

**City of Oconomowoc
Committee-Of-The-Whole**

**Tuesday, May 02, 2023 - 5:30 PM
City Hall - Council Chambers
174 E. Wisconsin Ave. Oconomowoc, WI 53066**



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: (262) 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - a. Discuss 2024 Budget Priorities
3. Adjourn

Diane Coenen, City Clerk
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



MEMORANDUM

ADMINISTRATION

Date: May 2, 2023
 To: Mayor and Committee of the Whole
 From: Mark Frye, City Administrator
 Re: Budget Priority Discussion

RELATES TO THE STRATEGIC PLAN

N/A

BACKGROUND

Earlier this year, it was suggested by Mulder and supported by Mayor and Rosek to schedule a Committee of the Whole (COW) in May to exchange 2024 budget ideas between Council and City Staff.

The format for the meeting has changed since you were first notified. Due to the time to go through all 11 Department Heads we will have them do a short presentation (10 minutes) on their top three or four budget priorities on Tuesday, May 2. Then on Tuesday, May 16 each of the Aldermen will provide their thoughts on budget items. Finally, on Tuesday, June 6 we will review all the comments and start to format our Strategic Plan based on the budget items. A consensus needs to be reached for items to be considered in the 2024 budget.

Any Staff request for added employees is only a placeholder. Any new positions need to go through our internal approval process before being added to the budget. It would be appropriate to ask questions regarding the need for the requested staff at our meeting.

With this process, Council and Staff will know in advance items being considered. There are financial variables that will ultimately determine what fits in the budget so we may need to prioritize items.

ADDITIONAL ANALYSIS

Attached are the memos from the following departments:

- | | |
|--------------------------------|--------------------------------------|
| City Clerk | Planning and Zoning |
| Economic Development | Police |
| Finance and IT | Public Works |
| Human Resources | Utilities: Water, Electric and Fleet |
| Library | Wastewater |
| Parks, Recreation and Forestry | |

FINANCIAL IMPACT

Determined when budget is approved.

Z:\City Administrator\Budgets\2024\May 2 Budget Priorities\Background Memo For Budget Priorities Discussions 05022023.docx

TO: Mayor Magnus
Committee of the Whole

FROM: Diane Coenen, City Clerk

DATE: April 19, 2023

RE: 2024 Clerk's Department Budget

The Clerk's Department operations are to provide service to our Elected Officials, Citizens, Businesses, City Staff, Developers, Vendors and Visitors daily. Each day can bring new workload, challenges, positive interactions, learning experiences and more, and through it all, we strive to provide excellent customer service, meet deadlines, adjust workload through prioritization and remain flexible.

The City's rapid growth has placed more demands on our depart. and staff time which keeps us on the lookout to do more with less. The future of the City is continued growth and due to that growth, the Clerk's Dept. needs to grow with it.

To facilitate the growth in the Dept., the top Budget Priorities are:

Adding a Full-Time Administrative Assistant – Currently, the Dept. has 3 full-time and one part-time employee. The Dept. along with DPW hired a summer intern (June/July/Aug) together, and split their time between the depts., for a number of years until it became necessary for each dept. to have their own summer intern. In 2020, I requested the intern position become a full-time position. What was approved was additional hours were added into the dept. budget to allow the intern to work part-time which allowed me to utilize her throughout the year. Continued growth and workload have made it necessary for the part-time position to become a full-time position to keep up with the demands.

Rent or Purchase of Additional Election Machines – Registered voters in the City have increased by several thousand over the last 10 years and continues to increase with all the residential development. Each polling location has over 3,000 registered voters, and if we had 100% turnout, we would have long lines and voting past 8 PM. We have alleviated election day workload by renting voting machines for processing absentee ballots, and using the machine we own just for voters on Election Day. Renting is expensive but has become necessary due to the increase in absentee voting. I have received a quote to rent 4-DS 200 machines in 2024 for \$13,915 and the cost to purchase those same machines at \$20,600. There are many factors to consider i.e., the age/ longevity of the DS 200 machine, potential Countywide purchase of new machines in 2025, and unknown cost of new machines. What the dept. is faced with in 2024 is the Presidential Election and we will absolutely need to at least rent 4 machines to process the workload. I have already put a placeholder in the Long-Term Capital Budget for the purchase of new machines.

Thank you!



MEMORANDUM

ECONOMIC DEVELOPMENT & TOURISM

Date: May 2, 2023
To: Mayor and Committee of the Whole
From: Bob Duffy, Economic Development & Tourism Director
Re: **2024 Economic Development and Tourism Budget Priorities**

TOP BUDGET PRIORITIES

The City of Oconomowoc is becoming the destination of choice for new residents, development, businesses, and redevelopment opportunities. As this attraction continues, the City must enhance areas of our organization to promote all that Oconomowoc has to offer, the growth areas available for new and redevelopment opportunity, as well as celebrate our past and rich history through upcoming significant milestones. These are the primary elements the Economic Development & Tourism Department intends to focus on in 2024 and beyond.

Priority #1 Establishment of a City Communications & Marketing Position

To enhance our effectiveness and transparency as an organization, the City of Oconomowoc needs to rely on constant and effective communications to our community, customers and businesses. The public's expectation and demand for immediate and constant information dissemination has increased exponentially with the platforms available to receive communications. With this increased demand, the City has seen improvement by adding to the current staff capacity by hiring a Marketing Intern. Through this addition, the City has been able to become more responsive and effective with press releases, ordinance compliance initiatives, event & activity awareness, as well as the overall image and promotion of our community and businesses. With the current position being a limited term employment position, the City may struggle to attract the desired talent and skills to effectively keep up with the communications demand and consistency desired.

With this increased demand & effectiveness, it is my belief a Marketing & Communications position should be established for the City of Oconomowoc for the 2024 budget. The position would serve the City for news, web, and social media communications, as well as community relations efforts. Through these effective and up-to-date information dissemination efforts, and an active social media presence, it is our hope to continue to deliver efficient and effective messaging, as well as build trust with our customers, businesses, and the community.

To achieve this, it would be proposed to use a combination of dollars from tourism and utility to fund the position.

Priority #2 Implement E. WI Ave Redevelopment Master Plan

The City adopted design guidelines for the E. Wisconsin Avenue corridor to encourage development and redevelopment opportunities. The City has also established a City Strategic Plan goal to Develop Options

and plan for E. Wisconsin Avenue corridor. In 2023, City Staff worked with UWM Community Design Solutions (CDS). They prepared a market, land use and conceptual based scenario/approach to identify redevelopment projects that are feasible to pursue within the area.

Implementation will be necessary for the City to realize its vision and strategic plan goal for the E. Wisconsin Avenue corridor. To proceed with the implementation of the E. Wisconsin Avenue Redevelopment Master plan, staff recommends that the City Council allow the Community Development Authority to pursue and seek out redevelopment opportunities within the E. Wisconsin Avenue corridor.

Priority #3 Facilitate & Promote Key Development Areas

The Economic Development Department's vision is for Oconomowoc to successfully attract on the state and regional stage for various development opportunities, growth of businesses, and attract the talented individuals who fuel them. To make this vision a reality, our strategy is driven by the three goals for the City of Oconomowoc:

- Establish Oconomowoc's competitive edge.
- Become a hub for diverse business opportunities.
- Ensure continued community vitality.

Oconomowoc can position the future well with through the facilitation & promotion of several key development areas:

- Re-investment and revitalization of the Olde Highlander recreation complex.
- Commercial and mixed-use expansion opportunities at Olympia Fields.
- Regional commercial real estate investments into the Pabst Farms area .

Through this key development we can realize continued tax base expansion, business attraction, and employment opportunities for our community.

Priority #4 Planning & Coordination of Milestone Community Celebrations

Gatherings and events promote community pride by celebrating things that make Oconomowoc special and attract Tourism. Special milestones bring the community together and instill a sense of pride while celebrating our rich and wonderful history.

In the coming years, Oconomowoc will have two unique anniversary milestones that should be celebrated. To successfully achieve this, there will need to be considerable planning, coordination, fundraising and volunteering to accomplish. The following celebrations will need many to come together to make them happen:

- ❖ 85th Anniversary of the World Premiere of the Wizard of Oz in August 2024
- ❖ 150th Sesquicentennial Celebration of the City of Oconomowoc – 2025

These festivals will attract visitors, raise awareness of these unique Oconomowoc milestones, and stimulate the growth of tourism and the businesses of our community.



MEMORANDUM

FINANCE AND IT DEPARTMENT

Date: May 2, 2023
To: Mayor and Committee of the Whole
From: Laurie Sullivan-Murray, Finance Director
Re: Budget Priorities

Finance Department: No specific Budget implications for 2024.

IT Department:

1. Phone System: The City's Avaya phone system was installed in 2017. This system manufacturer has declared bankruptcy and no longer supports or supplies parts for this system. While the system is currently performing satisfactorily, any outage or issue could potentially take out the entire City's phone system with no backup options available.
2. Workflow Software: Open Gov permitting & workflow- The system proposed would streamline the permitting process that starts in the Planning Department office and flows through most of the other City departments as well. This serves as a workflow that transports the preliminary application through all of the steps of the City processes right through the development agreement and on to the final building permits. The sheer volume of applications that are processed through the City justify a software solution that tracks each application from beginning to end and flows through each City office.
3. IT Support position: Currently the IT department consists of two full-time employees. One network engineer and one IT support technician. As IT continues to evolve and become more integrated in the daily work of each department, the need for support personnel increases. Currently, the volume of support work needed for just the Police Department and the Utilities justifies one full time position, which leaves a gap for supporting all the other City Departments.



MEMORANDUM

HUMAN RESOURCES DEPARTMENT

Date: May 2, 2023
To: Mayor and Committee of the Whole
From: Tony Posnik, Human Resources Director
Re: Human Resources Goals for 2024

RELATES TO THE STRATEGIC PLAN

Strategic Goal: Enhance the Effectiveness of our City Government

BACKGROUND

Below are the Human Resources Department goals and budget priorities for 2024:

- Competitive wages and benefits:** The ability to attract, motivate, and retain talented and hard working employees is critical for the City of Oconomowoc. Keeping City wage schedules competitive is crucial. As with past wage adjustments, local and state wage data (CPI, CPI-U, and etc.) are reviewed to ensure the City is adjusting wages appropriately. As of current, local and state wage data is high and/or still evolving. When we get further into 2023, a better wage projection for 2024 can be made. Once data is obtained, a wage adjustment recommendation will be made.
- Applicant Tracking Software:** The City's current recruiting software, commonly referred to as applicant tracking, is being phased out in 2024. Applicant Tracking Software is critical to the City's recruiting process as it helps collect, sort, organize, and store applications and resumes. The HR department is currently shopping for a replacement with the goal of remaining within budget.
- Performance Management Software:** The City's current performance management system is being phased out in 2024. Performance Management Software assists in monitoring staff performance and providing all full-time and permanent part-time employees a performance evaluation. The HR department is currently shopping for a replacement with the goal of remaining within budget.

ADDITIONAL ANALYSIS

Not applicable.

FINANCIAL IMPACT

The financial impact has yet to be determined.

TO: Mayor and Committee of the Whole
FROM: Betsy Bleck, Library Director
CC: Library Board of Trustees, Laurie Sullivan-Murray
DATE: April 24, 2023
SUBJECT: Library Budget Priorities

The Library's process for developing the 2024 budget request will be rather unusual, due to a transition in the role of Library Director. I write this memo near the end of my tenure as Library Director. This memo will be presented to you by Interim Library Director Jennie Fidler. When the Committee of the Whole and Council budget meetings take place later in 2023, there will be a new Library Director in place. Whoever is in that role, the budget request they present will be guided by the City's Strategic Plan, the Library's Strategic Plan, and the mission and vision of both entities.

- One perennial budget priority is to examine staffing. As our community's needs evolve over time, so must the Library's allocation of staff resources. Recent initiatives to be as efficient as possible in this area include:
 - A restructure that saved money; increased capacity for adult programming, marketing, and communications; and downsized the administration department from 2.0 FTE to 1.5 FTE
 - A truing up of budget to actual in our part-time wages
 - The addition of self-checkout machines. Self-checkouts do not typically result in reduced need for circulation staff. However, self-checkouts do allow circulation staff time to complete additional duties while "on desk," such as materials maintenance and repair and account maintenance.
 - Our circulation staff now completes the pick list during desk hours, which allowed us to reduce our budgeted part-time staffing by several hours each week.

This year, the Library will examine staffing in all areas of operations, as we always do during the budget process. One particular area of examination will be the reference department. Staff are seeking ways to redesign the schedule to reduce turnover and increase capacity for programming support. Increasing the number and variety of programs we offer not only helps the Library maximize its services, achieve its goals, and meet its mission, it can also drive circulation. Higher circulation, in turn, can increase our reimbursement from our home and adjacent counties, which is positive for our revenue over time.

- Another priority for 2024 will be to complete a Space Needs Analysis. Per the Common Council's request during the 2023 budget development process, the Library staff and Friends are collaborating to raise \$30,000 for the Space Needs Analysis. Assuming the fundraising efforts are successful, in 2024, the Library will complete the RFP process, select a vendor, and complete the analysis. The analysis will not require budget allocation or additional budgeted staff time, but I mention it as a budget priority because it will require a great deal of staff time and attention.
- Lastly, the Library will be examining how well our collections lines are meeting our community's needs, and are supporting the Library's mission and goals. The collections lines are those allocated for books, audiobooks, periodicals, and eMedia. Over time, staff have reduced the budget request for periodicals, as our eMedia collections have grown to meet those needs, and as fewer periodicals are published. On the other hand, our need

for funds for eMedia collections (Libby and Hoopla) continues to grow as the local demand for these items continues to increase. Year after year, circulation of eMedia continues to grow, and that growth shows no signs of slowing. At the same time, demand for physical materials remains high. In the first quarter of 2023, our circulation of physical materials was higher than it was in the first quarter of 2019 or 2022 (I am leaving out 2020 and 2021, as they were anomalies). If circulation continues at this rate, our circulation of physical materials in 2023 will be higher than it has been since 2010. Our challenge is to meet the growing demand for a variety of collection types while keeping our overall budget as flat as possible. Offering a robust physical and electronic collection is not only a key part of the Library's mission and goals, it can also have positive impact on revenue, as increased circulation can result in higher reimbursement from our home and adjacent counties over time.

These are the top budget priorities for the Library of 2024 as I see them in April of 2023. Our community values lifelong learning, literacy, workforce development, access to technology, and opportunities to discover, learn, and grow together. Thank you for your support of these critical programs and services. The ways you support the Library are numerous and varied: I have seen Aldermen spread the word about Libby and other Library services, for example. Several Aldermen contributed time, talent, and treasure to the Book Binders Ball. You and your families visit the Library, check out materials, and attend programs. Thank you for all of your support. Here's to a bright future for the Oconomowoc Public Library and the City of Oconomowoc.

Sincerely,

Betsy Bleck
Library Director



MEMORANDUM

PARKS, RECREATION & FORESTRY

Date: May 2, 2023

To: Mayor and Committee of the Whole

From: Craig Hoepfner, Director of Parks, Recreation & Forestry

Re: PRF 2024 Budget Priorities

CAPITAL BUDGET

- 1. Transitioning Champion Fields to Northeast Regional Park**
 - a. Partnership with OSA and 5 O's
 - b. Developing concept plan and cost estimates
 - c. Future use of Champion Fields property by Utilities Department

- 2. Improving the DPW/Utilities/Parks Yard Area**
 - a. Security Fencing and Gate
 - b. Cold Storage Needs
 - c. Sloppy Soil Materials Walled Enclosure

OPERATIONAL BUDGET

- 1. Funding for Oconomowoc Rotary Splashpad and Northeast Regional Park Restrooms**
 - a. Splashpad Utilities & Maintenance - \$15,000 annually
 - b. Restroom Utilities & Maintenance - \$TBD annually

- 2. Oconomowoc Community Center Improvements**
 - a. 2022 Revenue - \$166,293/Direct Expenses - \$121,494
 - b. 2023 Streetside Railings and Surfacing will be completed
 - c. 2024 Improvements
 - i. Refinish Room Flooring
 - ii. Surfacing for Lakeside Porch and Steps
 - iii. Repairs to Balcony
 - iv. Roof Entrance Heat Tape

MEMORANDUM

TO: Mayor and Committee of the Whole

FROM: Jason Gallo, City Planner / Zoning Administrator

DATE: April 18, 2023

SUBJECT: 2023 & 2024 Planning Department Budget Priorities

The Planning Department is a service-based Department that has no items in the Capital Improvement Plan (CIP) and does not purchase large equipment or inventory. The priorities of the Department are typically project based. Most projects are completed in-house. Examples of recently completed projects include the Comprehensive Plan, Zoning Ordinance rewrite, 2022 Housing Inventory, Official Map, Housing Analysis of Impediments, Planned Development study, and Housing Affordability Report.

In 2023/2024 Planning would like to complete the following items:

1. **Subdivision & Platting Ordinance Rewrite** – The existing ordinance is Chapter 18 of the Municipal Code. This ordinance was initially drafted in 1982 and has been amended throughout the years on an as needed basis. Planning Staff would work with various departments to bring the existing ordinance up to today's development standards. *No additional budget impacts.*
2. **Historic Preservation Ordinance** – The draft ordinance was completed and sent to the State for feedback. I would like to invite a State Representative at the Historic Preservation Office to share with the Council what a Historic Preservation Ordinance is all about, including the rights of the property owner, what the review process should be, and what projects are applicable. Once the Ordinance is adopted, then the process, committee, fees and forms need to be created. *No additional budget impacts.*
3. **Accessory Dwelling Unit (ADU) Study / Ordinance** – This ordinance is identified in both the Department's Goals, as well as the City's Strategic Plan. An ADU ordinance would allow property owners to have a second dwelling on their property. The City already has approximately ten properties with existing ADUs. The ordinance would make the existing structures legal and provide additional attainable housing within the City. *No additional budget impacts.*
4. **Sign Ordinance Update** – Due to Federal Supreme Court case decisions, the City should amend the Sign Ordinance to bring the regulations into compliance with Federal Law. There has been a content neutrality case *Reed vs Gilbert* that changed how every sign ordinance can be enforced. *No additional budget impacts.*
5. **Fee Study** – It has been several years in which the City completed a comprehensive fee study. Planning charges both an "Administrative Fee" and a per hour "Chargeback Fee" for development applications. This fee study would include a deep dive on the "Administrative Fee" portion. This would examine how much time is spent on administrative functions for each type of application. *No additional budget impacts.*
6. **Geographic Information Systems (GIS) Upgrades** – The City Utility Department has created a digital mapping system to inventory City resources and conduct analysis. Planning understands the importance of this tool. Funds are needed to create layers and update data in the system.

Planning envisions a system that staff could click on a parcel and find out information such as ownership, zoning, conditional use permit, signage approval, site plan data, lighting, landscaping, easements, wetlands, floodplain, zoning letters, building permits, historic information, property violations, etc. *Staff will be requesting \$20,000 in 2024 for GIS updates.*

7. **Cost of Community Service Study** - A Cost of Community Service Study (COCS) is the City's proactive approach to land use planning and to understand the fiscal balance of land consumption (growth, development and redevelopment). This may include the development of zoning or land use policies to manage the financial implications of land use decisions and the future development of available land on the City's financial position, taxation and allocation of public services. *Staff will be requesting \$25,000 in 2024 for a COCS.*

I will be happy to explain each of the above Planning priorities identified for years 2023 and 2024 during the May 2, 2023 Committee-of-the-Whole meeting.

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City of Oconomowoc Police Department

JAMES P. PFISTER
FBINA 259
Chief of Police



TO: Committee of the Whole

From: Chief James Pfister

RE: Police Department's Top 3 Budget Request Items for 2024

The police department has reviewed the 2023 budget and would like to prioritize the top 3 budget priorities listed below for 2024.

1. New Scheduling Software

We currently use Schedule Anywhere for scheduling software with our current contract expiring at the end of 2023. Currently, the yearly costs for this software are \$1,296.00. However, the contract was signed back in 2017 and we have been notified the costs will increase to around \$2,000.00 starting in 2024. Unfortunately, as time goes on utilizing the software, we notice limitations in the program. For example, it does not work for third shift scheduling and makes it difficult to determine staffing shortages. Due to the cost increase and the limitations, we would like to expand our budget to get better quality, more user-friendly software. Research shows that a quality scheduling software will be in the range of about \$4,000.00 to \$5,500.00 a year.

2. Addition of Tasers and Training Software/Equipment

Officers currently share Tasers so we can be short on special assignment days. The cost of a Taser is around \$5,000.00 each. We anticipate adding three additional Tasers.

3. Initiate the Flock Camera System

The purpose of the Flock Camera System is to get actionable, accurate evidence that increases case clearance rates. You can search by vehicle type, make, color, license plate (partial, missing, or covered plates), temporary plates, license plate states, and more. Our agency would not be limited to the cameras that we own. It would be in collaboration with other adjacent agencies and nearby privately owned cameras in neighborhoods/businesses to extend our reach and multiply our search capacity. The cost for the two required falcon cameras is \$6000.00 per year. This is a 2-year contract, paid annually with a one-time installation fee ranging from \$150.00 to \$650.00 per camera depending on the type of installation.

630 E Wisconsin Avenue
(262) 567-4401

Oconomowoc, WI 53066
(262) 569-3240 fax

MEMORANDUM

To: Mayor and Committee of the Whole

From: Jason Herzog, Director of Public Works

Date: April 19, 2023

Re: May 2 Committee of the Whole Budget Priority Discussion

In preparation of the upcoming 2024 budget cycle, you will find below goals or objectives that will be of interest for the department of public works. The majority of these projects have been part of long term plans, strategic planning, or standard City growth solutions.

1. The replacement of the single lane 1950 steel bridge on Lapham Street.
 - a. A Local Bridge Grant was submitted in 2021, and recently awarded in 2022 to cover most of the design and construction cost.
 - b. The proposed plan is to replace this single lane bridge with a full bi-directional bridge with sidewalk on the West side.
 - c. Lapham St will be widened to accommodate the new bridge width and allow for standard North & South Traffic.

2. Street Improvements
 - a. Propose a plan to separate some of the larger projects from the local subdivision type work. The majority of these larger projects are the main arterial streets that require more design efforts and financial obligations.

Some of the main street projects being considered in the upcoming years:

 - i. Concord Rd
 - ii. Silver Lake St
 - iii. Lake St
 - iv. Lake Dr
 - v. Second St
 - b. Place these projects in the immediate and long term capital budget.
 - c. They would be designed and constructed independently from the local subdivision type projects.
 - d. This breakout could allow for more of the “hired” engineering efforts to be focused on the larger, more intense street projects and have potential to produce engineering plans “in-house” on the local projects.

3. Lake Bluff Dr connection
 - a. Budget to include a TIA to support this project
 - b. Review Permitting
 - c. Review Engineering

4. Connecting Nature Hills School with Meadowview Elementary with a pedestrian trail
 - a. Include funding for permitting, wetland delineation, conceptual design
 - b. Review grant funding and/or other offered funding programs



MEMORANDUM

DEPARTMENT - ELECTRIC, WATER & FLEET UTILITY

Date: May 2, 2023
To: Mayor and Committee of the Whole
From: Joe Pickart, Utility Manager
Re: Top Priorities, 2024 Budget

RELATES TO THE STRATEGIC PLAN

Strategic Goal- I. IMPROVE & MAINTAIN EXISTING INFRASTRUCTURE

BACKGROUND

- 1) Lead Service Lateral Replacement Program, 2024
 - a. Explore Safe Drinking Water grant programs, State of Wisconsin funded.
 - b. Explore Safe Drinking Water loan programs, State of Wisconsin funded.
 - c. Explore Alternative Funding for Private Side Lead Laterals:
 - i. Pass ordinance/proclamation stating Oconomowoc is a “Lead Free” community.
 - ii. City of Oconomowoc loan to residents and place on tax roll for 5-year pay back – estimated replacement cost of \$3,000 would be \$600/year.
 - iii. Water rate case could include monies to replace private side lead lateral. This would add a very small fee to water rates to be earmarked for future private side lead replacements.
 - d. Utility lead service lateral replacements
 - i. Continue to fund through the yearly street projects, as submitted annually in the 5-year Capital plan.
- 2) Injected Cable Failure Replacement Program, 2024
 - a. Specific area identified as North Central - West of Lake Bluff Drive and North of Lisbon Road
 - b. Ongoing program as submitted annually in the 5-year Capital plan.
- 3) Electric Conversion of Southwood Subdivision
 - a. Install cable and transformers and work with WE Energies on transfer of assets generated by the annexation of Southwood Subdivision
- 4) New Utility and Fleet Complex
 - a. Work with the Parks Department on relocation of Champion Fields baseball facilities to Northeast Regional Park.
 - b. Needs Assessment for Electric, Water and Fleet facility has been completed as of 2022 at a projected cost of \$30M
 - c. Provide for a spoils containment area for Electric and Water, including filtration ponds that comply with DNR specifications

FINANCIAL IMPACT

Evaluated through the 2024 Capital Budget process.



MEMORANDUM

WASTEWATER

Date: May 2, 2023

To: Mayor and Committee of the Whole

From: Kevin L Freber - Wastewater Operations Manager/ Employee Safety Manager

Re: 2024 Capital Items (Top 4 Items)

RELATES TO THE STRATEGIC PLAN

Strategic Goal- II. IMPROVE AND MAINTAIN OUR INFRASTRUCTURE

II.B. Maintain Our Existing Infrastructure

BACKGROUND

Top 4 items for 2024

- Build Septic/Holding Tank Receiving Station (2024)
- Replace RAS piping from Secondary Clarifiers - Design Engineering (2024)
- Replace windows on Grit, Solids, Final and Administration building (2024)
- Replace solids building roof (2024)

ADDITIONAL ANALYSIS

1.) **Build Septic/Holding Tank Receiving Station (2024)**

The project is needed for the following reasons:

- Increase the amount of septage and holding tanks we can accept daily.
- This would give us the ability to run the loading through the plant at WWTP's lowest loading times (overnight).
- Biological Nutrient Removal (Remove Phosphorus by microorganisms)
- Increase Volatile Fatty Acids going to the Primary Digester.
- Increase Methane Production.
- Set the plant to work on becoming net neutral on electricity.

2.) **Replace RAS piping from Secondary Clarifiers - Design Engineering (2024)**

The plan would be to replace the return activated sludge lines coming off the bottom of the final clarifiers and remove the wetwell:

- Better solids removal.
- Less issues with solids floating in clarifier due to denitrification.
- The current system makes us return 3 million gallons a day but with changes we will only return 40% of our forward flow which will be an energy savings and increase detention time in the aerations.
- Better treatment.

3.) **Replace windows on Grit, Solids, Final and Administration building (2024)**

- Many windows lost gas between the panes.
- Many are not repairable.
- Many were installed in 1978.

4.) Replace solids building roof (2024)

- Minor leaks.
- Major traffic on roof due to both digester covers replaced.

FINANCIAL IMPACT

Waiting for cost estimates.

RECOMMENDATION

SUGGESTED MOTION