and sidewalk repairs. The contractor poured the concrete bridge overlay, removed and formed the west and east concrete bridge approach. The Western Avenue Bridge will remove and replace the deteriorated epoxy overlay. Additionally the East Johnson Street bridge and railing will be repainted
- The preconstruction meeting with Contractor, Jossart Brothers for the 2023 APRA Reconstruction Project of Hamilton Place and Doty Street is scheduled for late July.
- The City continues to work with MSA on various upcoming projects. The projects include:
  - West Division Street Bridge Replacement – The WI DOT awarded the project to Sheet Piling Services, Custer WI
  - Lincoln Ave & Thomas St Storm Water Pump – The preconstruction meeting for the project has occurred and work is scheduled to begin in late July, early August.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 15 Excavation in the Right of Way Permits and several sidewalk permits

## **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired one sanitary sewer lateral
- Repaired six storm catch basins
- Participated in several interviews for vacant Construction and Maintenance positions
- Executed annual Electronics Recycling Collection for city residents at our Bulky Waste site
- Assisted Walleye Weekend event logistics with barricades, signage and other items
- Started annual crack seal program of city streets
- Received 2023/24 Wisconsin Department of Transportation Municipal Salt Contract pricing
- Attended 2023 Sealcoat and Concrete Rehab preconstruction meetings.
- Staff continued to compose sanitary televising data for upcoming Capital Improvement Projects
- Staff completed significant asphalt repairs at the intersection of Larsen Drive and Hickory Street
- New hires and staff who did not attend in 2022 participated in blood borne pathogen and hazardous energy training as part of the mandatory Public Works Safety Program
- Crosswalk and line painting continues
- Staff continues to address weed concerns through ordinance enforcement
- Continued to assist Plamore Park project by providing trucking of materials (topsoil)
- Staff assisted fire department and wastewater with parking lot asphalt patching and lot stripping
- Staff distributed barricades ahead of July 4th festivities
- Continued to address potholes citywide
- Continue citywide street sweeping
- Participated in Fondue Fest logistics meeting

## **ELECTRICAL DIVISION**

- June 681 locates were called in, 174 were located, the remaining were office cleared due to no conflicts
- Two call-ins in June – One traffic signal and one streetlight
- Repaired two traffic signals were knock downs Main St & Western Ave and Johnson St & National Ave, repaired streetlight knock down at Johnson St & Amory St
- Repaired 19 streetlights
- Worked with engineering and contractors on the new bridge lighting and parking lot
- Replaced battery charger at outdoor warning siren C02
- Tapco completed the annual traffic signal inspection of all at intersections and conflict monitors. All signals are in working condition, with a few minor issues that need to be addressed. We will continue to work on these in the coming months.
- Replaced the main power panel was in the traffic cabinet at Johnson St and Hickory St. The cabinet was underwater in 2019 and showing signs of corrosion.
- WTRRF – Rolling Meadows Station 19 VFD cooling failed and new drive was set up and installed.
- Fire Station #3 Flagpole Light – Repaired flagpole light, possibly damaged
- Fire Station #3 – Installed wireless transmitter

## **FLEET DIVISION**

- Electrical Department truck #133 – Replaced faulty crash sensor on air bag light
- Solid Waste Truck #201 – Adjusted chains and lubed arm on grabber arm, fabricated new bracket and replaced broken grease lines and replaced leaking hydraulic hose for the grabber arm
- C&M tractor #163 - Overheating and lights came on and engine shuts down. Replaced suspected faulty fuel shut off valve; however still had issues with engine shutting down. After further checking debris was found in the fuel tank plugging the fuel lines.

- C&M street sweeper #28 – Replaced faulty blower motor speed switch and curb broom, also recharged A/C system and installed dye to detect leaks in the future.
- C&M 10 YD Dump Truck #35 – Replaced check engine sensor and performed an update for the engine control module (ECM).
- C&M hook truck #37 – White smoke from exhaust. Removed the diesel particulate filter and had the filter cleaned, replaced the temperature and NOX sensors, and reset ECM parameter. Inspected brakes and identified rear brake chamber was not releasing all the way, so brake hose and chamber were replaced
- Parks Truck #317 – Replaced plugged catalyst converter
- Parks – Welded broken dock supports on boat slip #B-24
- Water Department truck #461 – Replaced center bearing on the drive shaft, repaired dump box heavily bent tailgate, and added steel to tailgate latches to make them pull the tailgate tighter to the box.
- Police Department – Installed new computer docking stations in front line squad cars.
- Fire Department Engine #661 – Replaced gasket on Class A foam tank
- Fire Department Engine #662 – Replaced failed A/C compressor and replaced leaking main pump drain valve.
- Transit Department Bus #912 –Diagnosed faulty pressure switch internally in transmission valve body, installed hand guards on barrier door handles to prevent drivers from cutting themselves, replaced rear suspension control arm bushings which were worn and rebuilt rear brakes.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Completed new tree plantings on terraces and in the parks throughout the city
- Continue mowing grass throughout the parks and trim weeds.
- Monday and Wednesday Buttermilk Park Concerts started on June 12 and June 14
- Another successful Walleye Weekend is in the books with good attendance and weather
- Taylor Pool opened June 10 and Fairgrounds Pool opened June 12
- Splash Pad in Lakeside Park is open for the summer season
- Completed Lighthouse Drive and Lighthouse repairs
- Ribbon cutting ceremonies were held June 29 for the re-opening of Lighthouse Drive, the Lighthouse, and Lakeside West Boardwalk over the marsh.
- Work continues at Plamore Park for the Miracle league ballfield and playground.

## **TRANSIT**

- Transit Administration is working with East Central Wisconsin Regional Planning Commission on long-term plans and budget forecasts for the next 5 years. One of the Federal Transit Administration requirements for grant applications, both operational and capital, is that they have been vetted at the regional and state level. We are currently working on getting all transit projects listed in both the TIP (Transportation Improvement Program) and the STIP (State Transportation Improvement Program).
- At Fond du Lac Area Transit, we have a strong commitment to safety. We have recently revised our Public Transportation Agency Safety Plan. This plan is mandated by the Federal Transit Administration and sets guideline for safety management systems within each agency. The PTASP needs to be reviewed with each of our employees on an annual basis. We are also in the process of training each employee on the correct implementation of all Americans with Disabilities processes.

- WisDOT has accepted our application for the last two buses of the Transit fleet replacement. We will be purchasing the buses off of the State of Wisconsin fleet specifications. The contract for these buses should be awarded in fall of 2023. Hopefully the buses will be delivered in early 2025.

## **WATER UTILITY**

### **Water Distribution System:**

- Replaced six lead water service
- Repaired three water main breaks
- Repaired water service hit by non-city utility contractor
- Began new dead end water flushing program to improve water quality
- Replace main line valve on Morris St & Brush St
- Adjusted hydrant elevation for new site plan work
- Searched for non-surfacing leaks on this year's concrete rehab and mill & overlay streets
- Seasonal staff continued, turning valves and operating hydrants

### **Meter Shop:**

- Meter Service Technicians installed 82 meters between 5/8" to 6". Meter installations were paused while the Water Utility worked on transitioning to the new Customer/Billing Information System.
- Meter Service Technicians notified 50 customers of leaks or high use
- Conducted 133 residential cross connection and clear water inspections
- Hydrocorp inspected 72 facilities, 45 were compliant. Staff continues to work with Hydrocorp to increase compliance.
- Completed hydrant-painting

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

- DNR required monthly 50 bacteriological samples were taken from distribution. Inorganics were taken from entry points and had to be taken multiple times due to temperatures upon arrival when shipped.
- Installed additional backpressure valves on chlorine chemical feed pumps to maintain compliance.
- The utility pumped 141,562,000 gallons of water. The minimum volume was on June 10 – 3.872 MGD and maximum on June 30 – 6.471 MGD. Average – 4.719 MGD.
- Staff began working on identified items discovered during the triannual sanitary survey conducted by the DNR.
- Well Rehab Project 2023:
  - Well 13 Rehab – Pump was severely corroded and cable was in poor shape. Submitted claim to insurance for premature equipment failure.
  - Well 23 – Failed during operation. Discovered line shaft that spins the pump was broken 15' below wellhead.
  - Well 10 Rehab – Project out for bids later this year

### **Water Business Office:**

- Mailed out 4,966 water/sewer cycle bills, no delinquency letters were mailed due to the billing system conversion.
- Completed 344 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 198 initial/finals for water service changes. (Services starting/stopping from people moving)
- New billing software went live. Post go-live, staff continues to test the software to ensure accuracy.

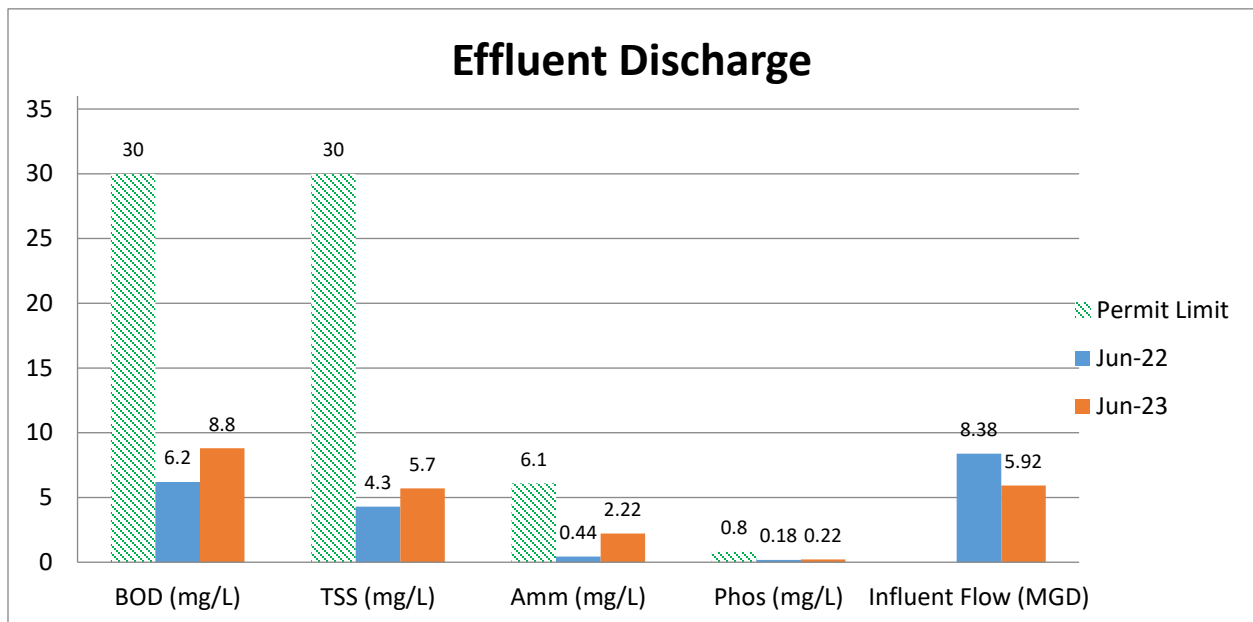
- Ninety-five pool fill credits issued 163 total for 2023

**WASTEWATER**

**Flows and Concentrations:**

- The lowest daily flow occurred on the 30th at 4.74 million gallons. The highest daily flow occurred on the 13th at 11.08 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

June 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	412	8.8	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	287	5.7	30	<b>98</b>
Ammonia	mg/L	33.1	2.22	6	<b>93</b>
Phosphorus	mg/L	5.8	0.22	0.8	<b>96</b>



**Operations:**

- The WTRRF has three aeration basins where biological nutrient removal takes place. Annually the staff take one offline to drain, clean, and inspect the tank walls, aeration diffusers, and piping to ensure proper operation. Having these basins operate as designed is essential to nutrient removal and the WTRRF meeting its discharge requirements.
- Fond du Lac WTRRF held its kickoff meeting for the RNG project. The project will allow staff to clean the biogas to natural gas quality and inject it into the local pipeline. The injection of natural gas has the potential to be a great revenue source for the City.

**Maintenance:**

- The Electrician and Instrumentation Technician position is still vacant.

**Administration:**

- The Fond du Lac WTRRF’s long-time Administrative Assistant and even longer-time City employee, Mary Kunde, will be retiring in August. Melissa Schreiner, previously employed by the

Beaver Dam High School, was selected as Mary's replacement. She has a lot of experience that will help to make for a smooth transition into the Administrative role at WTRRF.

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

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Department of Administration

**Date:** July 12, 2023  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- The new water billing platform, Origin, went live on June 26th. Staff continue to work through issues that result from full use of the system with our day-to-day processes.
- Staff began work on preparing the 2024 Budget after all departments submitted their requests. Comptroller staff will now work through requests to determine available tax levy, revenue and fund balance capacity to fund the requests.
- In conjunction with our auditors, Comptroller staff began work on preparing the 2022 Annual Comprehensive Financial Report.

## **Department Statistics**

<b>Statistics</b>	<b>June</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Accounts Payable Checks	489	2,711	5,399
Payroll Checks/Direct Deposits	825	5,309	11,036
Purchase Orders Approved/Issued	347	2,009	3,665
Utility Bills Processed	4,970	32,290	65,787
InvoiceCloud on-line utility payments	2,123	16,355	31,721
WebTrac on-line reservations/payments	45	278	529
Tax Refund Intercept/State Debt Collection	\$5,408.98	\$50,987.11	\$124,128.38

## **PURCHASING**

- Plamore Park progress: asphalt for the ball diamond is in, needs to cure for 30 days before it can be painted. Playground install well underway. Roofing on the concessions stand/restrooms is almost complete.
- RFP for a new HazMat trailer has been awarded. New trailer expected in about 100 days.
- Police personal protective equipment RFP results were received 6/29. One response was received and is being evaluated.
- Hamilton Park restroom bid was opened 6/30. One bid was received and is being evaluated, with a potential award expected in the first week of July.

## CITY CLERK/CENTRAL SERVICES

### Department Statistics

<b>Statistics</b>	<b>June</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Park Facility Reservations	93	507	1209
Dog Licenses	19	833	1058
Cat Licenses	7	119	153
Print Shop Orders	72	597	1581
License Applications	232	832	854
Special Assessment Reports	87	371	1048
Special Event Requests	9	61	128

### Lakeside Park Marine

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2023 SLIPS RENTED</b>	<b>2023 SLIPS AVAILABLE</b>
Dock A	28	25	3
Dock B	36	36	0
Dock C	20	19	1
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

- June brings the start of a new assessment year. Staff has been entering and reviewing permits issued since January 1 to determine if the permit may add value to the property. There have been 1105 new permits issued since January 1. In addition, we have 171 open reminders for permits from last year that were incomplete on January 1 that will be viewed and assessed when completed.
- Staff continues to review new sales for validity and reporting information to the Wisconsin Department of Revenue. There were 75 transfers recorded in June, compared to 115 transfer in June 2022. If discrepancies are found between the property record card and the listing, staff will contact the seller or buyer to verify and update assessment records accordingly.



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

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Public Library

**Date:** July 15, 2023  
**To:** Joe Moore, City Manager  
**From:** Jon Mark Bolthouse, Library Director  
**Re:** Library Monthly Report



## **Summer Reading Program**

June always brings the start of our busiest season in Youth Services, as we kick off our annual Summer Reading Program. This year's theme is "Find Your Voice." Youth Services staff embraced the theme with a variety of decorations around the Children's Library. Kylie encouraged kids to decorate book covers, which they turned into flying books over the displays near the entrance. Christine created a banner with music chords and bright colors. She also put out musical instrument coloring sheets, which were happily colored and now decorate our walls. Gabriela embraced voices of multilingual patrons by creating speech bubbles with the word "hello" in various global languages. And Katie S. once again created an awesome photo op set for patrons young and old to enjoy, with an oversized jukebox and a stage for jam sessions. We've had a number of impromptu concerts, which has been a delight (though we sometimes wish the "bands" knew more than one song 😊).

We've completed week # 7 of the Summer Reading program and so far things are going well. In terms of registrants, we have 917 Adults, 1,057 Kids, and 369 Teens. That total number is around 7% lower than last year but 13% higher than 2021. However, active participation in the form of completed cards is up by 37,000 minutes, an increase of around 5%.

## **Student and Tutor Story From Literacy**

Reina started attending citizenship classes with us in 2021. She's been working with her tutor, Louise, for about two years. During that time, she learned enough English and felt confident enough to apply for her citizenship. She is currently waiting to take her naturalization test and interview and is hoping to become a U.S. citizen soon. After obtaining her citizenship, she wants to continue tutoring with Louise to learn even more English. Reina currently has her own transportation business and has realized how important it is to converse with others to help her grow her company.



## ALA Exhibits Trip

The library closed on Sunday, June 25 so 15 staff members from every department could attend the ALA Conference in Chicago. Eight staff members were first time attendees and everyone had a great time networking with other library staff on the bus to/from Chicago, picking up freebies from all of the vendors and previewing some of the self-checks that we will be shopping for later this year.



Merry W. shared this: “I feel like I learned a lot just from talking to Owen and Kathleen on the bus about the Appleton library, about some of their systems and the ways they do things. I also got a sense of the variety of vendors that libraries do business with. I received a manga sampler, which I thought was a cool way to familiarize with a few different series, as I know this genre is very popular with teens.”

There are several items on our respective wish lists, including an inventory RFID wand, a parent-child desk/workstation, a new microfilm reader and scanner, and smart door locks that would allow staff to unlock doors remotely!



Katie K. shared “Learned a ton! Got to visit a bunch of publishing booths, as well as booths from places like Baker & Taylor, Envisionware, and more. Learned more about the inner workings of libraryland that I hadn’t known about, and it was nice to see all the other people who were still making libraries work in the face of so many challenges.”

It was a long day, but we all agreed it was a worthwhile investment.



## Library’s Social Media presence

Overall, engagement and reach of FDLPL’s social media pots have been increasing this spring and summer. Whether it’s Facebook’s algorithm favoring the library more, greater interest from library users, or something else, We can say anecdotally that engagement generally has been up 50%-100% the past couple of months. It’s helped that Summer Reading includes many exciting activities to feature, such as photos of Wonder Wednesday events, but other posts have been more successful than in the past as well. During this period, Ian has continued to offer a mix of posts about library services, our collection, and

events, but also have been including short video more often to reach social media users in different ways. A particularly fun and successful video featured a few kids rocking out on the Children’s Room jukebox stage. We’ve also begun posting weekly brochures from our online calendar to both highlight upcoming events and the functionality of Communico, the calendar software.

