

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

---

City Manager

**Date:** October 27, 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:** October 4, 2023  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for September 2023



### ...Acting to Save

Types of Calls	September 2023	September 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	7	10	86	102
Fire Mutual Aid Given	0	1	15	8
Fire Mutual Aid Received	0	0	1	2
Other Calls (False Alarms, Service Calls, etc.)	133	102	1098	817
Emergency Medical Calls	506	572	4816	4901
Paramedic Intercepts	10	7	58	68
Interfacility Transports	26	46	371	360
<b>TOTALS</b>	<b>646</b>	<b>684</b>	<b>6000</b>	<b>5820</b>
Fire Inspections Completed	218	197	2550	2068
Defects found during Fire Inspections	58	117	926	1078

### TRAINING

- Tech Team Rope Rescue Training at Training Tower
- Wisconsin Task Force One Members – Training at Volk Field
- Quarterly Airway Competencies
- Aerial Training at Training Center

### COMMUNITY EVENTS

- Seventh-Day Adventist dinner for Appreciation Day
- FDL Christian School; Faith Lutheran; SMSA; St. Peter's; Chegwin; Trinity Baptist; STEM; Riverside; Redeemer; Rosenow – Fire Safety Education
- Lakeland Care – Community Partnership event
- FDL Homecoming Parade
- Festival Foods Pumpkin Blowout
- Library Fall Festival
- Children's Museum Worldwide Day of Play

### OTHER

- Labor Day Parade
- Red Cross Blood Drive at Station 1
- Medics at Fondue Fest
- Medics at Mexican Rodeo
- Police Explorer Program working with Medics on Basic First Aid
- Mass Casualty Incident Drill with Eden FD
- Car Seat Check Event
- Fire Extinguisher Training at FDL County
- Promotion Ceremony for Lt. Matt Simon

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

---

Department of Community Development

**Date:** October 25, 2023  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for September 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. The no new site plans were reviewed in September.
3. There are several construction projects underway in the City. Projects include: Finishes are underway in one wing while drywall continues in other areas at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Rough-ins and drywall are in progress for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College. Occupancy was granted for the Badger Liquor hangar near the airport. Framing is in progress for the Parish Storage Units at 31-51 Merwin Way (located behind Love’s Travel Stop). Footings are in for the building at Wabash National at 450 Arlington Avenue. Grand opening is only a couple weeks away for the renovation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street and the former Winnebago Cheese Building at 233 West Division Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a new projecting sign for Beautox Bar at 69 East 1<sup>st</sup> Street.
5. The Board of Appeals approved a variance for a reduced side yard setback for a ground sign for Underdog Storage at 452 West Arndt Street. A front yard setback was approved for Holiday Ford for a utility substation cabinet to support their electric charging vehicle stations.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: SEPTEMBER 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	1	1	16	13
# New Duplex Residential Bldgs/Units	0	0	2(4)	5(10)
# Residential Alterations/Additions	98	99	756	992
# New Multi-Family Residential Bldgs/Units	0	0	0	2(62)
# Total New Residential Bldgs/Units	1(1)	1(1)	18(20)	18(23)
\$ Total Value New Residential Construction	290,000	340,000	5,177,400	6,340,165
\$ Total Value Residential Alterations/Additions	1,298,280	1,335,767	10,694,567	17,398,661
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	1	8	6
# Commercial/Industrial Additions/Alterations	12	11	102	139
\$ Total Value New Commercial/Industrial Construction	0	588,922	7,936,244	8,691,196
\$ Total Value Commercial/Industrial Additions/Alterations	3,643,639	3,776,889	40,709,843	36,465,534
<b>General:</b>				
# New Site Plans Reviewed	0	1	15	34
# Rezoning/Special Use Permits	0	1	11	11
# Variances	3	2	9	10
# New Lots/Parcels Created [CSMs & Final Plats]	0	2	18	18
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	643	760	5,587	5,484
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	26	38	368	340
# Follow-up Inspections	141	174	1,448	1,234
# Complaint Cases Closed	36	41	341	299
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	2	0	5	2
\$ Amount of Rehabs Approved	58,000	0	173,935	87,500
# Dwelling Units to be Rehabbed (Approved)	2	0	5	2
<b>V. SENIOR CENTER (AUGUST, 2023)</b>				
# Volunteers/Hours	41/226	34/237	52/1,716	43/1,342
# Contacts	14,139	21,046	123,357	130,615
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,630.99	18,637.53	191,538.91	156,510.92

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

---

Senior Center

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



- Happy National Senior Center Month! The National Council on Aging (NCOA)’s theme for this year’s celebration was “Discover Yours” and NCOA reiterated the intention of the 1973 Older American’s Act: That Senior Centers are to be the local, trusted place in the community that connects people to the programs, services, and opportunities that they need to age well. We work every day to make the Fond du Lac Senior Center the place that the authors of the Older Americans Act envisioned 50 years ago.
- In keeping with our “Know Before You Need To Know” initiative, this month we hosted two Lunch & Learn programs – one called “The ABC’s of Long Term Care” and the other was “Preparing for Senior Living”. The ABC’s program included speakers from all of the major types of long term care, Homecare, CBRF, RCAC, SNF, and Hospice. Each talked about the types of services and care they provide and the important questions to ask when you are looking into long term care for yourself or a loved one. The “Preparing for Senior Living” program focused on how to manage an estate to get the most out of your resources as you age. There is often confusion about what costs insurance, Medicare, or Managed Care Organization’s cover with regards to long term care. Programs like this help our participants know what to expect if they or their loved one need more support as they age.
- In partnership with Fond du Lac Transit, we offered a “Learn to Ride” program this month. Participants learned how the city’s fixed route system runs, what options are available for handivan and senior transportation, and were able to ride the city route that stops in front of the Center. Many of the participants had never been on a city bus before.
- Finding Balance, Preventing Falls was another important and well attended program this month. We talk often about how falls are not a normal part of aging and how catastrophic they can be for seniors trying to maintain their independence. We are thankful to our community partners for working with us to provide these important programs.

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

---

## **Police Department**

**Date:** October 10, 2023  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for September 2023



### **Patrol Division**

Report of subject looking into windows in the 800 block of S Main St.  
Assisted FD with a structure fire at 213 N Military Rd  
Robbery at gunpoint in the 100 block of Forest Ave.  
Assisted with recovering a missing 7 yr old in the 200 block of S Main  
Assisted with a 17 yr old who attempted suicide by taking pills  
Robbery near Brooke St and Auburn St, victim stated  
Death Investigation 700 block of W Scott St.  
Death Investigation 200 block of Linden St.

### **Criminal Investigative Division**

The Detectives cleared **22** cases in the month of **September 2023**. Of those cases **9** were closed with arrests or referrals to the DA's Office for charges. There were **16** new cases assigned in the month with a total case load of **97** active cases as of this report. Detectives are currently working **8** ICAC Cyber Tips.

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

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **21 (Adults) and 5 (Children)**

### **Records Bureau**

Open records requests processed (all other reports): **119**  
Open records requests processed (traffic related - crash reports): **9**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **102**  
Public Record Requests Processed – Total: **230**

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

Property/evidence items processed: **375**

### **Training Unit**

WI Humane Officer Training 1 week long – Maddie Defatte  
Discriminatory Harassment training completed  
ASIM Training Commanders completed  
Advanced Interview and Interrogation Training – Nick Hahn  
Tac Field Force Operator (Utpadel, Marsh, Fuller)  
ARRIDE (Utpadel, Young, Malloy)  
Crisis Intervention Team (Schulget)

### **Recruitment and Selection**

3 laterals have started in the Month of September with Orientation Weeks completed/started

Nick Willman is on Phase 2 of FTO, Nate Defatte is on Phase 2 of FTO, Jacob Wagner is in orientation

We are processing on-boarding process for lateral officer

2 new CSO's were hired – Velasco and Mohr

New hiring process slated for October 26<sup>th</sup> to fill 4 saved spots in the academy

Criminal Justice Job Fair at Gateway College

Officer Maier completed field training

### **Community Service Officer Unit**

Parking Tickets: 127

CSO Jackson Wagner is progressing in CSO field training

CSO assisted with the following: 20 Hours of Parking per week, Fingerprinting twice a week

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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	September	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	291	2189
Juvenile Hearings held at the High School/School District	0	271
Trials to the Court	4	30
Pre-trials Conferences	33	222
Fines/Forfeitures collected	\$ 16,232.06	\$135,137.22

## **HUMAN RESOURCES**

	September	YTD
New Hires	14	47
Promotions	0	32
Retirements/Attrition	5	44
Recruitments	1	33
Current Vacancies	19	N/A



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

---

## **Public Works Department**

**Date:** October 17, 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.
  - Division Street – Utilities have been installed and paving operations started
  - Third Street – Utilities have been installed and concrete work is underway
  - Warner Street – Utilities have been installed and concrete work is underway
- Contractor, Jossart Brothers began work on the 2023 APRA Reconstruction Project. Utilities have been installed on Hamilton Place and road excavation will begin.
- Engineering staff continues the 2023 Pavement Ratings, which are due to the WisDOT in mid-December. State Statute requires municipalities and counties to submit pavement ratings to the WisDOT that represent the physical condition of the roadways in their jurisdiction every two years.
- Contractor, Sheet Piling Services continues work on the West Division Street Bridge Replacement. The contractor has removed the bridge deck and continues work on the bridge abutments
- The City continues to work with MSA on various upcoming projects. The projects include:
  - Promen Drive Bridge located in Lakeside Park – The WI DOT along with the City of Fond du Lac continue design of the replacement of the Bridge. A Public Information Meeting regarding the project has recently been held.
  - Lincoln Ave & Thomas St Storm Water Pump – Staff are working the contractor to schedule the start of the project.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- As part of the City’s WPDES general permit (Wisconsin Pollutant Discharge Elimination Systems), the City is required to complete an ongoing screening program to detect illicit discharge into waters of the state. Staff has started inspecting and testing major and minor outfalls identified for inspection, which includes approximately 75 outfalls.
- Reviewed and approved 19 Excavation in the Right of Way Permits and several sidewalk permits

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Completed 2023 Micro-Seal Pavement Maintenance Program
- Completed 2023 Asphalt Mill and Overlay Program
- Repaired nine storm sewer basins and two manhole repairs
- Citywide crosswalk and line painting continues
- Continued to address potholes citywide
- Continue citywide street sweeping
- Started painting Downtown “No Parking” areas
- Completed storm water and riverbank mowing for 2023

- Staff assisted with the site preparation for the new Playground at Lakeside Park.
- Completed shoulder and alley grading
- Completed five street pavement/curb repairs
- Staff removed abandoned tree planting sites in the downtown area and replaced with concrete
- Conducted Equipment/Loader Training for new employees
- Assisted in the placement and removal of barricades for Fondue Fest, as well as the Labor Day and Homecoming parades. Staff also participated in parade security, utilizing equipment as barriers
- Participated in Fond du Lac County's Emergency Management "Integrated Preparedness Planning" Workshop. Workshop focused on identifying priority emergency management scenarios to generate a localized response plan.
- Annual Hazardous Waste Collection Event was held at the Municipal Service Center - 126 vehicles participated
- New Employee completed his Commercial Driver License Training at Fox Valley Technical College
- On boarded new Administrative Assistant/Custer Service Specialist in Construction and Maintenance
- Adopt-A-Drain Locations had their stencils freshened up!

### **ELECTRICAL DIVISION**

- September, 724 locates were called in, 194 were located and the rest could be office cleared
- No call-ins in September
- Removed one street lighted for construction at 2nd St & Macy St, the light was returned to service the following day
- Repaired 73 street lights
- Repaired 160 feet of wire damaged by a TDS contractor Sibley St & Main St
- Replaced battery charger at siren C12
- Repaired damaged streetlight wiring from TDS Contractor on N. Park Ave between Boyle Pl and Cotton St. The contractor actually had to install a new conduit for us, and we are going to be pulling in new wire this week.
- Repaired conduit in front of 393 S Park Ave damaged by stump grinding contractor
- Planning began for installing crosswalk flashers at Johnson St and Wei Ave
- Waste Water – Building 10 Influent Pump #5 VFD Cooling Fault - Replaced fan motor used to help cool the VFD for influent pump. Waste Water – Building 10 Influent Pump #6 VFD Cooling Fault
- ITS – Harborview and Main Storm Water Station – Relocate Electrical to make room for new fiber cabinet. Cable Com is adding fiber into the storm water station and needed electrical receptacle moved to make space for a 24" cabinet.

### **FLEET DIVISION**

- C&M Tractor #164 – Repaired hydraulic leak, check engine lamp on and found moisture soot on the sensor. Replaced sensor and cleaned out the sensor ports.
- C&M Brush Chipper #200 – Rebuilt brakes and repacked wheel bearings, replaced worn drive belt for PTO, three worn hydraulic hoses, worn chipper blades and adjusted the wear bar for the blades
- Solid Waste #205 – Replaced broken coolant fitting
- C&M Asphalt Trailer #252 – Diesel heater inoperative, replaced trailer connectors
- Parks Dept Tractor #319 – Installed new engine fan and alternator belts, two new hydraulic hoses on rear outrigger
- C&M Loader #6 – Replaced pins and seals on boom and bucket, replaced right front headlight bulb and left front turn signal bulb

- Police Squad #622 – Prisoner compartment damaged by prisoner, replaced broken rear cage window and drivers side front wing glass protector.
- Fire Engine #661 – Shore power charging system inoperative, replaced faulty charger, repaired leak from fuel tank area
- Fire Engine #662 – Fuel gauge inaccurate, replaced faulty fuel sending unit, replaced leaking O-ring on DEF neck, fuel rail, injector lines and fuel filters. Intermittent check engine lamp, replaced connector for the coolant level sensor and replaced blown hose and coolant.
- WTRRF Sewer Jetter / VAC #732 – No power steering, replaced faulty power steering pump and filter
- Transit Bus #914 – Replaced worn diesel particulate filter (DPF) and NOX sensors, replaced radio power supply and installed a radio antenna signal amplifier
- Transit Bus #915 – Replaced worn bushings for the rear axle control arms, replaced rusted and leaking rear shocks

### **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 mowing grass and weeding throughout the Parks
- Fall winterizing and maintenance of both pools has begun
- Work on new Playground in Lakeside Park started. Completion slated for October
- Ribbon cutting for Plamore Park ball field and playground on September 12th
- Ribbon cutting for Franklin playground and Adelaide Pickleball court on September 25th
- CPR and First Aid training in September for all full time employees who needed it. This is required every 2 years

### **TRANSIT**

- Safety is the common goal of everyone who works in the Transit Division. We are constantly and consistently reinforcing safety within our ranks. Our insurance company, Transit Mutual Insurance, develops and delivers safety content on a continuous basis. We use that content to train our drivers and administrators. Transit Mutual Insurance also conducts “ride checks” on our drivers. This information is shared with each transit system to develop our training topics.
- Transit Administration is finalizing the Wisconsin Department of Transportation budget for 2024. We will be asking for subsidies for our operational budget. The services that WisDOT subsidizes include fixed route bus, ADA paratransit service, shared-ride taxi, and school tripper. We will file this grant application as soon as the Fond du Lac City Council approves the 2024 budget.
- Transit is working very hard on our succession plan. Transit Manager, Lynn Gilles, will be retiring in early March 2024. Joey Kunde, Transit Assistant Manager, has been working very hard to learn the finer points of budgeting, grant administration and contract negotiation and implementation. We will be looking for a Transit Assistant Manager in the near future.

### **WATER UTILITY**

#### **Water Distribution System:**

- Repaired two main breaks.
- Replaced one lead service.
- Replaced two fire hydrants.
- Repaired two main line water valves.
- Replaced three water main line valves.
- Along with associated restoration (Asphalt, concrete, landscaping)

- Reviewed hydrant and valve data from seasonal staff and followed-up on any issues noted.

### **Meter Shop:**

- Meter Service Techs notified 92 customers of leaks or high use.
- Meter Service Techs assisted with water treatment plant maintenance due to staffing issue as well as assisting the outside crew with dead end flushing.
- Hydrocorp did not do any commercial inspections while we were working on finalizing their new contract. The contract has been signed and inspection will resume.
- Meter change outs have resumed after the billing software transition. Homes (139) that have not contacted us during prior attempts are being targeted.
- Large meter testing (3", 4", & 6") was completed.
- Tested and registered the utility's back flow prevention devices.

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

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The EPA's unregulated contaminate (UCMR 5) samples were taken from the entry points.
- Hired two new operators and working on training new staff.
- Had a contractor in to help diagnose meter issues wells.
- Completed generator testing as well as the new program to document generator maintenance and testing.
- Continued to work with consultant on modifying the SCADA program to provide more details. (SCADA is the software that allows people to oversee the water pumping and treatment process).
- Well Rehab Project 2023:
  - Well 13 – Tested motor at manufacturer's facility and found to be unrepairable. Hired contractor to pull new power cables between wellhead and well house, and provide, install, and program a new starter. Unfortunately, the starter has a 10–12-week lead-time. Currently working with a contractor for a temporary set up to get the well operational.
  - Well 26 – Well motor will be repaired, a new pump will be installed, along with a new power cable and new column piping. Working with contractor on the chemical treatment for the well.
  - Well 27 – Motor will be repaired, pump will be rebuilt, power cable is in good shape and will be reused, and some column piping will be replaced. Currently working with a contractor on chemical treatment of the well.

### **Water Business Office:**

- Mailed out 5,008 water/sewer cycle bills.
- Delinquency notices are no longer being sent out with the new program. However, "Summary Notifications" are being mailed to third parties for delinquencies as it aligns with new software capabilities.
- City Payments stopped taking water bill payments over the phone. This has caused some anger and confusion for customers as we work with them on the available options.
- One toilet rebate in September (10 for the year).
- September's bills were generated and mailed out. The process went smoothly, and the staff is making progress.
- The annual tax role process started.
- Mobile Lite (meter change out software for tablet) was delivered. Installation and configuration are in progress along with workflow development.
- New reporting is being created and tested through the new software.

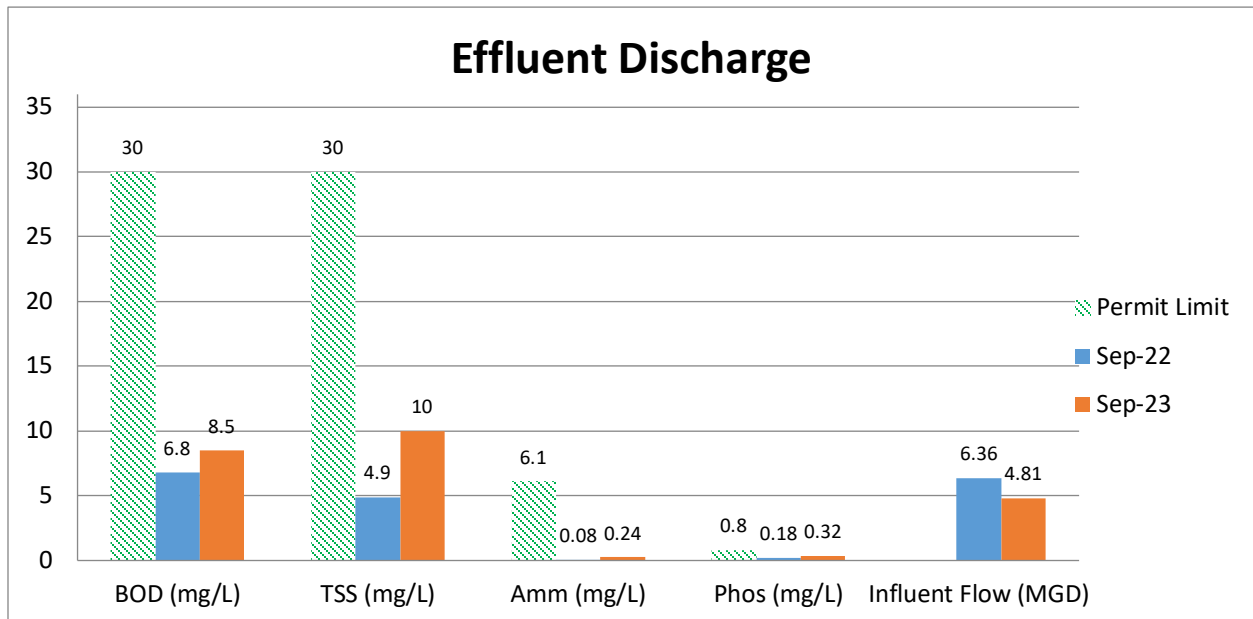
- Integration between the meter reading software and billing software is still being tested with APIs. The call volume is extremely high through the interface looking to throttle this down.

**WASTEWATER**

**Flows and Concentrations:**

- The lowest daily flow occurred on the 23rd at 4.01 million gallons. The highest daily flow occurred on the 26th at 7.25 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

September 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	420	8.5	30	98
Total Suspended Solids (TSS)	mg/L	325	10	30	97
Ammonia	mg/L	31.5	0.24	6	99
Phosphorus	mg/L	6.6	0.32	0.8	95



**Operations:**

- Discussions continue with Fond du Lac County and the airport regarding the Water Quality Trading project. The objective at this time is still to finalize a lease agreement.
- Staff from FDL WTRRF made a trip to Northern Illinois to view two dryer installations of one manufacturer they are evaluating. The knowledge and understanding of operation and maintenance when watching a technology operate live and getting feedback from those who work with it day in and day out is critical in the evaluation process. The information taken from those visits allow the staff to evaluate the pros/cons of moving forward with a particular manufacturer.

**Industrial Pretreatment:**

- The Pretreatment Coordinator worked with industries in the industrial pretreatment program to complete the application for another 5-year permit term as is required under the EPA. The previous permit expired on 9/30. All industries have completed the application process and have received their new permit.

**Maintenance:**

- The Electrician and Instrumentation Technician position is still vacant.

**Administration:**

- The Wastewater Superintendent, Cody Schoepke, gave a presentation to the Mayville Rotary about facility operations and I/I; including the impacts, it has on permit compliance. He explained the historical means of reduction and the knowledge gained over the years and considering other sources to address.
- FDL WTRRF hosted the Annual OSG (Outlying Sewer Group) at the facility. At this meeting, Cody provided an update of the previous 12 months, the current CIP, and what those projects look like from a timing standpoint. He went through each project and explained how they look to address a permit requirement, an increase in O&M cost, or additional revenue for the treatment plant.

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

---

## **Department of Administration**

**Date:** October 17, 2023  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Completed next phase of transitioning inventory from the obsolete Naviline system over to our current ONESolution system.
- To finalize the closing of TIDs 17, 18 & 24 with the Department of Revenue, each TID needs to have a final audit performed. Comptroller staff prepared documents for the auditors to complete the audits in October.
- Worked with Baird and Quarles & Brady to prepare necessary documents to complete the annual General Obligation and Water Revenue Bond borrowings. Proceeds are anticipated to be received on October 4th.

### **Department Statistics**

<b>Statistics</b>	<b>September</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Accounts Payable Checks	526	4,110	5,399
Payroll Checks/Direct Deposits	1,234	8,191	11,036
Purchase Orders Approved/Issued	223	2,904	3,665
Utility Bills Processed	5,057	48,482	65,787
On-line utility payments	2,080	21,729	31,721
WebTrac on-line reservations/payments	38	398	529
Tax Refund Intercept/State Debt Collection	\$4,904.72	\$66,238.26	\$124,128.38

### **PURCHASING**

- Bid opening for roofing work at 1 S Main St. 5 bids received and are under review.
- Working with Public Works staff on landscaping bid for McDermott Park to make sure the bid package meets ARPA requirements.
- Phase 2 of the Police Department remodel was awarded to Capelle and construction has commenced.
- Working on recording a new Phone Tree to help better direct citizens that call the main City of Fond du Lac phone number.
- Updating policies and procedures to allow for a more efficient flow of documents that require administrative or Legal review and City Manager signature.

## CITY CLERK/CENTRAL SERVICES

### Department Statistics

<b>Statistics</b>	<b>September</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Park Facility Reservations	66	763	1209
Dog Licenses	6	858	1058
Cat Licenses	3	123	153
Print Shop Orders	103	888	1581
License Applications	4	890	854
Special Assessment Reports	61	573	1048
Special Event Requests	8	89	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

- The Assessor office staff is continuing to review building permits issued since January 1, along with processing parcel splits, updating ownership on sales, reviewing those sales and reporting to the Wisconsin Department of Revenue the status as valid or rejected sale. There were 242 building permits issued in September, along with an additional 98 property transfers.
- With fall weather soon to follow, staff is working diligently to conduct necessary onsite visits to determine permit completion status. All properties are assessed as of January 1 of each year, as that date gets closer, more and more properties must be viewed.
- With the statutory change for assessing personal property, staff is waiting on directives from the Wisconsin Department of Revenue on the process that should be followed going forward with assessing buildings on leased land. This would include buildings such as boathouses, airport hangars, communication towers, and other buildings that do not own the land underneath them.



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

---

Public Library

**Date:**

**To:** Joe Moore, City Manager

**From:** Jon Mark Bolthouse, Library Director

**Re:** Library Monthly Report



**No September report provided**