

CITY OF FOND DU LAC – Council Communications

City Manager

Date: October 27, 2024
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 2, 2024
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for September 2024



...Acting to Save

Types of Calls	Sept. 2024	Sept. 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	10	7	84	86
Fire Mutual Aid Given	0	0	9	15
Fire Mutual Aid Received	1	0	2	1
Other Calls (False Alarms, Service Calls, etc.)	88	133	945	1098
Emergency Medical Calls	476	506	4836	4816
Paramedic Intercepts	1	10	41	58
Interfacility Transports	15	26	176	371
TOTALS	574	646	5865	6000
Fire Inspections Completed	158	218	2233	2550
Defects found during Fire Inspections	41	58	963	926

TRAINING

- Demos of LifePak 35's
- Mega Code Scenarios w/Medical Director Grahl

COMMUNITY EVENTS

- Labor Day Parade
- Woodworth; Riverside; Parkside; Pier; WLA; Chegwin; St. Peter's; Faith; SMSA; Rosenow; Evans; STEM Academy; Lakeshore; Fond du Lac Christian School; Roberts; Redeemer; Theisen; Trinity Baptist School Fire Drill and Inspection
- Taco Johns donation to the department
- Station tour and fire education for 5th graders from Faith Lutheran
- Sandi Paws Rescue Celebration – ambulance PR event
- WorldWide Day of Play at Childrens Museum – engine there for Touch a Truck
- Engine at the Great Pumpkin Blowout at Festival Foods

OTHER

- Medics on standby at Fondue Fest
- Took receipt of new ambulance
- Red Cross hosted a blood drive at Station 1
- Citywide Benefits Meeting held at Station 1
- Fill the Boot for MDA
- Fire extinguisher training at Elkay Interior Systems
- Kitchen safety education with staff at Solutions Center
- Senior Center Fall Prevention Presentation
- Five members with the WI Task Force 1 deployed to the RNC in Milwaukee
- One member with the WI Task Force 1 deployed to North Carolina for Hurricane rescue efforts

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: October 27, 2024
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for September 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. A site plan for a possible 1,100 sq ft building addition and parking lot expansion was reviewed for Community Works at 625 Fond du Lac Avenue. A site plan for a 2,600 sq ft building addition for Kwik Trip on Hickory Street was reviewed.
3. There are several construction projects underway in the City. Projects include: Occupancy was granted for the Odyssey Theater on West Scott Street. Drywall and finishes are in progress for the new Froedtert/Thedacare micro hospital on West Johnson Street. Drywall is in progress for the new Bank First building at 825 West Johnson Street. Rough-ins are in progress for the new State Farm office development at 127 North Main Street. Interior finishes are underway for Fastenal at 525 West Rolling Meadows Drive. Insulation is underway at the Morningside baseball field concession stand for the Fond du lac School District. Foundation is in for the new fairgrounds stage.
4. The Board of Appeals reviewed and approved a use variance to allow for the continued rental of the theater, commons are, large group meeting rooms to the public. Fond du Lac County will be the predominant user of the former UW-Oshkosh- Fond du Lac Campus which ceased operations in June 2024.
5. Camoin Associates presented the Housing Study and Strategic Plan to the City Council. The full report can be found through the following link <https://www.fdl.wi.gov/community-development/wp-content/uploads/sites/5/2024/09/Full-Report-09.11.2024-Fond-du-Lac-WI-Client-Copy.pdf>

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: SEPTEMBER 2024

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	1	16	16
# New Duplex Residential Bldgs/Units	1(2)	0	5(10)	2(4)
# Residential Alterations/Additions	89	98	707	756
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	3(4)	1(1)	21(26)	18(20)
\$ Total Value New Residential Construction	1,879,700	290,000	9,002,900	5,177,400
\$ Total Value Residential Alterations/Additions	1,506,445	1,298,280	9,960,213	10,694,567
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	0	4	8
# Commercial/Industrial Additions/Alterations	11	12	114	102
\$ Total Value New Commercial/Industrial Construction	0	0	24,940,712	7,936,244
\$ Total Value Commercial/Industrial Additions/Alterations	450,451	3,643,639	19,543,433	40,709,843
General:				
# New Site Plans Reviewed	2	0	12	15
# Rezoning/Special Use Permits	1	0	6	11
# Variances	1	3	14	9
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	7	18
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	682	643	5,389	5,587
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	30	26	344	368
# Follow-up Inspections	187	141	1,411	1,448
# Complaint Cases Closed	42	36	349	341
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	2	7	5
\$ Amount of Rehabs Approved	47,500	60,350	304,664	180,105.73
# Dwelling Units to be Rehabbed (Approved)	1	2	7	5
V. SENIOR CENTER (AUGUST, 2024)				
# Volunteers/Hours	47/314	41/226	89/2,224	52/1,716
# Contacts	22,815	14,139	147,078	123,357
VI. DOWNTOWN PARKING				
\$ Revenue	18,088.85	18,630.99	173,793.70	191,538.91

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: October 1, 2024
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – September



- Happy National Senior Center Month! This year the National Council on Aging set “Powering Connections” as the theme to celebrate Senior Centers in 2024. As part of our celebration, we encouraged our participants to tell us how The Center keeps them connected. Follow us on FB to see some of the responses to our National Senior Center Month Challenge.
- September is also National Falls Prevention Month. Wisconsin leads the nation in falls related deaths for older adults - a statistic that we are working every day to change. We offer several programs and classes each month to encourage people to stay strong and maintain their balance. In addition to our regular programs, as part of Falls Prevention Month, we offered programs on Gait Assessments, Falls Prevention in Your Home and Community, Vision Management - Preventing Falls, and Medication Management as a Fall Prevention Strategy.
- Our technology programs this month included classes on Telehealth Basics and another in our Seniors Against Scams series - Being Cybersmart.
- The Bureau on Aging and Long Term Care presented a program on their Ombudsman program and the important role that ombudsmen play in promoting residents rights to dignity and self-determination when residing in a residential care facility.
- I had the opportunity to attend a meeting with the Fond du Lac Noon Rotary and share with the group the ways that The Center is working to keep people connected and aging well. I always appreciate being able to share all of the good things that go on at our Center.
- This month I was also able to attend the Fond du Lac County Health Department’s Community Health Assessment meeting as well as the Food Summit meeting held at St. Paul’s Cathedral. I always feel it is important to have a voice at the table representing older adults within our community.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: October 9, 2024
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for September 2024



Patrol Division

Attempted stabbing in the 200 block of E 1st, suspect arrested.
Utilized drone to locate two wanted subjects in the area of 400 N Brooke St.
Patrol investigated school threats at Theisen and Roberts.
Death investigation – Liberty House.
Subjects arrested with methamohetamine in the 900 block of Martin Ave.
Death investigation on Wisconsin Ct.
Burglary at the Rec Dept on Morningside Dr.
Fire investigation at 247 Packer St. juvenile female badly burned, DCI Arson Bureau in to assist.
Altercation in the 400 block of N Hickory St, female struck male in the head with a cast iron pan fracturing his skull, she was arrested.

Criminal Investigative Division

The Detectives cleared **13** cases in the month of **September 2024**. Of those cases **4** were closed with arrests or referrals to the DA's Office for charges. There were **20** new cases assigned in the month with a total case load of **83** 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: **14 Adults and 4 Children**

Records Bureau

Open records requests processed (all other reports): **163**
Open records requests processed (traffic related - crash reports): **11**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **118**
Public Record Requests Processed – Total: **292**

Property and Evidence Control Unit

Property/evidence items processed: **428**

Training Unit

Fall in-service on-going, dates assigned, started September 6, 2024(Taser 10/ALERRT/UOF/DAAT)
WRAP safety restraint system training nearly completed missing 2
Strip Search Training out for SROVT training nearly completed missing 2
LPO school (Birkholz)
Handgun Optic demo day scheduled – September 18th

Recruitment and Selection

Facilitated several ride-alongs with potential candidates

Jacob Roy has completed his FTO and is on his own

Corbin West is in phase 2 of FTO

3 new officers just completed passed the PRT testing in the academy (Wiessenberger, Eckes, Stelter)

Community Service Officer Unit

Parking tickets: **74**

Finger printing twice a week

Downtown parking

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: October 1, 2024
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – September 2024



MUNICIPAL COURT

	September	YTD
Traffic Safety Program Participants	4	14
Municipal Citations	259	2,712
Juvenile Hearings held at the High School/School District	0	343
Trials to the Court	11	50
Pre-trials Conferences	22	249
Fines/Forfeitures collected	\$3,489.27	\$176,813.83

HUMAN RESOURCES

	September	YTD
New Hires	0	45
Promotions	2	25
Transfers	1	9
Retirements/Attrition	4	49
Recruitments	2	33
Current Vacancies	19	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: October 16, 2024
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 2024 Utility & Street Reconstruction Project. Ledgeview Avenue is complete, concrete work on Ninth Street, Bragg Street, and Henning Street continues.
- Contractor, Don E Parker continues work on the 2024 S Military Road Project. The contractor completed utility installation and is currently working on concrete placement.
- Contractor, Don E Parker completed utility and concrete installation on Rees Street and Marquette Street Project. Pavement placement is scheduled in the next week or two.
- Staff 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 and TMDL Storm Water Study.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - Forest Ave Bridge Replacement - The WI DOT along with the City of Fond du Lac are designing the replacement of the Bridge.
 - Promen Drive Bridge located in Lakeside Park – The WI DOT along with the City of Fond du Lac are designing the replacement of the Bridge.
 - Oven Island - Fountain Island Pedestrian Bridge Replacement – Lunda Contractors poured the concrete abutments.
- Highway Landscapers started work on the McDermott Park Landscaping Project. The project includes a pergola, convergence area, benches, landscaping beds, and a native planting area.
- Engineering staff continues routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- 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.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 18 Excavation in the Right of Way Permits. Staff is working closely with fiber companies designing projects throughout the City.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired eight storm sewer and three sanitary repairs
- Continued to address potholes, street sweeping, and mowing operations
- Concrete repair/rehab completed at Stow St & Breister Ave and Fond du Lac Ave, between 4th St & 6th St

- Sign Shop Staff continues to work on cross walks, stop lines and curb painting
- Staff assisted Engineering Division and City Contractor with Military Road reconstruction efforts as it related to work within the Canadian National Railroad right of way. The work required railroad compliance training for staff as well as execution of work needed within the railroad right of way
- Staff placed barricades and personnel support for Fondue Fest and Homecoming Parade.
- Division hosted annual Hazardous Waste Collection event at the Municipal Service Center, 127 residents participated
- Clearwater continue to televise/inspect sanitary and storm lines, including bagging and flooding of storm sewers to find additional groundwater infiltration of the sanitary collections system.
- Sanitary mainline cleaning continues throughout the City's sanitary collection system.
- Staff started the annual storm pump station cleaning schedule
- Flail mowing of riverbanks and storm ponds continues
- Assisted water utility on multiple general construction and concrete restoration projects
- City Staff continue to work with Private Contractor to address Noxious Weed Violations. Four citations relating to Noxious Weed Enforcement were issued, 3 of 4 have been addressed by owners.
- Conducted multiple interviews for vacant positions within the division.
- Staff participated in Confined Space, Blood borne Pathogen, Control of Hazardous Energy and Hazard Communication Training as part of our DPW Safety Program.
- Completed 2024 Pavement Maintenance Programs
- Continued efforts in updating Job Description Questionnaires with Staff as it relates to potential 2025 market review.

ELECTRICAL DIVISION

- September 587 locates were called in, 126 had to be field located
- Eight after hours call ins for the month: One traffic signal knockdown, one power issue, and six emergency locates
- Repaired 50 streetlights were repaired and four LED traffic lights
- One streetlight was knocked down in front of 23 N Peters Ave. The pole was put back up the next day, however the pole contained a school zone radar feedback sign that was damaged in the accident. We are working with Tapco on a replacement.
- We worked with C&M to replace conduit and relocate a base for a traffic signal at the intersection of Marr St. and First St.
- Replaced underground traffic cable at Johnson St and Park Ave due to old conduit damage that finally wore through the wire, causing the signals to go into flash mode.
- Installed new conduit on N. Peters Ave near the new Froedert hospital, due to a driveway being installed
- Replaced vehicle detention loops at Lakeshore Drive / Hwy 45 in conjunction with the WI DOT resurfacing of Hwy 45 from Scott Street, north.
- Completed traffic signal maintenance, including cleaning the lenses of our vehicle detection cameras, some general cabinet maintenance, and replacing a couple of damaged poles. Work will continue on traffic maintenance as time allows.
- Assisted fixing flags at the library and the PSTC, set up electric at new WRRFT gate, replaced weather system on roof of water dept and hung an access point along with data cables at water dept
- Installed new runways and pulled new cable at Fire Station 1 for new AV system.

FLEET DIVISION

- C&M Excavator #14 – Replaced damaged drive tracks, plugged cabin air filter and broken bolts for the flail mower and straightened boom cylinder guard

- Solid Waste #201 – Rebuilt brakes on rear axle, replaced broken grease zerts on grabber arm and faulty air brake switch
- Solid Waste #202 – Replaced damaged tire which was leaking and performed service and inspection
- Parks Department #301 – Truck shut down while driving. Service call to mulch pit and found the battery was dead, replaced alternator and battery also replaced a worn tie rod end and aligned the steering
- Parks Department Chipper #332 – Replaced digital gauge cluster which was inoperative, topped off coolant and repaired small coolant leak, and replaced worn chipper blades
- Water Dept. Backhoe #484 – Located leak on hydraulic breaker and replaced damaged fender door
- Water Dept. Truck #491 – Replaced faulty starter and two worn rear tires
- Police Dept. Squad #622 – Setup new SRO squad, replaced leaking rear shocks and rebuilt rear brakes.
- Police Dept. Squad #631 – Replaced faulty data cable between the display unit and main body of the 2-way radio, installed fuel system and adjusted gun locks to fit rifle.
- Fire Dept. Ambulance #652 – Rebuilt front brakes, rear brakes, replaced 4 rear tires and broken side door latch for patient compartment which wouldn't open
- Fire Dept. engine #662 – Replaced faulty fuel gauge sending unit, leaking engine oil fill tube, tie rod end and aligned the steering
- WTRRF vacuum truck #732 – Replaced 4 rear axle tires and leaking coolant hose
- Transit Bus #912 – Removed and replaced faulty voltage regulator, replaced broken bracket for the hydraulic tank
- Transit Bus #914 – Replaced crankcase pressure sensor and replaced both rear brake hoses for the driver's side rear brake chamber
- Three Technicians went to a training class for Cummins Onsite
- We took delivery of the new chassis for the new Water Department truck, 461.

PARKS DIVISION

- Continued on tree pruning, hazardous tree removals and 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 renovation of our slides at Fairgrounds Aquatic Center continues with completion in October scheduled.
- Work for installation of new playgrounds at Buttermilk Creek Park and Russell Park started. Completion slated for October.
- McKinley Park had a replacement playground installed
- Landscaping was completed around the new gazebo at Lighthouse Point
- The entrance to Lakeside Park West was renovated in September

WATER UTILITY

Water Distribution System:

- Repaired six main breaks, replaced two lead services, and rebuilt one fire hydrant
- Worked on restoration of asphalt, concrete road/sidewalk, curb & gutter, as well as topsoil, seed and mulch, restoration is ongoing.
- Using the Zonescan to search the distribution system for non-surfacing leaks
- Completed fire hydrant painting for 202 and painted metal domes that cover well heads
- Reset numerous water service boxes, fixed broken top sections and installed new lids
- Construction & Maintenance Division has been helping as needed

Meter Shop:

- Staff notified 85 customers of potential internal plumbing leaks to help with water conservation efforts and reduce unnecessary large water bills.
- Tested and repaired Reduced Pressure Zone units in the treatment buildings
- Tested and reinstalled 6" meter heads throughout the city
- Exchanged 76 residential meters
- Completed 131 work orders to complete various tasks such as read meter, turn off service, turn on service, investigate water pressure issues, locate and exercise curb stop, and perform service material inspections.
- Hydrocorp inspected one commercial/industrial property for cross connection, it failed
- MST worked on commercial & industrial cross connection inspections that are completed in-house. Currently working on 2025 inspections ahead of schedule.
- MSTs also helped the outside crew with driving trucks.

Water Plant/Operations:

- Fifty bacteriological samples were taken from distribution and well radioactivity samples taken
- Well 26 returned to service. After it was put into service the quarterly raw water samples were taken for bacteria and post rehab arsenic samples were taken. Both samples came back good.
- The utility pumped 162,148,000 gallons of water. The minimum volume was on September 27 – 4.001 MGD and maximum on September 9 – 6.667 MGD. Average – 5.405 MGD.
- Hawkins is still working through the permit approval process for the polyphosphate addition project. Hawkins was onsite 9-11 to gather more information requested by the DNR. Consultants Energenecs and Strand have been working together setting up the programming for the chemical feed and SCADA integration.
- Held a preconstruction meeting for the 2024 well rehabilitation project. Contractor is expected to start around October 1st.
- Total Energy Solutions was onsite this month to change out the heat exchanger on the generator at the Merrill Ave campus.
- Trowbridge Reservoir Rehab: Contractor arrived on site and started site preparation.
- The meter electronic board was replaced at well 17, which has fixed the problem. The meter is now working correctly.

Water Business Office:

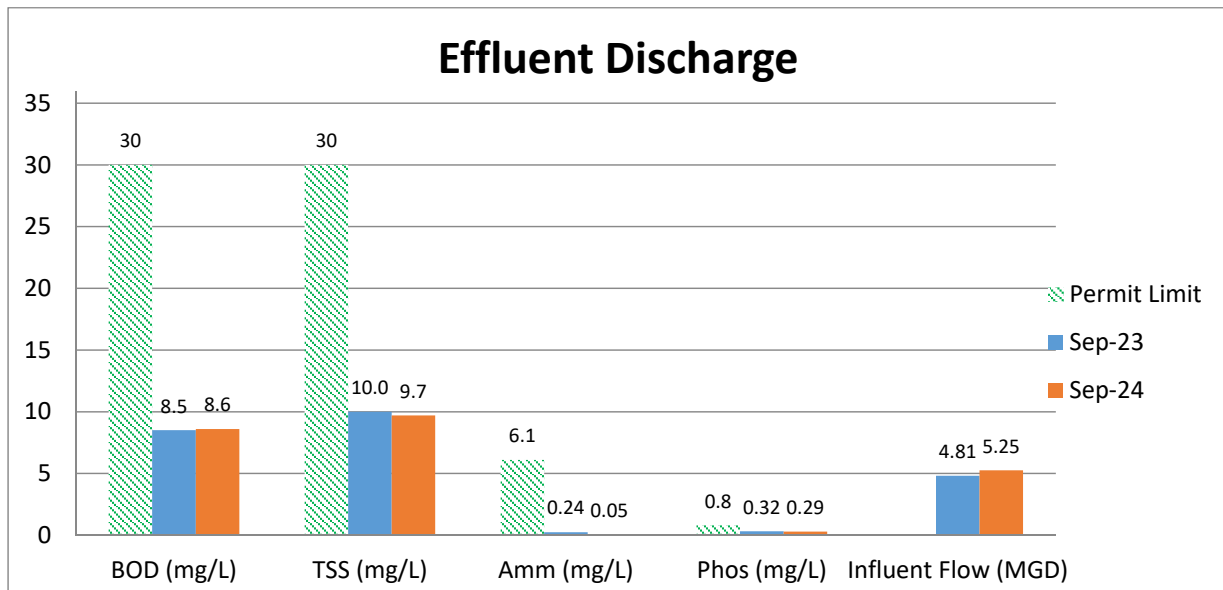
- Mailed out 4,789 water/sewer cycle bills and 339 e-bills.
- Experienced an abnormally high number of accounts this month that billing reads did not come through. Staff is working on manually reading meters and determining cause.
- Received eight additional sewer credit requests for pool fills, 206 this year to date
- Staff worked on completing material inventory database to be submitted to the DNR. This is a new requirement for the revised Lead & Copper rule.
- Processed two toilet rebates, ten toilet rebates in 2024
- Staff worked on correcting parcel numbers in the customer billing software. This will aid in the annual tax roll letters that will be sent out in October.
- Held a team building exercise. Had a bag toss tournament in the garage and catered Ala Roma for lunch. This was well received with the staff. Turned out very well.
- Set up multifactor authentication for the billing software login.
- Staff visited West Bend Water Utility to view their work management software.
- Manager attended the Wisconsin American Water Works Association annual conference in Madison.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 14th at 4.47 million gallons. The highest daily flow occurred on the 22nd at 6.85 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

September 2024	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	439	8.6	30	98
Total Suspended Solids (TSS)	mg/L	285	9.7	30	97
Ammonia (NH3)	mg/L	33.2	0.05	6.1	99.9
Total Phosphorus (TP)	mg/L	7.0	0.29	0.8	96



Operations:

- Final Design continues for the Dryer & RNG Projects. Finalizing equipment layouts and process functionality to assemble the drawing sets in preparation for bidding in early 2025.
- Kartechner Bros. is the contractor who was awarded the construction work for the Water Quality Trading Project. The work will involve installing practices, like grassed or rock-lined waterways to reduce erosion coming from farm fields, thus eliminating sediment containing phosphorus from getting into the FDL River. This work will be completed on the FDL County Airport Property sometime in October.

Industrial Pretreatment:

- The DNR reached out requesting to complete a Compliance Inspection of the WTRRF Industrial Pretreatment Program. On Sept. 17th Richard Douglas from the DNR visited the treatment plant to review the previous five year of reports, data, and files of various industries. He was looking for completeness, organization, and ensuring staff were following the NR211 Industrial Pretreatment Code. Staff have yet to receive the official inspection report, but it was communicated to them that the City has an excellent pretreatment program. There were only a few minor suggestions for updates, but no violations or required corrections were given. Tyler Phillips, the Industrial Pretreatment Coordinator continues to manage a solid program and it's because of him that the City's Industries are held in check as required to protect the treatment plant and local waterways.

Laboratory:

- Lab staff continue the evaluation of an automated BOD process. Site visits and reference checks have occurred so the evaluation phase is near completion. This equipment will save a lot of time in the lab and allow analysts to focus on other things.

Maintenance:

- The Equipment & Collections Technician (formerly the Maintenance Mechanic) was filled by internal candidate, Tyler Mengel.
- Facility staff are working through the implementation of new maintenance software. The software will better track scheduled and unscheduled work orders electronically, compared to writing everything on paper. This system has a lot of functionality that will assist Maintenance in the field either through an app on the phone or on a tablet. They can access O&Ms, complete work orders, track inventory, and even request purchases for equipment. The system is quite different than our current one and will take some time for all to adjust.

Administration:

- Staff finalized JDQs and submitted them to Human Resources for the proposed 2025 wage study.
- Division heads completed their staff 3rd quarter reviews. The more frequent review process enables staff to sit down one-on-one with their supervisors and address any issues, concerns, or accolades while they are fresh in their minds. Feedback has been positive to continue these meetings.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: October 15, 2024
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff continued work on Future State Maps and System Requirements documents in preparation for the launch of the Request for Proposal for the new ERP system.
- Staff worked with Baird and Quarles & Brady to prepare the necessary documents to complete the annual General Obligation, Water Revenue Bonds and Wastewater Revenue Bonds. Proceeds are anticipated to be received on October 3rd.
- Staff worked with our water billing software provider to make enhancements to the system for the annual tax roll process for delinquent water bills. Improvements were made to automate more portions of the process, thus reducing the room for manual intervention errors.

Department Statistics

Statistics	September	2024 YTD	2023 Totals
Accounts Payable Checks	463	4,314	5,496
Payroll Checks/Direct Deposits	821	8,324	10,589
Purchase Orders Approved/Issued	299	3,021	3,791
Utility Bills Processed	4,887	47,044	64,471
On-line utility payments	2,400	22,283	30,324
WebTrac on-line reservations/payments	55	437	457
Tax Refund Intercept/State Debt Collection	\$8,718.03	\$120,787.33	\$82,445.56

PURCHASING

- The following proposals/quotes/bids were opened, reviewed and/or awarded:
 - Food Hall Renovation
 - WTRRF Water Quality Trading Land Improvements
 - Chapter 52 Roof
- Auctioned surplus ITS equipment and materials

CITY CLERK/CENTRAL SERVICES

Elections

- State law requires that Municipalities send absentee ballots to their military and overseas electors with requests on file by September 19, 2024 (47 days prior to the election). The City Clerk's Office met that requirement and mailed out all requests on file by September 18, 2024. Military, Temporary Overseas, and Permanent Overseas voters may request to receive their ballot via email or fax and clerks are required to honor those requests. Military and Permanent Overseas voters may also request to receive their ballot online at www.myvote.wi.gov.
- Voters who request their ballot to be delivered to them online will receive an email notifying them their ballot is ready. A total of 2,618 absentee ballots were mailed/emailed in the month of September.

Department Statistics

Statistics	August	2024 YTD	2023 Totals
Park Facility Reservations	84	671	898
Dog Licenses	18	751	1082
Cat Licenses	3	126	144
Print Shop Orders	117	884	1359
License Applications	28	790	920
Special Assessment Reports	101	617	774
Special Event Requests	8	113	125

ASSESSOR

- Staff members are continuing to review open permits with an additional 244 building permits issued in September. This is comparable to the 242 permits issued during the same period last year. On-sight reviews are completed for any property that has an exterior improvement permit. Properties that have been issued interior remodeling permits, additions and new homes will receive a letter requesting them to make an appointment to view the property.
- Sales volume appear to be slowing slightly with 112 property transfers in September, compared to 129 last month. Per Department of Revenue guidelines, all sales are reviewed by staff. Our office continues to discover homes that have been updated without permits, resulting in improvements that are not assessed. To rectify this, letters are sent to either the seller or buyer to confirm the updates and assessments are updated.
- We are also currently working on the initial sales analysis and valuation model building for the 2025 City wide Market Update Revaluation.
- If you receive any assessment related questions, please refer those individuals to contact our local assessment department.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: October 15, 2024
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



Circulation Desk Replacement

In September, the biggest change to circulation was the acquisition of the UW-Oshkosh Fond du Lac campus library circulation desk. We had literally worn through the wood finish on the old desk. The UW desk looks barely used, has a lot of storage, and even has a built in DVD return.



By acquiring the UW circulation desk, we saved over \$15,000. We suspect the UW circulation desk may have been installed around the same time our building was renovated because the colors match our tile floor.

Change in Library Book Clubs

In efforts to make sure Fond du Lac Library's book clubs are open to the public and accessible to everyone, we have changed the way we support volunteer-led book clubs. The book clubs we have hosted historically, have had a limit on the number of participants, creating a closed door system. Beginning in January, we will support these more private book clubs by providing access to our Book Club Kits, book suggestions upon request, and meeting room space. We will also be providing a bulletin board for private book clubs to share their meeting events with the public. We have also created a 'how to' for new book club start-ups. We hope this change will create space for more exploration of library-ran book clubs, including different formats, genres, meeting times, and locations in an effort to connect more readers to books and each other.

Library Participates in Reentry Fair

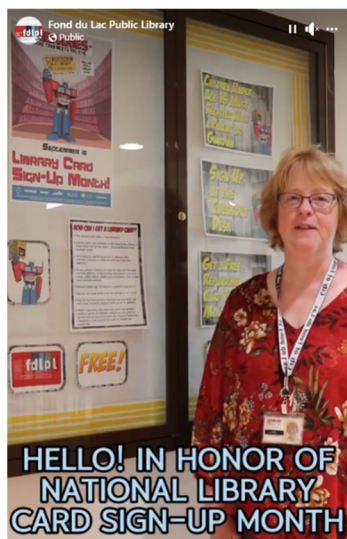
In September, Library Staff participated in the Taycheedah Reentry Fair. This is a resource fair for around 200 inmates at the correctional institution for "connecting incarcerated women with the resources they need upon release to be successful in the community." This was the first time the library had been invited, and we were excited to be part of the event. We brought information on our collections, services, general information, as well as key partnerships (particularly the Job Center and Fond du Lac Literacy). Inmates were most interested in Job Center, Libby, and Kanopy; Taycheedah resource staff were most interested in Job Center and Literacy offerings (those were unknowns). Because the event was for folks statewide, we did our best to sell public libraries as a whole, as some people seemed to shut down when they saw we were just from FDL.

Homeschooling 101 Event

In mid-September, Sarah from Youth Services offered a Homeschooling 101 event, presented by a representative from Wisconsin Homeschooling Parents Association (WHPA). We offered a similar event last fall, noticing a growth in the number of homeschool families we've interacted with. It was not highly attended, but was helpful for those who did come. We promoted it in both our August and September Homeschool Meetup sessions, and it again seemed like it would be very useful for some of the families who attended those events. Our presenter was very gracious and we talked for a bit about how homeschooling has changed over the years (she just finished homeschooling after about 20 years of doing so). Our conversation provided a little bit of insight into what challenges we might face in trying to work with homeschooling families, but we're hoping we will see things turn around.

Library Card Signup Month

September was Library Card Sign-Up Month. To celebrate (or, more specifically, to help shine a light on the power a library card offers its holder), Ian created posters for the library and social media posts that highlighted library services and materials that the community loves.



To prepare for this, Ian solicited positive stories about the Fond du Lac Public Library in late summer, and received a number of heartwarming tales about how the library makes patrons' lives better. He selected some of those and used them on a poster last month. He's used others to create a series of posts; these were well received, with several enjoying strong engagement on Facebook and Instagram.

At Lori G.'s suggestion, Ian also filmed a short-form video (reel) featuring library staff discussing one of their favorite materials or services that can be accessed with a library card.

