



City of Marquette

Annual Report

Fiscal Year 2016



Photo by Yvonne Bonsall, Marquette City Employee

EXECUTIVE DEPARTMENT



Pictured above (left to right)

Front Row: Assistant City Manager Jen LePage and Management Analyst Sean Hobbins

Back Row: City Manager Mike Angeli and Executive Assistant Wendy Larson



EXECUTIVE DEPARTMENT

2016 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Executive Department for the 2016 fiscal year.

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.

Accomplishments/Statistics/Remarkable Events

- *Lighthouse/Coast Guard Property Acquired:* On July 30, 2016, the City of Marquette assumed ownership of the Marquette Harbor Lighthouse. The Mayor signed the deed to the property in front of several hundred onlookers in a celebration hosted by the Marquette Maritime Museum in honor of the 150th anniversary of the construction of the lighthouse. The property transfer is the result of over a decade's worth of work and is a historic acquisition for the City's park system. Plans are still being made for the use and enjoyment of the property but residents can rest assure that this iconic City landmark is set to have a bright future going forward.



- *Duke LifePoint Marquette General Hospital:* A major undertaking in the past year was securing the location in the City limits for the new Duke LifePoint (DLP) hospital. Several City departments, including the City Attorney's Office, were involved in this lengthy process with each department reflecting their individual involvement in their sections of the Annual Report. The City Manager's Office took a leadership role and assisted all involved City departments through the process. Also requiring extensive City Manager Office staff involvement and relative to the DLP development was the re-location of our Municipal Service Center to accommodate the new hospital. This also is reflected in individual department sections of this report.
- *New Municipal Service Center Construction:* It's been more than a year-long process to get to the point of groundbreaking on the site of the new Municipal Service Center for Public Works operations. The move was due to an agreement with the local hospital, Duke LifePoint (DLP), in which they purchased 37 acres of City property – the property that housed the City's Municipal Service Center as well as the adjacent "roundhouse" property.

The City hired a design-build team to manage the project—from design through construction—of building a new Municipal Service Center facility. At their regular meeting on February 9, 2015, the City Commission approved the selection of the Design-Build Team (DBT) consisting of Gundlach Champion, Inc. and Fishbeck, Thompson, Carr & Huber, Inc. from Iron Mountain, Michigan and Grand Rapids, Michigan, respectively, for the design and construction of the new Municipal Service Center.

In the meantime, the City Project Team went through a lengthy process to determine an adequate site for the relocation of this facility. In order to accommodate the Municipal Service Center's basic needs, sites with roughly 12-17 acres of usable land were considered. The City project team eliminated all but five of the 20 potential locations due to various reasons and short-listed these properties for further consideration. The sites were then presented to the public, staff and City Commission for input and further evaluation. Given the feedback received and preliminary evaluation, staff recommended the Wright Street property adjacent to Northern Michigan University's Service Center. The recommended 11.2-acre site spans three parcels in the City and was owned partially by Northern Michigan University, the Federal Government and the City of Marquette.

Not too long after the site was officially chosen, a local realtor approached the City Manager to see if the City would be interested in purchasing the Argonics property adjacent to the Northern Michigan University parking lot on Wright Street. The City agreed and the purchase included roughly 3.5 acres of property, four buildings and the transfer of an existing lease of the south building. The purchase provided a cost savings for the interim plan (eliminating rentals) of Department of Public Works operations as well as improved the logistics of the new site layout. The architect estimated by purchasing this property, the net savings to the project was between \$750,000 - \$820,000.

Design of the facility was completed in early May of this year, and a construction contract and Guaranteed Maximum Price were established based on bids received from subcontractors for each required work package. The City's Design-Builder, Gundlach Champion, Inc., invited several local contractors to bid on the various work packages necessary for this construction project and was able to utilize local contractors for 75% of the work. Aside from the cost of property acquisition, the Guaranteed Maximum Price for the project was set at \$16,522,000.

The previous Municipal Service Center had a total floor space of 81,346 square feet – 8,790 square feet of which included offices, locker rooms and all common areas. The new facility has a total floor space of 100,407 square feet – 16,950 of which is office space, a training room, locker rooms and all common areas; and the remainder being vehicle storage and maintenance space. The new building will also house the Departments of Public Works (Streets, Water, Sewer, Forestry, Motor Pool, Facilities and Administration), Engineering and Community Development. Community Development was not located in the previous Municipal Service Center so this new facility will include another full department relocated from City Hall.

Now that groundbreaking has taken place, the project site has already had quite a bit of preliminary work done in the past month including the demolition of the former United States Forest Service office and garage and various earthwork tasks completed. We anticipate the following significant milestones:

- Precast Installation– September 2016
- Building Enclosure– December 2016
- Paving– June 2017 (dependent upon asphalt plant opening)
- Fuel Depot– June 2017
- Building Completion– June 2017

Project progress can be monitored on the City's website through a construction camera near the site. The camera and documentation can be found on <http://www.mqtcty.org/hospital-relocation-project.php>.

- *Property Acquisitions:* In the past year, the Assistant City Manager worked with the City project team on planning, scheduling, various levels of design and coordinated various administrative requirements for the relocation of the Municipal Service Center to its new home on Wright Street as well as facilitated the groundbreaking ceremony in May 2016. Four different property acquisitions were required to accommodate the construction of a new facility. Included were:
 - November 2015 – 1100 Wright St. (former Northern Michigan University commuter parking lot)
 - December 2015 – 1110 Wright St. (former Argonics property)
 - June 2016 – 1030 Wright St. (former United States Forest Service)
 - September 2016 – City/Northern Michigan University property swap (.22-acre transfer on the northwest portion of the new site)

- *Clark Park:* The construction of the new Clark Lambros' Park on Lakeshore Boulevard near the Dead River has been completed. The park is a very nice addition to our City park system and will offer a new destination for those wishing to enjoy the lake and beach. Several City departments, including the City Attorney's Office, were involved in this lengthy process. Thank you to Michele Butler and the Lambros' family for the generous contribution to the City.
- *City Open House:* The sixth 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 2015. 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, Associated Students of Northern Michigan University, and many more partner and civic organizations.
- *U.P. Managers Spring 2016 Meeting Host:* The U.P. Managers cohort 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 U.P. Managers group is made up of 26 cities and villages in the Upper Peninsula and meet twice annually – once in the spring and once in the fall. In May 2016, the group came to Marquette for their spring meeting, coordinated by the Assistant City Manager. The meeting was more well-attended than any other meeting of this kind in the past. Thanks to generous donations, the attendees were able to experience golf at the Greywalls course and various Marquette fares and souvenirs.
- *Amazon Web Services – City on a Cloud Winner:* In November 2015, the City of Marquette was named a winner in the second Amazon Web Services (AWS) City on a Cloud Innovation Challenge. With the challenge, AWS recognizes local and regional governments and developers that are innovating for the benefit of citizens using the cloud. The City submitted an entry based on the proposed mobile website called *CemeteryHost*, which will provide an application for users to quickly and easily locate graves in Marquette's historic Park Cemetery. Users have the ability to access the application by PC or smartphone, search by name and easily identify the location of the grave they are seeking. Once the grave is found, users may save further details on the website (<http://cemeteryhost.com>) and improve the database of locations for future users of the site. As a winner in the Dream Big category, the City of Marquette received an award of \$25,000 in AWS credits.
- *Labor Negotiations/Contracts:* The Assistant City Manager had the opportunity to attend labor negotiations sessions with three of the City's Labor Unions – City Hall, Department of Public Works and Utilities and Firefighters.

Greater Transparency and Open Communication for Residents and Taxpayers

- *Community Office Hours:* The City Manager hosts monthly office hours at the Peter White Public Library. These two-hour open sessions provide residents, employees and Commissioners the opportunity to ask questions, discuss concerns, or to make suggestions regarding any City interests.
- *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 a display of art on a rotating basis. Viewing times are during normal operating hours, and information for enthusiasts is provided should visitors wish to purchase their favorites.
- *City Hall Show Case:* The show case, located outside of Commission Chambers and the City Manager’s Office, currently displays a selection of international items received as gifts from sister city delegations. It also displays a framed letter and gifted keychain from Li Li, the guest professor and honorary citizen visiting from Suzhou University in China.
- *Committee Orientation Sessions:* The City Manager, City Attorney and City Clerk conducted three committee orientation sessions for roughly 25 new volunteer members of authorities, boards and committees. These sessions provide incoming volunteers with a framework of basic information needed for effective participation in City government.
- *Radio Interviews:* Prior to each of the 24 regular City Commission meetings, the City Manager provides a preview through the “Walt and Mike in the Morning” show at *Great Lakes Radio* and “Mornings in Marquette with the Fat Man” at *The Point*. The interviews, which can be heard live on 101.9 FM and 100.3 FM, update the public on scheduled agenda items, government processes and opportunities for residents (and non-residents alike) to participate in City government.
- *Marquette Matters:* *Marquette Matters* is a bimonthly 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 a column which provides an opportunity for the City Manager and other various administrative staff members to share candid information and visions directly with community members and interested readers throughout the country.
- *Marquette Waste Characterization Study:* In October 2015, residents of the City of Marquette received a community recycling survey included with their utility bills. The survey was prepared by students in the *Human Impact on the Environment* class at Northern Michigan University during the fall semester. The students’ main goal was to gather information on community recycling habits and make recommendations for improvement.

A presentation of the results of the survey along with conclusions and subsequent recommendations the City may consider implementing in the future, were presented at the Marquette City Commission work session on Monday, April 11. The meeting video can be found on <https://www.youtube.com/watch?v=ldMqyg-qlhc>.

- *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.

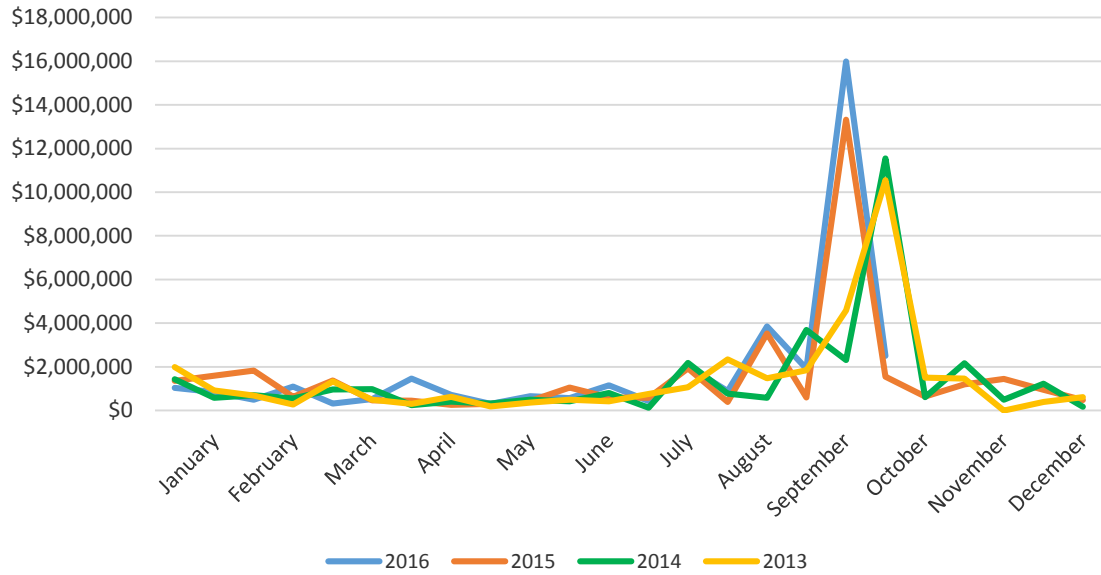
Manager Communications

- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 42
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 326
- *Quarterly Meetings:* The City Manager continues to participate in quarterly meetings with other area City Managers, Township Supervisors and the Marquette County Administrator. The meetings are used to engage in discussions and share ideas. These meetings are held in various municipalities in Marquette County.

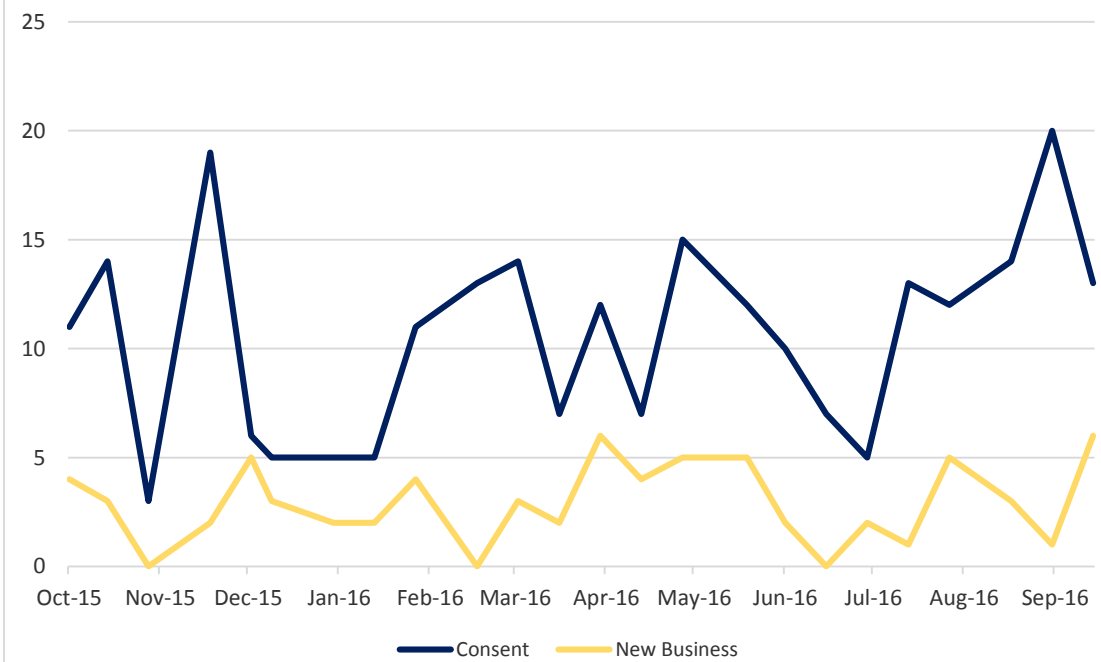
Management Analysis

- The charts below detail the Marquette City Commission's average monthly accounts payable amounts for a four-year period and a comparison of the number of consent items to new business items per meeting over the course of Fiscal Year 2016. The amount of accounts payable can be seen to be consistent over the year with an annual deviation occurring after tax collection and subsequent fund distribution. The comparison of consent to new business items shows the general length of Commission meetings (excluding appointments, public hearings, and presentations) and the efficiency gained by using the consent agenda process.

Accounts Payable Comparison



FY 16 Agenda Comparisons



ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: Dan Frederickson, Director of Information Technology; Susan Bohor, Director of Administrative Services; Kris Hazeres, City Clerk

Back Row: Tina Tregembo, Human Resources Assistant; Todd Carruth, Network Specialist; Max Genaw, IT Specialist; Kyle Whitney, Deputy City Clerk; Tim Raich, Payroll Clerk; Lisa McGuire, Administrative Assistant



ADMINISTRATIVE SERVICES DEPARTMENT

2016 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Administrative Services Department for the 2016 fiscal year.

Department Overview

The Administrative Services Department is made up of three divisions: Human Resources, the City Clerk, and Information Technology (IT) Divisions. This past year each of the divisions experienced some major challenges. Human Resources completed labor contract negotiations with three of the City's five labor unions, implemented a new health plan which maintained benefits while still complying with the hard cap limits of P.A. 152 of 2011, complied with the complex new reporting requirements of the "Pay or Play" provisions of the Affordable Care Act, implemented a paperless payroll system and employee portal and dealt with an unusually large number of retirements and subsequent promotions and new hires.

The Clerk's Office unexpectedly lost the use of the Armory as a polling location for three City precincts due to lead paint testing and had to quickly relocate three precincts to the new Cityplex location on Wright Street for three of the four elections which were held in FY 2016. They also finalized an agreement with the YMCA to ensure the City's continued use of the YMCA gym as a polling location and introduced a new agenda management system that is more cost-effective and user-friendly than the previous system.

During the past year, IT continued to upgrade technology and implement new software to improve efficiency of technology services. Security was and is a major priority. During the past year the department reduced exposure and risks by upgrading firewalls, using content filtering on the network and strengthening password, workstation and endpoint security at the desktop. They also had to oversee the provision of temporary IT services and network connections to the Public Works and Engineering staff that have been relocated to several different buildings during the construction of the new Municipal Service Center.

HUMAN RESOURCES

Division Accomplishments/Statistics/Remarkable Events

- **Affordable Care Act (ACA) Compliance:**

SBC Documents: Implementation of health care reform required the City to issue annual Summary of Benefits and Coverage (SBC) documents during open enrollment and throughout the year to new hires.

PCORI Reporting: The City must pay the Patient Centered Outcomes Research Institute (PCORI) fee to the IRS for the HRA seamless wrap. The Affordable Care Act requires this once a year filing and payment for all health plans through 2019. This year's fee totaled \$382.72.

Employer Mandate Compliance: For calendar year 2015, the City was subject to the employer shared responsibility provision of the Affordable Care Act (ACA), also known as the employer mandate. Employers with 50 or more full-time equivalent employees (or FTEs) are required to offer affordable coverage that meets minimum value requirements to their full-time employees and their dependents or pay tax penalties. The City mailed 215 Form 1095-C's in March of 2016 to all full-time employees (including public library and public housing employees) showing that they were offered affordable health insurance that meets the minimum value requirements of the ACA. Form 1094-C is the transmittal form that was sent to the IRS at the same time.

- **Board Memberships:** The Director served as the appointed Employer Delegate for the Municipal Employees' Retirement System annual meeting in September and as the Chair of the Board of Directors of the Northern Michigan Public Service Academy. The Director also served on the board of the Janzen House and as a Management Representative on the Upper Peninsula Labor Management Council.
- **CMS/COB Data Match:** In 1989 Congress passed a law to help Medicare identify situations where another health care plan should be the primary payer on a health claim. Every two years the law requires the IRS, the Social Security Administration and Medicare to share certain information about Medicare beneficiaries and their spouses. The process for doing this is called the Data Match. Employers with at least 50 workers must respond to the on-line Data Match Questionnaire. The City completed their Data Match survey in April of 2016. Employers who fail to report are subject to a \$1,000 penalty for each worker for whom an inquiry of coverage was made.

- **Creditable Coverage Notices:** The Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA) added a new prescription drug program to Medicare. A Disclosure to CMS Form is required whether the entity's coverage is primary or secondary to Medicare. The filing to CMS must be done within 60 days of open enrollment each plan year. A separate notice is sent prior to October 15th to all Medicare eligible employees or retirees (who are not on the City's Medicare Advantage Plan) notifying them that the City's prescription drug coverage is creditable.
- **Employee Portal:** The City implemented a paperless payroll deposit system in June. Employees now have an on-line portal for viewing their paperless deposit notices and seeing all their personal and financial information in one spot. The portal is web-based and can be accessed from their work or home computer or mobile phone. In addition to seeing their pay deposits, the employees can see personal information, W-2's, earnings history, and beneficiaries. Future enhancements will include placing all employee information on the portal such as union contracts, benefits information, employment and administrative policies, and employee announcements. The employee portal will ensure that all information is up to date and will reduce staff time, as well as paper and distribution costs.
- **Employment:** Supported the City's workforce needs in recruiting, testing, hiring, on-boarding, promoting and processing employees for all full-time and part-time and seasonal 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. Human Resources hired 16 full-time, 9 part-time, 103 seasonal employees and 88 election workers during FY 2015-16.
- **Internships/Fellowship:** Administered the City's internship and MARESA Student Work/Study program. The City placed nine (9) unpaid interns and one work/study student in various City departments for on-the-job experience in their field and to earn course credit.
- **Labor Relations:** Completed successful negotiations with City Hall and Department of Public Works AFSCME units for new four-year contracts. Both contracts expired on June 30, 2016. The City was able to negotiate a contract cycle adjustment to the new fiscal year, implement a new health plan in compliance with PA 152 of 2011, a 2% wage increase for all four years, and update the contracts to be in compliance with Michigan's Right to Work legislation. In addition, employees increased their contribution to the MERS defined benefit plan from 5% to 6% effective October 1, 2016 to help reduce the City's unfunded accrued liability for pensions.

Completed successful negotiations with the Marquette Firefighters' Association for a new four-year contract prior to the expiration of their old contract on September 30, 2016. The City was able to implement a new health plan in compliance with PA 152 of 2011, a 2% wage increase for all four years, offer a more competitive hiring rate for incoming Firefighter/Paramedics, provide for certification pay for all Firefighters who maintain a valid Paramedics license, and increase the employees' contribution to their pension plan from 5% to 6% effective with the new contract.

Administered five collective bargaining agreements: three AFSCME Local #1852 units (Department of Public Works, City Hall and Supervisors), the Marquette Professional Police Association and the Firefighters Association Local #643. There were no arbitrations during FY 2015-16 for any of the bargaining units.

- **New Life Insurance and LTD Carrier:** The City's contract with Mutual of Omaha for Life and LTD coverage expired in August and the carrier announced that they would be increasing our rates for renewal. 44North put the coverage out for bid and the City switched carriers to Lincoln Financial effective September 1, 2016. Coverage mirrored the plans we had with Mutual of Omaha, but the City will realize a \$3,000/year savings for FY 2017 instead of a premium increase.
- **OPEB Valuation:** Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires governmental entities to change the way the cost of Other Post-Employment Benefits (OPEB) are reported. OPEB generally takes the form of health insurance and dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including their spouse and dependents. The OPEB valuation is prepared every two years (the last one was completed in 2013). The Director worked with the Assistant City Manager to provide the actuaries with the health insurance plan contracts, premium costs and employee demographic data they need to complete the valuation. The final report was issued in November of 2015 and showed a decrease of \$4,115,219 in the present value of projected benefits since the previous valuation. This reduction has been accomplished largely through the negotiated termination of retiree health benefits for any employee hired after 2013.
- **New Health Plan:** Health Plan renewals in July resulted in a 22% increase over the previous years' premium costs. The Director worked with our benefits consultant, 44North, to develop options to keep costs down while maintaining benefits. Human Resources held several citywide meetings with employees to present various benefit options and solicited employee feedback before determining to switch to the Simply Blue PPO plan. By wrapping benefits to the same level as the previous plan through our seamless HRA, we were able to keep employees' share of the premium costs down to around 7% while keeping the City's costs below the hard cap annual limits of PA 152 of 2011.

Retiree Health Plans: This year we also put our retirees on the new Simply Blue PPO with the seamless wrap HRA. This helped lower the cost of the coverage to both the City and the retirees. There was no increase in our Medicare Advantage plans because they renew in January of each year (instead of July).

- **Payroll Clerk:** This past June saw the retirement of long-time Payroll Clerk Phyllis Johnson after more than 32 years of service. Phyllis was replaced by former Utility Billing Clerk, Tim Raich. Tim cross-trained with Phyllis over a full-year in order to train on quarterly and yearly reporting and the BS&A payroll system to ensure a smooth transition.
- **Public Housing and Library:** Provided payroll and benefits administration and governmental reporting services for the Marquette Housing Commission and the Peter White Public Library. Also worked with Public Housing to reduce their retiree health costs by transitioning retirees to a Medicare Advantage Plan.
- **Retirements/Resignations/Promotions:** The department processed 13 retirements and four resignations of full-time employees. We also had nine part-time employees resign and we processed 39 promotions or transfers. This does not include the seasonal hires and temporary election workers that are hired and laid-off periodically during the year.
- **Title VI Annual Certification:** As a sub-recipient of federal funds, the City is required to submit an annual report that details our Title VI activities for the previous fiscal year. Failure to file the certification or to comply with the requirements of Title VI may disqualify the City from future Act 51 funding. The City's annual certification of compliance with Title VI is posted on our website each October.

In addition, all employees and new hires have been trained on the requirements of the City's Title VI plan and on the procedures to follow for individuals with limited English proficiency. Training is also provided to all employees of the Peter White Public Library and Public Housing.

CLERK'S OFFICE

Division Accomplishments/Statistics/Remarkable Events

LICENSES/PERMITS

- **Business Licenses:** Each spring, the Clerk's Office contacts those business owners who will require a license under current City regulations. The City's business license year runs through April 30, with the exception of the sidewalk café licenses, which expire at the end of October. In FY 2015-16, 56 business licenses were issued, up from 49 last year.

This was the first year the City had Mobile Food Vending (MFV) regulations in place requiring food truck owners to go through a safety and licensing process before operating in the City. Four food trucks have been licensed under the new MFV rules, as have two hot dog carts. In part due to the inclusion of the new MFV license fees, business licenses generated \$11,071 in revenue this fiscal year, up from \$5,772 last year. Non-MFV licenses generated \$6,071 this year.

- Dog/Cat Licenses: This was the seventh complete year of the County Treasurer's revised program for issuing dog licenses. During the last few 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 many area Vet clinics. We sold 78 dog licenses and 23 cat licenses during the fiscal year. This marked a small increase in cat license sales from last year, when 12 were sold. Dog license sales remained steady from last year.
- Off Leash Area (OLA) Permits: The OLA at the City's Tourist Park continues to be a fairly popular service in the community. The Off Leash Area opens November 1, and closes on May 1 of the following calendar year and provides a lighted area for residents to walk their dogs off-leash (the park closes at 11 p.m.). Over the last six years, there has been a sharp and steady decline in the number of permits sold by our office (half as many licenses in 2015-16, when compared to 2010-11). An increase in policing of the City's OLA would lead to more permit sales and to greater compliance.

Season	10-11	11-12	12-13	13-14	14-15	15-16
Permit Sales	215	171	149	131	108	104

ELECTIONS and VOTER REGISTRATION MAINTENANCE

- Elections: During FY 2015-16, more than 12,000 total votes were cast in four elections conducted by the Clerk's Office. In the same period, the City Elections Board held numerous public meetings in order to confirm election workers, conduct public accuracy tests of City election equipment and to certify candidates for office.

In the November 2015 General Election, 1,575 votes were cast (a 12.28 percent turnout) on a ballot that contained only races for the City Commission and Marquette Board of Light and Power. The election placed Mike Plourde on the City Commission, while Sara Cambensy was re-elected to her seat. Jerry Irby and David Puskala gained the most votes in the race for two seats on the Board of Light and Power.

The March Presidential Primary election saw 5,216 votes cast in the City (a 40.89 percent turnout).

The May Special Election was called to decide a Marquette Area Public Schools bond proposal. In the City, 1,622 votes were cast (a turnout of 12.72 percent). The proposal passed.

The Primary Election held in August included various candidate races, including a Primary for the Board of Light and Power. In total, 3,651 votes (28.51 percent turnout) were cast. In the Marquette Board of Light and Power primary race, Edward Angeli and Robert Niemi moved on to the November ballot.

Though the November 2016 election occurred after the end of FY 2015-16, candidates filed in the spring to run for seats on the Marquette City Commission and the Marquette Board of Light and Power. Due to the minimum candidate requirements for holding a Primary Election, no Primary was required for the City Commission. David Campana, Matthew Luttenberger and Sarah Reynolds ran in November to fill two seats on the Commission, currently held by Campana and Reynolds.

In November's Presidential Election, Campana and Reynolds received the most votes in the City Commission contest, and both retained their seats. Campana received 4,719 votes and Reynolds had 4,565. Luttenberger tallied 1,823 votes. In the Board of Light and Power race, Niemi secured a seat, with 3,597 votes to Angeli's 3,405.

Citywide, 9,584 votes were cast, marking a voter turnout of more than 68 percent. In the 2012 Presidential election, we saw about 8,900 votes for a turnout of 67 percent, while 2008 had just more than 9,600 votes for a 63 percent turnout.

- **Election Outreach:** For all four elections the Clerk's Office continued 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 well-received and facility staff has been appreciative and helpful with organizing residents who wish to vote but are unable to attend the polls on Election Day. In the lead-up to the November Presidential Election, our office reached out to campus political groups to give pointers on how to most smoothly register prospective voters (i.e. what information is required or most helpful).

City Clerk Elections	<u>FY 14/15</u>	<u>FY 15/16</u>
Total Active Registered Voters	12,819	14,049
Number of Elections	3	4
Number of Votes Cast	9,409	12,064
Average Number of Precinct Workers	49	57

- **Electronic Poll Book (EPB):** Our staff and election inspectors have worked very hard to become knowledgeable and proficient in the use of EPBs. Statewide, new election equipment will likely be implemented within the next year or two. We are working with our partners at the State to ensure we are aware and prepared for any changes. The City replaced the original computers in recent years because software support was no longer available, and the five-year-old laptops were beginning to fail.

- Permanent Absent Voter (AV) List for Ballot Applications: Each year, City voters who qualify have the opportunity to vote using AV ballots. Qualifying voters may request an application for an AV ballot be mailed to them automatically prior to each election simply by adding their name to our permanent AV list. The list began five years ago with 30 names; today the permanent AV list has grown to 1,491.
- State News: The Michigan Legislature took action this year to remove the straight-party voting option from state ballots – this option only comes in to play during General Elections. The move was invalidated by a federal judge, and the issue only died after the U.S. Supreme Court refused to hear the case in early September. For the 2016 General Election, at least, there is a straight-party option on the ballot. Michigan is one of 10 states with the straight-party option.
- State Qualified Voter File (QVF): During this fiscal year the Clerk's Office completed 3,591 transactions on the QVF system. This is an average of about 70 transactions per week. QVF transactions are initiated when a voter registers for the first time, changes their address, moves from another jurisdiction, moves to another jurisdiction, changes their name or passes away.

A new ID card is required for the bulk of the QVF transactions. New ID cards cost \$0.12, and it costs \$0.34 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. We have thousands of voter Master Cards on file, and being a university community, we tend to see fairly significant fluctuations in our voter registration numbers from year to year, especially if there is a presidential election.
- Project Coordination: The Clerk's office has been working with Lakestate Industries, a private, non-profit agency that serves people in our community with intellectual disabilities, in an envelope stuffing and stamping project using our election materials. This arrangement has worked well for both parties.
- Meeting Materials/Minutes: During FY 2015-16, the City Clerk's Office attended and transcribed minutes for 24 regular meetings and five special City Commission meetings. Staff also recorded and published the minutes from 21 City Commission 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.
- Board/Committee/Commission Initiation Sessions: The Clerk has participated in several orientation sessions for members of appointed City boards, commissions and committees (along with the City Manager and City Attorney) by presenting information on both the Open Meetings Act (OMA), and the Freedom of Information Act (FOIA).

- Public Notifications: The Clerk's Office has worked to overhaul and streamline the City's public notification processes, standardizing a system whereby announcements are submitted, reviewed for clarity and relevance and shared with the public in a timely manner.
- Freedom of Information Act: The City Clerk acts as the Freedom of Information Act Coordinator for the City, which involves processing information requests and disseminating them to the appropriate department, as well as reviewing and compiling responsive documents before replying to the requester. This must all be done on a state-mandated timeline – new requests must be answered within five days and can be extended for 10 additional days.

In FY 2015-16, the Clerk's Office received 40 FOIA requests. While the staff time and cost of much of the work done on FOIA requests is not recovered (due, in part, to recent changes to the State's FOIA law), we are able to bill requesters for time spent seeking, compiling or reviewing records, as well as for the actual cost of record reproduction. During the last fiscal year, our office received \$491.82 in revenue from FOIA requests.

- Professional Development: Both the Clerk and Deputy Clerk attended training opportunities hosted by the Michigan Association of Municipal Clerks (MAMC). The Clerk attended the MAMC summer conference, while the Deputy Clerk attended the annual Clerk's Institute. Training received at the Clerk's Institute can be used eventually to obtain accreditation as a Certified Michigan Municipal Clerk and Certified Municipal Clerk.
- NovusAGENDA: In FY 2015-16, the Clerk's Office oversaw the implementation of a new agenda management software. NovusAGENDA replaced Legistar, at a fraction of the cost, and allows staff to create and edit agenda items from anywhere. The system is browser-based, and can be accessed using any internet-connected device, including cell phones and tablets.

The Clerk's office then worked with Novus to design and implement templates, as well as a full agenda management process. Staff also migrated all minutes and agendas from the City website (back through the start of 2007) to Novus. Additional relevant information, including board and committee documentation, is in the process of being transferred to Novus.

INFORMATION TECHNOLOGY

Division Accomplishments/Statistics/Remarkable Events

- Initiated a project to upgrade two servers as part of the obsolescence and replacement program. Servers with expiring leases were replaced and configuration services and data consolidation were completed.

- Implemented cloud storage services for storing critical data at a secondary, redundant location.
- Deployed a software application update service that automatically downloads updates and patches for software installed on desktops. The new service ensures software applications on PCs have the latest patches and it closes the holes for potential security risks due to out-of-date software.
- Completed replacement of desktop PCs and workstations on expiring equipment lease, then wiped and returned old computers to leasing company.
- Implemented tighter security controls on computers, servers and network switches on the City network using Windows Active Directory Services and Group Policy. Controls included stricter user password standards, workstation inactivity timeouts and automatic software patch installation.
- Replaced the City's firewall to include newer security features and functionality and installed a second appliance to provide high availability redundant service.
- Supported staff relocations from Public Works to various other locations including new network and fiber, internet, copy, print and communication services. Installed a time lapse video camera at Wright Street to capture construction images for viewing on the website.
- Upgraded video cameras in Commission Chambers with the latest firmware to reduce jitter and minimize autofocus. Cameras were upgraded to high-definition resolution for improved picture clarity and live streaming was implemented for meetings.
- Installed multiple high-definition, wireless security cameras along Washington Street and other locations in a joint project development between the City and Downtown Development Authority. Video from the cameras are viewable in the Police Department and stored on a server in the server room. Other cameras are planned for replacement in the parking garage later.
- Upgraded the video server used for managing programming on Channel 191 from analog to high-definition. The new server reduces the time required to convert recorded video and improves image quality on Channel 191.
- Increased City's internet bandwidth to support bandwidth requirements from increased use of hosted applications, email, file uploads and video content.

- Initiated a project to implement a disaster recovery solution that ensures continued network availability and data access in the event of a catastrophic failure of equipment or security breach at City Hall. Project involves utilizing hardware and software virtualization and failover processing to protect information assets.
- Initiated a project for upgrading network switches on the technology refresh schedule and purchasing new switches for the new Municipal Service Center building. Approximately 15 switches will be needed for the two projects.
- Conducted a staff audit on the City's 35+ network switches to look for security weaknesses that may be exploited if left unchanged. Results revealed changes were necessary to close known loopholes and minimize risk on the network. Most work has already been completed with final changes scheduled during early FY 2017.
- Installed the newest version of AutoCad Civil 3D on engineering workstations. Related survey and water modeling applications used in conjunction with AutoCAD were also updated.
- Provided technical support for the initial testing and configuration of laptops and printers for elections as well as support for poll workers on election day.
- Provided technical support and coordination of services for wireless equipment installation at Lakeview Arena for the Kraft Hockeyville exhibition.
- Conducted a security assessment of financial management system configuration on the City network and identified several enhancements for implementation with a new finance server.
- Installed new servers having enhanced security configurations, then removed 30+ specialized finance workstations from various locations.
- Initiated a support project for Downtown Development Authority pilot to test pay stations in conjunction with the City's citation management application.

COMMUNITY DEVELOPMENT



Pictured above (left to right)

City Planner Dave Stensaas, Director of Planning and Community Development Dennis Stachewicz, City Engineer Keith Whittington, Engineering Technician Matt Koss, Hydrology Engineer Jim Compton, Assistant City Engineer Greg Borzick, Planning/Zoning Official Andrea Landers, Staff Engineer Mik Kilpela, Engineering Technician Dan Salmon, and Staff Surveyor Sven Holmquist

Not Pictured: Administrative Assistant Tonya Beerman, Engineering Tech Jared Kangas, and Zoning Field Technician Michael Anderson



COMMUNITY DEVELOPMENT DEPARTMENT

2016 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 2016 fiscal year.

Division Overview

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

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

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

Planning, Zoning, Code Enforcement, and Strategic Development

Long-Range Planning Projects

- **Economic Development Plan:** The City previously hired Place Dynamics, LLC in 2013 to assist with the development of an Economic Development Plan which included a comprehensive Community Economic Development Assessment, interviews with local businesses and key stakeholders, and recommendations for a path forward, however, the plan was never reconciled with the Community Master Plan. In order to address City Charter requirements, the City re-hired the consultant to update the plan, which will soon be presented to the City Commission and community.

- Lakeshore Boulevard Relocation and Lake Superior Restoration Project: The Director coordinated with the United States Army Corps of Engineers (USACE) to conduct an emergency erosion study under the Section 14 program to address the erosion challenges along Lakeshore Boulevard. Unfortunately, as a result of the study, USACE has denied funding under Section 14 due to the cost of the City relocating the road being a cheaper alternative than reconstruction of the existing revetment.
- Duke LifePoint: The Director continues to serve as primary contact and project lead for the Duke LifePoint Architectural, Engineering, and Construction Team. The past year saw the successful completion of the Planned Unit Development process, as well as the kick-off for highway transportation planning, street upgrades, and utility coordination.
- Cliffs-Dow: The Director continues to serve as project manager for the Cliffs-Dow property response activity. The past year saw continued investigation and examination that led to correspondence and meetings with Michigan Department of Environmental Quality. Subsequent to the meetings, the project team has submitted a Request for Mixing Zone Determination, which includes a request for the ability to remove parcels from the response activity area, thus providing the ability for those properties to be put into use in the future.
- Economic Development Pipeline: The Director continues to maintain an economic development opportunity tracking system where opportunities are shared with likely interested parties in the private sector and potential community partners.
- Downtown Development Authority: Provided staff support to the Downtown Development Authority.
- Municipal Property: The Zoning Administrator processed 13 licenses for use of City property.
- Zoning Ordinance: The Zoning Administrator and Zoning Official assisted the Planning Commission with six amendments to the Zoning Ordinance regarding temporary sales areas, decorative fencing, and conditional uses in the downtown Form Based Code districts.
- Short-Term Rentals: The Zoning Administrator and Zoning Official assisted the Planning Commission and Fire Department with a major initiative to address short-term rental property in the City. The recommendations from the Planning Commission will be brought forward to the City Commission in late 2016.
- Clark Park: The Director provided assistance on the final phases of the project.

- *Third Street Corridor Plan Implementation:* The Director led a follow-up effort to gather data related to monitoring the implementation of bicycle infrastructure on Third Street.

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 the above mentioned long-range planning projects.
- The Director acts as liaison of the City Manager/Commission, the City Planner acts as the liaison for the Planning Commission, and the Zoning Official is the liaison for the Board of Zoning Appeals. During the past fiscal year staff cumulatively attended the following:
 - 21 - Planning Commission meetings (three were cancelled)
 - 2 - Planning Commission work sessions
 - 1 - City Open House
 - 24 - City Commission meetings
 - 15 – City Commission work sessions
 - 11 - Board of Zoning Appeals meetings
 - 6 - US-41/M-28 Corridor Management Team Meetings

Day-to-Day Zoning Activities

- Zoning activities are a 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, and rezoning) and Board of Zoning Appeals (variances, interpretations, and 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 Official. The total number of permit applications for zoning activity in FY 2015-16 was slightly higher as a monthly average (23.2) than the previous FY 2014-15 (21.9), as shown in the following chart. There were 178 Zoning Compliance permits issued; 98 fence and sign permits issued; and two Home Office permits issued. The past three fiscal years registered the largest permit totals in this office over the past several years.

<i>Permit Type</i>	<i>FY 2013-2014 (15 months)</i>	<i>FY 2014-2015</i>	<i>FY 2015-2016</i>
<i>ZCP</i>	<i>200</i>	<i>186</i>	<i>178</i>
<i>SGN and FNC</i>	<i>122</i>	<i>77</i>	<i>98</i>
<i>HOP</i>	<i>2</i>	<i>0</i>	<i>2</i>
<i>Total</i>	<i>324</i>	<i>263</i>	<i>278</i>

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

This past year, the number of applications was down on a monthly average from last year. Fortunately, variance requests did not increase, however, an overhaul of the Zoning Ordinance is still necessary. Most variance requests are from small-lot property owners regarding use of yard space, indicating a need for ordinance review.

Planned Unit Development applications were about average for the past three years. Conditional Use Permit applications were much less than the previous year, while Class-A Non-conforming requests were about average for a typical year. Site Plan Review applications decreased this fiscal year, although the City Development Review Team reviewed more new construction projects, compared to smaller projects such as commercial additions, than the previous year.

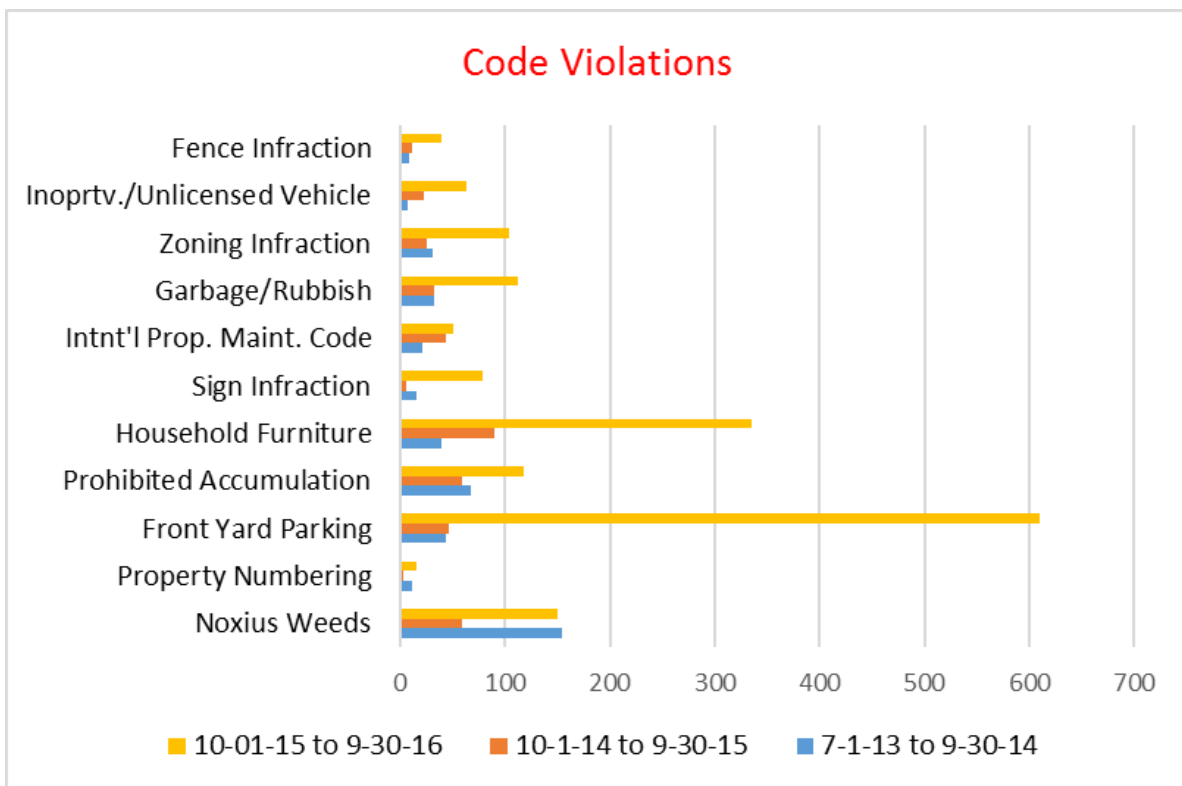
<i>Application Type</i>	<i>FY 2013-2014 (15 months)</i>	<i>FY 2014-2015</i>	<i>FY 2015-2016</i>
<i>VAR</i>	<i>37</i>	<i>21</i>	<i>20</i>
<i>CAN</i>	<i>5</i>	<i>3</i>	<i>1</i>
<i>CUP</i>	<i>8</i>	<i>15</i>	<i>9</i>
<i>REZ</i>	<i>3</i>	<i>0</i>	<i>2</i>
<i>SPR</i>	<i>33</i>	<i>25</i>	<i>17</i>
<i>PUD</i>	<i>8</i>	<i>5</i>	<i>5</i>
<i>Total</i>	<i>94</i>	<i>69</i>	<i>54</i>

Variance (VAR); Class-A Non-conforming (CAN); Conditional Use Permits (CUP); Re-zoning (REZ); Site Plan Review (SPR); Planned Unit Development (PUD)

The total permits and applications processed by this office was 332, which is the exact same number as the last fiscal year. Spring and summer are the peak seasons for permits and applications in this office, but during FY 2015-16 there wasn't much of a lull between seasons. In addition to the permits and applications processed by staff, the Zoning Official and Planner also processed 23 address assignments during the last 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 is a function of the Planning and Zoning division, but Code Enforcement 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 Code Enforcement include garbage and rubbish, household furniture, inoperative/unlicensed vehicles, noxious weeds, prohibited accumulation, property numbering, the International Property Maintenance Code, and signs. The following graph shows violations recorded from the past three fiscal years.



- There were 1,677 total recorded violations in FY 2015-16, which is significantly more than 399 recorded during FY 2014-15, and 430 recorded during the FY 2013-14. The reason for the significant increase in recorded violation is due to an additional full-time Planning/Zoning Technician being added to the staff. The Planning/Zoning Technician spends a large amount of his time actively pursuing violations. Historically there has been frequent employee turnover in Code Enforcement staff, in September of 2013 the officer in this position resigned, and the position remaining vacant until August of 2015.

- In the past fiscal year there were 150 noxious weeds/long grass violations, 335 household furniture violations (indoor furniture being used or dumped outdoors), and 118 prohibited accumulation violations recorded. These three types of violations constitute the majority of complaints our office receives. We also recorded 610 front-yard parking violations, 112 garbage/rubbish violations, 104 zoning violations, 50 property maintenance violations, 79 sign violations, 16 property numbering violations, 40 fence violations, and 63 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 focus of the Code Enforcement Officer 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.

VIOLATION CATEGORY	FY 2015-16
Noxious Weeds	150
Property Numbering	16
Front Yard Parking	610
Prohibited Accumulation	118
Household Furniture	335
Sign Infraction	79
Property Maintenance Code	50
Garbage/Rubbish	112
Zoning Infraction	104
Inoperative/Unlicensed Vehicle	63
Fence Infraction	40
Total	1677

ENGINEERING

- We saw an uptick in municipal reconstruction work for the 2015-16 construction season as compared to the 2014-15 construction season. This year included three street reconstruction type projects being completed at a cost of \$1,283,010. In addition, our annual maintenance type projects were completed at a cost of \$1,485,328. As with last year, we saw an upward trend in construction costs. The continued increase in costs is dependent on the availability of work not only in the Marquette area but also in other Upper Peninsula municipalities. The contractors are able to pick and choose which projects they would like to pursue. This was especially prevalent in the asphalt industry due to the abundance of work and lack of contractors, resulting in project delays. This is good news for the economy but this trend will ultimately result in construction costs increasing across the board.

- This year we were very busy with work required by staff to meet the Storm Water, Asset Management, and Wastewater (SAW) grant project requirements. Approximately 3,100 sewer structures were located accurately with GPS, and condition/structure assessed. Two-part time college students helped with the process along with staff certified in condition assessments. The remaining 2,000 structures will be assessed in 2017.

Another requirement of the SAW grant included the televising and condition assessment of the sewer piping. The contractor will be performing the televising using new 3-D technology that can be integrated into our GIS system. This is expected to be completed in July of 2017.

This year's projects will be discussed in the following sections along with those projects with unique circumstances.

Annual Maintenance Projects

- *Sidewalk Replacement and Repair:* This program is mandated by the City Ordinance. This year over 900 feet of sidewalk was replaced or extended at a cost of \$87,000. The extension included the sidewalk west of the Lincoln and College Avenue intersection. This extension was part of the traffic signal upgrade project and will provide safe access for the high school students.
- *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 cure-in-place lining process due to potential failure, excessive root intrusion, or infiltration. As mentioned, this project is part of the SAW grant and will use 3-D technology. The project started in September 2016 and is scheduled for completion in July 2017. The majority of the sewer piping in the City will be cleaned, televised, and condition assessed. This project is being funded by the SAW grant for a total cost of \$584,107.
- *Street Improvement/Maintenance Project in Conjunction with 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 4 or 5 can extend the pavement life by 10-15 years. The method of crack sealing (preventive maintenance) for streets rated a 6 or 7 can extend the pavement life by 3+ years. This project started in July and will be completed in early October. The project consisted of heavy maintenance activities on 1.7 miles of street and preventive maintenance on nine miles of street at a cost of \$1,046,083. As a means to become more sustainable and provide a substantial savings, the City incorporated the use of recycled asphalt shingles into the asphalt mixture design. As part of this project, all sanitary sewer laterals that were found to be in poor condition or consisting of orangeburg material were replaced. Those laterals lacking cleanouts were provided with such at the right-of-way line. A total of 36 sanitary sewer laterals were either replaced or had minor repairs.

- Heavy maintenance street locations for this year:
 - Bluff Street – Third St. to Front St.
 - Center Street – Lincoln Ave. to Norway Ave.
 - Cleveland Avenue – McClellan Ave. to Garfield Ave.
 - Meeske Avenue – Ridge St. to Bancroft Ave.
 - VanEvera Avenue – Norwood St. to Wright St.
 - Wilkinson Avenue – Summit St. to Center St.
 - River Park Circle – Hawley St. to Schneider Mill Court
 - West Avenue – Elm Ave. to Mildred Ave.
 - Sheridan Avenue – Sherman St. to Cleveland Ave.
 - Altamont Street – Craig St. to Bayview Dr.
 - Baraga Avenue – McClellan Ave. to West End
 - Pioneer Road – Altamont St. to Division St.
 - Fourth Street – 75 feet North of Spring Street to a Point 200 feet North.
- Road Maintenance Projects for Lundin's Mining Corridor Usage: Per the agreement with Lundin Mining, mining funds will be provided on a yearly basis to maintain the road corridor currently being used by the mine to haul their ore to the processing mill. The corridor through the City of Marquette consists of County Road 550, Sugarloaf Avenue, and Wright Street. This year funds were allocated to mill and overlay County Road 550 from the Dead River Bridge to the City limits and along Sugarloaf Avenue from the Tourist Park entrance to Hawley Street. In addition, the wide seam that has been an ongoing problem along Wright Street from Industrial Parkway to Ontario Avenue will require a four-foot wide mill and overlay. Cost for these projects was \$300,000.
- Traffic Lane and Pavement Markings Replacement Project: This project included the replacement or addition of lane lines and traffic related pavement symbols for the entire City of Marquette. Currently the City has over 190 intersections and approximately 36.5 miles of lane delineation striping that may require repainting on an annual basis. This is the first year of this project and will allow us to analyze the useful service life of these markings from which we can make an informed decision on replacement cycles for the various markings. We are at the mercy of only one contractor who does this work in most of Michigan. The bid came in substantially higher from last year and this project not only had to be rebid but areas cut out of the program. This project started in July and was completed in September at a cost of \$142,000.

Reconstruction/Construction Projects

- Front Streetscape (Baraga Avenue to Washington Street): This project was funded by the Downtown Development Authority and designed, inspected, and managed by the Engineering division. The project started in June of 2016 and was wrapped up in October. Upgrades to the streetscape included removal of the brick pavers with colored stamped concrete replacement, plain concrete sidewalk replacement where warranted, removal and replacement of the curb and gutter, additional tree plantings, and installation of electrical outlets in the tree locations. The project was completed at a cost of \$235,000.

- *Altamont Sidewalk Extension Project:* This is the second phase and continuation of the original Safe Routes to School project. Previous grant funding covered the construction of sidewalk from Tierney Street to Altamont Street along Mesnard Street and along Altamont Street from Mesnard to Craig Street in 2013. The City's Department of Public Works extended the sidewalk from Craig to Jackson Street in 2014. This project resulted in the sidewalk being extended from Jackson Street to Newberry Street. This project was completed in September 2016 at a cost of \$43,857.
- *Lincoln and College Avenue Traffic Signal Upgrade:* The City's traffic signals are in need of replacement and repairs due to the age of the system. Currently the Capital Improvement Plan recommends that one traffic signal controlled intersection be upgraded annually to meet current technology. This project required total replacement of the traffic signal structures, intersection upgrades, pedestrian signal additions, and sidewalk extension to bring up to current standards. The project will be completed in November as the strain poles will not be available until that time. The cost for this project was \$205,097.
- *Jonathan Carver Road Reconstruction (West Nicolet to Allouez Road):* This two phase project started on July 5 and consists of the reconstruction of the street structure, curbing installation where none currently exists, extension of storm sewer, replacement of the water main, minor repairs on the sanitary sewer main, and replacement of all sanitary sewer orangeburg laterals. This project came in at a bid cost of \$521,161 and should be completed in October.
- *Saint Lusson Drive Reconstruction:* This project started on September 9 and consists of the reconstruction of the street structure, curbing installation where none currently exists, extension of storm sewer, replacement of the water main, minor repairs on the sanitary sewer main, and replacement of all sanitary sewer orangeburg laterals. This project came in at a bid cost of \$139,324 and should be completed in October.
- *Spring Street Reconstruction (Third to Fifth Street):* This two phase project started on June 20 and consists of the complete reconstruction of the street and partial replacement of underground utilities. Reconstruction consisted of the street structure, curbing, water main/services, sanitary sewer main/services, storm sewer, and sidewalk. This project came in at a bid cost of \$622,525 and should be completed in October.

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 has issued a record 286 permits during this fiscal year totaling \$47,262.

- The Engineering division, in cooperation with the Zoning division of Community Development, reviews site plans to ensure aboveground structures such as driveway openings and belowground structures such as sewer, water, and storm water utilities are planned per City standards and specifications. The Engineering division reviewed 16 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/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 City staff in the use of GIS/GPS and the creation of drawings and maps for use by departments as well as 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, whole reports, trails, street signs, street right-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 for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling etc.
- The priority of the City's GIS program has been to update the City infrastructure layers. The sanitary, storm and water main 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 shut-off locations. These geographic features are being collected by the Department of Public Works and Engineering interns utilizing the two Leica global positioning units. 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, which will be accomplished through a grant from the Michigan Department of Environmental Quality.

- In the spring of 2016, the City of Marquette was awarded a Storm Water, Asset Management, and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality (MDEQ). The MDEQ established the SAW Grant Program to assist communities in developing an asset management program for storm water and wastewater collection systems and treatment plants, storm water management plans, and/or planning and design of storm water and wastewater projects. The City of Marquette is using the grant to inspect, rate, photograph and video sanitary/storm structures and sanitary/storm pipelines. This information will then be analyzed using GIS and added to the City of Marquette's asset management program.
- Another step in the evolution of the City's GIS is called hyperlinking. Hyperlinking in GIS is another way to use geography to organize and provide context for many kinds of information. Hyperlinking functionality built into GIS, provides direct access to external files, project components, or applications from within a project. Simply clicking on a hyperlinked feature with the hyperlink tool within GIS lets the user view photographs, building floor plans, manuals, legal documents, video clips, and internet sites. We are currently hyperlinking all sanitary/storm water video too the City's sanitary/storm water GIS layers. We are also hyperlinking Department of Public Works scanned portable documents to the GIS layer.
- We are currently in the process of transforming the City of Marquette's GIS from a desktop to an enterprise application which will provide staff, boards/commissions, 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 of integration by acquiring the Environmental Systems Research Institute (ESRI) Small Local Government Enterprise License Agreement (ELA) in the spring of 2013. This software package will actually save the City funding versus integrating with various other software applications. This will allow the City to have unlimited access to a full suite of GIS software for a flat annual rate. The ELA includes maintenance on all software, technical support, services and training during the term of the agreement. The ELA also provides software that will give the City the ability to create, manage, and distribute GIS services over the web to support desktop, mobile and web mapping applications.

McClellan Avenue and Presque Isle Bog Wetlands Mitigation

- The 2012 McClellan Avenue extension project required a permit from the Department of Environmental Quality for the filling of wetlands. The permit required that the filled wetlands be replaced with new wetlands, with the new wetlands requiring monitoring and annual reporting for 10 years. The wetlands were constructed on-site at McClellan Avenue and off-site at Presque Isle.

- Every year wetlands monitoring and invasive species control is contracted out to a consultant specializing in environmental studies. This is year four of monitoring and invasive species control of the constructed wetlands. Seasonal high water levels have drowned the majority of trees that were planted in 2012. Vegetative test plots consisting of wetland tree, shrub, and plant species were planted/seeded in June and September of 2016 by the Marquette County Conservation Service. Evaluation of tree and plant survival rates will be ongoing in order to determine species tolerance of on-site conditions.

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 five parcels due to splits, development, or the integration of onsite water quality measures. Many more are waiting to be done and will be completed as soon as the summer's busy construction season starts to wind down.

Duke LifePoint Marquette General Hospital Construction and U.S. 41 Corridor Upgrades

- Staff continues to coordinate with the construction related to the new hospital by use of Brownfield Funding in a private/public partnership. The City is responsible for the upgrade of the local road system and utilities that will service the hospital. Local streets include Seventh Street, Spring Street, and Baraga Avenue. In addition, major upgrades along the U.S. 41 corridor from Grove Street westerly to the new hospital are being designed by the City's consultant, DLZ of Michigan. Stake holders involved include Michigan Department of Transportation, Federal Highway Administration, Michigan Department of Environmental Quality, Duke LifePoint, Marquette Township, Marquette Board of Light and Power, and other public utility agencies. These road and utility improvements will be completed by late 2017.

Founders Landing – Marquette Place Development

- Staff continues to coordinate with the developer for the next phase of the Founders Landing development by use of Brownfield funding in a private/public partnership. This latest phase will include a parking deck structure, residential and commercial elements. The City is responsible for the construction of Baraga Avenue extension into a public parking area along with and public utilities, multiuse pathway, and other amenities. The developer plans to start footings this fall with complete build-out in late 2017/2018.

COMMUNITY SERVICES DEPARTMENT

ARTS AND CULTURE - PARKS AND RECREATION – SENIOR SERVICES



Pictured above (left to right)

Arena Laborer/Custodian John Rolling, Administrative Assistant Kim Eliassen, Assistant Director of Community Services Jon Swenson, Community Services Director Karl Zueger, Secretary Justina Hautamaki, Arts and Culture Manager Tiina Harris, Parks and Recreation Coordinator Andrew MacIver Not Pictured: Arena Laborer/Custodian Joe Speruzzi

SENIOR SERVICES



Pictured above (left to right)

Senior Services Coordinator Jane Palmer, Social Worker Gail Hermann, Social Worker Vicky Bullock, and Social Work Coordinator Lisa Balko Not Pictured: Cindy DePetro



COMMUNITY SERVICES

2016 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Services Department for the 2016 fiscal year.

Department 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. Staff is responsible for the planning, development, management and operation of all parks facilities, and City-sponsored and co-sponsored recreation programs. Staff administers the Promotion Fund and Discount Fee Waiver resulting in \$67,810 in cash, fee or in-kind relief.

PARKS AND RECREATION

Grant Administration

- Michigan Natural Resources Trust Fund – Clark Lambros Beach Park – \$1,050,000 - Completed
- Michigan Natural Resources Trust Fund – \$200,000 Father Marquette Park – Grant Received – Design started
- Michigan Department of Natural Resources Passport Grant – \$45,000 – Williams Park Tennis Courts – Submitted
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Playground – Grant Received
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Universal Design Pods – Grant Received - Design started
- Reviewed all City grant projects and replaced/installed grant recognition signs at each location.

Planning

- Park Use Policy
- Michigan Department of Natural Resources – Pilot Trail Mapping
- North Country Trail – Urban Re-sign
- Assisted Iron Ore Heritage Trail – Art Place Grant
- Trail Master Plan – 50% complete
- Light House Land Use Plan – consultant selected

Capital Improvements

- McCarty's Cove Restroom \$120,000
- Williams and Harlow Parks Restrooms \$277,000
- Hawley Street Multi-Use Pathway Extension \$168,000
- Skate Plaza – Erosion Control/Recognition Signage \$5,000
- Bandshell – Roof Replacement \$11,500
- Shiras Park – Electric Upgrade \$2,500
- Cinder Pond Marina Harbor Service Building – Rebuild \$691,000
- Non-motorized boat launch – Clark Lambros' Beach Park - \$40,000

<u>Facility</u>	<u>FY 2015/16 * Hours Rented</u>
Baraga Gymnasium	798
Presque Isle Pavilion	503.5
Senior Pavilion	46.5
Island Store Pavilion	109
Bandshell	107
Gazebo	60.5
Baseball Fields	763
Soccer Fields	828.5
Events Contracts/Permit	55
Administration	
Total Revenue	\$117,969.52
Promotional Fund	(\$18,930.00)
Vango's-Ice Cream Concession**	\$1200/month

** FY 2015-16 Hours rented reflects revenue hours only and does not include internal, in kind, special events, or maintenance hours.*

***Ice Cream Concessions include Mattson Park and Island Store – three-month lease.*

CINDER POND AND PRESQUE ISLE MARINAS

The City of Marquette operates two marina facilities, a seasonal mooring field and four seasonal dock slips near Founders Landing. Presque Isle Marina provides mooring for 54 vessels, two launch ramps and staff monitored parking area. Cinder Pond Marina provides mooring for 101 vessels, a double boat launch, a travel lift equipped with a mast boom, fish cleaning station and a staff monitored parking area. The mooring field can accommodate 21 vessels.

Operational Overview

Marina operations involve the assistance of eight seasonal Marina Attendants and one seasonal Manager. Marina staff duties include 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 - All employees trained and certified.
- Opened the new Harbor Services Building at Cinder Pond Marina for operations on May 1, 2016.
- Established a Waterfront Art Gallery in the new Harbor Service Building.

Grant Administration

- Michigan Department of Natural Resources Waterways Grant – Cinder Pond Marina Harbor Service Building \$75,000
- Michigan Municipal League Property and Liability claim for Cinder Pond Marina Harbor Service Building \$691,000
- Clean Vessel Act – Pump out Replacement - \$12,000 (re-submitted).

Planning

- Presque Isle Marina Phased Replacement Revision Study
- Cinder Pond and Presque Isle Marinas Long-Term Maintenance and Replacement Fund Policy

<u>Presque Isle Marina</u>	<u>FY 2015/16</u>
Seasonal Slip Rentals	49
Transient Slip Rentals	94
Launch - Daily	598
Fuel Sales	\$12,636.25
Waiting List	15

<u>Cinder Pond Marina</u>	<u>FY 2015/16</u>
Seasonal Slip Rentals	93 includes FL Wall
Transient Slip Rentals	210
Launch - Daily	929
Launch - Seasonal	166
Fuels Sales	\$53,791.81
Waiting List	37
Mooring Field	16

LAKEVIEW ARENA

Lakeview Arena is a multi-purpose facility with a primary function of providing artificial ice six months of the year. The facility accommodates trade shows, special events, weddings, and other entertainment-related activities during non-ice periods. Lakeview Arena is home to the Community Services – Parks and Recreation division; and, leases office space to Marquette Junior Hockey, Marquette Senior High School Hockey, Marquette Figure Skating Club, Superior Hockey and the Noquemanon Trail Network. The Community Development – Engineering division utilizes office space at no cost until the new Municipal Service Center is completed.

Operational Hours

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

- Ice Season: September 23 – March 16, 7 a.m. – 12 p.m. (midnight)
- Summer: March 17 – September 21, 8 a.m. – 5:00 p.m. (or later for events)

Planning

- Johnson Controls Energy Assessment for energy conserving projects.

Capital Project

- Citizens Forum Flooring \$10,000
- Plexi-glass/Cap Rail Replacement \$23,300

Accomplishments

- Winner of Kraft Hockeyville USA 2016. Lakeview Arena received \$150,000 for arena upgrades and hosted an NHL preseason game between the Buffalo Sabres and the Carolina Hurricanes.
- Michigan Recreation and Parks – Health Endowment Fund Grant - \$2,500
 - Pickle Ball and Floor Hockey Dry Floor Programming
- Rebuilt one compressor and cleaned chillers increasing efficiency - NHL reimbursements.
- Made repairs and maintenance on the Munters Dehumidification unit servicing the Russell Arena to decrease energy consumption.
- Performed maintenance on both zamboni ice resurfacers - Kraft Hockeyville USA prize money.
- Repainted and thoroughly cleaned the interior of the facility - over 3,000 volunteer hours.
- Replaced emergency lighting and made repairs to lights throughout the facility.
- Installed new entry signs with the City seal.
- Parks and Recreation Coordinator completed STAR Basic Refrigeration training and will require one more course in Ice Maintenance and Equipment Operation to become a Certified Ice Technician.

	<u>FY 15/16</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1105.5	\$186,065
Marquette Figure Skating Club	233	\$ 39,610
Marquette Senior High School	136	\$ 22,818
Marquette Royales	163	\$ 26,868
Men's League Tournament	59	\$ 9,700
Marquette Iron Rangers	86	\$ 18,393
Figure Skating Passes	799*	\$ 15,414
Adult Skating Passes		\$ 4,825
Hockey Skating Passes		\$ 2,878
Senior Skating Passes		\$ 580

Youth Skating Passes		\$ 2,396
Citizens Forum	192	\$ 6,750
Dry Floor Events	15 events	
Promotional Fund		(\$10,390.00)
<i>*Total Public Skating Hours</i>		

<u>Leased Space</u>	<u>FY 15/16</u>	
	<u>Rent</u>	<u>Revenue</u>
Mqt Junior Hockey	\$ 522/mo.	\$ 6,294
Mqt Iron Rangers	\$ 725/mo.	\$ 4,350
Mqt Figure Skating	\$41.67/mo.	\$ 500
NTN	\$ 360/mo.	\$ 4,320
YMCA	\$ 1/year	\$ 1
Vango's	\$ 650/mo.	\$ 3,900
Superior Hockey	\$ 855/mo.	\$10,260
Royales	\$ 893/mo.	\$10,715
Community Development	-----	-----

TOURIST PARK CAMPGROUND

The Tourist Park Campground consists of 110 campsites, two shower/washroom facilities and office building. The operating season is May 13, 2016 to October 15, 2016 with office hours for spring and fall 9 a.m. – 7 p.m. and summer 8 a.m. – 10 p.m. Tourist Park Campground operates with seven seasonal Attendants and one seasonal Manager.

Planning

- Tourist Park Family Pods Restroom Additions – Michigan Department Natural Resources Grant Funded
- Tourist Park Playground – Michigan Department Natural Resources Grant Funded

Highlights

- Hosted International Guts Frisbee Tournament
- Hosted Third Annual Rainbow Pride Festival
- Hiawatha Music Festival held its 38th festival at the park

Accomplishments

- Third consecutive season for record revenue, occupancy, and concession sales.

	<u>FY 15/16</u>
Camping Days Open	154
Season Capacity Average	63.06%
Total Campsite Revenue	\$304,007.00
Total Concessions/Sales	\$ 24,126.00
Special Events/Picnic Sites	\$ 16,676.00
Sale of Arabesque Tent	\$ 6,000.00
Promotional Fund	(\$ 1,000.00)

ARTS AND CULTURE

The Arts and Culture Center staffing consists of the Community Services Arts and Culture Manager, a part-time Administrative Assistant and a part-time Marketing and Promotion Assistant. 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.

Grant Administration

- Michigan Council for Arts and Cultural Affairs program grant - \$18,000
- Michigan Council for Arts and Cultural Affairs capital grant - \$9,000
- Michigan Realtors Association Lighter Quicker Cheaper grant - \$3,000
- Michigan Council for Arts and Cultural Affairs operational grant (Lake Superior Art Association) - \$17,000
- Michigan Council for Arts and Cultural Affairs mini grant - \$4,000 (Downtown Development Authority)
- Go Fund Me Delta Sky Ad Campaign - \$1,500 (Marquette Chamber of Commerce, dollars raised leveraged \$14,500 additional funds)

Planning

- Participated in Stronger Economies Together regional strategic planning facilitated by Central Upper Peninsula Planning and Development Regional Commission and Michigan State University Extension.
- Integrated Arts and Culture goals into Regional Prosperity Initiative.
- Coordinated regional Arts Alliance Master Plan with regional arts organizations and Economic Development Offices.
- Initiated local Arts Alliance with Marquette Chamber of Commerce
- Public Art Ordinance - Task Force - Ongoing

Division Accomplishments

- Organized *Delta Sky* magazine Arts and Culture full page ad
- Developing Marquette 365, an on-line community calendar with Marquette Chamber of Commerce
- Coordinated U.P. wide presence at ArtPrize and U.P. Pavilion at DeVos Place Grand Rapids with Bonifas Art Center of Escanaba
- Implemented two Lighter Quicker Cheaper Placemaking projects on Third Street
- Expanded arts and culture presence in *Travel Marquette* magazine. Coordinated, designed and scripted two-page spread
- Served on *Smart Summit* and *Smart Prize* planning committees
- Presented *State of the Arts* in Marquette to professional groups
- Designed new electronic newsletter, applications and forms
- Expanded High School Art Show exhibit size and added juried awards
- Coordinated promotion of the Sister Cities Delegation

Special Events and Exhibits

An estimated 22,000 participated in special events, workshops, and exhibits:

- Halloween Spectacle
- Holiday Art Sale
- Art Week
- City Arts Awards
- City Open House
- Creative Community Series

SENIOR CENTER

The Marquette Senior Center has three licensed Social Workers, Senior Center Coordinator, one part-time Center Aide 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 standards, seniors 60+ are eligible for homemaking and personal care, as well as social work services which are comprised of Case Coordination, Outreach and Financial Services (including Medicare Part D). Seniors ages 50 + are eligible to take part in health, educational, recreational and leisure activities offered by the Center.

Funding Sources:

County Millage (2012-2016)	City Millage (2016-2020)	UPCAP Contract
.4474 mills	.3500 mills	
2015 Contract: \$311,018	2015 \$238,781	2014-15 \$25,897
2016 Contract: \$339,010	2016 \$240,580	2015-16 \$38,166

Accomplishments:

- Michigan Parks and Recreation Grant recipient – (\$26,000) Silver Sampler Senior Program (October 1, 2015 – October 1, 2016) Silver Sampler Program featured in *mParks Professional* magazine, April 2016.

Accomplishments and Statistics:

- Visitors/Phone Inquiries
Walk-Ins/Registrations 20,177
- Enhanced Senior Arts
Seniors Arts and Acting Participants 411
- Medicare Open Enrollment Clients 231 / \$199,151 savings to clients

	<u>Clients</u>	<u>Hours</u>
Information and Referral	6065	1698.25
Outreach	196	192.50
Health Related	431	351.50
Financial Management	442	1402.50
Case Coordination and Support	194	1969.25
Homemaking	142*	4925.25
UPCAP Contract	142*	2462.00

*Clients split among contract.

FINANCIAL SERVICES DEPARTMENT ANNUAL REPORT



Pictured above (left to right)

Front Row: Chief Financial Officer Gary Simpson, Staff Accountant Katie Burnette, Meter Reader Leah LaCasse, City Appraiser Ellen Britton, Customer Account Clerk/Cashier Ann Cook, and Accounts Payable Clerk Terra Bahrman

Back Row: City Assessor Miles Anderson, Meter Reader David Blackburn, Utility Billing Clerk Christina Tyynismaa, City Treasurer Mary Schlicht, Deputy Treasurer Linda Poole, Customer Account Clerk/Cashier Michelle Schroeder, and Assessing Technician Amanda Junak



FINANCIAL SERVICES DEPARTMENT

2016 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 2016 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 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.

Finance Program Statistics:

Number of Accounts Payable checks issued:	4,835
Dollar Amount of Accounts Payable checks issued:	\$40,904,113
Number of Accounts Receivable invoices issued:	1,809
Dollar Amount of Accounts Receivable billings:	\$3,047,858
Number of Bids and RFPs administered:	39
Number of Fixed Assets records maintained:	1,286*
Dollar Amount of Fixed Asset records maintained:	\$250,000,000*
Number of Funds maintained:	42
Dollar Amount of Net Assets maintained:	\$60,800,000*
Dollar Amount of Long Term Debt maintained:	\$59,319,672

*Figures are estimated.

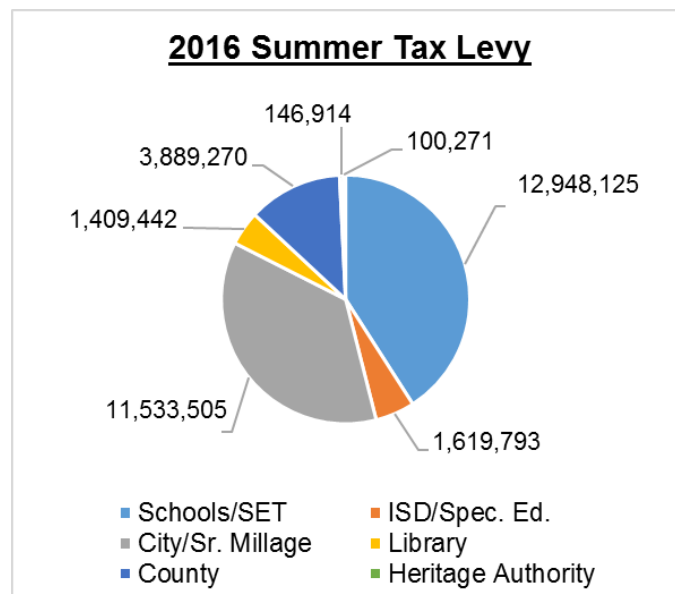
TREASURY

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:

Dollar Amount of Total Cash Receipts:	\$57,199,371
Dollar Amount of Parking Ticket payments received:	\$57,183
Number of Property Tax parcels billed:	7,632
Percent of Tax Billings collected:	98%
Number of Landfill Permits (Commercial/Residential):	112
Dollar Amount of Landfill Permits (Commercial/Residential):	\$3,265

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 distribution.



2016 Summer Tax Levy:

Schools/SET	12,948,125	40.91%
ISD/Spec. Ed.	1,619,793	5.12%
City/Sr. Millage	11,533,505	36.44%
Library	1,409,442	4.45%
County	3,889,270	12.29%
Heritage Authority	146,914	0.46%
DDA	100,271	0.32%
	<u>31,647,320</u>	<u>100.00%</u>

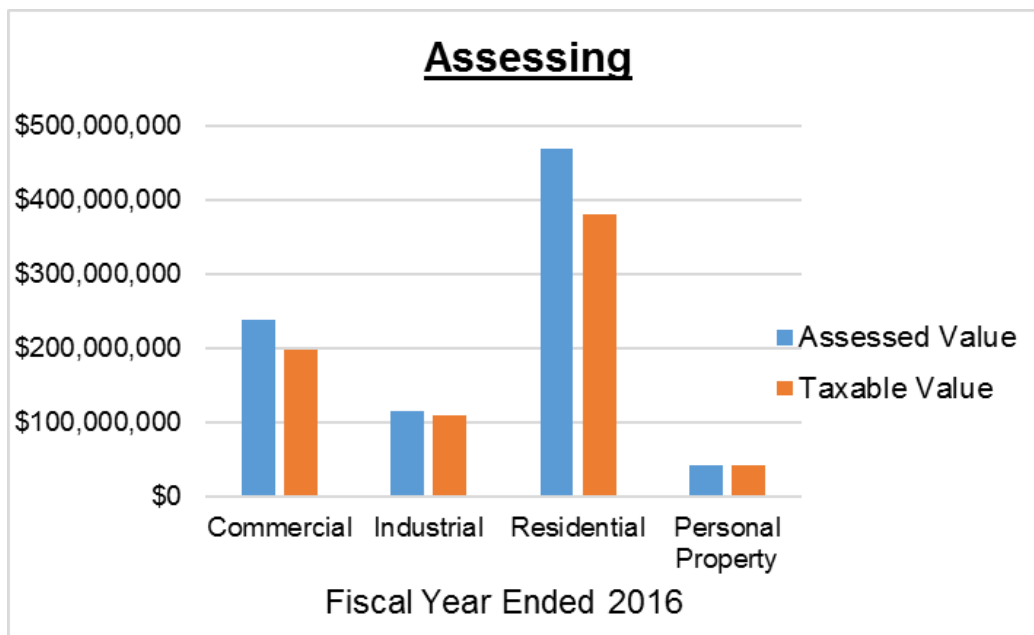
ASSESSING

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.

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.

The following tables and chart show the change in Assessed Value and Taxable Value by property classification type.



<u>Property Classification</u> <u>(Assessed Value):</u>	
Commercial	\$238,465,900
Industrial	\$115,013,000
Residential	\$469,914,800
Personal Property	\$42,649,000
Totals	\$866,042,700

<u>Property Classification</u> <u>(Taxable Value):</u>	
Commercial	\$198,659,522
Industrial	\$109,993,214
Residential	\$381,072,311
Personal Property	\$42,649,000
Totals	\$732,374,047

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 Services:</u>	
Utility Bills Mailed:	75,245
Water Meters Read:	83,993
Water Shutoffs:	91

Accomplishments/Statistics/Remarkable Events

DLP Marquette General Hospital and Municipal Service Center Relocation: Continued as part of the City team in negotiations and implementation of agreements in the relocation of the hospital and the Municipal Service Center. Work continues on the financing of the projects.

City, Village, Township Revenue Sharing (CVTRS): Formerly known as Economic Vitality Incentive Program (EVIP), this program provides requirements for the City to comply with and receive Statutory Revenue Sharing. CVTRS consists of one phase which involves transparency in financial reporting and other service metrics. For FY 2016, the City continued to comply with the program and received approximately \$357,000 which is the maximum amount the City was eligible to receive. The program is designed to help improve accountability and transparency of the state's municipalities to the public.

Grant Administration: Responsible for the financial reporting requirements of approximately \$2,038,811 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 21, 2016, closed on Brownfield Authority bonds of \$17.2 million, which is Phase 1 of the hospital relocation project. Phase 1 is the relocation of the Municipal Service Center. Work continues on Phase 2, which is the street/road/infrastructure portion and is expected to close in Spring of 2017. Work has also started on issuing FY 2016 Capital Improvement Bonds for \$3.1 million of capital projects, which includes street/water/sewer/storm water infrastructure improvements, and refinancing of two previously issued bonds with savings of \$574,000 over the remaining life of the bonds. Closing is expected in November 2016.

Economic Development: Work continues with the City's Local Development Finance Authority (LDFA) and the City's SmartZone initiative. The Tax Increment Finance Plan (TIF) for the SmartZone is in place and will continue for 15 years.

The LDFA successfully went through the process of establishing the SmartZone and on September 4, 2015, entered into a SmartZone Services Agreement with Innovation Marquette Enterprise Corporation (IMEC). IMEC is a separate 501(c)(3) organization and is beginning operations for the SmartZone initiative.

Next Michigan Zone, now called "Superior Trade Zone", is another initiative and is a regional economic trade zone for the municipalities in Delta and Marquette Counties. Approval has been given by the State for this endeavor and the start-up process has begun. Funding sources and project opportunities are being explored.

Budget/Audit: The budget for FY 2017 was adopted on September 12, 2016 and the FY 2016 audit process has begun. The department received the Certificate of Achievement for Excellence in Financial Reporting as presented by the Government Finance Officers Association of the United States and Canada for the City's FY 2015 Comprehensive Annual Financial Report, the 30th year in a row the City has received this prestigious award.

The City of Marquette received notice on October 4, 2016 that our Audit of Minimum Assessing Requirements (AMAR) have been successfully passed. The City Appraiser and Assessing Technician have provided exemplary service to the City in meeting those guidelines.

FIRE DEPARTMENT



Pictured above (left to right)

Front Row: Administrative Assistant E. Beckman (separated), Fire Fighter T. LaTourneau, Engineer K. Shirtz, Lieutenant J. Haile, Lieutenant J. Koshorek, Captain B. Talvensaari, Lieutenant G. Guertin, Captain J. Green, Captain D. Mallos, Captain S. Hodgins (retired), Chief T. Belt (retired), Chief I. Davis, Captain D. Lancour (retired), Fire Fighter/Rental Inspector C. Teinert, Engineer M. Gwinn, Relief Engineer M. Vallin, Engineer/Rental Inspector B. Wilder, Fire Inspector T. Dunleavy, Sergeant/Rental Inspector B. Anderson, Relief Engineer D. Hennessy, Engineer D. Pruner, and Fire Fighter K. LaMarre.

Back Row: Sergeant K. Hillier and Relief Engineer. K. Vogler

Not Pictured: Sergeant B. Phillips, Engineer M. Jackson, Engineer B. Beaudry, Fire Fighter G. Fuller, Fire Fighter K. Serkowski, and Fire Fighter D. Stowe



MARQUETTE CITY FIRE DEPARTMENT

2016 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Fire Department for the 2016 fiscal year.

Department Overview

The Fire Department is responsible for developing and delivering a full array of Fire Education programs; engaging in vigorous code enforcement and plan review; offering technical assistance on fire and life safety matters; rendering all-incident rescue and basic EMS service, combating fires; investigating cause and origin; mitigating haz-mat incidents; maintaining an aggressive upgrade training program for Fire Department personnel; acting on fire/life safety complaints; and interacting with the community at large as a complete life-saving organization that manages the community's risk.

The Rental Code division is responsible for identifying and registering rental units and performing certification inspections of all identified rental units in the City of Marquette. This department also investigates rental occupancy complaints and acts as a consultant to prospective purchasers of rental properties.

The Waterfront Safety division is responsible for resident and visitor well-being near the City shoreline, including Tourist Park and Clark Lambros' Park. This division manages the lifeguards, their training, and the associated education targeting the general public. This division is also responsible for all active and passive rescue devices, and equipment found in the waterfront environs. These would include the personal watercraft, life-saving stations, personal floatation devices, and all appurtenances associated with the waterfront safety mission. As an adjunct, all firefighters are waterfront lifeguard certified.

Accomplishments/Statistics/Remarkable Events

During the 2015-16 fiscal year the department responded to 1,323 emergency incidents representing a 10% increase or 132 incident increase over 2014-15. Of these responses, 1,053 were emergent medical incidents representing 80% of all responses. The department also responded to 21 fires of all types during the year with the remainder of the alarms classified as general responses and totaled 249 incidents. There were no reportable civilian injuries and one (1) civilian fatality during the year as well as two (2) injuries to firefighters resulting in three (3) lost duty days and requiring 64 days of light duty assignment.

Estimated fire losses for the year were \$375,000 in real property and personal property losses. The most significant fire incident during 2015-16 occurred January 3, 2016 at a private residence at 435 East Ohio Street with total losses exceeding \$300,000. This incident also accounted for the lone civilian fatality for the year.

As Fire Chief, I would like to recognize the firefighters of the Marquette City Fire Department for continuing to uphold the finest traditions of the fire service. They do this in a manner that instills trust by the citizens and business owners of our community and as representatives of the department and the City of Marquette. I, as well as the entire workforce of the department, look forward to our next year of service and the challenges it will present in continuing to deliver the high level of dedicated and professional services that the community has come to rely upon. I am also extremely confident that with the continued support of the City Commission, the Fire Department will be able to protect the lives and property of residents, business owners, and visitors to our community in the most cost efficient and effective way possible.

This year we welcomed three new hires into our department: Firefighters Garrett Fuller, Kevin Serkowski and David Stowe. All three are certified paramedics. Currently, eight firefighters have committed more than 1,000 hours of training and have successfully received their national registry paramedic licenses. We now have 13 licensed paramedics on staff. This enhances the Marquette City Fire Department's abilities to respond, deliver life-saving procedures, and represent a significant upgrade to our present Emergency Medical Technician (EMT) Basic Program. We are expecting to have our advanced life support program up and running by December 1st at the latest.

Fire Chief Tom Belt, Captain Steve Hodgins and Captain Dan Lancour retired this year after many years of service to our community.

Three of our officers will be attending command training at the National Fire Academy in Emmitsburg, Maryland. This training includes emergency scenarios based on decision making models as prescribed by the national incident management system.

Captain Jeff Green has been appointed by Governor Rick Snyder to the State Fire Safety Board. His input, as the only member representing the Upper Peninsula, will give our area a voice on important regional fire safety matters.

Ice/water rescue remained an area of focus. We continued to partner with the United States Coast Guard and the Sheriff's Department on ice rescue training and intend to implement an ice safety program in the coming year.

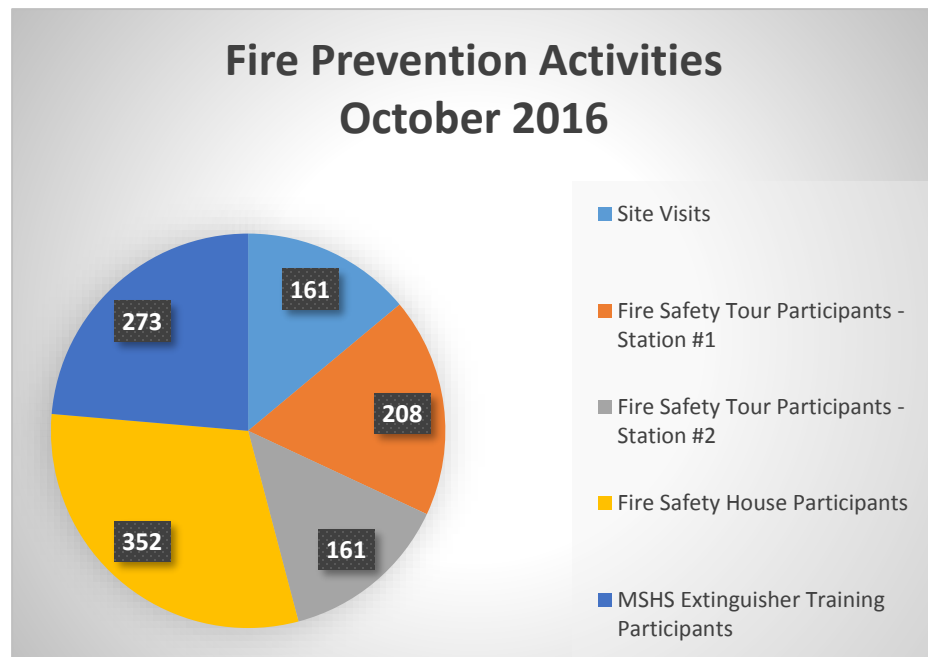
Officers in our department trained and certified new lifeguards at the Marquette Senior High School pool. These classes enabled participants to obtain a Waterfront Red Cross certificate upon successful completion. This made them eligible to work on the beachfront for the City of Marquette. In addition to the lifeguards, the Keweenaw Bay Indian Community donated an Emergency Lifesaving Integrated Lanyard (EMILY) lifesaving robot. This will be placed at the unguarded Middle Bay and Presque Isle beach to increase public safety.

A total of 3,875.5 hours of firefighter training was conducted.

The Pigs-N-Heat hockey game raised \$14,149.16 to help victims of fire.

Our Annual Fire Prevention Week was a success. We hosted 12 Fire Departments, the Marquette Police Department, and UP Health System Marquette. The agencies had over 20 emergency vehicles on display. This community event allows children to meet their local firefighters and for the parents to become aware of the services offered in their communities. *Sparky the Fire Dog* made his appearance. This, along with the bike raffle made it an exciting and fun event!

Our theme this year *Don't Wait – Check the date!* supports the important message of replacing smoke alarms every 10 years.



Other Fire/Safety Education Services include our Learn Not to Burn classroom series and Child Car Seat Technician installation/safety check service.

Miscellaneous Fire/Safety Education Services			
Learn Not to Burn (#Students)	907	Car Seats Installed	35
Learn Not to Burn (Man Hours)	62.5	Car Seats Checked	27

101-371 RENTAL CODE ENFORCEMENT

Three Rental Inspectors promote the continuing maintenance of quality and safe rental properties. The Fire Inspector enforces life-safety requirements for the design, operation and maintenance to commercial buildings in the City.

*Fire Inspector position open January and February 2016. No data for these months.

RENTAL CODE ENFORCEMENT <i>October 2015 – September 2016</i>	FY 15/16	COMMERCIAL CODE ENFORCEMENT <i>October 2015 – September 2016*</i>	FY 15/16
Inspections	1,275	Inspections	131
Re-Inspections	143	Re-Inspections	21
Letters and Notices	558	Letters and Notices	338
Citations	7	Citations	38
Plan/Code Review	14	Plan/Code Review	149
Meetings/Training	72	Meetings/Training	125
Public Assistance	65	Public Assistance	132
Contacts	909	Contacts	157
Miscellaneous	114	Miscellaneous	210
TOTAL	3,157	TOTAL	1,301

101-777 WATERFRONT SAFETY

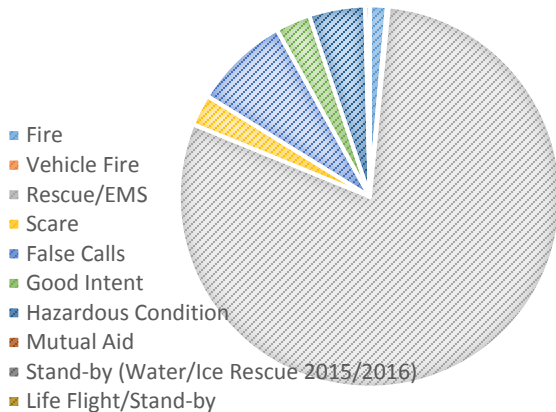


Statistics from the head lifeguard include beach attendance, days open, and average attendance. This data is compiled daily by the on-duty lifeguards.

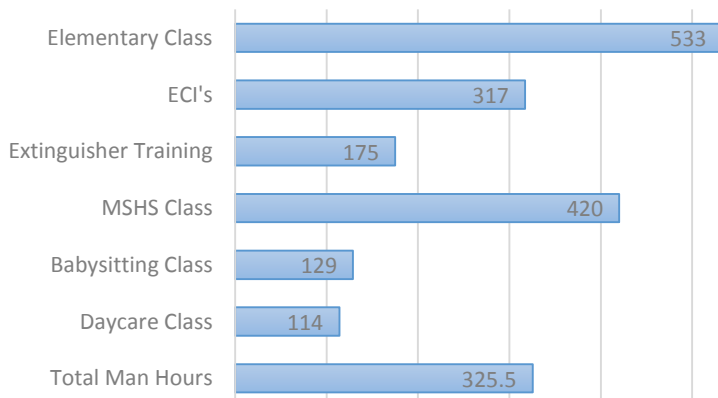
McCarty's Cove <i>* May 28 – Sept. 5, 2016</i>	FY 15/16*	Tourist Park <i>* May 28 – Sept. 5, 2016</i>	FY 15/16*	South Beach <i>* May 28 – Sept. 5, 2016</i>	FY 15/16*
Attendance	11,508	Attendance	1,172	Attendance	6,605
Days Open	94	Days Open	81	Days Open	94
Average Attendance	162	Average Attendance	24	Average Attendance	85

101-336 FIRE ACTIVITY REPORT

EMERGENCY INCIDENTS



COMMUNITY SAFETY TRAINING



EMERGENCY INCIDENTS		FY 15/16
Fire		19
Vehicle Fire		2
Rescue/EMS		1053
Scare		35
False Calls		107
Good Intent		39
Hazardous Condition		63
Mutual Aid		0
Stand-by (Water/Ice Rescue 2015)		5
Life Flight/Stand-by		0
TOTAL RESPONSES		1,323
FIRE PREVENTION		FY 15/16
Daycare Class (# Students)		114
Daycare Class (Man Hours)		24
Elementary Class (# Students)		533
Elementary Class (Man Hours)		25
Babysitting Class (# Students)		129
Babysitting Class (Man Hours)		51
MSHS Class (# Students)		420
MSHS Class (Man Hours)		51
Extinguisher Trng-Reg (#Attend)		175
Extinguisher Trng-Reg (Man Hours)		25.5
ECI's (# Visited)		317
ECI's (Man Hours)		149
Smoke Detectors Distributed		17
Smoke Detectors Installed		26
Smoke Detectors Checked		42
Company Computer Drawings		0
Fire Drills Attended		2
Fire Drills Man Hours		9.5
Juvenile Fire-Setter (Contacts)		0
Children's Museum Inspections		16
Station Tours (#People)		450
Stations Tours (Man Hours)		74.5
PERSONNEL TRAINING		FY 15/16
In-House (Man Hours)		837.5
Remote (Man Hours)		628.5
Specialized (Man Hours)		2263.5
Haz-Mat WMD (Man Hours)		58
Vehicle Maintenance (Man Hours)		500.5
Property Maintenance (Man Hours)		506
Hose Testing (Man Hours)		151
Service Testing (Man Hours)		0
Hydrant Testing (Man Hours)		134.5
Hydrant Testing (# Tested)		129
Meetings (Man Hours)		149
TOTAL (MAN HOURS)		8,698.5

POLICE DEPARTMENT



Pictured above (left to right)

Detective Sergeant Doug Heslip, Lieutenant Mark Wuori, K9 Officer Todd Collins, Detective Lieutenant Greg Kinonen, Detective Captain Michael Kohler, Sergeant Jackie Sweeney, Detective Sergeant Chris Aldrich, Chief R. Blake Rieboldt, Patrol Captain Michael Laurila, Officer Ben Takala, Clerk Pat Fowler, Officer Tim Forslund, and Detective Corporal Michael Archocosky



MARQUETTE CITY POLICE DEPARTMENT

2016 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 2016 fiscal year.

Department Overview

The Marquette City Police Department provides police services to the City of Marquette. Principal responsibilities include: criminal investigations, traffic enforcement, traffic accident investigation, drug education and enforcement along with community outreach and education.

The Marquette City Police Department is structured in three divisions:

The Patrol division is currently staffed with 17 patrol officers, seven supervisors, and is overseen by the Patrol Captain. A Youth Services Officer works in the Marquette Area Public Schools during the school year and road patrol during the summer months. Two K9 officers handle and maintain two drug enforcement dogs and one bomb sniffing trained dog. The department also has various specialty positions, including Evidence Technicians, Accident Reconstructionist, Dive Team members, Bike Patrol Officers, Snowmobile Patrol, Firearms Instructors, Car Seat Technicians, Crisis Intervention Trainers, and certified instructors in various topics.

The Detective Bureau is comprised of five Detectives. One is assigned to the Upper Peninsula Substance Enforcement Team and one Cyber Crime Detective that works with the local Federal Bureau of Investigation office. Detectives investigate and follow-up on all criminal complaints filed with the Marquette City Police Department. Detectives are also responsible for case management and monitor the status of complaints.

Support staff is comprised of four office staff, Parking Enforcement, and an Animal Control Officer. Duties include department and court report preparation, office operations, parking enforcement and animal control complaint investigations.

Clerk Barb Grutt retired from the Police Department after 20 years of service. Barb served time in the Assessing Office prior to her position in the Police Department. Parking Enforcement /Police Support Officer Sue Johnson retired after serving more than 20 years of service. Patrol Officer Jeff Cornock resigned in September of this year after serving more than 22 years of service to the City. The department hired two new Patrol Officers, James Britton and Rick Neaves. Elizabeth Paupore was hired in March of this year to fill the vacant position left by Barb Grutt. The department promoted several officers as well: Captain Rieboldt to Chief, Lieutenant Kohler was promoted to Detective Captain, Lieutenant Laurila to Patrol Captain, Sergeant Munger to Lieutenant, Sergeant Kinonen to Detective Lieutenant, Corporal Sweeney to Sergeant, Patrolman Hanson to Corporal, and Patrolman Archocosky to Detective Corporal. Corporal Rob Hanson was awarded the Kiwanis Patrolman of the Year and Patrolman Nate Dawson was awarded the American Legion Officer of the Year.

Accomplishments/Statistics/Remarkable Events

- Panic Pendants were activated in all Marquette Area Public Schools effective November 2015. Marquette Area Public Schools and the Marquette Police Department coordinated drills with regard to responses.
- All officers attended Critical Incident/Active Shooter training at Marquette Senior High School.
- Chief Blake Rieboldt and Sergeant Ryan Grim attended the Michigan Traffic Safety Summit in Lansing. The Traffic Summit is a three-day long event with breakout sessions dealing with traffic engineering/design, traffic safety initiatives and traffic safety professionals.
- Chief Rieboldt, Captain Kohler and Captain Laurila attended the Michigan Association of Chiefs of Police Conference in Grand Rapids, Michigan.
- Marquette Police Department Snowmobile Patrol: This year we utilized 53 hours to patrol the trail systems in and around the City of Marquette. This patrol is funded through a grant issued by the Department of Natural Resources, and the City was awarded \$2,500 to cover expenses. One Thousand One Hundred Eighty-Three (1,183) contacts were made, four citations written, 11 warnings issued, seven snowmobile complaints filed, and one accident was investigated.
- Marquette Police Department Park Patrol: Our four part-time Park Patrol Officers patrol our waterfront area and beaches daily from 12:00 p.m. (noon) until 8:00 p.m., May 1 through October 1. They enforce City ordinances and serve in a public relations role providing citizens with assistance and safety information regarding the dangers of Lake Superior in our community. This year, Park Patrol was more involved in the major events at the lower harbor park, assisting in parking enforcement and marina parking violations.
- The Upper Peninsula Police Officer Memorial Ceremony was held at the Superior Dome in May 2016. The Marquette Police Department had an active role in planning the Memorial.
- The Marquette City Police Department continues to participate in a traffic enforcement grant through the Office of Highway and Safety Planning funds. The funded patrol shifts focus on seatbelt and impaired driving enforcement.
- Captain Laurila and Corporal Hanson continue to provide Crisis Intervention Training to local officers and Regional Police Academy.

- The Marquette Police Department was involved with both the Marquette Board of Light and Power generator move and Kraft Hockeyville USA National Hockey League preseason game, providing escorts and security for both.

Marquette Police Department Statistics	
Calls for Service	18,110
Incidents	1,962
Arrests	666
Citations	4,354
Accidents	801
Parking Citations	3,438
Booted Vehicles	66

K9 UNIT

Handler Lieutenant Marty Munger – K9 Frodo

Handler Officer Todd Collins - K9 Scud

K9 - L. Nitro - Explosives detection – Shared handler duties

The Marquette City Police Department K9 Unit had a total of 145 deployments between two handlers and three Police K9s. The K9 Unit received 50 more calls from October 2015 through September 2016 compared to the previous year. The following is a breakdown of the deployments:

- *The K9 Unit has completed the following K9 Sniffs:*

Marquette Police Department: 53	Customs Border Protection: 3
NMU Public Safety: 3	(Totaling over 600 vehicles sniffed)
Ishpeming Police Department: 2	Holiday Inn: 5
Negaunee Police Department: 2	Ramada Inn: 3
Michigan State Police: 14	Luce County Sheriff: 1
Marquette County Sheriff's Office: 13	UPSET: 4
Forsyth Police Department: 2	Eagle Mine: 4
Chocolay Police Department: 3	Pine Ridge Apartments: 2
	Ishpeming Twp Police: 1
	Larson Apartments: 1
- *The K9 Unit has completed the following in K9 Tracks:*

Marquette Police Department: 6	Negaunee Police Department: 2
Ishpeming Police Department: 1	
- *The K9 Unit has completed the following in Explosives Detection:*

Marquette Police Department: 6
Marquette County Sheriff's Office: 1

- The K9 Unit has completed 12 public demonstrations.
- The K9 Unit has completed five School Narcotic and Explosives searches for the following Schools: Marquette Senior High School, Westwood High School, Gwinn High School, and Newberry High School.
- The Marquette Police Department K9 Unit has also attended the National Association of Professional Canine Handlers conference which is a weeklong certification held in Alpena, Michigan. All three K9s were certified. The K9 Unit also attended the National Association of Professional Canine Handlers seminar in Newberry and trained K9 teams from upper and lower Michigan. Lieutenant Munger certified over 50 K9 teams at the National Association of Professional Canine Handlers in Alpena.
- The K9 Unit has certified handlers from Menominee County, Baraga tribe, and Caspian/Gastra.
- The Marquette Police Department K9 Unit has forfeited over \$2,000 in cash and property, including one vehicle.



Officer Todd Collins and K9 Scud

DETECTIVE BUREAU

Detective/Captain Mike Kohler
Detective/Lieutenant Greg Kinonen
Detective Sergeant Doug Heslip
Detective Sergeant Chris Aldrich
Detective Corporal Michael Archocosky

Detective Bureau Investigations

- A 24-year-old male subject was arrested on three counts of Criminal Sexual Conduct with a minor.
- Officers and Detectives investigated a structure fire in the 400 block of E. Ohio Street which claimed the life of a Marquette man.

- A pharmacy worker was arrested for stealing hundreds of Hydrocodone pills from a local pharmacy.
- Two suspects arrested for independent embezzlements that occurred at Orianna Ridge Housing Community and Maritime Museum.
- Krist gas station robbery. The suspect was arrested and charged.
- The Upper Peninsula Caregivers Association (Marijuana Dispensary) at 414 S. Front Street, was shut down as a result of an investigation by the Upper Peninsula Substance Enforcement Team Detectives.
- Numerous suspects arrested for home invasions.
- Counterfeit bill investigations. One suspect arrested by Marquette Police.
- A suspect was arrested for spray painting graffiti around downtown Marquette.
- Murder investigation at 2050 Wright Street. A suspect arrested by Marquette Police for Open Murder for killing a 21-year-old male.

Activities

- Mooring field maintenance.
- Numerous presentations were provided by members of the Detective Bureau covering the following topics: counterfeit money and scam presentations presented to seniors, local businesses, and financial institutions. Active Shooter Response and Planning training was presented to local businesses, non-profits and schools.

UPSET (Upper Peninsula Substance Enforcement Team)

Detective/Officer Mark Hanes

- Attended training in Clandestine Labs, Methamphetamine, LSD, Fentanyl and PCP.
- Advanced training in tactical entries, surveillance techniques and new technology pertaining to drug investigations.
- Advanced training in large financial investigations including Asset Freeze Orders and Forfeitures and bank records.
- Numerous drug presentations relating to Meth, Fentanyl and Heroin to local fire departments, hospitals and civic groups.
- Arrested a total of eight major Heroin dealers in the area. These dealers were responsible for over 19 kilos of Heroin, Crack Cocaine and Powder Cocaine hitting the streets of the Upper Peninsula including the City of Marquette.
- Involved in over 75 Meth investigations throughout the Upper Peninsula. A significant portion of which were within Marquette County with a number of suspects residing in the City of Marquette.
- Ongoing investigations in Marquette regarding Suboxone and Heroin.
- Investigations related to Crystal Meth cases from Mexico to Marquette.
- Lead investigation in over 130 separate cases.

YOUTH SERVICES OFFICER

Officer Craig Marker

- The Marquette School district consists of four elementary schools, one middle school, one alternative high school, and one high school. Also in Marquette are two private schools, Father Marquette Elementary and Father Marquette Middle School. In 2015, the total number of students enrolled was 3,418.
- The Youth Services Officer complaints are generated in several ways. Complaints can be assigned by a supervisor, Officer's presence in the school or by the school's administration.
- *Complaints in 2015-16:*

Criminal Sexual Conduct: 4	Trespass: 10
Drugs and Alcohol: 23	Suspicious Situations: 20
Stalking: 16	Tobacco: 10
Assaults: 11	Runaways: 6
Threats: 9	Weapons: 3
Larcenies: 19	Traffic: 21
Domestic: 3	Property Inspections: 897
Malicious Destruction of Property: 4	General Assists: 297
- *The Youth Services Officer attends school events:*

Football and Basketball games	Marquette High School Graduation
Assemblies	Homecoming/Dances
- *Programs and Presentations:*

Halloween Safety	Shop with a Cop
Bicycle Rodeo	Lockdown/Fire/Tornado Drills
Kindergarten Fingerprinting	Active Shooter Training
Bullying Presentations	Drug and Alcohol Presentations
	Dome Days
- *Meetings and Committees:*
 - Marquette Area Public Schools Crisis Committee
 - Minor in Possession of Alcohol Panel
 - National Night Out
 - Juvenile Incentive Program
 - Lake Superior Village Youth and Family Center Board
- The Youth Services Officer is responsible for training and scheduling Crossing Guards at three elementary schools and one middle school.

ANIMAL CONTROL

Officer David Schneiderhan

During the 2016 fiscal year, Patrolman David Schneiderhan worked a dayshift position as a uniformed patrol officer with primary duties as the Animal Control Officer (Officer) for the City of Marquette. He was not only responsible for handling of domestic animal complaint calls, but also for trapping and removal of nuisance wild animals.

In addition to the most commonly handled wild animals such as raccoons and skunks, other animals such as deer, coyote, seagulls, squirrels, geese and even a boa constrictor and a cormorant were also dealt with.

Besides the animal complaint calls handled by Officer Schneiderhan, he was also responsible for handling general police calls for service during his assigned shift, as required, as well as maintaining cold storage. Officer Schneiderhan also oversaw the handling operations for the Marquette City Police Department's dive team. During the fiscal year ending September 30, 2016, Officer Schneiderhan was responsible for a total of 825 calls for service. Not all of the 825 complaints were related to animal control. The Marquette City Police Department handled a total of 543 animal complaints. Of the 543 complaints, Officer Schneiderhan handled 244.

Below is a breakdown of the animal complaints:

Cat at large/unlicensed: 7
Dog at large/unlicensed: 39
Dog barking: 12
Nuisance skunk traps: 51
Nuisance raccoon traps: 23
Injured birds: 2
Injured cormorant: 3
Injured sugar glider: 1
Removal of deceased: 5
Boa constrictor to UPAWS: 1
Chickens: 3

FACILITY SECURITY PLAN - MATTSON PARK BULKHEAD PIER

The Marquette City Police Department is assigned duties pursuant to Title 33 of the Code of Federal Regulations - Navigation and Navigable Waters in accordance with Subchapter H – Maritime Security Code of Federal Regulations 105, for the United States Coast Guard and Department of Homeland Security.

These duties specifically include developing, maintaining and enacting duties and regulations set forth as part of the Mattson Park Bulkhead Pier – Facility Security Plan. This plan permits vessels of foreign countries, cruise ships in particular, to dock at the Mattson Park Bulkhead Pier.

Mattson Park Bulkhead Pier – Facility Security Plan

Lieutenant Mark Wuori - Facility Security Officer
Detective/Sergeant Aldrich - Security Officer
Sergeant Ryan Grim - Assistant Facility Security Officer
Patrolman Forslund - Security Officer
Detective/Corporal Archocosky - Security Officer
Patrolman Durand - Security Officer

Quarterly Training Drills: Conducted on 12/09/15, 03/15/16, 06/29/16 and 09/19/16.

Annual Training Exercise: Conducted on 09/19/16.

Annual Facility Security Plan Audit: Conducted on 03/28/16.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated 06/28/16 – 06/29/16.

Security Screening of Vessel Passengers and Baggage Log: Updated on 10/04/16.

The Marquette City Police Department's Facility Security Plan along with all records are reviewed annually by members of the U.S. Coast Guard – Sector Sault Ste. Marie and have passed with no deficiencies.

MARQUETTE CITY POLICE DIVE OPERATIONS

The Marquette City Police dive team conducted the following activities during the 2016 fiscal year:

- Numerous dive operations were performed on the City's lower harbor mooring field which included installation, maintenance, inspection, repositioning of mooring points, and removal. Lift bag training was also performed with the assistance of the Marquette County Sheriff's Office Special Operations Division during the repositioning of mooring points.
- Participated in tow bar training with the Sheriff's Office dive team in both Teal Lake (Negaunee) and in Lake Superior (lower harbor).
- Assisted with Marquette City Police Department Facility Security drill at the lower harbor bulkhead. Dive team members simulated a sweep of the bulkhead mooring area for submerged suspicious objects.
- Assisted the Sheriff's Office with search and recovery of two drowning victims in Lake Superior in the area of Little Presque Isle (Marquette Township).
- Conducted training dives throughout the fiscal year in various areas of Marquette's lower harbor and Presque Isle (Black Rocks).

PUBLIC WORKS AND UTILITIES



Pictured above from (left to right)

Equipment Maintenance Supervisor Carl Miller, Administrative Assistant Pam Greenleaf, Superintendent of Facilities and Maintenance Eric Stemen, Sewer Maintenance Supervisor Chad Hightshoe, Water Distribution Supervisor Bruce Gauthier, Arborist/Sexton Supervisor Paul Albert, Facilities and Maintenance Supervisor Tom Florek, Director of Public Works and Utilities Curt Goodman, Wastewater Treatment Plant Supervisor Mark O'Neill, Street Maintenance Supervisor Art Carlson, Superintendent of Public Works Scott Cambensy, and Administrative Assistant Melissa Erkkila

Not Pictured: Water Plant Supervisor Jim McDonald



PUBLIC WORKS AND UTILITIES

2016 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 2016 fiscal year.

Department Overview

The Public Works and Utilities Department provides maintenance and support for the City of Marquette vehicle/equipment fleet, water tanks, infrastructures, roads, park cemetery, all recreational parks, lift stations as well as the operations of the water and wastewater plants.

The Public Works and Utilities Department is comprised of the following divisions: Water Transmission and Distribution, Street, Sewer, Forestry, Park Cemetery, Motor Vehicle Equipment, Facility Maintenance, Parks and Recreation Maintenance, Water Plant and Wastewater Treatment Plant. Some of the core functions of the Department include: routine preventative and corrective maintenance activities for local and major roads, water main valves, fire hydrants, system water flushing, water and sewer lateral and/or main repair and/or replacement, signage, snow and ice control, sidewalk repair, street paving, storm sewer maintenance, televising sewer laterals, tree maintenance and park maintenance. The Department also performs daily, weekly, monthly and yearly testing of the drinking water system to ensure we comply with both state and federal guidelines. The Marquette Water and Wastewater Treatment Department is a leader in effective water pollution control, continuously evolving to reflect the ever changing demand of our many customers at the local, regional, state, national and international levels. Protecting public health and preserving our resources through technology is our focus in achieving our goals.

Accomplishments/Statistics/Remarkable Events

- In the spring of 2016, the City of Marquette was awarded a Storm Water, Asset Management, and Wastewater (SAW) grant from the Michigan Department of Environmental Quality. The total amount of the grant awarded was \$1,080,669. The grant will be used to develop a comprehensive plan for implementing asset management for the City of Marquette infrastructure replacement.

- The Water Filtration Plant completed a microfiltration membrane replacement project this past year. The project consisted of replacing 720 microfiltration membrane modules. This was the second membrane module replacement since 1997. Total project cost \$800,000.
- The City of Marquette broke ground on the new \$18 million Municipal Service Center (Service Center). The new Service Center is the result of the new Duke LifePoint Hospital being located at the site of the current Service Center. An interim plan was put in place for temporary public works operations. Relocation of City personnel and inventory for the Service Center was a main priority for staff during the months of January – May 2016. Several employees are currently working out of various locations on a temporary basis until the Service Center is built. The new Service Center is scheduled to be ready by June 2017.
- One winged plow dump truck was purchased by the City; the plow was funded through the Lundin Mine annual road maintenance fund agreement. The wing plow, first in the snow plow fleet, will be used on Wright Street and McClellan Avenue.
- The City of Marquette hosted the annual Great Lakes Beach Conference in Marquette. The conference is widely considered to be a premier event by all Michigan business and government stakeholders. The Conference provided an opportunity to hear from top experts in their fields about the current status and science behind Great Lakes beaches, successful beach restoration projects, Best Management Practices for beaches, and remarkable transformations of the Marquette waterfront. The three-day program brought in over 125 participants throughout the Great Lakes region.
- In June 2016, City Arborist/Sexton Paul Albert, was named *Cemeterian of the Year* by the Association of Cemeteries. Paul was honored at the annual Conference held in Traverse City, Michigan.

WATER TRANSMISSION AND DISTRIBUTION

- Zero water customers thawed due to freeze-up
- Zero water service customers authorized to let run to prevent freezing
- Frost index was 668, normally is on average at 1,220
- Installed 244 new meters
- Cross connection accounts - 777
- Backflow devices in system - 1427
- Backflow devices needing repair - 47
- Five hydrants replaced
- Tested 29 large meters for accurate meter water consumption
- Twelve water mains repaired
- Twenty-two water service lines repaired
- Five water main valves replaced
- One-quarter of the total distribution system flushed

SEWER MAINTENANCE DIVISION

Storm Sewer Maintenance

- 2,125 storm sewer catch basins cleaned
- 485 catch basin grates cleaned
- 10 storm sewer structures repaired
- 1 storm structure installed
- 14 catch basins repaired
- 6,125 feet of drainage ditch cleaned
- 80' of drain tile installed at Mattson Lower Harbor Park

Sanitary Sewer Maintenance

- 130,195 feet of sewer main cleaned
- 240 sanitary manholes cleaned
- 943 sanitary manholes inspected
- 8 sanitary sewer manholes repaired
- 9 sanitary lateral replacements
- 5 sanitary main repairs
- 6 sewer backups
- 84 laterals televised

FORESTRY DIVISION

- 7 in-house tree planting, 82 containerized shrubs
- 56 street-side and park trees were planted via contractor
- 12 trees transplanted from the Municipal Service Center to the Cemetery
- 312 small (diameter less than 10") trees were pruned
- 317 large (diameter more than 10") trees were pruned
- 186 dead, dying, diseased or otherwise dangerous trees were removed while 73 of these were street side, residential trees
- 104 stumps were ground out

PARK CEMETERY

- 34 traditional burials
- 48 cremains burial
- 42 grave space sales
- 84 monument foundations placed
- 228 genealogy searches

MOTOR VEHICLE EQUIPMENT DIVISION

Below is a list of equipment approved for purchase for Fiscal Year 2015-16:

- One fire vehicle - \$31,000
- Vehicle lifts - \$70,000
- One winged plow dump truck
- Three Public Works vehicles
- Two arrow boards - \$10,000
- Two Police Patrol Vehicles - \$70,000

Equipment in Fleet

- Small Equipment - 160
- Sedan/Pickups – 91
- Large Equipment – 102

Marquette City Online Auction

- The City of Marquette surplus online auction generated \$53,836 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

Maintenance

- Tune up – 63
- Brakes – 74
- Suspension work – 47
- Drive Train – 11
- Engine work – 8
- Oil changes – 385
- Restoration work (average restoration takes 120 hours) – 9
- Equipment Painting – 2
- Snow Plow under body changes – 80
- Schedule Maintenance (above routine oil change) – 183
- New Equipment Outfitted – 5

Fuel Usage

- Waste Water Treatment Plant – 986 gallons
- Marquette Housing – 427 gallons
- Downtown Development Authority – 1,646 gallons
- Lakeview Arena – 986 gallons
- Motor Pool – 71,092 gallons
- Marquette Area Public Schools – 37,337
- AMCAB – 2,334 gallons
- Powell Township – 3,355 gallons
- Peter White Public Library – 9 gallons

FACILITY MAINTENANCE DIVISION

- Festival preparations at Mattson Park
- Bike path lighting maintenance
- Rebuilt Police Department dispatch desk
- Updated Senior Center restrooms
- Built additional lifeguard stations
- Updated Lakeview Arena for Kraft Hockeyville NHL preseason game
- ADA improvements to City Hall power assist doors
- Relocation of City personnel for Municipal Service Center transition

PARKS AND RECREATION MAINTENANCE DIVISION

- Playgrounds with woodchip replacement – 2
- Toys that were replaced – 3
- Toys that were repaired – 33
- Playground inspections – 416
- Trash cans maintained – 214
- Dog boxes maintained – 14
- Picnic tables maintained – 135
- Flag pole maintained occurrences – 24
- Gravel parking lots graded occurrences – 35
- Barrier post replacement – 13
- Lift station pump repairs – 1

WATER PLANT AND WASTEWATER TREATMENT PLANT

The previous 12 months' period of time, staff has worked through and unraveled several complex technical issues. The plant operation has been stable and overall operation has been excellent. No National Pollutant Discharge Elimination System permit violations occurred during the year. The Water Filtration Plant continues to provide excellent water quality to the residents of Marquette. The City met all water quality standards in accordance of the Safe Drinking Water Act. Water usage and wastewater treatment volumes continue to show a small decrease as a result of water conservation efforts by customers. Major accomplishments within the Department included a complete retrofit of one lift station. The Water and Wastewater Facilities operated within budget with few surprises.

Beach Monitoring Program

Through a grant from the State of Michigan and the Great Lakes Restoration Initiative Program, the Department along with the Superior Watershed Partnership monitored five beaches in the City of Marquette. In 2016, the water quality met all standards and did not have any beach closures.



Photo by Yvonne Bonsall, Marquette City Employee