



City of Marquette
Annual Report
Fiscal Year 2013-2014



EXECUTIVE DEPARTMENT



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



EXECUTIVE DEPARTMENT

2013-2014 ANNUAL REPORT

Executive Department Overview:

The City Manager serves as the Chief Administrative Officer for the City government, enforces all laws and ordinances adopted by the City Commission, recommends an annual budget and provides counsel and support to the City Commission on all issues affecting city residents.

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Executive Department for the 2013-14 fiscal year.

Events

- Code Michigan – Code Michigan is a three-day codefest aimed at reinventing Michigan's government with open data. The event was the second annual of its kind, organized by the State of Michigan's Department of Technology, Management and Budget. In its inaugural year, the event was hosted in Detroit. This year, it was brought to Newaygo and Marquette as well as Detroit. Participants were given access to tons of civic data, a few rules and challenges and 48 hours to create mobile and web applications for public good and the chance to win cash prizes. The City of Marquette offered various datasets for the participants to utilize in their applications – including recently digitized cemetery records from our 113-acre, historic Park Cemetery.
- U.P. Managers Meeting – The Upper Peninsula Local Government Managers Association (UPLGMA) is a group of municipal leaders from the Upper Peninsula that collaborate on regional issues to share ideas, gain support from local elected leaders and help identify ways to make a stronger and more effective Upper Peninsula. The UPLGMA is made up of 26 cities and villages in the Upper Peninsula and in May of 2014, City Manager Vajda was elected as the Chairperson for the UPLGMA for a term of three years. Being elected Chair also requires Mr. Vajda to serve as a member of the Michigan Municipal League (MML) Governing Board.
- MML Convention – The Fall 2014 MML statewide convention was hosted in Marquette the week of October 14-17, 2014. The convention brought in over 400 municipal officials from throughout Michigan. Several workshops were held, including Biking the Downtown Iron Ore Heritage Trail, Crowdfunding and Microbreweries, Marquette's Waterfront Transformation, Presque Isle Park –

Color Walking Tour and a Mining History tour. The City kicked off the convention by hosting a welcome reception for all attendees, sponsors and guests at the Ore Dock Brewing Company. The reception was catered by some of Marquette's fine local venues, along with music, living statues and horse-drawn carriage rides.

Greater Transparency and Open Communication for Residents and Taxpayers

- Legistar online services – Online access to legislative information was greatly improved, and the roll-out of this new service provides interested parties the ability to search, track and print information for current and archival City Commission agendas, actions and other records.
- Meetings with Northern Michigan University (NMU) students – The City continued its outreach to the Associated Students of NMU (ASNMU), as well as conducted meetings with other NMU students, faculty and staff, including hosting interns selected from the NMU Masters of Public Administration program. As a result, Marquette and NMU further strengthened “town/gown” cooperation across a wide range of issues and initiatives.
- MSHS Student Council – This past year marked the third consecutive year that the City of Marquette and Marquette Senior High School Student Council continued our relationship. For the first time, the City Commission appointed three Student Council members as ex officio members of Marquette advisory committees. The Marquette City Commission and City Manager hosted Marquette Senior High School Student Council members during a live City Commission meeting for the second consecutive year. 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.



- City Open House – The fourth annual City Open House was hosted at the Marquette Arts and Culture Center, located in the lower level of the Peter White Public Library, in February. More than 200 individuals attended this year's event. The Open House is an opportunity for the community to meet City Commissioners and City partners. Participants included all City Departments, the Marquette Brownfield Redevelopment Authority, the Marquette Board of Light and Power, ASNMU, MSHS Student Robotics Team and many more partner and civic organizations.

- 24-hour- response – Over 48 information requests were completed during the year, in addition to over 48 other information requests initiated through other “open door” resident contact.
- Committee Orientation Sessions – The City Manager and City Attorney conducted three committee orientation sessions for over 40 staff liaisons and volunteer members of authorities, boards and committees. These “boot-camp” sessions provide incoming volunteers with a framework of basic information needed for effective participation in City government.
- Art in City Hall – City Hall Art Galleries (“The People’s Gallery,” the “City Manager’s Suite” and the “City Walls of Art”) continued strong support for public art with the display of regional artists in City Hall. The Marquette Arts and Culture Center works with artists to schedule display of works on a rotating basis. Viewing times are during normal operating hours, and information for aficionados is provided should visitors wish to purchase their favorites.
- Letters to Donors and Organizations – The City Manager sends thank you notes to local area organizations for their altruism and generosity on behalf of the Marquette community. Reports of these efforts are collected through the local news media, and this year 123 letters were gratefully forwarded for these acts of altruism and kindness.
- Radio Interviews – In order to ensure all opportunities are taken to inform residents and taxpayers of issues before the City Commission, and prior to each regular meeting, the City Manager provides a preview through the “Walt and Mike in the Morning” show at Great Lakes Radio. The interviews, which can be heard live on 101.9 FM and posted on the Show’s internet site, update the public on scheduled agenda items, government processes and opportunities for residents (and non-residents alike) to participate in City government.
- Community Office Hours – The City Manager hosts monthly office hours at the Peter White Public Library. These two-hour open format sessions provide residents, employees and Commissioners the opportunity to ask questions, discuss concerns, or to make suggestions regarding any City interests. More than 50 individuals attended the Manager’s Community Office Hours during the fiscal year.
- *Marquette Matters* – *Marquette Matters* is a bi-monthly publication created and distributed by the City Manager’s Office in both hard-copy and online formats. The subscriber list for the online edition continues to grow, and each edition includes focus articles regarding various issues before the City, as well as *Bill’s Blog*, providing an opportunity for Manager Vajda to share his views directly with community readers.
- Charter Cable Channel 191 – The City of Marquette’s Public, Educational and Governmental Access Channel can be found on Charter Cable channel 191. This year, the City began to utilize the channel as an outlet for original municipal information, with a series of short videos focused on the establishment of a Local Development Finance Authority and a SmartZone. In addition to this content,

staff has been populating the live feed with topical informational videos (like a recording of a panel of elected officials and state energy experts speaking at NMU) and with spots highlighting the best of the Marquette area (such as nature videos by local videographers). Plans are in the works to further expand the Channel 191 portfolio.

- Regular meetings with state officials – City Officials held quarterly meetings with elected federal and state officials and their representatives to discuss and provide input to current issues and updates facing the City.
- Media attention – As a top destination for recreation and family, the City of Marquette is routinely in the national news. Activities and issues in the City are receiving more attention from media channels such as the NBC/Today Show, the Weather Channel, CNN, and publications such as The Atlantic, the New York Times, the National Geographic Society, the Smithsonian, among many others.
- All-America City Finalist – The City was selected as one of 23 finalists for the National Civic League (NCL) All-America City Award. That designation was the culmination of months of teamwork and was made possible by the contributions of numerous partner organizations in the City. A coalition of representatives from local education, government, nonprofit and recreation organizations represented the City at the NCL national convention, including representatives from the Peter White Public Library, the YMCA of Marquette County, the Marquette Food Co-op and the Downtown Development Authority. While at the Denver convention, the group shared ideas and best practices with those from cities across the country.

ECONOMIC DEVELOPMENT

- A Memorandum of Understanding (MOU) was successfully concluded between the City and Marquette General Hospital-Duke LifePoint regarding the construction of a new \$280 million hospital campus on the current site of the Municipal Service Center (MSC). The Scope of the project calls for the establishment of a Brownfield Redevelopment Project to improve infrastructure, realign roads and relocate the MSC.
- LDFA/SmartZone – Marquette partnered with the Cities of Houghton and Hancock, as well as Northern Michigan University, Michigan Technological University, and Michigan State University, to form a “SmartZone” for enhancement of local economic development. SmartZones act as business incubators and accelerators, providing a wide variety of resources to entrepreneurs. The SmartZone is funded through Tax Increment Financing (TIF), which is collected and administered through Local Development Finance Authorities (LDFAs). In parallel to the establishment of the SmartZone, the City revitalized its LDFA, and directed it to support the SmartZone, and other economic development interests of the City.
- Next Michigan Development Zone – In December 2013, Governor Rick Snyder signed legislation authorizing the creation of a Next Michigan Development Zone (NMDZ) in the Upper Peninsula. Forty-three communities, including townships, villages, Cities and Marquette and Delta Counties, collaborated toward the

creation of this partnership. Next Michigan Zones foster regional economic development and provide member jurisdictions with access to ALL economic development programs within Michigan's toolkit. The City of Marquette serves as one of four charter members of the NMDZ Board, along with the City of Escanaba and Marquette and Delta counties.

- Regional Transportation - In May, the City of Marquette and Lundin Mining reached an agreement to allow for the maintenance and improvement of City transportation infrastructure to be used in the delivery of minerals from Lundin's Eagle Mine in northern Marquette County to its mill in Humboldt. In parallel, the City remains in dialogue with local jurisdictions to identify and implement long-term solutions supporting mutual growth interests. The City Commission on Oct. 27 adopted a traffic ordinance designating City streets unavailable as through streets for heavy truck traffic. The ordinance bans trucks over 10,000 pounds from driving on Genesee, Division, Grove, Third, Fourth and Seventh streets, Lincoln and Presque Isle avenues and on Lakeshore Boulevard between U.S. 41 and Hawley Street. Trucks can travel on these streets only if they are making a delivery or pickup from a business or residence on one of these streets.
- Local Brownfield Development Coordination – The City remained an active partner with the Marquette Brownfield Redevelopment Authority, and provided active coordination and support to a number of new developments within the City, including the Liberty Way complex, Founders Landing, the Nestledown Bed and Breakfast and consideration for other proposed projects and activities. At the end of the year, the City Brownfield portfolio included approximately \$400 million of new projects – equal to approximately 40% of the overall value of the City prior to their initiation.
- Recycling – In May, the City of Marquette officially began a partnership with the Marquette County Solid Waste Management Authority, wherein the City delivers its recyclable materials – collected through weekly curbside collection – to the Authority facilities in Sands Township. From there, the Authority processes the materials and gets the recyclables to market. The net revenue (the revenue remaining after the MCSWMA's costs for processing and distribution) is then split, with 60 percent going to the City and 40 percent remaining with the Authority. According to Authority data from the year, the City's 60 percent share has equated to more than \$12 per ton of recyclable materials.

Policy Support and Coordination

- The City Manager's Office provided coordination and support to a wide variety of partners and jurisdictions regarding policy issues of mutual interest. Frequent partners included the Governor's Representative to the Upper Peninsula; regional House and Senate legislators and staffs; Federal House and Senate Congressmen and their staffs and local and neighboring jurisdictions. Many of the opportunities to collaborate were undertaken for a wide variety of Strategic Priorities of the City Commission, including regional Infrastructure replacement, U.P. Rail systems, an area bypass (I.E., "ring road"), and regional energy reliability.

- The City Manager's Office provided support and coordination to City Commission advisory committees, and as a result, a number of significant plans and efforts were successfully completed, including adoption of an updated City Arts and Culture Master Plan, conclusion and recommendations regarding the Regional Recreation Authority feasibility study, migration of the Sister City Advisory Committee to an IRS 501(c)(3) non-profit organization and transition of the Advisory Committee toward becoming an International Council.
- Review and implementation of City plans regarding the Heartwood Forest, Cliffs-Dow remediation and redevelopment, Old Coast Guard property transfer, Marina Plans, Waterfront Plans, Ore Dock Preservation, Transportation and Parking, Automated Utility Metering and facilities maintenance and improvement. The City collaborated with State of Michigan Emergency Officials and representatives of over 21 counties regarding the development of an Emergency declaration request supporting mitigation of over \$15 million of freeze-related damage associated with an ongoing weather emergency – including a period of time when the Marquette area was listed as the coldest location on the planet.
- Total Number of Commission meetings supported (regular, special, work sessions, joint): 74
- Total volume of email communications sent by the City Manager to the City Commission during this reporting period: 593 (average ~ three/day).
- Total number of public service announcements approved during the reporting period: 486

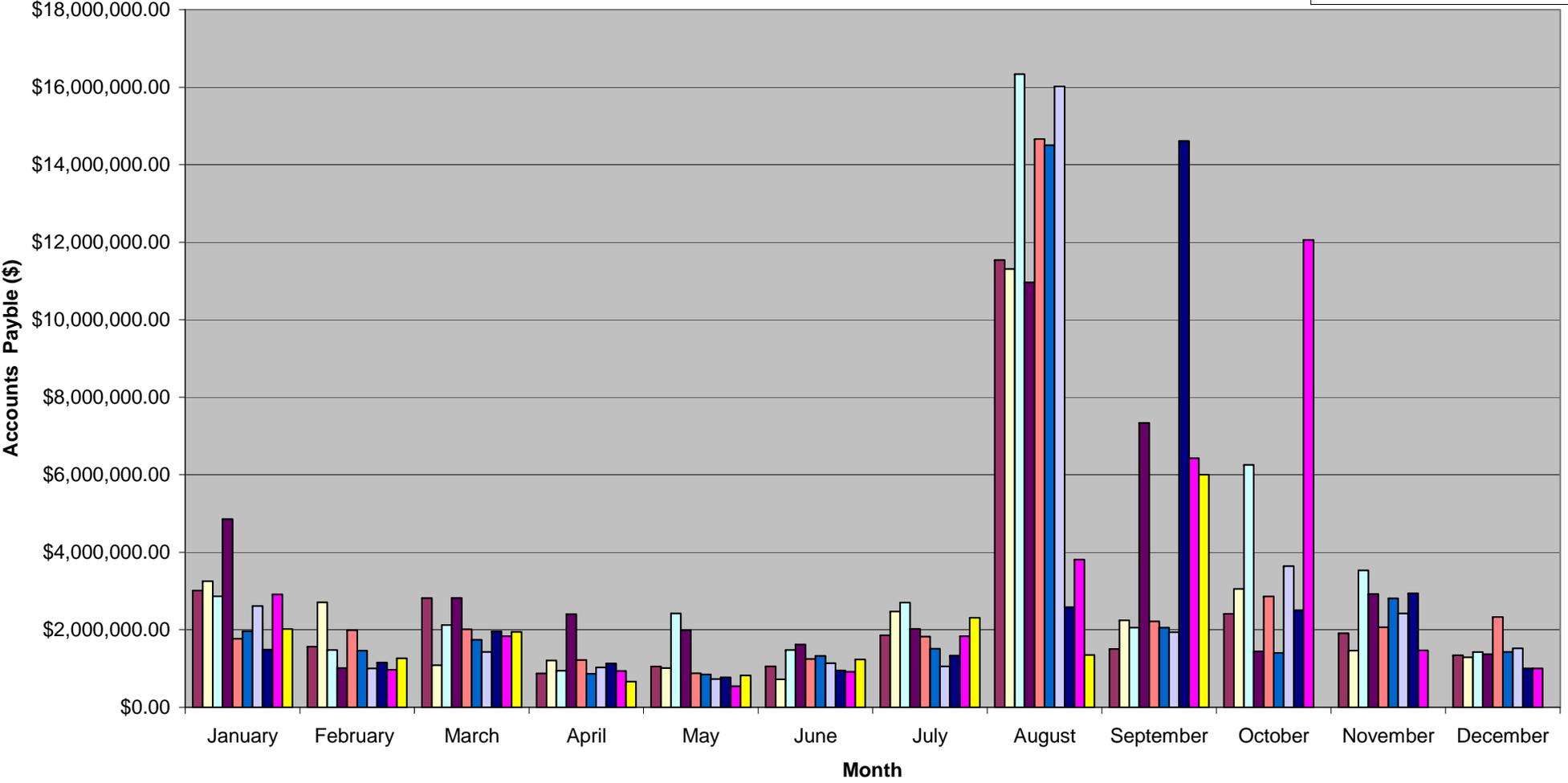
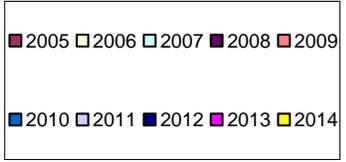
Governing Documents

- The City Management Team continued to oversee the implementation of the new City Charter. Specifically, the City Commission ultimately adopted Charter-mandated ordinances pertaining to ethics, real estate sales and public information/communication. Additionally, the City Manager recommended a strategic planning process, as required by the Charter. The City Commission then undertook an in-depth strategic planning process, which concluded with the adoption of a strategic plan on Aug. 12, 2014. The planning process will be revisited every two years.

Management Analysis

- The chart below details the Marquette City Commission's average monthly accounts payable for a 10-year period. The average accounts payable over that period is \$1,431,066.48 per regular City Commission meeting. The purpose for the consistently high accounts payable in August is due to collected tax monies being disbursed to respective jurisdictions. Due to the change in fiscal year and corresponding change in the due date for taxes—in 2013, the second meeting in October showed the highest accounts payable amount for the year.

**Monthly Comparison of Accounts Payable
2005-2014 (Current)**



Budget

- The City Management Team oversaw a 15-month fiscal year, which completed the City's transition to the new fiscal year mandated by City Charter. The previous fiscal year ran from July to June, while the next fiscal year extends from October through September.
- The City implemented several budget process changes resulting from existing commitments for constant improvement, as well as unprecedented volatility resulting changes in State revenue sharing, greatly increased Michigan Tax Tribunal (MTT) protests with the City's largest taxpayers and unmitigated "black swan" impacts resulting from record-setting weather emergencies. As a result, approximately \$2 million of general fund revenues were cut, or otherwise encumbered prior to the start of FY2015. The new processes were implemented following a zero-base review of all City obligations, and are designed to provide greater agility through the fiscal year.
- The City conducted informational work sessions regarding the impact of outstanding pension liabilities, changes in Federal Healthcare law, and Government Accounting Standards Board (GASB) reporting changes that may impact the City in the future. In spite of the high degree of all financial impacts, the City was able to maintain its "AA" credit rating, demonstrating the confidence in City financial management practices, and lowering municipal bond costs.

Other

- Strategic Planning Process – The implementation of the revised City Charter required the City to adopt a strategic plan. The plan was to include input from the public, staff, committees and the City Commission. In March 2013, the City Commission appointed a three-member subcommittee to work with the City Manager in creating a process to develop Commission goals and objectives for the Strategic Plan. In August 2013, the City Commission adopted the Marquette Visioning and Strategic Planning Process for use in addressing City Charter mandates. In April 2014, the City Manager initiated the first strategic planning process, wherein document templates and initial guidance were released to all administrative departments and all Commission boards and committees. All input was coordinated through the City Manager's Office, and input from individual boards and committees was first considered and approved by vote prior to inclusion of final materials. The resulting collection of material was compiled and collated within a binder and included input from each City department and the City Manger's Office, as well as each of the 26 Commission boards and committees. In total, 117 pages of strategic issues were identified, requiring four Commission work sessions and approximately 14 hours of deliberative review. The City Manager maintained notes and provided an overview of plans, projects, issues, status and goals that were identified by the City Commission to be considered as priorities for the current and upcoming fiscal year. As a result, the Marquette Strategic Plan Fiscal Years 2014-16 was adopted at the June 30, 2014 regular City Commission meeting.

ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: City Clerk Dave Bleau, Director of Administrative Services Susan Bohor, IT Director Dan Frederickson

Back Row: Deputy City Clerk Kris Hazeres, IT Specialist Torrey Dupras, Network Specialist Todd Carruth, Human Resources Assistant Tina Tregembo, Payroll Clerk Phyllis Johnson



ADMINISTRATIVE SERVICES DEPARTMENT 2013-2014 ANNUAL REPORT

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 2013-2014 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.

Note: Fiscal Year 2013-14 is a 15-month year. Where benefit savings are discussed, the savings is for the 12-month plan year which runs from July 1 to June 30 each year.

HUMAN RESOURCES

Division Overview



The mission of Human Resources is to attract, hire, develop, motivate and retain a diverse and highly qualified workforce. The department is responsible for the recruitment of all full-time, part-time and seasonal personnel, as well as the City's internship program. The division is also responsible for employee orientation, labor/management relations, labor contract negotiations and administration, payroll and employee policies. In addition to maintaining employee job descriptions and other personnel and payroll records, the department administers the City's various benefit programs and pension plans.

Accomplishments/Statistics/Remarkable Events

During the last 15 months there were several challenging events that impacted the Human Resources division. On the regulatory front, the employer mandates of the Affordable Care Act and its associated fees and taxes were implemented, along with a change in the State of Michigan's minimum wage which impacted all of our part-time and seasonal employees' wage classifications. As part of our strategy to lower or eliminate Other Post Employment Benefits (OPEB) costs, Human Resources implemented changes to our retiree health insurance programs that will save the City money while maintaining a quality plan for our retirees. Future OPEB liability has been capped by eliminating entitlements to retiree health benefits for all new hires.

The Police, Fire and Supervisory Agreements were renegotiated and became effective July 1, 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, eliminate retiree health insurance for new hires, reduce 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 met all of these goals, while at the same time transitioning to an October 1 through September 30 fiscal year required by the new City Charter.

Once the new labor agreements were ratified, the department held “special enrollment windows” for the new health plan in July and August of 2013 for Police, Fire and Supervisory employees. The new plan required transferring all employees’ individual Health Reimbursement Accounts (HRA) and the seamless wrap HRA to a new third party administrator. The new plan is expected to save the City over \$250,000 a plan year in health insurance premium costs.

- Affordable Care Act (ACA) Compliance:
SBC Documents: Implementation of health care reform required the City to implement some changes in 2013/2014. 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.

PCORI Reporting: Effective July 31st, the City began paying the Patient Centered Outcomes Research Institute (PCORI) fee to the Internal Revenue Service (IRS) for the HRA seamless wrap. The Affordable Care Act requires this once a year filing and payment for all health plans through 2019. The fee was paid by the City using federal Early Retiree Reinsurance Program (ERRP) funds.

Federal and State taxes and Fees: With the implementation of the ACA, special taxes and fees were assessed to insurance carriers, who in turn, passed the costs on to their customers. In addition to last year’s Michigan Claims Tax, five other federal and state fees were added effective January 1, 2014. The fees are billed as a separate line item and are approximately 5% of the total premium. The employee or retiree pays the fees which are calculated based on the plan they are in and whether or not they have a single, two-person or family plan.

Employer Mandate Compliance: The Affordable Care Act defines part-time employees as employees who work less than 30 hours per week on average (based on your standard measurement period). Large employers (50 employees or more) must track employees’ hours and offer health insurance to all full-time employees. Last year, the “employer mandate,” with its associated penalties for non-compliance, was extended for a year. Effective January 1, 2015, the City is required to measure the average number of hours worked for all employees by establishing a “standard measurement period.” The City established a “standard measurement period” of 12 months beginning January 1, 2014 through December 31, 2014. To comply with the IRS final regulations (issued in February of 2014), all part-time employees are limited to a maximum of 29 hours a week, and seasonal workers are limited to a maximum of six contiguous months on payroll per calendar year.

- Board Memberships: The Director served on the Blue Cross Blue Shield of Michigan Advisory Board and on the Board of Directors of the Northern Michigan Public Service Academy (NMPSA), the Janzen House and the Upper Peninsula Labor Management Committee. The Director was appointed the Employer Delegate for the Municipal Employees' Retirement System (MERS) annual meeting and was also asked to serve on the planning committee for the 68th annual MERS meeting held in September 2014.
- 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 could only be used to reduce the City's cost or the employee/retiree's cost of health insurance and had to be spent by the end of 2014. The funds were exhausted in August of 2014, a few months ahead of the deadline. The City used the funding to off-set any increased costs for retiree health insurance since 2011, as well as to pay PCORI fees and other fees associated with the Affordable Care Act. Until the ERRP funds were depleted, the City was not able to make changes to its retiree health plans.
- EVIP: We were able to certify to the State Treasurer our compliance with Public Act 152, which qualifies the City for the employee compensation component of the State's Economic Vitality Incentive Program (EVIP). The program that replaced EVIP for the next fiscal year no longer will require this certification.
- Internship/Fellowship: Administered the City's internship and NMU Fellowship program. The City placed 12 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 three Fellowship students. The Fellowship is for graduate students interested in careers in local government. The City pays the students and Northern reimburses the City for 50% of the total cost.
- Labor Relations: Administered five collective bargaining agreements; three AFSCME Local #1852 units (Department of Public Works, City Hall and Supervisors), Marquette Professional Police Association and the Firefighters Association Local #643. No arbitrations were filed. Two special conferences were held but none led to a grievance.
- MERS Option B: 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 reduce the City's required annual contribution by \$117,900 over the next fiscal year.

- Minimum Wage Increase: The State of Michigan minimum wage increased \$0.75/hour effective September 1, 2014. The new minimum wage is \$8.15/hour. All part-time and seasonal pay grades at the City are based on the entry level minimum wage and consequently, all pay ranges were adjusted upwards by \$0.75. The estimated annual fiscal impact to the City will be approximately a \$50,000 annual increase in wages for the next fiscal year. The minimum wage will be adjusted again in January of 2016 to \$8.50 an hour.
- Open Enrollment: Held several city-wide meetings to explain benefit options during the open enrollment window for the new health insurance plan, 457 deferred compensation, and Section 125 cafeteria plans. In September of 2013, the IRS allowed the adoption of a new carryover provision for Section 125 flex spending accounts. The City's Section 125 plan was amended to eliminate the "grace period" and implement an "up to \$500 carryover" provision that replaces the old "use it or lose it" rule, effective with the July 1, 2014 plan year.
- 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 Public Act 152. Also worked with Public Housing to reduce their retiree health costs by transitioning retirees to a new Medicare Advantage Plan.
- PA 152 Hard Cap Limits for 2014: For medical benefit plan coverage beginning on or after January 1, 2012, MCL 15.563 (Public Act 152 of 2011) sets a limit on the amount that a public employer can contribute to a group medical plan. The new limits were increased by 2.9% for the plan year beginning July 1, 2014; however, our insurance carrier raised our premiums by an average of 12%. To remain compliant with the hard caps of Public Act 152, we made several changes to the Blue Cross/Blue Shield portion of our seamless wrap plan. This year we purchased a plan with a higher deductible, added co-insurance and increased the co-pays to lower the overall cost of our plan. The City uses a health reimbursement arrangement (HRA) to fund the plan to the benefit levels agreed to in our labor contracts and policies. This allowed us to keep the benefit levels at contractual levels and at the same time, comply with the hard cap limits imposed by the State of Michigan.
- Policy Updates: Updated or developed several new policies on Administrative Leave, Travel, Title VI, Ethics Ordinance Summary Sheet, Public Service Announcements and Meeting Notices, Employment Process for Part-Time and Seasonal Employees and Wage Administration for Part-Time and Seasonal Employees.
- Retiree Health Plans: In an effort to reduce retiree health care costs while maintaining a quality plan for our retirees, the City began transitioning to a Blue Cross Blue Shield of Michigan (BCBSM) Medicare Advantage Plan in August.

This new Medicare Advantage Plan will affect retirees and/or their spouses who are over 65 or are on a BCBSM Medicare Supplemental Plan. Human Resources held informational meetings with Blue Cross representatives to answer questions and pass out information. After all of the Medicare Advantage deadlines have been met, the City will transition all Medicare-eligible retirees to the new plan effective November 1, 2014.

The transition from a traditional Medicare supplemental plan to a Medicare Advantage plan will lower the City's cost by an estimated \$54,000 over the next 12 months, streamline the administrative burden and maintain a high level of benefit coverage for our retirees. Plans to reduce costs and maintain benefits for the under 65 retirees are also being implemented for November 1st by using a seamless wrap plan similar to the plan for active employees. The reduction in premiums paid to Blue Cross is estimated at \$340,000, with the cost savings shared between the City and the retirees.

- **Title VI Certification:** Language Identity Cards were developed and distributed at all facilities and in City vehicles in compliance with Title VI and our Limited English Proficiency Plan. All management employees received training on the requirements of the plan in the prior year. A streamlined program for training all union and seasonal employees was implemented during the past year, with all new employees receiving the training as part of their orientation. The City's annual certification of compliance with Title VI was posted on our website in September.



Performance Scorecard

	<u>FY</u> <u>2011/12</u>	<u>FY</u> <u>2012/13</u>	<u>FY</u> <u>2013/14*</u>
Full-Time			
New Hires – Full-Time	6	8	7
Retired/Terminated – Full-Time	11	4	7
Average Number of Full-Time Employees	175	173	174
Full-Time Equivalent (FTE)			
FTE Employees (Part-Time and Seasonal)	26	32**	37**
Interns/Fellowship Students	N/A	10	15
Other			
Promotions/Reclassifications	21	16	13
Labor Arbitrations	0	0	0

*Numbers for 2013/14 reflect 15 month fiscal year

** FTE increase due to additional lifeguards for Tourist Park Beach

CLERK'S OFFICE

Division Overview

The City Clerk serves as the clerk for the City Commission, chair of the Elections Board and as the Freedom of Information Act (FOIA) Coordinator for the City of Marquette. The Clerk's Office administers elections, publishes legal notices, public service announcements, meeting notices, meeting agendas and ordinances, is the custodian of the City seal and all official City records, and is the office for procuring all petitions, oaths of office, pet licenses, business licenses and absentee voter ballots.

The Clerk's Office has a full-time Clerk, a full-time Deputy Clerk, and three part-time employees. The Election Division is served by the Clerk and Deputy Clerk, and temporary workers that are employed during election cycles.

Accomplishments/Statistics/Remarkable Events

LICENSES/PERMITS

- **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. In FY 2013-14, 59 business licenses were issued for: Hawker/Peddler (10); Precious Metals/Gems (5); Hotel/Motel (8); Junk and Second Hand (22); Auctioneer (1); Farm Produce (2); Burning Permit (3); Public Entertainment (1); Rooming House (1); and Transient Merchant (6). Business licenses generated \$6,903 of revenue for this fiscal year.
- **Dog/Cat Licenses:** This was the fifth complete year of the County Treasurer's revised program for issuing dog licenses. Over the last four 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 because of licenses being available at five of the six area vet clinics. We sold 49 dog licenses during the fiscal year and seven cat licenses.
- **Off Leash Area (OLA) Permits:** The OLA at the City's Tourist Park continues to be a very popular service to the community. The Off Leash Area opens November 1st of each year, and closes on May 1st of the following calendar year. This past season 131 OLA permits were sold, which is down slightly from the previous year.

ELECTIONS & VOTER REGISTRATION MAINTENANCE

- **Elections:** In FY 2013-14, the Clerk's Office conducted two primaries and one general election because of the 15 month transitional fiscal year. In the same period the City Elections Board met seven times: three times to confirm election workers, three times to conduct mandatory public accuracy tests of the City's election equipment, and one time to certify candidates for the City Commission and Board of Light and Power.

At the primary held on August 6, 2013, a total of 1,865 ballots were cast (a 14.28% turnout). There were 651 Absent Voter ballots cast constituting 34.91% of the total vote. The primary narrowed the field of candidates for City Commission to Dave Campana, Mike Plourde, Sarah Reynolds and Tony Tollefson. Board of Light and Power (BLP) candidates were not on this ballot as there were not enough candidates to require a primary.

At the general election held on November 5, 2013, a total of 1,484 ballots were cast (an 11.36% turnout). There were 687 Absent Voter ballots cast constituting 46.29% of the total votes. Commissioners Sarah Reynolds and Dave Campana were elected to first terms and Jerry Garceau was elected to the BLP for his first term.

At the primary held on August 5, 2014, a total of 2,637 ballots were cast (a 20.23% turnout). There were 788 Absent Voter ballots cast constituting 29.88% of the total vote. The primary narrowed the field of candidates for City Commission to: Thomas Baldini, Mike Conley, Peter White Frazier, Craig Miller, Adam Robarge and Jesse Schram. The candidates will run for two City Commission seats in the November general election. There were also five candidates running for the two seats on the BLP Board; including Dave Carlson, Jerry Irby, Tom Tourville, and Kenneth Wanberg.

- Election Outreach: For all three elections, the Clerk's Office continued its pre-election outreach efforts with voters residing at senior and assisted living facilities and nursing homes within the City of Marquette. These efforts have been very well received. Facility staff has been appreciative and helpful with organizing residents who wish to vote but are unable to attend the polls on Election Day. The Deputy City Clerk has organized the outreach effort over the past several years.
- 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 (EPBs). The equipment was then rolled out in 2011 and has been used successfully in the City of Marquette ever since. Initially, few other municipal agencies in the Upper Peninsula took advantage of the new technology; however, since that time we have assisted other local units in their startup efforts. Also, the State continues to make improvements in the programming. Our staff and election inspectors have worked very hard to become knowledgeable and proficient in the use of EPBs. Statewide, new election equipment is being researched by the Michigan Secretary of State and a committee of local clerks organized by the Michigan Association of Municipal Clerks. There should be information on the evaluation of the new equipment available during 2015.
- Permanent Absent Voter (AV) List For Ballot Applications: Each year, City voters who qualify 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, our voters, who qualify may request an application for an AV ballot automatically by having their name added to our permanent AV list. Four years ago the list was initiated with just over 30 voters

on the list. Prior to the 2012 elections, the list grew to 365 and today the permanent AV list has grown to 1,212. The popularity of voting by AV ballot 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.

- Military/Overseas Voter Empowerment (MOVE) Act: The MOVE Act has been in the works for some time and two years ago became a reality. In the 2011 primary and general elections, we received several MOVE Act ballots in time to be counted. We continue to see an increase in the use of the MOVE Act by overseas voters and our military. Prior to this, we seldom received ballots from these voters in time to be counted.
- State Qualified Voter File (QVF): During this fiscal year the Clerk’s Office completed 5,092 transactions on the QVF system. This is an average of nearly 78.46 transactions on a weekly basis (based on a 15-month cycle). The QVF transactions are initiated for the following reasons:

1. Change of Address
2. Moved from Another Jurisdiction
3. New Voter
4. Moved Out of Our Jurisdiction
5. Name Change
6. Death

The greatest number of transactions were completed for change of address and moved to/from jurisdictions. All change of address, moved, new voter and name change transactions require that we send out a new voter identification (ID) card. A new ID card is required for the bulk of the QVF transactions. New ID cards cost 12 cents, and it costs 28 cents to mail each card (total cost to the City is approximately \$1,000 annually).

- Master Card Update: After a complete Master Card review and update in 2011 and 2012, our staff has continued to maintain the voter records in a real time manner. Currently we have 13,591 active voters registered in the City of Marquette. Being a university community, we tend to see fairly significant fluctuations in our voter registration numbers from year to year and depending on if we are approaching a presidential election.

City Commission Activities

- During FY 2013-14, the City Clerk’s Office attended and transcribed minutes for 30 regular meetings and 44 special City Commission meetings and work sessions. The Clerk’s Office formats meeting materials for publication on the City’s website and emails them 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 may arise. Regular City Commission meetings are taped and saved

to a digital video disc (DVD). Once the minutes are approved by the Commission, the DVD for that particular meeting is filed with the Peter White Public Library for public access. City Commission meetings are broadcast live on Channel 191 to enhance public awareness and involvement. In an effort to keep the public informed, the Commission meetings are also rebroadcast on Channel 191 several times between each of the Commission meetings.

Other Accomplishment/Updates

- Records Management: The City Clerk’s Office has been tasked with upgrading the City’s records management system/processes. This work is continuing and significant progress should be seen in the next fiscal year. 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 Marquette County was initiated last year for the preservation of born digital records. The grant was turned down on its original application. Mr. Robyns has indicated that the resubmission of the grant will be a collaborative effort between his staff, the State Archives, the City of Marquette and Marquette County as well as a few other local governmental agencies.
- Board/Committee/Commission Initiation Sessions: The Clerk has participated in several orientation sessions for members of appointed City boards, commissions and committees (along with City Manager and City Attorney) by presenting information on both the Open Meetings Act and the Freedom of Information Act. The Clerk also provided a first time training for chairs and vice chairs of appointed boards, commissions and committees of the City Commission on the topic of how to effectively and efficiently run public meetings.

Performance Scorecard

City Clerk	<u>FY 12/13</u>	<u>FY 13/14*</u>
Commission Meetings Attended	32	74
Dog/Cat Licenses	90	56
OLA Permits Issued	149	131
OLA Sales	\$1,916	\$1,808
Business Licenses Issued	58	59
Business License Sales	\$5,203	\$6,903
Elections		
Total Active Registered Voters 06/30/13	13,053	13,591
Number of Elections	2	3
Number of Votes Cast-Primary	2,946	1,865/2,637**
Number of Votes Cast-General	8,978	1,484
Average Number of Precinct Workers	61	49
Number of QVF Transactions	4,146	5,092

*Numbers for 2013/14 reflect 15-month fiscal year

**August 6, 2013 primary/August 5, 2014 primary



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, play a key role in keeping up with rapidly changing technologies while keeping costs down.

The FY 2013-14 budget reflected a 10% reduction in technology fees from the previous year as new technology was implemented and software applications decreased in cost. Communications experienced the largest drop with the transition of telephone system and common carrier lines to newer technologies. Resulting savings were used to replace obsolete equipment, systems and software applications.

Upgrades to the IT infrastructure increased reliability of systems and lowered service delivery costs. A cable tray management system was installed at City Hall to provide the backbone for the new audio/video system along with relocation of the wiring closet and new cable scheduled for completion during the next fiscal year. New servers were installed to replace end-of-life equipment and several applications that were previously contained on premises were moved to the cloud.

Data security continued to play a prominent role during the year. As with the segmentation of the finance network the previous year, Water and Wastewater departments were segmented this year from other networks to further enhance security of the control and monitoring applications. Cybersecurity and overall security of computers and networks continued to be a point of emphasis with staff that included a presentation to City staff about security in the workplace.

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. Upgrading software applications and equipment with current technology and introducing new technology solutions will continue during the next year to improve efficiencies and reduce overall IT costs.

Accomplishments/Statistics/Remarkable Events

- Implemented a service that maps incidents to which Police have responded during the past 30 days in the Marquette area. The website displays a map of the City showing the incidents Police respond to and where sex offenders reside.
- Installed a new network attached storage (NAS) device to support a Police Department grant award for body cameras. The audio, video and data content collected from the cameras are stored on the NAS for one month, then deleted.

- Removed old leased telephone instruments and switches from service and returned them to the leasing company.
- Installed point-of-sale equipment and public Wi-Fi at the campground and marinas. A new statewide parks reservation system was also installed at Cinder Pond Marina.
- Implemented a project that segmented lift and pump stations and control and monitoring systems from the rest of the City network. All lift stations and the Water Plant and Wastewater Treatment Facility operations and monitoring applications now reside on a separate network.
- Changed the hosted auction site the City uses for conducting online auctions of City assets and surplus. The previous site charged a commission to the City for sold assets while the alternative site charges the commission to the bidder.
- Upgraded the video recording and monitoring systems in the Commission Chambers that included upgrades to the cameras, switching equipment and presentation equipment. The new system was configured to operate in conjunction with Channel 191 and is supported entirely in-house.
- Installed cable tray backbone on first floor of City Hall to support new cabling for the audio/video system. The cable tray system will be utilized during the next fiscal year when the wiring closet is relocated and new network cable is installed on the first floor.
- Implemented a new Help Desk application to replace a legacy application that was developed in-house several years ago. The open source application offers improved functionality including the ability for users to open calls via e-mail and costs the City nothing to operate.
- Upgraded workstation and accessories used for fingerprinting in the Police Department.
- Prepared a request for proposal (RFP) and evaluation of deliverables for software applications to replace the existing reservation scheduling and point-of-sale applications in the Community Services Department.
- Provided technical support for deployment and reporting of the current meter at Picnic Rocks. Data results are posted on the City website and reformatted for the National Weather Service at scheduled intervals. This project was part of a three-year grant to collect current data along Picnic Rocks. There are no plans for continued deployment.
- Configured and installed a new server to support the enterprise Arc GIS software as well as other software applications used in Engineering.
- Converted City Commission and other meeting videos to YouTube format for playback from the City website and on the agenda management application.

- Presented several informational sessions to City staff about cybersecurity practices at home and in the workplace. Discussion focused on how individuals are targeted and safe practices/habits to use to avoid becoming a victim. All staff using computers in the workplace were asked to attend one of the sessions.
- Coordinated the installation and configuration of a camera and recording system used in and around the Police Department. The upgrade delivers newer, high-definition cameras and a dedicated video server.
- Provided installation and testing services for a new records management system in the Police Department. The application allows information sharing by law enforcement agencies throughout the state rather than the standalone system being used in the department now.
- Compressed staff, equipment and supplies from four offices in the IT department to two to provide leased space for other law enforcement agencies on the City Hall ground floor.
- Implemented a video streaming service for broadcasting meeting videos to mobile devices and computers. Load testing and performance monitoring is ongoing.
- Initiated a project to evaluate leading anti-virus applications in preparation for licensing on workstations and servers when the current license expires with the hardware. The new upgrades contain functional enhancements to improve coverage and security across the enterprise and hosted sites.
- Started a project for making City maps, engineering projects and other GIS information available to the public from the City website. The project utilizes Esri's GIS software functionality to host the data for publishing and retrieval outside of the firewall.
- Initiated a project to upgrade all network switches on the fiber ring to newer and faster equipment with redundancy to ensure other locations continue to be operational even with the failure of a switch on the ring.
- Installed the newest version of AutoCAD Civil 3D on Engineering Department workstations. Related survey and water modeling applications used in conjunction with AutoCAD were also updated.
- Initiated a project to implement tighter security controls on the City network using Windows Active Directory Services and Group Policy. A test network is being developed to implement the newer enhancements without affecting users on the production network.
- Upgraded City cell phones resulting in improved compatibility and synchronization with Google email while increasing device security.
- Provided technical support for the initial testing and configuration of laptops and printers for City 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.

Performance Scorecard *

Network/System Availability

	<u>Incidents</u>	<u>Hours Down</u>	<u>Percent Available</u>
Network	10	54.25	99.38%
Server	2	21.00	99.76%
Software Applications	0	0.00	100.00%
Web Site	1	2	99.98%
Telephones	1	1.25	99.99%
Internet/Charter	2	2.50	99.97%
Mail	2	8.00	99.91%
Channel 191	0	0	100.00%
	18	89.00	

Channel 191 Programming**

	<u>Hours Aired/Week</u>	<u>Hours Aired/Year</u>	<u>Percent of Total</u>
Marquette Promotional Videos	30	1,560	17.86%
Public Health Videos	10	520	5.95%
Public Safety Videos	10	520	5.95%
Non-Profit Videos	70	3,640	41.67%
Commission Meetings	48	2,496	28.57%

Performance Metrics

Online Auction	<u>2011</u>	<u>2012</u>	<u>2013</u>
Assets Sold	18/\$18,259	12/\$940	32/\$14,900
Assets Sold Since Inception	201/\$128,046	213/\$128,986	245/\$143,886

Help Desk Calls

Open Calls –Beginning of Year	35	66	86
Calls Opened During Year	1,319	1,326	1,899
Open Calls-End of Year	66	86	38

* Statistics based on 15-month fiscal year from July 1, 2013 through September 30, 2014

** Excludes slides and announcements

City Website & Facebook Page Analytics

City Website Visitor Analysis Report (07/01/13 - 09/30/14)



City Facebook Page Reach Demographics

The people who like your Page

Women

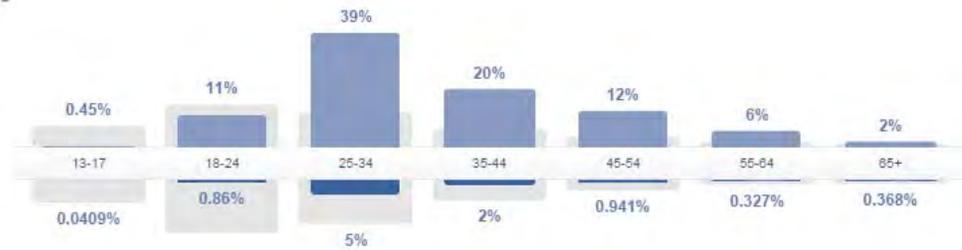
90%
Your Fans

46%
All Facebook

Men

9%
Your Fans

54%
All Facebook



COMMUNITY DEVELOPMENT DEPARTMENT



Pictured above (left to right): Dave Stensaas - City Planner, Dennis Stachewicz - Director of Planning and Community Development, Keith Whittington - City Engineer, Matt Koss - Engineering Tech., Jim Compton - Hydrology Engineer, Greg Borzick - Assistant City Engineer, Andrea Landers - Planning/Zoning Official, Mik Kilpela - Staff Engineer, Dan Salmon - Engineering Tech., Sven Holmquist - Staff Surveyor.

Not Pictured: Pam Greenleaf - Administrative Assistant, Jared Kangas - Engineering Tech

Vacant Position: Zoning/Code Enforcement Official



COMMUNITY DEVELOPMENT DEPARTMENT 2013-2014 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 2013-14 fiscal year.

Personnel

Planning, Zoning, and Code Enforcement Division: Three full-time employees – City Planner/Zoning Administrator; Zoning and Planning Official; and Zoning/Code Enforcement Official. Two shared-time employees - Administrative Assistant and Director of Planning and Community Development. The Zoning and Code Enforcement Official position has been vacant since September 2013. Multiple attempts to consolidate and reorganize the positions of the Zoning and Planning Official and the Zoning/Code Enforcement Official into Zoning Administrator and Planning and Zoning Technician positions were not supported by the AFSCME City Hall Chapter. The Director and City Planner/Zoning Administrator are currently working on alternate scenarios that would address the division needs in the most cost-efficient manner.

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:

No new major planning projects were undertaken during this year, but a few major planning projects that were begun in the previous fiscal year were brought to conclusion. The following is a synopsis of the major projects the Planning Division was responsible for in FY 2013-2014:

Third Street Corridor Sustainable Development Plan Project

Staff acquired funding from the Michigan State Housing Development Authority (MSHDA) in 2012 to ensure the vitality and sustainability of the North Third Street corridor. An urban design team conducted an evaluation, interviews and a design

charrette (intensive public design studio), to facilitate detailed design preferences for each block of the corridor. Retail performance analysis was performed, a non-motorized transportation plan was created, a vehicular parking survey was conducted, and a form-based code was developed. The draft Plan and Code was submitted as a package in December 2013, and with amendments made in the ensuing months, the Planning Commission in May of 2014 adopted a resolution to add the *Third Street Corridor Sustainable Development Plan* as a Subarea Plan of the Community Master Plan.

Mobility Management/Transit Study

A mobility study was conducted, at no extra cost, with the grant for the Third Street Corridor Project (via another grant) which provided for MSHDA to contract with Smart Growth America (SGA) to conduct a robust evaluation of all regional/local transit services. A local stakeholder team, SGA, and partner consultant Current Transportation Solutions provided mobility management strategies that can increase the effectiveness of the regional/local transit network, and more specifically between major destinations linked by the North Third Street corridor. This study is being incorporated into the Transportation element of the Community Master Plan Update.

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 for climate change adaptation. Two well-attended public workshops were held, in February and April, to gauge community understanding of climate change, and to assess preferences for addressing this complex and long-term issue. GLISA is preparing maps and a planning document that considers several critical issues for planning purposes, including local ecosystem and infrastructure vulnerabilities, recreation and tourism, and disaster preparedness. The final report document, including "vulnerability maps" and recommendations were approved by the Planning Commission for incorporation into the Community Master Plan Update.

Community Master Plan Update

The Planning Commission began working on a major update of the Community Master Plan in mid-2012, conducting six visioning workshops that year to identify community priorities and changes that would be necessary to adopt an appropriate Plan for the times. Staff has been working on this project with the Planning Commission, and has drafted amended sections of the entire document, as well as incorporated new material. The Planning Commission has recently finalized recommendations for land use and zoning and is aiming for completion of the document before the end of calendar year 2014.

Economic Development Plan

The City previously 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 in 2013. The draft plan is currently being revised by the Director with oversight from the 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 provided 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).

The project was completed in September of 2014, not a moment too soon, as the Director is currently working with the United States Army Corps of Engineers (USACE) to seek Section 14 Program funding to implement the new design and address the erosion challenges along Lakeshore Boulevard.

Special Planning and Economic Development Projects:

- **Duke LifePoint Site Selection** - The Director served as primary contact and project lead with the Duke LifePoint Site Selection team, providing them critical information and direct staff support over the course of the summer and early fall.
- **Duke LifePoint Negotiations** - The Director served as part of a six-person staff/Commission negotiating team that successfully retained Duke LifePoint as a City taxpayer.
- **Cliffs-Dow** – Provided project management for the Cliffs-Dow property site investigation and planning activities, including facilitating multiple work sessions for the City Commission, correspondence and meetings with Michigan Department of Environmental Quality (MDEQ) and the completion of a Remedial Action Plan that is currently being review by the MDEQ.
- **Economic Development Pipeline** - Continued maintenance of an economic development opportunity tracking system.
- **DDA** - Provided staff support to the Downtown Development Authority.
- **DDA Place Plan** - Provided staff support to the planning efforts for the Baraga Avenue Place Plan project which provides redevelopment concepts for lower Baraga Avenue and surrounding properties.
- **Internships** - Coordinated three Geographic Information Systems intern positions with Northern Michigan University, which enabled the Zoning Map to be updated, and helped to accomplish mapping for the Community Master Plan update and several other smaller projects to keep our records accurate and up to date.
- **Municipal Property** - Coordinated property use and sale request evaluations for several locations within the City.

Day-to-Day Planning Activities

Most of the day-to-day activities for the Planning Division include working on items that are required to be reviewed by the Planning Commission, property inquiries, providing oversight and assistance to the Zoning and Code Enforcement operations and working

on long-range planning projects (e.g. Master Plan update, Third Street Corridor Project, Ordinance amendments). Planning technical assistance was provided for the review of many permit applications during the year. The Director attends the Downtown Development Authority and Marquette Brownfield Redevelopment Authority monthly meetings. The City Planner acts as the primary staff liaison for the Planning Commission, and the Zoning/Planning Official is the primary staff liaison for the Board of Zoning Appeals. During the past fiscal year (15 months), staff attended 29 regular Planning Commission meetings (two were cancelled) and three work sessions, 30 City Commission meetings, 15 Board of Zoning Appeals meetings, 15 Downtown Development Authority meetings, nine MDOT U.S. 41/M-28 Corridor Management Team Meetings and various other community meetings.

Day-to-Day Zoning Activities

Zoning activities continue to be the major day-to-day focus of the Planning and Zoning Division. Staff manages a very large portfolio of work including preparing reports for the Planning Commission (staff analysis for site plan reviews, conditional use permits, rezoning) and Board of Zoning Appeals, reviewing site plans and other development proposal materials, processing permit applications, researching zoning and planning legal issues, making staff interpretations of ordinances—including researching past practice/cases, making address assignments for new/changed street addresses and helping to develop ordinance amendments as required.

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 2013-14 increased significantly from the last fiscal year for our most common permit types, well beyond the increase proportionate to the extended fiscal year, as shown in the following chart.

Permit Type	FY 2011-2012	FY 2012-2013	FY 2013-2014 15 mos.
HOP	0	0	2
ZCP	142	126	200
SGN	38	33	50
FNC	72	64	72
Total	252	217	324

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. This past year, the number of *applications* was up for all categories aside from re-zoning (REZ). Variance (VAR) requested were much higher than previous years, indicating at least in part a need to amend the zoning ordinance to make fewer properties non-conforming. Most

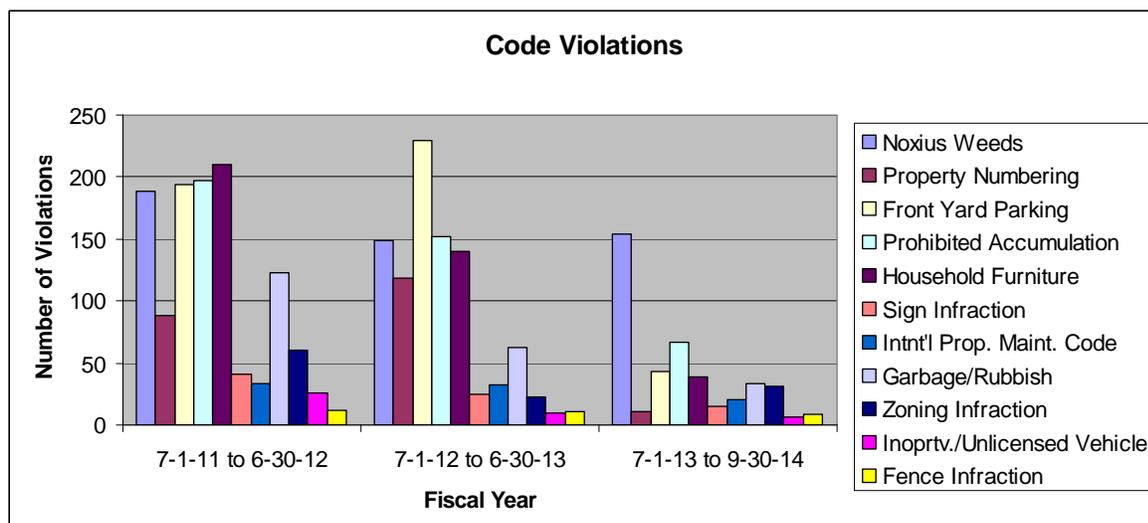
variance requests are from "small-lot" property owners regarding use of non-conforming required yards, which should be a focus for ordinance amendments when effort can be directed to the task. Site Plan Review (SPR) applications were slightly higher than during the past fiscal year than the previous year (2.2 per month average versus 2.08). Planned Unit Development (PUD) applications were lower than the previous year, over the extended 15-month period for this fiscal year. Conditional Use Permit (CUP) applications were much more than the previous year, but about the same as 2011-2012 per month, while Class-A Non-conforming (CAN) requests were about average for a typical recent year. The chart below shows both permits and applications by fiscal year.

Permit Type	FY 2011-2012	FY 2012-2013	FY 2013-2014
VAR	26	22	37
CAN	1	2	5
CUP	6	2	8
REZ	2	5	3
SPR	22	25	33
PUD	5	8	8
Total	62	64	94

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

Code Enforcement

The City Code of Ordinances is supported by a code enforcement program, which in turn protects property values and provides high-quality places to reside, conduct business and recreate. Code Enforcement (CE) is a function of the Planning and Zoning Division, but CE is responsible for enforcement of many of the City Codes, including some covered under separate ordinances but intertwined with zoning (e.g. signs). Items covered by CE include garbage and rubbish, household furniture, inoperative/unlicensed vehicles, noxious weeds, prohibited accumulation, property numbering, the International Property Maintenance Code (IPMC) and signs. The following graph shows violations recorded from the past three fiscal years.



There were 430 total recorded violations in FY 2013-2014, which is less than half of the 982 recorded during the previous fiscal year. There has historically been frequent employee turnover in code enforcement staff and in September of 2013 the officer in this position resigned and the ongoing attempts to obtain the approval of the City Hall Bargaining Unit to reorganize within the department resulted in the Zoning and Planning Official being tasked with addressing code enforcement on a complaint-only basis while the Code Enforcement Official position remains vacant.

Broken down, there were 154 noxious weeds/long grass violations, 67 prohibited accumulation violations, 43 front-yard parking violations, 39 household furniture violations, 33 garbage/rubbish violations, 31 zoning violations, 21 property maintenance violations, 15 sign violations, 11 property numbering violations, nine fence violations and seven inoperable/unlicensed vehicle violations.

It should be noted that even when there is a proactive code enforcement effort, it is difficult to compare these figures objectively, as some violations tend to be cyclical and thus the enforcement focus may change over time, and not all violations involve the same research and reporting process. For example, reporting a front yard parking violation involves identifying and notifying the owner of the vehicle, in addition to the property owner. Also, a winter with heavy snow may lead to more front yard parking due to lack of snow storage area in rear yards.

Engineering Division Report

The change in the fiscal year will help reflect what reconstruction projects were actually planned, field information gathered, designed, bid, approved by the City and Planning Commissions and then ultimately constructed for that fiscal year. Due to the timing of past fiscal years it was difficult to accurately reflect on what parts of a project were completed during that fiscal year as some projects that were approved tended to overlap into the following fiscal year due to our shortened construction season. 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 2013-2014 fiscal year funding for capital improvement type projects. Annual maintenance type projects were completed at a cost of \$1.15 million and reconstruction type projects came in just over \$2.11 million.

We saw great savings in construction costs with the standard types of reconstruction projects; however, those projects that had specialized construction components saw costs come in unexpectedly high. Some factors that influenced these unanticipated high costs ranged from the time of year the bids were advertised, the high influx of projects already being constructed in the area and the state of the economy. These projects will be discussed in the following sections along with those projects with unique circumstances.

Annual Maintenance Projects:

Sidewalk Replacement and Repair Project

This program is mandated by City Ordinance. The project started in August and was finished by September. Over 804 feet of sidewalk was replaced throughout the City and 170 feet of sidewalk was extended along the north side of Genesee Street up to Altamont Street. This project was completed at a cost of \$86,053.

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 started in June and was completed in August. Over 20,100 feet of main was cleaned and televised at a cost of \$23,481.

Sanitary Sewer Root Control Project

This project treats roots in the most maintenance-intensive areas as determined by past televising projects and with the observation and reporting 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 was completed in September. This project treated over 16,200 feet of main at a cost of \$27,788.

Street Improvement/Maintenance Project and Sanitary Lateral Replacements

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 (preventive maintenance) for streets rated a six or seven can extend the pavement life by three years or more. This project started in August and was completed in October. The project consisted of heavy maintenance activities on two miles of street and preventive maintenance on 11.5 miles of street at cost of \$1.1 million. As a means to be more "sustainable," as well as provide a substantial savings, the City incorporated the use of recycled asphalt shingles into the asphalt mixture design. In conjunction with this project, 41 sewer laterals that were found to be in poor shape or consisting of Orangeburg materials were replaced. Locations for this year consisted of Baraga Avenue from McClellan Avenue to the westerly entrance to the Municipal Service Center, Grove Street from Specker Circle to the City limits, Bluff Street from Fourth to Seventh Street, Fair Avenue from Lakeshore to Presque Isle Avenue and from Eighth Street to Northrop, College Avenue from Pine to Spruce Street, and Cleveland Street from Lincoln Avenue to Garfield Avenue. In addition, the Bluff Street Alley from Front to Third Street was incorporated into the project and funded by the Downtown Development Authority.

Reconstruction/Construction Projects:

Gravel Street Upgrades (Furnace Street, Mite Street, and Hogan's Alley)

These gravel streets were upgraded by replacing the gravel with pavement constructed to City street standards, including concrete curb and gutter. Furnace Street (Division Street to westerly end) also required the extension of sanitary sewer/water main, and the laterals were stubbed to the right-of-way limits to provide access for the residents to

the utilities street-side, as they are currently serviced from a failing "backyard" system. In addition to the road upgrades on Mite Street (Hampton Street to Hogan's Alley), the water main was replaced to provide a reliable adequately sized system and the storm sewer was extended to provide needed control. All these streets previously had severe soil erosion issues and were considered as high maintenance by Public Works. These upgrades should considerably reduce the maintenance requirements for these streets. Work started in July and was completed in October at a cost of \$251,374.

Westland Drive Upgrade

This project started in September and was completed in October. The project consisted of removing the existing street structure and asphalt swales, and replacing with our current street standards, including concrete curb and gutter. The storm sewer was extended to provide the needed control. This project was completed at a cost of \$54,435.

Horizons Drive Water Main Loop

This project started in September and was completed in October. The project consisted of looping the water main to the Marquette Township water main at Grandview Circle. The intent of this loop is to provide access to a water source in those cases when the Wilson Street water pump station is inoperable due to electrical or equipment failures. This loop will ensure that the residents at the upper end of Horizon's Drive have an adequate supply for domestic use and fire emergencies. The feed from the Township side will be metered and controlled with a pressure reducing valve. This project was completed at a cost of \$57,145.

Carp River Sanitary Sewer Crossings Project

This project started in mid-September and was completed in October. The project consisted of the removal of the transmission sanitary sewer main attached to the MDOT bridge structure that was recently abandoned due to structural deficiencies. In addition, inspection of the pipe spanning the river indicated the pipe was in poor condition with several of the joints losing their structural integrity. This project replaced the existing mains with two parallel mains that span over the Carp River. The cost for this project was completed at a cost of \$700,000.

Washington Streetscape and Traffic Signal Upgrade

This project was a public/private partnership for the Liberty Way Development. Brownfield funds were used to fund the public upgrades required for this development. The public portion of the project started in October 2013 and was wrapped up in June 2014. Upgrades to the public system included the traffic signal system, lane markings, and the streetscape (area between the curb and right-of-way limits). In addition, water and sewer mains were extended to the new development. The project was completed at a cost of \$290,226.

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 298 permits during the last fiscal year totaling \$24,870.

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. Site plan review fees are collected by the Zoning Division of Community Development.

Geographic Information System and Global Positioning System

The City of Marquette's Geographic Information System and Global Positioning 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 and the creation of drawings and maps for use by other departments as well as for contractors, consultants, other governmental agencies and the public.

The backbone of the City's GIS is the data layers. The City has approximately 80 different layers, which are continually being updated, viewed and accessed by most departments. These layers include, but are not limited to water/sanitary/storm infrastructure, parcels, easements, parks, park benches, trails, street signs, street rights-of-way, street centerlines, street quality ratings, sidewalks, fiber optic lines, building footprints, topography and orthophotography.

The digital orthophoto is one of the most useful layers in our GIS. Digital orthophotography provides all of the visual content of a photograph while being as accurate as a map for measurements. In the spring of 2012, we hired Ayres Associates to produce a highly accurate orthophoto of the City. We use the orthophoto daily for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling.

The recent focus of the City's GIS program has been to update the City infrastructure layers. The sanitary and water main structure layers are complete with new updates coming in daily. The two layers of the sanitary and water system that need further mapping are the sanitary cleanout and water shutoff locations. These geographic features are being collected by the Public Works and Engineering staff utilizing the two brand new Leica global positioning units and will be complete within the next few years. The storm layer stands at 99% complete and will be completed over the next couple of years. Additional layers that will require substantial time and personnel are related to our sanitary and storm water systems. To accurately reflect and model these systems, all invert and rim elevations need to be gathered from field surveys and entered into the GIS system.

The next step is to move the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, Commission and the community with a "one stop shop" 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 allows 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 (and is currently being reviewed by staff) is the formation of the GIS data/web server. Two options being considered are either the purchase of a GIS data and web server to be run by the City's Information Technology Department or having this service implemented by a third party off-site.

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.

Last year the Hydraulic Engineer and the GIS technician reviewed and revised 58 parcels due to splits, development or the integration of onsite water quality measures.

COMMUNITY SERVICES DEPARTMENT

PARKS AND RECREATION



SENIOR SERVICES



ARTS & CULTURE



Parks and Recreation: (From Left) Christina Spitz, Andrew Maclver, Karl Zueger, Kim Eliassen, Jon Swenson, (Not Present) Joe Speruzzi, Paul Homburg

Senior Services: Jane Palmer, Gail Hermann, Vicky Bullock, Lisa Balko, (Not Present) Jessica Clarke

Arts & Culture: Tiina Harris, Amy Lakanen, Zada Doyle, (Not Present) Carol Phillips



COMMUNITY SERVICES DEPARTMENT 2013-2014 ANNUAL REPORT

PARKS AND RECREATION

Parks and Recreation Overview

The Community Services Department – Parks and Recreation Division consists of the Director, Assistant Director, Parks and Recreation Coordinator, full-time Administrative Assistant and a part-time Secretary. They are responsible for the planning, development, management and operation of all parks facilities as well as all City-sponsored and co-sponsored recreation programs. Staff administered the Promotion Fund resulting in \$59,930 in fee relief to special events.

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Services – Parks and Recreation Division for the 2013-14 fiscal year.

Grant Administration

- Michigan Recreation Passport – Tourist Park Bathhouse Family Pods \$45,000 (submitted)
- Michigan Natural Resources Trust Fund – Acquisition Grant – Clark Park Property – \$1,440,000 (received)
- Michigan Natural Resources Trust Fund – Project Grant – Harlow, Presque Isle and Williams Parks Restroom Facilities – \$300,000 (received)
- Michigan Land and Water Conservation Grant – Trail Extension – \$100,000 (received)
- Michigan Waterways – Emergency Grant – Cinder Pond Building – \$200,105 (received)
- Michigan Waterways – Phase II Presque Isle Marina Grant – \$201,000 (received)
- Playtime Grant – Tourist Park Playground \$35,000 (received)

Planning

- Began work to determine need for year-round dog park.
- Completed Tourist Park Land Use Action Plan and adopted in the Five Year Recreation Master Plan
- Started dialogue to organize and administer Park Volunteer Program
- Supported Recreation Authority Task Force
- Began work to establish Park Use Policy

Capital Improvements

- Coordinated completion of the Marquette Skate Plaza
- Decommissioned Skate Park
- Established temporary restroom facilities and utility relocation at Cinder Pond Marina

Performance Scorecard

<u>Facility</u>	<u>FY 13/14 Hours Rented</u>
Baraga Gymnasium	1336
Presque Isle Pavilion	844.5
Senior Pavilion	118
Island Store Pavilion	127
Bandshell	*135
Gazebo	118.5
Picnic Sites	30 days
Baseball Fields	2034
Soccer Fields	1712.25
Contract/Permit Administration	60 (Special Events)
Total Revenue	\$2,224,733.98
Total Transactions	33,510
Promotional Fund	(\$13,818)

* *Music in the Park was discontinued*

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 57 vessels. Presque Isle Marina has two launch ramps and a staff monitored parking area. Cinder Pond Marina provides mooring for 101 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 mooring field can accommodate 21 vessels.

Operational Overview

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

Accomplishments

- Obtained Class "C" Underground Fuel Storage Tank Operator Certification and all employees were certified
- Modified Presque Isle dock to keep vessels from grounding
- Installed new point-of-sale software
- New central reservation system installed and all employees were trained
- Cinder Pond Marina services building temporarily relocated to gas shack
- Temporary restroom facilities installed and maintained at Cinder Pond Marina

- Re-decked and re-structured ADA dock #47 at Cinder Pond Marina
- New ice vendor contract for both marinas
- Many power pedestals repaired at Cinder Pond Marina
- Significant water line leaks repaired at Presque Isle Marina

Performance Scorecard

Presque Isle Marina	FY 13/14
*Seasonal Slip Rentals	57
*Transient Slip Rentals	27
*Launch Ramp Daily	1412
*Fuels Sales	\$24,272.76
Waiting List	4

** 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.*

Cinder Pond Marina	FY 13/14
Seasonal Slip Rentals	92
Transient Slip Rentals	88
Launch Ramp Daily	1483
Launch Ramp Seasonal	117
Fuel Sales	\$122,291.34
Waiting List	31
Mooring Field	17

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 home to the offices of the Community Services – Parks and Recreation Division, United Way, Marquette County Community Foundation, Marquette Junior Hockey, Marquette Royales, Marquette Figure Skating Club, Marquette Electricians, Superior Hockey and the Noquemanon Trail Network.

Operational Hours

Lakeview Arena operations involve the assistance of eight seasonal zamboni drivers, two seasonal skate guards, a part-time custodian and secretary, and the Parks and Recreation Coordinator. The building is maintained by the Department of Public Works staff.

- Ice Season: September 18 – March 14, 7 a.m. – midnight
- Summer: March 15 – September 17, 8 a.m. – 5 p.m. (or later for events)

Capital Projects

- Door replacement \$18,000 (ongoing)

Accomplishments

- Completed phase 1 of the general wayfinding plan by installing directional lettering
- Negotiated leased space for Superior Hockey
- Rebuilt one compressor; made critical repairs to other units

Performance Scorecard

	FY 13/14	Revenue
Marquette Junior Hockey	Hours 1,399	\$230,057
Marquette Figure Skating Club	266	\$ 43,766
Marquette Senior High School	182	\$ 29,810
Marquette Royales	198	\$ 35,475
Men's League Tournament	127	\$ 20,461
Figure Skating Passes	*945	\$ 420
Adult Skating Passes		\$ 5,550
Hockey Skating Passes		\$ 3,330
Senior Skating Passes		\$ 624
Youth Skating Passes		\$ 2,932
Non-Ice Sales (Dry floor events)	18 events	\$ 31,150

	FY 13/14	
Lease Space		
Mqt Junior Hockey	\$671.50/mo	\$ 6,294
Mqt Electricians	\$625/mo	\$ 7,500
Mqt Figure Skating	\$41.67/mo	\$ 500
NTN	\$324/mo	\$ 3,888
United Way/MCCF	\$921/mo	\$ 11,052
Vango's	\$615/mo	\$ 7,380
Citizens Forum	\$25/mo	\$ 12,438
Superior Hockey	\$855/mo	\$ 10,260
Royales	\$725/mo	\$ 7,380
**Pure Gear	\$291/mo	\$ 3,496
Promotional Fund		(\$ 5,160)

* Total public skating hours

**Pure Gear contract expired as of June 28, 2014; tenant has vacated space

Tourist Park Campground

Tourist Park Campground Overview

This report will cover the operating season of May 15, 2014 to October 19, 2014.

Tourist Park office hours for spring and fall were 9 a.m. – 7 p.m. and for summer were 8 a.m. – 10 p.m. Tourist Park operates on seven seasonal attendants and one seasonal manager.

Highlights

- Hosted International Guts Frisbee Tournament
- Hosted 1st Annual Rainbow Pride Festival
- Hiawatha Music Festival held its 36th festival at the park, marking the 30th year in the park

- Reservation System upgrade to MaxGalaxy, improving both online and in-park reservations
- Record year for campers, firewood and ice revenues

Accomplishments

The following were accomplished during the 2014 season:

- Completed Tourist Park Land Use Plan and submitted to State of Michigan updating Five-Year Parks and Recreation Master Plan
- Successful grant to upgrade playground equipment (\$19,500)
- Went through all sites and cleared low-hanging limbs for improved recreational vehicle access
- Changed campground opening and closing date to May 15th through October 19th

Performance Scorecard

	FY 13/14
Total Revenue	\$195,618
Total Concessions	\$15,075
Season Capacity Average	48%
Camping Days Open	157

ARTS AND CULTURE

Arts and Culture Overview

The Arts and Culture Center staffing consists of the Community Services – Arts and Culture Manager, a part-time Administrative Assistant, a part-time Marketing and Promotions Assistant, a part-time Clerical Aide and a part-time Curator. The division’s function is to act as a liaison to all arts and culture organizations; promote and advocate arts and culture; and help strengthen and develop a positive environment for arts and culture activity within the City and community.

The Center is located in the lower level of the Peter White Public Library, which includes a large and small gallery, workshop space and an administrative office.

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Services – Arts & Culture Division for the 2013-14 fiscal year.

Department Accomplishments

- 10-Year Arts and Culture Master Plan (completed)
- \$18,000 Michigan Council for Arts and Cultural Affairs program grant (received)
- 33 Exhibits
- 86 Workshops
- 45 Senior Arts Programs
- Special Events
- Halloween Spectacle (1,000+ viewers)
- Holiday Art Sale
- Children’s Santa Workshop

- City Arts Awards
- Sister City Reception
- City Open House
- National Quilt Day
- French Canadian Heritage Day
- Community 100DayProject
- Quebec Sled Dog Film Showing

167 groups, organizations and clubs utilize the Center.
Over 15,000 visitors participated in special events, workshops and exhibits.

Performance Scorecard

	FY 13/14
Gift Shop Sales	\$ 2,832
Workshops	131
Copies	5,335
*Room Rentals/Use	167
Grants Received	\$18,000
<i>* Gallery is leased to Lake Superior Art Association six-months per year.</i>	

SENIOR CENTER

Senior Center Overview

The Marquette Senior Center has three licensed and qualified social workers, one Senior Center Coordinator, two part-time Center 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 ages 60+ are eligible for homemaking, personal care and respite services as well as social work services which are comprised of case management, outreach and financial services (including Medicare Part D); seniors ages 50+ are eligible to take part in educational recreational/leisure activities offered by the Center.

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Services – Aging Services Division for the 2013/14 fiscal year.

Funding Sources

County Millage (2012-2016)	City Millage (2012-2015)	UPCAP Contract
.4474 mills	.3500 mills	
2013/14 Contract: \$296,208	2013/14 \$220,082	2013/14 \$24,105

Accomplishments

- New Senior Center signage (Fall 2014)
- New handicap-accessible entrance (Fall/Winter 2014)
- Created background check form for senior private pay users (Spring 2014)

Accomplishments and Statistics

	FY 13/14	
• Visitors/Phone Inquiries Walk-Ins/Registrations	20,437	+ 3%
• Enhanced Senior Arts		
• Seniors Arts/Acting/Dance	235	+ 39%
• Medicare Open Enrollment Clients / Savings Ratio	261 / \$147,278	+ 31%

Performance Scorecard

	FY 13/14	
	Clients	Hours
Information & Referral	4977	2135.25
Outreach	181	227.00
Health Related	622	463.00
Financial Management	380	1604.50
Case Coordination & Support	204	3030.25
Homemaking	127*	5343.25
UPCAP Contract	127*	1664.00

* Clients split among contract

FINANCIAL SERVICES DEPARTMENT ANNUAL REPORT



Pictured above (left to right) Front Row: Ellen Britton, Linda Poole, Leah Lacasse, Terra Bahrman. Back Row: Gary Simpson, Miles Anderson, Mary Schlicht, Vicky Smith, Amanda Forslund, Diane Giddens, Stacie Stone, Dave Blackburn. Not pictured: Tim Raich



FINANCIAL SERVICES DEPARTMENT

2013-2014 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 2013-14 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 28th consecutive *Certificate of Achievement for Excellence in Financial Reporting* by the Government Finance Officers Association (GFOA) of the United States and Canada.

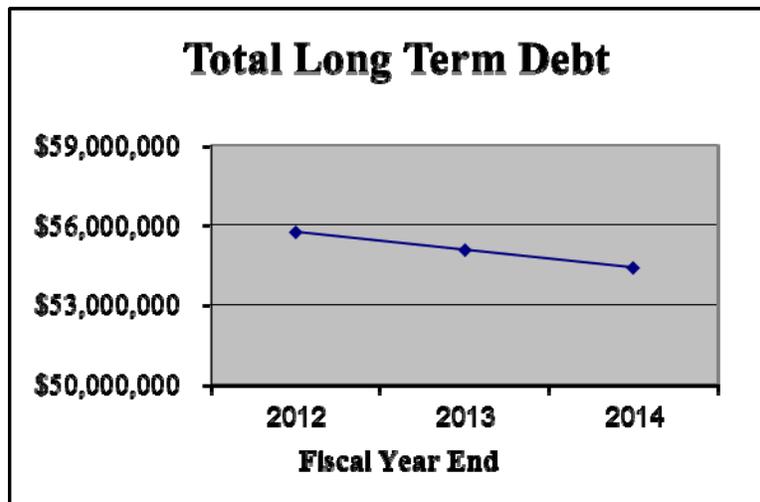
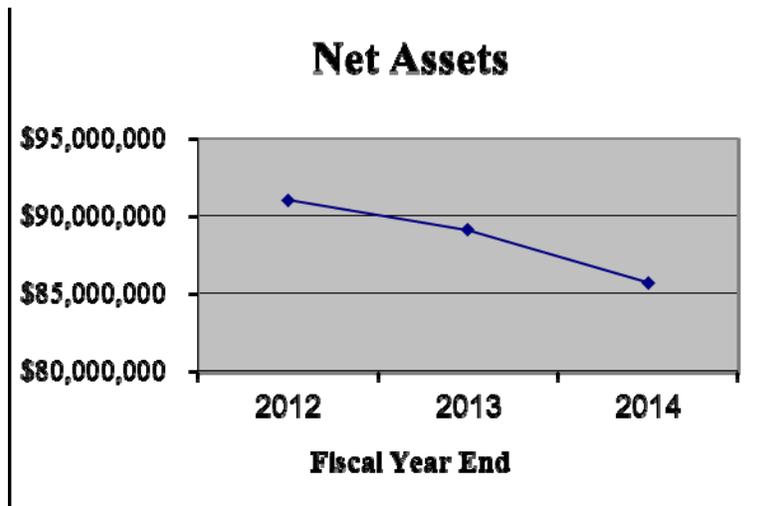
The Financial Services Department is comprised of four divisions: Finance, Treasury, Assessing and Utility Billing. Some of the core functions of the department include: preparation of the Comprehensive Annual Financial Report (CAFR), preparation and monitoring of the budget, cash management and debt 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.

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.

	Fiscal Year Ending		
	6/30/12	6/30/13	9/30/14*
<u>Finance Program Statistics:</u>			
# of Accounts Payable checks issued:	5,283	4,981	6,062
\$ of Accounts Payable checks issued:	\$33,944,983	\$31,390,477	\$53,297,096
# of Accounts Receivable invoices issued:	1,496	1,628	2,043
\$ of Accounts Receivable billings:	\$1,146,661	\$1,403,111	\$1,566,519
# of Bids and RFP's administered	52	48	34
# of Fixed Asset records maintained:	1,221	1,225	1,295
\$ of Fixed Asset records maintained:	\$222,267,375	\$227,327,709	\$231,807,000
# of Funds maintained:	37	37	38
\$ of Net Assets maintained:	\$91,007,950	\$89,081,040	\$85,691,000
\$ of Long Term Debt maintained:	\$55,734,581	\$55,063,098	\$54,395,224

* 15 Month Budget Year



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.

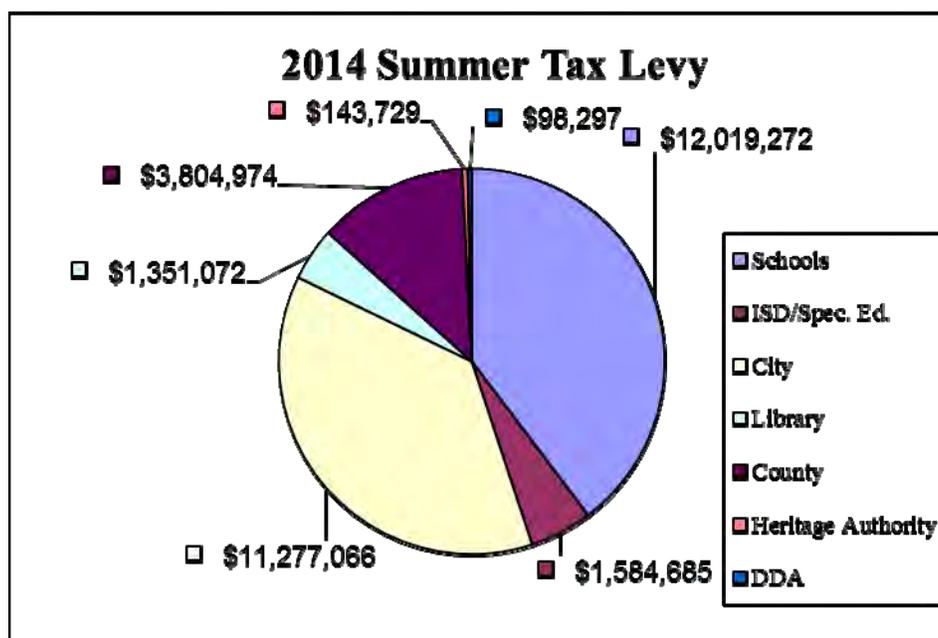
Treasury Program Statistics:	Fiscal Year Ending		
	6/30/12	6/30/13	9/30/14*
\$ Total Cash Receipts:	\$51,711,882	\$52,424,432	\$90,190,295
\$ Parking Ticket payments received:	\$108,831	\$92,077	\$108,414
# of Property Tax parcels billed:	7,518	7,674	7,689
% of Tax Billings collected:	96%	97%	97%
# of Landfill Permits (Commercial/Residential):	80	92	140
\$ of Landfill Permits (Commercial/Residential):	\$3,165	\$3,030	\$3,490

* 15 Month Budget Year

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.

2014 Summer Tax Levy

Schools/SET	12,019,272	39.69%
ISD/Spec. Ed.	1,584,685	5.23%
City/Sr. Millage	11,277,066	37.24%
Library	1,351,072	4.46%
County	3,804,974	12.57%
Heritage Authority	143,729	0.48%
DDA	98,297	0.33%
	<u>30,279,095</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 31st of the preceding year. Listed below is the change in Assessed Value by *property classification* type.

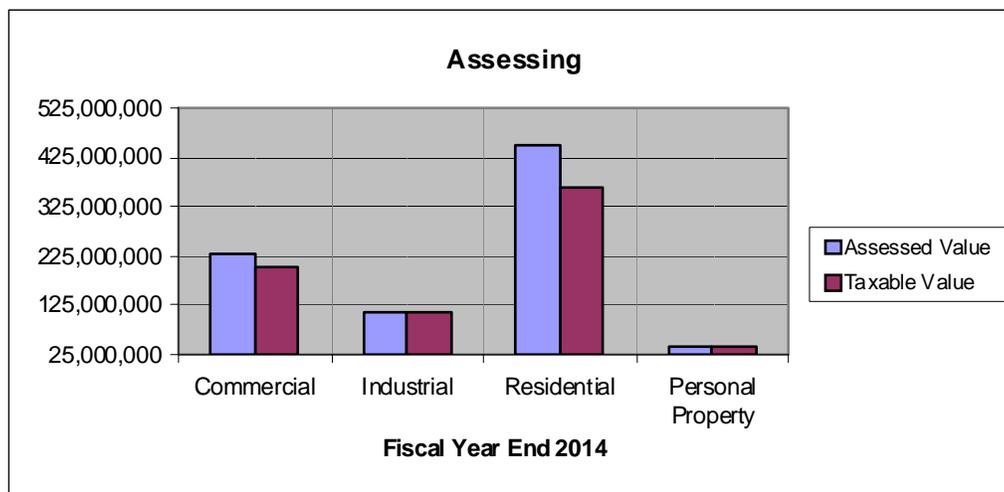
<u>PROPERTY CLASSIFICATION:</u>	Fiscal Year Ending		
	<u>6/30/12</u>	<u>6/30/13</u>	<u>9/30/14*</u>
Commercial	\$171,901,600	\$219,296,200	\$230,491,400
Industrial	\$103,563,200	\$113,594,600	\$111,207,800
Residential	\$437,744,000	\$441,703,400	\$451,202,100
Personal Property	\$37,777,600	\$46,518,900	\$43,504,900
TOTALS	\$750,986,400	\$821,113,100	\$836,406,200

* 15 Month Budget Year

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>6/30/12</u>	<u>6/30/13</u>	<u>9/30/14*</u>
Commercial	\$139,348,994	\$194,945,759	\$201,823,749
Industrial	\$103,324,959	\$113,290,478	\$111,085,395
Residential	\$344,238,272	\$356,400,519	\$364,801,686
Personal Property	\$37,777,600	\$46,518,900	\$43,504,900
TOTALS	\$624,689,825	\$711,155,656	\$721,215,730

* 15 Month Budget Year

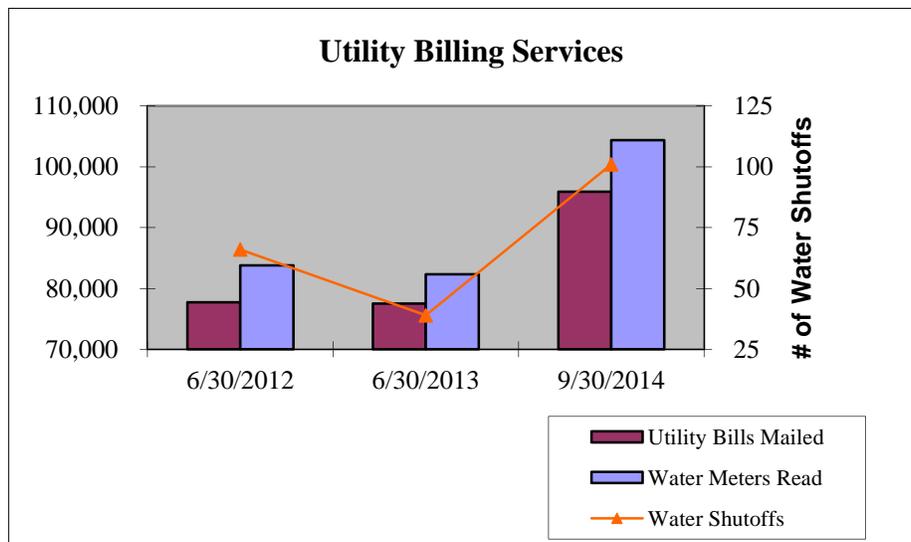


UTILITY BILLING

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 inquiries.

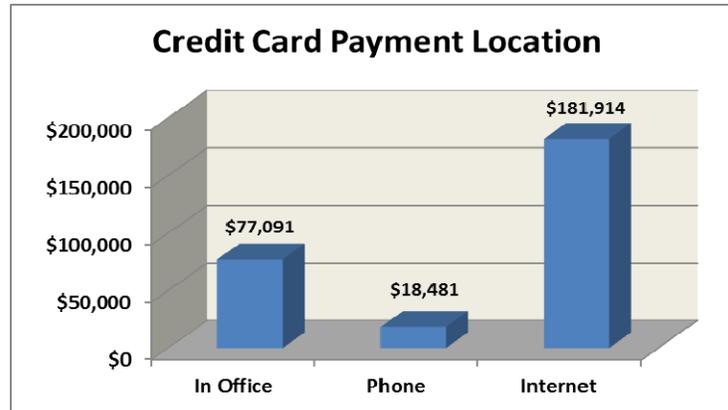
<u>Utility Billing Program Statistics:</u>	<u>Fiscal Year Ending</u>		
	<u>6/30/12</u>	<u>6/30/13</u>	<u>9/30/14*</u>
# of Utility Bills mailed:	77,738	77,528	95,928
# of Water Meters read:	83,800	82,332	104,402
# of Water Shut-Offs (non-payment)	66	39	101

* 15 Month Budget Year



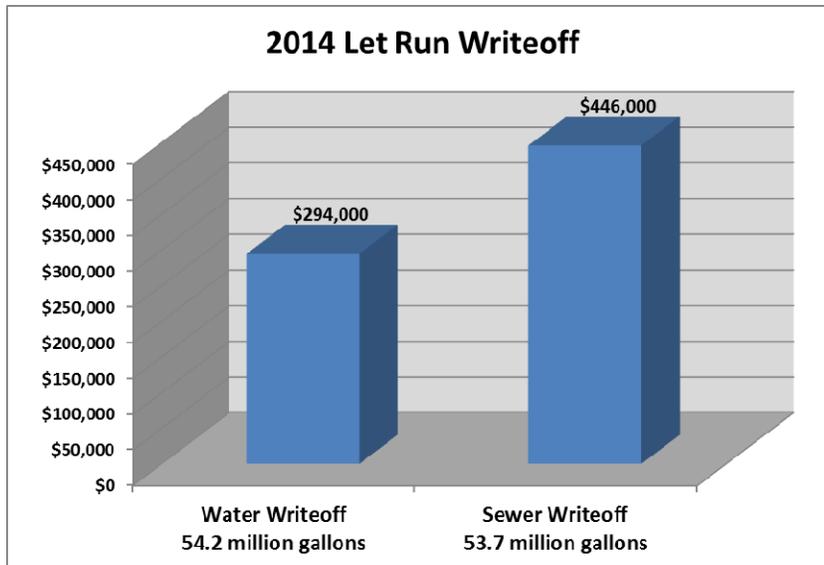
Department Accomplishments/Statistics/Remarkable Events

- **Credit Card Payments:** Credit card payments are now accepted over-the-counter in the Treasurer's Office. Previously, only third party phone processing or on-line payment was available. The fee for processing credit card transactions continues to be 3%, \$2.00 minimum, regardless of the payment method.



- **On-Line Bill Viewing:** Using the City's website, residents may now search for utility bills, delinquent personal property taxes and miscellaneous invoices. There are no fees for the resident to look-up a current bill or their billing and payment history. This feature has also been available for some time for current tax lookup; however, non-property owners are charged a \$2.00 per parcel lookup fee.
- **Electronic Withdrawal for Tax Payments:** With the start of the 2014 tax season, the Treasurer's Office offered taxpayers an additional option for paying their taxes. In addition to paying by cash, check, or credit card, taxpayers may have an automatic withdrawal from their bank account (similar to paying utility bills). For summer taxes, the payment is withdrawn on the due date of September 14th. For winter taxes, the taxpayer may specify either December 30th or February 14th.

- **Water and Sewer Charge Write-offs:** Due to the bitterly cold winter, many customers were placed on a let run orders to prevent frozen service lines and water mains, as well as to avoid re-freezing of lines that had frozen and required thawing. This resulted in office personnel manually adjusting water bills down to the resident's average water bill amount. In determining the amounts to be adjusted, staff considered historical usage as well as higher use in the summer months. These adjustments were done under the billing line items "Water Let Run" and "Sewer Let Run" so residents would easily be able to verify the bills were adjusted. The graph below shows the amount of charges written off as a result of the let run orders which were issued for over 1,600 locations.



The volume variance is due to locations that have City water service, but no City sewer.

- **Financial Management System:** Continued with the implementation of the BS&A financial management system. This implementation allowed for improvement and greater efficiencies in the City's financial management system. Applications include Accounts Payable, Accounts Receivable, Cash Receipting, Utility Billing, General Ledger, Purchasing, Property Taxes, Assessing, and Building Permits.
- **MGH/Duke LifePoint:** Assisted in the negotiations with Duke LifePoint (DLP) to keep the hospital in the City. Many hours were spent in direct negotiations and in providing financial information to both DLP and City negotiating team members. A Memorandum of Understanding (MOU) was formally approved and signed by both the DLP and City on September 8, 2014. While much work remains to be done to implement the terms of the MOU, we now have a formal framework and both parties are committed to keeping the hospital in the City of Marquette.
- **Economic Vitality Incentive Program (EVIP):** Successfully complied with the requirements of the statutory portion of State Revenue Sharing (as required by the Governor's EVIP program). EVIP was designed to help improve accountability and transparency of the state's municipalities to the public. By complying with all three phases, the City received approximately \$330,000 of statutory revenue sharing, the maximum the City was eligible for.

- Grant Administration: Responsible for the financial reporting requirements of approximately \$155,000 in expenditures for various grant programs the City was awarded.
- Project Financing: Maintained the City's AA bond rating as issued by Standard & Poor's.

On September 12, 2013, closed on FY 2013 Capital Improvement Bonds for \$3.4 million of capital projects, which included street/water/sewer/stormwater infrastructure improvements and bridge improvements.

On September 12, 2013, refunded the 2003 Founders Landing Bonds which should result in total savings of approximately \$112,000 over the next 10 years. Also refunded 2003 Water Bonds with total savings of approximately \$45,000 over the next three years.

On September 17, 2014, closed on a Drinking Water Revolving Fund loan of \$330,000 for improvements to Mountain Water Tank.

On September 30, 2014, closed on FY 2014 Capital Improvement Bonds for \$3.8 million of capital projects, which included street/water/sewer/storm water infrastructure improvements, HVAC improvements to City buildings, marina improvements, and park and trail improvements.

Assisted with Brownfield financing activities throughout the year.

- Local Development Finance Authority (LDFA) and SmartZone: Resurrected the City's LDFA and expanded its boundary by complying with the requirements of Act 281. Worked with the LDFA and the MTEC SmartZone to establish a Satellite SmartZone in the City of Marquette, which included participating in Public Forums and other public educational and outreach endeavors, Public Hearings, and producing a Development and Tax Increment Finance Plan.
- New State Reports: As a result of the approval of Proposal 1 in August 2014 by Michigan voters to end the small business equipment tax (also known as personal property tax), several new reports were completed and forwarded to the State Treasurer for reimbursement of lost revenue.
- 15-Month Fiscal Year: With the new fiscal year as required by the newly adopted City Charter, successfully completed a 15-month transitional fiscal year to get the City on an October through September fiscal year. This included many changes to budgetary and financial management system functions, processes and procedures.

Contact Information

City Hall
300 W. Baraga Ave
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Finance: 228-0415
Treasury: 228-0475
Assessing: 228-0425
Utility Billing: 228-0420

MARQUETTE CITY FIRE DEPARTMENT





MARQUETTE CITY FIRE DEPARTMENT

2013-2014 ANNUAL REPORT

Department Overview

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 2013-14 fiscal year.

The mission of our department is to safeguard the lives of the City's inhabitants and visitors. We are wholly dedicated to a proactive program of planning, rescue, incident stabilization, property and environmental conservation. We work to achieve these ends by:

- Providing all-incident rescue and support.
- Combating fires.
- Developing and delivering creative fire education programs for all age groups.
- Pursuing vigorous enforcement of the building and safety codes.
- Contributing to the mitigation and restoration of environmental events.
- Engaging in cheerful public service throughout the community.
- Managing the Waterfront Safety Program.

101-336 FIRE

The Marquette City Fire Department has had its busiest year on record. With a total of 1,030 service calls between July 1, 2013 – September 30, 2014, the all-hazard response has grown. The steady decline in structure fires in Marquette follows a national trend. We attribute this success to the following:

- Fire Prevention and Fire Education Programs: Hands-on interaction with children both in the schools and at the Fire Department, have had a positive impact on Fire Prevention. Firemen present fire safety tips to children using age-appropriate materials such as videos, activity sheets and question and answer sessions. This year's campaign is "Smoke Alarms Save Lives" and the important message is simplified to include the most pertinent points such as, check your batteries once a year, talk to your parents about fire escape routes, stay low and the assurance that the firemen are here to help if the need should arise.

- Intern Programs: This year we were able to partner with Marquette Senior High School to implement a student internship with our Fire Department. The intern was able to learn the systems and procedures used by firefighters in their all-hazard responses. We are happy to be able to provide this opportunity to students interested in a career as a firefighter. Additionally, we hosted an office intern who provided hours of scanning service to us. This intern helped us digitize training records in an effort to backup current paper documentation.
- Live Training: Thanks to a donated (soon-to-be-demolished) home, our firemen were able to gain live training on a home. This training included all basic fire evolutions and tests.
- Grants: We successfully obtained a competitive grant from FEMA to replace our existing, outdated vehicle exhaust capture systems. This \$50,500 grant covers both Fire Station #1 and Fire Station #2. This will provide clean air, and ensure a healthier environment for the men and women who work and visit the Fire Departments.
- Mini-Grants: The mini-grants continue to completely support our 23-year-old program to provide free smoke detectors.
- Other Grant Related Affiliations: We supported an Ohio Sea Grant request that was approved for funding. The grant will install offshore weather stations in the Marquette and Munising areas of Lake Superior.
- Pigs-n-Heat: Each March we host the annual Pigs-n-Heat charity hockey game. This community fundraising event was well attended with about 3,500 people present. We were able to raise \$14,600 to help victims of fire.
- Retirement: Engineer/Inspector Brian Naze retired from the Fire Department on October 5, 2014. His service spanned 30 years. We wish him the best!

101-371 RENTAL CODE ENFORCEMENT

- Rental Inspection Program: Our Rental Inspection program is in its ninth year. This program enforces ordinances that keep people safe. In our community, we have reduced the “high-risk” student rental group to an “ordinary-risk” level. The efforts of the Rental Inspection program have contributed to the decline in structure fires in our community by ensuring that rental properties be held to a safe standard. Properties not in compliance with the #531 Ordinance are required to conform to the rules. Dangerous living situations are addressed, such as; requiring egress windows where needed, making sure there are adequate smoke alarms, safe electrical systems and proper escape routes to ensure the renter’s safety. We feel the rental inspection keeps our high-risk groups safer and ultimately supports our mission.

101-777 WATERFRONT SAFETY

- Waterfront Safety Program: This is our third year with the Waterfront Safety program. We continue to improve and fine-tune this program through procedures, training and accountability.

Performance Scorecard

101-336 FIRE ACTIVITY REPORT

Marquette City Fire Department
July 2013 - September 2014

	JULY'13	AUG'13	SEPT'13	OCT'13	NOV'13	DEC'13	JAN'14	FEB'14	MARCH'14	APRIL'14	MAY'14	JUNE'14	JULY'14	AUG.'14	SEPT.'14	TOTAL
ALARMS																
Fire	8	1	1	4	1	4	3	0	2	3	3	0	1	0	0	31
Vehicle Fire	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	3
Rescue/EMS	58	71	63	70	60	63	83	69	69	59	57	61	90	91	66	1030
Scare	7	0	3	2	2	0	1	2	3	0	2	1	0	2	1	26
False Calls	9	6	7	7	7	15	6	3	4	8	7	6	3	4	5	97
Good Intent	1	2	0	3	2	3	5	2	2	3	5	3	5	1	2	39
Hazardous Condition	8	8	5	6	12	6	7	8	9	10	5	7	5	8	8	112
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stand-by	0	0	1	0	0	0	0	0	0	0	0	1	0	2	0	4
Life Flight Stand-by	1	2	4	2	2	0	0	0	0	0	0	4	15	14	17	61
TOTAL RESPONSES	92	91	84	94	86	91	105	85	89	84	79	83	119	122	99	1403
FIRE RELATED CALLS, SPECIFY																
Residential/Homeowner	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2
Rental	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Business	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
State Facility	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
FIREFIGHTER INJURIES																
Emergency Related	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Other On-duty	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INJURIES	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	3
CIVILIAN																
Fire Injuries	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Fire Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INJURIES	0	0	0	1	0	1										
RENTAL CODE ENFORCEMENT																
# of Structures Inspected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Units Inspected	184	76	209	70	95	51	111	56	78	130	53	82	88	159	42	1484
Re-inspections	11	28	4	4	15	6	12	13	8	5	16	18	17	18	4	179
Letters and Notices	16	51	23	43	22	38	52	49	62	60	61	59	45	93	115	789
Citations	0	0	1	2	0	0	0	0	1	0	3	0	4	0	0	11
Plan/Code Review	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings/Training	2	1	3	3	0	0	1	0	0	1	0	1	0	0	1	13
Public Assistance	0	1	0	0	1	2	1	0	1	0	0	0	1	0	1	8
Contacts	48	66	64	65	57	41	102	81	61	72	85	77	69	48	51	987
Miscellaneous Activities	0	1	0	1	0	0	1	0	0	0	0	5	1	0	0	9
TOTAL	261	224	304	188	190	138	280	199	211	268	218	242	225	318	214	3480
FIRE PREVENTION																
Daycare Class (#Students)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Daycare Class (Man Hrs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elementary Class (#Students)	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	15
Elementary Class (Man Hrs)	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Babysitting Class (#Students)	0	0	0	0	0	48	0	0	48	0	79	64	0	0	0	239
Babysitting Class (Man Hours)	0	0	0	0	0	2	1	0	2.5	0	4	7	0	0	0	16.5
MSHS Class (#Students)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MSHS Class (Man Hrs)	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2

Marquette City Fire Department
July 2013 - September 2014

	JULY'13	AUG'13	SEPT'13	OCT'13	NOV'13	DEC'13	JAN'14	FEB'14	MARCH'14	APRIL'14	MAY'14	JUNE'14	JULY'14	AUG.'14	SEPT.'14	TOTAL
Extinguisher Trng-Reg (#Attend)	34	0	71	0	53	0	0	35	0	0	0	66	0	52	0	311
Extinguisher Trng-Reg (Man Hrs)	6	0	6	0	4	0	0	5	0	0	0	14	0	17	0	52
Extinguisher Trng-MSHS (#Students)	0	0	120	0	0	0	0	0	0	0	120	0	0	0	0	240
Extinguisher Trng-MSHS (Man Hrs)	0	0	5	0	0	0	0	0	0	0	12	0	0	0	0	17
ECI's (# Visited)	0	0	0	0	0	0	0	60	193	90	5	0	0	0	0	348
ECI's (Man Hrs)	0	0	0	0	0	0	0	33	106	52.5	7	0	0	0	0	198.5
Smoke Detectors Distributed	1	1	0	0	0	3	2	4	2	1	1	0	0	2	5	22
Smoke Detectors Installed	3	0	0	4	2	0	2	5	4	0	1	0	0	2	4	27
Smoke Detectors Checked	0	0	0	5	2	0	5	0	4	0	5	0	0	0	4	25
Company Computer Drawings	0	1	0	0	0	0	0	0	1	0	3	0	0	0	0	5
Fire Drills Attended	1	0	1	0	0	0	0	0	0	0	1	0	1	0	3	7
Fire Drills Man Hours	7	0	1	0	0	0	0	0	0	0	6	0	0	0	9.5	23.5
Juvenile Firesetter (Contacts)	0	0	22	9	12	3	5	4	5	1	0	0	0	0	0	61
Children's Museum Inspections	1	0	1	4	2	1	0	2	3	1	2	2	0	0	3	22
Station Tours (# People)	25	54	9	1	3	6	2	7	5	20	9	16	11	5	73	246
Station Tours (Man Hours)	7	8	5	5	1	1.5	1	2	2	4	3	7	4	1	15	66.5
PERSONNEL TRAINING																
In-House (Man Hrs)	65	76.5	43	16	70	235	176	137	176	32	69	95	21	49	36	1296.5
Remote (Man Hrs)	116	32	238	14	8	7	0	18	0	103	90	28	72	72	65	863
Specialized (Man Hrs)	24	39	39	24	10	20	12	42	0	64	0	69	73	0	11	427
Haz-Mat WMD (Man Hrs)	0	0	0	0	0	0	35	0	0	0	28	12	0	20	0	95
Vehicle Maintenance (Man Hrs)	23	21	32	70	52	19	25	27	44	95.5	82	36	33.5	17	35	612
Property Maintenance (Man Hrs)	18	37	84	71	32	30	22	30	35	75	73	58	10	14	40	629
Hose Testing (Man Hrs)	43	0	0	0	0	0	0	0	0	0	0	110	3	0	0	156
Service Testing (Man Hrs)	10	10	0	0	0	0	0	12	0	0	0	0	24	0	0	56
Hydrant Testing (Man Hrs)	26	107	59	56	20	0	0	0	0	0	0	0	152	138	37	595
Hydrant Testing (# Tested)	27	170	65	49	14	0	0	0	0	0	0	0	119	154	37	635
Meetings (Man Hrs)	23	4	10	23	4	13.5	16.5	20	13	2	3	14	16	2	14	178
TOTAL (MAN HOURS)	348	326.5	505	274	196	324.5	286.5	286	268	371.5	345	422	404.5	312	238	4907.5
COMMUNITY SERVICE COVERAGE																
On-Duty (Man Hours)	13	130	31	52	9	0	0	79	36	0	8	27	32	48	6	471
Off-Duty UNPaid (Man Hours)	56	30	0	0	0	36	0	14	46	6	0	14	46	18	3	269
TOTAL (MAN HOURS)	69	160	31	52	9	36	0	93	82	6	8	41	78	66	9	740
MISCELLANEOUS																
Car Seats Installed)	1	13	3	3	6	1	2	0	2	0	1	1	5	7	7	52
Car Seats (Checked)	1	1	2	1	2	0	0	1	1	2	2	2	0	5	0	20
Fire Investigations	0	0	0	1	2	0	0	1	0	3	0	0	0	0	0	7
Learn Not To Burn (#Students)	0	0	0	0	186	0	0	0	175	80	295	70	0	0	0	806
Learn Not To Burn (Man Hrs)	0	0	0	0	7	0	1	0	10	7	20	3	0	0	0	48
Fire Safety House (#Students)	0	0	0	369	0	0	0	74	0	0	0	0	0	0	0	443
Fire Safety House (Man Hrs)	0	0	0	71	0	0	0	2	0	0	0	0	0	0	0	73
IAN CD ENFORCEMENT																
Inspections	3	10	5	4	10	5	15	3	8	31	18	2	13	7	0	134
Inspection Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Re-inspections	2	1	0	2	4	3	11	3	0	7	3	4	9	6	0	55
Letters and Notices	46	18	2	12	19	14	40	33	14	51	29	24	22	40	22	386
Citations	5	3	0	1	2	2	4	3	1	0	1	1	8	11	4	46

Marquette City Fire Department
July 2013 - September 2014

	JULY'13	AUG'13	SEPT'13	OCT'13	NOV'13	DEC'13	JAN'14	FEB'14	MARCH'14	APRIL'14	MAY'14	JUNE'14	JULY'14	AUG.'14	SEPT.'14	TOTAL
Plan/Code Review	0	7	3	4	5	3	4	2	2	8	18	2	8	10	7	83
Meetings/Training	2	1	5	3	4	1	5	5	3	3	8	4	11	1	3	59
Public Assistance	8	11	6	9	18	6	24	21	16	24	27	25	45	29	28	297
Contacts	27	27	12	23	44	10	48	40	37	40	51	30	68	50	57	564
Miscellaneous Activities	84	84	25	69	72	35	82	73	61	62	82	52	88	50	39	958
TOTAL	177	162	58	127	178	79	233	183	142	226	237	144	272	204	160	2582
Loss																
Property Loss	\$198,360	\$0	\$0	\$10,000	\$144,253	\$0	\$77,000	\$0	\$7,500	\$2,500	\$10,050	\$0	\$0	\$0	\$0	\$449,663.00
Content Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Vehicle Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
	\$198,360	\$0	\$0	\$10,000.00	\$144,253.00	\$0.00	\$77,000.00	\$0.00	\$7,500.00	\$2,500.00	\$10,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$449,663.00

101-777 WATERFRONT SAFETY ACTIVITY REPORT

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	
5/24/2014	100	65	36	0	0	3	3	0	
5/25/2014	250	65	48	0	0	30	2	2	
5/26/2014	60	64	42	0	0	0	1	0	Park Patrol for Coast Guard Rocks
5/27/2014	15	52	43	0	0	0	0	0	
5/28/2014	20	62	34	0	0	0	0	0	
5/29/2014	45			0	0	3	2	0	
5/30/2014	100	75	38	0	0	2	0	0	
5/31/2014	70	78	48	0	0	10	1	0	
6/1/2014	30	70	46	0	0	0	0	0	
6/2/2014	10			0	0	0	0	0	Closed at 4:00
6/3/2014	25	63	50	0	0	3	0	0	
6/4/2014	50	73	57	0	0	0	1	1	Patron asked to leave for public indecent
6/5/2014	45	69	59	0	0	0	0	0	
6/6/2014	75	62	58	0	0	0	0	0	Closed 1:30-2:30 for thunder
6/7/2014	8			0	0	0	0	0	closed at 2:30
6/8/2014	35	78	58	0	0	0	0	1	Couple with dog asked to leave
6/9/2014									
6/10/2014	120	58	54	0	0	0	0	0	
6/11/2014	95	52	46	0	0	0	0	0	
6/12/2014	10			0	0	0	0	0	
6/13/2014	5			0	0	0	0	0	closed at 3pm
6/14/2014	29	59	48	0	0	0	0	0	
6/15/2014	28			0	0	0	0	0	Closed at 5
6/16/2014	500	84	51	0	0	0	3	0	
6/17/2014		68	56	0	0	0	0	0	
6/18/2014	20	60	60	0	0	0	0	0	
6/19/2014		65	59	0	1	0	0	0	
6/20/2014	0			0	0	0	0	0	closed at 11:30
6/21/2014	30	60	51	0	0	0	0	0	
6/22/2014	250	68	62	0	0	2	1	0	
6/23/2014	50			0	0	0	2	0	
6/24/2014									closed at 1:30
6/25/2014	10	54	50	0	0	0	0	0	closed at 3pm
6/26/2014	40	58	55	0	0	0	0	0	
6/27/2014		52		0	0	0	0	0	
6/28/2014	400	87	44	0	0	6	2	0	park patrol called for alcohol x2

McCarty's Cove

6/29/2014	400	78	46	1	0	2	0	0	
6/30/2014				0	0	0	0	0	
7/1/2014	250	79	47	1	0	3	1	0	
7/2/2014	40	63	47	0	1	0	0	0	Resuced distressed Kayaker
7/3/2014	40	60	45	0	0	0	0	0	
7/4/2014	500	72	55	0	0	Many	many	0	Park Patrol for Dog
7/5/2014	400	76	45	0	0	6	3	0	
7/6/2014									Beaches Closed
7/7/2014	200	84	45	0	0	1	1	0	
7/8/2014									
7/9/2014	35	58	45	0	0	0	0	0	
7/10/2014	50	68	50	0	0	0	0	0	
7/11/2014	40	75	54	0	0	0	0	0	
7/12/2014	150	72	48	0	0	0	0	0	Lots of fog
7/13/2014	100	64	56	0	0	0	0	0	Jet ski speedometer is broken
7/14/2014	2								Beaches closed at 3:30
7/15/2014									Beaches closed
7/16/2014	100	62	58	0	0	0	0	0	
Date	Estimated Patrons	Air Temp	Water Temp	Picnic Rocks	Coast Guard Rocks	Alcohol	Smoking	Asked to Leave	
7/17/2014	75	76	50	0	0	0	0	0	
7/18/2014	130	78	57	0	0	4	2	0	
7/19/2014	100	70	50	0	0	0	0	0	
7/20/2014	5	82	50	0	0	1	3	0	
7/21/2014	200	84	48	1	0	2	0	0	
7/22/2014	52	82	51	0	0	0	0	0	
7/23/2014	40	68	58	0	1	0	0	0	
7/24/2014	100		58	0	0	3	0	0	
7/25/2014	100	68	54	0	0	0	0	0	
7/26/2014	200	67	50	0	1	1	0	0	
7/27/2014									Beaches Closed
7/28/2014	96	68	58	0	0	0	2	0	
7/29/2014	40	65	62	0	0	0	0	0	
7/30/2014	60	67	60	0	0	0	0	0	
7/31/2014	132	71	58	0	0	0	0	0	
8/1/2014	107	60	68	1	0	0	0	0	
8/2/2014	325	72	65	0	0	5	3	0	
8/3/2014	200	66	68	0	0	0	0	0	
8/4/2014	120	69	63	1	0	0	2	0	
8/5/2014	250	73	64	0	0	1	1	0	
8/6/2014	300	71	63	0	0	0	1	0	
8/7/2014	250	88	68	0	0	2	0	0	

South Beach

Date	Estimated Patron Count	Temperatures:		Patrons Approached For:			Notes:
		Air	Water	Alcohol	Smoking	Asked to Leave	
5/24/2014	40	75		0	2	0	
5/25/2014	35	73	42	0	2	0	
5/26/2014	25	74	58	0	0	0	
5/27/2014	5	50	62	0	0	0	
5/28/2014	8	50	49	0	0	0	
5/29/2014	14	68	58	0	0	0	
5/30/2014	100	62	43	0	0	0	
5/31/2014	50	86	60	0	3	0	
6/1/2014	20	82	46	1	0	0	Closed 5:15-6:30 for Thunder
6/2/2014	0	72	39	0	0	0	Beaches closed at 4
6/3/2014	15	72	56	0	0	0	
6/4/2014	15	65	61	0	0	0	
6/5/2014	14	64	62	0	0	0	
6/6/2014	12	76	60	0	0	0	
6/7/2014	0			0	0	0	Closed at 2:30
6/8/2014	30	58	64	0	0	0	
6/9/2014	10	58	52	0	0	0	
6/10/2014	4	62	58	0	0	0	
6/11/2014	40		66	0	0	0	
6/12/2014	8	70	60	0	1	0	
6/13/2014	10	55	58	0	0	0	closed at 3
6/14/2014	0	54	56	0	0	0	
6/15/2014	8	70		0	0	0	closed at 5
6/16/2014	100	82	60	0	0	0	
6/17/2014	28	65	61	0	0	0	
6/18/2014	6	58	65	0	0	0	
6/19/2014	17	56	65	0	0	0	
6/20/2014	0			0	0	0	closed at 11:30
6/21/2014	25	56	60	0	0	0	
6/22/2014	45	60	67	0	0	0	
6/23/2014	30	64	65	0	1	0	Park patrol called for dogs
6/24/2014	0			0	0	0	closed at 1:30
6/25/2014	0	52	58	0	0	0	Closed at 3
6/26/2014	42	47	56	0	0	0	
6/27/2014	40	79	49	0	0	0	
6/28/2014	200	83	43	1	1	0	
6/29/2014	200			0	0	0	
6/30/2014	105			1	0	0	
7/1/2014	35	75	60	0	0	0	
7/2/2014	40	64		0	0	0	
7/3/2014	28	65	66	0	0	0	
7/4/2014	91	68	60	0	1	0	
7/5/2014	45	78	55	0	0	0	

South Beach

8/12/2014	0						closed at 1:30
8/13/2014	4	61	72	0	0	0	closed at 4
8/14/2014	40	61	75	0	0	0	
8/15/2014	150+	70	64	0	0	0	
8/16/2014	11	64	69	0	0	0	
8/17/2014	0	52	50	0	0	0	
8/18/2014	4	63	66	0	0	0	closed at 3
8/19/2014							closed all day
8/20/2014	10	66	68	0	0	0	
8/21/2014	15	68	74	0	0	0	Foggy 3-4:30
8/22/2014	50	70	70	0	0	0	Search for possible missing swimmer
8/23/2014	12	72	70	0	0	0	
8/24/2014	50	76		0	0	0	
8/25/2014	95	85	68	0	0	0	
8/26/2014	40	70	67	0	0	0	
8/27/2014	12	64	77	0	0	0	
8/28/2014	23	63	72	0	0	0	
8/29/2014	3	65	70	0	0	0	
8/30/2014							closed all day
8/31/2014	32	64	68	0	1	0	
9/1/2014							
9/2/2014							
TOTAL	4319						

Tourist Park

Date	Estimated Patron Count	Temperatures:		Patrons Approached For:			Notes:
		Air	Water	Alcohol	Smoking	Asked to Leave	
5/24/2014	22	64	54	0	0	0	
5/25/2014	35	75	58	0	0	0	
5/26/2014	20	74	59	0	0	0	
5/27/2014	3	59		0	0	0	
5/28/2014	6	65	65	0	0	0	
5/29/2014	15	61	42	0	0	0	
5/30/2014	10	68	61	0	0	0	
5/31/2014	50			3	2	0	
6/1/2014	30			0	1	0	
6/2/2014	0			0	0	0	Closed at 4:00
6/3/2014	2	60		0	0	0	
6/4/2014	15	71	61	0	0	0	
6/5/2014	10	70	45	0	0	0	
6/6/2014	15	72	50	0	1	0	
6/7/2014	0	51		0	0	0	closed at 2:30
6/8/2014	12	63	50	0	0	0	
6/9/2014	4	68	65	0	0	0	
6/10/2014	5	72	62	0	0	0	
6/11/2014	25	60		0	0	0	
6/12/2014	5	68	55	0	0	0	
6/13/2014	0	54	54	0	0	0	closed at 3 pm
6/14/2014	10	60	54	0	0	0	
6/15/2014	4	60	54	0	0	0	Closed at 5
6/16/2014	40	80	66	0	0	0	
6/17/2014	30	70	65	0	0	0	
6/18/2014	5	62	70	0	0	0	
6/19/2014	10	72	65	0	0	0	
6/20/2014	0			0	0	0	closed 11:30
6/21/2014	30	62	62	0	0	0	
6/22/2014	97	70	65	0	1	0	
6/23/2014							
6/24/2014							closed at 1:30
6/25/2014	0	56	56	0	0	0	closed at 3 pm
6/26/2014	12	75	66	0	0	0	
6/27/2014	85	78	56	0	0	0	
6/28/2014	110	93	76	1	0	0	
6/29/2014	120	83	52	0	0	0	
6/30/2014	70	86	50	0	0	0	
7/1/2014	40	83	54	0	0	0	
7/2/2014	4	65	54	0	0	0	
7/3/2014	40	64	63	0	1	0	
7/4/2014	75	78	74	0	0	0	
7/5/2014	74	79	70	2	1	0	
7/6/2014							Beaches closed
7/7/2014	25	57	76	0	0	0	
7/8/2014							

Tourist Park

7/9/2014	8			0	0	0	
7/10/2014	50	80	72	0	0	0	
7/11/2014	15	72	72	0	0	0	
7/12/2014	40	75	75	0	0	0	
7/13/2014	40	72	71	0	0	0	
7/14/2014	1	58	0	0	0	0	Beaches closed at 3:30
7/15/2014							Beaches closed
7/16/2014	0	63	72	0	0	0	
Date	Estimated Patrons	Air temp	Water Temp	Alcohol	Smoking	Asked to Leave	
7/17/2014	40	80	58	0	0	0	
7/18/2014	100	80	70	0	0	0	
7/19/2014	300	82	-	0	0	0	
7/20/2014	500	87	68	a lot	0	0	
7/21/2014	80	87	74	0	0	0	
7/22/2014	15	75	74	0	0	0	
7/23/2014	8	72	70	0	0	0	
7/24/2014	38	78	71	0	3	0	
7/25/2014	30	78	62	0	2	0	
7/26/2014	25	77	68	1	2	0	
7/27/2014							Beaches Closed
7/28/2014	30	70	69	0	0	0	
7/29/2014	16	68	74	0	0	0	
7/30/2014	10	69	68	0	0	0	
7/31/2014	20	75	69	0	0	0	
8/1/2014	20			0	0	0	
8/2/2014	50	75	69	0	2	0	
8/3/2014	30	70	69	0	0	0	
8/4/2014	2	78	70	0	0	0	
8/5/2014	25	70	70	0	0	0	
8/6/2014	50	72	72	0	0	0	
8/7/2014	50	75	73	0	0	0	
8/8/2014	30	80	70	0	0	0	
8/9/2014	50	9	70	0	0	0	
8/10/2014	40	85	69	0	0	0	
8/11/2014	3	68	74	0	0	0	
8/12/2014	0						Closed at 1:30
8/13/2014	1	62	72	0	0	0	Closed at 4:00
8/14/2014	25	67	73	0	0	0	
8/15/2014	49	78	70	0	0	0	
8/16/2014	23	60	68	0	0	0	
8/17/2014	45	63	70	0	0	0	
8/18/2014	0	63	71	0	0	0	closed at 3
8/19/2014							closed all day
8/20/2014	5	70	66	0	0	0	
8/21/2014	5	72	68	0	0	0	
8/22/2014	13	69	81	0	0	0	
8/23/2014	15	70	69	0	0	0	
8/24/2014	21	81	69	0	1	0	

Tourist Park

8/25/2014	35	85	70	0	0	0	
8/26/2014	21	70	70	0	0	0	
8/27/2014	11	75	70	0	0	0	
8/28/2014							
8/29/2014	18	72	69	2	2	0	
8/30/2014							closed all day
8/31/2014	22	72	68	0	0	0	
9/1/2014							
9/2/2014							
TOTAL	3190						

MARQUETTE CITY POLICE DEPARTMENT





MARQUETTE CITY POLICE DEPARTMENT

2013-2014 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 2013-14 fiscal year. The following are points of interest and highlights for the past fiscal year.

Note: Fiscal Year 2013-14 is a 15 month year.

- Detective Captain Gordon Warchock and Detective Sergeant Steven Snowaert retired this year. Detective Captain Warchock, who started service in May of 1989, served on the Dive Team and as the North Third Street Community Police Officer before being promoted to Detective Sergeant in May of 1997. Detective Warchock was later promoted to Detective Lieutenant and then Detective Captain before retiring in May of 2014 after 25 years of service. Detective Sergeant Steve Snowaert began his career in February of 1988. He served as a firearms instructor and evidence technician before being promoted to the Detective Bureau in October of 1998. Detective Snowaert began his detective career as the School Liaison Detective and was later assigned to work on the FBI Cyber Crime Task Force, investigating computer related crimes. Detective Snowaert retired after 26 years of service.
- Starting on October 1st, the Police Department started using a new records management system called SRMS. SRMS stands for Statewide Records Management System. Currently there are over 80 other agencies throughout the state of Michigan using this system with more agencies soon to follow. Six of the nine police agencies in Marquette County are currently using this system. Crime doesn't stop or end at the City limits. We often find that crimes committed in the City of Marquette are committed by the same people who commit crimes in other jurisdictions. Law enforcement agencies using this system will now have the ability to share a data system and share information on complaints that are being handled. What this means is we will have access to other agency files to find out if investigations we are working on match investigations they are working on that may involve the same people, vehicles or property. There is also access to property files so agencies will know if recovered property has been reported stolen or lost with other police agencies. In short, this will result in less phone calls and emails, making it easier to do our investigations. We are expecting this new program to create less redundancy and more efficiency for the officers and office staff. We are currently going through a process to complete the transition. We have made huge strides in a short period of time, but still have a ways to go.

- Chief Mike Angeli initiated a fundraiser for Shop with a Cop. Officers are allowed to grow facial hair from November 1st to April 1st for a monthly fee. The money collected is donated to the local Shop with a Cop organization for the purchase of toys during the Christmas season.
- The Marquette City Police Department added a third K9 to our K9 program. K9 Nitro was purchased from the Oakland County Sheriff's Department in May of 2014. Nitro is a one-year-old single purpose explosives detection dog. Since May, he has undergone extensive training in explosives detection and was certified by the National Association of Professional Canine Handlers in early October. Nitro will be available to agencies throughout Marquette County and neighboring agencies should the need arise.
- Sergeant Marty Munger and K9 Frodo along with Officer Collins and K9 Scud, assisted U.S. Customs at the Sault Saint Marie Border Crossing. This was a great opportunity to work with a Federal Agency in a high traffic environment looking for contraband being brought into the United States.
- Members of the Marquette City Police Dive Team conducted monthly training dives. The Dive Team assisted in the mooring field set up and take down, current meter deployment and Lower Harbor/Marina dock video assessment.
- The Marquette Police Department has developed and maintained a Facility Security Plan (FSP) per Federal Regulation 33 CFR 105 in response to an event of a foreign cruise ship vessel docking at the Mattson Park Bulkhead Pier. The FSP mandates quarterly training drills be conducted so that annually, a full implementation of the FSP is conducted and an annual audit of the FSP is completed.

Training Drills conducted: 09/03/13, 12/28/13, 03/25/14, 06/23/14 & 09/25/14

Exercise conducted: 09/25/14

Annual Audit conducted: 03/11/14

- Lieutenant Mike Laurila attended Mental Health Crisis Intervention training in Three Rivers, Michigan. The class had approximately 25 police officers and correctional staff from around Michigan. The class emphasized how to de-escalate and understand mental illness when on scene dealing with those that suffer from the disease. Speakers emphasized the use of communication skills to better address the needs and issues of subjects suffering from mental illness and to try and get away from the automatic "criminal" mindset. The class touched on bipolar disorder and identifying mood swings like depression, manic and mania. Much of the class was based on scenario role playing and de-escalation techniques by attempting to understand what the person is going through and seeking appropriate avenues rather than jail.
- Officer Mike Archocosky and Officer Mike Roth attended a Crash Scene Management instructor certification training sponsored by the Michigan Department of Transportation in Lansing. This training provides information and hands-on training in the proper and safe response to traffic related incidents for all first responders. Officer Archocosky and Officer Roth are the only two law enforcement officers in Upper Michigan to be trained in this discipline and will conduct training sessions throughout the area to all first responders.

- Officer Archocosky along with several other local law enforcement officers attended a “Below 100” instructor training course in Lansing. “Below 100” is a state and nationwide police officer initiative to reduce the number of active duty police deaths to below 100 in a year. This initiative is based on the following principles: Wear your seatbelt, wear your bullet proof vest, watch your speed, WIN (what’s important next) and that complacency kills. These certified instructors have traveled the entire U.P. teaching these concepts and principles to local, state and county law enforcement officers.

TRAFFIC CRASH DATA

Total Crashes in Marquette County – 2,328 Crashes with injuries – 512
 Total Crashes in City of Marquette - 814 Crashes with injuries – 193

Intersections in the City of Marquette with highest number of traffic crashes:

- 21 crashes – McClellan Avenue at West Washington Street
- 15 crashes – McClellan Avenue at U.S. 41
- 14 crashes – North Third Street at West Washington Street
- 14 crashes – U.S. 41 at West Washington Street
- 14 crashes – North Third Street at West Hewitt Avenue

CALLS FOR SERVICE			
CALL TYPE	2011/12	2012/13	2013/14
Accidents (all types)	1032	1034	1395
Alarms (false)	181	182	268
Arson	1	0	5
Assaults	145	141	132
Assaults Domestic	189	177	183
Assistance	2087	1990	2430
Breaking & Entering	68	53	50
Civil Disputes	37	30	29
Conservation Violations	60	62	98
Criminal Sexual Conduct	39	27	35
Disorderly Conduct	907	839	930
Drugs	169	160	175
Drunkenness	361	360	343
Embezzlement	5	5	7
Family Offense	52	44	62
Forgery	5	8	8
General	935	1064	955
Fire	8	6	8
Fraud (all types)	88	79	119
Hazardous Conditions	44	26	35
Health and Safety	856	791	987
Homicide	1	0	0
Illegal Entry	22	25	24

Inspections (all types)	982	1764	3814
Juvenile	41	32	39
Kidnapping	1	0	1
K9 Search	72	165	142
Larceny (all types)	483	505	482
Liquor Violations	99	94	133
Lost and Found	576	524	520
Malicious Destruction of Property	285	204	302
Mental	104	71	105
Missing Person	12	37	33
Natural Death	14	7	30
Obstruct Justice/Police	317	314	366
Operating While Intoxicated	89	105	112
Parking	918	999	1119
Public Peace	261	218	224
Runaways	40	81	90
Retail Fraud	56	85	87
Robbery	0	0	5
Sex Offenses	7	6	17
Stalking/Intimidation	73	81	76
Suicide	1	2	5
Suicide Attempts	53	54	61
Suspicious	665	606	734
Traffic	602	460	665
Trespass	135	174	187
Unlawfully Drive Away Automobile	21	18	21
Weapons Violations	12	14	15
TOTALS:	13,212	13,222	17,663

ARRESTS			
ARREST TYPE	2011/12	2012/13	2013/14
Accidents/Fail to Report	13	24	17
Assault	44	32	21
Assault Domestic	60	50	53
Bond Violation	15	18	20
Breaking & Entering	10	11	15
Check Violations	17	13	23
Criminal Sexual Conduct	5	5	4
Disorderly Conduct/Drunk	35	27	18
Drugs	79	77	89
Embezzlement	3	2	8
Fleeing & Eluding	3	1	3
Fraud	7	8	16
Homicide	1	0	0
Illegal Entry	21	9	13

Juvenile Runaways	19	36	33
Kidnapping	0	0	1
Larceny	32	22	24
Liquor Violations	13	17	17
Littering	1	3	5
Malicious Destruction of Property	26	17	44
Obscene Conduct	8	4	6
Operate Without Insurance	35	22	47
Operators License Violations	109	92	128
Operating While Intoxicated	83	125	88
Probation/Parole Violations	18	18	20
Receive & Conceal Stolen Property	3	11	34
Resisting & Obstructing	18	33	23
Retail Fraud	26	38	61
Stalking	2	3	10
Trespass	16	26	22
Unlawfully Drive Away Automobile	4	3	3
Warrant Arrests	208	137	177
Weapon Violations	12	8	13
<hr/>			
TOTALS:	946	892	1056

TRAFFIC CITATIONS			
TICKET TYPE	2011/12	2012/13	2013/14
Accidents (failed to report)	11	17	17
Careless/Reckless Driving	20	42	39
Defective Equipment	330	341	1005
Suspended License	87	52	92
Failed to Yield Right of Way	63	72	122
Improper Lane/Turn	225	168	267
Insurance Violations	465	411	789
Loud Noise/Music	184	127	118
Minor In Possession of Alcohol	123	94	32
Minor In Possession of Tobacco	15	10	3
Operator License Violations	186	190	140
Other Hazardous Violations	73	62	75
Other Non-Hazardous Violations	74	57	69
Operating Under the Influence	77	100	86
Registration Violations	380	336	637
Seatbelt Violations	166	132	305
School Bus Violations	2	3	2
Skateboard Violations	8	16	7
Speed	825	618	934
Stop Light/Sign Violations	217	216	360
TOTALS:	3531	3064	5099

PARKING CITATIONS			
VIOLATION	2011/12	2012/13	2013/14
Contrary to Post	79	77	65
Expired Meter	1060	1250	954
Fail to Display Permit	25	32	62
Handicap Zone	108	121	161
Improper Parking	198	301	182
Left Side of Street	127	124	166
Loading Zone	93	79	109
Obstructing Sidewalk	139	110	157
Over 2 Hour Limit	1992	2158	2066
Parked 7 a.m.- 3 a.m.	180	117	145
Parked in Alley	0	12	3
Private Property	351	442	503
Restricted Zone	522	530	637
Right of Way	4	7	11
Temp Sign Zone	21	4	7
Too Close to Crosswalk	6	12	18
Too Close to Driveway	112	97	138
Too Close to Hydrant	59	91	133
Winter Parking Ban	1153	1803	1515
TOTALS:	6229	7367	7032

2013-2014 Police School Liaison Annual Report

The 2013-2014 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, one alternative school and one high school. There are also two private schools in Marquette. Occasionally, we will serve North Star Academy grades K-12. The total student count in the Marquette area (public, private and alternative schools) is 3,619.

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.

COMPLAINT ACTIVITY

	2011-12	2012-13	2013-14
Criminal Sexual Conduct	3	4	2
Assault	14	17	16
Stalking / Intimidation	8	26	14
Domestic Violence	2	4	4
Breaking & Entering	0	0	1
Illegal Entry	2	0	1
Larceny Motor Vehicle Parts	0	0	0
Larceny in a Building	16	12	16
Larceny from Motor Vehicle	2	4	2
Larceny Other	7	0	7
Malicious Destruction of Property	10	6	8
Trespass	12	16	5
Suspicious Situations	2	15	13
Violation of MI Public Health Code (Drugs)	13	8	7
Alcohol Violations	2	2	4
Runaways	5	2	6
Fraud	0	0	0
Weapons	2	1	2
Embezzlement	0	0	0
Hit & Run Accidents	3	5	3
Accident Other	7	11	21
Family Abuse	3	0	0
Family Abuse Other	3	0	0
Public Peace	2	0	0
Obstructing Justice	0	0	0
General/Assistance	315	321	345
Minor in Possession of Tobacco	23	18	12
Traffic Violations	18	22	12
Alarms	26	11	24
Parking Citations	163	98	7

2013-2014 ANIMAL CONTROL YEARLY ACTIVITES

During the 2013-14 fiscal year, Officer Schneiderhan worked a dayshift position as a uniformed patrol officer with primary duties as the Animal Control Officer (ACO). His primary 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. ACO Schneiderhan 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 for the year:

Calls for Service:	935
Complaint Reports:	170

ANIMAL COMPLAINT TICKETS

CAT AT LARGE	35
UNLICESED CAT	1
CRUELTY TO ANIMALS	1
DOG AT LARGE	70
DOG BARKING	11
DOG FECES VIOLATION	0
UNLICENSED DOG	4
VICIOUS DOG	1

NUSIANCE DOMESTIC & WILD ANIMALS TRAPPED/CAUGHT

RACOONS	25
SKUNKS	15
DOGS	12
CATS	3
RABBITS	1
WILD TURKEY	0
BAT	0
SUGAR GLIDER	0
GUNEA PIG	0
SNAPPING TURTLE	0
PIGEONS	2
WEASEL	0
CHICKENS	0

Detective Bureau

Detective Captain Mike Wasie
Detective Lieutenant Mike Kohler
Detective Sergeant Doug Heslip
Detective Corporal Greg Kinonen
Cyber/Detective Corporal Chris Aldrich (effective spring of 2015)

2013 - 2014 Detective Bureau Investigations

- Suspect was arrested for Aggravated Indecent Exposure and Indecent Exposure by a Delinquent Person for exposing himself at the Peter White Public Library.
- Suspect arrested for Attempted Breaking and Entering at the Gold and Silver Exchange.
- Suspect arrested for hundreds of "GERKO" graffiti tags all over the Marquette area. Another suspect was also arrested for graffiti not related to this incident.
- Two female suspects were arrested for cashing counterfeit checks in Marquette. These suspects were wanted in connection with other such acts in other

neighboring states. Checks for over \$11,000 were cashed in Marquette. Money for heroin was linked to this case.

- Suspect arrested for 1st Degree Home Invasion in Whetstone Village.
- Three suspects arrested for a 1st Degree Home Invasion in Marquette. These suspects robbed a home owner at gun point. Drugs were related to this incident.
- Suspect arrested for Home Invasion. Suspect broke into a house while occupied by the resident and stole a television and computer.
- Two suspects arrested for Home Invasion 1st Degree. The suspects tied up, beat and robbed a Marquette resident at gun point while he and his family were home. The suspects then stole numerous items from the victim.
- Suspect arrested for Home Invasion 1st Degree and Ethnic Intimidation.
- Suspect arrested for Human Trafficking, Criminal Sexual Conduct 3rd Degree, Use of a Computer to Commit a Crime, Accosting a Child for Immoral Purposes.
- Suspect arrested for Criminal Sexual Conduct 3rd degree.
- Suspect arrested for Criminal Sexual Conduct 2nd Degree.
- Suspect arrested for passing a counterfeit bill at Walgreens.
- Suspect arrested for Embezzlement of over \$8,000 from the United States Department of Labor.
- Detectives investigated a Felonious Assault in which a suspect was shot in an altercation in a common area of an apartment complex.
- Female suspect arrested for stealing over \$25,000 in gold coins from a 93-year-old lady. The suspect in this case was a caregiver who had access to the coins. Most of the coins had been recovered and returned to the victim.
- Two suspects arrested for Failure to Report a Dead Body. These suspects discovered the decedent and moved the body to another location. The suspects then never called the police to report this incident.
- Suspect arrested for the armed robbery of a Domino's Pizza delivery man.
- Suspect arrested for three counts of Prescription Fraud.

Detective Bureau Activities

The Marquette Police Department Facebook and Twitter pages have been very active. These pages have been successful with passing along public service announcements and news release information. These pages also allow public to provide tip information or ask questions to the Police Department.

Presentations

- Identity fraud
- Senior safety
- Counterfeit Notes Training for City Employees
- Peter White Library Active Shooter Training
- Bank Fraud response
- School shooting response
- Merchant Fraud

Detective Bureau Training

- Fair and Effective Discipline
- Meth and Opioid Summit
- Below 100 Training
- Fraud Presentation
- Using social media in investigations
- SRMS (Records Management Training)
- Executive Leadership School
- Secure Library Training
- Cyber Luncheon
- Legal Update
- Firearms
- Interview and Interrogation

2013 - 2014 MPD K9 UNIT ACTIVITY REPORT

The Marquette City Police K9 Unit is comprised of two K9 handlers and three dogs. K9 "Frodo" is a Dutch Shepherd and is a dual purpose drug and tracking dog. Frodo is handled by Sergeant Marty Munger. K9 "Scud" is a Belgian Malinois and is also a dual purpose drug and tracking dog. Scud is handled by Officer Todd Collins. The newest addition to the unit is "L. Nitro," a one-year-old black lab single purpose explosives detection dog. Handler duties for Nitro are shared between Sergeant Munger and Officer Collins. All three dogs are certified through the National Association of Professional Canine Handlers.

2013-2014 Patrol Activities for Sergeant Munger & K9 Frodo:

- 345 Traffic Stops/Vehicle Sniffs/Narcotics Detection
- 7 Building Drug Searches
- 2 Tracks
- 10 Demonstrations/Presentations
- 18 Arrests
- 22 Drug Detections
- 2 Freighter Searches
- 3 Apprehensions
- 1 Prison Search
- 1 Crowd Control
- Seized \$5,510.00

2013-2014 Patrol Activities for Officer Collins & K9 Scud:

- 322 Traffic Stops/Vehicle Sniffs/Narcotics Detection
- 8 Building Drug Searches
- 7 Tracks
- 4 Demonstrations/Presentations
- 12 Arrests
- 4 Drug Detections
- 1 Freighter Searches
- 1 Apprehension
- Seized \$8,130.00

Outside Jurisdiction Assists:

- Chocoy Twp Police Department - 1
- Marquette County Sheriff's Department - 10
- Michigan State Police – 6
- Ishpeming Police Department - 1
- Escanaba Public Safety - 1
- U.S. Border Patrol – 5
- Caspian Police Department – 1
- Forsyth Police Department – 1
- Westwood High School - 2

PUBLIC WORKS & UTILITIES ANNUAL REPORT



Water Distribution (From L to R):
Dave Outinen, Art Carlson, Mark
Trembath, Bruce Gauthier, Todd
Brugman, Randy Bullock, Chris
Tracy

Street Maintenance (From L to R):
Dave Contois, Bridget Holm,
John O'Neill, Dale Liljeroos, Mark
Brandel, Jim Fraley, Kyle
Johnson, Mike Koval, Don
Trezona, Mike Parsons, George
LaFave. Not pictured: Steve
Matt, Anthony Baez and Luke
Chapman



Sewer Maintenance (From L to R):
Kneeling – Dan Beerman, Larry Linna,
Gerald Bartlett, Randy Paavola, John
Dale, Pat Nordquist, Mike Schmeltzer.
Not pictured: Dan Chapman



Forestry (From L to R): Chad Hightshoe, Paul Albert, Dan Carter

Equipment Maintenance (From L to R): Al Wendrick, Lance Hopper, Duane Suckow, John Steadman, Eric Hinze, Tom Florek, Alex Hinze, Jim Tregear



Facilities Maintenance (From L to R): Jarrod Molise, Mark Romero, Barry Just, Carl Miller, Mike Sjolund



Administrative (From L to R): Eric Stemen, Scott Cambensy, Tonya Beerman, Katie Burnette

Wastewater Treatment Plant
(From L to R): Weston Dishaw, Lyle Michaels, Neil Hayward, Bernie Stanaway, Mark O'Neill, Dan Johnston, Pam Greenleaf, Curt Goodman, Neil Traye and Adam Diedrich. Not pictured: Water Filtration Plant staff





PUBLIC WORKS AND UTILITIES

2013-2014 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works and Utilities Department for the 2013-14 fiscal year.

WATER TRANSMISSION & DISTRIBUTION

The Water Department experienced a taxing year. With the extreme, consistent cold weather, the frost depths reached over seven feet. Long hours of thawing as well as many hours of repairs were completed through the Water Department.

The infrastructure repairs included water, sanitary sewer and storm sewer repair. The repairs were necessary to protect the health and welfare of the citizens of Marquette. Repairs were performed to ensure residents were provided with safe drinking water, grey water would be carried away from their homes for treatment, and so that storm water from run-off would be efficiently dealt with to provide roads safe for travel and prevent erosion, and further freeze/thaw cycle damage to the roads.

Federal Emergency Management Agency (FEMA) assistance had been requested and denied due to not meeting the threshold established by FEMA. The Michigan Economic Development Corporation announced the Community Development Block Grant for Urgent Need was available. The City of Marquette then applied and was approved for \$495,588 through the CDBG Urgent Need Grant. In addition to the grant monies availability, Governor Rick Snyder opened an application period under Section 19 of the Michigan Emergency Management Public Act 390 for financial assistance for communities who incurred extraordinary expenses related to the Governor's April 2014 Emergency declarations for the severe underground freeze. The City of Marquette has applied for the maximum allowance of \$100,000 through the Section 19 application. The Section 19 application has been reviewed and determined to be administratively complete. The City is in line to receive the maximum allowance of \$100,000.

The total expenditures the City of Marquette has incurred for the 2014 Winter Freeze were \$1,432,684 with reimbursements totaling \$495,588.

In accordance with the Safe Drinking Water Act, Public Act 399, the City is required to conduct lead and copper sampling at pre-determined individual residences every three years. The law requires all test results meet the lead and copper limits set by the DEQ for 90% of the samples taken. There were 30 samples taken with three failing, which brings us in compliance with the Department of Environmental Quality's standards. No follow-up testing will be required for an additional three years.

Water Department Statistics

- Backflow devices in system – 957
- Water main repairs – 17
- Water service line repairs – 23
- Water service line replacements – 12
- Residential meter change-out – 378
- Total cross connection accounts – 735
- High hazard accounts (reinspected every 36 months) – 598
- Low hazard accounts (reinspected every 72 months) – 137
- Cross connection accounts – 735
- New cross connection accounts – 25
- High hazard reinspections completed – 224
- Low hazard reinspections completed – 35
- Cross connections found to exist during inspection – 5
- Cross connections corrected of the newly found connections – 4
- Cross connections corrective action in progress – 28
- Backflow prevention devices in system – 957
- Backflow devices tested – 224
- Large meters tested – 28
- Large meters not meeting American Water Works Association specifications – 0

* Statistics are for 2013 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

2013 marked the 21st 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 – 59.47
- Major Street Mileage – 30.95
- Non-Motorized Mileage (Bikepath) – 18.1
- State Trunkline Mileage – 1.95

Routine Maintenance

- Gallons of paint for pavement marking-Local Streets – 0
- Gallons of paint for pavement marking-Major Streets – 0
- Tons of blacktop used for Sewer restorations-Local Streets – 90
- Tons of blacktop used for Sewer restorations-Major Streets – 47
- Tons of blacktop used for Water restorations-Local Streets – 270
- Tons of blacktop used for Water restorations-Major Streets – 139
- Tons of blacktop used for Stormwater restorations-Local Streets – 23
- Tons of blacktop used for Stormwater restorations-Major Streets – 12
- Tons of blacktop used for street repair-Local Streets – 68
- Tons of blacktop used for street repair-Major Streets – 35

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 – 465
- Tons of salt used for ice control-Major Streets – 705
- Tons of salt used for ice control-State Trunkline – 129.91
- Cubic yards of sand used for ice control-Local Streets – 1,810
- Cubic yards of sand used for ice control-Major Streets – 2,400
- 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 6,059 residential units, 100 small commercial and one dozen litter barrels throughout the City.
- Curbside contract service collection fee - \$8.46
- Other contract service collection fee - \$1.24
- City service collection fee - \$5.05
- Vehicles at Compost Site – leaves/grass – 6,896
- Vehicles at Compost Site – brush – 3,010
- Vehicles at Rubbish Drop-Off Site – 6,310
- Tons of rubbish collected – 867
- Tons of metal collected – 0
- 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 – 8,059

The City of Marquette awarded a three-year contract for curbside and City facility collection services and rubbish drop-off collection. In addition, the City changed the recycling collection from a single-stream to a dual-stream operation, in order to increase the value of the collected recyclable materials.

SEWER DIVISION



The sanitary sewer system is a network of pipes, pumps and structures that connect each building in the City of Marquette to the Wastewater Treatment Plant. There are 87.5 miles of sewer mains from six inches to 36 inches in diameter along with approximately 2002 manholes. There are four major pump stations and several minor pump stations. Each building in the City has a service line commonly known as a lateral. Most homes have four-inch laterals, while the size of business laterals range from four inches to eight inches.

CLEANING

City crews cleaned 259,495 feet of sewer main in 2013, compared to 302,416 feet cleaned the previous year. In addition, staff inspected 1,620 sanitary manholes to monitor the operation of 176,868 feet of sewer main in 2013 compared with 1,426 inspections that were completed in 2012. Crews also responded to 31 reported sewer backups in 2013, of which one was due to a problem in the City system. The year before crews responded to 34 sewer backups with four incidents originating within the City system. Crews clean sewer mains with a Vactor jet rod truck which is used to flush pipes of build-up of solids and grease. A Sreco mechanical rodder is used to cut tree roots which is the most common cause of blockages. Property owners are responsible for all maintenance of their laterals including cleaning from building to the City main. The majority of sewer backups this year were a result of tree roots and/or failing Orangeburg laterals.

When sanitary sewage from a public collection system (main) overflows the system, to the point where the spillage affects the environment or the public, a sanitary sewer overflow (SSO) report must be completed. This is in accordance with the provisions of Act 286 of the Public Acts of 2000 of the State of Michigan. If the overflow is confined to a private basement, only the Michigan Department of Environmental Quality and the Marquette County Health Department need to be sent a report. If the overflow affects the general public, then the main media source for that area is also sent a report. If an overflow of significant volume (1,000 gallons or more) occurs in a public waterway or on the ground where the public will be exposed, phone notification must take place along with a fax report as soon as the spill has been contained. The City of Marquette reported zero sanitary sewer overflows in 2013.

REPAIRS

Repairs of the sewer mains are also a part of our annual maintenance. This requires the use of excavation equipment to dig up broken pipes and replace damaged sections. The length of pipe replaced ranges from four feet to 20 feet for point repairs. In 2013, crews made four point repairs on City mains compared to five the year before.



Sanitary lateral repairs are the responsibility of the City of Marquette when within the right-of-way should the pipe deteriorate or is broken by an external force. Crews repair or replace laterals when property owners have either insufficient service or lose their sewer service completely. City personnel use various methods and equipment to determine where the problem exists and whether excavation is necessary. Property owners are required to attempt to relieve the blockage with pipe cleaning equipment prior to the City proceeding with any excavation. The vast majority of blockages can be relieved without excavation. Crews replaced 15 sanitary laterals in 2013 of which 12 were troublesome Orangeburg pipe. This compares to 11 the previous year of which eight were Orangeburg pipe. All replacements are from right-of-way line to City main, with clean-outs installed at the right-of-way line. Excavation along with restoration of sidewalks, curbs, roadway, and lawns, becomes a very expensive means to open clogged laterals.

The leading cause of failing sewer laterals is the material used from the early 1950s to the early 1970s commonly known as Orangeburg pipe. This pipe was installed in a twenty-year period and is rapidly eroding in about the same time frame. Orangeburg pipe is made of a tar-like material and was determined to be used in about 50 percent of houses in the City of Marquette.

City crews made one new sewer lateral tap into City sewer mains for newly constructed buildings in 2013. Property owners must obtain a permit for such work, and are generally responsible for the excavation and any restorations. City crews drill new taps into the sewer main and install laterals with clean-outs from right-of-way to main. Three taps were made in 2012.



TELEVISIONING

Televising laterals is another service the City provides to residents. This procedure plays a very important part in determining the cause of a blockage along with its location. Televising requires crews to generally inspect the pipe from inside buildings, which allows property owners to witness the findings. This helps give the property owner information about the proper course of action to take to eliminate future backup problems. Residents can then see if they need to be on a routine cleaning cycle or whether their portion of the lateral needs repair. City crews are also able to see if the lateral under the right-of-way is in proper working order. Thousands of dollars are saved annually by using the City's inspection camera to determine the cause of problems and eliminating the need to excavate. Crews televised 193 laterals in 2013, compared to 186 the previous year. Many of the laterals televised this year were completed for the SIMP projects of 2014 to determine which sewer laterals need to be replaced before resurfacing asphalt.

REHAB

Manhole repairs and rehabilitations are done annually, depending on the condition of structures and time table for reconstruction to be taking place in the affected area. These repairs range from total replacement of a structure to back-plastering of bricks to strengthen walls. Manhole covers and castings are often adjusted or replaced, as the need arises. City crews made approximately 26 manhole repairs in 2013, compared to 19 in 2012.



Sewer Operations Maintenance

- Sewer backups responded to – 31
- Sewer laterals televised – 193
- Sewer main repairs – 4
- Jet rodding (linear feet of sewer) – 126,490
- Root cutting (linear feet of sewer) – 133,005
- Sanitary Sewer Overflows (SSO) – 0
- Grease trap inspections – 56

Sewer Capital Outlay

- Sewer lateral taps – 1
- Sewer lateral replacements – 15
- Manhole repairs – 0

Stormwater Routine Maintenance

- Catch basin repair – 28
- Catch basin replacement – 4
- Storm point repairs – 7
- Storm line thawing – 0

FORESTRY DIVISION

PLANTING

In-house

In-house planting by the Arborist and Forestry Crew is typically undertaken due to such factors as large tree size, unique species, or an atypical planting location or situation. In 2013, the City received a \$6,000 Community Forestry Grant from the Michigan Department of Natural Resources to plant a total of 48 trees in three distinct planting efforts, all with a focus on species diversification:

- Reforestation/establishment planting at Park Cemetery,
- Establishment planting at the Kaufman Sports Complex, and
- Establishment planting at the new Marquette Skate Park.

At Park Cemetery, 15 trees were inter-planted into older plots currently wooded with hundreds of over-mature trees in an effort to establish a second age group within the stand; in addition, 17 trees were introduced into the facility's newer plots to ensure that they would someday echo the appearance of the cemetery's original sections.

Ten shade trees were introduced into the open areas between the Kaufman Sports Complex's three soccer fields and four ball diamonds. These areas were completely devoid of trees, so this planting will be the first of several required to promote a park-like appearance for the facility.

Similarly, the new Marquette Skate Park is located at a high profile intersection, the Pine Street side of which was treeless. Three shade trees and three multi-stemmed flowering trees were planted along the skate park's west edge to provide the foundation for the site's eventual landscape.

Contractual

The vast majority of street-side and park tree planting is administered by the Arborist and accomplished contractually. In 2013, 46 such trees were planted by Coryell Nurseries of Munising. 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 to restock large caliper, upright shade trees into the downtown's sidewalk planting pit sites.

PRUNING

Small Tree (diameter of less than 10 inches)

Small tree training pruning is carried out by the Forestry Crew utilizing a ladder, hand tools and a pickup truck. Such pruning provides the immediate effect of adequate street, sidewalk, and—in the case of park trees—lawn maintenance equipment clearances. In addition, such pruning also helps establish a sound branching structure which decreases the need for dramatic pruning later. 131 small trees were pruned in 2013, a 37 percent decrease from the previous year figure. This decrease can be attributed to the aforementioned in-house planting project, as well as the below.

Large Tree (diameter of greater than 10 inches)

Large tree pruning is accomplished by the Forestry Crew utilizing chain saws and heavy equipment. This pruning typically focuses on safety concerns, as deadwood is removed and street clearance conflicts are abated. Such work is also often carried out in conjunction with other scheduled, nearby tree work (e.g. removals). 309 large trees were pruned in 2013, a 355 percent increase over the previous year figure. This increase can be attributed to a change in the makeup of the Forestry Crew, where an arborist position was added to the existing pair of heavy equipment operators.



The ‘Frosty Treats’ sugar maple was pruned in March of 2013. The tree is depicted above prior to pruning (left) and after pruning (second from left). The work was required because the branches adjacent to an early 2000s pruning wound were prone to failure due to stem decay and pileated woodpecker damage (second from right). It’s a wonder that the tree performs as well as it does given that it is completely surrounded by hard surfaces (right).

REMOVAL

Dead, dying, diseased and otherwise dangerous trees are obvious safety concerns. When such trees are located along street rights-of-way, in parks or on other City-managed properties, the Forestry Division is responsible for their identification and removal. 137 trees were removed in 2013, a 33 percent decrease from the previous year figure. The total number of trees removed is somewhat misleading, as only 48 of this year’s removals were true, street-side, residential trees: a total comparable to 2012’s. The remainders were naturally occurring trees in the cemetery, parks, or along street rights-of-way which required removal due to poor condition, storm damage, or other factors.



The four poplar stems (above left) were removed in 2013 due to beaver damage (above right). Several other trees in the area were completely downed by the beaver activity (below). While most trees felled by beavers land in the water, a stem damaged to the extent seen above could easily be windblown off target and fall into the adjacent parking lot or fish cleaning station.



STUMP GRINDING

Stumps resulting from tree removals on street rights-of-way, park, or other high-profile City property locations are ground out, with the resulting hole filled with topsoil and reseeded. Since purchasing the stump grinder in 2005, City crews have ground out over 1,000 stumps.

Forestry Statistics

- In-house tree planting – 48
- In-house transplanting – 0
- Contractual – 46
- Small tree pruning – 131
- Large tree pruning – 309
- Tree removal – 137
- Stump grinding – 71

PARK CEMETERY



Pictured Above: Delivery of Park Cemetery's new 80 niche columbarium in mid-May 2013 (left), and the new "Pinery Columbarium" ready for utilization in mid-July (right) following landscape installation and sod establishment.

SPECIAL PROJECTS

Lot Record Binders

2013 saw the cemetery's master lot ledgers--handwritten hard copies of ownership and burial records dating back to the 1890s--still being maintained in their four original binders. These 120-year-old books were not only dilapidated, but also poorly organized. Paperwork detailing lot usage and ownership transfers were unlabeled and strewn loosely throughout the texts; in addition, unless one knew which ledger held which plat's information, all of the books needed to be searched to find the desired section. While the local retailer who provided the original binders has long since closed, the original manufacturer is still in business; however, ledgers of the size in question are no longer produced. After a lengthy search, which included consultation with an antique book collector, a stationary firm specializing in city and county records binders was located in Ventura, Calif. Five such binders were purchased, loose paperwork was read, labeled and attached to the appropriate lot records, and the ledger sheets were transferred and reorganized to correspond to the cemetery's work zones and associated five-lot map packets.



Pictured Above: Two of the original Park Cemetery master ledgers (left) and three of the five new, reorganized, custom-made binders (right).

Garden Tour

In mid-June, Park Cemetery was one of the stops on the Norway, Mich. Garden Club summer bus tour. The tour's organizer had heard of our cemetery's beauty, and especially that of the facility's numerous manicured gardens. Our lead master gardener volunteer, Jeannette Hauver, acted as tour guide and led the group of nearly 50 attendees to stops at several of the cemetery's 11 gardens and 16 above-ground planters. Jeannette has been a tremendous asset to the City. She initiated the cemetery garden program, and has both faithfully and diligently overseen garden expansion and maintenance for the past 19 years.

Flag Pole Failure and Replacement

Park Cemetery's primary—and very old—flag pole, the feature element of the City's annual Memorial Day observance, failed in high winds in mid-October (at right). Negotiations with the Marquette-Alger Regional Educational Service Agency administration yielded their donation of a no-longer utilized, 30-foot flag pole from the Hewitt Avenue side of their building. In return, City crews dismantled the pole, removed and disposed of its large concrete foundation, and provided site restoration. This recycled pole will be installed at the Memorial Day site prior to the 2014 holiday.



Cremation Garden

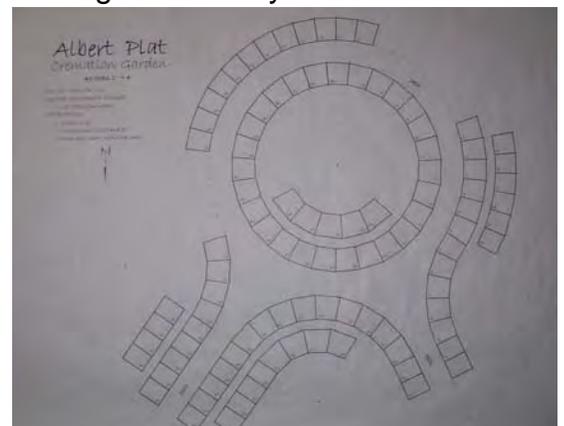
Cremation interments have increased steadily over the past 40+ years, from 4 percent of all interments in 1970 to a high of 65 percent in 2012. To better address this trend, a circular, granite-faced, 80-niche structure for above-ground cremation urn placement—the Pinery Columbarium (at left)--was installed in 2013.



In-ground urn interments are still the most common preference, with two options currently available:

- Two urns can be placed in a traditional, 33 square foot gravesite anywhere in the cemetery, and be memorialized with either a 24-inch wide upright or flush marker, or
- One urn can be placed in a 16½ square foot gravesite in one of the cemetery's two cremation-only sections, where memorials are limited to a 24-inch flush marker.

The phased construction of a third option--a cremation garden plat--was begun in 2013 as part of the cemetery's north end development. The plat will feature:



- Three landscape mounds with shade trees, evergreens and shrub beds,
- A five-foot wide gravel path winding between these mounds,
- A non-traditional, circular grave layout of 100 spaces, each approximately 20 square feet in area, and
- The ability to inter two urns per lot and memorialize the burials with either a 24-inch wide upright or flush marker.

Cemetery Statistics

- | | |
|---------------------------|---------------------------------|
| • Traditional Burial – 34 | • Infant Space Sale – 1 |
| • Cremains Burial – 42 | • Infant Burial – 1 |
| • Columbarium Burial – 4 | • Vault Storage – 0 |
| • Grave Space Sale – 34 | • Foundations – 81 |
| • Cremains Space Sale – 3 | • Perpetual Care Collection – 0 |
| • Columbarium Sale – 4 | |

MOTOR VEHICLE EQUIPMENT DIVISION

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.”

One of the major purchases in the fall of 2013 by the Motor Pool Division was a 2013 Sterling Vac-all Truck. This piece of equipment is used for performing maintenance and cleaning on storm and sewer catch basins, and can be used for spring/fall leaf collection.



Motor Pool Equipment Committee

The Motor Pool Equipment Committee reviews the Motor Pool replacement schedule throughout the year. The Committee consists of representatives from the Police, Fire and Public Works Departments. The Committee also includes the Vehicle Maintenance Supervisor and Public Works Superintendent. Most equipment is placed on a 15-year replacement schedule. The Committee will make recommendations based on feedback from various City departments and employees. These recommendations are presented to the City Commission for approval or disapproval. Below is a list of equipment approved for purchase for fiscal year 2013-2014.

New Equipment	Cost
2 Police Patrol Vehicles	\$70,000.00
1 Commercial Riding Lawn Mower	\$12,000.00
1 60-inch Hydraulic Snow Blower Head	\$11,500.00
1 Catch Basin/Leaf Collection Truck	\$172,000.00
1 City Travel Vehicle	\$28,000.00
1 Parks Utility Van	\$24,000.00

Marquette City Online Auction

The City of Marquette Surplus Online Auction generated \$3,360.00 worth of surplus equipment revenue last year (calendar year 2013). Most of these items are purchased by local residents.

Equipment	Revenue
12-inch Black and Decker Radial Saw	\$75.00
Wilton Floor Mount Drill Press	\$100.00
Tennant Ride-on Floor Sweeper	\$510.00
2001 Ford Crown Victoria	\$1,100.00
2002 Ford Taurus	\$800.00
1999 Ford Taurus	\$200.00
1999 Ford Crown Victoria Police Interceptor	\$575.00

Equipment Inventory

- Small Equipment – 169
- Sedan/Pickups – 99
- Large Equipment – 112

Maintenance

- Tune up – 55
- Brakes – 60
- Suspension work – 43
- Drive Train – 10
- Engine work – 6

- Oil changes – 375
- Restoration work (average restoration takes 120 hrs) – 6
- Equipment Painting – 3
- Snow Plow under body changes – 75
- Schedule Maintenance (above and beyond just oil change) – 155
- New Equipment Outfitted – 5

Fuel Usage

- Waste Water Treatment Plant – 1,861 gallons
- Marquette Housing – 948 gallons
- Downtown Development Authority – 2,121 gallons
- Lakeview Arena – 1,187 gallons
- Motor Pool – 111,388 gallons
- Marquette Area Public Schools – 45,133
- Alger-Marquette Community Action Board – 4,073 gallons
- Powell Township – 4,455 gallons
- Peter White Public Library – 32 gallons

FACILITY MAINTENANCE DIVISION

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

- New signs were installed at Mattson Park and City Hall
- Garage at Park Cemetery was re-sided



- Replaced sanitary lift station components at the Municipal Service Center
- Renovated offices at the Senior Center
- Cinder Pond Marina demolition and utility relocation
- Replaced air compressor at the Municipal Service Center
- Stained the building/structures at Presque Isle
- Mattson Park painting

PARKS AND RECREATION MAINTENANCE DIVISION

Parks and Recreation Maintenance Statistics

- Playgrounds with woodchip replacement – 5
- Toys that were replaced – 2
- Toys that were repaired – 32
- Playground inspections – 416
- Trash cans maintained – 214
- Dog boxes maintained – 14
- Picnic tables maintained – 147
- Flag pole maintenance occurrences – 28
- Gravel parking lots graded occurrences – 26
- Barrier post replacement – 34
- Lift station pump repairs – 0

WATER FILTRATION PLANT

All water quality standards were met during this past year. The residents of Marquette continue to receive high quality drinking water with little operational issues. The 2013/14 Water Quality Report is posted on the City's website and provides detailed water quality test results.

Water Filtration Plant Highlights:

- One variable frequency drive replaced
- Six outside doors replaced with secured card entry system
- The water intake is currently being evaluated for structural integrity and overall condition. The evaluation used divers who video tape the 3,200 foot intake. The video showed sections of the intake that have been undermined compromising support. An engineer will be retained in 2014 to provide a detailed technical report of solutions to correct the structural integrity of the intake.
- The sodium hydroxide chemical feed system was replaced with new pumps and associated piping.
- 1,252 water bacteriological analyses were performed by Water Plant staff.
- An upgrade for the HVAC system is currently underway.

2000-2014 Beach Monitoring Program

The City of Marquette has been annually awarded Great Lakes Beach Monitoring Grant funds as part of the Environmental Assessment and Coastal Health Act of 2000 (Beach Act). The Environmental Protection Agency (EPA), in partnership with state and local governments, has made available grant funding to monitor the nation's beach water quality. Since the implementation of the Beach Act, the City of Marquette has been annually awarded grant funding for conducting beach monitoring at the City's five designated beaches. \$1,502 was awarded in 2013.

Beach Closures

No beach closures occurred during 2013. Statistical data is available through a link posted on the City's website.

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

EPA 2012 Great Lakes Restoration Initiative Grant to Make Beaches Safer in Michigan and Wisconsin: 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. The City of Marquette, *Making Beaches Safer Project*, will reduce risks to human health and improve water quality at two Lake Superior beaches in the City of Marquette 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.

Project Update: The Lakeview Arena Storm Drain construction project started October 10, 2014. The project is expected to be completed by December 1, 2014.

WASTEWATER TREATMENT PLANT

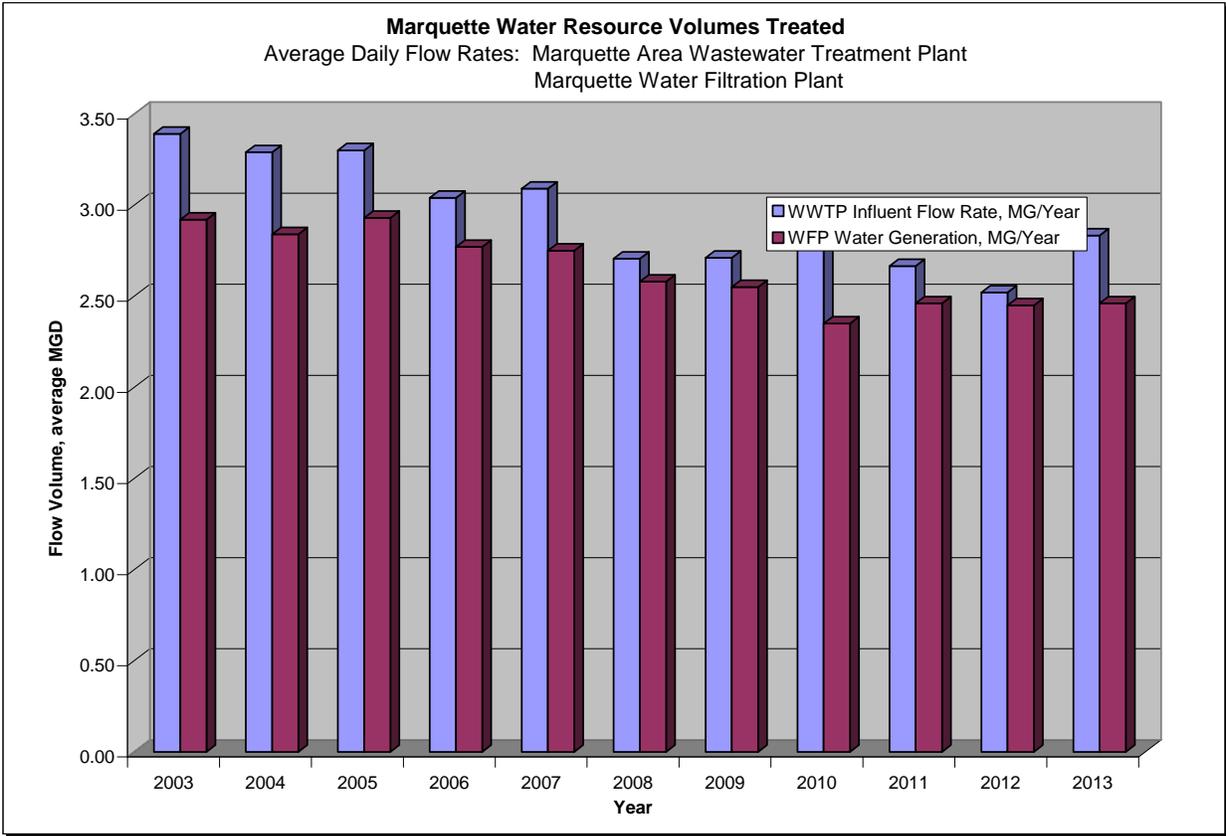
The Marquette Area Wastewater Treatment Plant operates under an Inter-Governmental Agreement with Marquette and Chocolay Townships. The original agreement was signed in 1979. Marquette Area Wastewater Advisory Board meetings are held the third Thursday of the month at the Wastewater Treatment Facility.

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. Two violations were reported (July 1, 2014 –Sept 30, 2014). Operational process changes have been made to reduce the vulnerability of future NPDES violations.

The City of Marquette received a new five-year NPDES permit which took effect on September 1, 2014. Notable changes include a limit of silver below 2.2 ug/l and implementing a formal asset management plan.

Wastewater Treatment Plant Highlights:

- \$47,366 was received in revenue from the acceptance of outside trucked industrial waste.
- Wastewater staff is working on a long-term biosolids marketing strategy. With the completion of the 2012 biosolids storage facility, additional disposal options are available. These options include composting, reclamation, agricultural and brownfield remediation.
- The Marquette Wastewater Treatment Plant completed 56 full grease trap inspections in 2013. In addition, 47 reinspections were completed. The Wastewater Department is in the process of working with Marquette and Chocolay Townships in formalizing a joint grease trap program.
- Two 30-year-old below ground Lift Stations were replaced with new above ground stations.
- During the past year, the Wastewater Treatment Plant staff increased its preventative maintenance program to ensure all process equipment is operating at maximum peak efficiency.
- The Water and Wastewater Departments welcomed two new staff members to the team. With the addition of these employees, the department has been able to offer technical resources to other departments.



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