

CITY OF FOND DU LAC – Council Communications

City Manager

Date: November 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: November 2, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for October 2023



...Acting to Save

Types of Calls	October 2023	October 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	9	8	95	110
Fire Mutual Aid Given	0	2	15	10
Fire Mutual Aid Received	0	1	1	3
Other Calls (False Alarms, Service Calls, etc.)	117	87	1215	904
Emergency Medical Calls	550	574	5366	5475
Paramedic Intercepts	5	4	63	72
Interfacility Transports	27	44	398	404
TOTALS	676	669	6676	6489
Fire Inspections Completed	247	215	2797	2283
Defects found during Fire Inspections	109	116	1035	1194

TRAINING

- Town of FDL training at the Fire Training Tower
- Tech Team Rope Rescue Training at the Training Tower
- Walk-through of the new Brooke Street Lofts

COMMUNITY EVENTS

- Sabish, Waters, Parkside, Rosenow, Lakeshore, Roberts, Theisen, Woodworth, Faith, Heritage Home School Educators, Evans, FDL Christian School - Fire Safety House Education and Fire Drill
- Kidz Choice Daycare, Lily Pad Daycare, St. Peters 4K, Redeemer Moms & Tots – show gear and truck
- Trunk or Treat Events @ Simon Park, Woodworth Middle School, Grace Evangelical Free Church, Autumn's Closet
- Ride to School on a Fire Truck

OTHER

- Fire Prevention Week Open House at the Training Center
- Fire Engineer Promotion Process
- Medics at Fondy FallToberfest
- Fire Extinguisher Training for Fox Valley Savings Bank, i-Automation, 50 N. Portland St. Apartments
- Spoke to group at Charis Pregnancy Center re: Car Seat Installation
- Several car seat installations
- Stop the Bleed Presentation at Mercury Marine Racing

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: November 16, 2023
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for October 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. A building expansion for Community Works at 625 Fond du Lac Avenue was reviewed.
3. There are several construction projects underway in the City. Projects include: Drywall and insulation continues in other areas at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Rough-ins and drywall continue for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College. Drywall is in progress for the new Planet Fitness location on West Johnson Street, in the former TJ Maxx. Framing is in progress for the Parish Storage Units at 31-51 Merwin Way (located behind Love’s Travel Stop). Framing has started for the building expansion at Wabash National at 450 Arlington Avenue. The slab is being poured for the building expansion at Nemesis Metals at 1250 South Hickory Street. Froedtert has pulled building permits for renovations to space at Johnson Crossing (Festival Foods Shopping Center) and at the office building located at 889 West Johnson Street. Drywall is in progress at the building expansion for Excel Engineering at 100 Camelot Drive.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a new projecting sign for Blue Culture Tees at 82 South Macy Street. Preliminary reviews for exterior façade alterations were discussed for 15 East 2nd Street and The Diner at 175 South Main Street.
5. The Board of Appeals approved a variance for fence height and location for Critter Junction at 154 Satterlee Street.
6. Plan Commission approved a Special Use Permit for an electronic message center at Lighthouse Church at 401 South National Avenue with conditions.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: OCTOBER 2023

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
I. DEVELOPMENT ACTIVITY (CITY)				
Residential Construction (Permits Issued):				
# New Single-Family Residential Units	2	3	18	16
# New Duplex Residential Bldgs/Units	1(2)	1(2)	3(6)	6(12)
# Residential Alterations/Additions	98	99	854	1,091
# New Multi-Family Residential Bldgs/Units	0	0	0	2(62)
# Total New Residential Bldgs/Units	3(4)	4(5)	21(24)	22(28)
\$ Total Value New Residential Construction	677,500	1,889,067	5,854,900	19,287,728
\$ Total Value Residential Alterations/Additions	1,194,109	1,528,687	11,888,676	15,222,661
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	0	10	6
# Commercial/Industrial Additions/Alterations	29	12	131	151
\$ Total Value New Commercial/Industrial Construction	8,320,778	0	16,257,022	8,691,196
\$ Total Value Commercial/Industrial Additions/Alterations	8,428,271	47,016,240	49,138,114	83,562,774
General:				
# New Site Plans Reviewed	1	0	16	34
# Rezoning/Special Use Permits	1	0	12	11
# Variances	1	2	10	12
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	18	18
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	611	659	6,198	6,143
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	23	39	391	379
# Follow-up Inspections	121	172	1,569	1,406
# Complaint Cases Closed	29	99	370	398
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	2	0	7	3
\$ Amount of Rehabs Approved	47,600	0	223,885	113,500
# Dwelling Units to be Rehabbed (Approved)	2	0	7	3
V. SENIOR CENTER (September, 2023)				
# Volunteers/Hours	40/234	31/248	55/1,950	45/1,746
# Contacts	11,587	11,199	150,194	141,814
VI. DOWNTOWN PARKING				
\$ Revenue	18,417.57	18,147.15	210,956.48	174,658.07

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- What a night we had on October 11th! The Friends Annual Gala was held this year at the Moraine Park Conference Center, and 200 of our Friends came to eat, dance, and enjoy the entertainment by Eric Diamond. Once again, Beans & Bites from North Fond du Lac catered our meal, and it was delicious! Thanks to the Gala sponsors, Fox Valley Savings Bank, Horicon Bank and 5G Financial, the Friends of the Fond du Lac Senior Center had another fun and successful fundraising event.
- We held our first blood drive this month in partnership with Versiti. We never know what to expect with a brand new program and were pleasantly surprised at the turnout. We always look at ways to give back to our community, and we will be doing this again in the future.
- Speaking of giving back to the community, our first boxes full of handmade knit scarves, hats and mittens are being distributed to organizations within the area that serve people that may need help with warm clothing as the seasons change. Our Knit Wits make these beautiful items all year long so that we are able to provide them to our community partners. So far boxes have gone to Hope on the Block and the Fond du Lac School District. Stay tuned for an update as we get more donations sent out.
- This month's technology program was "What is a Digital Wallet?" As more places become cashless, it is important for our participants to understand how to safely use technology if they want or need to move money.
- This month's Know Before You Need To Know (KBYNTK) program was a program on the Health Care and Financial Power of Attorney documents.
- The National Federation of the Blind came to share stories, resources, and insight in to the organization and the services that they provide.

CITY OF FOND DU LAC – Council Communications

Police Department

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



Patrol Division

Suspect arrested for walking down Johnson St striking passing vehicles with a baseball bat
Death investigation on 600 block of E Merrill Ave
Death investigation on 300 block of W 11st St.
Armed Robbery at the Kool Quick Stop 506 S Main St.
Traffic stop resulted in seizure of ½ ounce of Methamphetamine
Death Investigation 100 block of N Royal Ave
Saved a dog that was choking on a toy in the 200 block of 7th St.
Utilized drone to look for armed robbery suspect from West Bend in the 400 block of N Peters Ave
Fight between 2 individuals on Gould St involving a hammer and PCP

Criminal Investigative Division

The Detectives cleared **36** cases in the month of **October 2023**. Of those cases **8** were closed with arrests or referrals to the DA's Office for charges. There were **12** new cases assigned in the month with a total case load of **70** active cases as of this report. Detectives are currently working **10** ICAC Cyber Tips.

Mental Health Co-Response

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning: **18 (Adults) and 4 (Children)**)

Records Bureau

Open records requests processed (all other reports): **100**
Open records requests processed (traffic related - crash reports): **5**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **87**
Public Record Requests Processed – Total: **192**

Property and Evidence Control Unit

Property/evidence items processed: **282**

Training Unit

Search and Seizure review completed
Blood Borne Pathogens
Missing Persons training completed
Strip Search training completed
Fall in-service handgun on-going
Swat training
Pepperball gun operator

Recruitment and Selection

3 laterals: Nick Willman is on Phase 3 of FTO, Nate Defatte is on Phase 2 of FTO, Jacob Wagner is on Phase 1 of FTO.

3 new recruits have begun phase 1 of FTO (Flagg, Hlinak, Delveaux)

New hiring process took place on 10/26/23 with Chiefs interviews on 10/31/23-11/1/23

Facilitated several ride alongs

Waiting on process for recruitment retention specialist for further recruiting

Community Service Officer Unit

Parking Tickets: 188

CSO Jackson Wagner is showing steady improvements and will soon be on his own

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



MUNICIPAL COURT

	October	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	223	2772
Juvenile Hearings held at the High School/School District	28	299
Trials to the Court	8	43
Pre-trials Conferences	23	266
Fines/Forfeitures collected	\$14,978.95	\$172,787.55

HUMAN RESOURCES

	October	YTD
New Hires	2	49
Promotions	3	35
Retirements/Attrition	6	50
Recruitments	10	43
Current Vacancies	22	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: November 15, 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 – Completing paving operations
 - Third Street – Completed paving operations
 - Warner Street – Completed paving operations
 - Alleyway – Completed utility construction and paving operations
- Contractor, Jossart Brothers completed work on Hamilton Place. Reconstruction of Doty Street, north of Division Street to the Bridge will begin in the spring of 2024.
- Contractor, Sheet Piling Services continues work on the West Division Street Bridge Replacement. The contractor constructed the west abutment is completed and the contractor will continue work on the east abutment.
- The City continues to work with MSA and CD Smith on the Lincoln Ave & Thomas St Storm Water Lift Station.
- Staff continues working with various consultants on various project. The projects include: Design of a new sanitary lift station on Reinhardt Road, TMDL Storm Water Study, Storm water pond adjacent to Theisen Middle School, McDermott Park Landscaping, and the reconstruction of Pioneer Road from Martin Avenue to County Road V.
- 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.
- Staff is working on the annual local road certification for Wisconsin. The annual certification of road mileage is 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.
- Engineering staff inspected and identified sidewalks for the 2024 Sidewalk Management Program.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 22 Excavation in the Right of Way Permits and several sidewalk permits

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired two storm sewer catch basins
- Repaired nine manholes to prevent snow equipment damage
- Completed city wide crosswalk and line painting
- Crews started to install snow flags/ markers to identify hazards when plowing
- Continued to address potholes and citywide street sweeping
- Completed four street pavement/curb repairs

- Staff assisted Water Utility employees on repairs
- Alley grading was completed
- Staff assisted Police in securing incident location
- Completed annual storm pump station cleaning
- Started annual Leaf Collection
- Conducted in annual winter operations training which includes equipment training for new and veteran staff and allows operators to review their routes and address issues ahead of winter.
- Various staff attended Chain Saw Safety Training, the Greenfield DPW Equipment Expo, and Annual Refresher Safety Training
- Staff throughout city and DPW umbrella continue to help onboard and train our new Administrative Assistant. All Departments and Divisions that have been assisting has made the onboarding process go very well!
- Attended bi-monthly Safety Committee Meeting and Lake Area Public Works Association Meeting
- Initiated internal training program for vacant TV Tech position to allow interested staff to explore the position without initial commitment.
- Attended County Emergency management Integrated Preparedness Planning Workshop - Group workshop to generate list of priorities for updating management plan
- Met with Town of Fond du Lac to discuss road maintenance treatments and discussed methods that could extend pavement assets. Toured sections of roadway that they are considering addressing in 2024
- Coordinated Safety Program Training schedule for 2024 with consultant, city will host 4 sessions
- Submitted Hazardous Waste Narrative to DATCAP to receive grant funds
- Provided list of road maintenance treatments to Engineering for Wisconsin DOT inventory updates.

ELECTRICAL DIVISION

- October, 671 locates were called in, 202 were located and the rest could be office cleared
- Two call-ins in October, one for tornado siren issue and one for streetlight knockdown
- Repaired 45 street lights
- Completed conduit repairs at several locations due to damage by private contractors.
- Completed repairs at three outdoor warning sirens.
- Started work on the pedestrian crosswalk at Johnson Street & Weis Avenue. The improvements consist of overhead arms with flashing lights.
- Parks – Buttermilk Tennis Court Lights port of the lights were not turning on. Replaced a few electrical components in the tennis court lights control cabinet.
- C&M – Merrill & Main Flight Pump Receptacle – Replaced the pump receptacle to match all storm station receptacles.
- Water – Well 10 & 15 Meter – Replaced meter with a known working meter to see if it was the solid-state transmitter or the pipe itself.
- Water – McDermott HMO Pump Drive - Dismantled the drive and found the cooling fan was bad.
- ITS – Police North Access Point. We are assisting IT is replacing the wireless access points throughout Fond du Lac with faster units.
- ITS – Lakeside Park “B & H” Dock Wireless Access Point – Assisted IT replacing the wireless access points throughout Fond du Lac with faster units.
- Waste Water – Building 70 West Digester Motor Disconnect & Reconnect
- Parks – Annual fountain pump and fish grinder annual disconnect.

FLEET DIVISION

- Solid Waste truck #201 – Welded broken ram mounting bracket, replaced missing pin and retainer block
- Solid Waste truck #202 – Grabber arm not releasing carts. Found and replaced broken limit proximity switch. The hydraulic ram for the arm return had broken mount causing the pin to fall out. We welded broken mount and replaced missing pin.
- C&M leaf machine #217 – Replaced bent hydraulic ram for the automated leaf sucker hose
- C&M leaf machine #220 – Replaced starter and PTO bell housing / clutch assembly
- C&M street sweeper #28 – Replaced two leaking engine oil lines from the engine to the oil filter housing
- C&M tractor backhoe #3 – Breaker is not working properly. Found the hydraulic connectors for the breaker were loose causing a restriction in the hydraulic oil flow.
- C&M Vacuum truck #31 – Replaced broken belts from PTO to vacuum pump and worn belts from the PTO to the water pump.
- Parks Department 16' Mower #318 – Replaced leaking hydraulic deck hose and replaced faulty coolant temperature sensor.
- Parks Department mower #367 – No start after mowing for several hours, replaced connector and the engine is charging normal.
- C&M hook truck #41 – Replaced front brakes and drums, rear brakes and drums, both rear wheel seals, rear and front axle brake chamber and leaking engine water pump.
- Police Department Command Post – Generator inoperative. Removed cover for the generator and found the power wire that goes to the starter was shorting. Repaired mounting bolt for the starter wire.
- Police Department Squad #643 – Check engine lamp on. Diagnosed faulty purge solenoid, which was stuck open causing extra fuel to be sucked into the engine.
- Fire Department ambulance #653 – HVAC air only blows through the defrost vents. Diagnosed and replaced the actuator.
- Fire Department ladder truck #660 – Power steering leak from reservoir sight glass and power steering pump. Replaced both and steam cleaned engine compartment. The truck also had a loss of communication between Command Zone computer screens. Diagnosed and found a faulty computer screen in the ladder basket.
- WTRRF Vacuum truck #733 – Jetter hose actuator switch inoperative and replaced the actuator, diagnosed and replaced vacuum pressure sensor on the vacuum pump, and replaced faulty RPM sensor which monitored blower speed

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 leaves throughout the park.
- Fall maintenance at the Pools and winterizing of the systems.
- Removed and cleaned up flowerbeds throughout the parks.
- Winterizing of the shelters and restrooms throughout the parks.
- Started checking Christmas lights and displays for the season.
- Started installing Christmas lights at the end of October.
- Assisted the Rotary Club with the Lightshow preparations.
- New playground installation at Lakeside Park in partnership with Burke Playground equipment.

TRANSIT

- Transit Administration is working on ensuring that the riding public has information regarding our 2024 Fare Increase. We are working on a 14-point project plan that should guarantee all riders are aware of our fare increase. We are contacting all riders via Bus-O-Grams, press releases, radio interviews, city website, fare boards on all buses, new printed maps and schedules, and Facebook. We are also contacting social service agencies, the school district, and all contractors.
- Fond du Lac Area Transit/City of Fond du Lac just received the “Achievement of Excellence” award from the Federal Transit Administration for our perfect Triennial. “Certificate for exemplary completion of a U.S. DOT FTA Triennial Review during Fiscal Year 2023 presented to federal-funded public transportation providers and agencies who had no open findings in the areas examined.”
- Transit Manager, Lynn Gilles, attended two days of meetings with Transit Mutual Insurance. Transit Managers, from all Wisconsin systems, sit on the Board of Directors of Transit Mutual. The Board of Directors reviewed accidents over the past year, and will train our drivers on accident avoidance.

WATER UTILITY

Water Distribution System:

- Repaired three main breaks.
- Repaired one fire hydrant hit by truck.
- Replaced one water main line valve.
- Finished restoration (Asphalt, concrete, landscaping). With colder temperatures, we will no longer be able to get asphalt and will begin temporary restorations.
- Completed hydrant and valve data from seasonal staff and followed-up on any issues noted.
- Conducted the bi-annual flushing throughout the city.
- Inspected non-draining hydrants and pumped as necessary.

Meter Shop:

- Meter Service Technicians notified 66 customers of leaks or high use. (phone calls, graphs left in door)
- Began testing cellular endpoints for meter reading through Badger Meter. This could eventually replace our current meter reading system as that system is becoming old.
- Meter Service Techs assisted with water treatment plant maintenance due to staffing issue as well as assisting the outside crew with dead end flushing.
- Meter change outs have resumed. Staff mailed out an additional 78 letters to homes that have not contacted us yet to replace their meter. Starting to plan for 2024-meter change outs.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution and the last the last UMR5 sample was taken from McDermott Park for PFAS. Detected no PFAS chemicals in the samples taken from any of the treatment plants. Moved two bacti sampling locations to better represent the system.
- Well and treatment plant production meters were tested for accuracy.
- New operators attended WisDNR Waterworks licensing classes and tested.
- The utility pumped 127,533,000 gallons of water. The minimum volume was on October 6 – 3.176 MGD and maximum on October 2 – 8.706 MGD. Average – 4.114 MGD.
- Contractor inspected the water tower’s cathodic protection.
- Ordered a new meter for Well 15. Delivery will be in 4-6 weeks.
- Completed generator testing and discovered a coolant issue at McDermott Park generator.

- Chemical pumps at Well 21 stopped working. Staff has been working on fixing and replacing with new pumps.
- Well Rehab Project 2023:
 - Well 13: Ordered a new motor for the well. Electrical contractor installed new power leads between the wellhead and well house. Well contractor will install a temporary starter so the well can be used until the permanent one is delivered and installed.
 - Well 26: Well contractor removed broken PVC pipe that fell in the well. Approved contractor’s proposal for well chemical treatment.
 - Well 27: Well contractor successfully removed a blockage in the well. Approved the contractor’s proposal for well chemical treatment.

Water Business Office:

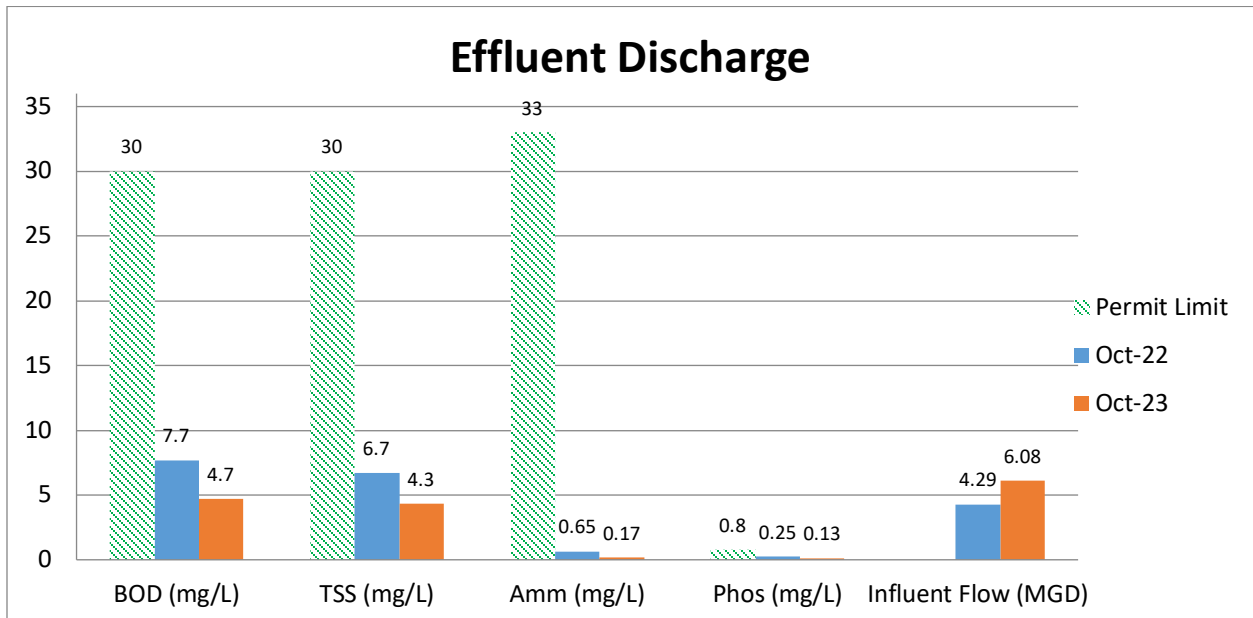
- Mailed out 5,675 water/sewer cycle bills.
- Mailed out 2,137 tax roll letters to account holders the week of 10/2/2023.
- Mailed out 650 tax roll letters to property owners the week of 10/9/2023.
 - Tax roll process was a little bumpy this year with the new software. Staff continues to work with the software vendor to fine tune the process.
- Mailed out letters to property owners from the 2023 CIP streets that still need to replace their private lead service.
- Issued one toilet rebate, 11 for the year
- Mobile Lite (meter change out software for tablet) was delivered. Staff reviewed and made comments back. The software vendor modified as necessary and is currently testing.
- Integration between the meter reading software and billing software has been deployed to production and hiccups continue to be worked out.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 11th at 4.32 million gallons. The highest daily flow occurred on the 14th at 10.37 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

October 2023	<i>Unit of Measurement</i>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<i>% Removal</i>
Biological Oxygen Demand (BOD)	mg/L	400	4.7	30	99
Total Suspended Solids (TSS)	mg/L	300	4.3	30	99
Ammonia	mg/L	29.3	0.13	33	99.5
Phosphorus	mg/L	6.2	0.17	0.8	97



Operations:

- The lease agreement between the City of Fond du Lac and Fond du Lac County for renting the airport property has been finalized, approved, and signed. The lease is to rent agricultural fields for purposes of the City's Water Quality Trading (WQT) program. Now that the lease is signed, WTRRF can move forward to develop a WQT Plan. The plan will include the lease, the steps being taken to implement practices to generate credits, and an agreement with the DNR to trade those credits to satisfy the requirements of their permit pertaining to phosphorus.

Maintenance:

- The Electrician and Instrumentation Technician position is still vacant.
- Maintenance staff worked to remove blockages in centrate piping. The piping carries the liquid from the dewatering centrifuges to the deammonification process. The blockage found was struvite buildup. Struvite is a mineral composed of phosphorus, ammonium, and magnesium that is precipitates out in wastewater to cause blockages. The lines had not been cleaned for quite some time so the buildup was not surprising.

Administration:

- Some WTRRF staff attended the Wisconsin Wastewater Operator Association's Annual Conference. The conference provides a good opportunity to sharpen skills in the technical sessions where presentations are given on a variety of topics pertaining to wastewater. It also provides the ability for attendees to meet vendors in the exhibit hall to learn of new equipment and process technologies.
- One of WTRRF's newer Operators, Tyler Burbach, was selected as Newcomer of the Year for the Southern Region of the Wisconsin Wastewater Operator Association.
- Fond du Lac WTRRF assembled a team of two operators and a lab technician to compete in the Operations Challenge that is held at the annual conference. There are five different timed events including making a repair on a pipe, teardown and reassembly of a two different types of pumps, lab auditing, and a written process test. Each event is judged on quality and additional time is added if mistakes are made. The Fond du Lac Water Bears took 2nd place overall, missing 1st place by 11 seconds.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: November 15, 2023
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Continued working on testing new interface for the current ONESolution financial software. The existing interface has been upgrade to a more modern programming language, which results in a different look and feel to our current system.
- Completed Phase One of the tax roll process for water bills. Phase One consists of sending letters to water customer account holders along with property owners for those with delinquent water bills as of August 1. Customers have until November 1 to pay in full and avoid an additional 10% penalty, and have until November 15 to pay in full and avoid the delinquent water bill being placed upon the tax roll.

Department Statistics

Statistics	October	2023 YTD	2022 Totals
Accounts Payable Checks	419	4,529	5,399
Payroll Checks/Direct Deposits	811	9,002	11,036
Purchase Orders Approved/Issued	264	3,168	3,665
Utility Bills Processed	5,912	54,394	65,787
On-line utility payments	2,969	25,244	31,721
WebTrac on-line reservations/payments	16	414	529
Tax Refund Intercept/State Debt Collection	\$3,867.69	\$70,105.95	\$124,128.38

PURCHASING

- Working with multiple departments on soliciting bids and issuing purchase orders for ARPA projects. This includes equipment purchases for the Library and security upgrades for both Water and Wastewater.
- Published the landscaping bid for McDermott Park. Bids will be opened on November 9th.
- Continued participation in weekly status update meetings at the Police Department regarding the remodeling project.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	October	2023 YTD	2022 Totals
Park Facility Reservations	42	805	1209
Dog Licenses	8	866	1058
Cat Licenses	2	125	153
Print Shop Orders	160	1048	1581
License Applications	6	896	854
Special Assessment Reports	83	656	1048
Special Event Requests	15	104	128

Lakeside Park Marine

DOCK	TOTAL NO. OF SLIPS	2023 SLIPS RENTED	2023 SLIPS AVAILABLE
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

- Home owners are continuing to improve their properties, with an additional 290 permits issued in October. This is up from the 228 permit issued in October of 2022. Staff members are rotating days doing field work, inspecting the progress of all year to date permits, and determining any increase to market value.
- October brought an additional 99 property transfers. It appears that the time homes are listed on the market has increased, with some properties having open houses again. Prices are staying considerably higher than the assessed values in most cases. Staff continues to review all sales by comparing available listing information to the property record card.

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 October report provided