



# City of Marquette 2012-13 Annual Report



*Photo by Kris Hazeres, Marquette City Employee*

## EXECUTIVE DEPARTMENT



Pictured above (left to right) City Manager Bill Vajda,  
Executive Assistant Wendy Larson, and  
Management Analyst Jen LePage



## EXECUTIVE DEPARTMENT 2012-2013 ANNUAL REPORT

### **Executive Department Overview:**

The City Manager serves as the Chief Administrative Officer for the City government. The Manager administers City departments, enforces all laws and ordinances adopted by the City Commission, recommending an annual budget, implementing the final budget, and advises the Commission on all issues affecting city residents.

**In accordance with Section 2-80 of the City Code, listed below is a highlighted summary of major activities for the Executive Department for the 2012-13 fiscal year:**

### ***Serving Residents and Volunteers***

- The Marquette City Commission and City Manager hosted Marquette Senior High School Student Council members during a live City Commission meeting for the first time. Prior to the meeting, City officials held an orientation, a tour of Commission Chambers, and a question and answer session. The students then sat side-saddle with the Commissioners during the City Commission meeting. Pictured below: Members of the Marquette City Commission and Marquette Senior High School Student Council.



- *Community Office Hours* is hosted monthly by the City Manager at the Peter White Public Library. The Manager keeps an open-door policy and offers this monthly meeting for residents, employees, and Commissioners to stop by to discuss any issues or concerns they may have. Over 50 individuals attended Community Office Hours during the fiscal year.
- The City Manager worked to expand *Community Office Hours* to include different groups who might not be able to attend the session scheduled mid-morning at the Peter White Public Library. For school-age residents, the meetings were expanded to include the Associated Students of Northern Michigan University (ASNMU) and the general student body, and the Marquette Senior High School (MSHS) Student Council and several members of the student body.

City Officials hosted *Community Office Hours* with MSHS Student Council Members and was attended by almost 30 students, including all Student Council Members, as well as other interested students from all class levels. The meeting conducted covered topics that included the structure of local government; an overview of the budget process; the importance of resident participation in the policy making process; and informal stories about personal experiences as a student at MSHS.

- City Officials participated in Associated Students of Northern Michigan University (ASNMU) “Let’s Chat” session at Northern Michigan University. This session was attended by several students who chose to provide questions in person or as forwarded through ASNMU along with one student represented by the North Wind.

The discussion included many different topics, including K-12 education and the role of the School Board versus the City Commission; alternative energy (wind) and the role of the Marquette Board of Light and Power versus the City Commission.

- The third annual *City Open House* was hosted at the Marquette Arts and Culture Center located in the lower level of the Peter White Public Library this past February. Over 200 attendees participated in this year’s event. The Open House was an opportunity for the community to meet City Commissioners, partners and staff, including the Police Chief, City Manager, canine unit and more. The Manager’s Office offered a promotional City disc giveaway to all Marquette Senior High School



Government students that participated in the Open House. Students were required to ask City departments and City partners a question relating to City government. Once their passport was initialed by the department and filled, they received a City disc and extra credit in their government class!

- The 24-hour response rule continues to support residents looking for information regarding a specific project, City activity, or interest. Over 175 contacts were completed during the fiscal year, with outstanding response to individual needs.
- The City Manager and City Attorney conducted two *Committee Orientation* sessions for staff liaisons and volunteer members of authorities, boards and committees. The volunteer members were provided with an overview of City operations, ethics, parliamentary procedures, and filing of minutes.
- *Marquette Matters* is a City-wide newsletter that is compiled and available for all residents and businesses online. The publication outlines City programs, department updates, community highlights, a column written by the City Manager, and much more. There were six issues that were published this past year.
- The Marquette Arts and Culture Center (MACC), in coordination with the Manager's Office expanded the artwork displays in City Hall. The MACC works with local artists in displaying their artwork, with many opportunities to have pieces displayed on a rotating quarterly basis. The public can view the local art during normal business hours, and even purchased their favorites if they so desire.

### ***Community Outreach and Leadership***

- *Letters to Donors and Organizations* -The City Manager sends letters and newspaper clippings to thank local area donors on behalf of the City for donations given to the local community. This information is obtained daily through the local news media; to date over 135 letters have been gratefully forwarded for these kind examples of altruism and charity.
- *Radio Interview with Walt Lindala at Great Lakes Radio* – Prior to each of the 24 regular City Commission meetings, the City Manager participated in a radio interview updating the public on scheduled agenda items, government processes, and opportunities for residents and interested non-residents alike to participate in City government processes.
- The City Manager continues to participate in quarterly meetings with other area city managers, township supervisors and the Marquette County Administrator. The meetings are used to engage in discussions and share ideas. These meetings are held in various municipalities in Marquette County.

### ***Legislative Affairs***

- City Officials held quarterly meetings with the 109<sup>th</sup> District State Representative to stay abreast of current issues and updates. The City supported over 40 requests from Federal and State elected leaders to evaluate and recommend amendments to proposed legislation.

- *Next Michigan Act Zones* - The City Manager provided leadership to economic development activities supporting the creation of a framework incorporating City, County, Regional, and State needs and programs. A principal effort included cooperation with representatives from local jurisdictions in both Marquette and Delta Counties to introduce bills in the Michigan Congress that would create a sixth Next Michigan Act Zone in the Central Upper Peninsula. The City provided testimony before the Senate Economic Development Committee, at which time the Governor in separate remarks pledged his signature and support for the bill should it be so recommended by Congress. The creation of the zone is further supported by the Michigan Economic Development Corporation.
- City officials met with the Governor regarding how the Upper Peninsula can contribute to Michigan's economic recovery. The City Manager gave a presentation *Getting it Right, Getting it Done, in the Upper Peninsula*. The City hosted several visits from State of Michigan officials throughout the year, including the senior leaders of the Departments of Agriculture, Natural Resources, Environmental Quality, Housing, the Attorney General's Office, and other offices. The City Manager participated, at the request of the Governor's office, in a team evaluating options for regional reinvention within the Upper Peninsula, serving as the only City representative on the panel.
- City officials met with state and local officials, private corporate representatives, and other interested parties to discuss regional transportation issues bearing on the City of Marquette and surrounding neighbors. As a result, a white paper was created and endorsed by all parties seeking resources and support for mitigating impacts and addressing needs.
- City officials hosted Lieutenant Governor Brian Calley during his "Pure Michigan" U.P. trip. During the visit, Lt. Governor Calley and his son were able to experience sailing on Marquette's official flagship, the Coaster II.



## ***Manager Communications***

- *Agenda Coordination* – The City Manager along with the Mayor and two Commissioners review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a briefing of the meeting to the Commission.
- *Commission Resident Advocates* – Commissioners are appointed by the City Manager to serve as resident advocates to citizens requiring specific information regarding specific projects, City activities, or concerns. The Commissioners then receive any and all responses associated with any of these contacts from the City Manager as updates become available.
- *Total Number of Commission meetings supported (regular, special, work sessions, joint): 49*
- *Total volume of e-mail communications sent by the City Manager to the City Commission during this reporting period: 1,594 (average ~ five/day).*
- *Total number of public service announcements approved during the reporting period: 294*

## ***Governing Documents***

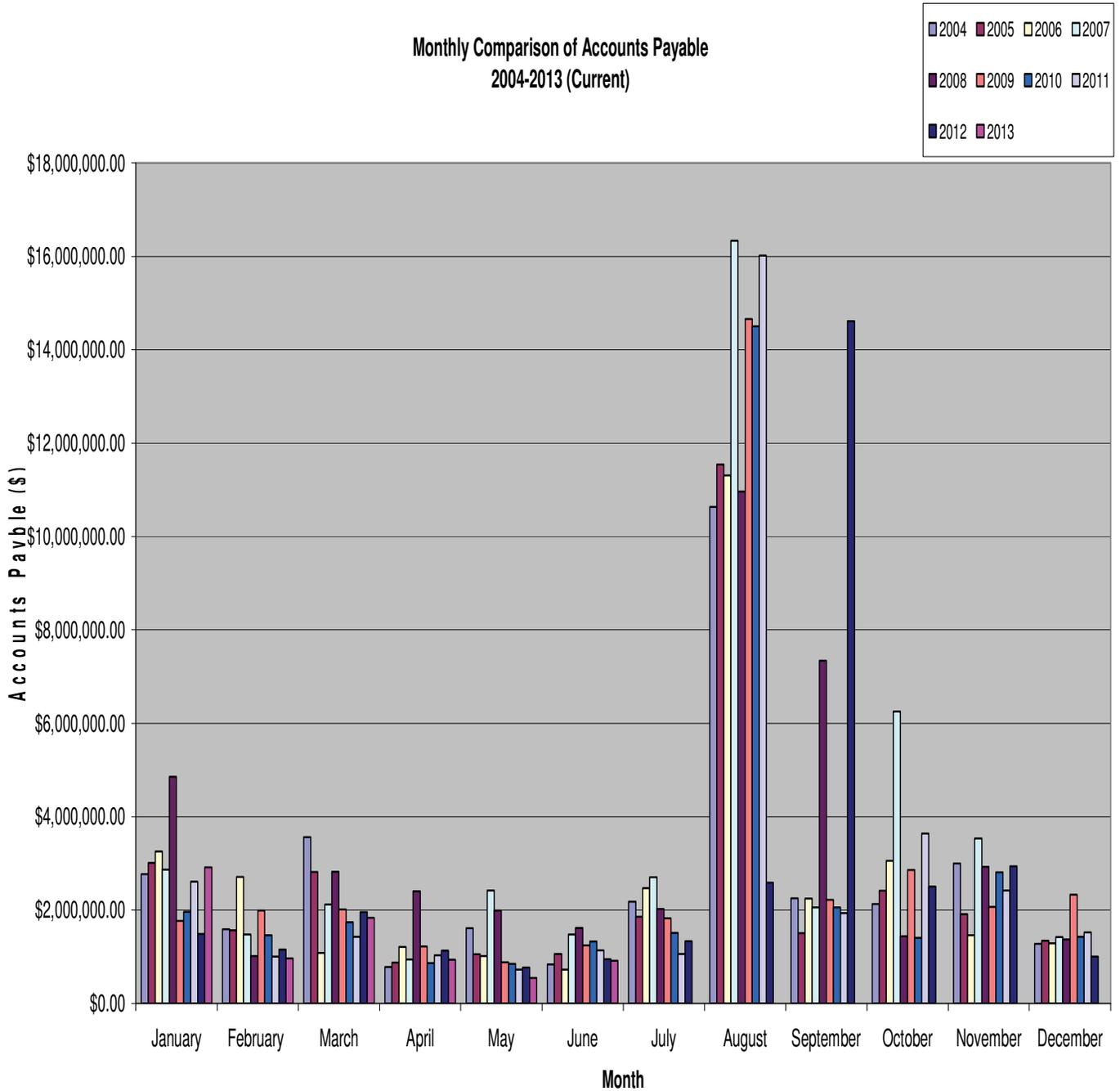
- The City Management team identified 17 requirements associated with implementation of the new City Charter. A timeline was identified, and during the reporting period a total of three required actions were completed, including adopting a 15-month budget in order to transition our fiscal year to October 1 through September 30; changed public library board reporting to new 12-month period, and the adoption of a purchases and sales ordinance.
- The City management team worked with the Marquette Brownfield Redevelopment Authority to transition ongoing development of the Founders Landing project. As a result, the Marquette Brownfield Redevelopment Authority (MBRA) proposed, and the Marquette City Commission approved, transfer of project responsibility from City staff to the MBRA.

## ***Management Analysis***

- An analysis is kept tracking data from Marquette City Commission meeting statistics. The chart below indicates the average accounts payable amount over a nine year period, is now \$1,452,561 per regular City Commission meeting. This number has dropped from the previously reported average of \$1,480,852. It was previously reported that in each year, the highest total for the year was in the last meeting in August. This statement is still accurate with the exception of calendar year 2012, which had the highest reported accounts payable value per meeting in September. This may have been due in part to the City's new financial system conversion. The purpose for the consistently high accounts payable value at the last meeting in August is due to tax monies collected being disbursed to respective jurisdictions.

Through the reporting period, the months of August and September have high accounts payable values also due to the payment of the bulk of construction season costs. The lowest reported accounts payable value occurred at the meeting on December 19, 2005, at \$179,517; and highest on August 27, 2007 at \$13,917,101.

Monthly Comparison of Accounts Payable  
2004-2013 (Current)



## ***Budget***

- The City successfully proposed and received approval for a 15-month budget, as required by the change in fiscal year recently mandated with the adoption of the new City Charter.
- The City adopted a balanced budget for fiscal year (FY) 2013-14. Successfully reducing the amount of annual bond debt over the past two years from what had been an average of \$5.2M /annum to an average of \$3.3M/annum (approximately 40% per year), and over the course of the City's FY 2012-2013 managed to finish the year with a historically unprecedented surplus. These outcomes were achieved while still accounting for increases in health care and pension liabilities; addressing critical capital improvements and maintenance; and expanding resident services to become more transparent and accessible, achieving substantial administrative cost savings, providing increased online public safety needs; expanding projects supporting economic development and growth, and becoming the model for waterfront safety on the Great Lakes.
- The City provided support to the State Attorney General during the evaluation process for the sale of Marquette General Hospital to Duke LifePoint, LLC. As a result, the sale was approved, and the initial valuation of the hospital was assessed and entered onto the tax rolls in a timely manner, resulting in approximately \$660K of new property tax revenue accruing to the City's General Fund.

## ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right) Front Row: Dave Bleau, City Clerk, Susan Bohor, Director, Administrative Services, Dan Frederickson, Director of IT. Back Row: Kris Hazeres, Deputy City Clerk, Torrey Dupras, IT Specialist I, Todd Carruth, IT Specialist II, Tina Tregembo, Human Resources Assistant, Phyllis Johnson, Payroll Clerk.



# **ADMINISTRATIVE SERVICES DEPARTMENT**

## **2012-2013 ANNUAL REPORT**

### **ADMINISTRATIVE SERVICES**

#### **Department Overview**

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Administrative Services Department (which includes the Human Resources, Information Technology and the City Clerk Divisions) for the 2012-2013 fiscal year. The department, under Department Head Susan Bohor, provides administrative support to the City Manager's Office, City departments and citizens by ensuring that staff has the information, technology and human resources necessary to provide the best possible service to both employees and the public.

#### **Human Resources**

##### **Division Overview**

A significant accomplishment this year was the successful completion of contract negotiations with the City's five bargaining units. The Agreements with City Hall and Public Works' employees expired on July 1, 2012, and were settled in late September. The Police, Fire and Supervisory Agreements were settled prior to their expiration on June 30, 2013. In entering negotiations, the City sought to comply with Public Act 152 of 2011 (PA 152) for health insurance while mitigating the effect on employees, eliminating retiree health insurance for new hires, reducing our pension costs while ensuring sustainability of the plan and regaining the flexibility to react to future legislative or financial changes. The new labor agreements accomplish all of these goals, while at the same time transitioning to an October 1 through September 30 fiscal year set by the new City Charter. We also were able to certify to the State Treasurer our compliance with PA 152, which qualifies the City for the employee compensation component of the State's Economic Vitality Incentive Program (EVIP).

Once the new labor agreements were ratified, the Human Resources Department held "special enrollment windows" for the new health plan in October of 2012 for City Hall and DPW and in July of 2013 for Police, Fire and Supervisory employees. The new plan required transferring all employees' individual HRA accounts and the seamless wrap HRA to a new third party administrator. The new plan is expected to save the City over \$250,000 a year in health insurance premium costs.

As part of the Department's succession plan, the Director entered into a Letter of Understanding with the City Hall union to post the position of Temporary Payroll Clerk. The temporary clerk is training up to five hours a week with the Payroll Clerk and attending webinars and workshops on payroll law and procedures in order to be able to process payroll in the absence and/or eventual retirement of the Payroll Clerk. The current Payroll Clerk is eligible for retirement, and when she does decide to retire we will have a fully-trained replacement in place, allowing for a smooth transition for this critical position.

In addition to the normal human resources functions outlined below, the Director was asked to work with the City Commission evaluation sub-committee on developing forms and processes to be used in the annual evaluation of the City Manager and City Attorney required by the new City Charter. That process was begun earlier this fiscal year and is expected to be approved early in the next fiscal year for implementation by October of 2013. The Director was also asked to review best practices and make a recommendation to the City Manager and City Commission on improving the application form and process for appointing volunteers to City Boards, Committees and Commissions. The revised form with recommendations was forwarded to the City Manager and City Commission in May of 2013 for their consideration.

The City was randomly selected by the IRS for a payroll and fringe benefit audit in early 2012. The payroll and fringe benefit desk audit was completed in September of 2012 and the City was able to explain all of the findings except the police uniform allowance. The uniform allowance did not comply with the IRS's requirements for an Accountable Plan. We were billed \$5,789.72 and had to file an amended tax return for 2010. This amount represented the employee and employer's portion of the payroll taxes applicable to the uniform allowance. The IRS did not charge the City any interest or penalties or go back to prior years (the practice had been in place for at least 20 years). The uniform allowance is now calculated as taxable income. Language was also changed in the Police Labor Agreement to conform to IRS requirements during this year's contract negotiations.

The new City Charter and the passage of the Patient Protection and Affordable Care Act (PPACA) requires updating and revising the City's Merit Ordinance. That process was initiated during FY12/13, but will be completed during the next fiscal year. Changes in the City Charter and in state and federal labor and employment laws will be reflected in the revised Merit Ordinance.

### Division Accomplishments/Statistics/Remarkable Events

- **PPACA Compliance:**  
Summary of Benefits and Coverage Documents: Implementation of health care reform required the City to implement some changes in 2012/2013. Summary of Benefits and Coverage (SBC) documents must now be provided to applicants and enrollees before enrollment or re-enrollment in a health benefit plan. Blue Cross Blue Shield prepared the SBC's for the insured product; however, this document had to be modified by the City to reflect the self-funded portion of the seamless wrap. SBC's were issued to all participants in the City's health insurance plans.

- **Section 125 Plans:** Effective December 31, 2012, the City's Section 125 Plan Document had to be revised to reflect the new limitation on health flexible spending account salary reduction contributions. The new limit is \$2,500 on annual salary reduction contributions to health flexible spending accounts offered under cafeteria plans.
- **W-2 Reporting:** Effective with the W-2s issued for the 2012 tax year (i.e., January 2013) the City began reporting the dollar value of group health insurance on the employee's W-2. The reporting was informational only; the employees were not taxed on the value of their health insurance plan.
- **Variable Hour Employees:** The Affordable Care Act defines part-time employees as employees who work less than 30 hours per week on average. Effective January 1, 2014, the employer is required to measure the average number of hours worked for all part-time and seasonal workers by establishing a "standard measurement period." We established a "standard measurement period" of 12 months going back to January 1, 2013. To comply with the new definition of part-time employee and to avoid accruing an unintended health insurance liability, we restricted maximum hours worked for seasonal and part-time employees to avoid triggering the fines and penalties associated with the Act. Effective Jan. 1, 2013, all part-time employees are limited to a maximum of 29 hours a week, and seasonal workers are limited to a maximum of eight months on payroll per calendar year.
- **Contract Negotiations:** Completed successful negotiations with City Hall and Department of Public Works (DPW) units in September of 2012. Completed successful negotiations with Police, Fire and Supervisory employees in June of 2013. City Hall, DPW and Fire contracts will expire in 2016. Police and Supervisory employees will expire in September of 2017. The 2% pay increases for Fire, Police and Supervisors was funded through changes made to the MERS retirement plan and lower than anticipated workers' compensation insurance premiums.
- **Employment:** Supported the City's workforce needs in recruiting, testing, hiring, on-boarding, promoting and processing employees for all full-time and part-time positions; continued the use of validated testing where appropriate. Continued utilization of non-traditional recruitment sources such as Facebook, Monster and websites in addition to traditional advertising.
- **ERRP:** The City received a total of \$131,282 from this federal program in 2010/2011. Early Retiree Reinsurance Program (ERRP) funding can only be used to reduce the City's cost or the employee/retiree's cost of health insurance and must be spent by the end of 2014. We utilized \$56,692 during the last fiscal year to off-set increases in retiree health insurance costs to the City and to pay the claims tax assessment of .81% of premiums for active employees that was assessed by Blue Cross Blue Shield. As of June 30, 2013, we have a balance of \$52,447 to spend by the end of calendar year 2014.

- **EVIP**: The Governor's Economic Vitality and Incentive Program (EVIP) replaced the state's statutory revenue sharing program. The Human Resources division was responsible for developing plans for both the second (Consolidation and Cooperation Plans) and third component (Employee Compensation) of EVIP and certifying the plans with the state Treasurer. This was completed allowing the City to qualify for its full EVIP payment for the year.
- **Internship/Fellowship**: Administered the City's internship and Northern Michigan University Fellowship program. The City placed eight unpaid interns in various City departments for on-the-job experience in their field and to earn course credit. The City and Northern Michigan University also partnered to fund a paid Fellowship program for graduate students interested in careers in local government. Northern Michigan University contributed approximately \$4,000 toward the Fellowship program and has indicated they will continue to fund this program during the 2013 academic year. Their funding allowed the City to increase its Fellowship Students to two for the academic year.
- **Labor Relations**: Administered five collective bargaining agreements; three AFSCME Local #1852 units (DPW, City Hall and Supervisors), Marquette Professional Police Association and the Firefighters Association Local #643. The City reached agreement with the City Hall union to fill a vacancy in the custodian position with a contracted service. The contracted service is expected to provide increased and enhanced services at a cost savings. No arbitrations were filed. One grievance from the previous year is still pending.
- **Legislation**: At the end of last year, the state passed PA 349 of 2012, known as Michigan "Freedom to Work" legislation (also known as Right to Work). Effective March 28, 2013, a public employee's decision to join a union or to pay union dues is completely voluntary. Police and Firefighter personnel are exempt from Freedom to Work legislation. The Supervisory Employees' unit is the first group to be affected by this new legislation which now forbids a closed shop. The members will be asked to voluntarily sign new membership forms authorizing the City to deduct for union dues during the first month of the new fiscal year.
- **MERS**: As a result of contract negotiations, the City has created a new division in MERS with a slightly lower benefit level and restrictions on the amount of accrued leave that can be counted in final average compensation. All new hires will enter the new division which is linked to the old City Hall, DPW and Police Clerical divisions, resulting in a reduction in the City's unfunded, accrued liabilities over time. In addition, the City requested Option B for funding its closed management divisions. Option B reduces the acceleration of amortization that had affected the closed senior and middle management divisions. Instead of decreasing the amortization period by two years each year until five years is reached, Option B decreases by one year each year until five years is reached. Option B is estimated to save the City \$117,900 over the next fiscal year.
- **NMPSA**: The Director served as the voting member for the City of Marquette on the Northern Michigan Public Service Academy Board (NMPSA) Board.
- **Open Enrollment**: The department held city-wide meetings to explain benefit options during the open enrollment window for health insurance, 457 deferred compensation, and Section 125 cafeteria plans. A special enrollment window was held in July for all employees in the Police, Fire and Supervisory units upon ratification of their contracts.

- **Public Housing and Library**: Provided payroll and benefits administration services for the Marquette Housing Commission and the Peter White Public Library. Worked with the Library Board and Housing Commission Director to assist them in developing health insurance plans compliant with PA 152.
- **Seamless Wrap Health Plan**: The requirements of PA 152 of 2011 placed a limit on what public employers could spend on health care for their employees. The City is complying with the “hard caps” established by the law each year on October 1<sup>st</sup>. Any cost for health insurance over the caps must be funded by the employees. To keep the benefits and the coverage they currently have, the Director worked with Employee Benefits Agency to develop a “seamless wrap plan.” By self-funding the deductible only of a high-deductible plan, the City can meet the payment restrictions of PA 152 and reduce our health care costs significantly without creating a financial burden on the employees. This plan was established in November of 2012 and now covers all City of Marquette employees. The City is expected to save more than \$250,000 for the year.
- **TITLE VI and LEP PLAN**: The plan was developed last fiscal year, but the development of a training program was carried over to FY 12/13. The training program was completed this year and all management staff are now trained. Language Identity Cards have been distributed at all facilities and to vehicles in the field in compliance with Title VI and our Limited English Proficiency (LEP) Plan. A streamlined program for all union and seasonal employees is being developed for implementation during the first quarter of the next fiscal year.

## Performance Scorecard

### **Full-Time**

**FY 2012-13**

New Hires **	8
Retired/Terminated**	4
Average Number of Employees**	173

### **Full-Time Equivalent (FTE)**

FTE employees (PT/Seasonal Employees) **	32*
Interns (unpaid) **	8
Fellowship Students**	2

### **Promotions/Postings/Reclassifications**

Promotions/Postings/Reclassifications	16
---------------------------------------	----

### **Arbitrations**

0

\* FTE hours includes eight additional lifeguards for the newly restored Tourist Park beach.

\*\*Does not include Library or Public Housing

## CLERK'S OFFICE

### Division Overview

The City Clerk serves as Clerk and official recorder for the City Commission, administers City elections, voter registration and is the chair for the City Elections Commission. The City Clerk is the Freedom of Information Act (FOIA) coordinator and licensing authority for the City of Marquette, the custodian of the City seal and is the custodian of all official City documents and records. The Clerk's Office conducted two elections in 2012; a presidential primary and general election. In addition, to the national issues on the November ballot, there were two Commission seats and a referendum on the new City Charter. The City Clerk served as Clerk of the City Charter Commission—working closely with the Commission, the State Attorney General and Municipal Code Corporation to secure approval to place the new Charter before the voters in time for the November election. The new Charter was approved by the voters, and became effective January 1, 2013. Beginning with the change in the fiscal year, there will be several steps and ordinance revisions necessary to implement the new Charter that will continue into 2014 and 2015.

### Division Accomplishments/Statistics/Remarkable Events

- Business Licenses  
The City Clerk's Office is responsible for issuing business licenses for the City of Marquette. Yearly licenses are issued in April, while periodic licenses are issued throughout the year. While the number of licenses has remained stable, license sales generated \$5,203 this year as compared to \$5,565 in the previous fiscal year.
- Dog/Cat Licenses  
This was the fourth complete year of the County Treasurer's revised program for issuing dog licenses in the County. Over the last three years, the new procedure reduced sales at the City Clerk's Office significantly; however, the County continues to have a significant increase in their overall revenue due to dog licenses being available at five of the six area vet clinics. We sold 74 dog licenses during the past fiscal year which generated \$738. Cat license sales are normally minimal and in the past fiscal year, 16 such licenses were sold to City residents totaling \$96.
- Off Leash Area (OLA)  
The OLA at the City's Tourist Park continues to be a very popular service to the community. The off leash area opens November 1<sup>st</sup> of each year, and closes on May 1<sup>st</sup> of the following calendar year. Permit sales were down from the previous year as we experienced a very mild start to winter.
- Elections  
In FY12/13 the Clerk's Office conducted two elections, the August (state) primary election and the November general (presidential) election. In the same period, the Canvassing Board held two meetings and certified the results of the primary and general elections, and the City Elections Board met five times: twice to confirm election workers, twice to conduct mandatory public accuracy testing of the City's election equipment; and one time to certify City candidates for the City Commission and Board of Light and Power.

It should also be noted that the City was reimbursed by the State of Michigan in FY 12/13 for all costs related to the presidential primary election held on February 28, 2012. The cost of that election was nearly \$18,000.

At the November general (presidential) election held on November 6, 2012, a total of 8,978 ballots (a 68.9% turnout) were cast (2,143 AV ballots were cast constituting 23.87% of the total votes). This was also a historic election for the City as voters approved a revision of the City Charter that became effective January 1, 2013.

- Electronic Poll Book (EPB)

In FY 2010/11 the Michigan Secretary of State's Office initiated the use of new technology in the form of electronic poll books. The new electronic equipment was then rolled out in 2010 and has been used successfully in the City of Marquette ever since. The City has saved 50% on its election equipment maintenance service fees as a result of the implementation of this technology through a state incentive program.

- City Canvassing Board

In June of 2013, the Governor signed PA 51, officially dissolving local canvassing boards. The City of Marquette was one of the communities impacted by this legislation. Following recognition by the City Commission for their contributions, the Canvassing Board was decommissioned on July 8, 2013. The duties of local Canvassing Boards will now be assumed by the County Board of Canvassers.

- Election Outreach

Pre-election outreach efforts continued this year with voters residing at senior and assisted living facilities and nursing homes within the City of Marquette. Staff, at these facilities, has been appreciative and helpful with organizing their residents who wish to vote but are not able to attend the polls on Election Day.

- Absent Voter (AV) Ballot Applications and Permanent AV List

Each year qualified City voters have the opportunity to vote using AV ballots. Until recently, voters choosing to vote by AV ballot had to request an application from the City Clerk's Office for each election cycle. Today, qualified voters may request an application for an AV ballot automatically by having their name added to our permanent AV list. Three years ago the list was initiated with just over 30 voters. Prior to the 2012 elections the list grew to 365 names, and after last year's elections, the permanent AV list has grown to 1,016. The popularity of voting with absent voter ballots has increased in recent years as the Michigan Secretary of State has encouraged the use of this method of voting. In a recent statement, the Secretary of State said they would like to see a "no reason" AV system in Michigan. However, that would require legislation authorizing such a move.

- Military/Overseas Voter Empowerment (MOVE) Act

The MOVE Act has been in the works for some time and last year became a reality. During the 2011 primary and general elections, we received several MOVE Act applications and all ballots were received in time to be counted. In 2012, 32 such ballots were cast in the City of Marquette by MOVE voters. This is a significant increase from last year and the popularity of this program will likely increase with time.

- State Qualified Voter File (QVF)  
 During this fiscal year the Clerk's Office averaged 79.7 QVF transactions on a weekly basis. This was 13 points higher than last year. This is expected during a presidential election cycle. QVF transactions are initiated because of a change of address, moving from another jurisdiction, new voter, moving out of our jurisdiction, name changes and deaths. The greatest number of transactions were for address changes.
- Master Card Update Project  
 Two years ago we initiated a project to update the City's Voter Master Files. This project is essentially complete and the records are being maintained. This process identified many voters on our records who should be no longer listed, resulting in a lower number of registered voters in the City of Marquette. We now have a more accurate record of registered voters, totaling 13,053 people. The number of registered voters is always a moving target as people in a community like ours are very mobile resulting in continual changes to our registry.
- City Commission Activities  
 During FY 12/13 the City Clerk's Office attended and transcribed minutes for 32 regular and special City Commission meetings. For each Commission meeting the Clerk's Office formats meeting materials for publication on the City's website and direct e-mail to City Commissioners and Department Heads. Each City Commission meeting involves follow-up on a number of issues ranging from preparation of minutes to filing of deeds, easements, agreements; publication of summary minutes, ordinances, public notices; and various other issues that arise.
- Charter Commission  
 The City Clerk functioned as the Clerk of the City Charter Commission in support of their work to draft a new City Charter. Prior to the November 2012 election, the Charter Commission held several public hearings to gain input from the community and held dedicated sessions with key personnel of the City and other Boards. This was followed by several scheduled working meetings where final language was developed and adopted. City voters overwhelmingly approved the new Charter by a vote of 5,193 to 1,935. Following the election, the Charter Commission was disbanded. The new Charter is available at the City Clerk's Office, the Peter White Public Library and is now codified with the City Code online on the City's website.
- Records Management  
 The City Clerk's Office has been tasked with upgrading the City's records management system/processes. This project was put on hold last year because of the extra work load resulting from the Charter revision and the presidential election cycle. However, preparations are underway for departmental training in public records management, the development of appropriate policies and procedures, and it is hoped to have a new system in place by January of 2014. We have also continued a relationship with the State Archivist Marcus Robyns, of Northern Michigan University (NMU). A grant project in cooperation with NMU and the Marquette County initiated last year for the preservation of "born digital" records was turned down on its original application. However, the grant will be resubmitted in 2014 by Mr. Robyns. He has indicated that he is optimistic that the next submission will be successful.

- Legistar Legislative Management Software  
The City Commission authorized the purchase of legislative management software from MCCi. In February of last year, we agreed to terms with MCCi and in May we initiated the implementation phase of the project. At the end of May we held on-site training for staff so that they could create agenda items and manage the approval tracking process. Since that time we have worked on implementation of the software and that work continues. By early fall of 2013, the plan is to have all issues resolved and be fully functional.
- Board/Committee/Commission Orientation Sessions  
The City Clerk participated in orientation sessions for appointed members of boards, commissions and committees of the City Commission. The Clerk presented information on both the Open Meetings Act (OMA), and the Freedom of Information Act (FOIA). These orientation sessions are ongoing for new members of the City's various volunteer boards and committees.
- Uniform PSA Policy and Procedure  
The Clerk's Office worked with the City Manager's Office to develop a uniform PSA policy and procedure that has established centralized public communications and consistent messaging to the public.

### Performance Scorecard

<b>City Clerk</b>	<b>FY 12/13</b>
Commission Meetings Attended	32
Charter Commission Meetings Attended	5
OLA Permits Issued	149
OLA Sales	\$1,916
Business Licenses Issued	58
Business License Sales	\$5,203
<b>Elections</b>	
Total Active Registered Voters 06/30/13	13,053
Number of Elections	2
Number of Votes Cast-Primary	2,946
Number of Votes Cast-General	8,978
Average Number of Precinct Workers	61
Number of QVF Transactions	4,146

## INFORMATION TECHNOLOGY

### Division Overview

During the past year, the Information Technology (IT) department continued to upgrade technology and deploy new software in an effort to reduce support costs and equipment repair, and improve staff efficiencies. Leasing new technologies, coupled with decreasing costs of hardware and software, played a key role in keeping up with rapidly changing technologies while keeping costs down.

Replacing enterprise legacy applications contributed to reduced expenses. The City's financial, payroll and utility billing software applications were replaced reducing annual support costs by \$100,000 during the next three years. A parking enforcement application was also replaced with a newer software application resulting in a three-year savings of \$21,000.

Traditionally, communications costs comprise a significant part of the IT budget. To reduce costs, a new telephone system was installed that will save \$141,000 in support costs during the next five years. Carrier services for the phone system were moved to another provider that will save another \$420,000 during the same period.

Upgrades to the IT infrastructure increased reliability of systems and lowered service delivery costs. New servers were installed to replace end-of-life equipment and several applications that were previously contained on premises were moved to the cloud. The hardware upgrades resulted in retiring five servers and reducing the amount of downtime and support.

Data security continued to play a prominent role during the year. The City network was segmented from other networks and a new secondary network was installed to further enhance security of financial applications. Another project was started to segment Water and Wastewater lift stations from the primary network with completion scheduled for the next fiscal year.

Delivery of core services continued including operating and managing the IT infrastructure, data security, help desk support, application development and support, project management expertise, and hardware and software management. Managing the City's web presence and web content, government access programming, and social networking tools continued to play an increasing role in effective communications with internal staff and the public. Replacing software applications and legacy communications with current technology will continue during the next year with the goal of further reducing overall IT costs while improving performance.

### Division Accomplishments/Statistics/Remarkable Events

- Separated the City and County data networks resulting in improved security, reduced bandwidth and improved performance.
- Implemented new city-wide telephone system for a five-year term replacing the City's previous IP system in preparation for lease expiration. The annual lease cost of the new system is 50% less than the previous telephone system and will save \$141,000 in support costs during the next five years.
- Relocated the City website to another server at the hosted provider's site that eliminates support for the internal server and provides better uptime. The new server also takes advantage of more development tools at less cost than the existing Windows server.
- Released a request for proposals (RFP) and provided project management for the replacement of the Parks and Recreation reservation scheduling application. The cost of each solution returned in response to the RFP came in higher than estimated which required a capital budget request and will delay the project until the next fiscal year.
- Released a request for proposals (RFP) and provided project management for a new financial applications suite that replaced existing finance, human resource/payroll and utility billing applications and upgraded existing property-based applications. Annual support of new applications cost approximately 50% less than the previous software programs reducing annual support costs by \$100,000 during the next three years.

- Created a secure network infrastructure for the new financial software applications with restricted access.
- Installed new servers and storage cluster and retired unnecessary servers as a result of continued component failures on the servers and data storage array.
- Migrated GroupWise e-mail to Google resulting in improved data reliability and eliminated reliance and support on an internal server.
- Configured and installed 30+ workstations for secure applications on financial network.
- Changed carrier transport service for the new telephone system to a new provider at an annual cost that was less than the cost for one month of service from the current provider. Cost savings for the three-year period will total \$420,000.
- Implemented server-based anti-virus application that provides centralized monitoring and notification in the event of virus attacks and cybersecurity attacks.
- Updated security identifiers on workstations to improve security and maintain current workstation and server updates.
- Released a request for proposals (RFP) and provided project management for a parking enforcement application to replace an existing application which was due to expire. Traditional handheld devices were replaced with Smartphone technology that reduced cost of hardware acquisition by approximately \$13,000. Annual subscription costs will result in a three-year savings of \$21,000 compared to the previous software application.
- Installed wireless internet service at Cinder Pond Marina and Tourist Park Campground using WiMAX/WiFi devices and access points. Except for the initial cost of the devices, there are no other ongoing costs for the service.
- Installed NAS storage device for Police Department camera/microphone devices. The new server will store video, images and audio from the camera/microphone devices.
- Upgraded cell phones that improved compatibility and synchronization with Google mail while increasing device security.
- Relocated the repository for City videos of Commission meetings and other video recorded in the Commission Chambers to YouTube at no charge to the City. The move saves \$3,000 per year and makes the videos available to a larger audience with no limitations on storage.
- Provided technical support for deployment and reporting of the current meter at Picnic Rocks. Data results are being posted on the City website and reformatted for the National Weather Service at scheduled intervals.
- Provided technical support for the initial testing and configuration of laptops and printers for elections as well as Election Day support for poll workers.
- Continued work to enhance disaster recovery planning for City systems involving mission-critical systems, servers and backup requirements. The project encompasses protection of information assets, security processes, and disaster recovery planning.
- Suspended a project to reorganize wiring closets that included removing outdated wiring, documenting network and telephone connections, and rewiring patch panels and switches following industry standards. The project will resume during the next fiscal year as time allows.

- Continued publication of City-wide IT cybersecurity newsletter for employees. The periodic publication focuses on protecting City information through education, detection and prevention.

## Performance Scorecard

<b>Network/System Availability</b>	<u>Incidents</u>	<u>Hours Down</u>	<u>Availability</u>
Network	13	17.75	99.80%
Server	8	2.5	99.90%
Software Applications	1	26.5	99.60%
Website	1	5	99.90%
Telephones	2	6	99.90%
Internet/Charter	0	0	100.00%
Mail	3	6.5	99.90%
MQTV21	1	1	99.90%
Total	29	65.25	99.90%

<b>Channel 21 Programming *</b>	<u>Hours Aired</u>	<u>Percent of Total</u>
Marquette Promotional Videos	587	18.70%
Public Health Videos	226	7.20%
Public Safety Videos	256	8.20%
Non-Profit Videos	430	13.70%
Commission Meetings	1,635	52.20%
Total	3,134	100.00%

\* Excludes slides and announcements

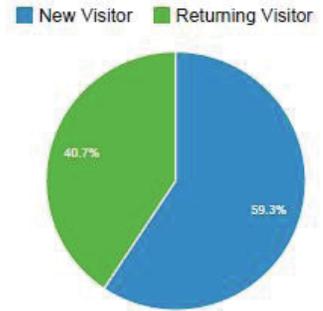
<b>Online Auction</b>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Assets Sold	39/\$7,683	18/\$18,259	12/\$940
Assets Sold Since Inception	183/\$109,787	201/\$128,046	213/\$128,986

## **Help Desk Calls**

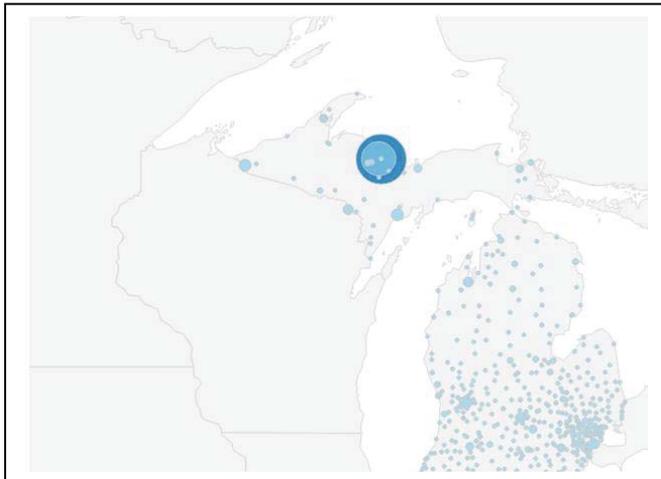
Open Calls –Beginning of Year	46	35	66
Calls Opened During Year	1,261	1,319	1,326
Open Calls-End of Year	35	66	86

# City Website & Facebook Page Analytics

133,402 people visited this site

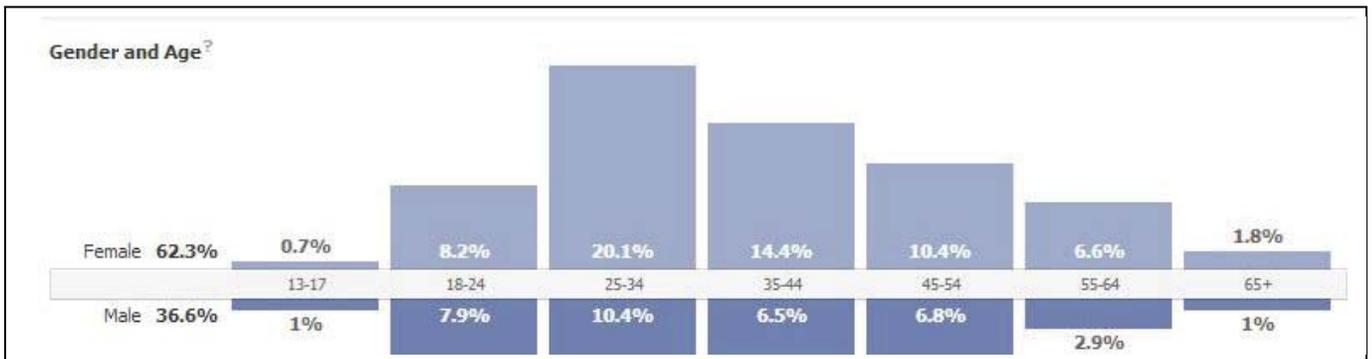


## Hits to Website by Location in Michigan



City	Visits	Pages/Visit	Avg. Visit Duration	% New Visits
Total	121458	2.64	00:02:42	49.13%
Mqt Township	74229	2.67	00:02:53	37.60%
Escanaba	2697	2.60	00:01:56	59.99%
Ironwood	2512	2.59	00:02:19	51.47%
Grand Rapids	2201	2.53	00:02:37	70.20%
Iron Mountain	1954	2.49	00:02:26	52.30%
Houghton	1855	2.46	00:02:09	70.40%
Lansing	1787	2.86	00:02:11	72.75%
Traverse City	1741	2.65	00:02:18	56.69%
Detroit	1701	2.37	00:02:21	73.25%
Ann Arbor	1337	2.64	00:03:11	74.94%

## City Facebook Page Demographics (Age and Gender)



## COMMUNITY DEVELOPMENT DEPARTMENT



Pictured above (left to right) Front Row: Dennis Stachewicz, Director of Planning and Community Development, Andrea Landers, Zoning/Planning Official, Pamela Greenleaf, Administrative Assistant, Dan Salmon, Engineering Tech II/Senior Drafter. Back Row: Sven Holmquist, Staff Surveyor, Jim Compton, Hydrology Engineer, Keith Whittington, City Engineer, Matt Koss, Engineering Tech GIS/CAD/Environmental, Kyle Karwowski, Zoning/Code Enforcement Official, Mik Kilpela, Staff Engineer, Jared Kangas, Engineering Aide/Inspector. Not Pictured: Greg Borzick, Assistant City Engineer and David Stensaas, City Planner.



## COMMUNITY DEVELOPMENT DEPARTMENT 2012-2013 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Development Department for the 2012-13 fiscal year.**

### **Personnel**

**Planning, Zoning, and Code Enforcement Division:** Three full-time employees—City Planner and Zoning Administrator; Zoning and Planning Official; and Zoning/Code Enforcement Official. Two shared-time employees - Administrative Assistant and Director of Planning and Community Development.

**Strategic Development Division:** Three shared-time employees - City Manager, Director of Planning and Community Development, and Administrative Assistant.

**Engineering Division:** Eight full-time employees - City Engineer, Assistant City Engineer, Hydrology Engineer, Staff Engineer, GIS/CAD Technician, Engineering Technician II/Senior Drafter, Engineering Aid/Inspector, and Staff Surveyor. One shared-time employee - Administrative Assistant.

### **Planning, Zoning, Code Enforcement, and Strategic Development Division Report**

#### ***Long-Range Planning Projects:***

Several major long-range planning projects were undertaken during this year, and all are projected to be completed in FY 2014. The following is a synopsis of the major projects during FY 2012-2013.

#### **Third Street Sustainable Corridor Plan**

Staff was successful in acquiring funding from the Michigan State Housing Development Authority (MSHDA) in 2012 to ensure the vitality and sustainability of the N. Third St. corridor by bringing in an urban design team to conduct an evaluation, interviews, and a design charrette (intensive public design studio) that will soon yield both an implementation plan and a form-based code that will enable private and public development of options. The planning team began work in April, held a four-day charrette here in May, and their draft Sub-area Plan and Code are currently being reviewed by the project team (comprised of the Community Development Department, Marquette Downtown Development Authority, Northern Michigan University, Marquette County, Marquette Access Coalition, Lake Superior Community Partnership, Superior Watershed Partnership, and Marquette Area Regional Transit Authority).

### **Mobility Management/Transit Study**

A surprising opportunity came with the grant for the Third St. Corridor Project in the form of a mobility study conducted (at no extra cost) through a foundation grant that provided for MSHDA to contract with Smart Growth America (SGA). The Marquette working group (multiple local partners, SGA, and Current Transportation Solutions) opted to focus on mobility management strategies that will increase the effectiveness of the regional transit network and develop improved mobility in the City of Marquette, centering on the improvement of transit service between major urban destinations linked by the N. Third Street corridor. A final presentation on the selected implementation strategies will be conducted in August 2013.

### **Climate Change Adaptation Planning**

The City of Marquette and the Superior Watershed Partnership (SWP) jointly secured a competitive technical assistance award that was offered by the Great Lakes Integrated Sciences and Assessments Center (GLISA) in late 2012 for the creation of a plan to prepare for the possible necessity of climate change adaptation. Two well-attended public workshops were held, in February and April, to gauge community interest and level of understanding on the topic of climate change, as well as assess preferences for addressing this complex and long-term issue. GLISA is preparing maps and a planning document that considers several potential critical issues for planning purposes, including possible vulnerabilities of the local ecosystem and infrastructure, potential impacts to recreation and tourism, and disaster preparedness. The planning document and "vulnerability maps" are currently being prepared and are scheduled to be completed this month. It is anticipated these documents will be recommended for incorporation into the Community Master Plan.

### **Community Master Plan**

The Planning Commission began working on a major update and amendment of the Community Master Plan in mid-2012, conducting visioning workshops and identifying changes that would be necessary to adopt an up-to-date Plan. Staff has been working diligently on this large project and has made good progress; however, there is still much work to be done. The Planning Commission is aiming for completion of the document in the fall of 2013.

### **Economic Development Plan**

The City hired Place Dynamics, LLC to assist with the development of an Economic Development Plan that will be reconciled with the Community Master Plan. The consultant conducted a comprehensive Community Economic Development Assessment, which included interviews with local businesses and key stakeholders, and presented the findings to the community this past spring. The draft plan is currently being reviewed by the Director and City Manager.

### **Lakeshore Boulevard Relocation and Lake Superior Restoration Project - Phase II**

For phase I of the project, the Superior Watershed Partnership (SWP) and the City of Marquette successfully secured grant funding to engage the community in a planning process to evaluate options for addressing coastal erosion along Lakeshore Boulevard from Wright Street to Hawley Street. During the first phase, a coastal engineering firm (BAIRD) was hired to conduct an assessment of the shoreline erosion and provide alternatives for the community to consider.

Phase II of the project provides for the City and SWP to engage the community and City Commission in a process to select a preferred alternative, design it, and implement a shoreline restoration demonstration area (dune restoration on north end).

### ***Special Planning and Economic Development Projects:***

- Project Management for the Cliffs-Dow property site investigation and planning activities, including facilitating a work session for the City Commission and correspondence/meetings with the Michigan Department of Environmental Quality.
- Continued maintenance of an economic development opportunity tracking system.
- Assisted in the drafting and submission of several grant opportunities for community-wide projects.
- Continued oversight of the Safe Routes to School project grant for South Marquette.
- Provided staff support to the Downtown Development Authority.
- Provided staff support to the planning efforts for Presque Isle Park playground and the redesign of Tourist Park.
- Coordinated two Geographic Information Systems intern positions with Northern Michigan University, which enabled the Property Inventory Map (and database) to be updated, as well as updating the Zoning Map and accomplishing some mapping for the Community Master Plan update.
- Coordinated planning assistance with the University of Michigan (UM), which provided for two students from UM to conduct research for the Community Master Plan update during the winter months.
- Coordinated property use request evaluations for the Heartwood property (Noquemanon Trail Network) and several locations within the City right-of-way.
- Reviewed updated Flood Insurance Rate Maps and coordinated implementation, as well as, facilitated community appeals process with the Federal Emergency Management Agency.
- Prepared several amendments to the City Sign Ordinance to provide a better methodology for allocating signage in shopping centers, permit potable signs in more areas, and create standards related to electronic message center signs.

### **Day-to-Day Planning Activities**

Most of the day-to-day activities for the Planning Division include providing oversight and assistance to the Zoning and Code Enforcement operations, as well as planning technical assistance for the review of many permit applications during the year. The City Planner acts as a staff liaison for the Planning Commission and the Planning/Zoning Official is the staff liaison for the Board of Zoning Appeals. The past year, staff attended 24 Planning Commission meetings, 24 City Commission meetings, 12 Board of Zoning Appeals meetings, 12 Downtown Development Authority meetings, eight MDOT US-41/M-28 Corridor Management Team Meetings, and various other community meetings.

## Zoning Permits and Applications

Processing permits and applications, whether they are to be reviewed by the Planning Commission, Board of Zoning Appeals, or administratively approved, constitutes a large portion of the day-to-day activities of the Zoning/Planning Official. The total number of permit applications for zoning activity in FY 2012-13 decreased from the last fiscal year for our most common permit types, as shown in the following chart.

Permit Type	FY 2010-2011	FY 2011-2012	FY 2012-2013
HOP	2	0	0
ZCP	125	142	126
SGN	32	38	33
FNC	44	72	64
<b>Total</b>	<b>203</b>	<b>252</b>	<b>217</b>

HOP- Home Office Permit FNC- Fence Permit  
ZCP- Zoning Compliance Permit  
SGN- Sign Permit

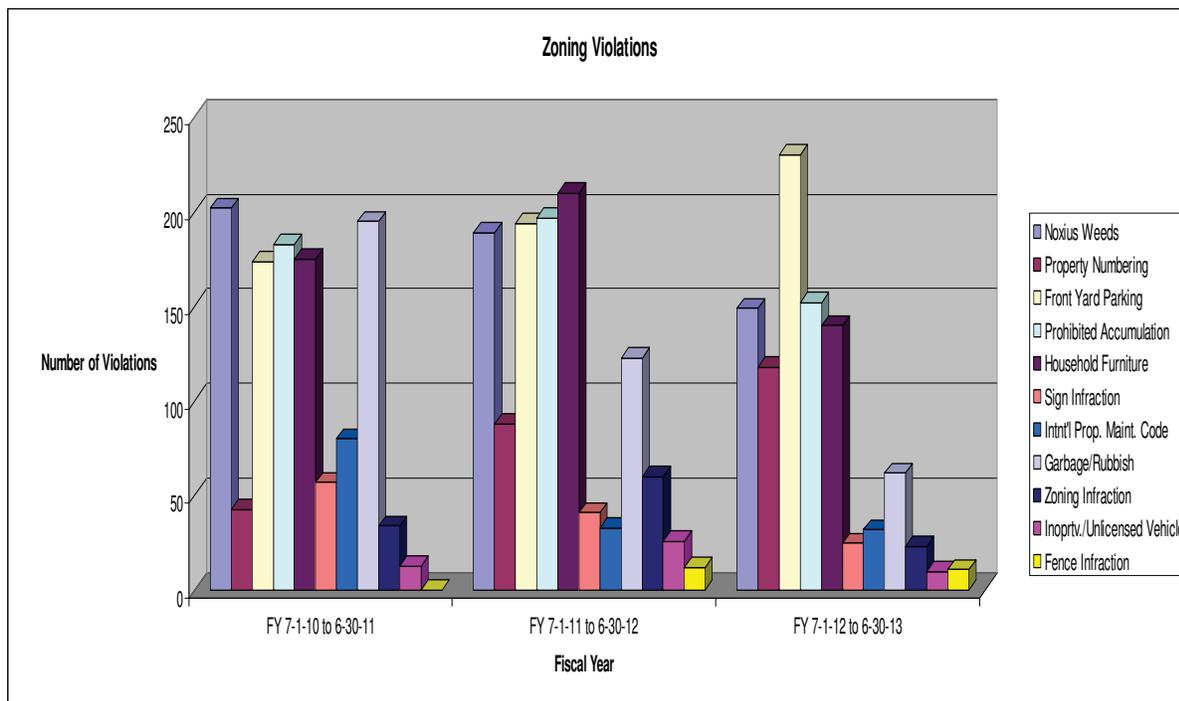
The table below shows three years of data for special applications. The number of rezoning (REZ), site plan review (SPR), and planned unit development (PUD) applications were higher. Variance (VAR) requests were down slightly, possibly due in part to ordinance amendments adopted in the prior fiscal year. Conditional Use Permit (CUP) applications were down from previous years, while Class A Non-conforming (CAN) requests were about average for a typical recent year.

Permit Type	FY 2010-2011	FY 2011-2012	FY 2012-2013
VAR	24	26	22
CAN	2	1	2
CUP	3	6	2
REZ	2	2	5
SPR	14	22	25
PUD	4	5	8
<b>Total</b>	<b>49</b>	<b>62</b>	<b>64</b>

The Planning/Zoning official also processed 104 address assignments during the fiscal year.

## Code Enforcement

The City Code of Ordinances is supported by a solid enforcement program, which in turn protects property values and provides high-quality places to reside, conduct business, and recreate. The Zoning/Code Enforcement Official is responsible for enforcement of many of the City Codes including those involving Zoning (e.g. front yard parking), garbage and rubbish, household furniture, inoperative/unlicensed vehicles, the International Property Maintenance Code (IPMC), noxious weeds, prohibited accumulation, property numbering, and signs. The graph on the following page shows violations recorded from the past three fiscal years.



There were 982 total recorded violations in FY 2012-2013, down from 1173 during the previous fiscal year, and 1152 in FY 2010-2011. Two hundred and thirty (230) were front-yard parking violations and 118 were property numbering violations, both considerably higher numbers than in previous years. In every other category the numbers of violations were lower than in the previous year and, with one exception, were lower in the same categories for the FY 2010-2011 numbers. The trends here are being monitored and analyzed further to determine if they represent a true increase in compliance due to enforcement efforts.

### **Engineering Division Report**

The past fiscal year does not necessarily follow the sequence in which construction projects are planned, field information gathered, designed, bid, approved by the City and Planning Commissions, and then ultimately constructed. Due to the time that the fiscal year ends and our short construction season, projects approved from one fiscal year tend to overlap into the following fiscal year. That being said, this report will cover the progress of those construction projects approved for the 2012-2013. Other areas of the Engineering Division such as the administration of our storm water fee, permitting, site plan review, and GIS system will also be discussed.

It has been another busy construction season due to the 2012-2013 fiscal years funding for capital improvement type projects and the long awaited McClellan Avenue Extension project. There is over \$800,000 of annual maintenance type projects and over \$2.43 million in reconstruction projects in progress or soon to be. We are still seeing great savings in construction costs due to the extremely competitive nature of the bidding process and the stagnant state of the economy. These projects will be discussed in the following sections along with those projects with unique circumstances that were either not originally planned for or were delayed due to funding mechanisms out of our control.

## ***Annual Maintenance Projects:***

### **Sidewalk Replacement and Repair Project**

This program is mandated by the City Ordinance. This project is anticipated to start in August 2013 and will replace over 804 feet of sidewalk and extend 260 feet of sidewalk along the north side of Wright Street between Neidhart and Van Evera Avenue at a cost of approximately \$71,000.

### **Sanitary Sewer Cleaning and Televising Project**

This project is proactive in determining piping that may be close to failure and require immediate repair, a candidate for root control, or a candidate for the cured-in-place lining process due to potential failure, excessive root intrusion, or infiltration. This project is anticipated to be completed on August 7<sup>th</sup> and includes over 17,000 feet of sewer main cleaned and televised at a cost of \$23,847.

### **Sanitary Sewer Root Control Project**

This project treats roots in the most maintenance intensive areas as determined by past televising projects with the assistance of the Department of Public Works (DPW). This project was broken up into two phases to minimize the effect on the microbes that are used in the wastewater treatment process at the treatment plant. The first phase was completed in May and the next phase will be completed in September. This project will treat over 13,000 feet of main at a cost of \$23,197.

### **Sanitary Sewer Slip Lining Project**

This project rehabilitates pipe in the most maintenance intensive areas as determined by past televising projects and as determined by DPW. This project is anticipated to be completed the first week of August and will line over 14,796 feet of main line at a cost of \$392,637.

### **Sanitary Sewer Lateral Replacement Project**

This project replaces Orangeburg laterals that are notorious for failing due to their material make up. Most laterals replaced are in the same areas as those for the Street Improvement and Maintenance Project (SIMP). This not only cuts cost, but is more efficient. Due to the areas that will be milled and overlaid the replacement of orangeburg laterals for the SIMP will be very minimal.

### **Street Improvement and Maintenance Project**

This project extends the useful service life of our street pavement structures by heavy maintenance or preventive maintenance methods. Our current method of mill and overlays for streets rated a four or five can extend the pavement life by 10-15 years. The method of crack sealing for streets rated a six or seven can extend the pavement life by three plus years. This project will start in August and provide heavy maintenance on 2.1 miles of street and provide preventive maintenance on 6.1 miles of street at an estimated cost of \$698,101. As a means to become more "sustainable" and provide a substantial savings, the City will be incorporating the use of recycled asphalt shingles into the asphalt mixture design. Projects for this year consist of Washington Street from a point 380 feet easterly of Rublein Avenue to U.S. 41 and Division Street from Joliet Road to CR553. Washington Street will require minor water main/service work to prevent ongoing main failures between McClellan Avenue and Rublein Avenue.

## ***Reconstruction/Construction Projects:***

### **Allouez Road Reconstruction**

This three phase project started on June 14th and consists of the reconstruction of the street structure, curbing installation where none currently exists, extension of storm sewer, replacement of the water main, minor repairs on the sanitary sewer main, and replacement of all sanitary sewer orangeburg laterals. The project limits are between W. Nicolet Boulevard easterly to the dead end cul-de-sac. This project came in at a bid cost of \$726,806.

### **Altamont Street Reconstruction**

This three phase project started on July 8th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between Spring Street and Fisher Street. This project came in at a bid cost of \$388,465.

### **East Avenue Utility Reconstruction**

This project started on July 22nd and will replace and upgrade the undersized and failing water and sanitary sewer utilities that are servicing the City residents on the east side of the East Avenue right-of-way. This project is a prime example of cooperation between other local units of government as East Avenue is located in Marquette Township and the street is maintained by Marquette County. The project limits are between Wright Street and Huron Street. This project came in at a bid cost of \$96,317.

### **Cedar Street Reconstruction**

This four phase project started on July 24th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between Ridge Street and Michigan Street and from Ohio Street to Prospect Street. This project came in at a bid cost of \$493,865.

### **High Street Reconstruction**

This two phase project is scheduled to start on August 12th and consists of the complete reconstruction of the street and underground utilities. Reconstruction will consist of the street structure, curbing, water main/services, sanitary sewer main/services, and the storm sewer. The project limits are between College Avenue and Fair Avenue. This project came in at a bid cost of \$269,339.

### **Powder Mill Road Street Upgrade**

It is anticipated this project will start in August. This project consists of the upgrade of the street structure by means of complete HMA removal, aggregate base conditioning, and reshaping the road to provide a sufficient crown for drainage runoff. The project limits are from Sugarloaf Avenue to a point 780 feet westerly. This project came in at a bid cost of \$64,283.

## **Permitting and Site Plan Review:**

Right-of-way permits ensure that activities performed in the City right-of-way are done in a manner that protects the safety and welfare of the public. Permits also ensure that utilities connected to the public system are inspected for conformance with City standards and specifications. The Engineering Division issued 223 permits during the last fiscal year totaling \$25,460.

Engineering, in cooperation with the Zoning Division of Community Development, reviews site plans to ensure above-ground structures such as driveway openings and below-ground structures such as sewer, water, and storm water utilities are planned per City standards and specifications. The Engineering Division reviewed 29 site plans during the last fiscal year.

## ***Geographic Information System and Global Positioning System:***

The City of Marquette's Geographic Information System (GIS/GPS) program began in 1998 and provides various geographic analysis and mapping services to City departments throughout the year. The GIS/GPS program is also responsible for the daily and long-term maintenance and development of the City's GIS. Duties include: integrating, storing, editing, analyzing, sharing, gathering and displaying information. Other duties include the training of personnel in the use of GIS/GPS.

The backbone of the City's GIS is the data, or layers. The City has approximately 80 different layers that are continually being updated. These layers include, but are not limited to, sanitary mains, sanitary manholes, water mains, water valves, fire hydrants, storm mains, storm catch basins, storm manholes, parcels, easements, park benches, street signs, street centerlines, sidewalks, street ratings, fiber optic lines, building footprints, and digital orthophotography (orthophoto). The orthophoto is one of the most useful layers in our GIS as it provides all of the visual content of a photograph while being as accurate as a map for measurements. We use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling etc. In the spring of 2012 we hired Ayres Associates to produce a highly accurate orthophoto of the City.

The top priority of the City's GIS program has been to update the City infrastructure layers. The sanitary and water main layers are complete with new updates coming in daily. The sanitary and water system cleanout and water shut off locations are being worked on. These geographic features are being collected by DPW utilizing global positioning systems and will be complete within the next few years. The storm water layer stands at 98% complete and will be completed over the next couple of years.

A goal for the near future will be to move the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, officials, and the community with a "one stop" source for municipal information. In order to manage and use location-based data effectively, systems integration with enterprise GIS is needed. Implementing enterprise GIS and integrating GIS applications with other systems requires additional GIS software licensing at a substantial cost. The City of Marquette took the first step by acquiring the ESRI Small Local Government Enterprise License Agreement (ELA) in the spring of 2013. This will allow the City to have unlimited access to a full suite of GIS

software for a flat annual rate. The ELA includes maintenance on all software, technical support, services and training during the term of the agreement. The ELA also provides software that will give the City the ability to create, manage, and distribute GIS services over the Web to support desktop, mobile and Web mapping applications. The other piece now required to implement this system is the purchase of a GIS data and web server. This server was funded under the 2013-2014 fiscal year.

***Storm Water Fee Administration:***

In accordance with Section 48-187 of the City Code, the storm water fee is used for the construction, operation, and maintenance of all public storm water collection and retention systems in the City. In addition, this fee is used to cover the costs associated with the control of erosion and sedimentation associated with storm water run-off and the protection of water quality in natural water courses throughout the City.

The fee is based on a flat fee for residential units while other properties are charged a fee based upon the amount of impervious material areas that contribute to storm water runoff.

This past year, the Hydraulic Engineer reviewed and revised 60 parcels due to splits, development, or the integration of onsite water quality measures.

# COMMUNITY SERVICES DEPARTMENT

## PARKS & RECREATION



## SENIOR SERVICES



## ARTS & CULTURE



## TOURIST PARK



## MARINA



**Parks and Recreation:** (From Left) Jon Swenson, Pam Goward, Cindy Noble, Karl Zueger, (Front) Kim Eliassen, Not Pictured: Joe Speruzzi, Paul Homburg.

**Senior Services:** (From Left) Vicky Bullock, Jane Palmer, Midge, Lois, and Lisa Balko, Not Pictured: Gail Hermann.

**Arts and Culture:** (From Left) Amy Lakanen, Zada Doyle, Tiina Harris, Kimberly Melko.

**Tourist Park:** (Front Row from Left) Leah LaCasse, Kourtney Boyle, Christina Hordos, Sydney Landers, (Back Row) Luke Counterman, Mitch Stephenson, Fred Hoelt.

**Marina:** (From Left) John Cebalo, Mike Carl, Christy Kandel, Dane Branson, Eric Thompson, Brandi Jurek. Not Pictured: Connor Houlihan, Dave Bertucci.

**Presque Isle Pavilion** (Not Pictured): Emily Boyle, Jeff Pingle.

**Ball Crew** (Not Pictured): David Levandoski, Matt Sundell, Lucas Pease, Casey Buczkiewicz.



## COMMUNITY SERVICES DEPARTMENT

### 2012-2013 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for Community Services for the 2012-13 fiscal year.

### PARKS AND RECREATION

#### Parks and Recreation Overview:

The Community Services Department – Parks and Recreation consists of the Director, Assistant Director, Parks and Recreation Coordinator, full-time Administrative Assistant and a part-time Administrative Assistant. They are responsible for the planning, development, management and operation of all park facilities as well as all City-sponsored and co-sponsored recreation programs. The Department administers the Promotion Fund; this fiscal year it resulted in \$41,730 in fee relief to special events.

#### Grant Administration

- Michigan Natural Resource Trust Fund – Project Grant – Mattson Park Restroom Facility - \$88,000 (received).
- Michigan Natural Resource Trust Fund – Acquisition Grant – Clark Park Property - \$1,440,000.
- Michigan Natural Resource Trust Fund – Project Grant – Harlow, Presque Isle and Williams Parks Restroom Facilities - \$300,000.
- Michigan Land and Water Conservation Grant – Trail Extension - \$100,000.
- Michigan Waterways – Phase I Presque Isle Marina Grant - \$408,000 (received).
- Michigan Waterways – Phase II Presque Isle Marina Grant - \$201,000.
- MI Big Green Gym Community Project Initiative - \$9,000 (received).
- Competitive Grant Assistance Program - \$12,500 (received).
- KBIC Grant – Presque Isle Sign - \$5,815 (received).

#### Planning

- Completed Presque Isle Inclusive Playground Plan and adopted in the Five Year Recreation Master Plan.
- Tourist Park Land Use Action Plan to be considered by City Commission July 29, 2013, to be adopted in the Five Year Recreation Master Plan.
- Worked with local athletic user groups to establish policy for fee relief (Ordinance #604).
- Started dialogue to organize and administer park volunteer program.
- Support Regional Recreation Authority Task Force as needed.

## Capital Improvements

- Coordinated completion of the Marquette Skate Plaza.
- Decommissioned Tourist Park – Setter Athletic Field.
- Commissioned artist for Presque Isle entrance sign.
- Worked with local interests to establish disc golf course – Kaufman Complex.

## Performance Scorecard

<b>Facility</b>	<b>Hours Rented</b>	<b>Time period</b>
Baraga Gymnasium	1,140.5	FY 12/13
Presque Isle Pavilion	580.5	FY 12/13
Senior Pavilion	56	FY 12/13
Island Store Pavilion	81.5	FY 12/13
Band Shell	300.5	FY 12/13
Gazebo	89	FY 12/13
Picnic Sites	18 days	FY 12/13
Baseball Fields	1802	FY 12/13
Soccer Fields	1472	FY 12/13
Contract/Permit Administration	58 (special events)	FY 12/13
Total Revenue	\$1,490,758.84	FY 12/13
Total Transactions	50,753	FY 12/13
Promotional Fund	(\$16,315)	FY 12/13

## **CINDER POND AND PRESQUE ISLE MARINAS**

### Marina Overview

The City of Marquette operates two marina facilities, a seasonal mooring field and four seasonal dock slips near Founders Landing. Presque Isle Marina is currently capable of mooring 42 vessels. Presque Isle Marina has two launch ramps and a staff-monitored parking area. Cinder Pond Marina provides mooring for 100 vessels, and also has a double boat launch and a travel lift equipped with a mast boom. Cinder Pond Marina also has staff-monitored parking. The City of Marquette's new mooring field can accommodate 21 vessels.

### Operational Overview

Marina operations involve the assistance of eight part-time marina attendants and one marina manager. Marina staff is responsible for cleaning and maintaining the facilities; assistance with docking, fueling and pump-outs of vessels; coordinating all transient arrivals and departures; and, maintaining the grounds around the facilities.

### Accomplishments

- Established seasonal mooring field accommodating 21 vessels from 24-40 feet.
- Obtained Class "C" Underground Fuel Storage Tank Operator Certification.
- Completed dredging of Presque Isle Marina and removal of the third pier facility, re-opened July 1, 2013.
- Fueling facility at Cinder Pond Marina was pressure washed and re-stained.
- Boater's lounge and office at Cinder Pond Marina has been painted.

## Performance Scorecard

<b>Presque Isle Marina</b>	<b>2013</b>	<b>2012</b>
*Seasonal Slip Rentals	40	53
*Transient Slip Rentals	28	29
*Launch Ramp Daily	511	691
*Fuels Sales	\$13,603	\$14,416
Waiting List	2	3

\* Due to the dredging project the Presque Isle Marina did not realize revenues for spring 2013. All noted revenues received July 1, 2013 realized in FY 13/14.

<b>Cinder Pond Marina</b>	<b>2013</b>	<b>2012</b>
Seasonal Slip Rentals	90	91
Transient Slip Rentals	160	168
Launch Ramp Daily	859	655
Launch Ramp Seasonal	152	167
Fuel Sales	\$72,639.62	\$68,968
Waiting List	26	29
Mooring Field	18	N/A

## Lakeview Arena

### Lakeview Arena Overview

Lakeview Arena is a multi-purpose facility with a primary function of providing artificial ice seven months of the year. The facility is utilized by trade shows, special events, weddings and other entertainment-related activities during non-ice periods. Lakeview Arena is also home to many offices: Community Services – Parks and Recreation Division, United Way, Community Foundation, Marquette Junior Hockey, Marquette Royales, Marquette Figure Skating Club, Marquette Electricians, Superiorland Ski Club and the Noquemanon Trail Network.

### Operational Hours

- Ice Season: September 10 – April 1, 7:00 a.m. – midnight
- Summer: April 1 – September 10, 8:00 a.m. – 5:00 p.m. (or later for events)

### Capital Improvement Projects

- Ice system improvements, electrical upgrades \$100,000 Completed
- Locker room upgrades in Russell Arena \$ 40,000 Completed  
- Flooring, benches, showers, paint
- Lighting in Russell Arena – perimeter areas \$ 15,000 Completed

### Accomplishments

- Negotiated contract with Marquette Royales \$ 40,380
- Negotiated contract with Marquette Roller Derby \$ 3,280
- Paint perimeter hallways of Lakeview Arena
- Completed building safety and cleaning inspection
- Deep cleaned bleachers, water pipes, hallways
- Rebuilt two compressors; one completely and one temporarily

## Performance Scorecard

<b>Group</b>	<b>FY 12/13</b>		<b>FY 11/12</b>	
	<b>Hours</b>	<b>Revenues</b>	<b>Hours</b>	<b>Revenues</b>
Marquette Junior Hockey	1,341	\$221,313	1,190	\$196,350
Marquette Figure Skating Club	284	\$46,360	284	\$46,360
Marquette Senior High School	146	\$24,010	146	\$24,010
Men's League Tournament	72	\$11,100	72	\$11,100
Figure Skating Passes		\$363	*713	\$12,957
Adult Skating Passes		\$5,718		
Hockey Skating Passes		\$5,718		
Senior Skating Passes		\$776		
Youth Skating Passes		\$3,148		
Non-Ice Sales (Dry floor events)	12 events	\$30,464	17	\$ 22,100
Marquette Junior Hockey	\$555/mo	\$6,660	\$555/mo	\$6,660
Marquette Electricians	\$500/mo	\$6,000	\$500/mo	\$6,000
Marquette Figure Skating Club	\$35/mo	\$424	\$35/mo	\$424
Noquemanon Trail Network	\$324/mo	\$3,888	\$324/mo	\$3,888
United Way/MCCF	\$921/mo	\$11,052	\$921/mo	\$11,052
Vango's	\$550/mo	\$3,300	\$550/mo	\$3,300
Citizens Forum	\$20/mo	\$5,825	\$20/mo	\$5,825
Pure Gear	\$291/mo	\$3,496	\$291/mo	\$3,496
Promotional Fund		(\$3,995)		

\* Total public skating hours

## Tourist Park Campground

### Tourist Park Campground Overview

This report covers the operating season of May 16, 2012 to October 20, 2012.

Tourist Park office hours for spring and fall were 9:00 a.m. – 7:00 p.m., and for summer were 8:00 a.m. to 10:00 p.m. The office is staffed by two park attendants during the summer season, and one to two attendants during spring and fall.

### Accomplishments

The following was accomplished during the 2012 season:

- Installed new shower and sink faucets to complete all restrooms.
- Constructed new public fire pit area and reseeded old one.
- Started various new programming such as "Campfire Songs" and interpretive hikes.
- Went through all sites and cleared low-hanging limbs for improved RV access.
- Changed campground opening and closing date to May 1 and September 31.

### Department Accomplishments and Statistics

- Total Revenue: \$177,200 + 7% from 2011 season
- Total Concessions: \$ 10,100 + 15% from 2011 season
- Campers: 17,014 + 19% from 2011 season
- Season Capacity: 41% + 12% from 2011 season

## Performance Scorecard

	<b>2012</b>	<b>2011</b>
Total Campers	17,014	13,720
Camping Revenue	\$167,080	\$149,311
Concession Revenue	\$10,109	\$7,429
Showers/Pump-outs	\$1,143	\$748
Reservation Fee	\$4,637	\$4,575
Camping Days Open	158	156
Season Capacity Avg.	41%	36%

## ARTS AND CULTURE

### Arts and Culture Overview

The Arts and Culture Division underwent exciting changes in all aspects of operations during the 2012-2013 fiscal year. With all new staff, the Division has successfully adapted and emerged with new and improved programming, marketing strategies, procedures and partnerships, expanding demographics and audiences. The Division continues to develop connections and act as a liaison with local arts and culture organizations while continuing to provide the community with quality arts and culture programming.

### Department Accomplishments

- Facilitated City Open House and integrated activities for local schools and families.
- Developed and coordinated mural project titled *Marquette Matters* funded by Michigan Council for Arts and Cultural Affairs.
- Offered classes by internationally recognized ballet dancer Valery Lantratov.
- Produced free concert featuring folk singer Claudia Schmidt in partnership with Northern Michigan University.
- Coordinated Mask Workshop and exhibit for teens attending Marquette Senior High School and the Alternative High, funded by the Kaufman Foundation.
- Produced free multi-cultural family program celebrating popular Mexican holiday, Day of the Dead. Partnered with Hispanic community and Spanish language teachers.
- Produced free outdoor performance titled the *Halloween Spectacle*. The event was performed and created by community members with over 1,000 people in attendance.
- Expanded and developed senior arts program with funding from the Reynolds Foundation.
- Coordinated Holiday Art Sale with over 20 artist vendors.
- Held Annual Arts Awards and reception honoring local artists and volunteers.
- Created Teen Café and Craft Café, offering work space for both teens and adults.
- Curated first High School Art Show featuring work by students from Marquette Senior High School.
- Hosted public receptions for delegations from our Japanese and Finnish Sister Cities.
- Partnered with Bonifas Art Center featuring work created by students at each Center.

## Administrative

- Hired three new support staff and developed new job descriptions.
- Transitioned former gift shop into an educational space called Small Works Gallery.
- Developed new program brochure and marketing strategies.
- Developed partnership with Bonifas Art Center in Escanaba coordinating instructors, exhibits and visiting artists.
- Facilitated Presque Isle sign Request for Proposals, involving Native American community.
- Published and distributed 5,000 Art SmArts Calendars to area schools.
- Facilitated partnerships with six community organizations for Father Marquette statue restoration.

## Performance Scorecard

	<b>FY 12-13</b>	<b>FY 11-12</b>
Gift Shop Sales	\$2,832	\$1,949
Visitors	11,381 (Actual count)	
Workshops/Programs/Receptions	410	630
Concerts (FREE)	18	
Exhibits	28	
Photocopies	\$5,335	\$5,975
Room Rentals/Use	162	222
Grants Received	\$15,000 (\$2,100 Pending)	

## **SENIOR CENTER**

### Senior Center Overview:

The Marquette Senior Center has three licensed social workers, one Senior Center coordinator, two part-time aides and seven homemaker aides who provide services to seniors in the service area. The service area includes the City of Marquette, as well as Marquette, Chocolay and Powell townships. Complying with Office of Services to the Aging (OSA) standards, seniors aged 60+ are eligible for homemaking, personal care, respite services as well as social work services which are comprised of case management, outreach and financial services (including Medicare Part D); seniors aged 50+ are eligible to take part in educational and recreational/leisure activities offered by the Senior Center.

### Funding Sources:

County Millage (2012-2016)	City Millage (2012-2015)	UPCAP Contract
.4474 mills	.3500 mills	2012-2013
2012 Contract: \$269,310	2012 \$207,497	2011-12 \$25,021
2013 Contract: \$282,776	2013 \$213,695	2012-13 \$25,450

### Accomplishments:

During 2012-13, the Senior Center had over 20,000 visitors taking part in activities and services. Below are a few highlights:

- Senior Center Facility Plan completion and Implementation.

- Social Workers are certified Medicare Medicaid Assistance Program counselors - Medicare Part D. During the eight-week open enrollment period in 2012, staff assisted over 200 clients resulting in a total savings of over \$115,024.00.
- Worked with Senior Center Task Force, meeting all Commission objectives.
- New Aging Services Advisory Committee (summer 2013).
- Developed new respite and personal care programs.
- Developed and coordinated new Senior Safety Committee.
- Co-developed and coordinated new Senior Arts Program.
- New handicapped entrance into Senior Center (fall 2013).

Performance Scorecard

	<b>2013</b>	<b>2012</b>
	<b>Clients / Units</b>	<b>Clients / Units</b>
Information and Referral	3,111 / 928	8,550 / 2,042.25
Outreach	88 / 76.75	140 / 262.50
Health Related	222 / 202	515 / 441.25
Financial Management	90 / 433.75	352 / 1,271.50
Case Coordination and Support	105 / 1,414.75	136 / 2,188.25
Homemaking	80 / 1,546.25	52 / 3,407.75
	<i>2013 Allocation units are reported from contract date, January 1, 2013</i>	
UPCAP Homemaking	1,642 units	1,664 units
	<i>2013 UPCAP Homemaking units are reported from contract date, October 1, 2012</i>	

## FINANCIAL SERVICES DEPARTMENT



Pictured above (left to right) Front Row: Melanie Coats, Stacie Stone, Diane Giddens, Linda Poole, Terra Bahrman, Ellen Britton, Tim Raich, Lacey Tasson.  
Back Row: Gary Simpson, Mary Schlicht, Vicky Smith, Susan Bovan, Amanda Forslund, Casey Taylor.



## FINANCIAL SERVICES DEPARTMENT

### 2012-2013 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Financial Services Department for the 2012-13 fiscal year.**

#### Department Overview

The Financial Services Department provides administrative support to the City of Marquette government. It maintains excellence in the accounting of all financial activity and provides support to City departments with financial, budgetary and procurement issues. The goal of the department is to provide relevant, timely and accurate financial reporting, and to exhibit fiscal accountability in accordance with Generally Accepted Accounting Principles (GAAP). The department has received its 27<sup>th</sup> consecutive *Certificate of Achievement for Excellence in Financial Reporting* by the Government Finance Officers Association (GFOA) of the United States and Canada.

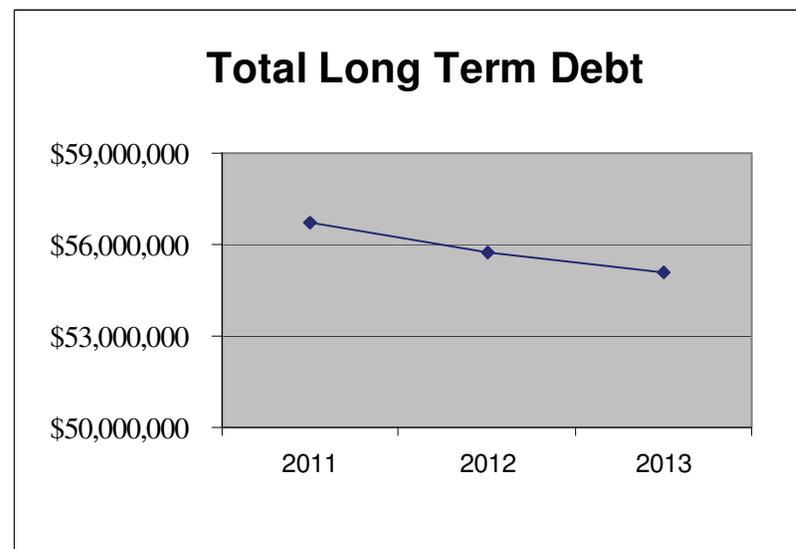
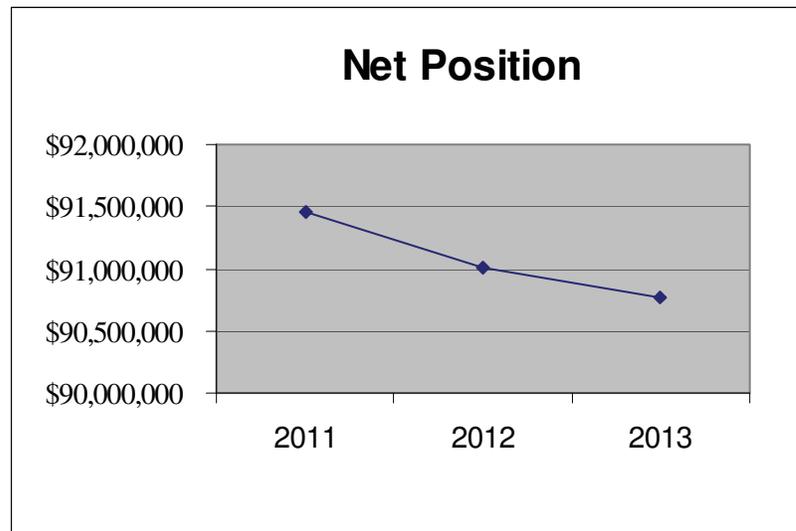
The Financial Services Department is comprised of four divisions: Finance, Treasury, Assessing and Utility Billing. Some of the core functions of the department include: preparation of the Comprehensive Annual Financial Report (CAFR), preparation and monitoring of the budget, cash management and debt management, tax billing and disbursements, utility billing, parking ticket violation notification, City revenue collection, property appraisal and valuation and the administration of the Police and Fire Retirement System. The department also provides administrative services to the Peter White Public Library.

The department had a momentous year as it implemented new financial management software in August of 2012. The financial software included new applications in accounts payable, accounts receivable, cash receipting, utility billing, purchase order and general ledger, while the other applications (Tax, Assessing and Permit) were updated to the .Net version. Much of the year was spent addressing issues that resulted from converting data from the previous financial management system to the new system. The department spent several months training each City employee that utilizes the financial management system on each of the new applications. By fiscal year end, the benefits of the new software became apparent as the original vision of potential departmental improvements came to fruition. The software implementation has allowed current processes to be improved upon and efficiencies to be greatly increased, as well as allowed for significant enhancements to financial reporting.

## **FINANCE**

The Finance division provides a wide range of services which include: accounts payable, accounts receivable, central office supplies, bid administration, fixed asset accounting, budget administration, financial reporting, cash management and debt management. This division is also responsible for the annual preparation of the CAFR.

# of Accounts Payable checks issued:	5,345	5,283	4,981
\$ of Accounts Payable checks issued:	\$32,091,902	\$33,944,983	\$31,390,477
# of Accounts Receivable invoices issued:	1,635	1,496	1,628
\$ of Accounts Receivable billings:	\$1,692,843	\$1,146,661	\$1,403,111
# of Bids and RFP's administered	53	52	48
# of Fixed Asset records maintained:	1,184	1,221	1,251
\$ of Fixed Asset records maintained:	\$216,421,338	\$222,267,375	\$226,322,375
# of Funds maintained:	38	37	37
\$ of Net Assets maintained:	\$91,452,064	\$91,007,950	\$90,765,000
\$ of Long Term Debt maintained:	\$56,727,435	\$55,734,581	\$55,063,098



## TREASURY

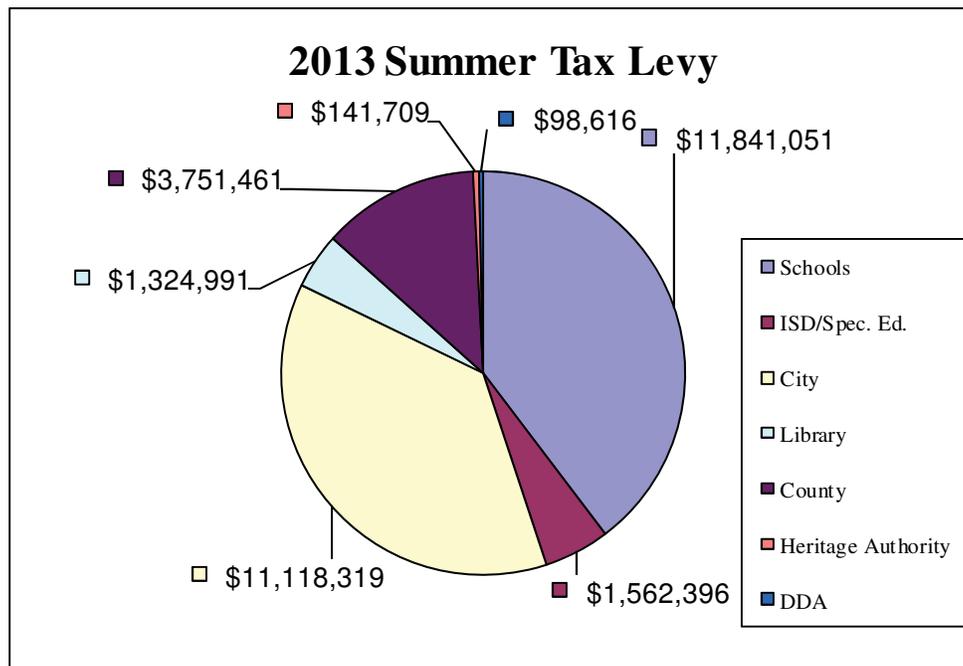
The Treasury division oversees the collection and distribution of City revenues and maintains appropriate accounting and financial records to document these transactions. This division also administers the Police and Fire Retirement System.

Treasury Program Statistics:	Fiscal Year Ending		
	6/30/11	6/30/12	6/30/13
\$ Total Cash Receipts:	\$50,601,467	\$51,711,882	\$52,424,432
\$ Parking Ticket payments received:	\$147,688	\$108,831	\$92,077
# of Property Tax parcels billed:	7,654	7,518	7,674
% of Tax Billings collected:	95%	96%	97%
# of Landfill Permits (Commercial/Residential):	61	80	92
\$ of Landfill Permits (Commercial/Residential):	\$3,140	\$3,165	\$3,030

Because the City bills and collects taxes on behalf of other governmental units, it is important to note that the City does not keep all of the taxes that are billed out. When a taxpayer receives the summer tax bill, for instance, the City's portion is actually only a little over one-third. The rest is distributed to the other taxing jurisdictions that the City bills. The following chart and graph illustrates this.

### 2013 Summer Tax Levy

Schools/SET	11,841,051	39.68%
ISD/Spec. Ed.	1,562,396	5.24%
City/Sr. Millage	11,118,319	37.26%
Library	1,324,991	4.44%
County	3,751,461	12.57%
Heritage Authority	141,709	0.48%
DDA	98,616	0.33%
	<u>29,838,543</u>	<u>100.00%</u>



## ASSESSING

The Assessing division appraises the value of each property within the City limits, including Real (land and buildings) and Personal\* (tangible) property. The division establishes assessed and taxable values. It provides the City Treasurer with taxable values on all City properties which are used to produce annual tax bills. Assessment rolls are prepared annually which identify all known property owners, legal descriptions, assessed values, state equalized values and taxable values.

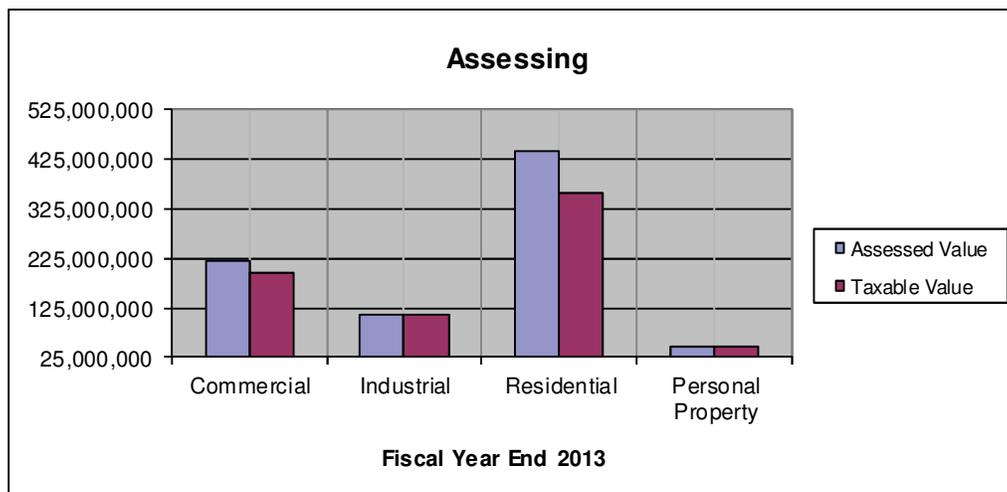
The assessed value is 50% of the true cash value (market value) of the property as of December 31<sup>st</sup> of the preceding year. Listed below is the change in assessed value by *property classification* type.

<u>PROPERTY CLASSIFICATION:</u>	Fiscal Year Ending		
	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Commercial	\$ 177,890,400	\$ 171,901,600	\$ 219,296,200
Industrial	\$ 100,514,900	\$ 103,563,200	\$ 110,068,400
Residential	\$ 423,573,050	\$ 437,744,000	\$ 441,605,900
Personal Property*	\$ 37,527,900	\$ 37,777,600	\$ 44,881,000
<b>TOTALS</b>	<b>\$ 739,506,250</b>	<b>\$ 750,986,400</b>	<b>\$ 815,851,500</b>

\* Personal Property includes most machinery, equipment, furniture and fixtures used in daily business operations.

The taxable value is a value based on a formula which was set in March of 1994 when voters approved Proposal A. This value is used as a factor against which the tax rate is applied. Listed below is the change in taxable value by *property classification* type.

<u>PROPERTY CLASSIFICATION:</u>	Fiscal Year Ending		
	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Commercial	\$137,126,007	\$139,348,994	\$194,945,759
Industrial	\$100,267,964	\$103,324,959	\$109,858,753
Residential	\$330,425,847	\$344,238,272	\$356,303,019
Personal Property	\$37,527,900	\$37,777,600	\$44,881,000
<b>TOTALS</b>	<b>\$605,347,718</b>	<b>\$624,692,825</b>	<b>\$705,988,531</b>

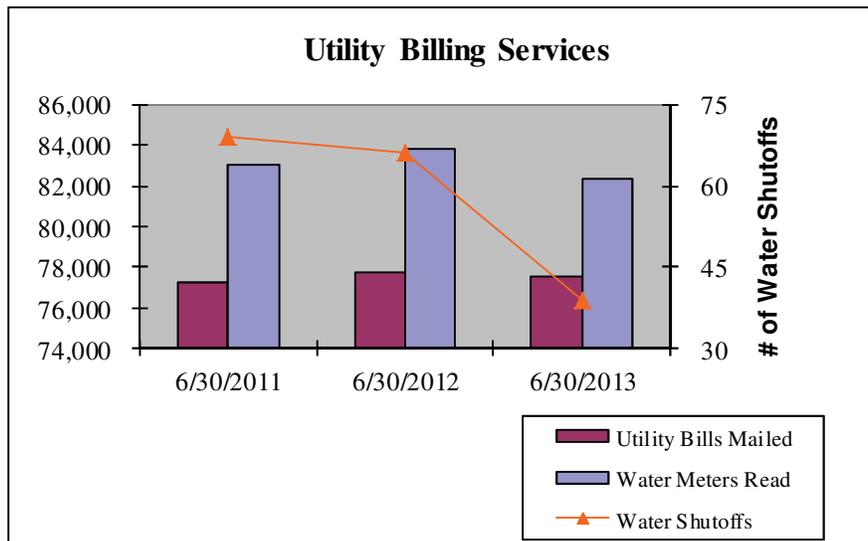


## UTILITY BILLING

The Utility Billing division is responsible for obtaining and processing water/sewer readings, preparing utility bills, and collecting and recording payments. The division also prepares and processes service requests, maintains customer records, and handles customer complaints.

Utility Billing Program Statistics:	Fiscal Year Ending		
	6/30/11	6/30/12	6/30/13
# of Utility Bills mailed:	77,281	77,738	77,528
# of Water Meters read:	83,000	83,800	82,332
# of Water Shut-Offs (non-payment)	69	66	39*

\* no shut-offs during winter months



## Department Accomplishments/Statistics/Remarkable Events

- Implementation of a paperless accounts payable (A/P) process: Invoices are now scanned in to the Financial Management System, which allows for an automated approval workflow. This process has accelerated invoice processing resulting in a more rapid payment of vendor invoices. This process has provided a stronger internal control by establishing an audit trail for all A/P activity. It has also reduced the risk of lost invoices and improved staff productivity.

- Improved codification of accounts: The improved codification will change the face of the 2013 CAFR. Fiscal Year 2013 figures will be reported in groups that follow the budget report(s). The financial statement will more closely mirror the budget to improve management analysis.
- Implementation of GASB 63 and early implementation of GASB 65: New pronouncements will restate the City's financial statements to report "net position" instead of "net assets," as well as reclassify items formerly reported as deferred revenue.
- Electronic tax payments: There are four (4) mortgage companies, banks, and financial institutions paying customer tax bills via electronic payment. The two (2) largest institutions are paying between 400 and 500 tax bills electronically.
- Check-by-phone: City customers are using the check-by-phone payment method as an alternative to paying their bills by credit card. Customers may electronically pay on parking tickets, civil infractions, invoices, utility bills, or summer and winter taxes by calling the Treasurer's Office and requesting to the "check-by-phone" method to pay bills.
- Parking program: New parking enforcement software and hardware was installed in May 2013. The system provides for ease in ticket writing and administration of delinquent parking tickets. Management reports with up-to-date information are now accessible.
- Over the counter (OTC) debit/credit card acceptance: Treasury seminars continue to address solutions to the dilemma of municipalities accepting OTC credit card payments as more and more customers prefer using their debit/credit cards instead of cash or check.
- Residential re-appraisal: The site review which began in 2007, of approximately 5,350 residential class properties, was completed in 2012. Residential classed properties consist of three living units or less. This was a monumental task since many properties had not been viewed in over 20 years.
- Duke LifePoint: On August 31, 2012, Marquette General Hospital was sold to Duke LifePoint, which removed the property from a tax exempt property to a taxable property for 2013. An appraisal was conducted by the New Jersey firm, MR Valuation Consulting, LLC. The real property appraisal value was \$102,453,000, which resulted in a 2013 taxable value of \$51,226,500. The cost of the appraisal was \$72,500; however, the 2013 City operating millage of 14.9225 mills will result in revenue of \$764,427.
- Economic Vitality Incentive Program (EVIP): Successfully complied with the new requirements of the statutory portion of State Revenue Sharing as outlined by the Governor's EVIP program to help improve accountability and transparency of municipalities to the public. By complying with all three phases, the City received approximately \$330,000.

- Project financing: Closed on one bond issue during the fiscal year. On August 23, 2012, the City issued \$3,765,000 in bonds for 2012 Capital Improvements. The purpose of these bonds was to pay for street improvements, Mattson Park Lift Station improvements, and the construction and installation of sanitary sewer lateral replacements and slip lining. The current AA bond rating for the City was maintained through consultations with Standard & Poor's Rating Agency. Began the process for issuing bonds for the fiscal year 2013 capital improvement projects, currently estimated to be approximately \$4 million. The projects included for fiscal year 2013 are for street improvements, sanitary sewer lateral replacements and bridge reconstruction. These bonds are expected to be issued in September 2013. Also began the process to refund Water Bonds issued in 2003. Closing is scheduled for July 2013 with anticipated savings of approximately \$45,000 over the next three years. Continued to be involved in discussions/negotiations with the Founders Landing Development Group and Marquette Brownfield Authority for the next phase of development and financing of the Founders Landing project. Also involved in discussions with Marquette Brownfield Authority regarding potential financing of a street improvement project related to the Liberty Way project.
- Grant administration: Assisted in the financial reporting requirements for approximately \$0.75 million in grant money received by or passed-thru the City. Successfully completed and complied with an audit by the State of Michigan on the Better Buildings for Michigan grant program.
- City Charter review: Continued participation in the City Charter revision project by reviewing the current City Charter, providing language for suggested changes, and attending several City Charter review meetings to supply information and answer questions.
- Budget for 15-month fiscal year: As required by the newly adopted City Charter, we successfully completed the process of a 15-month fiscal year budget to transition to the new fiscal year period of October through September.

#### Contact Information

Address:  
 City Hall  
 300 W. Baraga Ave.  
 Marquette, MI 49855

Phone:  
 Finance 228-0415  
 Treasury 228-0475  
 Assessing 228-0425  
 Utility Billing 228-0420

# MARQUETTE CITY FIRE DEPARTMENT

*Shift 1*



FRONT l-r: Captain-Steve Hodgins, Engineer/Inspector-Brian Naze, Sergeant-Tom Dunleavy, Lieutenant-Jeff Green, Engineer-Brian Anderson, Firefighter-Ken LaMarre BACK l-r: Firefighter-Jim Feliciano, Relief Engineer- Michael Gwinn

*Shift 3*



FRONT l-r: Fire Inspector-Ian Davis, Firefighter-Kirk Vogler, Lieutenant-Jeff Haile, Engineer-Dan Pruner, Firefighter-Dustin Hennessy BACK l-r: Relief Engineer-Matt Jackson, Engineer/Inspector-Ben Wilder  
Not Pictured: Captain- Dean Mallos & Sergeant-Brian Phillips

*Shift 2*



FRONT l-r: Captain-Dan Lancour, Lieutenant-John Koshorek, Sergeant-Greg Guertin, Engineer/Inspector-Brian Talvensaari, Engineer-Kurt Hillier, Relief Engineer-Kris Shirtz BACK l-r: Firefighter-Brett Beaudry, Firefighter-Mike Vallin



## **MARQUETTE CITY FIRE DEPARTMENT**

### **2012-2013 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Fire Department for the 2012-13 fiscal year.**

#### Mission

The City of Marquette Fire Department manages the community's risk through emergency operations, code enforcement, education and prevention, the Rental Inspection Program, basic Emergency Medical Services, and the Waterfront Safety Initiative.

#### Department Overview

##### 101-336 Fire

Structure fire responses continue to trend downward. The City of Marquette's fire experience reflects national trends. This is interesting because in the past, structure fires could be counted on to be more numerous in poor economic times. This latest 10 year trend departs from the previous 90 year national and local experience that faithfully followed those economic conditions. We believe that our prevention, enforcement, and education effort along with quicker notification and response is creating this good trend. Very simply, as prevention effort increases fire experience decreases. Emergency medical service calls are trending upward primarily due to the aging population.

##### 101-371 Rental Code Enforcement

This endeavor continues to be one of our most successful, in that we have essentially reduced our High-Risk student rental population to the Ordinary-Risk category. The Rental Inspection Program is entering its eighth year.

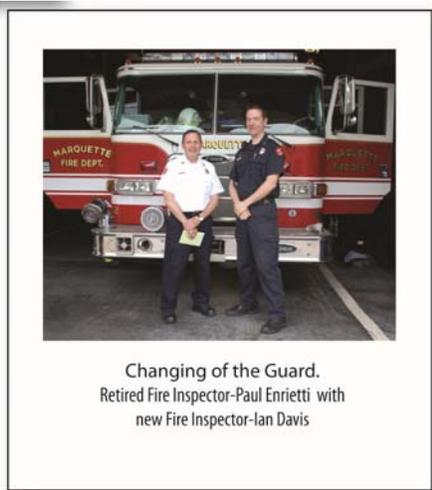
##### 101-777 Waterfront Safety

This will have been our first full year of managing the Waterfront Safety Program. We continue to fine-tune our lifeguard personnel, our public education approaches, and the management of the Waterfront Safety infrastructure. We have also created a new method of reporting that is included in this document. That reporting format began during the present beach season and does not include the period from July 1, 2012 to September 5, 2012. Those figures can be obtained in the budget document.



### Department Highlights

- The City of Marquette’s public fire protection classification number was reduced from a 5 to a 3. This was the culmination of 10 years of effort targeting every aspect of the Fire Department’s mission. It also reflected water flow infrastructure upgrades by the Engineering and Public Works Department. Marquette finds itself in the top 1% of communities in the State of Michigan; and in the top 4% of communities in the continental United States.
- The City Fire Department received the 2012 Marquette County EMS Agency of the Year Award.
- We received gaming revenue and FEMA grants enabling us to purchase 1,100 combination smoke detectors. This should supply our free smoke detector program for 24-30 months.
- Ten Marquette Firefighters achieved the status of State of Michigan Certified Fire Instructor which will authorize them to instruct and certify firefighters as NFPA I & II. This effort was in support of a potential firefighter cadet program in the Marquette Area Public Schools. This program is in hiatus due to the changeover of upper staff at MAPS and will be pursued with the new administration.
- Four firefighters qualified as Waterfront Lifeguard instructors. This will enable us to more easily train and certify both firefighters and lifeguard hires.
- Sergeant Ian Davis trained and successfully passed examinations leading to certification as a State of Michigan Fire Inspector. Subsequently he was promoted to the rank of Captain/Inspector.
- **Hail and Farewell:** Captain Geoff Weston and Captain/Inspector Paul Enrietti retired after 25+ years each of exceptionally distinguished service for the City of Marquette. They were replaced respectively by newly-promoted Captain Dean Mallos and Captain/Inspector Ian Davis. Our two new firefighters are Marquette natives Michael Vallin and Ken LaMarre.



Changing of the Guard.  
Retired Fire Inspector-Paul Enrietti with  
new Fire Inspector-Ian Davis

**See Program Statistics**

Marquette City Fire Department  
2012-2013 FY Annual Report

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
<b>ALARMS</b>													
Fire	2	3	0	3	2	2	2	0	1	2	3	0	20
Vehicle Fire	0	0	1	0	0	1	2	1	1	1	0	0	7
Rescue/EMS	49	51	51	60	47	52	60	48	45	39	37	50	589
Scare	4	2	4	3	3	3	2	2	3	1	2	3	32
False Calls	14	5	5	3	4	4	2	10	8	4	16	8	83
Good Intent	6	6	8	8	2	5	3	3	4	1	3	7	56
Hazardous Condition	4	7	2	7	7	15	4	6	7	6	5	3	73
Mutual Aid	0	0	0	0	0	1	0	0	0	0	0	0	1
Stand-by	0	2	0	2	0	0	0	0	1	0	0	0	5
Life Flight Stand-by			1	0	3	4	30	0	0	0	1	0	39
<b>TOTAL RESPONSES</b>	<b>79</b>	<b>76</b>	<b>72</b>	<b>86</b>	<b>68</b>	<b>87</b>	<b>105</b>	<b>70</b>	<b>70</b>	<b>54</b>	<b>67</b>	<b>71</b>	<b>905</b>
<b>FIRE RELATED CALLS, SPECIFY</b>													
Residential/Homeowner	0	0	0	0	1	0	0	0	0	0	0	0	1
Rental	0	0	0	0	0	0	0	0	0	1	0	0	1
Business	0	0	0	0	0	0	0	0	1	0	0	0	1
State Facility	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>FIREFIGHTER INJURIES</b>													
Emergency Related	1	0	0	0	0	0	0	0	0	0	1	0	2
Other On-duty	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INJURIES</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>								
<b>CIVILIAN</b>													
Fire Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INJURIES</b>	<b>0</b>												
<b>RENTAL CODE ENFORCEMENT</b>													
# of Structures Inspected	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Units Inspected	42	125	51	178	20	130	110	46	22	66	47	178	1015
Re-inspections	13	22	12	53	36	4	17	9	13	11	10	6	206
Letters and Notices	27	53	45	43	33	36	39	45	46	45	48	27	487
Citations	0	1	1	0	0	0	0	0	0	0	0	0	2
Plan/Code Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings/Training	0	0	0	1	0	0	0	0	0	5	0	0	6
Public Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Contacts	52	87	59	67	60	32	52	66	53	84	63	53	728
Miscellaneous Activities	0	0	0	0	0	0	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>134</b>	<b>288</b>	<b>168</b>	<b>342</b>	<b>149</b>	<b>202</b>	<b>218</b>	<b>167</b>	<b>134</b>	<b>211</b>	<b>168</b>	<b>264</b>	<b>2445</b>

Marquette City Fire Department  
2012-2013 FY Annual Report

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
<b>FIRE PREVENTION</b>													
Daycare Class (#Students)	0	0	0	20	0	0	0	0	0	30	0	0	50
Daycare Class (Man Hrs)	0	0	0	2	0	0	0	0	0	3	0	0	5
Elementary Class (#Students)	0	0	0	144	0	0	0	0	0	0	0	0	144
Elementary Class (Man Hrs)	0	0	0	6	0	0	0	0	0	0	0	0	6
Babysitting Class (#Students)	0	0	0	0	0	70	0	0	0	0	53	0	123
Babysitting Class (Man Hours)	0	0	0	1	0	5	0	0	0	0	2	0	8
MSHS Class (#Students)	0	0	0	140	0	0	0	0	0	0	165	0	305
MSHS Class (Man Hrs)	0	0	0	18	0	0	0	0	0	0	21	0	39
Extinguisher Trng-Reg (#Attend)	45	50	0	75	0	0	0	0	0	0	0	18	188
Extinguisher Trng-Reg (Man Hrs)	14	4	0	3	0	0	0	0	0	0	0	4	25
Extinguisher Trng-MSHS (#Students)	0	0	0	0	0	0	0	0	0	0	0	0	0
Extinguisher Trng-MSHS (Man Hrs)	0	0	0	0	0	0	0	0	0	0	0	0	0
ECI's (# Visited)	3	0	2	0	0	0	82	96	99	14	17	12	325
ECI's (Man Hrs)	0	0	7	0	0	0	2	46	60	6	13	6	140
Smoke Detectors Distributed	1	1	0	1	1	1	0	0	0	1	2	5	13
Smoke Detectors Installed	2	5	2	0	0	5	0	0	1	0	2	2	19
Smoke Detectors Checked	0	8	1	8	0	0	0	0	2	2	6	4	31
Company Computer Drawings	0	0	0	0	0	0	0	0	0	0	2	0	2
Fire Drills Attended	1	0	0	0	0	0	0	0	0	2	0	0	3
Fire Drills Man Hours	2	0	0	0	0	0	0	0	0	4	0	0	6
Juvenile Firesetter (Contacts)	0	4	2	0	0	0	0	0	4	0	2	0	12
Children's Museum Inspections	0	0	3	0	5	2	0	4	6	7	5	3	35
Station Tours (# People)	19	32	17	279	26	4	0	5	4	0	2	14	402
Station Tours (Man Hours)	4	5	2	27	2	1	0	1	0.5	0	1	4	47.5
<b>PERSONNEL TRAINING</b>													
In-House (Man Hrs)	19	86.5	49	0	51	72	145	116	130	195	97	231	1191.5
Remote (Man Hrs)	21	56	80	10	27	40	33	44	163	26	85	53	638
Specialized (Man Hrs)	24	23	0	16	0	0	1	0	6	121	0	33	224
Haz-Mat WMD (Man Hrs)	0	0	0	0	12	7	32	0	0	0	0	28	79
Vehicle Maintenance (Man Hrs)	34	30	75	28	23	20	7	20	23	71	40	20	391
Property Maintenance (Man Hrs)	8	21	61	37	39	11	10	20	11	127	52	18	415
Hose Testing (Man Hrs)	134	0	0	0	0	0	0	0	0	20	20	70	244
Service Testing (Man Hrs)	45	0	0	0	0	0	0	0	0	0	1	0	46
Hydrant Testing (Man Hrs)	26	56.5	7	1	0	0	0	0	0	0	0	0	90.5
Hydrant Testing (# Tested)	29	72	6	0	0	0	0	0	0	0	0	0	107
Meetings (Man Hrs)	2	1	2	0	0	0	0	6	2	8	6	0	27
<b>TOTAL (MAN HOURS)</b>	<b>313</b>	<b>274</b>	<b>274</b>	<b>92</b>	<b>152</b>	<b>150</b>	<b>228</b>	<b>206</b>	<b>335</b>	<b>568</b>	<b>301</b>	<b>453</b>	<b>3346</b>

Marquette City Fire Department  
2012-2013 FY Annual Report

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
<b>COMMUNITY SERVICE COVERAGE</b>													
On-Duty (Man Hours)	27	36	16	24	3	0	0	0	16	6	2	29	159
Off-Duty UNPaid (Man Hours)	61	0	0	0	0	0	0	35	22	0	5	18	141
<b>TOTAL (MAN HOURS)</b>	<b>88</b>	<b>36</b>	<b>16</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>38</b>	<b>6</b>	<b>7</b>	<b>47</b>	<b>300</b>
<b>MISCELLANEOUS</b>													
Car Seats Installed	6	6	2	1	1	3	2	1	2	3	6	3	36
Car Seats (Checked)	1	1	3	1	0	0	0	0	0	1	3	4	14
Fire Investigations	0	0	0	0	0	0	0	0	1	1	0	0	2
Learn Not To Burn (#Students)	0	0	0	75	0	220	0	90	0	75	270	0	730
Learn Not To Burn (Man Hrs)	0	0	2	3	0	10	0	5	0	2	11	0	33
Fire Safety House (#Students)	0	0	0	380	23	0	0	0	0	0	0	0	403
Fire Safety House (Man Hrs)	0	0	0	83	3	0	0	0	0	0	0	0	86
<b>PAUL CD ENFORCEMENT</b>													
Inspections	13	5	12	5	4	7	14	10	8	22	47	7	154
Inspection Reports	0	0	0	0	0	0	0	0	0	0	0	0	0
Re-inspections	13	6	9	6	4	3	5	5	6	5	10	4	76
Letters and Notices	16	8	10	15	1	2	11	8	12	7	48	7	145
Citations	2	0	0	1	1	0	0	0	1	0	0	0	5
Plan/Code Review	13	11	16	13	4	7	12	15	7	19	0	6	123
Meetings/Training	1	1	4	4	0	1	6	3	9	10	0	8	47
Public Assistance	0	2	0	1	2	1	0	3	14	1	0	0	24
Contacts	23	16	23	38	7	14	25	23	31	35	63	31	329
Miscellaneous Activities	62	44	36	69	40	35	53	50	39	62	0	55	545
<b>TOTAL</b>	<b>143</b>	<b>93</b>	<b>110</b>	<b>152</b>	<b>63</b>	<b>70</b>	<b>126</b>	<b>117</b>	<b>127</b>	<b>161</b>	<b>168</b>	<b>118</b>	<b>1448</b>
<b>Loss</b>													
Property Loss	\$0	\$2,500	\$2,000	\$10	\$14,500	\$43,000	\$6,000	\$5,000	\$0	\$0	\$0	\$0	\$73,010.00
Content Loss	\$0	\$0	\$0	\$0	\$3,750	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$3,950.00
Vehicle Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$2,000	\$0	\$0	\$0	\$8,000.00
	\$0.00	\$2,500.00	\$2,000.00	\$10.00	\$18,250.00	\$43,000.00	\$12,200.00	\$5,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$84,960.00

McCarty's Cove

Date	Estimated Patron Count	Temperatures:		Interdictions:		Patrons Approached For:			Notes:
		Air	Water	Picnic Rocks	Coast Guard Rocks	Alcohol	Smoking	Asked to Leave	
5/29/2013	30	60	45						
5/30/2013	150	81	53						
5/31/2013	200	80	52			50	10	2	
6/1/2013	60	52	56	1		2		1	closed at 6:00
6/2/2013									closed all day
6/3/2013	12	50	54						closed at 4:00
6/4/2013	60	60	52						
6/5/2013	2	53	50						closed at 3:00
6/6/2013	0	55	0						closed at 3:00
6/7/2013	75	55	57		1				
6/8/2013	160	71	52						
6/9/2013	80	62	59			4	2		
6/10/2013	85	75	60			1	1		
6/11/2013	73	71	52			2	1	1	
6/12/2013	500	70	62			30	10	1	
6/13/2013	0	55	61						
6/14/2013	80	70	61					1	
6/15/2013	83	80	59			2	3		
6/16/2013		60	60			6			
6/17/2013	10	53	55						
6/18/2013	101	67	56			1	3		
6/19/2013	200	80	58			4	6		
6/20/2013	6	60	57						
6/21/2013									closed all day
6/22/2013	30	63	59						
6/23/2013	250	81	57	2			1		
6/24/2013	500	76	65	1		4	1	1	
6/25/2013	500	88	66	1	1	6	3		
6/26/2013	500	83	61	8	1	7	3	1	
6/27/2013	100	75	63						
6/28/2013	2	57	59						closed at 2:30
6/29/2013	30	63	63						
6/30/2013	400	73	56	1		50	5		
7/1/2013	60	56	60				2		
7/2/2013	150	72	65			5	3		
7/3/2013	150	68	68					1	
7/4/2013	1500	80	65	1		all	2		
7/5/2013	500	90	50			6	3		
7/6/2013	475	90	45			15	7		
7/7/2013	100	70	65			2			
7/8/2013	35	62	55						
7/9/2013	50	77	62						
7/10/2013	200	72	65		1				
7/11/2013	200	79	63	2	1		1		
7/12/2013	400	82	64	1		10	2		
7/13/2013	225	88	65	1	1	13	3		
7/14/2013	400	92	65			3	2		
7/15/2013	300	88	66	2		2			



South Beach

Date	Estimated Patron Count	Temperatures:		Patrons Approached For:			Notes:
		Air	Water	Alcohol	Smoking	Asked to Leave	
5/29/2013	20				1		
5/30/2013	30						
5/31/2013	20				3		
6/1/2013	8						closed at 6:00
6/2/2013							closed all day
6/3/2013	0						closed at 4:00
6/4/2013	5						
6/5/2013	0						closed at 3:00
6/6/2013	1						closed at 3:00
6/7/2013	15				1	1	
6/8/2013	32				1	1	
6/9/2013	35						
6/10/2013	150						
6/11/2013	15						
6/12/2013	65						
6/13/2013	0						
6/14/2013	24						
6/15/2013	45						
6/16/2013	10						
6/17/2013	7						
6/18/2013	80	83					
6/19/2013	0						
6/20/2013	15	59	67				
6/21/2013							closed all day
6/22/2013	15	59	67				
6/23/2013	65	80	62			5	
6/24/2013	250	74	76		2	1	
6/25/2013	150	76	80				
6/26/2013	200	83	73				
6/27/2013	85	70	68		3		
6/28/2013	0						closed @ 2:30
6/29/2013	7	68	66				
6/30/2013	150	70	76		2		
7/1/2013	20	60	71				
7/2/2013	45	68	76				
7/3/2013	40	71	70				
7/4/2013	200	76	70				
7/5/2013	100	88	64		2		
7/6/2013	210	92	60	12	3	2	
7/7/2013	100	74	70				
7/8/2013	30	74	65				
7/9/2013	13	65	70				
7/10/2013	15	74	65				
7/11/2013	30	76	71		1		
7/12/2013	300	82	66	2	2	2	
7/13/2013	210	89	70	2	2		
7/14/2013	150	88	68	1	1		
7/15/2013	175	72	75		1		
7/16/2013	220	76	72		1		

South Beach

Date	Estimated Patrons	Air Temp	Water Temp	Alcohol	Smoking	Asked to Leave	
7/17/2013	150	73	68				
7/18/2013	30	84	78		1		
7/19/2013	130	76	63				
7/20/2013	25	58	77		1		
7/21/2013	4	72	60				
7/22/2013	30	84	69				
7/23/2013							closed all day
7/24/2013	20	66	67				
7/25/2013	15	79	66				
7/26/2013	1	58	68				closed at 7:00
7/27/2013	0	54	65				closed at 2:00
7/28/2013	0	56	64				closed at 3:00
7/29/2013							
7/30/2013							
7/31/2013							
8/1/2013							
8/2/2013							
8/3/2013							
8/4/2013							
8/5/2013							
8/6/2013							
8/7/2013							
8/8/2013							
8/9/2013							
8/10/2013							
8/11/2013							
8/12/2013							
8/13/2013							
8/14/2013							
8/15/2013							
8/16/2013							
8/17/2013							
8/18/2013							
8/19/2013							
8/20/2013							
8/21/2013							
8/22/2013							
8/23/2013							
8/24/2013							
8/25/2013							
8/26/2013							
8/27/2013							
8/28/2013							
8/29/2013							
8/30/2013							
8/31/2013							
9/1/2013							
9/2/2013							

Tourist Park

Date	Estimated Patron Count	Temperatures:		Patrons Approached For:			Notes:
		Air	Water	Alcohol	Smoking	Asked to Leave	
5/29/2013	3	60	54				
5/30/2013	15	82	58		1		
5/31/2013							
6/1/2013	10	60	64				closed at 6:00
6/2/2013							closed all day
6/3/2013	10	52	60				closed at 4:00
6/4/2013	20	62	58				
6/5/2013	0	45	56				closed at 3:00
6/6/2013	0	54	55				closed at 3:00
6/7/2013	10	70	59				
6/8/2013	4	63	58				
6/9/2013	10	73	60			1	
6/10/2013	11	69	58				
6/11/2013	75	68	66				
6/12/2013	30	75	61				
6/13/2013	7	55	61				
6/14/2013	30	66	63				
6/15/2013	20	73	66				
6/16/2013	20	70	67				
6/17/2013	0	50	64				
6/18/2013	4	68	70				
6/19/2013	20	81	65				
6/20/2013	0	63	64				
6/21/2013							closed all day
6/22/2013	40	59	63				
6/23/2013	30	86	69				
6/24/2013	23	82	64				
6/25/2013	75	89	68				
6/26/2013	35	86	77		1		
6/27/2013	5	55	75				closed at 2:30
6/28/2013	10	74	72				
6/29/2013	0	63	70				
6/30/2013	50	75	70		4		
7/1/2013	6	63	72		2		
7/2/2013	25	70	65				
7/3/2013	45	73	67		1		
7/4/2013	35	81	69				
7/5/2013	70	90	74				
7/6/2013	100	93	77	4	3		
7/7/2013	40	80	72		2		
7/8/2013	6	63	70				
7/9/2013	25	73	71				
7/10/2013	16	75	70				
7/11/2013	26	75	70				
7/12/2013	80	88	74	1	1		
7/13/2013	175	92	75		4		
7/14/2013	75	91	70				
7/15/2013	70	87	71				
7/16/2013	75	91	82		5		

Tourist Park

Date	Estimated Patrons	Air Temp	Water Temp	Alcohol	Smoking	Asked to Leave	
7/17/2013	20	83	80				
7/18/2013	80	87	76				
7/19/2013	80	75	77	2			
7/20/2013	130	63	70				
7/21/2013	150	65	75				
7/22/2013	16	83	75				
7/23/2013							closed all day
7/24/2013	40	76	68				
7/25/2013	4	65	73				
7/26/2013	20	52	71				closed at 7:00
7/27/2013	1	54	70				closed at 2:00
7/28/2013	0	52	70				closed at 3:00
7/29/2013							
7/30/2013							
7/31/2013							
8/1/2013							
8/2/2013							
8/3/2013							
8/4/2013							
8/5/2013							
8/6/2013							
8/7/2013							
8/8/2013							
8/9/2013							
8/10/2013							
8/11/2013							
8/12/2013							
8/13/2013							
8/14/2013							
8/15/2013							
8/16/2013							
8/17/2013							
8/18/2013							
8/19/2013							
8/20/2013							
8/21/2013							
8/22/2013							
8/23/2013							
8/24/2013							
8/25/2013							
8/26/2013							
8/27/2013							
8/28/2013							
8/29/2013							
8/30/2013							
8/31/2013							
9/1/2013							
9/2/2013							

# MARQUETTE CITY POLICE DEPARTMENT





# MARQUETTE CITY POLICE DEPARTMENT

## 2012-2013 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Police Department for the 2012-13 fiscal year. The following are points of interest and highlights for the past fiscal year.**

### **Department Overview**

- It was with great regret that retired K-9 Nero was put down on October 10, 2012, due to progressing health issues. K-9 Nero and his handler were instrumental in establishing the first K-9 team implemented at the Marquette Police Department. It was through their devotion to duty and tireless work ethic that the Marquette City Police K-9 Unit will continue to have an impact on our community.
- The Police Chief and Detective Captain attended the Michigan Association of Chiefs of Police Conference in Grand Rapids.
- The Police Chief, Detective Captain, Patrol Captain, and Detective Lieutenant, attended the U.P Law Enforcement Administrators Conference in Escanaba. This conference allows U.P. Law Enforcement the opportunity to discuss issues and crimes facing U.P. communities.
- The Patrol Captain attended the Michigan Police Executive Development Seminar (MPEDS) sponsored by the Federal Bureau of Investigation and the Michigan Chapter of the FBI National Academy. This week long seminar focused on many of the administrative/executive police responsibilities administrators face within their organizations and communities. This was also a chance to meet and network with other police executives from around the state of Michigan.
- The Patrol Captain, one Police Sergeant, and one officer attended the Michigan Traffic Safety Summit in East Lansing. Breakout sessions focused on traffic related issues in Michigan.
- The Patrol Captain, one Police Sergeant, and one clerk attended a Data Driven Approaches to Crime and Traffic Safety (DDACTS) seminar in Ann Arbor. The focus of this policing philosophy is to use crime and traffic data to develop “hot spots” through crime mapping. This allows police resources to be deployed to these locations. The Marquette Police Department is working with the Engineering and Information Technology Departments to develop a mapping program to aid in the implementation of the DDACTS principals in Marquette.
- The Marquette City Police was awarded a Bryne Jag Grant for \$40,000.00 toward the purchase and implementation of video body microphones. This device serves as an extension of the officer’s portable radio and also as a video/audio recorder and digital camera. Officers are currently being trained on the use of these devices. The goal is to have these in full use by the end of August.

- After a five-year process, the Marquette Police Department has developed and implemented a 21-slip mooring field in the Northeast section of the Lower Harbor. With the assistance of Community Services, Public Works and the Marquette City Police Dive Team, moorings were assembled and placed in pre-designated locations in the harbor.
- Two Police Department Lieutenants attended and completed training offered by the Center for Domestic Preparedness (CDP), in Anniston, Alabama from April 22-25, 2013. The CDP is operated by the United States Department of Homeland Security's Federal Emergency Management Agency and is the only federally chartered Weapons of Mass Destruction (WMD) training facility in the nation. Furthermore, the CDP offers emergency responder training to law enforcement, fire fighter services and various health care services. The courses attended were Initial Law Enforcement Response to Suicide Bomb Attacks (ILERSBA) and Field Force Operations (FFO). The training provided a valuable resource for law enforcement responses to both suicide bombing attacks and civil disorders.
- The Marquette Police Department has developed and maintained a Facility Security Plan (FSP) per Federal Regulation 33 Code of Federal Regulations 105 in response to an event of a foreign cruise ship vessel docking at the Mattson Park Bulkhead Pier. Throughout each calendar year, requirements in the FSP mandate quarterly training drills, an annual exercise which includes full implementation of the FSP, is conducted and an annual audit of the FSP is completed.

Training Drills conducted: 03/08/12, 06/07/12, 08/30/12 and 12/13/12

Exercise conducted: 08/30/12

Annual Audit conducted: 02/10/12

- Detective Lieutenant and Youth Services Officer attended the Schools, Education Police Liaison Association (SEPLA) conference in Mount Pleasant in June. The focus of the conference was to create a networking environment of school administrators, school resource officers and police agencies for the purpose of keeping our schools and students safe. Trainings consisted of current trends within the schools, combined medical and tactical response to multi-casualty incidents, one person tactical entries, proactive school security, school/police emergency preparedness and incident review of the Sandy Hook School incident. The training was informative and many issues raised and discussed will be of service to both the Marquette Police Department and Marquette schools. Further, several items will be implemented into the training and response phases of the Marquette Police Department in case of an incident within the Marquette schools.

**ARRESTS**

<b>ARREST TYPE</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Accidents/Fail to Report	27	13	24
Assault	34	44	32
Assault Domestic	68	60	50
Bond Violation	36	15	18
Breaking & Entering	8	10	11
Check Violations	15	17	13
Criminal Sexual Conduct	7	5	5
Disorderly Conduct/Drunk	32	35	27
Drugs	57	79	77
Embezzlement	5	3	2
Fleeing & Eluding	2	3	1
Fraud	12	7	8
Homicide	0	1	0
Illegal Entry	10	21	9
Juvenile Runaways	28	19	36
Kidnapping	1	0	0
Larceny	26	32	22
Liquor Violations	13	13	17
Littering	4	1	3
Malicious Destruction of Property	22	26	17
Obscene Conduct	5	8	4
Operate Without Insurance	34	35	22
Operators License Violations	116	109	92
Operating While Intoxicated	107	83	125
Probation/Parole Violations	15	18	18
Receive & Conceal Stolen Property	7	3	11
Resisting & Obstructing	30	18	33
Retail Fraud	19	26	38
Stalking	6	2	3
Trespass	20	16	26
Unlawfully Drive Away Automobile	0	4	3
Warrant Arrests	256	208	137
Weapon Violations	5	12	8
<b>TOTALS:</b>	<b>1027</b>	<b>946</b>	<b>892</b>

## CALLS FOR SERVICE

CALL TYPE	2010/11	2011/12	2012/13
Accidents (all types)	1087	1032	1034
Alarms (false)	200	181	182
Arson	3	1	0
Assaults	170	145	141
Assaults Domestic	203	189	177
Assistance	2172	2087	1990
Breaking & Entering	66	68	53
Civil Disputes	29	37	30
Conservation Violations	67	60	62
Criminal Sexual Conduct	35	39	27
Disorderly Conduct	748	907	839
Drugs	140	169	160
Drunkenness	319	361	360
Embezzlement	2	5	5
Family Offense	50	52	44
Forgery	6	5	8
General	1091	935	1064
Fire	15	8	6
Fraud (all types)	107	88	79
Hazardous Conditions	33	44	26
Health and Safety	775	856	791
Homicide	0	1	0
Illegal Entry	23	22	25
Inspections (all types)	747	982	1764
Juvenile	20	41	32
Kidnapping	0	1	0
K-9 Search	74	72	165
Larceny (all types)	539	483	505
Liquor Violations	155	99	94
Lost and Found	551	576	524
Malicious Destruction of Property	229	285	204
Mental	74	104	71
Missing Person	17	12	37
Natural Death	14	14	7
Obstruct Justice/Police	407	317	314
Operating While Intoxicated	107	89	105
Parking	996	918	999
Public Peace	340	261	218
Runaways	43	40	81
Retail Fraud	80	56	85
Robbery	3	0	0
Sex Offenses	8	7	6
Stalking/Intimidation	66	73	81
Suicide	2	1	2
Suicide Attempts	72	53	54
Suspicious	634	665	606

Traffic	510	602	460
Trespass	128	135	174
Unlawfully Drive Away Automobile	26	21	18
Weapons Violations	15	12	14
<b>TOTALS:</b>	<b>13,198</b>	<b>13,212</b>	<b>13,222</b>

<b>TRAFFIC CITATIONS</b>			
<b>TICKET TYPE</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Accidents (failed to report)	13	11	17
Careless/Reckless Driving	35	20	42
Defective Equipment	262	330	341
Suspended License	66	87	52
Failed to Yield Right of Way	46	63	72
Improper Lane/Turn	76	225	168
Insurance Violations	508	465	411
Loud Noise/Music	165	184	127
Minor In Possession of Alcohol	152	123	94
Minor In Possession of Tobacco	27	15	10
Operator License Violations	241	186	190
Other Hazardous Violations	31	73	62
Other Non-Hazardous Violations	24	74	57
Operating Under the Influence	102	77	100
Registration Violations	323	380	336
Seatbelt Violations	195	166	132
School Bus Violations	1	2	3
Skateboard Violations	14	8	16
Speed	557	825	618
Stop Light/Sign Violations	128	217	216
<b>TOTALS:</b>	<b>2966</b>	<b>3531</b>	<b>3064</b>

<b>PARKING CITATIONS</b>			
<b>VIOLATION</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Contrary to Post	43	79	77
Expired Meter	1013	1060	1250
Fail to Display Permit	23	25	32
Handicap Zone	108	108	121
Improper Parking	182	198	301
Left Side of Street	110	127	124
Loading Zone	145	93	79
Obstructing Sidewalk	211	139	110
Over 2 Hour Limit	2658	1992	2158
Parked 7 a.m.- 3 a.m.	220	180	117
Parked in Alley	0	0	12
Private Property	340	351	442
Restricted Zone	696	522	530
Right of Way	13	4	7
Temp Sign Zone	12	21	4

Too Close to Crosswalk	4	6	12
Too Close to Driveway	108	112	97
Too Close to Hydrant	88	59	91
Winter Parking Ban	1453	1153	1803
<b>TOTALS:</b>	<b>7427</b>	<b>6229</b>	<b>7367</b>

## COMPLAINT ACTIVITY

	2010-11	2011-12	2012-13
Criminal Sexual Conduct	3	3	4
Assault	10	14	17
Stalking / Intimidation	12	8	26
Domestic Violence	0	2	4
Breaking & Entering	0	0	0
Illegal Entry	0	2	0
Larceny Motor Vehicle Parts	0	0	0
Larceny in a Building	11	16	12
Larceny from Motor Vehicle	0	2	4
Larceny Other	1	7	0
Malicious Destruction of Property	6	10	6
Trespass	6	12	16
Suspicious Situations	8	2	15
Violation of MI Public Health Code (Drugs)	13	13	8
Alcohol Violations	1	2	2
Runaways	3	5	2
Fraud	1	0	0
Weapons	0	2	1
Embezzlement	0	0	0
Hit & Run Accidents	0	3	5
Accident Other	15	7	11
Family Abuse	1	3	0
Family Abuse Other	0	3	0
Public Peace	0	2	0
Obstructing Justice	1	0	0
General/Assistance	75	315	321
Minor in Possession of Tobacco	30	23	18
Traffic Violations	10	18	22
Alarms	12	26	11
Parking Citations	160	163	98

## Police School Liaison

The 2012-2013 Youth Services Officer (YSO) Annual Report is presented for your consideration. The YSO is only available to the schools when minimum staff levels are met at the Marquette Police Department. The Marquette School District consists of four elementary schools, one middle school, two alternative schools and one high school. Also in Marquette are two private schools. Occasionally, we will serve Northstar Academy, grades K-12. The total number of students in the Marquette area (public, private and alternative schools) is 3,648.

The YSO is in attendance at home football games, dances, assemblies and graduation ceremonies. Attendance at these events serves two purposes: first, as security, and second is the relationship building between the police, community, teachers, school administrators, and students.

## Animal Control

During the 2012-13 fiscal year, the Animal Control Officer (ACO) worked a dayshift position as a uniformed patrol officer with primary duties in animal control. His major responsibilities include investigating domestic animal complaints such as dogs and cats at large, barking dog complaints, animal cruelty complaints and other complaints associated with domestic pets. The ACO was also responsible for investigating complaints associated with wild animals and birds. These include raccoons, skunks, squirrels, chipmunks, beavers, ferrets, rabbits, bats, geese, weasels, turtles and a host of others. The following is a summary of Animal Control activities:

Calls for service: 937  
Complaint reports: 89

## Animal Complaint Tickets

Cat at large	14
Unlicensed cat	2
Cruelty to animals	1
Dog at large	61
Dog barking	15
Dog feces violation	1
Unlicensed dog	7
Vicious dog	2

## Nuisance Domestic and Wild Animals Trapped/Caught

Raccoons	52
Skunks	13
Dogs	15
Cats	10
Rabbits	2
Wild turkey	1
Bat	1
Sugar glider	1
Guinea pig	1
Snapping Turtle	1
Pigeons	4

Weasel	1
Chickens	2

### **Canine (K-9) Unit**

On June 1, 2012, the Marquette City Police Department activated Police K-9 Frodo after the retirement of K-9 Nero in May. In July 2012, Police K-9 Scud was activated bringing the total to two working Police K-9 on patrol with the Marquette City Police Department. The Police sergeant handler is assigned to the afternoon shift, while the Police officer handler is assigned to the midnight shift.

In October 2012, both handlers traveled to the U.S. Air Force Combat Readiness Training Center in Alpena, Michigan to attend the NAPCH, National Association of Professional Canine Handlers, annual certification. Certifications were completed in obedience, control, building searches, article searches, area searches, aggression, tracking and drug detection. After two days of certification, the K-9s participated in scenarios ranging from gunfire, vehicle chases, felony stops, building searches, and tracking type situations. Marquette City K-9 handlers were able to network with some of the finest tracking master trainers from Canada, and Southeast Michigan. Legal experts in the area of Police K-9 laws presented classes along with the ATF and veterinarians teaching critical K-9 care.

The Police sergeant handler, through his training and experience, applied for and was accepted as a certified trainer with the NAPCH. The next level will be master trainer. The Police officer handler is in the process of learning and preparing for trainer status; it will take approximately four years for him to gain the experience necessary to be a certified trainer.

Both canines have been working the road for the City of Marquette for one year now. It takes at least a year for the handlers and the dogs to complement each other.

### **Canine (K-9) Patrol Activities: Police Sergeant Handler & K-9 Frodo:**

- 1 School Search, Ishpeming
- 65 Traffic Stops/Vehicle Sniffs/Narcotics Detection
- 15 Building Drug Searches
- 5 Fleeing Criminals
- 7 Interdiction Stops involving Semi Truck Stops
- 2 Interdiction/Freighter Searches One freighter resulted in a small marijuana seizure.
- 5 Search Warrants
- 4 Traffic Stop/Warrant Arrest
- 1 Vehicle Accident/Drug Search
- 7 Demonstrations/Presentations
- 2 Alarms resulting in a Building Search
- 1 Article Search
- 2 Felony Warrant Arrest
- 1 Tracking Suspect
- 1 Lost Alzheimer's Adult
- 4 Area Searches including the locating of a Suicidal Person

- 2 Burglary in Progress
- 1 Runaway/Drugs Cocaine
- 1 Misdemeanor Warrant Assist
- 1 Felony Vehicle Stop
- 1 Domestic Disturbance- Suspect with a gun that gave up as the result of the dog barking.

### **Canine Patrol Activities: Police Officer Handler & K-9 Scud**

- 1 Tracking of a Dementia Patient
- 39 Narcotics Vehicle Searches
- 2 Fleeing Criminals
- 11 Narcotics Building Searches
- 8 Suspect Tracks
- 2 Runaway Juvenile Tracks
- 2 Drug Detection Searches
- 1 Area Search
- 1 Rape Victim Track-It should be noted that the rape victim had been bare foot on a cold winter night, and was underage and intoxicated. Was located and prevented cold weather injury.

### **Seizures**

- 2006 Chrysler 300 valued at \$9,600
- \$2,093 in cash from a safe alerted by K-9 Frodo
- 250.62 grams of Marijuana
- 1 gram of Hashish
- Cocaine residue

### **Outside Jurisdiction Assists**

- Chocoley Township Police Department-12
- Marquette County Sheriff Department -12
- NMU Public Safety-3
- Negaunee Police Department -3
- Michigan State Police-8
- UPSET-1
- Escanaba Public Safety-1
- U.S. Border Patrol-1

### **Detective Bureau Investigations**

- Shawn Dollar reported missing. On September 8<sup>th</sup>, the department received information that Shawn Dollar had not been seen by his family in several days. The investigation led to the finding of Shawn Dollar deceased in an abandoned building in the 200 block of W. Washington Street. A death investigation has been ongoing since that time to determine whether Dollar's death was accidental or a homicide.
- Two sisters were investigated and arrested for stealing thousands of dollars in precious metals and valuables from seniors in the area. The two suspects had been employed by the seniors to perform tasks in the households and during that time, stole silver, jewelry, and other valuables located inside the seniors' homes.

- A male Marquette resident was arrested for embezzlement from St. Vincent DePaul. The investigation revealed the subject had stolen a large sum of money from the charity while he was employed there.
- A man was arrested for criminal sexual conduct charges for assaulting a female Marquette resident. The investigation showed that the suspect and victim met on an online dating site. The suspect lured the victim to his home and then sexually assaulted her and choked her once inside his residence.
- Detectives investigated and arrested a Marquette man for breaking into seniors apartments at Snowberry Heights. The investigation found that the suspect went to a victim's door and knocked. If the victim answered the door, the suspect—wearing medical clothes—made up an excuse as to the reason for him being there. If the victim did not answer, the suspect would use a master key he obtained to enter the apartment and steal prescriptions.
- Detectives investigated a fatal hit and run accident that occurred on July 4, 2012. The incident occurred when a husband and wife were crossing South Front Street at Genesee to view the fireworks. While crossing, a vehicle traveling southbound struck the wife, resulting in her death. The suspect then fled the scene. An investigation into the accident identified the vehicle, and the driver was eventually arrested.
- A man was arrested on criminal sexual conduct charges for sexually assaulting an 11-year-old boy. The suspect had befriended the boy and his mother. The suspect was eventually allowed to temporarily move in to the victim's house while he waited for his apartment at NMU. It was during this time that the suspect sexually assaulted the boy.
- A Wells Fargo teller was arrested for stealing thousands of dollars during her short employment with the bank. The teller kept various large sums of money until the back teller eventually found the discrepancy and launched an investigation.
- The Cyber Crime Liaison has been working on the “zombie case” where both TV10 and Northern Michigan University's television stations emergency alert systems were hacked and messages of zombies attacking the public were announced.
- Assisted in an investigation into a fraud on the east end of the U.P. where over \$100,000 was stolen from a prominent business through the use of the internet.
- More than 30 cell phones have been forensically reviewed for local agencies using the department's Cellebrite, a technology that was purchased by the FBI.
- The Marquette Police investigated a large pornography case on the east end of the U.P. involving thousands of images and videos depicting child pornography.
- Detectives investigated a home invasion/robbery that occurred at 229 W. Ohio Street. Victims reported they were sitting at home when three masked suspects entered their home and started assaulting them. The suspects terrorized the victims until they realized they had entered the wrong home. Suspects have been identified and the investigation is ongoing.

### **Detective Bureau Activities**

- A Facebook page was launched by the department with help from one of the department's interns. The page is very successful and helps with investigation and information sharing between the public and the department.

- Numerous presentations were provided by members of the Detective Bureau covering the following topics:
  - Identity fraud
  - Senior safety
  - School shooting response
  - Retail fraud prevention
  - Bank robbery response
  
- The Detective Sergeant attended the Infra Guard conference hosted by the FBI and is becoming the regional contact for this program.
- The Detective Sergeant was also supplied with and trained on how to use a Loose Media Imaging Device supplied by the FBI which will allow smaller media devices to be imaged such as thumb drives.
- Detectives attended the following trainings:
  - Death investigations
  - Using social media in investigations
  - Interviewing
  - Legal update
  - Meth lab training
  - Firearms
  - Active shooter training

## **PUBLIC WORKS DEPARTMENT**



Administrative pictured above (left to right):  
Eric Stemen, Scott Cambensy, Tonya Beerman, Katie Burnette



Facilities Maintenance pictured above (left to right):  
Jarrod Molise, Mark Romero, Barry Just, Carl Miller, Mike Sjolund



Equipment Maintenance pictured above (left to right): Al Wendrick, Lance Hopper, Duane Suckow, John Steadman, Eric Hinze, Tom Florek, Alex Hinze, Jim Tregear



Forestry pictured above (left to right): Chad Hightshoe, Paul Albert, Dan Carter



Sewer Maintenance pictured (left to right): kneeling – Dan Beerman, Larry Linna, Gerald Bartlett, Randy Paavola, John Dale, Pat Nordquist, Mike Schmeltzer



Street Maintenance pictured above (left to right): Dave Contois, Bridget Holm, John O'Neill, Dale Liljeroos (back row) Mark Brandel, Jim Fraley, Kyle Johnson, Mike Koval, Don Trezona, Mike Parsons, George LaFave, Kyle Johnson (not pictured Steve Matt)



Water Distribution pictured above (left to right): Dave Outinen, Art Carlson, Mark Trembath, Bruce Gauthier, Todd Brugman, Randy Bullock, Chris Tracy



## **PUBLIC WORKS DEPARTMENT**

### **2012-2013 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works Department for the 2012-13 fiscal year.**

#### **WATER TRANSMISSION & DISTRIBUTION**

The City of Marquette Water Distribution Department maintenance crew consists of one supervisor, two meter technicians, one utility inspector, one special equipment operator, and three heavy equipment operators.

Distribution network infrastructure maintenance duties consist of replacing deteriorated service lines, repairing system failures, hydrant and valve maintenance, accurate metering of delivered services, customer service requests, maintenance records, protection from contamination, pumping requirements, control valve maintenance of the eight pressure districts, two (2) one million gallon reservoirs, three pump stations, and support of contracted construction of infrastructure replacement and improvements.

Along with maintaining the water distribution network, personnel from this crew supplement operations of the Street, Sewer, Engineering, and Parks Departments as work loads demand.

This past year, we spent considerable support time on the Street Improvement and Heavy Maintenance Project (SIMP) to replace the old water services in the construction areas. Water service lines dating back 60 years or more were replaced before pavement milling on these streets. The lines were identified to be galvanized and warranted replacement before resurfacing operations began this past construction season. Twenty-eight services were replaced on the 1700 and 1800 blocks of Fitch Avenue, the 500, 600 and 700 blocks of Norwood Street, and the 1900 and 2000 blocks of Neidhart Avenue. Also, when the contractor exposed galvanized water services in the trenches of the scheduled sewer lateral replacements, Water Department crews replaced the water services at the same time. Many of these lines were in very poor shape and were actually leaking when they were exposed. Crews also spent time on SIMP Project road work locating curb stop boxes and water main valves—cleaning and listening on these valves for possible leaks before construction began. The effort expended will hopefully minimize the potential of digging up these repaved roads in the near term.

With the development of new residential meter technology, this department began a complete change out incorporating the new technology. The new meters we have selected have a magnetic flow detection unit for measuring usage at increased accuracy. These meters have no moving parts and a projected life of 20 years. The meter life is dependent upon the life of the batteries which are internal and necessary for creating the magnetic field. This new technology is also capable of many new features that can help with identifying customer problems and usage trends. They are also compatible with automated meter reading systems (AMR), which we hope to start implementing this coming year. Last year we installed 660 new meters. This change out is projected to be completed in five years.

We continue to test our large meters by contract to outside vendors. This ensures that our large users and the City of Marquette are benefiting from accurately metered water consumption. Additionally, we are required by contract to annually test the meters delivering water to Marquette Township by an independent certified testing service. Completion of this year's testing found one of the 34 large meters tested not meeting the AWWA specification. The meter was repaired and put back into service.

To ensure water quality to our customers, maintenance crews flushed out water on the dead-end portions of the system. Annually, 150,000 gallons are used to accomplish the desired results of ensuring water quality. To document system performance, we include sampling of these areas to facilitate possible frequency increase if warranted. Another approximately 950,000 gallons were used to flush through a third of the water distribution network to clean our mains. Our annual goal of one third of the total distribution system was met this year.

Excavation required repairs by the Water Distribution Department included 20 water main repairs and eight service line repairs. The above mentioned projects all required the use of excavation equipment to accomplish the necessary work, along with the required restoration of surface features removed to facilitate repairs. Public Works street crews get involved extensively with the restoration of pavement surfaces.

Utility inspections are an important part of the protection of our drinking water quality. The Backflow Prevention Program is an integral part in the protection of the water distribution system against contamination. Our utility inspector has progressed well in the learning and operating of our software that monitors the program.

- Cross connection accounts—731
- Backflow devices in system—1,329
- Devices needing repair—14

One of the two high service pumps for the Grove Street Pumped Pressure District failed and required rebuilding. The pump was replaced with a backup in stock. The old pump was rebuilt and is ready for use when failure requires. Also, the Wilson Station Fire Pump was damaged by lightning and required minor electrical control repairs.

- Water main repairs–20
- Water service line repairs–8
- Water service line replacements–28
- Residential meter change-out–325
- Total cross connection accounts–710
- High hazard accounts (reinspected every 36 months)–459
- Low hazard accounts (reinspected every 72 months)–468
- New cross connection accounts–40
- High hazard reinspections completed–14
- Low hazard reinspections completed–2
- Cross connections found to exist during inspection–15
- Cross connections corrected of the newly found connections–15
- Cross connections corrective action in progress–0
- Backflow prevention devices in system–937
- Backflow devices tested–372
- Large meters tested–15
- Large meters not meeting AWWA specifications–0

\* Statistics are for 2012 calendar year due to the time frame that is required by the Michigan Department of Natural Resources and Environment for the Water Supply Cross Connection Report that is due yearly.

## **STREET DIVISION**

2012 marks the 20<sup>th</sup> consecutive year the City of Marquette has been awarded the “Safe and Sustainable Snow Fighting Award” by the Salt Institute.

### **Street Statistics**

- Local Street Mileage–58.83
- Major Street Mileage–31.37
- Non-Motorized Mileage (Bikepath)– 17.6
- State Trunkline Mileage–1.95

### **Routine Maintenance**

- Gallons of paint for pavement marking (Local Streets)–10
- Gallons of paint for pavement marking (Major Streets)–100
- Tons of blacktop used for Sewer restorations (Local Streets)–45
- Tons of blacktop used for Sewer restorations (Major Streets)–10
- Tons of blacktop used for Water restorations (Local Streets)–453
- Tons of blacktop used for Water restorations (Major Streets)–61
- Tons of blacktop used for Stormwater restorations (Local Streets)–31
- Tons of blacktop used for Stormwater restorations (Major Streets)–17
- Tons of blacktop used for street repair (Local Streets)–56
- Tons of blacktop used for street repair (Major Streets)–15

## **Winter Maintenance**

- Cubic yards of snow removed (Local Streets)–6,000
- Cubic yards of snow removed (Major Streets)–9,000
- Tons of salt used for ice control (Local Streets)–541
- Tons of salt used for ice control (Major Streets)–1,000
- Tons of salt used for ice control (State Trunkline)–90.61
- Cubic yards of sand used for ice control (Local Streets)–2,105
- Cubic yards of sand used for ice control (Major Streets)–3,300
- Gallons of liquid calcium chloride used for ice control (Local Streets)–0
- Gallons of liquid calcium chloride used for ice control (Major Streets)–0

## **Sanitation**

- Collection from approximately 6,000 residential units, 100 small commercial facilities, and 12 litter barrels throughout the City.
- Curbside contract service collection fee–\$8.21
- Other contract service collection fee–\$1.37
- City service collection fee–\$4.22
- Vehicles at Compost Site–Leaves/Grass – 6,597
- Vehicles at Compost Site–Brush – 2,930
- Vehicles at Rubbish Drop-Off Site–5,412
- Tons of Rubbish Collected–790
- Tons of Metal Collected–156
- Cubic yards of leaves collected curbside–9,000
- Cubic yards of brush collected curbside–1,100
- Cubic yards of yard waste collected curbside–6,000
- Estimated tons hauled directly to the Marquette County Landfill–13,142

## **SEWER DIVISION**

The Sewer Maintenance Department focuses largely on sewer system cleaning and repairs for the sanitary and storm sewer systems.

The total replacement of sanitary sewer laterals for houses and businesses from the right-of-way to the sewer main is a large part of the department excavations due to the orangeburg sewer pipe that is failing at a rapid rate. Partial replacement of sewer main pipes and structures (such as manholes and catch basins on the sanitary and storm systems) also contribute to the excavation portion of the department's maintenance work.

Routine cleaning work that is scheduled annually in the department includes sanitary and storm main cleaning, which includes the removal of roots and grease, manhole and drainage structure cleaning, removing sediment and trash from ditches and retention basins.

Inspecting and locating services performed by the department includes televising of sanitary sewer laterals for residents as well as for the Engineering Department's SIMP projects to determine condition and location of pipes and location of utilities such as water distribution pipes, sanitary sewer pipes, storm sewer pipes and electrical lines for the Miss Dig system.

Preventative maintenance includes identifying locations in the sanitary sewer system with repeated problems for root control treatment contract, televising contract to check condition of sewer mains, the slip line contract to replace severely damaged pipe and working with residents with sanitary sewer back-up problems to find the cause and location of problem and assist them with the proper solution.

Training consists of confined space training and atmosphere testing along with rescue training in conjunction with the fire department, trenching and shoring, proper lifting procedures, working around electrical and utilities, working around heavy equipment, personal protection equipment, MSDS, Hazwoper training, blood borne pathogens, etc.

### **Sewer Operations Maintenance**

- Sewer backups responded to—34 (4 due to issues in the City system)
- Sewer laterals televised—186
- Sewer main repairs—5
- Jet rodding (linear feet of sewer)— 98,207
- Root cutting (linear feet of sewer)—204,209
- Sanitary Sewer Overflows (SSO)—1
- Grease trap inspections—68

### **Sewer Capital Outlay**

- Sewer lateral taps—3
- Sewer lateral replacements—11
- Manhole repairs—19

### **Stormwater Routine Maintenance**

- Catch basin repair—46
- Catch basin replacement—2
- Storm point repairs—1
- Storm line thawing—0

## **FORESTRY DIVISION**

### **In-House Planting**

In-house planting efforts by the Arborist and Forestry Crew included the following:

- Three Austrian pines, one Norway spruce and one golden raindrops flowering crab were planted on City right-of-ways adjacent to the Great Lakes Recovery Center as Marquette's 2012 Arbor Day observance planting.

- One Ohio buckeye was planted along the Mattson Park bikepath in a continuing effort to both diversify the species composition of our urban forest and develop this area as an arboretum.
- Four large caliper disease-resistant elms and two autumn gold ginkgos were planted as street tree replacements.

### **Contractual Planting**

The vast majority of street-side and park tree planting is administered by the Arborist and accomplished contractually. In 2012, 65 such trees were planted by A. Jacobson Landscaping of Gwinn. While a majority of this planting addressed adjacent property owner requests or provided replacements for recently removed street trees, the contract's second focus was the introduction of shade trees into areas along our bikepath system currently devoid of or lacking such features.

A second contractual effort concerned tree transplanting, where Coryell Nursery of Munising moved six existing trees to new locations.

- Two tamaracks and an upright white cedar were moved from a crowded location at the Baraga Avenue stormwater detention pond to the drainage swale in Mattson Park. This new grouping near the northwest corner of the Kids Kove Playground will provide both a splash of fall color and additional species diversity for our eventual arboretum.
- Two disease-resistant elms were moved from a formal landscape grouping along Wright Street to locations along the bikepath through the Pine Street triangle park.
- A harvest gold flowering crab was moved in Mattson Park to provide a more direct entry route into the park's interior for event support vehicles.

### **Forestry Statistics**

- |                             |                         |
|-----------------------------|-------------------------|
| • In-house tree planting—13 | • Large tree pruning—87 |
| • In-house transplanting—0  | • Tree removal—206      |
| • Contractual—71            | • Stump grinding—79     |
| • Small tree pruning—208    |                         |

### **PARK CEMETERY**

#### **SPECIAL PROJECTS**

##### **New Columbarium / North End Development**

Cremation interments have increased steadily over the past 40 years:

1970	4% of 113 total interments
1980	10% of 90 total interments
1990	16% of 89 total interments
2000	26% of 76 total interments
2010	51% of 69 total interments
2012	65% of 83 total interments

Cremation urn interments have customarily been made within the cemetery's existing gravesite inventory, where policy allows up to two ash containers to be placed in a gravesite of 35 square feet. In 2001, a second "inurnment" option was provided as a preassembled, 48-niche columbarium was installed. By the end of 2012, 83% of the columbarium niches had been sold.

An expansion plan for the north end of the cemetery is currently being developed. In addition to traditional burial lots, three sites have been identified as applicable for future columbaria. The first site to be addressed is immediately north of the Pinelawn Plat's veterans section, and has been prepared for the spring 2013 placement of a round, granite-faced, 80-niche columbarium. In addition, two east/west roads have been (re)constructed as part of the north end development: one gravel road was built--along with a gravel parking area—adjacent to the columbarium site, and the northernmost road was raised and widened to facilitate year-round access.

### **Cemetery Lunch Room and Office**

When not needed for snow clearing efforts, Street Division personnel spent part of the winter building a heated lunchroom for seasonal cemetery staff in the northernmost bay of the existing garage. The 10-foot square room required floor leveling, wall framing, insulation, drywall and paint. In addition, the cemetery office, constructed in-house in 2011, was completed as the rough concrete floor was painted.

### **Cemetery Statistics**

- Traditional Burial—29
- Cremains Burial—54
- Columbarium Burial—3
- Grave Space Sale—56
- Cremains Space Sale—3
- Columbarium Sale—4
- Infant Space Sale—1
- Infant Burial—1
- Vault Storage—0
- Foundations—62
- Perpetual Care Collection—0

## **MOTOR VEHICLE EQUIPMENT DIVISION**

We have implemented a Fleet Maintenance program which integrates with our fueling software program, Phoenix. We have developed a maintenance due report that runs every other shift. This report determines any future service needed. At the end of every shift, vehicle fuel tanks are filled at the Municipal Service Center fuel depot. The operator enters the mileage or hours used. Every 48 hours, a file is converted from Phoenix to Fleet Maintenance. From this data, a report is generated that indicates which vehicles are due for service. Maintenance work is then scheduled accordingly. This process has had a positive effect on the department. It saves on labor costs by eliminating the need for an employee to manually look at each piece of equipment. It also prevents equipment from going into an "over due" maintenance status. Timely vehicle maintenance is crucial, as it prolongs the life of expensive equipment. By being proactive in vehicle repair and maintenance, there has been a substantial decrease in equipment failure, thus decreasing vehicle downtime.

During the off season all of the plows come into the service garage. Each plow goes through a complete safety inspection and evaluation, all fluids and filters are replaced and oil samples are taken. They are sent to an independent lab and oil reports are sent back to the City where they are analyzed for premature failure and overall driveline component condition. Any needed repairs and suggestions by operators are made at this time to reduce downtime during the busy winter months. The main goal of the Motor Pool Division is to have its fleet ready for any crisis that may arise with very little or no downtime.

### **Equipment**

- Small Equipment–166
- Sedan/Pickups–101
- Large Equipment–107

### **Maintenance**

- Tune up–65
- Brakes–50
- Suspension work–52
- Drive Train–8
- Engine work–3
- Oil changes–360
- Restoration work (average restoration takes 120 hours)–3
- Equipment Painting–3
- Snow Plow under body changes–50
- Schedule Maintenance (above and beyond just oil change)–165
- New Equipment Outfitted–6

### **Fuel Usage**

- Wastewater Treatment Plant–1,862 gallons
- Marquette Housing–948 gallons
- Downtown Development Authority (DDA)–2,122 gallons
- Lakeview Arena–1,187 gallons
- Motor Pool–111,388 gallons
- Marquette Area Public Schools (MAPS)–45,133
- Alger Marquette County Action Board (AMCAB)–4,073 gallons
- Powell Township–4,456 gallons
- Peter White Public Library (PWPL)–32 gallons

## **FACILITY MAINTENANCE DIVISION**

Several bid specifications for various capital outlay building projects were devised in 2012, including building upgrades and maintenance for Lakeview Arena, Presque Isle and the Municipal Service Center.

The following list highlights some of the major projects and accomplishments that were either completed in the fiscal year or are near completion.

- Completed a major electrical upgrade to Lakeview Arena ice system to improve uptime and reduce energy consumption.
- Finished the two year DELEG grant for the Better Buildings for Michigan Program. Marquette was the most successful municipality in the state.
- Wrote the City's Safety and Health Management Policy and completed other safety abatements that stemmed from the Michigan Occupational Safety and Health Administration (MIOSHA) Construction Enforcement violations.
- Implemented a three-year contract for outside custodial services at City Hall.
- Implemented a yearly safety training program for all Public Works employees through the Northern Michigan Public Service Academy. Training topics have included general MIOSHA regulations as well as task-specific training such as chainsaw/chop saw training and safe lifting techniques.
- Coordinated MIOSHA training for the Municipal Service Center and Wastewater personnel in preparation for upcoming changes in Michigan's hazard communication laws.

## **PARKS AND RECREATION MAINTENANCE DIVISION**

With last year's average snowfall, many of the winter park maintenance tasks were on par with previous winters. Winter work included ice rink maintenance and bikepath plowing. Plow drivers were also kept busy removing snow from the parking areas at Lakeview Arena, City Hall and the Municipal Service Center.

Staff has continued working to establish facility signs at various facilities across the City. The signs at Lakeview Arena, City Hall and the Municipal Service Center are in progress.

In addition to the weekly maintenance duties, staff converted a storage room in City Hall into a conference room and remodeled a storage area for Senior Center workers. With the addition of a newly hired carpenter on staff, maintenance workers were also able to paint the Cinder Pond Marina offices and customer area, and replace door hardware and rekey locks at the Municipal Service Center.

Park staff continues to struggle in keeping the large turf areas at Mattson Park in good condition. Due to the high volume of traffic and events held there each summer, the turf requires constant irrigation and attention to aerating and reseeding.

- Miles of trail plowed—182 (miles for the year)
- Dog boxes serviced—2,912 occurrences
- Toy repairs—34 occurrences
- Irrigation repairs—52 occurrences
- Drinking fountain repairs—17 occurrences
- Trash cans serviced—21,890 occurrences
- Cook stove cleaning—2,800 occurrences
- Gravel parking lot repair—36 occurrences
- Flag pole/flag maintenance—40 occurrences
- Outdoor ice rink flooding—40 occurrences
- Parking lot plowing—500 hours
- City Hall maintenance—400 hours
- Beach maintenance—74 hours

# WATER AND WASTEWATER DEPARTMENTS

## Wastewater Treatment Plant Staff



Pictured above (left to right) Front Row: Lyle Michaels, Mark O'Neill, Dan Johnston, Neil Hayward  
Back Row: Neil Traye, Tom Asmus, Curt Goodman, Chuck Paul, Bernie Stanaway

## Water Filtration Plant Staff



Supervisor  
Jim MacDonald

Operator  
Mark Spanton

Operator  
Mary Maki



Operator  
Roger Ohman

Operator  
Randy Ratari



# **WATER AND WASTEWATER DEPARTMENTS**

## **2012-2013 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Water and Wastewater Departments for the 2012-13 fiscal year.**

### **Mission Statement**

The Marquette Water and Wastewater Treatment Department will be a leader in effective water pollution control, continuously evolving to reflect the ever-changing demands of our many customers at the local, regional, state, national and international levels. Protecting public health and preserving our resources through technology is our focus in achieving our goals.

### **Water Filtration Plant**

Throughout FY 2012-13, the residents of Marquette continued to receive high quality drinking water with few operational issues. All water quality standards were met during the past year. The 2012 water quality report is posted on the City website which provides detailed water quality analysis results.

- Four obsolete turbidimeters were replaced. Spare parts are no longer available.
- Two obsolete chlorine analyzers were replaced. Again, replacement parts are not available.
- Dehumidification equipment was installed as a corrosion control measure.
- To curb the past effects of the high humidity and corrosion, the pumps, plumbing, floors, interior and blistered exterior walls were re-coated. The project included abrasive blasting, scraping, pressure washing and painting of all affected equipment, walls and floors.
- The 42-inch diameter water intake pipe was evaluated for structural integrity and overall condition quality. Divers inspected and shot video of the 3,200-foot intake which revealed sections of the intake have been undermined, compromising support. An engineer will be retained in 2013 to provide a detailed technical report of solutions to correct the structural integrity of the intake.
- The City of Marquette successfully attained a \$24,000 fluoridation equipment grant through the Michigan Department of Community Health—Oral Health Program. The grant award was based on a competitive grant review process and as a result, the City of Marquette was awarded the maximum amount—the largest award in the State of Michigan. The grant will be used to recondition two fluoride bulk storage tanks and replace two fluoride pumps.
- The warranty of the filter modules are due to expire in 2014. Replacement should be considered before the need. The estimated cost is \$840,000.

## **Wastewater Plant Operations**

The Marquette Area Wastewater Treatment Plant operates under an Inter-Governmental Agreement with Marquette and Chocolay Townships. The original agreement was signed in 1979 and updated in 2008. The Marquette Area Wastewater Treatment Advisory Board meetings are held the third Thursday of the month at the Wastewater Treatment Facility.

The Marquette Wastewater Treatment Facility is regulated by the Michigan Department of Environmental Quality and Environmental Protection Agency under a National Pollution Discharge Elimination System (NPDES) permit program. Violations that occurred in the past year were for Phosphorous, PH, and Dissolved Oxygen. The cause of the violations was due to process upsets. The violations were reported to the Michigan Department of Environmental Quality as required. Operational process changes have been made to reduce the vulnerability of future NPDES violations.

## **Wastewater Treatment Plant**

A new biosolids storage facility at the Marquette Area Wastewater Treatment Plant was completed in December of 2012. The storage facility (pictured below) is the result of about a year of research and evaluation done by plant staff and the Marquette Area Wastewater Treatment Advisory Board. The City Commission approved the facility at an amount of about \$445,000. A local contractor, Premeau Construction, built the facility.



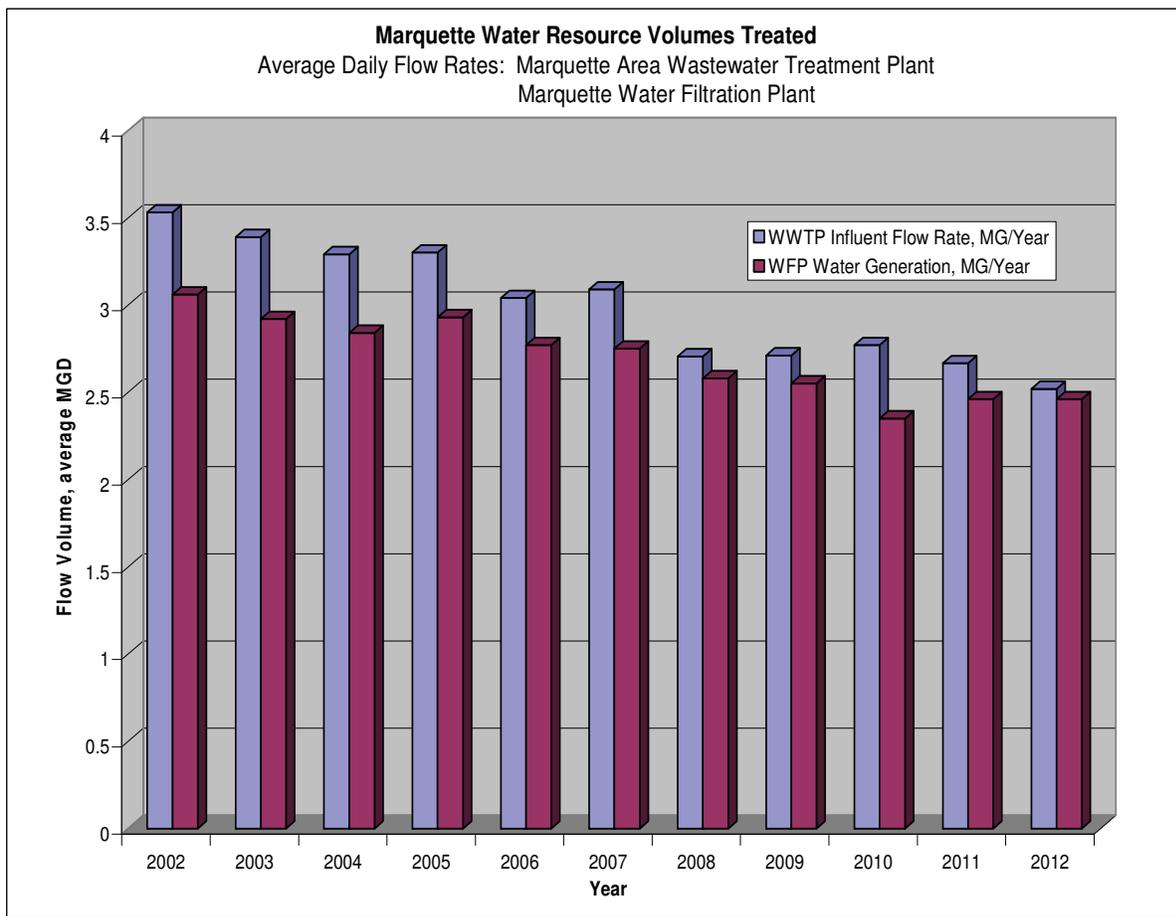
The new facility will hold about 1,200 cubic yards of biosolids. A storage facility is required to store accumulated material that is generated during the winter months when land application of this fertilizer cannot be performed.

The final destination for the stored biosolids is agricultural land or mine reclamation sites. Nutrients contained in biosolids serve as a fertilizer to supplement plant growth. An added benefit over commercially available synthetic fertilizers is that biosolids contain an organic structure which helps to stabilize new soils and add organics to existing soils.

- The acceptance of outside waste saw an increase of \$13,000 in trucked wastewater revenue.
- The Wastewater Treatment Plant staff is working on a long term biosolids marketing strategy. With the completion of the new 1,200 cubic feet biosolids storage facility, additional disposal options are available. These include composting, reclamation, agricultural and Brownfield remediation.
- Sixty-eight acres were added to the Wastewater Residual Management Program.
- The Marquette Wastewater Plant completed 61 full grease trap inspections in 2012. In addition, 25 reinspections were completed. The Wastewater Department is in the process of working with Marquette and Chocolay Township in formalizing a joint grease trap program.

### Water and Wastewater Department Statistics

The following bar chart illustrates treated water and wastewater volumes at the two City treatment facilities.



Water and Sewer Rates did not increase for FY 2013-14. A comprehensive Water and Sewer Rate Study is planned for FY 2013-14.

## **Great Lakes Restoration Initiative 2012 Progress**

### **Great Lakes Restoration Initiative – Marquette Beaches (2010- 2013)**

Between 2010-2013, the City of Marquette, in partnership with the Superior Watershed Partnership, received \$77,000 in funding from the Environmental Protection Agency - Great Lakes Restoration Initiative to work with the Michigan Department of Environmental Quality for the improvement of water quality at five public beaches in the City of Marquette. The project included increased frequency and duration of beach monitoring efforts with additional investigation and identification of sources of bacteria and pollutants impacting public beaches. Other objectives, such as increased public education, a neighborhood watershed program, a rain barrel rebate program, the use of rain gardens, and other green approaches to conserve water, reduce, capture, and treat storm water runoff all encourage Marquette residents to participate in the care of City beaches. In addition, a storm drain stenciling program to identify storm drains leading directly to Lake Superior help to reduce contamination.

### **Great Lakes Restoration Initiative – Marquette Beaches (2012-current)**

Through an Environmental Protection Agency 2012 Great Lakes Restoration Initiative Grant to Make Beaches Safer in Michigan and Wisconsin, and in partnership with the Superior Watershed Partnership, the City of Marquette was awarded \$179,700 to lower health risks and to improve water quality at two Lake Superior beaches in Marquette by using green management practices to reduce contamination. The City of Marquette, *Making Beaches Safer Project*, will reduce risks to human health and improve water quality at two beaches in the City by implementing green management practices to reduce bacteriological, algal and chemical contamination that have been identified through the use of Great Lakes beach sanitary surveys. The project will improve water quality and make beaches safer by creating 0.7 acres of native wetland and riparian buffers to intercept and infiltrate urban storm water before it reaches Lake Superior and two popular public beaches.

### **2000-2013 Beach Monitoring Program:**

The Environmental Protection Agency, in partnership with state and local governments, has provided grant funding to monitor the nation's beach water quality. As part of the program Marquette received \$11,339 in 2012 Beach Act Funds.

### **Beach Closures:**

Five beach closures occurred during 2012. This represents .04 % of beach days during the beach season.

### **Water and Wastewater Staffing and Professional Development**

Staffing at the Water and Wastewater Department has remained unchanged despite picking up additional responsibilities in the area of grease trap inspections and two new lift stations. The Wastewater Treatment Plant employs eight full-time employees.

The Water Plant employs five full-time employees and is staffed 24/7. All departmental employees hold the required regulatory certifications to operate water and wastewater operations. Four Wastewater Department employees routinely support Water Filtration Plant operation and maintenance through dual certifications. All departmental employees are cross-trained in all aspects of plant operation. With the resignation of the previous Wastewater Supervisor this past year, a Wastewater Treatment Plant operator was promoted to Wastewater Supervisor effective July 1, 2013.

<b>Current Operational Staffing Positions</b>	
<b>Wastewater Treatment Plant</b>	<b>Water Treatment Plant</b>
5 Operators	4 Operators
1 Lab Technician/Coordinator	1 Working Supervisor
1 Maintenance Mechanic	
1 Supervisor	

**Training and Professional Development Attended by Staff**

- Northern Michigan Public Service Academy Wastewater Administrative workshop
- Environmental Protection Agency Microbiology workshop
- Wisconsin Digester Foaming workshop
- Michigan Wastewater Environmental Association state conference
- American Water Works Association state conference
- Michigan Wastewater Environmental Association Section 21 annual conference
- U.P. Water Institute spring and fall conferences.



Marquette Water Filtration Plant



Marquette Area Wastewater Treatment Plant