



## Monthly Administrative Reports JANUARY 2013

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# CITY ADMINISTRATION DEPARTMENT

January 2013

## OFFICE OF CITY MANAGEMENT

*M. Vanderpool, City Manager*

### ECONOMIC DEVELOPMENT



#### **Velocity- General**

The Small Business & Technology Development Center moved into Velocity in January, occupying two suites at the center where they will house staff to provide on-site consulting to entrepreneurs and small businesses, in addition to programming and trainings.

Economic Development and Public Works staff worked to provide emergency repairs to the parking lot after a sinkhole formed. The repairs will provide temporary coverage to avoid vehicle damage, and the Economic Development and Public Works staff will be identifying more long term solutions to provide needed repairs to the parking lot in the future.

In addition, Facilities Maintenance and IT provided emergency repairs to the Center when a power outage on January 25 caused damage to the boiler system and internet connections. Heat service was secured to avoid damages the same day with additional repairs ongoing. Internet service was returned by Tuesday, January 29.

City Staff is evaluating current internet usage levels after the AT&T upgrade from 1.5 MB to 6 MB to determine better long-term solutions to get the site on fiber and possibly pursue a second upgrade of T-1 lines in July to best address needs in the interim. Macomb-OU has been informed that they will need to provide continued internet service at the end of our contract arrangement with AT&T.

City staff is also working on improvements to the Sound system, necessary so attendees in the back of the atrium can hear presentations. Proposals and cost estimates are being prepared to set up appropriate speakers.

The City team also continued work with multiple building related issues, in partnership with Building/Facilities Maintenance Office, to address various maintenance issues at

the site and tenant move-ins. In particular, some suites that were not in leasable condition are being addressed and overall maintenance issues to improve the appearance and condition of the site are being taken care of.



## **LDFA**

City Economic Development staff is working on discussions about future agreement, reporting, and distribution of LDFA funds to Macomb-OU Incubator. In relation to this, the Economic Development Department conducted research on best practices of other incubators and LDFA Boards, held discussions with City Management and the City Attorneys and presented a plan to Macomb-OU that will involve a newly negotiated contract that better defines funding arrangements, respective responsibilities, performance expectations, etc. A meeting of the LDFA workgroup allowed members of the LDFA to provide feedback and a draft was presented to Macomb-OU. Negotiations are underway with the goal to have a completed contract in place in May.

## **Velocity-Events**

Key events at Velocity for the month of January included:

- Macomb-OU INCubator Capital Raise Meet-up
- SBTDC Fundamentals of Starting a New Business
- Lunch and Launch on How to Set Up a Bookkeeping System and Effectively Communicate with Your CPA
- Macomb-OU INCubator Fireside Chat on Breaking Rules is the Path to Success!
- SBTDC How to Report Small Business Income & Expenses
- SBTDC Taxes and Your Home Office
- Lunch & Launch on The Mobile Explosion: How Can Your Business Take Advantage of Mobile Technologies to Increase Productivity and Profitability?
- Tour with Congressman Levin's Office
- Sterling Heights Business Roundtable Meeting



Additional meetings continue to be held on an ongoing basis in the facility conference rooms and spaces.

Over 5,200 persons have participated in events and sessions at Velocity since the launch.

Economic Development staff also worked to establish another Hot Topics Panel for February 28, for which we will again partner with Macomb County Planning & Economic Development. The event will feature expert speakers from Walsh College, as well as area companies Experi-metal and Dupont to address Employee Retention: Building Loyalty in a time of competition. The event will target area manufacturing companies to help them address critical workforce needs.

## **Economic Development Department Updates**

Economic Development is working with the reorganized City Development Department to implement a Business Service Team. The objective is to improve communication and project flow, and to provide comprehensive support and promotion of Sterling Heights Development Activities. In January, the team issued their first newsletter providing reporting and promotion on business development activities throughout the city.

Economic Development also prepared summaries of strategic initiatives, key projects, and statistics for use in the Chamber's Tri-communities summit, the State of the County, and strategic planning. A strategic planning presentation was completed for the upcoming February Council session.

Budget documents were also completed to factor in the downsizing of the economic development department, new strategic vision for the LDFA, and appropriate board procedures and funding for the EDC and BRA.

Community Relations and SHED continue to work on updates to video pieces and ongoing updates to improve our web information. Community Relations is currently providing an edit to the previous promotional video to reduce the time to a high-impact, short video to be placed on the website for easy viewing by visitors.



Contract with Metromode was approved in August and Economic Development staff is working with Metromode to build the Sterling Heights page and identify content. At this time, we are sending concepts and ideas to Metromode that will hopefully be picked up into stories. We have conveyed to Metromode that we would like to see updated content on the page to do a "soft launch"/promo of the site after the first of the year. While Metromode is not contractually obligated to run a specific number of stories, the readership numbers are currently low and we feel it is a lack of new content that is a contributor and have asked that they address this.

We are also working through old files to organize and digitize records management through the Salesforce system.

### **Sterling Heights Manufacturers Roundtable**

SHED staff is working in partnership with MCPED and members of the Roundtable to implement the third Hot Topics workforce panel on February 28, sponsored by DuPont.

### **Corridor Improvement Authority**

North Van Dyke River District Park construction is wrapping up.

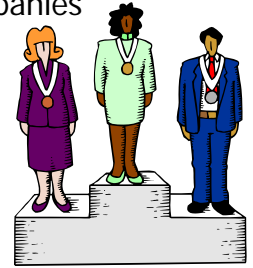
We continue to look for support on a possible legislation change that would permit reset of base year and met with Representative Farrington and Representative Yanez to discuss requested changes. Economic Development staff met with SEMCOG and St. Clair Shores to discuss partnership on legislative solutions to the challenges of raising TIF funds via this tool. SEMCOG is exploring with their leadership the potential to support legislative action on this. Economic Development staff worked with the City Attorney to provide draft legislation for discussion.



City staff including Engineering, Planning, City Development, Parks & Recreation, and Economic Development are continuing efforts to identify funds for acquisition of property and the development of recreation area in flood plain along Clinton River. Parks & Recreation is looking at developing a concept possible source of grant dollars.

## Business Awards

The City, in partnership with SHRCCI, launched the second year of the Sterling Edge Business Awards in January. This awards series will recognize local companies that have excelled in five distinct areas that continue from last year. The awards will be presented at the May expo. Companies that have been nominated will need to demonstrate business practices that make them stand out in the respective categories. The awards are open to all Sterling Heights businesses. A committee of economic development, community relations, and SHRCCI leaders will meet to select winners. The deadline will be March 30.



## January Connections

- Met with Ann Arbor SPARK regarding LDFA contracts and microloan set up
- Meet with City Development, Planning, and Engineering regarding North Van Dyke Park Development
- Held two Business Service Team meetings
- Attended the 2013 Economic Outlook Luncheon at the Detroit Economic Club
- Attended a working session with County staff regarding Salesforce implementation
- Met with Jim Jacobs regarding data and information for the Economic Outlook
- Met with Linda Chase of Real Integrated regarding Business Development committee on Arsenal of Innovation Taskforce
- Hosted Congressman Sander Levin for Velocity tour
- Met with National Defense Industry Association regarding May Defense Expo event
- Met with sound specialist to improve sound system at Velocity
- Attended the Center for Automotive Research annual meeting at the North American International Auto Show to obtain critical automotive industry updates
- Held an LDFA Board meeting to receive the quarterly report from the Incubator
- Held an LDFA Workgroup meeting to review contract provisions and negotiations with the Macomb-OU Incubator
- Met with Finance regarding account set-ups for LDFA to account for anticipated contract with the Incubator
- Met with the City Attorney and Macomb-OU Incubator to have initial discussion regarding the anticipated agreement with the LDFA
- Hosted the Sterling Heights Business Roundtable bi-monthly meeting
- Held monthly call with Metromode to receive latest readership figures
- Met with Elmhirst Industries regarding new spin-off venture & available start-up support
- Met with Faurecia to receive facility updates
- Met with the City Attorney regarding LDFA and BRA reimbursements with BAE
- Met with AV Gauge and Fixture to provide business development support
- Met with Magna regarding site updates
- Attended the SHRCCI Annual Heritage Luncheon
- Met with City Building, Public Works, and IT departments regarding power outage and necessary repairs at Velocity
- Participated in eCities forum regarding next year's award selection process
- Met with Pat McGow and Jennifer Varney to discuss TIF capture of voter approved millages
- Met with representatives of the Macomb Chamber regarding new initiatives
- Attended MEDA Young Professionals meeting
- Continued outreach to major employers to solicit retention visits

## **MANAGEMENT SERVICES**



City offices were closed on Tuesday, January 1 and Monday, January 21 in observance of New Year's Day and Martin Luther King Jr. Day, respectively. Normal business operations resumed on Wednesday, January 2 and again on Tuesday, January 22.

The City Manager discussed the following items in his *City Manager's Reports* during the January 2013 City Council meetings:

- Fire Department Grant Awards
- Martin Luther King Jr. Day
- 2013 Cultural Exchange

The City Manager conducted the Office of City Management's quarterly staff meeting on January 8.

The Management Services Specialist continues to work closely with the Treasurer's Office, City Attorney's Office, and Police & Fire Departments in assisting with the review of false alarm appeals received in the Management Office. During the month of January, the Management Services Specialist was busy processing the three new False Alarm Letters of Appeal that were received. Additionally, one false alarm appeals were finalized and notifications of the appeal determinations were sent to the respective appellants.

The Management Services Specialist assisted in the coordination of the Macomb Area Communities for Regional Opportunities (MACRO) Meeting, which included a pre-meeting luncheon, that was held on January 10. Next month's meeting is scheduled for February 14 and will be held in the Council Chambers at City Hall.

The 2013/14 Budget Request was completed this month by the Management Services Specialist.

Management Services Specialist assisted the City Manager in preparing for the Strategic Planning Session with City Council which will be held on February 12.

Preparations have commenced for members of Council and City Manager to attend the 2013 MML Capital Conference in Lansing on April 9-10, 2013. Various legislative issues are expected to be explored. Participant attendance and registration will be confirmed in the next several weeks.

## HUMAN RESOURCES

*W. Blessed, Asst. City Manager/Interim HR Director*



### **Human Resources issues**

The City Clerk as Interim Human Resources Director has implemented the changes to the recently settled Firefighters contract.

The Police Sergeant's promotional committee met as required by the Sterling Heights Police Officers Association collective bargaining agreement and set up the promotional process for Police Sergeant. The written exam will be given on Saturday, March 23.

The Interim Human Resources Director continues to be involved in numerous meetings regarding labor negotiations and grievances.

## FINANCE & BUDGET DIVISION

*B. Baker, Finance & Budget Director*



### **FINANCE & BUDGET**

### **Finance & Budget Issues**

We assisted Financial Services with a successful road bond refinancing that will save over \$200,000 in future interest costs.

We assisted Community Relations in reorganizing and updating the financial information on the City's website, a cost analysis for Sterlingfest hours, State of the City information, and the Executive Summary for the City Survey.

We completed the second required report for the State's EVIP program – the reporting of current service sharing efforts and new consolidation efforts for the upcoming year.

We assisted several offices with their Strategic Planning PowerPoint presentations.



## **2013/14 Operating Budget**

Operating Budget Manuals were distributed to all departments. All operating budget requests were due in mid January. Offices received their line-item budget worksheets and revenue worksheets after accounting closed the month of December. We also held budget training for several new Managers.

We finished calculating the proposed personnel costs for the 2013/14 fiscal year. The data includes the wage and fringe benefit costs for employees based on the applicable labor contract and estimated savings. This information was distributed to each Department Director or Manager.

This office worked for most of the month reviewing all offices' budget requests, performance indicators and objectives.

We prepared a Water & Sewer rate study for the 2013/14 fiscal year based on City of Detroit water rates and estimated Macomb County sewer rates.

We set up internal budget review meetings with all departments and the City Manager for the second week of February and prepared a budget hearing schedule establishing the City Council's budget hearing dates in April and May.

## **Meetings**

The Director attended meetings regarding the MGFOA Legislative Committee, Labor Strategy, and General Employees Retirement Board.

## **FINANCIAL SERVICES**

### **Controller**

- Reviewed Police Department PA32 ETSC-501 reporting
- Reviewed Police Department State Forfeiture reporting
- Assisted Police Department with Act 78 information
- Prepared and filed 8038-CP for bond interest rebate
- Completed LDFA fund balance analysis
- Started Self-insurance fund balance analysis
- Reviewed Public Safety Forfeiture fund for spending compliance
- Started PEG fee analysis for compliance of federal law
- Attended Cornerstone monthly meeting

### **Accounts Payable/Payroll**

The following payables activity took place during January:

- Implemented and funded (23) new Simply Blue HSA accounts
- Implemented firefighters health care changes effective February 1
- Implemented health care changes for active retirees (new suffixes)
- Prepared and mailed 1099s and W-2s
- Completed and filed quarterly CDBG report
- Assisted Budget with various account detail information
- Assisted DPW with general ledger issues

Total capital assets processed: 78



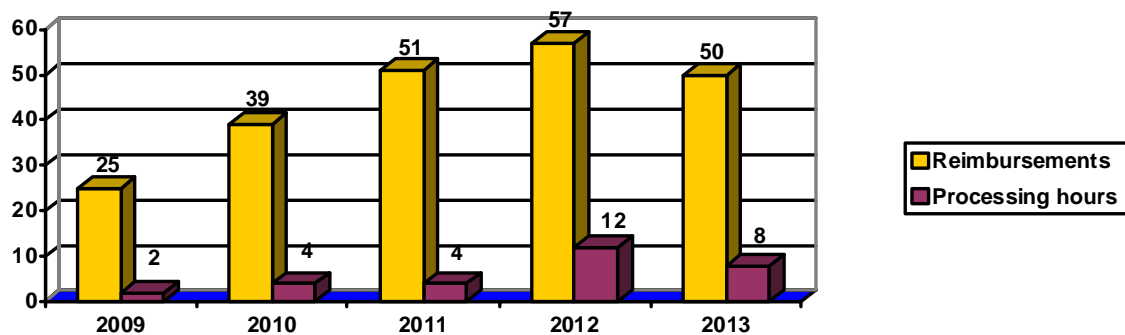
Total accounts payable documents processed in January:

- Checks Issued 464
- Invoices Processed 821

Total payroll documents processed in January:

- Checks Issued 75
- NODs 551
- ICMA loans 3

Processing Section 125 reimbursement plan requests decreased in January 2013 from 57 claims in 12 hours processing to 50 claims in 8 hours processing. This is a 12.3% decrease in reimbursement claims with a 33.3% decrease in processing time compared to last year. The decreased processing time is impacted by the frequency of claims remitted by employees as well as the number of participants using this plan benefit.



### **ASSESSING**

#### **Michigan Tax Tribunal (MTT) & State Tax Commission (STC) Issues**

Preparation for Tribunals involves a great deal of time. Research, analysis, numerous tasks, negotiations and a hearing may be necessary for a single docket. One Tribunal may span months. The following people were involved with Tribunals in January:

- Dwayne McLachlan - Full Tribunals: Negotiated numerous settlements and prepared valuation disclosures as required.
- Roxanne Reeder - Full Tribunals
- Julie Geldhof - Small Claims: 2 cases

#### **Assessor Issues - Overview**

- Reviewed processes associated with 2013 roll preparation.

#### **Appraisal Staff Issues - Overview**

- Reviewed Commercial/Industrial deeds and prepared data sheets.
- Began inputting new building permits for Commercial/Industrial permits for 2013.
- Researched Charter Schools property tax exemption on the State website.
- Prepared a letter for Noor Charter Schools for tax exemption application.
- Began inputting and attaching L4175's.
- Tracked down 114 returned mail statements via telephone and field checks. Changed/added/deleted parcel numbers and addresses as necessary and mailed out new statements.
- Fielded houses in progress for status. Measured 6 new houses.
- Balanced totals from current MTT adjustments.
- Completed 60 apex drawings of added patios or decks.

## **Board of Review**

Dwayne McLachlan: Secured resignation from non-participating member and developed recommendation for replacement.

## **Clerical Staff Issues - Overview**

- Obtained and provided fourth quarter (2012) foreclosure data for Assessor.
- Researched and followed up with a resident on a conditional rezoning matter.
- Researched PRE matter Michigan vs. Florida exemption for a homeowner.
- Contacted several property owners to answer transfer and/or PRE questions.
- Mailed new and renewal affidavits to Specially Adapted Housing applicants.
- Completed 15 apexes of houses in Dresden Village Co-op - ongoing project.
- Open, stamp and distribute all mail everyday and Personal Property Statements.
- Deeds processed: 212
- Property Transfer Affidavits processed: 273
- Principal Residence Exemptions processed: 180
- Documents attached: 45
- Permits sorted:
  - Building: 51
  - Mechanical: 120

## **Economic Condition Factors**

- Dwayne McLachlan: Finalized Commercial and Industrial ECF indicators. Reviewed and modified residential ECF indicators
- Established ECFs for class 401 residential properties.
- Nearly complete establishing ECFs for class 407 condominiums. Combined multiple ECF neighborhoods and on some complexes changed class and/or % good for uniformity.
- Input Commercial / Industrial ECFs into the assessing system.

## **IFECs**

- Reviewed IFECs to make sure they are on the assessment roll.
- Reviewed IFEC applications for supporting documentation for submittal to the State.
- Processed expiring IFECs and created parcels for new IFECs

## **Information Accessed from City Website:**

Resident Assessing Property & Land Online Retrievals:	18,333
Resident Assessing Comparables Online Retrievals:	258
Resident Assessing Total Online Retrievals:	18,591

## **PURCHASING/RISK MANAGEMENT**

### **General**

- Met with custodial contract company and the Facilities Maintenance office to discuss and resolve issues relating to the contract
- Held optional open enrollment meetings for the voluntary Simply Blue 2000 HSA Plan
- Attended meeting regarding the sale of two surplus properties on Ryan Road
- Met with Human Resources Director to discuss various employment claims
- Attended City Council meetings and Macomb County City Clerk's meeting
- Held pre-proposal meeting for RFP involving a new camera system at the Police Department, including Police Department walkthrough.
- Attended meeting with department management regarding Code Enforcement RFP, held Pre-Proposal meeting for potential vendors, met with committee members to review proposals, and conducted interviews with potential Code Enforcement services companies
- Attended MITN (purchasing) meeting in Troy
- Held Trimming of Street Trees pre-bid meeting
- Met with building repair contractor to inspect ceiling damage and cleaning progress at DPW
- Held Mosquito Control pre-bid meeting
- Conducted interviews of two proposers for the Police Department In-Car camera system RFP.

The Purchasing Department sold excess City property via auction with the City receiving a total of \$1,963.40.

### **Bids, Proposals, and Quotes**

An RFP was developed and solicited for the following:

- Code Enforcement Services
- Credit/Debit Card Services
- Police Camera System Upgrade

An Invitation to Bid (ITB) was developed and issued for the following:

- |                            |                            |
|----------------------------|----------------------------|
| • Trimming of Street Trees | • Ammo for SHPD            |
| • Mosquito Control         | • Police Vehicles          |
| • Thermal Imaging Camera   | • Trimming of Street Trees |
| • Sale of two Parcels      | • ALS Medical              |
| • Linen Rental             | • Janitorial Supplies      |

An RFQ was developed and solicited for the following:

- Police Time Clock System
- Cisco Switch for Library

There were 84 purchase orders processed in December and January.

### **Agenda Statements**

Agenda statements were evaluated and prepared for seven items that were presented at the December and January City Council meetings.

## **Claims / Lawsuits**

Workers Compensation: 12 new claims received.

- As of December 31, 2012, there were two employees off work due to workplace injuries.
- As of January 31, 2013, there were six employees off work due to workplace injuries.

Short Term Disability:

- Two employees received STD benefits during the month of December.
- Three employees received STD benefits during the month of January.

Long Term Disability:

- Four employees received LTD benefits during the month December.
- Four employees received LTD benefits during the month January.

New property / liability / subrogation claims and incidents: 33

There were nine subrogation recoveries received in the months of December and January as follows:

- Claim 13-11-86: \$1,702.07 – Costs for sign damages at Faith Dr. and 17 Mile Rd. from Allstate Insurance Company.
- Claim 13-12-101 & 102: Restitution received for \$1,833.16 – misdemeanor case pertaining to filing false police report.
- Claim 13-12-109: \$553.55 for damaged fire hydrant on Schoenherr north of Clinton River Road from AAA Insurance.
- Claim 13-12-110: \$658.66 for damaged fire hydrant on Van Dyke @ 17 Mile Road from Frankenmuth Insurance.
- Claim 13-12-104: \$1,173.65 for damaged tree on Mound south of 16 Mile Road from Farmers Insurance.
- Claim 13-12-105: \$1,079.90 for damaged tree (ins: Robert Kaczor) from State Farm Insurance.
- Claim 13-12-100: \$129.31 for damaged street sign (ins: Mary Fleming) from Allstate Insurance.
- Claim 13-12-103: \$1,339.89 for damaged tree on Aspen Drive from Meemic Insurance.
- Claim 13-10-73: \$1,706.65 for roadway clean-up of brick mailbox on Burningbush Drive from AAA Insurance.

There were zero new lawsuits received in December and January.

## Safety / Training / Other

The monthly Loss Control Committee meetings were held on December 11, 2012 and January 11, 2013.

## TREASURY

### City Treasurer

- Completed FY 2013-2014 Budget
- Attended bi-monthly Macomb County Treasurer's Association meeting
- Interviewed candidates for part-time account clerk position
- Conference call with Kasey Green & Pat McGow regarding TIF tax capture issues
- Continued to work with Comerica regarding overcharging of bank analysis fees

### Treasury Office

- During January the Treasury staff processed 2,645 property tax bills collecting \$1.6M. Year-to-date statistics for all property tax payment methods are provided below:

	<b>YTD Tax Bills Processed</b>			
	<u>Current</u> <u>Year</u>	<u>% of</u> <u>Total</u>	<u>Prior</u> <u>Year</u>	<u>% Inc./ (Dec.)</u> <u>Over Prior Year</u>
Lockbox	27,530	33.6%	29,482	-6.62%
Electronic Files Received	31,775	38.8%	32,288	-1.59%
Online via Credit Card	294	0.4%	278	5.76%
Online via EFT	3,181	3.9%	-	N/A
Manually in Treasury	<u>19,169</u>	<u>23.4%</u>	<u>19,753</u>	-2.96%
Total Processed	<u>81,949</u>	<u>100.0%</u>	<u>81,801</u>	0.18%

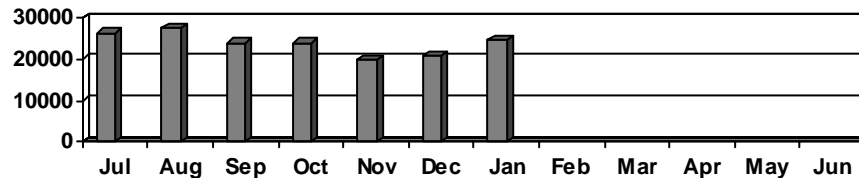
- The City provides many avenues for residents to use credit cards to remit payments for a variety of services. The following table shows the level of credit card activity within various areas of the City for the current fiscal year and the prior two fiscal years.

### Credit Card Payments Processed

	Current Year-to Date		Total		Total	
	Fiscal 2012/2013		Fiscal 2011/2012		Fiscal 2010/2011	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Treasury	1,691	\$750,911	3,149	\$1,008,693	2,907	\$1,035,929
41A Court	2,690	428,812	4,757	762,517	5,661	864,402
Parks & Rec.	2,246	230,784	4,591	358,541	4,276	299,843
Utility Billing	10,732	2,042,212	15,055	1,992,071	12,337	1,503,994
Building	54	6,778	86	20,934	82	19,601
Library	<u>1,074</u>	<u>12,035</u>	<u>1,774</u>	<u>20,872</u>	<u>1,688</u>	<u>21,133</u>
Total	18,487	\$3,471,532	29,412	\$4,163,628	26,951	\$3,744,902
Average \$ / Transaction		\$187.78		\$141.56		\$138.95

- Management Assistant generated 187 general billing invoices with a total value of \$84,250 during January. In addition, the Management Assistant also issued 198 false alarm warning letters during the month.
- During January, residents and others using the BS&A Equalizer Internet product conducted 24,479 public record data retrievals. Included in that total were 5,881 property tax inquiries and 8 special assessment inquiries. The following graph shows the number of retrievals by month for the fiscal year.

Public Record Data - Retrievals (by month)



## Utility Billing

Utility Billing statistics for January 2013:

Current Month Auto Pay Applications	13	
Total Auto Pay customers	3,092	
Total Budget Billing Customers	126	
Current Month On-line Retrievals	2,766	
% Increase/(Decrease) from prior year	18.26%	
New bankruptcy filings	27	
Current bankruptcy backlog	-	
Lockbox Payments Received	8,938	\$ 1,642,605
On-line Credit Card Payments Received	1,873	\$ 248,514

## Pension Administration Office

- Responded to 27 requests from members for clarification of benefits and related research issues.
- Prepared agendas for the regular monthly meeting of the GERS Board, as well as related correspondence with the custodial bank, legal counsel, financial advisor and various money managers.
- Prepared analysis for Assistant City Manager with regard to FFA unit.
- Prepared annual actuarial accounting and demographic files for GRS GERS Valuation.
- Prepared annual actuarial accounting and demographic files for Rodwan Consulting PFRS valuation.
- Prepared bi-annual actuarial accounting and demographic files for GRS Retiree Health Care Valuation.
- Produced electronic demographic files for RDS Services in regard to retiree health insurance coverage and recovery of funds under Federal subsidy programs.
- Produced retiree mailing list and crosscheck files for Human Resources office for purposes of verifying eligibility of retiree insurance coverage.
- Reviewed Bulletin 6 Draft regarding proposed changes to on-line filings of qualifying statements with the Michigan Treasury for purposes of bond refunding and issuance. Also scheduled follow up review with City Controller in May 2013 for any required action.

## General Employees Retirement System (GERS)

At the regular meeting held in January, the monthly reports were received as follows:

	December 2012	December 2011	Change
Number of retirees	333	301	10.63%
Pension payments for month	\$771,730	\$668,348	15.47%
Pension payments YTD	\$771,730	\$668,348	15.47%
Market value of portfolio*	\$107,323,396	\$102,133,015	5.08%

\*Represents a 1.02% increase from the November 2012 balance.

## Police & Fire Retirement System (PFRS)

At the regular meeting held in January, the board approved the DROP termination retirement of Henry Yanez.

In addition, the monthly reports were received as follows:

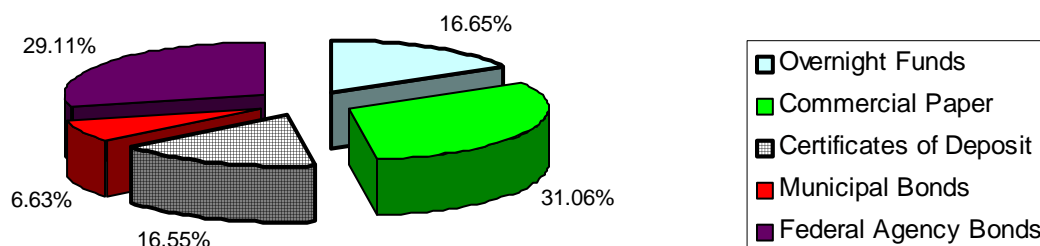
	December 2012	December 2011	Change
Number of retirees	293	282	3.90%
Pension payments for month	\$1,192,459	\$1,142,502	4.37%
Pension payments YTD	\$1,192,459	\$1,142,502	4.37%
Market value of portfolio*	\$173,978,111	\$159,206,848	9.28%

\*Represents a 0.60% increase from the November 2012 balance.

## Public Act 20 - Investment Activity

As of December 31, 2012 the Public Act 20 portfolio was invested in full compliance with Michigan Public Act 20 and the investment policy adopted by the City Council. As shown by the pie graph below, the actively invested portion of the portfolio was slightly below the 85% target set by the investment committee. Excess cash was invested early in January 2013.

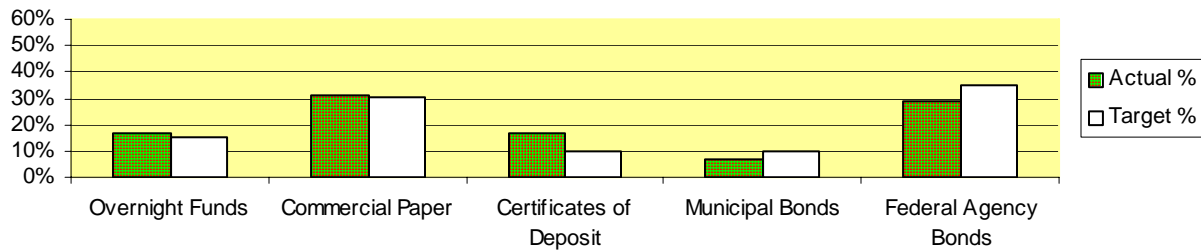
**PUBLIC ACT 20 PORTFOLIO HOLDINGS  
DECEMBER 31, 2012**





The bar graph below compares the actual holdings by investment type to the targets set by the City's investment committee.

**PUBLIC ACT 20 HOLDINGS DECEMBER 31, 2012**  
**ACTUAL % COMPARED TO TARGET %**



Federal Agency Bonds are below target and Certificates of Deposit are above the target percentage due to the need to use a portion of the fund balance in the self-insurance fund over the next three years. As agency bonds have been called, the portion allocated to the self-insurance fund has been reinvested in longer term (one year) certificates of deposit as opposed to 10-year bonds.

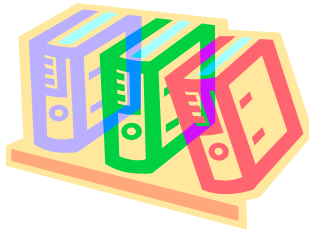
The fiscal year-to-date yield-to-maturity for the combined portfolio (1.15%) exceeds the average benchmark (two-year Treasury note yield of 0.36%) set by the investment committee. The year-to-date results of investment activity for the period ended December 31, 2012 were as follows:

	2012/13	2011/12	Change
Earnings	\$303,825	\$965,018	-68.52%
Percent of Budget	49.63%	141.26%	-64.87%
Yield:			
Overnight	0.10%	0.08%	25.63%
Active Invest.	1.28%	1.92%	-33.27%
Portfolio Balance:			
Overnight	\$17,766,604	\$15,637,043	13.62%
Active Invest.	<u>\$70,019,787</u>	<u>\$77,688,906</u>	-9.87%
Total Portfolio	<u>\$87,786,391</u>	<u>\$93,325,949</u>	-5.94%

\*The current year-to-date interest earnings have been adjusted to exclude market rate adjustments. (Prior year earnings include large market rate adjustments.)

## ADMINISTRATIVE SERVICES DIVISION

*M. Carufel, Interim City Clerk*



### **CITY CLERK**

#### **Liquor License Applications**

A request was received from JNV Properties LLC dba The BBQ Pub, 13100 Hall Road, to transfer ownership of Class C license with Dance\Entertainment Permit, from Irish Beer Works Inc. dba Gus O'Connor's.

A request was received from Miles Enterprises LLC, 37722 Van Dyke to transfer ownership of Class C license and Dance Permit, from Couples Inc. and add new Entertainment Permit.

A request was received from Great Corners Inc. dba Majesta Restaurant, 44951 Schoenherr to transfer a Class C license from Craig S. Jones located in escrow at 88 Macomb Place, Mount Clemens, MI 48043.

#### **Licenses**

Staff has been busy processing licenses including hotel\motel renewals, massologist, junkyard, animal, tattoo parlor, and amusement device licenses.

#### **Animal Licenses**

The Treasurer and City Clerk are continuing to work with PetData on the transition. Information Technology is working with PetData to transfer our existing licensing data. PetData sent out the annual renewal notices on January 17, 2013. Renewals are due by March 31, 2013.

### **INFORMATION TECHNOLOGY**

#### **BS&A**

- Assisted Assessing with personal property statements
- Met with BS&A to demo CRS module and Mobile Field Inspection module
- Extract of BS&A data to Code V
- Staff Attended data review meeting – data conversion still in process
- Transferred images and documents to BS&A for conversion
- Completed testing BS&A pervasive on windows 7 OS
- Completed staging the server for BS&A .Net building software
- Researching BS&A migration to .net (SQL) – Received new quote on 11/30/10
- BSA to Accela updates as needed
- Continued working and configuring the APEX sketching software Assessing

- Assisted with database maintenance
- Pulled the PRD Web Server stats for the month
- Continued to support BS&A Multiple Databases and Application Server

### **Munis**

- W2 and 1099 loading/configuring/processing
- GIS connected to Munis UB for data analysis
- Final extract with Munis for conversion to PetData for AL completed on 1/12/13
- Updating all documentation on UB process
- Upgrading crystal reports as notified
- Assisted with month end
- Fixed several processing errors
- Ran utilities on Database
- Multiple Live to Test database copies
- Loaded several program fixes
- Administrative maintenance on the Online system
- Processed payroll checks
- Support of all city staff members using Munis System

### **Faster CCGsystems**

- Presented Faster DB options to DPW Admin
- Assisted with report maintenance
- Reviewing maintenance agreement
- Created monthly reports
- Maintenance of all system users and printers

### **Accela Permits**

- BSA to Accela updates performed as needed
- Ran monthly QBE assessing report from permits system
- Manual backup of all permit systems
- Supported users in Building and Planning with Permits Plus Problems

### **Recware**

- Preparing to upgrade Safari to 4.5.10
- Printing monthly birthday report
- Now running reports for Internet, Senior, Parks, and Nature
- Assisted with running the daily cash dist report
- Staff assisted in design of data entry for Recware software

### **QVF**

- Backups
- Updated and replicated software

### **Court**

- Installed new UPS battery for AS400 at Court
- PCs for digital recording system installed
- Moved PCs and phones to reflect staff changes
- Working with JIS on e-ticket – 2 issues found at Court during testing
- Added multiple AS/400 sessions
- Worked on various AS/400 problems

- Helped create new macros for AS/400 at Court
- Assisted with several software and configuration issues

## **Hardware**

- Setup wireless access in Council Chambers
- Replacing batteries in MDCs as needed
- Staff attending training at DPW for new sewer truck
- Fixed WinDSX system at Velocity
- Setting up mass replacement of touch controllers on all MDCs
- Library switch failure on 12/12/12 – ordered new switch and installed/configured
- Staff installed and configured DL2200 for backups
- Staff added SCSI card and attached autoloader to DL2200
- Staff planning PS6100 install
- Staff preparing for PC Replacement (HR/Risk Management, Facilities Maintenance, Engineering, Library, City Clerk, Public Works) – Completed (Assessing)
- Replaced 1 bad keyboard at FD
- Replaced 3 bad motherboards at PD
- Replaced 4 bad mice
- Replaced 9 bad BIOS batteries
- Replaced 6 bad hard drive fans
- Replaced 4 touch screen controllers in Dell XFRs
- Replaced 0 broken screens in Dell XFRs
- Replaced 1 broken keyboards in Dell XFRs
- Reviewing proposed camera system upgrade at PD
- Reviewing proposed in-car video camera system upgrade at PD
- Adding all non-networked printers to the OPS contract
- Reported several printers to Konica OPS program for repair
- Phase one of upgrade for Velocity phone & data bandwidth completed on 12/19/12
- Phase two of upgrade for Velocity phone & data bandwidth completed on 1/23/13
- Imaging and configuring MW800s for DPW vehicles
- Maintenance contract for 3 UPS units – PM performed by Ancona Controls on 11/15/12
- Fixed multiple PCs throughout city
- Continued updating computer inventory list
- Cleaned multiple printers making roller noises

## **Software**

- Working on moving the Niagara software to new PC
- Assisted staff with budget and strategic planning PowerPoints
- Reviewing meter collection methods and software
- Installed APEX sketch software in Assessing
- Created shared department calendars in Outlook
- Working on vacation calendar
- Completed work with GISi to prepare a GIS project cost
- Upgraded MCM server and all clients to new version
- Completed installing new Webroot endpoint protection; 378 clients upgraded to new version
- Completed setting up automated conference rooms and equipment
- Fixed Symantec BackupExec errors on Exchange backups – now working
- Testing internal helpdesk software
- Testing open office as replacement for MS office due to budgetary constraints

- Working on SharePoint server for testing purposes
- Site Sage support for Community Relations – website fixes
- Assisted staff with various software problems and solutions
- Loaded software apps in coordination with various departments

### **ISP/ Firewall/Network**

- Removed Internet access on DPW PC
- Added volume space alarms on all VMware volumes
- Working with Trane on setting up VPN access
- Mail Chimp to take over mail lists for Community Relations – now live
- Continued work on setting up second DMZ for wireless Internet public access – Completed install of wireless Internet access at Senior Ctr, Pks & Rec, Council Chambers
- Investigating backup Internet service
- Pushed out Windows updates to all servers and clients
- Working on departmental mail stores
- Made several policy changes on content filter
- Monitor and maintain Internet, E-mail, and Firewall effectiveness and reliability
- Reviewed Firewall policy for optimum efficiency
- Upgraded Barracuda database hourly
- Ran Monthly Internet and E-mail Usage Reports

### **Police**

- Fixed a case report stuck in the merge
- Pushed out PD and FD mobile updates for LEIN parsing
- Working with PD on RFP for PD camera system
- Working with PD on RFP for PD in car video system
- Met with MSP IT on joining LPR
- Fixed security login issue in jail
- Continued working with New World, APS, JIS, Court, & PD on E-ticket program
- Working on upgrade issues from the 10.0.10 upgrade
- Added aerial maps to PD mobile test side
- Reviewing Coplogic requirements for PD
- Configuring Windows 7 MDC for testing
- Jacket consolidation scripts were executed again; 494 jackets consolidated
- Working with CoreTech on Talon issues with auto printing
- Still working on data conversion issues from 6/27 – Property room issues
- Updated virtual partner for APS project
- Worked with PD and New World on AVL playback capabilities
- Working on several New World issues – next monthly meeting 2/25/13
- Assisting LPR, agencies with LPR configuration
- Staff repaired multiple MDC issues (AVL, Modem, Screen)
- Radio System
- Maintain and support XP workstations and network printers

### **Fire**

- Setup and configured FitPro for FD
- Updated NFIRS form in live and test
- Train the Trainer set for 2/4/13-2/8/13
- Fire go live on New World 3/18/13
- Fixed zip code GIS issue for FD Records

- Completed restoring E2 maintenance data
- Still working on FD records, PCR, and mobile issues related to upgrade
- Working on Westnet issue when PD moves to alternate dispatch center
- Working on testing the FD records module in New World
- Assisting Clinton Township FD on connectivity issues
- Pre-plans to Fire mobiles should now be working with version 10.0.10
- Working with FD and New World to plan fire records installation & implementation
- Fixed various errors in NFIRS
- Support/maintenance of XP workstations & printers at Fire Admin & remote stations

### **Phone System and Nextels**

- Prepared annual phone report for Finance
- Recorded and setup holiday messages
- Working with AT&T to get credit for DS3 billing issue
- Updating firmware on Sprint phones
- Working on in building coverage for replacing repeaters with Sprint equipment
- Internet bandwidth upgrade to 6MB at Velocity – Installed 12/19/12; completed 1/23/13
- Moving all Nextel phones to Sprint – less than 5 phones left
- Converted approximately 75 phones to Sprint
- Investigating tellular devices to replace alarm phone lines
- Cleaning up AT&T bill in cost saving effort – cancelled several lines and contracts
- Setup and managing of new Verizon accounts for the mobility devices
- Investigating phone system upgrades
- Several phone changes due to employee moves and retirements
- Replaced several broken and outdated Nextels
- Working with AT&T to patch the VOIP servers
- Authorized several Nextel accessory purchases
- Updated/adjusted/added several program changes to several Nextel phones
- Updated and changed several names on landline phones
- Fixed several extensions of landline phones
- Adjusted time on phone system
- Converting Nextel phones to 586 area code
- Maintain and support all phone systems and Nextel phones city wide
- Maintain and support all land line telephone systems

### **General**

- Setup and tested EOC
- Working with UB and DPW on meter reading system
- Maintenance of user accounts that have retired or no longer with the City
- Received 45 laptops for City Clerk voting
- Meeting with Troy on service sharing ideas
- Working with Clinton Township FD on service sharing ideas
- Looking at creating a mobile presence for the City
- Windows updates installed on all computers in WAN
- Updated copiers to reflect new staff members
- Working on MORE project
- Compiled PC Inventory for Finance
- Setup laptop for Council Meetings
- Backup of complete network data on a nightly basis
- Help Desk support for city wide technology

**OT Report**

- 1/4/13 – New World Support (Deon – 1 hour comp)
- 1/4/13 – Talon LEIN support (Dumas – 1 hour comp)
- 1/7/13 – New World / APS (Dumas – 1 hour comp)
- 1/8/13 – New World / APS (Dumas – 1 hour comp)
- 1/19/13 – New World Server Crash Issue (Deon - 1 hour comp)
- 1/28/13 – Velocity Phone and Internet Outage (Danieluk – 3 hours OT)



# CITY DEVELOPMENT DEPARTMENT

January 2013

S. Conigliaro, Public Works Director

## PLANNING

### **Planning Commission/City Council**

#### Z-1125

To consider approval of an ordinance amending Article 28 of Zoning Ordinance No. 278 regulating temporary signs.

### **Zoning Board of Appeals**

#### BZ12-017 – Robert J. Tobin

Request Board approval for 1.) a 25' front yard setback variance 2.) a 210' variance to the minimum 500' separation distance between uses.

Property address: 35235 Mound Road

### **Miscellaneous**

#### Pre-Preliminary Site Plan Review

Proposed LA Fitness

Northeast corner of Van Dyke and Metropolitan Parkway

Wujek-Cacaterra Funeral Home – Proposed Addition

Southeast corner of Metropolitan Parkway and Schoenherr

Sterling Square Shopping Center – Proposed Parking Lot Addition

Northeast corner of 15 Mile Road and Kensington Avenue

#### Revised As-Builts

SPR-3338 - Detroit Hoist and Crane

Property address: 6650 Sterling Drive North

#### Preliminary Site Plan Review

SPR-3106 – Maple Woods Condominiums

Property address: 12200 Fifteen Mile Road

#### Field Inspections

18 site inspections were completed.

#### Temporary Use Permits

Two applications were processed for Temporary Uses.

One application was processed for extension.

#### License Renewals Processed

One Junkyard License was approved.

10 Amusement Device Licenses were approved.



Four Hotel/Motel licenses were approved.

Three massage licenses were approved.

One Class C license was approved.

#### Neighborhood Stabilization Program

- Completed DRGR quarterly report.
- No additional activity as all projects funded under this grant have been completed.

#### HOME

- Attended monthly meeting for the Macomb HOME Consortium.
- Interviewed applicants that submitted a response to the RFP for the City's 2011 & 2012 HOME funds.

#### CDBG

- Housing Rehabilitation: Received four calls regarding the program. Distributed two applications. Five files are in various stages of the program.
- Minor Home Repair: Received five calls regarding the program. Distributed two applications.
- Received two calls pertaining to a subordination request.
- Completed 2013/14 activity budget as required by the Budget & Finance Department.
- Published a notice for a substantial amendment to the 2012/13 CDBG Annual Action Plan to fund improvements to Beaver Creek Park.

#### Housing Commission

- Attended the monthly Sterling Heights Housing Commission meeting.
- Attended bid opening for the fire damage repairs.
- Responded to fifteen housing inquiries.
- Drafted a Smoke Free Policy for Schoenherr Towers.

## **FACILITIES MAINTENANCE**

### **Completed Projects:**

1. Prepared 3 vehicles for out of town travel
2. Prepared for Cultural Exchange
3. Delivered Council packages
4. Prepared new offices at Velocity for future tenants
5. Replaced bulbs where needed
6. Repaired heating units at Velocity
7. Replaced air filters in all the city buildings
8. Repaired water leak at Police Department
9. Repaired slow draining sink at the Police kitchen
10. Replaced ballast at the Court
11. Had all fire extinguishers inspected and retagged in all buildings
12. Moved furniture at Velocity
13. Repaired lockers at the Police Department
14. Met with mechanical contractors for bid on roof top unit installation at Parks & Recreation
15. Repaired Nederman system at Fire Stations
16. Repaired heaters at Fire Stations #1 in the high bay area
17. Switched out desks in Assessing Department
18. Fixed toilet at Nature Center
19. Installed new emergency and exit lights in court basement
20. Repaired fans thermostat at the Parks and Recreation building
21. Worked with DPW and did clean out of storage building



### **Future Projects:**

1. Clean out election storage room and prepare for audit
2. Assist CMS on continued procedural issues that keep resurrecting
3. Continue on light bulb replacement as time permits since main areas have been done
4. Furnace replacement at Upton one furnace has cracked heat exchanger
5. Review bids for glycol filter system on chiller piping
6. Complete work orders as requested by departments
7. Complete the clean out of Clinton River Storage
8. Complete the clean up boiler room at City Hall
9. Work with contractor to resolve boiler issue at Velocity
10. Correct City Hall boiler issues from glycol failure
11. Review bids for new heating and air conditioning at Parks & Rec
12. Work on options for maintaining the Nederman system at the fire stations
13. Complete the boiler room reorganization and prepare for future water proofing
14. Reorganize City vehicle sign out procedure
15. Evaluate the change over of existing ballasts at Court building to a more efficient ballast

## **CITY DEVELOPMENT**

### **City Development**

- Met with BS & A to discuss implementation of new system
- Developed City Development emergency call-in procedure and snow emergency policy
- Met with City Attorney about snow emergency current & potential future policies
- Streamlined snow removal invoicing procedures
- Streamlined nuisance abatement invoice request procedures
- Volunteer George Hamzik removed 33 signs from the right-of-way in January

### **CODESHINE 2013**



Continued to work on development of new code enforcement program

Interviewed contractors interested in providing code inspection services

Developed PowerPoint presentation for Strategic Planning

### **Green Initiatives/PACE Program/ Better Buildings for Michigan Program**

BetterBuildings for MI program expanded to include employees of all businesses in Sterling Heights, regardless of where they live.

The PACE Program is designed to promote the development and use of renewable energy systems & energy efficient improvements on privately owned commercial or industrial property. Went to City Council for approval to establish Community Alliance.

Attended SEMREO Board of Directors meeting.

### **Blue Economy Initiative**

Waiting for \$5,000 in grant funds from Macomb County. City plans to have first canoe launch installed spring 2013.



### **DTE Photovoltaic Facility**

Corresponded with DTE regarding possible Sterling Heights installation. DTE proceeding with engineering study.

### **Sale of City-Owned Property**

Revised specifications for sale of properties on Ryan Road; Preparing to re-bid.

### **2015 Van Dyke Reconstruction - 15 to 18 Mile Road**

Met MDOT and DTE. Received lighting cost estimates from DTE. Meeting in February to discuss next steps.

Hosted an information booth about Velocity Jr. at the Utica Community Schools Academic Blitz, an evening for parents and students in grades 6 through 10 to gain information to help them plan for high school and beyond

Judged the Engineering Society of Detroit's Future City Competition. Students envision a city in the future and, with the help of their teacher and mentors, build it using engineering and mathematical principles.

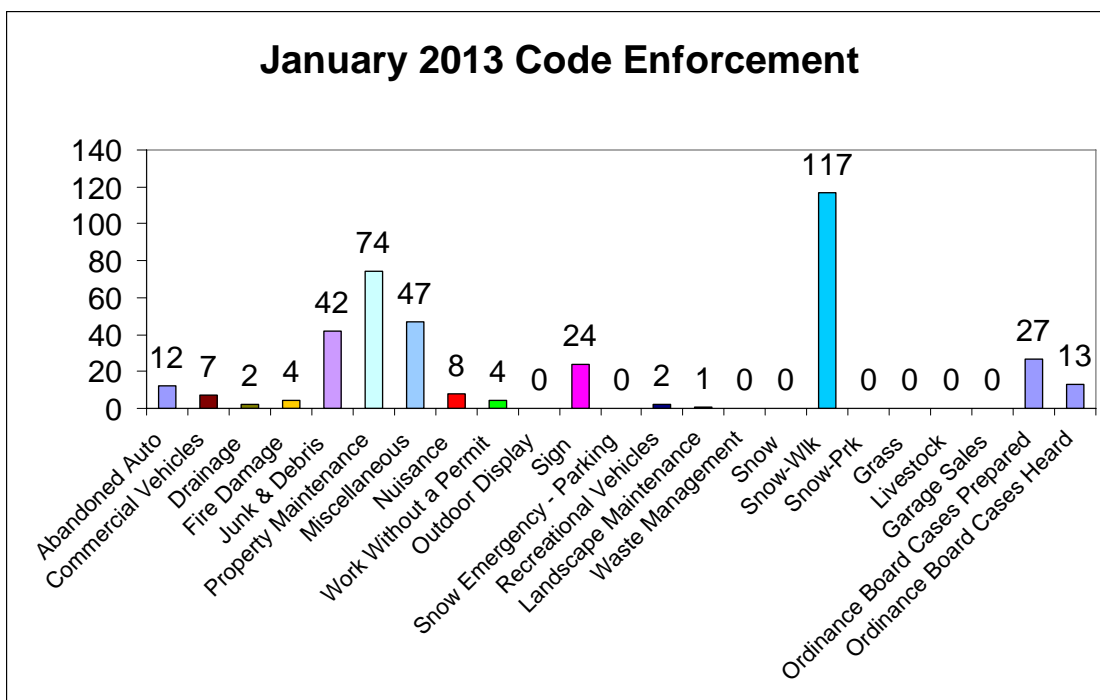
## Interstate Security installed key fob systems



## Ordinance Board of Appeals

Cases Prepared – 27

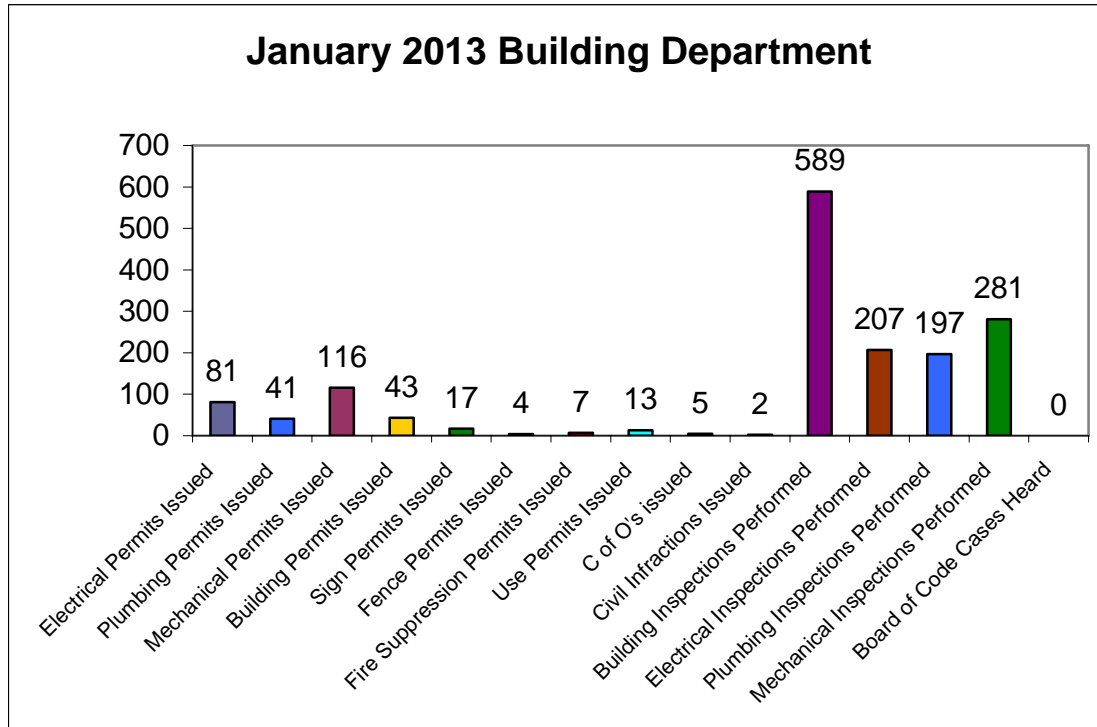
Cases Heard – 13



## Board of Code Appeals

Cases Prepared – 0

Cases Heard – 0





## BUILDING SERVICES

PERMIT DATA	CURRENT PERIOD		SAME PERIOD LAST YEAR		YEAR TO DATE	
	NUMBER	VALUE	NUMBER	VALUE	NUMBER	VALUE
<b>Building Permits Issued</b>						
Single Family Residential	15	3,494,845	7	1,288,572	15	3,494,845
2 Family Buildings	0	0	0	0	0	0
3 or 4 Family Buildings	0	0	0	0	0	0
1 Family Houses Attached	0	included above	0	included above	0	included above
Hotels, Motels	0	0	0	0	0	0
Amusement & Recreational	0	0	0	0	0	0
Churches	0	0	0	0	0	0
Industrial	0	0	0	0	0	0
Service Stations	0	0	0	0	0	0
Hospitals	0	0	0	0	0	0
Office, Bank & Professional	0	0	0	0	0	0
Public Works Utilities	0	0	0	0	0	0
Schools & Other Educational	0	0	0	0	0	0
Stores & Other Mercantile	0	0	1	863,320	0	0
Other Non Residential	3	0	1	0	3	0
Structures other than Bldgs	0	0	1	0	0	0
Add or Alter Residential	3	699,443	2	2,937	3	699,443
Add or Alter Commercial	11	3,791,745	10	1,623,920	11	3,791,745
Residential Garages & Carports	0	0	0	0	0	0
Demolitions	0	0	1	0	0	0
Mobile Homes	0	0	0	0	0	0
Pools/Spas	0	0	0	0	0	0
Decks	0	0	1	0	0	0
Concrete	1	0	0	0	1	0
Fire Repair	3	0	4	124,205	3	0
Tents	0	0	0	0	0	0
N/A & Misc	7	0	22	0	7	0
<b>Total Building Permits Issued</b>	<b>43</b>	<b>7,986,033</b>	<b>50</b>	<b>3,902,955</b>	<b>43</b>	<b>7,986,033</b>
Electrical Permits Issued	81		61		81	
Plumbing Permits Issued	41		48		41	
Mechanical Permits Issued	116		287		116	
Sign Permits Issued	17		16		17	
Fence Permits Issued	4		8		4	
Fire Suppression Permits Issued	7		4		7	
Use Permits Issued	13		15		13	
Certificate of Occupancy Issued	5		7		5	
Civil Infractions Issued	2		1		2	
Complaints Initiated	344		265		344	
Meter Reader Complaints	6		0		6	
Building Inspections Performed	589		584		589	
Electrical Inspections Performed	207		176		207	
Plumbing Inspections Performed	197		190		197	
Mechanical Inspections Performed	281		357		281	
Ordinance Board cases heard	13		18		13	
Ordinance Board cases prepared	27		27		27	
Board of Code cases heard	0		0		0	
Code Enforcement Inspections	1667		1476		1,667	



# COMMUNITY RELATIONS DEPARTMENT

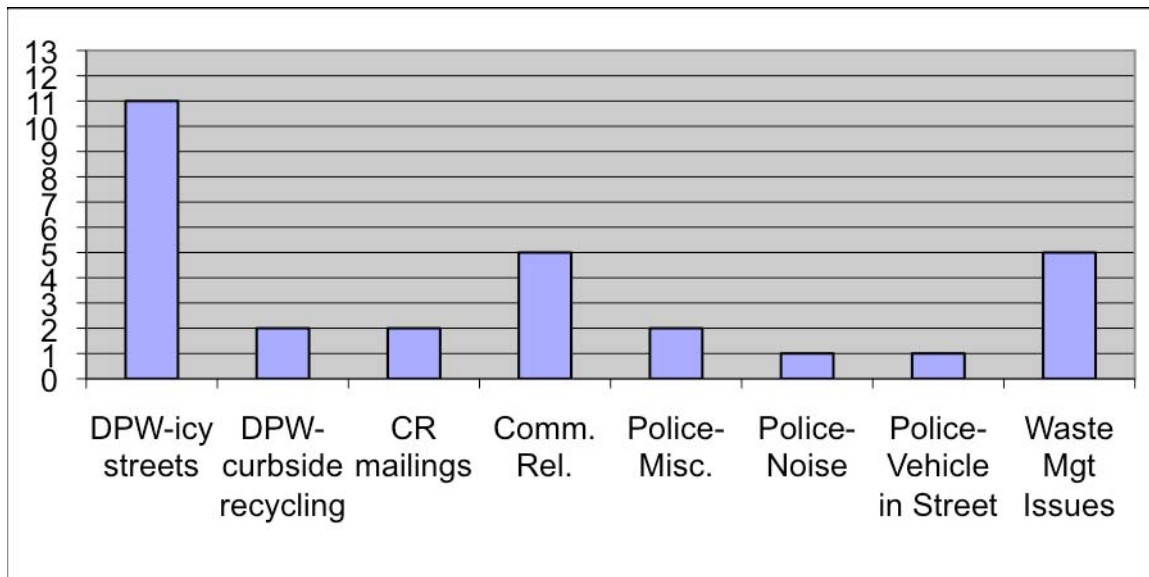
January 2013

S. Guitar, Community Relations Director

## COMMUNICATION SERVICES

- Continued updating Facebook and Twitter
  - Facebook – 2,855 people “like” us, up .7 % from December.
    - Messages reached 2,373 people (64.5% Female; 34.7% Male)
  - Twitter – 486 followers, up 4.8% from December.
- E-subscription Service:
  - (E-NEWS, Agendas, Council Reports, SHTV Guide & Job Opportunities)
  - Distributed 30 newsletters in January
  - 3,345 subscribers, up 32% from December
- Take T.E.N. employee newsletter: issued 6 editions
- Continued preparation for the 2013 Cultural Exchange: coordinated participants, entertainment line-up and restaurant pick-ups. Created program.
- Updated website including items for Economic Development and Velocity
- Updated artwork in numerous sections of the website
- Assisted Parks & Rec with grant requirement information for project to upgrade lighting at Delia Park
- Grant request to Community Foundation for 2013 Sterlingfest
- Assisted with coordination of second interviews for executive director position with the Community Foundation
- Prepared paperwork for matching employee contribution thru Verizon for Community Foundation
- Prepared year-end giving letters for Community Foundation donations received
- Created and Mailed 2013 Memorial Day Parade Applications
- Created and Mailed 2013 Memorial Day Parade Donation Request Letters
- Created and Mailed 2013 Sterlingfest Art & Music Fair Applications
- Provided assistance for Complaint Tracking Software Design with BS&A
- Prepared 2013 Community Relations Proposed Budget

<u>REQUEST FOR SERVICE</u>	<u>NUMBER RECEIVED</u>
DPW-icy streets	11
DPW-curb side recycling	2
CR mailings	2
Comm. Rel.	5
Police-Misc.	2
Police-Noise	1
Police-Vehicle in Street	1
Waste Mgt Issues	5



Citizen Action Center – January 2013

189 General E-mail Request for Information and/or Service
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7 Inquires by Phone
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4 Inquiries in Person
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## **BOARDS & COMMISSIONS**

### **Sterling Heights Cultural Commission**

- Election of Officers: Don Schinzing Chairperson, Eboni LaMar Co-Chair

### **Community Foundation:**

- Accepted a proposal to work with Parks & Recreation on project to upgrade lighting at Delia Park
- Election of Officers: Karl Oskoian-President, Kevin Chandler-Vice President, John Bozymowski-Secretary, Michael Lazzara-Treasurer

### **Sterling Heights Beautification Commission**

- Election of Officers: Aaron Warrzyniak-Chair and Gary Isom-Vice Chair

### **Sterling Heights Ethnic Community Committee**

- Election of Officers: Ike Cabase-Chair, Susan Kattula-Vice Chair

## **SHTV**

Aired Regular and City Council meetings along with, Planning Commission, Zoning Board of Appeals and the Board of Ordinance Appeals Meetings  
Produced Cultural Exchange PSA  
Provided new dealership photographs to Economic Development Manager  
Provided Audio/Visual support for strategic planning meeting rehearsal  
Produced EOC folder for Community Relations Director for use during Snow Emergency or other EOC operations  
Facilitated the connection of additional WOW Cable service to the EOC at SHFD # 5  
Provided SHFD training division copies of SHTV produced FD training productions for revision review and narrative scripting  
Posted Snow Emergency messages on SHTV, AM 1700, and outdoor signs  
Produced and aired annual Macomb County Economic Forecast presentation  
Facilitated technical review and request for quote to update improve and provide proper audio equipment at Velocity  
Picked up and delivered Lakeside stanchions to the senior center for used during Cultural Exchange  
Produced end of year web stats report  
Reviewed and completed booking Sterlingfest Headline acts  
Reviewed Sterlingfest Suds 'n Sounds tent and jazz/blues stage bands  
Updated website including items for Economic Development and Velocity  
Updated Economic Development Facebook page  
Posted municipal meetings agendas on website  
Posted municipal meetings minutes on website  
Published newsletter mailing lists for subscribers to meeting agendas  
Published notifications of SHTV on-demand list of new programs  
Updated city's Facebook page  
Maintained Recreation Activities line  
9 service club / lost (found) pet notices place on the SHTV Message Board  
Posted information/messages on Outdoor Electronic Signs  
Created & updated city department, events, & activity messages SHTV Message Board  
Programmed AM 1700 Radio Station messages  
Created and updated Library Channel Message Board pages  
Uploaded SHTV Program Schedule onto City Website and emailed copies to subscribers  
Uploaded video presentations to the City's YouTube Channel  
Produced SHTV monthly report for submission to the Community Relations Department overall monthly report

### **News Stories Covered**

Produced two new episodes of Sterling Report featuring: Economic Forecast, Hibachi Grill, Liberty Tax, Cultural Exchange, SHPD patrols at UCS schools, Snow Removal Procedures, Nature Center Adopt an Animal, Sander Levin visit to the Senior center.

### **SHTV PEGCentral Data**

#### **Stream Files**

362 files available for playback

307 files published

55 files unpublished

### **Top Five PEGCentral Viewed Files**

2-5-13-City\_council\_mtg.mp4  
Sterling\_report\_1\_29\_13.mp4  
FIM-EP-36-2007.mp4  
1-15-13-CityCouncil.mp4  
1-28-13-ZBA.mp4

### **SHTV YouTube Channel Data**

SHTV YouTube Channel views 1,472  
SHTV YouTube Channel Estimated minutes watched 2,908

## **PRINT SHOP**

### **Print Requests**

100 - Notice Certificate of Occupancy for Building  
3,000 - 2013 Business Registration Certificate for City Clerk  
1,000 - Bond Release/Bond Forfeiture forms 41A District Court  
100 - Default Judgment (Sum Certain) for 41 A District Court  
1,000 - Transcript Paper for 41A District Court  
500 - Court Letterhead for 41A District Court  
250 - Vivian Gerstner Letterhead for 41A District Court  
100 - Motion to Set Aside Default Judgment for 41A District Court  
1,000 - Vehicle Equipment Trouble forms for D.P.W.  
3,000 - Circulation Brochures for Library  
15,000 - Sterling Civic Theatre "Oliver" Flyers for Parks & Recreation  
500 - Breaking & Entering Information for Police  
5,000 - Patrol Activity Logs for Police

### **Stock Requests**

Assessing - 100 Group 20 Time Cards, 100 Group 98 & 99 Time Cards, and 500 Assessing Validating Slips  
Community Relations - 3,500 City Letterhead, and 2,000 #10 City Envelopes  
Economic Development - 200 Request for Service forms  
Finance - 100 Validating Slips, and 100 Check Requests  
Human Resources - 500 City Letterhead.  
Library - 100 Request for Leave/OT.  
Parks & Recreation - 2,000 City Letterhead, 2,000 #10 City Envelopes, and 1,000 #10 City Window Envelopes.  
Senior Center - 500 Group 98 & 99 Time Cards, and 500 Group 20 Time Cards.  
Treasury - 1,000 67# White 4 1/2" x 1 1/2", and 2,500 #10 City Window Envelopes.

### **Bindery**

City Clerk - 2012 Animal Licenses bound with covers.  
Nature Center - Nature Book color copied and bound.  
Risk Management - 30 8.5" x 11" color copies laminated.

**Business Cards**

City Development - 500 Gerstenberg  
City Management - 500 Vanderpool  
Fire - 500 Martin, and 500 Adler

**Stock Room**

1,000 - Group 82 Time Cards  
3,000 - Group 20 Time Cards  
5,000 - #10 City Envelopes  
5,000 - #10 City Window Envelopes  
5,000 - Request for Leave/OT

**Copy Paper**

Assessing - 2 Cases  
City \_Clerk - 2 Cases  
City \_Management - 2 \_Cases  
41A District \_Court - 8 \_Cases  
D.P.W. - 2 Cases  
Engineering - 2 Cases  
Police - 1 Pallet  
Senior Center - 2 Cases

# COMMUNITY SERVICES DEPARTMENT

January 2013 *T. Turgeon, Library Director*

## LIBRARY

### **Automation/Technology**

PACs #52, 53, 54 located on the 2<sup>nd</sup> floor continue to need one or two reboots each morning as they will not connect to PC Res automatically when first turned on.

### **Services/Programs/Issues**

In January, the library circulated 51,287 items and responded to 7,878 resident requests for information.

24,640 residents visited the library in January, an average of 986 a day or 102 an hour.

Basic Michigan tax forms were received in January. Basic Federal tax forms are delayed and have not been received to date.

Overdrive, the library's ebook service, had a large increase in checkouts which we attribute to an increase in the number of library cards being issued this month. This may be tied to ebook readers as Christmas gifts.

Debbie Vercellone and Mary Newton continue to work on maintenance and weeding projects in their collection areas of Reference and Young Adult respectively.

Debbie trained a volunteer to assist with processing newspaper articles for the local history collection.

The library board approved the new practice of purchasing Blu-rays and the 7-day checkout period for "NEW" movies.

The library began its latest series of Investor Education programs in January with Your Money in the Balance Part 1: Your Investing Foundation: The 3 Rs on Jan. 17 and Part 2: Assets and Liabilities and Goals: Oh My! on Jan. 31. The programs brought in 50 people.

Also in the realm of finances, the library hosted local financial expert Ken Bloom on the topic of How to Protect Your Estate from Wayward Heirs on Jan. 10. 27 people attended.

Family Gaming Days, which occur about once a month and are moderated by the Metro Detroit Gamers, continue to find success at the library. The program drew 34 people on Saturday, Jan. 5.

Youth Services librarians proposed and planned children's programming for summer 2013.

Highlights of this month's Children's programming include: 4 Paws programs had 25 children reading to our dogs; 2 Monday Medleys were offered with 27 in attendance; Our Saturday Pokemon brought in 71; 3 storytimes were held for a total of 32; 3 Toddler Times were very well attended by 186; 1-2-3 Chat was attended by 25 socializing moms and tots; Ms. Tish's Shake Rattle and Roll is becoming very popular. 123 were dancing and enjoying music. Our Winter Words contest ended with 169 entries.

### **Boards/Commissions/Staff**

Library staff had a pizza lunch to keep spirits up during the cold month of January.

Two Supervisors' meetings and one public services staff meeting were held in January.

Youth Services Library Assistant II is now working in the Technical Services department most of the day assisting with the materials processing backlog. YS page Lisa is working a shortened shift of 7-9 pm on Wednesdays for the duration of the winter semester. AS page Norma started working a Saturday 1-5 pm shift that was previously an unfilled Monday shift.

The Technical and Professional Group of the UAW held a luncheon meeting in the Library Programming Center in preparation for new contract negotiations.

### **January Library Statistics**

	<b>January 2012</b>	<b>FY 12/13</b>
<b>Library Web Site Hits</b>	<b>36,741</b>	<b>206,983</b>
<b>Online Catalog/Database Usage/Facebook/Blog</b>	<b>51,673</b>	<b>357,620</b>
<b>Circulation</b>	<b>51,287</b>	<b>338,394</b>
<b>Public Computer Usage (Hours)</b>	<b>5,487</b>	<b>33,763</b>
<b>Library Visits</b>	<b>24,640</b>	<b>224,674</b>
<b>Information Requests from Residents</b>	<b>7,878</b>	<b>48,442</b>
<b>Program Attendance</b>	<b>976</b>	<b>10,597</b>
<b>Loans-Outgoing Items</b>	<b>7,689</b>	<b>48,750</b>
<b>Loans-Items Received</b>	<b>8,512</b>	<b>53,707</b>
<b>New Patron Registrations</b>	<b>360</b>	<b>2,388</b>
<b>In-House Usage</b>	<b>10,948</b>	<b>75,267</b>
<b>Materials Added</b>	<b>1,729</b>	<b>10,688</b>
<b>Holds Placed by Residents</b>	<b>7,140</b>	<b>44,714</b>

## **PARKS AND RECREATION**

### *Administration*

Staff attended the Michigan Recreation and Parks Association Board meeting in Lansing on January 18.

Staff attended the Northeast Recreation and Parks Association meeting in Macomb Township on January 24.

Staff met with Christian Financial Credit Union to finalize the 2013 Sponsorship Package.

Staff met with BelRobin Neighborhood Association at Harwood Elementary on January 24 to present Beaver Creek Park improvement plans.

Staff attended two meetings with UCS to discuss partnering on the 5K Run in June.

The completion of paperwork for returning Summer Playground staff has begun!

Staff finalized the date and pricing information for Energy for Life Fundraising Walk to be held in Dodge Park on September 7.

Reservations have begun for the 2013 field rentals.

### *Instructional*

All of the Winter/Spring 2013 sessions of Dance, Gymnastics, Yoga, and Fitness classes have begun.

### *Athletics*

The Senior Boys Basketball program is underway.

Early registration for returning Adult Softball teams has begun.

### *Special Events*

Plans are underway for the annual Dodge Park 5K race. Sponsorship letters have been sent out.

Plans are also underway for the annual Treasure Hunters Market that will take place on May 11. Our clerical staff has contacted previous participants to get a jump start on registrations.

Plans are underway for the annual Teenfest event that will take place in July.

Bookings for the 2013 "Music In the Park" concert series were completed.

### *Nature Center*

13 classes were held at the Nature Center this month with 190 people in attendance.





Three Birthday Parties were held during January with 98 people joining in on the fun!

Two movies were shown with 60 people in attendance.

463 people dropped in at the Nature Center during January.



#### *Park/Building Operations*

The Youth Basketball Picture Day was held at the Recreation Center.

Park Operations staff prepared the Senior Center for the annual Cultural Exchange event.

The Recreation Center hosted the monthly Audubon Society meeting.

Parks and Recreation part-time employees assisted with the rebanding of Police vehicles by shuttling cars to and from rebanding location on January 24 and 25.

#### *Seniors*

The seniors enjoyed six day trips during the month of January:

- January 3: 46 seniors saw The Jersey Boys in Detroit.
- January 10: 23 seniors visited the Hollywood Casino.
- January 15: 66 seniors visited the Detroit Institute of Arts Faberge Exhibit.
- January 24: 52 seniors enjoyed Zehnder's Snowfest in Frankenmuth.
- January 25: 53 seniors took in all the new vehicles at the Detroit Auto Show.
- January 17: 28 seniors enjoyed the Lunch Bunch at Max & Erma's.



The seniors enjoyed playing Bingo with 164 in attendance.

The monthly Card Party had 154 seniors in attendance.

On January 29, 27 seniors watched the movie, "Big Miracle".

Nine get-togethers were held at the Senior Center in January with a total of 266 in attendance.



The Calorie Conscious group met five times with a total of 145 seniors in attendance.

Nine seniors made up the Investment Club this month.

A total of 44 seniors attended three Woodcarving meetings this month.

11 seniors attended the two Model Builders meetings this month.

14 seniors attended four Open Painting Workshops and 14 seniors attended the three Paint Instruction classes this month.

Pickleball continues to be popular with 678 seniors enjoying court time in January.

10 sessions of Body Sculpture were held this month with 53 seniors attending.

Three Stay Fit Exercise classes were held this month with 92 seniors in attendance.

99 seniors enjoyed playing basketball this month and 86 seniors participated in the Senior Basketball League.

Line Dancing had 166 seniors participating in nine class sessions.

Four sessions of Stained Glass classes were held in January with 24 seniors participating.

Blood pressure readings were taken for 30 seniors this month.

Six sessions of Zumba Gold dance/exercise class were held with 122 seniors in attendance.

Three sessions of Low Impact Fat Burner were held this month with 11 seniors in attendance.

18 seniors enjoyed playing Scrabble in January.

Six sessions of Exercise with Mary were held in January with 68 seniors attending the classes.

There were eight Tai Chi classes held this month with 123 seniors participating.

Badminton continues to be popular with 41 participants this month.

11 seniors enjoyed using the Table Tennis/Ping Pong area this month.

464 seniors enjoyed playing Bridge throughout the month of January.

48 seniors played a few games of Bunco this month.

20 seniors enjoyed participating in the Musical Group this month.

209 seniors played Billiards this month and 27 participated in the Pool Tournament.

1,685 seniors used the indoor walking track throughout January.



320 seniors enjoyed three weeks of bowling at Sunnybrook Lanes this month.



61 seniors played Volleyball throughout January.

The Low-Vision group met one time in January with two seniors participating.

12 seniors participated in the monthly Troop Packing Party.

The Foot Doctor seen 38 seniors this month.

Five sessions of massage were held at the Senior Center with 58 participants.

### *Creating Community through People, Parks and Programs.*



# FIRE DEPARTMENT

January 2013

C. Martin, Fire Chief

## ADMINISTRATION DIVISION

During the month of January, **Fire Chief Martin:**

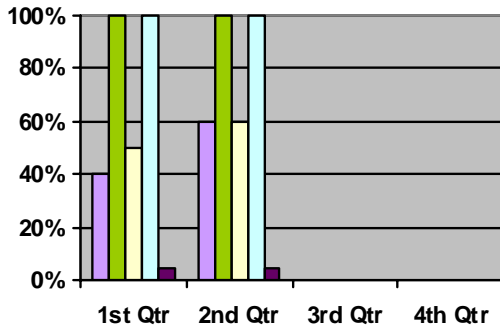
- Attended *Executive Analysis of Fire Service Operations in Emergency Management*, which is a two-week course at the National Fire Academy
- Met with Senator Sander Levin at City Hall
- Attended Macomb County Fire Chiefs Multiple Alarm Committee meeting
- Attended Monthly County Chiefs meeting
- Attended the Southeast Michigan Chiefs Association Meeting
- Completed and submitted proposed 2013/2014 Budget
- Reviewed budget expenditures periodically
- Attended Directors Meetings
- Attended several meetings and conference calls regarding New World issues
- Attended County Tech Rescue Board of Directors meeting
- Continued working on the ISO project
- Attended two-day basic Fire Prevention seminar
- Attended PIA on Shelby Twp. fire
- Attended Urban Area Security Initiative (UASI) meeting and made a presentation on the Regional Haz Mat and USAR Teams, requesting funding for the next year
- Attended Local Planning Team (LPT) meeting
- Hosted a meeting of County Fire Chiefs and Board Of Directors from the Haz Mat and Tech Rescue teams to discuss future funding needs
- Attended the seminar, *What's in store for Michigan's Law Enforcement and Fire Services?* at Macomb Community College
- Hosted a meeting with Inspection Reports On Line to look at the feasibility of using their service

**Assistant Chief Adler:**

- Attended Multiple Directors meetings
- Daily updates and information sharing sessions w/ Battalion Chiefs
- Attended Macomb County Fire Chiefs Association meeting
- Attended New World Meeting
- Station visits
- Review SOGs
- Promotional ceremony held at Fire #5
- Meeting w/ Local 1557 over operational issues
- Attended Region 2 Hazmat Planning meeting
- Held Battalion meetings
- Met with vendor regarding low cost cleaning supplies- State Chemical Solutions
- Attended SE Chief's Association meeting
- Coordinated with personnel regarding OJI
- County Hazmat BOD meetings
- Attended Emergency Services Seminar at MCCC
- Attended post assessment center review
- Visited Chesterfield Twp. FD in regards to State Chemical Solutions

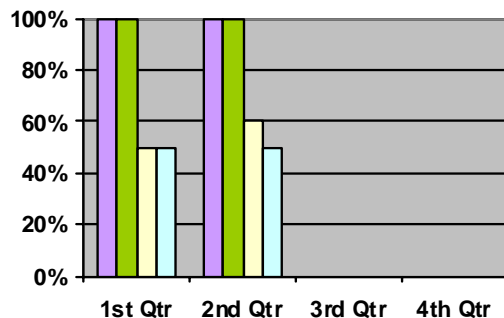
- Meeting with Facilities Maintenance over Station issues
- Coordinated complete re-banding project for all radios
- Coordinated the on-site location for county re-banding at Fire 5
- Participated with County Hazmat- full team exercise
- Arranged and coordinated meeting w/ Consumers over gas odor issue
- Responded to and supervised 2 working structure fires

### **Performance Objectives – Fire Administration**



- To provide a successful transition from the current Fire Department's 4D Record Management system to the New World system.
- To continue to pursue additional service sharing opportunities with other area Fire Departments and within the City in an effort to deliver quality emergency services in the most cost effective and efficient manner.
- To review all departmental operational plans to ensure the most efficient and effective service delivery, including a reduction in personnel assigned to fire apparatus
- To continue to refine inventory control of all necessary supplies in an effort to reduce budgetary cost.
- To pursue the implementation of an ALS reimbursement fee from private transport company to recover cost of services provided by the Fire Dept

### **Performance Objectives – Fire Extinguishment**



- To ensure personnel are provided the resources for the National Fire Incident Reporting System standard to develop and report fire and other incident data in a uniformed manner to the US Fire Administration
- To continually review departmental operational plans to ensure the most efficient and effective deployment of personnel and equipment
- To successfully transition all personnel in the fluent use of the New World Records Management System to ensure effective and efficient daily operations.
- To successfully implement a countywide personal identification system compatible with area fire departments

## **TRAINING DIVISION**

During the month of January, the Training Division coordinated/delivered training on the following subjects:

- Coordinated Joe Marth & Dominic Ryckeghem refresher training
- 16 life safety initiatives
- Battalion meetings
- PPE inspections and SCBA fit testing
- BLS HCP practice and evaluation

## **Chief of Training Duke:**

### Meetings Attended:

- NWS bi-monthly with Information Technology
- NWS monthly meeting
- NWS EMS PCR working group
- NWS online show and tell fire records
- NWS mobile fire inspections
- Training Division

### Miscellaneous:

- Attended lecture on "What's in store for Michigan's Emergency Services?"
- FEMA AFG MDC coordination
  - Requested reimbursement of funds
  - Completing year-end financial report
- Completed training division 2013-2014 budget
- Completed training division performance objectives
- Completed did you know facts
- Completed division personnel performance appraisals
- Coordinated/published February training schedule
- Coordinated light duty personnel
- Evaluated personnel for CPR
- New World computer issues/MDCs, etc...
  - Extensive list of problems currently working with IT to correct
  - Multiple MDC problems continue
  - Continue testing NFIRS and PCR modules
- Requested multiple GID tracking numbers for grant funding
- Equipment
- Training
- Reviewed MCTRT SOGs for monthly training
- Reviewed the following SOGs
  - Uniform
  - Working fire/incident
  - Acting officers
  - Specialty teams
  - Photographs & electronic imaging
- Review daily run summary reports
- Recommended training to the FC for approval
  - Legal liability for fire inspectors
  - RAFT officer training
  - Fire inspection operations Level II
- Updated and set-up EOC
  - Tested telephones
  - Tested televisions (WOW and Comcast)
  - Inventoried all position specific reference materials
  - Working on satellite phone repair
- Uniform inspections conducted for division personnel

## **EMS Coordinator Ratliff:**

### Training Delivered:

- FF Marth re-trained to go back on shift after a deployment for the Military
- FF Ryckeghem re-trained to maintain his EMT license and BLS
- Case studies reviewed for ACLS and Documentation
- Recertification of BLS Skills for entire department
- In Service on S-SCORT suction Unit

Training Attended:

- MCHM Hazmat Training
- McLaren Macomb EMS Symposium

Meetings Attended:

- MCMCA Operations meeting
- Met with UMAS management (Monthly) to iron out EMS related issues
- Met With UMAS regarding Personnel problems on scene
- New World Issues meetings
- ALS budget with Purchasing
- Morning Briefings
- Battalion meetings x 2

Miscellaneous:

- Monitoring the station medical inventory list and modified the tracking system for keeping the stations stocked and inventory rotated
- Documented Protocol deviation regarding BTR
- New World Software is ongoing
- R2N meetings are ongoing

**Training Officer Ranes:**

Training Delivered:

- 16 Life Safety Initiatives

Training Attended:

- Southeast Michigan Fire Inspectors
- Macomb County Hazmat Exercise
- New Suction Unit
- New World

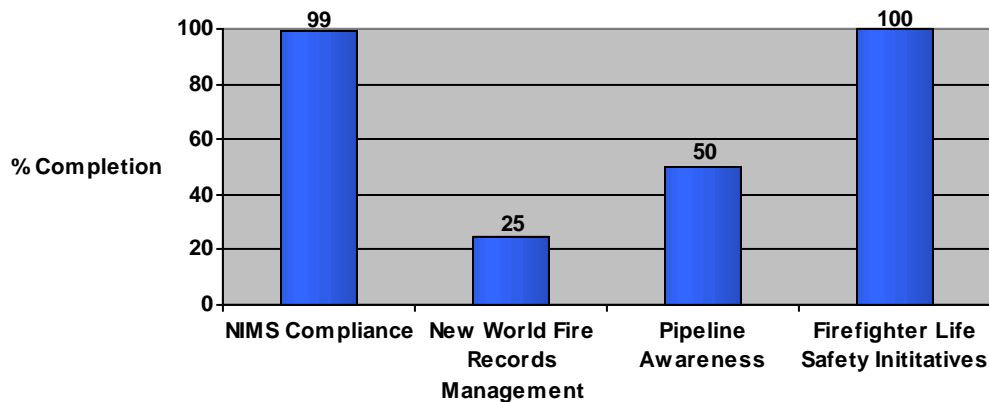
Meetings Attended:

- RAFT meeting at NOMAD
- BTR Rep. Doris Neumeyer concerning MRI facility
- Battalion meetings
- NWS Fire inspection demo
- Loss control

Miscellaneous:

- RAFT sponsorship committee chairperson
- FIT testing for personnel
- Assisting with setting up the EOC
- Troubleshooting videoconference system issues at Station 1
- Reorientation of FF Marth and FF Ryckegham
- Obtained Portacount machine from Macomb County OEM
- Worked with city IT to get Portacount software properly working
- Worked on content server to facilitate BLS training and battalion meetings
- Contacted BAE & Doctor's Inn for possible future training
- Picked up Technical Rescue Trailer from Warren FD for training
- Working with CTFD, loaning SHFD equipment for training purposes

### Training Division - 2012/2013 Performance Objectives



ISO 9001:2000 Calibrated Devices Report			
Devices tested/calibrated in: <b>January</b>		Devices to be tested/calibrated in: <b>February</b>	
Description	Quantity	Description	Quantity
Airpak regulators & reducers	5	Airpak regulators & reducers	6
Airpak sensor batteries	5	Airpak sensor batteries	25
Hydrostatic Cylinder testing	2	Hydrostatic Cylinder testing	10
Fire extinguishers - annual & hydro	0	Fire extinguishers - annual & hydro	0
30 minute bottles	0	30 minute bottles	0
Airpak flow test	0	Airpak flow test	45
60 minute bottles	0	O2 cylinder regulator	2
Airpack Inspections & valve repair	3	Gas Detectors	0
Vacuum and fill O2 cylinders	3	Vacuum and fill O2 cylinders	10
Monitor maintenance & calibration	2	Monitor maintenance & calibration	0
Ground ladders	0	Ground ladders	0
MultiRae	2	MultiRae	0
Mask/Helmet repairs	10	Mask/Helmet repairs	6
Tools/other equipment	4	Tools/other equipment	5
Hose repair	0	Hose	2
Fill Station Maintenance	0		
Annual Fit Testing	80		

A total of 702 patients in the month of January were transported to area hospitals via Universal-Macomb EMS.

### **FIRE EXTINGUISHMENT**

The extinguishment division responded to 1,080 alarms in January 2013. This averages out to 35 alarms per day or 1 run every 47 minutes. Fiscal runs year to date are 6,914.

### **Fire Activity**

January 22; Engine 1 responded with a first alarm assignment to Dunhill Ct. in Rudgate Manor for a trailer fire with smoke and flames showing under the trailer. While en route, dispatch advised that PD was on scene and verified everyone was out of the home. Chief 2 arrived on scene first and advised that heavy smoke was showing from the trailer skirting. Engine 1 arrived on scene and conducted fire attack. 2 Bundles were dropped and a forward lay to a hydrant for water supply was completed. Engine 1 removed some skirting and began to extinguish the flames. Engine 1 crew was advised



to move to the other side of the trailer to make entry into the home as the fire had spread into the home from the skirting area. Engine 1 crew made their way to the back bedroom where the fire had breached the floor. Engine 1 crew exited the home and found that the fire had increased in the back bathroom from the hole in the floor. Chief 2 ordered a complete ventilation and defensive attack. The fire was under control shortly thereafter and crews made entry for salvage and overhaul. Estimated Property Loss: \$25,000 / Estimated Contents Loss: \$25,000.

January 25; Engine 1 responded to a reported fire on La Marra and found an approximately 1500 square foot ranch with heavy black smoke and fire coming from the garage and eaves. The garage door was lying on the ground. The front door was found secured and was forced open. Black smoke was found, but no fire. A search in the kitchen area by the back door found the garage door burnt completely off with fire rolling into the entryway. Engine 1 attacked the fire from the landing area into the garage. The homeowner's vehicle was found to be damaged from radiant heat. Estimated Property Loss: \$150,000 / Estimated Contents Loss: \$100,000.

### **EMS Activity**

January 11; Engine 1 was dispatched for a medical on Hyland Court. A 38-year-old male was found supine on his living room floor. The patient was grossly cyanotic from the nipple line up. The patient was apneic and pulseless. Per the patient's family the patient was up most of the night with his ill children. The patient was last seen approximately 15 minutes prior to the 911-call. The patient was without pain or complaint at that time. CPR was initiated and the patient's pupils were fixed and dilated at that time. There was an immediate improvement in the patient's skin color with good high quality CPR. The patient had return spontaneous circulation post 2 defibrillations and 2 rounds of Epi. All vitals were gathered. The patient was breathing with the Fire Department's ventilations throughout. The patient was transported to BTR without further change or incident. EKG 5901 was successfully transmitted to BTR.

January 17; Engine 4 responded to a report of a possible structure fire with a casualty on Whittier. Upon arrival Engine 4 found a 55-year-old female that had fallen from her scooter into the fireplace. The patient was obviously deceased and had third degree burns to her face, left arm, and hand. The patient's sister stated that she was not able to get the patient on the phone since noon and came over to check on her. The sister stated that she shut off the fireplace. Engine 4 ventilated with natural ventilation. The room was significantly warm with a light haze. After 15-20 minutes the wall and mantle cooled. There did not appear to be any burning to the structure or items outside of the fireplace. Engine 4 did not touch or move the patient in any way and called for SHPD & a Fire Inspector. Engine 4 called SJM and received time of death from a Dr. at 18:48.

### **Motor Vehicle Accidents**

January 6; Engine 4 called for a motor vehicle accident on 14 mile. Upon arrival there were 3 patients on the scene. Warren Fire Dept. provided patient care, transport, and the report for the 3<sup>rd</sup> patient. There was limited patient contact by SHFD. SHFD provided patient care, transport, and reports for the other two patients.

Patient 1 of 2: Patient is an 84 y/o male restrained driver of a midsize vehicle with major damage to driver's side door with airbag deployment. The patient initially complained of minor right knee pain with negative deformity. The patient had pain upon palpation to his left femur. The patient's vehicle door was removed by the Warren FD. The patient was c-collared and long backboarded. Upon extrication there was obvious deformity noted to his left femur. The patient had positive distal pulses, and was placed in a traction splint and placed on non-rebreather mask. A long padded orange splint was needed to support the length of the traction splint. Upon arrival, the patient's care and report were given to HFM ER.

Patient 2 of 2: Patient is an 85 y/o female. The patient was restrained in a midsize vehicle with major driver's side damage. The side curtain airbags deployed. The patient complained of chest pain. The patient stated taking a nitro prior to the FD's arrival. An initial patient survey revealed the patient was alert and oriented x3, negative loss of consciousness, negative neck/back pain, and negative numbness/tingling in extremities. The patient was long backboarded, c-collared and extricated from the vehicle. The patient was placed in UMAS 72 ambulance. Warren FD Lt. stated that Warren FD would handle the patient's care and transport. A full report and patient care were turned over to UMAS and Warren FD Lt.

January 13; Engine 1 was dispatched to M-53/19 Mile for a possible rollover vehicle accident. Patient 1 of 2: Upon SHFD arrival found a 48 y/o female seated in driver's seat of the vehicle. The patient was a restrained driver involved in a one-car rollover accident. The patient lost control of the vehicle. The vehicle ended along a wooden ditch along M-53. Witnesses on scene stated that the vehicle rolled twice landing on its wheels. The patient was taking her road test to obtain a driver's license when the accident occurred. The patient had an approximately 6-inch laceration starting from the middle of her forehead running to the top of her head. Bleeding was controlled with 4x4 dressing and direct pressure. The windshield was lying on the ground upon SHFD arrival. The patient was extricated from the vehicle with the roof removed. It took approximately 10 minutes to extricate the patient. The patient was c-collared, backboarded, and head immobilized. The patient was able to follow some commands with limited English understanding. The patient was transported emergency status to HFM in UMAS A58 with an SHFD attendant. Patient care was transferred to ER staff.

Patient 2 of 2: Patient was a restrained front seat passenger. The patient was ambulatory at the scene, talking with SHPD. The patient was nervous, but denied injuries/complaints. The patient did have a minor laceration to her left hand. The wound was dressed and bandaged. The patient refused any further treatment/transport. The patient refusal was signed and witnessed.

### **Other Alarm Activity**

January 20; Engine 5 was dispatched for a checkout, two DTE poles down on Ryan Road at 18 1/2 mile. Upon arrival, Engine 5 found two poles broken at the base lying on Ryan. Ryan Road was closed at 18 mile, the intersection of 18 1/2 mile, and north of Delia Park with the assistance of SHPD. DTE and Truck 1 were requested to the scene. The scene was left with Truck 1 and SHPD.

January 26; Engine 3 was dispatched to Warren Station #6 to fill in while they were on a second alarm. No events happened while providing mutual aid.

<b>FIRE DEPARTMENT – MONTHLY STATS</b>				
Activity by Category	Year-to-Date Cumulative Since July 1, 2012 Fiscal 12/13	Prior Year Same Period Since July 1, 2011 Fiscal 11/12		
			January-13	January-12
<b>FIRES</b>	145	143	18	15
<b>EMS</b>	5293	5115	829	691
<b>OTHER</b>	1476	1471	233	170
	<b>6914</b>	<b>6729</b>	<b>1080</b>	<b>876</b>

### **FIRE PREVENTION**

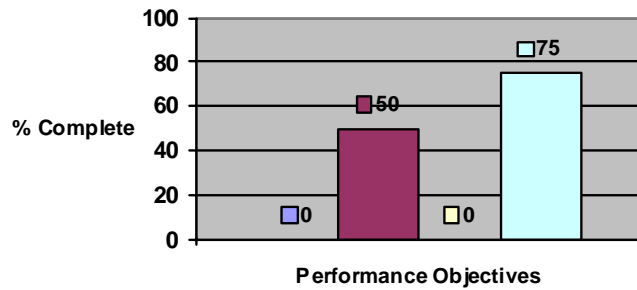
During the month of January, **Fire Marshal Bauss:**

- Attended promotional ceremony and mustering out of Henry Yanez.
- Met with Fire Chief and Building Official in regards to High Hazard commodity stored without approved Permits at 15 Mile Road facility.
- Met with Assistant City Attorney to review Formal Hearing for High Hazard commodity.
- Attended District Court Formal Hearing for unapproved permit High Hazard commodity
- Fire Prevention & Building met to discuss plan review process operating efficiencies
- Met with New World Build Team for Fire Inspections program.
- Battalion meetings
- Met with representatives from Inspection Reports On-Line, reviewed programs and references.
- Met with Warren Con Schools Facilities Director for self-inspection program update and pre-meeting for In-Service Training.
- Met w/Consumers Energy Public Outreach Director for odor investigation strategy
- Completed ½ mask fit test
- Met with AGS Automotive for progress report on 6700 18½ Mile facility renovation
- Attended Legal Liability training for Fire Inspectors program at Schoolcraft Community College

**Fire Inspector Adsit:**

- Met with owners of Sterling Place Shopping Center to review fire alarm and fire sprinkler deficiencies.
- Attended promotional ceremony and mustering out of Henry Yanez.
- Met with Building Dept. to discuss plan review operating efficiencies and options.
- Met with representatives from Inspection Reports On-Line.
- Became Trustee for newly formed Oakland Macomb Fire Inspectors Society. Attended first meeting.
- Assisted Fire Marshal with code enforcement inspection of High Hazard storage building.
- Attended Macomb County Fire Inspectors disband meeting.
- Followed up citizen complaint with inspection of possible fire remnants at condominium.
- Attended Fire Investigator Trial Preparation training by Stuart Sklar.
- Attended Legal Liability training for Fire Inspectors program at Schoolcraft Community College.
- Attended New World Training with Jim Lucas

### Fire Prevention 12/13 Performance Objectives



- 1. To create an interactive Fire Prevention website for businesses to report required fire suppression, fire alarm, smoke detector and draft-stopping documentation.
- 2. To examine all operating guidelines and procedures to ensure efficient service delivery, including in-company inspections and plan review operational efficiency changes.
- 3. To reorganize all Fire Prevention records and utilize electronic data storage and the New World Record Management System where available.
- 4. To explore opportunities to deliver and install smoke detectors to needy residents without additional costs to the City.

MONTHLY ACTIVITY REPORT				
Activity Name: FIRE PREVENTION		Month of: January 2013		
PERFORMANCE INDICATORS	2011/12 ACTUAL	2012/13 BUDGET	JAN.	2012/13 Y.T.D.
<b>1. Total Fire Inspections Conducted</b>	<b>1,107</b>	<b>1,060</b>	<b>76</b>	<b>516</b>
General Building Fire Inspections	60	0	0	9
Special Code or Final Occupancy Inspections	348	350	18	180
Liquor License, Amusement Devices, Capacity Checks & Site Inspections.	167	350	6	46
Witnessed Acceptance Tests Inspections	72	80	4	45
Re-inspections of Violations	389	200	40	187
Citizen Assistance Inspections	71	80	8	48
<b>2. Hours Spent on Hazardous Materials Data Entry</b>				
	Hours	Hours	Hours	Hours
<b>3. Violations Discovered and Issued</b>	<b>2,116</b>	<b>3,000</b>	<b>108</b>	<b>890</b>
<b>4. Investigations (Fire and Other)</b>	<b>41</b>	<b>80</b>	<b>4</b>	<b>21</b>
<b>5. Plan Reviews (Site, Buildings, Alarms)</b>	<b>271</b>	<b>300</b>	<b>34</b>	<b>155</b>
<b>fwd:</b>	<b>1,360</b>	<b>+</b>	<b>222</b>	<b>= 1,582</b>

# POLICE DEPARTMENT

January 2013

M. Reese, Police Chief

## PERSONNEL

**Animal Control Officer Jeff Randazzo** announced that Friday, January 18, would be his last day of employment with the Sterling Heights Police Department. Jeff was offered a position as the director of Animal Control with Macomb County, which he gladly accepted. We wish him the best in his future!

## NEWS RELEASES

### LARCENIES FROM CHURCH

**SUSPECT #1:** W/M, 20-25, y.o.a., slender build, dark hair, horizontal striped long sleeve shirt, blue jeans, tennis shoes, wearing a dark blue hooded jacket with NEW YORK on the front in white letters

**SUSPECT #2:** W/M, 20-25, y.o.a., slender build, wearing blue jeans, black shoes and a black jacket over a gray hoodie

**LOCATION:** Saint Rene Catholic Church  
35955 Ryan Road

**DATES & TIMES:** January 20<sup>th</sup> @ 2:15 p.m.  
January 21<sup>st</sup> @ 9:20 p.m.  
January 22<sup>nd</sup> @ 9:30 a.m.

On three separate dates, the above-described subject(s) entered the chapel of Saint Rene Catholic Church and removed the donation box that contained an unknown amount of monetary donations. Suspect #1 was present on all three dates and was accompanied by Suspect #2 on January 21<sup>st</sup>. Video from the 20<sup>th</sup> and 21<sup>st</sup> show the suspect(s) entering the chapel and appearing to kneel and pray, and then removing the cash box and exiting. Other persons occupied the chapel during the incidents.

## CRIMINAL ACTIVITY

### JANUARY 2:

A resident in the 5000 block of Bedell Drive, located in the Mound and 17 Mile Road area, reported that someone struck his vehicle numerous times with a blunt object and also scratched it with a key. The vehicle was parked in the street while the victim and his family went out for New Year's Eve.

A resident in the 42000 block of Christina Drive, located in the Schoenherr and 19 Mile Road area, reported he received a call a week ago from a store advising him that someone was trying to use his credit card. The victim had both his credit cards in his possession, but was missing his wallet. He stated that there were no cards in his wallet and that he also had his license. It appears that no fraudulent activity was committed at this time.

A resident in the 5000 block of Dickson Drive, located in the Mound and 16 Mile Road area, reported receiving a call from a subject who stated he was from Chase Bank and that she was the winner of a bank "lottery". All the victim had to do was provide \$500 to secure her prize. The victim called Chase Bank and was advised this was a scam.

A resident in the 12000 block of Brougham Drive, located in the Dodge Park and 16 Mile Road area, reported that he arrived home and observed two subjects in his shed, with one subject sitting on his riding lawn mower. He yelled at the subjects, and they both ran off. Nothing appeared to be missing from the shed.

A resident in the 39000 block of Lembke Drive, located in the Clinton River Road and Hayes area, reported that someone shot up her house with paintballs.

The victim reported that he was asleep inside his vehicle while it was parked in the 37000 block of Nottingham Drive, located in the Schoenherr and 16 Mile Road area, and was awakened by the sound of his alarm going off. He witnessed a subject try two more car doors in the area, and when another alarm went off, the subject ran from the area. All vehicles were locked and none appeared to have been entered.

### **JANUARY 3:**

A resident in the 2000 block of 14 Mile, east of Dequindre, reported that while she was closing her curtains for the night, she observed a white male looking into her vehicle with a flashlight. The suspect broke out the driver's side window before the victim and her husband yelled at the suspect. The suspect ran to an awaiting vehicle, which then sped away. A pair of sunglasses was taken.

A resident in the 37000 block of Hacker Drive, located in the Mound and Fox Hill area, reported that someone broke out the driver's side window of her vehicle and stole a GPS unit.

A resident in the 4000 block of 18.5 Mile Road, east of Ryan, reported that someone attempted to open numerous credit cards using his information. At the time of the report, all attempts have been unsuccessful.

A resident in the 4000 block of Lindow Drive, located in the 15 Mile and Ryan area, reported that someone attempted to open a credit card using his information in California.

A resident in the 35000 block of Turner Drive, located in the 15 Mile and Van Dyke area, reported that the driver's side door lock of his vehicle had been damaged. It appears someone tried to punch out the lock.

A resident in the 42000 block of Gainsley Drive, located in the Clinton River Road and M-53 overpass area, reported that he found footprints in the snow in his backyard, which entered through the driveway gate. The suspect moved a wooden planter from the side of the house to the porch by the patio door. The footprints were also found by a bedroom window on the side of the house. No entry was gained and there was no damage to the house.

A resident in the 42000 block of Parkside Circle, located in the Utica and M-53 area, reported that someone entered the storage area of the apartment complex by pulling apart the fencing surrounding the area. The lock does not appear to be tampered with. The victim is not certain what, if anything, was taken due to only clothing items being stored down there.

A resident in the 10000 block of Lesure Drive, located in the 17 Mile and Van Dyke area, reported that someone attempted to break into her home through a back bedroom window. The screen had been pulled off and the window was left wide open. The victim went outside to investigate and found fresh footprints in the snow leading from a nearby creek through the backyard to the window. The kitchen screen was also torn up. Actual entry was not gained, possibly due to a child sleeping the bedroom, who told the victim she saw a person wearing a hat and gloves.

#### **JANUARY 4:**

An employee in the 3000 block of 15 Mile Road, west of Ryan, reported that someone spray painted her license plate with black paint while she was working. The victim was able to get most of the paint off with alcohol, however her tab was destroyed while doing so.

A resident in the 4000 block of Augustine Drive, located in the 15 Mile and Ryan area, reported that someone broke into her home while she was out. She returned to discover that the pedestrian door of her garage was ajar, and the front door was open, with wet footprints on the porch. It appears that nothing was taken at the time of the report.

An elderly resident in the 2000 block of Koper Drive, located in the 15 Mile and Dequindre area, reported that she had just received a delivery of her medicines, and went into her bedroom. While in the bedroom for a few minutes, a heavy-set "Hispanic-looking" female with short black hair was in her house, asking if she can assist her. The victim does not know how the female entered her house, but thought she was a Social Worker. The female told the victim to come into the kitchen and have a seat, which she did. The female spent about 20 minutes with the victim, all the while wearing gloves, and then left abruptly. After the female left the residence, the victim went back into her bedroom and discovered that numerous pieces of jewelry were stolen, along with some medications. She believes while she was occupied with the female, another subject entered her bedroom and stole her jewelry.

A resident in the 3000 block of Barbara Drive, located in the Ryan and 14 Mile Road area, reported that she was contacted by Kroger that someone was trying to use her credit card for a \$400 purchase. The purchase was not authorized. The victim then checked with her bank, and found several unauthorized charges for a total amount over \$5000.

A resident in the 42000 block of Park Crescent Drive, located in the 19 Mile and Saal Road area, reported that someone stole the spare tire from his vehicle.

A resident in the 2000 block of 14 Mile Road, east of Dequindre, reported that someone broke out the rear vent window of his vehicle and stole a GPS unit and a seat warmer.

**JANUARY 7:**

A resident in the 11000 block of Plumbrook, east of Dodge Park, reported someone stole a package from his porch. When the victim inquired about delivery of his package, he was advised that UPS had delivered it to his home on 12-22-12.

A resident in the 33000 block of Morrison, located in the 14 Mile and Schoenherr area, reported that someone broke into his home while he was out. The victim arrived home after dinner to find that the side door had been kicked in. There were several drawers left open in the bedrooms, and the victim stated that a checkbook and miscellaneous pieces of jewelry were missing.

A resident in the 14000 block of Atwater, located in the Hall Road and Hayes area, reported that someone entered her locked vehicle and stole her car stereo.

A resident in the 4000 block of Duchess, located in the area of 15 Mile and Mound, reported that someone stole 3 snowboards from his front lawn during the night. The victim's children had left the snowboards unsecured in the front yard.

A resident in the 35000 block of Tall Oaks, located in the 15 Mile and Van Dyke area, reported that someone stole his 2004 GMC Savana from his parking spot in front of his condo. The victim stated that the vehicle is paid off and that he is in possession of both sets of keys.

A patron of Roger's Roost, located on Schoenherr, north of 14 Mile Road, reported that someone broke out the driver's side window of his vehicle. Nothing was stolen from the vehicle, but a pry mark was found on the bottom corner of the window.

**JANUARY 8:**

A resident in the 36000 block of Alexis Court, located in the 16 Mile and Dodge Park Road area, reported that over the past month, he's been receiving numerous credit cards that he never applied for. He believes someone may have his information and is trying to fraudulently open these accounts. The victim has not suffered any financial loss at this time.

A resident in the 40000 block of Elizabeth Drive, located in the Dodge Park and Utica Road area, reported that someone attempted to open a credit card in her name. The victim contacted the credit card company and was advised that her Social Security Number was used to try to open an account, however the request was denied.

A resident in the 4000 block of 15 Mile Road, east of Ryan, reported that someone stole his vehicle from the parking lot. The victim states the locks on the vehicle do not work and the vehicle was unlocked. The victim is in possession of the keys, and states the vehicle was paid off.

**JANUARY 9:**

A resident in the 42000 block of Pheasant Run Drive, located in the 19 Mile and Schoenherr area, reported that someone stole his wallet from the glove box of his vehicle while it was parked on the street. There were no signs of forced entry. The wallet contained the victim's driver's license, Social Security card, unemployment card and a debit card.



A resident in the 2000 block of Hunters Court, located in the Dequindre and 16 Mile Road area, reported that someone stole a package that had been delivered by UPS.

A resident in the 11000 block of Grenada Drive, located in the 15 Mile and Van Dyke area, reported that someone made fraudulent purchases with her debit card. The victim is not in possession of the debit card, and has no idea where her debit card was stolen. The total amount of the transactions was just over \$140.

**JANUARY 10:**

An employee of CVS, 3678 – 15 Mile Road, at Ryan, reported that someone spray painted the license plate on her vehicle while it was parked in the lot.

A motorist reported that while driving on Van Dyke near Metro Parkway, an unknown truck lost its tire, which struck the victim's vehicle, causing front-end damage.

A resident in the 2000 block of Koper Drive, located in the Dequindre and 15 Mile Road area, reported that she received a Verizon bill of nearly \$240. The victim states she never applied for a Verizon account, and never authorized anyone to use her name to open an account.

**JANUARY 11:**

A patron of the AMC 30 Theaters, 33681 Mound, at M-59, reported that while she was inside watching a movie, someone stole her vehicle from the parking lot.

A resident in the 33000 block of Lamparter Drive, located in the Dequindre and 14 Mile Road area, reported that she heard her garage door open and close immediately. She looked out to see what was going on and checked her vehicle. She discovered that a bag was stolen from her unlocked vehicle, along with her remote for the garage door. There was no damage to her vehicle.

A resident in the 36000 block of Jeffrey Drive, located in the 16 Mile and Ryan area, reported that someone broke into her house while she was out. The victim arrived home and entered through the garage entrance. She immediately noticed the doorwall in the family room was open and called the police. The doorwall had been forced open with an unknown object, causing damage to the frame. A silver jewelry box was missing from her bedroom, which contained antique jewelry. The closet doors of another bedroom were open, however nothing appeared to be missing.

A resident in the 12000 block of North York Drive, located in the M-53 and Hall Road area, reported that she drove her motor home up from Florida and parked it in the backyard. When she went out to her motor home, she discovered a bullet hole on the passenger side, and recovered a bullet fragment. No other damage was noted and no suspicious activity was reported in the area.

**JANUARY 14:**

A resident in the 42000 block of Utica Road, north of the M-53 overpass, reported that someone attempted to break into his attached garage. The rear garage door had pry marks and a cracked doorframe.

A resident in the 35000 block of Connecticut Drive, located in the 15 Mile and Ryan area, reported that her debit card was used fraudulently in Virginia. The victim states she did not authorize anyone to use her information.

A resident in the 35000 block of Rainbow Drive, located in the Schoenherr and 15 Mile Road area, reported that someone knocked over a stone statue from the top of her mailbox. The statue was damaged in the fall.

A resident in the 35000 block of Dunston Drive, located in the 15 Mile and Ryan area, reported that someone shot her window with what appeared to be a B.B.

A resident in the 34000 block of Moravian Drive, east of Schoenherr, reported he discovered three unauthorized charges on his debit card account. All three charges occurred in Indiana.

A resident in the 42000 block of Plum Lane, located in the 19 Mile and Ryan area, reported that someone stole a GPS unit from her vehicle while it was parked in her garage. The victim believes the vehicle was parked unlocked and the garage door was left open.

A resident in the 44000 block of Apple Blossom Drive, located in the Dequindre and M-59 area, reported that someone broke out the rear passenger window of her vehicle. Nothing was taken from the vehicle.

The father of a resident in the 11000 block of Canal Road, west of the M-53 overpass, reported that someone attempted to gain entry through the front window. There were pry marks at the screen and the window was cracked.

A resident in the 2000 block of Sprucewood Drive, located in the Dequindre and 14 Mile Road area, reported that someone stole a radar detector from his vehicle while it was parked in his driveway. The victim is positive the vehicle was locked, however there are no signs of forced entry.

#### **JANUARY 15:**

A resident in the 8000 block of George F. Bunker Boulevard, located in the Utica Road and M-53 overpass area, reported that someone stole the license plate off her vehicle.

A resident in the 2000 block of 14 Mile Road, east of Dequindre, reported that his neighbor's car had all four tires stolen through the night. The victim is out of the country at this time. The neighbor came out in the morning and discovered the vehicle up on blocks, with all four tires missing.

#### **JANUARY 16:**

A patron of Meijer, 36600 Van Dyke, at Metro Parkway, reported that someone stole his vehicle from the parking lot. He is the only driver of the vehicle, and gave no-one permission to use it. A check of the area where the vehicle had been parked showed no signs of forced entry.

A resident in the 37000 block of Jerome Drive, located in the 16 Mile and Dodge Park Road area, reported that someone damaged his mailbox. It appears the mailbox was struck by a baseball bat or a vehicle, and broke it off at the post. The suspect then placed a trash bag over the broken piece.

A resident in the 13000 block of Winona Drive, located in the Utica Road and 17 Mile area, reported that someone used his credit card to make a purchase of nearly \$1000. The victim was notified of the transaction by the credit card company's fraud department.

A resident in the 37000 block of Maas Drive, located in the 16 Mile and Van Dyke area, reported that someone damaged her mailbox. It appears a vehicle may have struck a garbage can, which struck the mailbox and cracked it.

#### **JANUARY 17:**

A patron of MJR Theaters, 35400 Van Dyke, at 15 Mile Road, reported that someone stole his vehicle from the parking lot while he was inside watching a movie.

An employee of a business in the 42000 block of Merrill Road, located in the 19 Mile and Mound Road area, reported that a 53-foot trailer that is leased by the company has been stolen. The last time the trailer was seen was back in December.

An employee of a bank in the 39000 block of Dequindre Road, north of 17 Mile Road, reported that the ATM on the north side of building had been damaged. It appears that the plastic housing where the cards are inserted had been burned.

#### **JANUARY 18:**

The sister of a resident in the 13000 block of Whittier Drive, located in the Schoenherr and Moravian area, reported that she had been unable to contact her sister throughout the day. She has a key to her sister's condominium and arrived to check on her. Upon entering the condo, she discovered that her sister, who is physically disabled and dependant on a motorized wheelchair, had fallen into the gas fireplace. It was apparent the victim was deceased. It is believed the victim was reaching for the knob of the gas fireplace to turn it off and accidentally fell into the fire. The sister had been trying to reach the victim since noon.

The neighbor of a resident in the 38000 block of Sutton Drive, located in the 17 Mile and Dequindre area, reported that she observed a subject outside her neighbor's home, and moments later saw him inside the house. She contacted her neighbor, who stated no-one was supposed to be in his home. The neighbor then called 911. Upon officers' arrival to the scene, a subject was located that fit the description of the suspect, however was positively eliminated by the eyewitness as not being the subject involved. The service door of the garage had been pried open and the master bedroom had been ransacked, with dresser drawers and handbags dumped. The victim arrived home and verified that cash was stolen from a backpack, however it could not be determined if anything else was missing at the time.

At approximately 7:00 p.m. officers responded to an injury accident on Maple Lane, south of 15 Mile Road. The 26-year old female pedestrian was struck by a motor vehicle driven by a 30-year-old female resident of Warren. The pedestrian, who is also a Warren resident, suffered multiple injuries, and is listed in stable condition in an area hospital. Initial investigation revealed the pedestrian was walking west across Maple Lane and was struck by the southbound vehicle. The victim was not using a cross walk, and crossed in the dark unlit portion of the roadway, failing to yield to oncoming traffic. The driver of the vehicle was not injured. It appears alcohol may be a factor on the part of the pedestrian.

### **JANUARY 22:**

An employee of a business in the 38000 block of Van Dyke, south of 17 Mile Road, reported that two company vehicles had all four tires and wheels stolen.

A resident in the 9000 block of Kidley Drive, located in the Canal and M-53 area, reported that while he and his wife were asleep, he heard glass breaking. He went into his kitchen and found broken glass near the entrance door to the kitchen. The interior door was locked with a deadbolt, which was still engaged. The outer full glass door had also been broken, however that door was left unlocked and could have just been opened instead of breaking it. Actual entry does not appear to have been made.

A resident in the 36000 block of Waltham Drive, located in the 16 Mile and Ryan area, reported that someone broke into her home while she went out to dinner. It appears entry was through a kitchen window; both the screen and window had been moved to allow entry. The doorwall was also left open. The master bedroom was disturbed, while all other rooms appeared undisturbed. At the time of the report, it appears only cash was taken.

A resident in the 12000 block of Denoter Drive, located in the Clinton River Road and Schoenherr area, reported that someone stole her son's bike from the storage shed in the yard. The resident stated she heard pounding in the back yard, but dismissed it as being part of storm. In the morning she found the lock to the shed had been pried off, and the only thing missing is her son's bike. There were various expensive tools and yard equipment in the shed that were left undisturbed.

A resident in the 13000 block of Leech Drive, located in the 15 Mile and Schoenherr area, reported that someone stole a resin eagle that was near his flagpole.

The victim reported that she came over to visit a friend in the 33000 block of Schoenherr, north of 14 Mile, and someone stole her vehicle from the lot. Her purse was inside the vehicle at the time of the theft, which contained a spare key in her wallet. There were no signs of forced entry where the vehicle had been parked.

A resident in the 34000 block of MacDonald Drive, located in the Ryan and 15 Mile Road area, reported that while checking her credit report, she discovered a delinquent T-Mobile account. She contacted T-Mobile and was told she owed them over \$1500. The victim states she does not know where the fraud actually took place.

A parishioner of a church in the 33000 block of Van Dyke, at 14 Mile Road, reported that someone broke out a window of his vehicle while it was parked in the lot, and attempted to steal his in-dash navigation system. The theft was unsuccessful, but the dashboard was significantly damaged in the process.

#### **JANUARY 23:**

A resident in the 37000 block of Streamview Drive, located in the Utica and Hayes area, reported that while he was sleeping on the couch, he was awakened by loud knocking on his front door, and saw that his screen door was shut, but the main door itself was half open. He thought he shut it and locked it before he fell asleep. He was too afraid to go to the door, so he went into another room and watched from a window as a white male knocked on the door some more and then entered a black four-door vehicle. There was another individual sitting in the passenger seat of the car.

A resident in the 36000 block of Wayne Drive, located in the Dodge Park and 16 Mile Road area, reported that someone used two of her credit cards without her permission. Per the victim, there were six unauthorized charges, and all the purchases were shipped overseas.

#### **JANUARY 24:**

No significant events to report.

#### **JANUARY 25:**

A resident in the 5000 block of Temple Drive, located in the 16 Mile and Mound area, reported that two of his vehicles had been "gone through" while they were parked in front of his residence. Both vehicles had been parked unlocked, and there was no damage to either vehicle nor did anything appear to be missing.

A resident in the 43000 block of Emily Drive, located in the 19 Mile and Ryan area, reported that someone drove into his brick mailbox. It appears a vehicle may have lost control on the icy road and struck the mailbox. Based on the fact that the mailbox was broken in half, it would appear the involved vehicle would have substantial damage to it, however no-one contacted the resident regarding the damage.

A resident in the 43000 Vintners Place Drive, located in the 19 Mile and Mound, reported that someone rang her garage doorbell, then went to her front door and rang the doorbell. The subject began pounding on her window. The resident opened the door and asked the subject what he wanted, but could not understand what he was saying. When the resident's alarm began to sound, the subject ran to a small gray car and left the area.

A resident in the 2000 block of Parkway Circle, located in the 16 Mile and Dequindre area, reported that someone stole the catalytic converter from her vehicle while it was parked in front of her residence.

A resident in the 2000 block of Garrison Drive, located in the 17 Mile and Dequindre area, reported that someone drove over his mailbox.

## **JANUARY 28:**

Officers were dispatched to the 8000 block of 16.5 Mile Road, east of Van Dyke, regarding a larceny of money from the victim's purse. Officers met with the victim and her family, and found that while they were taking pictures, the victim put her purse down at the base of her apartment stairs. A few moments later, a pouch was discovered missing from the purse, which contained money, gold and jewelry.

Ford Motor security reported that two individuals were observed at the rear of a vehicle that was parked in the lot, located in the 41000 block of Van Dyke, north of 18 Mile Road. Security checked the vehicle and found the license plate still affixed to the vehicle, however the bolts had been loosened.

The brother of a resident in the 44000 block of Bridal Lane, located in the M-53 and M-59 area, reported that his vehicle had been stolen. The victim stated he came to his brother's residence to recover from the flu, and parked his vehicle in front of the house. The victim is in possession of the only key to the vehicle, he does not owe any money on the car and gave no-one permission to use it.

A patron of MJR Theater, 35400 Van Dyke, at 15 Mile Road, reported that someone stole his vehicle while he was inside watching a movie. The victim is in possession of his set of keys, and locked the vehicle when he parked it. The victim's father stated he had left his key inside the vehicle while it was parked. There were no signs of forced entry in the area where the vehicle had been parked.

A resident in the 4000 block of Bruner Drive, located in the 17 Mile and Ryan area, reported that someone struck his mailbox with a vehicle. There were tire tracks leading up to the mailbox, which ended at the base. The side streets were snow covered with patches of ice. No-one stopped to advise the resident of the damage.

The victim reported that he was notified by the Home Depot fraud department that someone applied on-line for a credit card in his name and made purchases of approximately \$300 at the store in Sterling Heights. He had additional information that the suspect was using the Home Depot card and the victim's Social Security Number to open additional fraudulent accounts in his name.

A resident in the 2000 block of Pandora Dr, located in the Dequindre & 17 Mile Rd area, reported that someone accessed his bank account & opened 2 T-Mobile phone accounts.

An employee in the 7000 block of 14 Mile Road, west of Van Dyke, reported that someone stole his vehicle while he was working.

A resident in the 13000 block of Brougham Drive, west of Schoenherr, reported that someone stole the lug nut caps from the wheels of her vehicle while it was parked in her driveway.

The victim reported that while her vehicle was parked in the 41000 block of Allspice Drive, located in the 18 Mile and Mound area, someone slashed the rear passenger side tire. The victim arrived in the area early in the morning to tend to a family member who had just been released from the hospital, and parked in the street in front of the residence. The rear passenger side tire had multiple punctures in it.

### **JANUARY 29:**

A resident in the 37000 block of Copperstone Drive, located in the Van Dyke and 16 Mile Road area, reported that someone broke into her vehicle. The victim states that she started her vehicle with the remote starter and then went to her car approximately 10 minutes later. She discovered that the rear passenger side window had been broken out; however, all doors were still locked. The factory installed touch screen stereo was missing and possibly a GPS unit from the back seat. Many items were removed from the center console and glove box, and the visors were pulled to the down position.

A resident in the 14000 block of Stadler Road, located in the Saal and Clinton River Road area, reported he was awakened by the sound of his truck horn. Upon checking, he discovered the driver's side door lock had been damaged in an apparent attempt to punch it out. There were shoe prints in the snow near the truck.

A resident in the 8000 block of Riverland Drive, east of Van Dyke, reported that as he pulled up to his residence, he observed a subject jump from an upper balcony of an apartment across from his, to a silver Jeep that was parked underneath the balcony. It appears the suspect was able to gain access to the balcony by standing on the roof of his vehicle and pulling himself onto the balcony. Contact with the resident of that apartment revealed that she was asleep and did not hear anything. The windows and doorwall of the apartment were secure, and nothing appeared to be missing from the balcony.

A resident in the 43000 block of Hartwick Drive, located in the 19 Mile and Schoenherr area, reported she was contacted by Chase Fraud Protection that a credit card was opened in her name, however they would close the account since she did not authorize it. She was also notified by Lifelock that another attempt was made to open a credit card in her name on this date. The victim did not suffer any monetary loss from these attempts.

An employee of a dealership in the 40000 block of Van Dyke, south of 18 Mile Road, reported that four 19" tires and rims were removed from two vehicles in their lot. Two were missing from the driver's side of one vehicle, and two were missing from the passenger side of another vehicle. Both vehicles were left up on concrete blocks. There were no footprints in the snow surrounding the vehicles, indicating that likely the theft occurred prior to the snowfall.

### **JANUARY 30:**

Three residents reported that while their vehicles were parked in the 43000 block of Bonaparte Court, located in the Utica and Van Dyke area, someone slashed the tires.

A resident in the 38000 block of Sleigh Drive, located in the Ryan and 17 Mile Road area, reported that someone broke out the passenger door window of his vehicle while it was parked in front of his residence. The navigation system, computer equipment and a gym bag containing clothes were stolen, along with all four tires and rims.

A resident in the 4000 block of Vinewood Drive, located in the 19 Mile and Ryan area, reported that someone attempted to break into her house while she was out to dinner. The victim noticed a draft in the family room, and upon raising the blinds, discovered the window broken and two of the lower latches moved into the unlocked position. The

upper latch was still in the locked position and could not be reached through the break in the glass. The screen of the window was found bent and lying in the rear of the yard near the patio. The doorwall had been pried, but not defeated due to a stick in the track of the door. It does not appear that actual entry was made and nothing is reported missing.

A resident in the 8000 block of Lamplighter Drive, located in the 16.5 Mile and Van Dyke area, reported someone broke out the rear passenger window of his vehicle.

A resident in the 37000 block of Durham Drive, located in the Van Dyke and 16 Mile Road area, reported that someone tore the dashboard of her vehicle apart and stole the radio. Other miscellaneous items were stolen from the center console, including money and sunglasses. The rear passenger window was broken out to gain entry.

### **JANUARY 31:**

The victim reported that he had just picked up a prescription and placed it into the center console of his vehicle. He parked his vehicle at Wal-Mart, 14 Mile and Van Dyke, and returned approximately a half hour later. He discovered the car door open and the interior light on. He checked the console and his prescription was gone. The victim left the car unlocked while he was in the store.

A resident in the 4000 block of 15 Mile Road, east of Ryan, reported she received a collections notice that she owed nearly \$850 for an outstanding Dish Network bill. The victim was advised her Social Security number was used to open an account in Detroit. The victim states she has never lived in Detroit and never opened the account.

A resident in the 41000 block of Marjoran Drive, located in the 18 Mile and Ryan area, reported that someone entered his open garage and stole a briefcase containing personal items from his vehicle. Other miscellaneous items were stolen from the center console, including his wallet and credit cards.

A resident in the 11000 block of 14 Mile Road, west of Maple Lane, reported that someone attempted to steal his vehicle by punching the ignition. It is unknown why the vehicle was not taken; however a set of keys were stolen from the center console, along with some loose change. There were no signs of forced entry to the vehicle, which was parked in front of the victim's residence.

A resident in the 13000 block of Northside Drive, located in the Schoenherr and 14 Mile Road area, reported that someone stole her vehicle from the lot in front of her apartment.

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## **DEPARTMENTAL ACTIVITY ANALYSIS – JUNE 2012**

*In coordination with the Michigan Incident Crime Reporting System (MICRS), the following statistical report discusses the comparison of activity for the previous two months (June to May 2012). The following highlights were noted:*

No statistics were available for comparison.



# PUBLIC WORKS DEPARTMENT

January 2013

S. Conigliaro, Public Works Director

## PARKS AND GROUNDS MAINTENANCE DIVISION

- Snow / Ice control Call-Ins 5
- Trash Collection Days – Parks & Municipal Sites 18
- Cuttings / Trimmings- 23 Parks/Off sites (subcontracted) 5
- Continuing our tree trimming in our park system
- Removed all Christmas lighting, tree, and wreath from City Hall / Dodge Park
- Completed five Service Requests
- Had five snow call-ins
- Transitioning from the Parks and Grounds property over to the DPW property. We are moving all of our vehicle, equipment, and tools so we can work from that building now.

## SEWER MAINTENANCE DIVISION

### **Jet operators:**

- Cleaned 75,550 feet of sanitary line in section #6 and #8, along with assisting the TV truck inspections
- Cut concrete for water main repairs
- Cleaned and vactored 2 gate wells for Water Department
- Cleaned and vactored 1 pump house and work platform at retention pond
- Incurred 1 sanitary back up caused from grease discharged from two restaurants
- Assisted with water main break (WMB) repairs
- Hydro excavated 2 sites for water stop box repairs
- Received training on TV truck

### **Inspectors:**

- 227 service requests
- 60 Miss Dig inspections
- 14 Grease trap inspections

#### **Inspected:**

- 7 sanitary connections
- 9 water line connections
- 4 sanitary line repairs
- 3 new sump installations
- 2 sump line repairs
- 8 Certificate of Occupancy permits
- Televised 1000' of storm line
- Televised 17,650' of sanitary line at various locations throughout the city
- Trained other department members on the TV truck

**Plant Operator Mechanics:**

- Checked sanitary sewer lift stations and storm water retention pond pump stations
- Cleaned bar screens at ponds and ditch locations
- Cut vegetation and tree growth from retention basin inlet and exit areas
- Lift stations volume 6,389,450 – gallons
- Assisted with WMB repairs
- Assisted with inspections
- Two confined space entries
- Built storage platform in the pole barn
- Trained on TV truck

**Service worker:**

- Restored 2 sites from water service repairs
- Received training on the new TV truck equipment
- Built storage platform in the pole barn
- Assisted with snow plow damage clean up
- Cut concrete and blacktop, broke out areas for contracted water service repairs

**Laborers:**

- Assisted in all applications and job assignments
- Hauled and removed broken concrete and black top
- Cleaned up snow plow damage / prepped for spring sod
- Cleaned Water Service repairs / prepped for spring sod
- Operated sewer jets and cleaned storm and sanitary lines
- Received training on TV truck

**FLEET MAINTENANCE DIVISION****Mechanics:**

- Completed 120 repair orders including 41 preventative maintenance on City vehicles and equipment
- Provided 6,257 gallons of diesel fuel and 14,900 gallons of gasoline through 1,697 transactions
- Completed preparation of 2 Police vehicles
- Josh Cole took over Supervision of the Fleet Division

**STREET SERVICES DIVISION**

- 4 miles of gravel road graded
- 61 tons of asphalt used for pothole patching
- 54 traffic signs were repaired or replaced
- 25 R.O.W. tree inspections
- 79 tree and branch chipping (number of locations)
- 6 trees removed (in house)

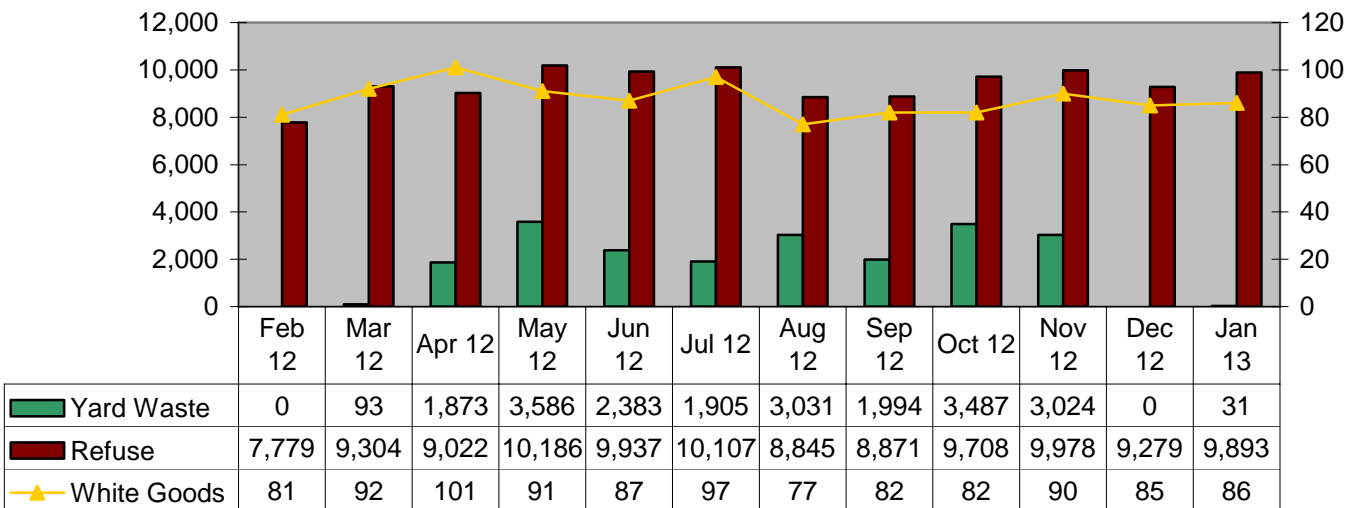
- 2 police cars logoed
- 118 R.O.W. trees trimmed (in-house)
- 53 hours spent on Traffic Control
- 10 snow removal overtime occurrences
- 14 calendar days for snow / ice occurrence
- 83 hours total for snow / ice occurrence
- 6 days in which BRINE was applied

## REFUSE

Waste Management collected:

- 31 cubic yards of yard waste
- 9,893 cubic yards of refuse
- 86 white goods

**Waste Management  
Collected (Cubic Yard)  
Rolling 12 Months**

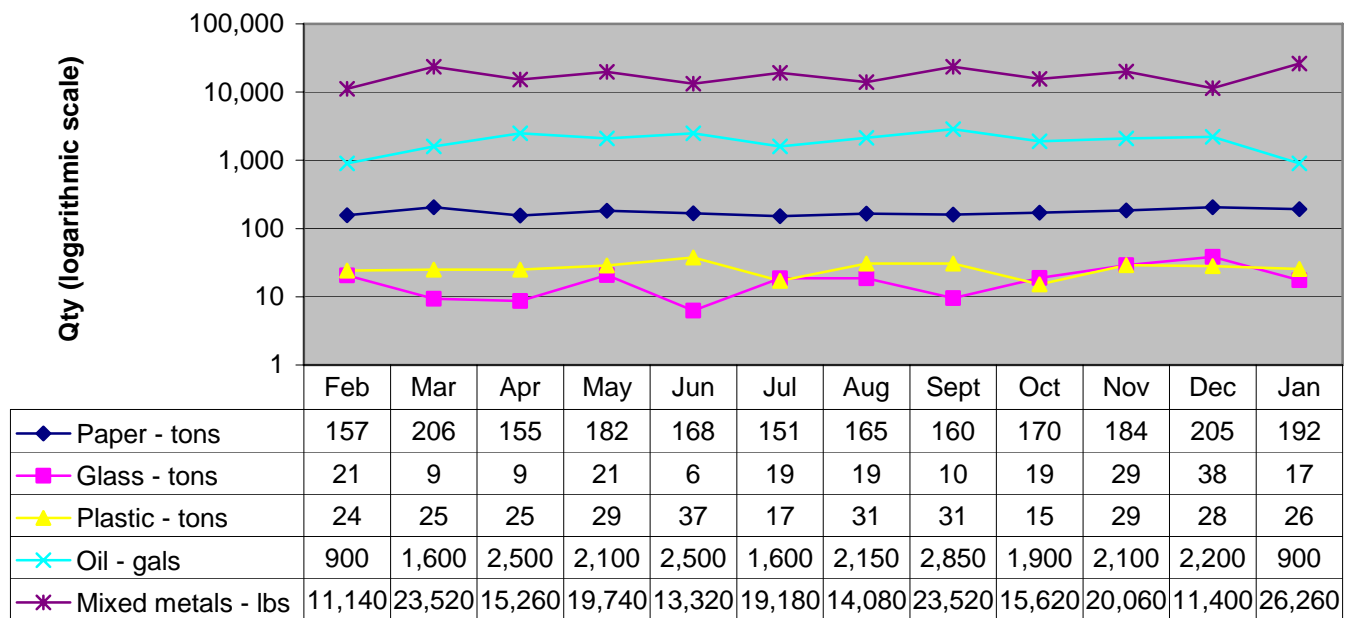


## Recycling

The City's three recycle centers compiled a total of:

- 192 tons of paper
- 17 tons of glass
- 26 cubic yards of plastic
- 900 gallons of oil
- 26,020 pounds of mixed metals

**Recycle Summary Report  
By Commodity  
Rolling 12 month period**



### **WATER DISTRIBUTION DIVISION**

S&W Excavating, the company contracted for water division work requiring excavating, such as service taps, water main/service line repairs, and stop-box replacement, completed the following:

- 3 Water service taps
- 15 Emergency water main/service line repairs
- 11 Non-emergency water/main service line repairs
- Water Service Workers and our Meter Repair/Install crew respond to service requests from residential and commercial customers as well as water billing. These service calls include high/low consumption investigations, meter repairs, hydrant repairs, flow tests, service line inspections, water main finals, and supervising/assisting contractors in installs/repairs. Periodic inspections and maintenance procedures at the water booster station are also performed.
- 404 Service requests
- 26 Meters repaired
- 34 Meters replaced
- 10 Fire hydrants were repaired
- 12 Fire hydrants winterized

Inspectors conduct cross connection inspections and maintain the departments backflow prevention program. Requests for water main and service line locates are answered daily. Inspectors performed:

- 358 Locates
- 41 Cross connection inspections
- 81 Backflow compliance inspections
- 1 Other code inspection

Meter Readers completed 17,497\* residential and commercial reads.

\*This number is abnormally high due to holidays, vacations and snowfall that prevented normal read numbers at the end of December resulting in higher counts after the beginning of the New Year.

### **WATER & SEWER ADMINISTRATION**

- Completed the rebanding of 165 - 800MHz radios

#### **Training**

- NIMS  
All Public Works employees (except clerical) have been required to complete multiple U.S. Department of Homeland Security, National Incident Management System (NIMS) courses. All employees continue to complete the required courses.
- All Sewer department staff has been trained on the new equipment installed in the TV truck.

#### **Bid Specifications – Prepare**

- Tree Trimming
  - Specifications are being investigated and created
- Park Janitorial Restroom Cleaning
  - Specifications are being reviewed and updated
- Mowing and Maintenance of Parks
  - Specifications are being reviewed and updated
- Street Sweeping
  - Specifications are being reviewed and updated

### **ENGINEERING**

#### **Plan Reviews:**

- 2 site plans submitted for review
- 8 plot plans submitted for review

#### **Service Requests:**

- 6 service requests processed. This includes 4 requests for local road pavement evaluation.

**Inspection:**

- 39 hours of inspection performed on installation of public improvements
- 95 inspections completed as part of Soil Erosion and Sedimentation Control Program

**Development Project Releases:**

- 31 site plans have been released due to completion of site plan improvements.
- \$241,724.30 in escrow monies deposited with the City has been released.

**Map Creation:**

- 0 maps created for various City Departments
- 2 map revision performed for City Departments

**Miscellaneous Departmental Initiatives/Tasks:**

- GIS Program – Assisting Police Department with GIS based dispatch center software. Public/Private login complete. Private layers added as necessary and available. Acquiring location of storm outfalls citywide for NPDES program. In process of locating hydrants.
- Met with internal business service team to discuss current and upcoming site developments.
- Assisted Parks & Recreation Department with creating scope of Beaver Creek Park project. Met with homeowner association in area to receive ideas and feedback.
- Received Federal reimbursement for inspection services provided on 19 Mile Road Resurfacing Project, Van Dyke Avenue to Merrill Road, in the amount of \$25,986.42.
- Met with MDEQ to discuss floodplain management program.
- Lead Inspector Adam LaClair received MDOT Office Technician certification and Office Technician certification. Both certifications are required to administer MDOT contracts.
- Met with SEMCOG and MDOT to discuss Transportation Alternative Program funding opportunities.
- Met with DTE – Lighting Division to review Van Dyke street lighting.

### City Projects

	Project	Preliminary Phase	Topographical Survey	Design Phase	Bidding Process	Contract Award Date	Award Value	Construction Start Date	Percent Complete	Final Payment Date	Notes (See Below)
1.	Hayes Road Sanitary Sewer, Moravian to Bartola Subdivision, CP #974	x									
2.	Section 4 Water Main	x	x	x							
3.	Mound Road Water Main, 17 Mile Road to 18½ Mile Road, CP #06-142	x	x	x	x	8/17/2010	1,608,384.60	10/4/2010	100%		a.
4.	2010 Sidewalk Gap Completion Program, CP #07-173	x	x	x	x	8/17/2010	135,281.00	10/1/2010	100%		a.
5.	Gainsley Drive Sanitary Sewer Repairs, CP #11-220	x	x	x	x	9/20/2011	363,859.06	10/12/2011	100%		b.
6.	Utica and Van Dyke Park, CP #10-206	x	x	x	x	8/8/2012	170,003.55	8/27/12	100%		b.
7.	2011 Concrete Replacement Program, CP #11-218	x	x	x	x	7/19/2011	546,000.00	8/11/2011	100%		b.
8.	Baumgartner Park ADA Upgrades, CP #10-213	x	x	x	x	4/19/2011	153,073.00	5/2011	100%		b.
9.	Utica Road Sanitary Sewer and Water Main Extension, Plumbrook to Puritan, CP #06-146	x	x	x	x	6/7/2011	145,882.00	10/9/2012	98%		
10.	Tyler Drive Concrete Reconstruction, CP #11-224	x	x	x							c.
11.	19 Mile Resurfacing, Van Dyke to Merrill, CP #11-223	x	x	x	x	9/5/2012	589,916.00	9/10/2012	100%		b.
12.	Ryan Road Concrete Repairs, Metropolitan Parkway to 18½ Mile Road, CP #11-222	x	x	x	x			Spring 2013			d.
13.	2012 Sidewalk Removal and Replacement Program, CP #12-230 (Section 4 and Section 9)	x	x	x	x	7/17/2012	\$138,147	9/17/2012	99%		
14.	2012 Sidewalk Gap Completion Program, CP #11-217	x	x	x	x	9/4/2012	\$68,772.50	10/9/2012	60%		e.
15.	Brookline Pump Station Repairs, CP #12-225	x	x	x							
16.	2012 Concrete Replacement Program, CP #12-228	x	x	x	x	6/5/2012	\$726,000	6/25/2012	100%		b.
17.	Clinton River Road Sanitary Sewer Extension, CP#06-154	x	x	x							
18.	Gainsley Drive Paving, Lori Drive to 19 Mile Road, CP #12-231	x	x	x	x	7/17/2012	\$128,743	8/6/2012	100%		b.

### County Projects

	Project	Preliminary Phase	Topographical Survey	Design Phase	Bidding Process	Contract Award Date	Award Value	Construction Start Date	Percent Complete	Final Payment Date	Notes (See Below)
1.	No active projects										

### State Projects

	Project	Preliminary Phase	Topographical Survey	Design Phase	Bidding Process	Contract Award Date	Award Value	Construction Start Date	Percent Complete	Final Payment Date	Notes (See Below)
	No active projects										

NOTES:

- a. Project complete. Cannot final pay at bonding company demands.
- b. Working through final payment.
- c. CDBG funded project. Anticipated 2013 project.
- d. Additional \$425,000 in Federal funding secured. Addition design required and underway. Anticipated construction commencement in Spring 2013.
- e. Contractor will finish gaps in spring 2013. Waiting for utility company relocations.