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# The City of Gibraltar Annual Reporting Tool

## Calendar Year 2022



The annual reporting tool helps to eternalize the achievements and ambitions of The City of Gibraltar, serving as a guide for leaders to come.



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**City Facilities**

City of Gibraltar City Hall  
29450 Munro Street, Gibraltar MI 48173  
(734) 676-3900 Phone  
(734) 676-7509 Fax

~

Gibraltar Police Department  
29450 Munro Street, Gibraltar MI 48173  
Non-Emergency Line  
(734) 676-1022

~

Gibraltar Recreation  
29340 S. Gibraltar Rd, Gibraltar MI 48173  
(734) 671-1466

~

Gibraltar Department of Public Works  
29450 Munro Street, Gibraltar MI 48173  
(734) 676-3900

~

Gibraltar Building Department  
2800 Third St. Trenton, MI 48183  
(734) 675 8251

~

Website:

[www.cityofgibraltarmi.gov](http://www.cityofgibraltarmi.gov)



City of Gibraltar Mayor and Council

**Scott L. Denison** .....Mayor, City of Gibraltar

**Bob Saunders**.....Mayor Pro-Tempore and Council Member

**Cody Dill**.....Council Member

**Marsha Kozmor**..... Council Member

**David Riser**..... Council Member

**Patrick Valentine**..... Council Member

**Dorothy Wood**.....Council Member

**Brian Arp**..... Treasurer



Department Members

- Michael R. Landis M.P.A.** ..... City Administrator
- Richard Tanguay**..... Public Safety Director
- Bruce Bullard**.....Detective Bureau
- William Cain** ..... Fire Chief
- Katherine Tomasik**..... City Clerk
- Aimee MacEwen**..... Finance Director
- Chelsea Johnson**..... Water Department
- Mary Gerow** ..... Clerical and Payroll
- Michael Anderson**.....Police Secretarial
- Tamey Gorris**..... Recreation Director
- Trenton MI** ..... Building Department
- C.E. Raines Co.** ..... City Engineers
- WCA** ..... City Assessors
- Pentiuk, Couvreur & Kobiljak** .....City Attorneys



**Boards, Commissions, and Community Groups**

- Downtown Development Authority
  - Planning Commission
  - Zoning Board of Appeals
    - Board of Review
    - Recreation
    - Beatification
  - Historical Museum
    - Waterways
    - Kiwanis
  - Gibraltar Rockwood Rotary
- Boys and Girls Scouts of America
  - Senior Lunch Program
- Progressive Tactics Martial Arts



## Preamble

This report is a culmination of the significant activities for the benefit of our residents during 2022. Gibraltar’s City Council, Department heads, full and part-time staff, our city commissioners’ and volunteers continue to endorse Public Service as a mantra of service above self.

There are several missions outlined in this report. First, it is a direct account from each department of their prior year’s goals and a measurement of their ability to implement those goals. Second, this annual report highlights the goals and accomplishments for the 2023 calendar year. Last, we attempt to convey a “State of the City” document without overly political doublespeak.

Each year is unique from the prior years. The year 2022 witnessed three new department heads into leadership roles, two department heads entering their second year of service, and three professional contract departments working in tandem to implement City Councils’ budgets and goals, as well as keeping our streets safe.

Gibraltar became a village in 1954 and a City in 1961. Utilities came to Gibraltar in 1928; Many bridges were built in the 1930s, sewers in the middle 1950s and a majority of paved roads in the 1980s. Each City council is faced with aging infrastructure and its unique challenges. We continue to implement sewer and water rehabilitation projects, asset management plans for our roads, and preventative maintenance procedures for our equipment, buildings, and other assets. With many major projects on the horizon, we are excited to begin designing the Horse Island Bridge in time for 2025.

Financially, Gibraltar has recertified our Downtown Development Authority and obtained an Internal Revenue System (IRS) certification for our Police and General employee pensions. We have reduced our long-term liabilities and improved our intergovernmental reporting systems.

Your elected officials are honored that our residents gave this Council the temporary mantle of leader to serve. Enjoy our report. The City did well.

-Scott L. Denison, Mayor





## Administrators Report

The duty of the administrator’s office is to oversee the daily operations of city staff and activities. The administrator is the head appointed official by the Mayor, approved by the Council, and works with each department to ensure the smooth operations of city affairs. In addition to administrative responsibility, the office acts as the Department of Public Works Director, the Director of the Downtown Development Authority, the Streets Administrator, the Community Development Block Grant (CDGB) Coordinator, and the primary point of contact for professionally contracted services and intergovernmental associations. In addition to the aforementioned items, the administrator’s office actively pursues professional development opportunities and attends ongoing training as available.

The administrator is an Alternate to the Southern Huron Valley Utility Authority (SHUVA) board and is on the Department of Public Services and the Brownfield Board of the Downriver Community Conference (DCC).

The administrator’s office prepares city reporting material for many agencies and works with departmental staff and professional persons to complete these items. A non-exhaustive list of reports is as follows:

Public act 51 Maps	Community Rating System (water department greatly assists)
Re-trac county reports	Title six reports
MS4 stormwater permitting	Re-trac report
Bridge inspection coordination	Load ratings and analysis report coordination
Landfill permitting	US department of transportation reports
CBDG Vouchering	Investment reporting tool
Waste stream report	SAM.GOV
Cross connection (contracted)	Contract negotiations
FEMA reporting	Sewer system O&M to EGLE (RAINES)
Additional MDOT Reports	Additional EGLE Reports

A non-exhaustive list of contractual services and agreements is as follows.

**Company**

Adams OHM  
 AT&T  
 Charles Raines  
 Comcast  
 Cummins

**Area of Service**

Third Party Admin DOT Testing  
 Phones/Internet  
 Engineering  
 Phones/internet/TV Broadcasting  
 Generator



downriver pest control	annual pest control (2022)
DTE	Electric / Gas
Ferguson/Neptune	Water meter software
first - net	cellular
Fishbeck	GIS assistance
Gabriell Roder Smith	Pension
GLWA	Water Purchases
Great lakes engineering	bridge inspections
HVAC Systems	Heating and Cooling
Hydrocorp	Cross Connection Program
Kennedy Industries	Pumps
Lenslock	Body Cams
MML	Insurance
Pentiuk, Couvreur & Kobiljak	Legal
PNC	Pension
Priority Waste	Garbage Haulers
Riverview Land-Fill	Refuse
SHVUA	Sewer
TruGreen	Landscaping
Vanoverbeke, Michaud & Timmony, P.C.	Pension Attorney
VC3	IT Department
Wade trim	planner
Watkins Ross	Pension
WCA Assessing	Assessor
WOW	TV/ Broadcasting
Xfer	Phones
Zervos	Healthcare admin

In 2021, we outlined some objectives for the city to accomplish in the 2022 calendar year. One was to continue to work on our wastewater asset management plan. The city of Gibraltar extended the contract with Granite Inliner to continue to work to reduce the inflow and infiltration of clean water into our wastewater system by repairing and sealing old sanitary infrastructure. The city added \$250,000 of pipe restoration and \$115,000 of manhole restoration to the project list. As of 1/1/2023, manhole restoration has been completed, and further pipe restoration will take place in the calendar year 2023.

With the help of our city clerk and office staff. The city was able to upgrade our online portfolio and transition to a government domain address. This adds additional levels of network security and makes our website a more user-friendly while also being compliant with the Americans with Disabilities Act.



The last goal described in our prior report was furnishing city hall offices with new carpeting. The City had old, withered, and rolling carpeting throughout the office staff's workspace, which proved to be a significant tripping hazard and liability. The city bid out and contracted a company to place new carpeting, eliminating dangers and accomplishing the established municipal goal.

The administrator's office prepares action and researches solutions to best implement the goals and objectives the mayor and council set forth. The city administrator, at its core, advises the Mayor and Council and implements their directive in the professional, public workspace.

Overall, the year 2022 was a monumental time for the City of Gibraltar. Over the course of this year, we have established the foundations for several significant projects, budgeting the city out for years to come.

This year the city began collecting on the infrastructure millage and established contracts for the continued work on our capital improvement plans. This includes additional sanitary sewer relining and manhole restoration. Through the completion of these projects, the health and safety of our community infrastructure are enhanced. Citizens also benefit through cost savings which can be seen in our on our total capacity reports from our wastewater treatment plant, the South Huron Valley Utility Authority.

The city conducted a PASER, Roadsoft-data collection this year. This Scientific analysis of our road system identifies and records the condition of our streets in the city. We have developed a road asset management plan (AMP) with this data. This document is currently under review with the State of Michigan. By creating the roads AMP, the city can more freely utilize our public act 51 monies for local road projects. This data helps the city best direct funding for preventative maintenance and repair of our road system in a best-practice fashion. The City received partial funding as a recipient of a data collection grant awarded by the Southeast Michigan Council of Governments (SEMCOG).

Incorporating our road's asset management plan into our governance was a timely occurrence as the city will be utilizing the flexibility it allows us promptly. Gibraltar is a unique city as locally owned bridges are fundamental in reaching the islands of our home. The city developed applications with the help of the Great Lakes Engineering Company and applied for funding to replace two (2) bridges through the local bridge program offered by the State of Michigan (formerly called the critical bridge program). We are happy to report that the Horse Island application was approved, and \$2,961,000 of funding was awarded to the city for a 2025 bridge project. The city will be able to fund this through the movement of funding from our major to the local streets account over the next few fiscal years. This project is still in its infancy and will be ongoing for the next couple of years as design, permitting, bid letting and all construction elements have yet to occur.



The City of Gibraltar applied for funding from the Community development block grant this year and was awarded \$140,000 for procuring a new, senior transit van. We are working with a Wayne County team regarding the new unit's selection and implementation. Because grants are such an essential element of municipal operations, Gibraltar has partnered with Wade Trim to develop a funding scout and grant management program for 2023. With their professional guidance, we can more accurately monitor and identify opportunities for funding that align with our master plan and departmental operations. We have already utilized the team at Wade Trim to seek funding for a highwater infrastructure grant that is being reviewed by the Michigan Department of Environment Great Lakes and energy (EGLE).

One primary goal this year was to recertify our Downtown Development Authority (DDA). Our DDA captures tax revenue in the district that would otherwise go to the County. Through re-establishing our DDA, we have ensured that our citizen's money is returned to and reinvested in the community. With the assistance of Wade Trim, community members on our Citizens District Council, local businesses, Council, and city staff, we are elated to report that as of the council meeting on the 23<sup>rd</sup> of January 2023, our DDA will be re-certified. This hallmark achievement safeguards the city's DDA to continue operating for the next 30 years. This means communal events, infrastructure, parks, developments, and community enhancements will continue to be a regular course of business within the district. The hard work of city staff, professional partners, the public, and our elected and appointed officials are on full display with monumental achievement. On the coattails of this project, our city Masterplan is also being updated. The city has recruited a steering committee and utilized survey data from the citizens to gauge and produce a document outlining the city's objectives for the next 20 years.

A significant component of these documents includes the installation of a water redundancy in the city. This will provide water security for the residents of Gibraltar and is the number one goal of our water asset management plan. This, along with bridge design, lead service line replacement, nautical vegetation solutions, and personal acquisition, are all goals for 2023.

The Gibraltar museum received some generous donations this year. This allowed our curator, Mrs. Wood, to introduce a rich new exhibit featuring the War of 1812, showcasing the history that Gibraltar played in it. This can be viewed at our historical museum and is referenced as "The Battle of Brownstown."

The City of Gibraltar is a small waterfront city on the edge of the Detroit River. Our 4.4-square mile Multi-Island-Town is home to 4,997 residents and is sectioned by an expansive canal network. This provides us with a distinctive and luxurious riverside city. Throughout this report, you will find staff adapts and implements solutions to the unique obstacles that our



geographical location produces, all while maintaining and operating the daily tasks that keep our city afloat.

## **City Clerk Report**

### *Mission Statement*

The City Clerk's Office is committed to maintaining the integrity of city government in the City of Gibraltar and ensuring an informed citizenry by providing access to City government through open and accessible meetings and accurate recording of the City Council proceedings; by protecting and preserving City documents and records; through the conduct of fair and democratic elections; and by providing excellent service to the public.

### *Duties and Responsibilities*

- Prepare agendas, minutes, and meeting packets for City Council, Planning Commission, DDA, and ZBA
- Attend all meetings for City Council, Planning Commission, Downtown Development Authority (DDA), and Zoning Board of Appeals (ZBA)
- Keep a public record of all proceeds of the City Council and all commissions/committees
- Publish City meeting/public hearing notices and all City Council minutes as required, ensuring compliance with the Open Meetings Act
- Keeper of all records, papers, documents, contracts, etc. that pertain to the City
- Maintain document retention
- Administer & conduct all elections
- Freedom of Information Act (FOIA) Coordinator
- Publish & maintain all ordinances and codify, as needed.
- Issue business licenses & solicitation permits
- Provide Notary services
- Process all workers compensation claims
- Prepare OSHA report
- Track all vacation, sick, & personal leave time for all employees & verify with those departments
- Maintain and update the City website, public access channel on cable, and Facebook
- Official signatory for all municipal contracts, checks, ordinances, and resolutions
- Official custodian of the City seal



- Oversee public bid openings
- Administer oaths of office
- Maintain a scrapbook of all legal notices and articles related to Gibraltar

## *Clerk of the Council, Boards, Commissions, and Committees*

A critical role of the City Clerk serves as the Clerk of the City Council, Planning Commission, Downtown Development Authority (DDA), Zoning Board of Appeals (ZBA), and several other sub-committees. In this role, in 2022, the Clerk prepared and distributed notices, agendas, packets, and minutes for thirty-five (35) City Council meetings (including regular meetings, special meetings, study sessions, & strategic planning sessions), twelve (12) Planning Commission meetings, fourteen (14) DDA meetings, and Three (3) ZBA meetings.

As the City of Gibraltar worked towards updating and amending its DDA/TIF Plan and Master Plan this year, the Clerk also prepared meeting notices and correspondence for Two (2) meetings of the Master Plan Steering Committee and three (3) meetings of the DDA Citizen's District Council.

## *Elections*

The City Clerk successfully administered two elections in 2022: the State Primary Election on August 2, 2022, and the State General Election on November 8, 2022. During the two elections, a combined 3,378 ballots were cast, 1,427 of which were absent voter ballots. To assist in administering the two elections, 20 election inspectors were hired. Election inspectors received 43.5 hours of training from the City Clerk and worked 428.25 hours on Election Days. Training included Election Day inspector training, training on the election equipment, and hands-on electronic poll book training.

The November election included a School Board election for four trustees. For Gibraltar School District, the Gibraltar Clerk is the filing official and the only Clerk that can receive candidate filings for the entire school district, which includes Gibraltar, Rockwood, Brownstown, Woodhaven, and Flat Rock.

In 2022, the Michigan Bureau of Elections offered a grant to reimburse jurisdictions up to \$1,500.00 per precinct for election security-related purchases. For Gibraltar, this equated to a total of \$3,000.00. With the assistance of the Police Chief, Gibraltar used the grant to purchase a new security camera to be installed at the front of the Municipal Building aimed



main entry of the building, providing 24/7 video surveillance on the ballot drop box, as required by law.

In 2021, the Michigan Independent Citizens Redistricting Commission redrew Michigan’s district boundary lines using the population numbers from the 2020 census. This caused the boundaries of Gibraltar’s districts for the U.S. House of Representatives, Michigan Senate, Michigan House of Representatives, and Wayne County Commissions to change. As a result, in 2022, the Clerk mailed out new voter identification cards with the updated district information to every registered voter in Gibraltar.

As an accredited State of Michigan election official, I attended all training classes directed by the Michigan Bureau of Elections. These classes aided in the successful training of our election inspectors and the successful conduct of our 2022 elections

As of December 31, 2022, there were 3,577 active voters registered in Gibraltar.

**2022 BUSINESS LICENSES**

<b><u>BUSINESS NAME</u></b>	<b><u>BUSINESS ADDRESS</u></b>
Rick's Boat Service LLC	28719 N. Gibraltar Rd.
Gibraltar Marine LLC DBA Humbug Marina	13400 M. Gibraltar Rd.
Detroit Crossdock LLC	20000 Woodruff Rd.
Sea, Sparkle & Shine	28721 N. Gibraltar Rd.
Gibraltar Boat Yard Gas Dock & Party Store	28731 N. Gibraltar Rd.
Pointe of Sail Realty	13938 M. Gibraltar Rd.
Jaddco Enterprises	28975 W. Jefferson
Gibraltar Boat Yard	28731 N. Gibraltar Rd.
Captain Jim's	13500 M. Gibraltar Rd.
HyCAL Corp.	27800 W. Jefferson Ave.
Superior Shooting Sports, LLC	30573 Adams Dr.
Shore Liquor	29104 N. Gibraltar Rd.
Stowaway	29001 Wilson
Damark Marine	29021, 29025 Wilson
All-in-One Care LLC	14342 Navarre St.
Qualawash Holdings, LLC	27007 Fort St.
Rich Oil #8762	29140 N. Gibraltar Rd.
Suburban Industries Inc.	28093 Fort St.
R.A. Furmato LLC	27885 Fort St.
Capital City Group	20200 Woodruff Rd.



Gibraltar Dairy Queen	30030 S. Gibraltar Rd.
Cerco Inc.	27301 Fort St.
Gibraltar Recycling	15701 Vreeland Rd.
Vamp Screw Products	28055 Fort St.
Steel Tool & Engineering Co.	28005 Fort St.
The Jeffery Company	2729 Fort St.
Imlach Movers, Inc.	28349 Fort St.
Joe's Primetime Pub	27845 Fort St.
Target Steel Inc.	19800 Gibraltar Rd.
Midwest Veterinary Partners dba Gibraltar Veterinary Hospital	29503 W. Jefferson
JP's Waterfront	13200 M. Gibraltar Rd.
Claudia's Legacy Studio	14368 Stoefflet
Shrink Rite	28599 N. Gibraltar Rd.
Jim's Galley	29110 N. Gibraltar Rd.
SLATS Enterprises V, Inc	29098 N. Gibraltar

## *Departmental Highlights*

- Completed the 3-year Michigan Association of Municipal Clerks (MAMC) Institute in March
- Certified as Michigan Professional Municipal Clerk (MiPMC)
- Attended the Michigan Association of Municipal Clerks Summer Conference in June
- Successfully administered the State Primary Election on August 2, 2022
- Successfully administered the State General Election on November 8, 2022
- Launched new City of Gibraltar website with Shumaker Technology Group
- Processed over 150 FOIA requests with the assistance of the Police Records Clerk
- Issued 35 business licenses (list is attached)

## *Professional memberships*

- International Institute of Municipal Clerks (IIMC)
- Michigan Association of Municipal Clerks (MAMC)
- Association of Wayne County Clerks (AWCC)

## *Goals for 2023*

## **ELECTIONS**





- Conduct Local Election(s) – A primary election will be held, *if needed*, on August 8, 2022, and a general election will be held on November 7, 2022
- Implement new constitutional requirements pertaining to elections, as passed by Proposal 22-2 in the general election on November 8, 2022
- Continue to conduct secure, fair, and efficient elections

## **CLERKS OFFICE**

- Bid out contractual services for I.T. – Current contract with VC3 (I.T. Right) expires June 2023
- Continue to update the City of Gibraltar website with accurate and helpful information
- Continue to update the City of Gibraltar public access cable channel
- Continue to complete FOIA requests in a responsive and timely manner
- Create/update a complete fee schedule for all fees for services collected by the City
- Organize/maintain records in accordance with the State of Michigan’s record retention guidelines
- Complete codification of City ordinances
- Attend MAMC Clerks Summer Conference in June 2023
- Attend MAMC Clerks Master Academy in November/December 2023
- Obtain points to work toward my Certified Municipal Clerk (CMC) certification

## **Department of Public Works**

### *Field staff*

The Department of Public Works staff consists of one director, three full-time staff, and three part-time positions. There is one water clerk as well. The City must retain a staff member with an S-2 level water license, making us eligible to sell water and perform systems work. The DPW director helps establish projects and guides different funding mechanisms for the city’s water and storm assets management plan.

DPW staff take water samples and submit data to EGLE each year. This report focuses on designated testing locations approved by the State that checks for water quality and contaminants. Water systems departments from Detroit also use routine sampling to supplement State guidance. The city partners with Hydrocorp to manage and enforce the cross-connection program. Additionally, they prepare and present the annual report document each year. Additional responsibilities of the DPW include general grounds maintenance, repair work, water, sewer, storm, and road repair, and a host of other civil service tasks.

### *Water Department:*



The City of Gibraltar’s water department handles water service items throughout the city. There are 110,084 feet of water main in the City of Gibraltar. This network is responsible for supplying residents of the community with fresh water. A full-scale water asset management plan (WAMP) was completed in 2021. This plan outlines future projects and provides cost estimates for infrastructure advancements, replacement, and installation for years to come. Our WAMP includes the methodology for lead service line replacement and new redundancy water main for the City of Gibraltar.

The city has taken the initial steps to install a new redundant water main down Middle Gibraltar road. This main will go from the Meadowlands manufactured homes park to west Jefferson Avenue. The main will run under the two railroad tracks and the Brownstown Creek. As of 1/1/23. We have completed several crucial steps. These include soil borings, Wayne County right-of-way permit applications, EGLE permit applications, wetlands applications, and railroad right-of-way applications. The city must bid and bond the project for funding upon clearance from governing agencies. We have an aggressive timeline for fall 2023 and hope to have the main operations within the year. Once this is completed, the city will have a full water redundancy and can work on additional aging infrastructure.

The city is a customer of the Great Lakes Water Authority (GLWA) and purchases water for resale. The city has approximately 1570 bills per billing cycle. This total changes slightly as some residents are not present during different seasons and opt for water shut off. The city bills every quarter for water usage; this leads to four bills per year. The city utilizes Neptune Technologies software for data recording and meter reading.

The City of Gibraltar has begun its inventory of lead service lines and expanded its global information systems database to document and retain information on service lines in the city. In conjunction with other local municipalities, the city is looking to utilize cooperative bids to begin lead line replacements throughout the city in 2023. This year we ordered a new dump truck for DPW activity and procured a new multipurpose van.

Currently, the water and sewer rates for the City of Gibraltar are combined. Consumers are billed per-unit unit used in the city. One unit is equivalated to 1,000 gallons of water.

## **The City of Gibraltar Water-Sewer Rate: 01/01/2023**

Water: \$8.38 / Unit

Capital Improvement Fee: \$1.00 / Unit

Sewer: \$13.96 / Unit

Combined: \$23.34/ Unit



## Quarterly Data Reports 2022

3rd Quarter (January, February, March 2022) Billing Totals									
Sequence Number	Water Gallons	Water	Sewage Gallons	Sewage	Capital Improv.	Surcharge	Meter Service	Total	
Quarterly	18,209,000	\$150,770.52	18,205,000	\$250,500.80	\$18,205.00	\$182.21	\$9,886.68	\$429,545.21	
Monthly									
January	1,186,000	9,820.08	1,186,000	16,319.36	983.00	71.17	95.00	27,288.61	
February	1,091,000	9,033.48	1,091,000	15,012.16	1,091.00	61.14	95.00	25,292.78	
March	1,422,000	11,774.16	1,422,000	19,566.72	1,422.00	73.41	95.00	32,931.29	
		-						-	
<b>Monthly Total</b>	<b>3,699,000</b>	<b>30,627.72</b>	<b>3,699,000</b>	<b>50,898.24</b>	<b>3,496.00</b>	<b>205.72</b>	<b>285.00</b>	<b>85,512.68</b>	
<b>Quarterly Totals</b>	<b>21,908,000</b>	<b>181,398.24</b>	<b>21,904,000</b>	<b>301,399.04</b>	<b>21,701.00</b>	<b>387.93</b>	<b>10,171.68</b>	<b>515,057.89</b>	
							<b>Billed Total</b>	<b>Postage</b>	
City of Gibraltar Gallons		21,908,000				<b>Quarterly Bills</b>	1561	\$429,545.21	\$522.55
City of Detroit Gallons						<b>Monthly Bills</b>	27	\$85,512.68	
January	10,011,290					<b>Past Due Notices</b>	178	\$66,202.62	\$62.30
February	8,851,050					<b>Shut-Off Tags (1)</b>	54	\$41,480.87	
March	9,495,870	28,358,210				<b>Shut Offs (1)</b>	8	\$22,242.27	
Difference		(6,450,210)				<b>Shut Off Tags (2)</b>			
						<b>Shut Offs (2)</b>			
Percentage Difference		-23%					1828		



3rd Quarter (April, May, June 2022) Billing Totals								
Sequence Number	Water Gallons	Water	Sewage Gallons	Sewage	Capital Imprpv.	Surcharge	Meter Service	Total
<b>Monthly</b>								
April	1,359,000	11,252.52	1,359,000	18,699.84	1,359.00	68.71	95.00	31,475.07
May	1,350,000	11,178.00	1,350,000	18,576.00	1,350.00	70.15	95.00	31,269.15
June	1,982,000	16,410.96	1,982,000	27,272.32	1,982.00	79.15	95.00	45,839.43
<b>Monthly Total</b>	<b>4,691,000</b>	<b>38,841.48</b>	<b>4,691,000</b>	<b>64,548.16</b>	<b>4,691.00</b>	<b>218.01</b>	<b>285.00</b>	<b>108,583.65</b>
<b>Quarterly Totals</b>	<b>24,550,000</b>	<b>203,274.00</b>	<b>24,542,000</b>	<b>337,697.92</b>	<b>24,542.00</b>	<b>474.29</b>	<b>9,982.11</b>	<b>575,970.32</b>
							<b>Billed Total</b>	<b>Postage</b>
City of Gibraltar Gallons		24,550,000			<b>Quarterly Bills</b>	1553	\$467,386.67	\$557.02
City of Detroit Gallons					<b>Monthly Bills</b>	27	\$108,583.65	
April	9,020,860				<b>Past Due Notices</b>	181	\$57,413.85	\$103.17
May	10,329,210				<b>Shut-Off Tags (1)</b>	39	\$18,584.40	
June	10,902,970	30,253,040			<b>Shut Offs (1)</b>	3	\$10,016.69	
Difference		(5,703,040)			<b>Shut Off Tags (2)</b>	24	\$5,558.78	
					<b>Shut Offs (2)</b>	4		
Percentage Difference		<u>-19%</u>				<u>1831</u>		



1st Quarter (July, August, September 2022) Billing Totals								
Sequence Number	Water Gallons	Water	Sewage Gallons	Sewage	Capital Improv.	Surcharge	Meter Service	Total
Billing	20,539,000	174,170.72	20,529,000	286,584.84	20,529.00	300.63	9,862.66	491,447.85
								-
								-
		-		-				-
		-		-				-
<b>Billing Total</b>	<b>20,539,000</b>	<b>174,170.72</b>	<b>20,529,000</b>	<b>286,584.84</b>	<b>20,529.00</b>	<b>300.63</b>	<b>9,862.66</b>	<b>491,447.85</b>
Monthly								
July	1,480,000	12,420.00	1,480,000	20,660.80	1,480.00	60.94	95.00	34,716.74
August	2,328,000	19,741.44	2,328,000	32,498.88	2,328.00	97.55	95.00	54,760.87
September	1,338,000	11,346.24	1,338,000	18,678.48	1,338.00	58.28	95.00	31,516.00
								-
<b>Monthly Total</b>	<b>5,146,000</b>	<b>43,507.68</b>	<b>5,146,000</b>	<b>71,838.16</b>	<b>5,146.00</b>	<b>216.77</b>	<b>285.00</b>	<b>120,993.61</b>
<b>Quarterly Totals</b>	<b>25,685,000</b>	<b>217,678.40</b>	<b>25,675,000</b>	<b>358,423.00</b>	<b>25,675.00</b>	<b>517.40</b>	<b>10,147.66</b>	<b>612,441.46</b>
City of Gibraltar Gallons		25,685,000					<b>Billed Total</b>	<b>Postage</b>
City of Detroit Gallons						<b>Quarterly Bills</b>	1550	\$491,447.85
July	11,587,450					<b>Monthly Bills</b>	9	\$120,993.61
August	11,296,450					<b>Past Due Notices</b>		
September	11,380,240	34,264,140				<b>Shut-Off Tags (1)</b>	35	\$15,577.59
Difference		(8,579,140)				<b>Shut Offs (1)</b>	3	\$7,332.58
						<b>Shut Off Tags (2)</b>		
Percentage Difference		<u>-25%</u>				<b>Shut Offs (2)</b>		



## 2nd Quarter (October, November, December 2022) Billing Totals

Sequence Number	Water Gallons	Water	Sewage Gallons	Sewage	Capital Improve	Surcharge	Meter Service	Total
Quarterly		\$0.00		\$0.00				\$0.00
Monthly								
October	1,640,000	\$13,907.20	1,640,000	\$22,894.40	1,640.00	\$79.55	\$95.00	\$38,616.15
November	1,388,000	11,770.24	1,388,000	19,376.48	1,388.00	68.71	95.00	32,698.43
December	1,170,000	9,921.60	1,170,000	16,333.20	1,170.00	62.16	95.00	27,581.96
<b>Monthly Total</b>	<b>4,198,000</b>	<b>35,599.04</b>	<b>4,198,000</b>	<b>58,604.08</b>	<b>4,198.00</b>	<b>210.42</b>	<b>285.00</b>	<b>98,896.54</b>
<b>Quarterly Totals</b>	<b>4,198,000</b>	<b>35,599.04</b>	<b>4,198,000</b>	<b>58,604.08</b>	<b>4,198.00</b>	<b>210.42</b>	<b>285.00</b>	<b>98,896.54</b>
							<b>Billed Total</b>	<b>Postage</b>
City of Gibraltar Gallons		4,198,000			<b>Quarterly Bills</b>			
City of Detroit Gallons					<b>Monthly Bills</b>			
October	9,932,740				<b>Past Due Notices</b>			
November	8,910,520				<b>Shut-Off Tags (1)</b>			
December		18,843,260			<b>Shut Offs (1)</b>			
Difference		(14,645,260)			<b>Shut Off Tags (2)</b>			
					<b>Shut Offs (2)</b>			
Percentage Difference		-78%						

The city experienced more water main breaks this year than in the previous few years. Still, our staff was prepared and executed repair work safely, timely, and efficiently. This does reflect in our water loss for the year, as we had multiple days of over 2 million gallons lost.

The water department is responsible for producing and publishing the Annual water quality report. This state-required document outlines and addresses the quality of water service that the city provides and offers exemplary information about the city's water network. Additionally, a pump report is developed yearly and submitted to our water provider GLWA.



*Sanitary:*

The City of Gibraltar belongs to the South Huron Valley Utility Authority (SHUVA) for waste water treatment. The city purchases capacity at the West Jefferson Plant to satisfy usage needs of the municipality and its residents. In addition, the city contributes proportionally for capital operations and maintenance of the SHUVA treatment

In 2020, a bond was sold for capital improvements and upgrades to the SHUVA facility. Gibraltar is responsible for \$3,481,509 of this bond (see debt service report appendix I). The sunset of this bond is 2042.

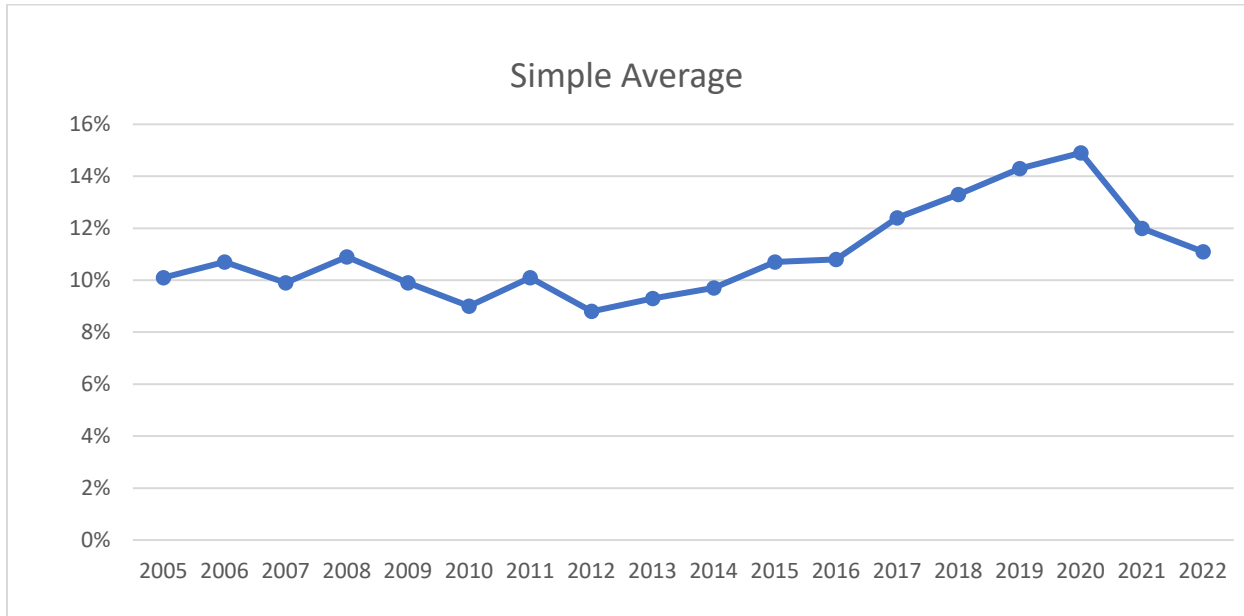
The city maintains 101,207 feet of municipal sanitary piping.

Gibraltar receives monthly reports from its wastewater partner that outlines the facility usage. These reports break down usage to gallons per day. The city reached out to SHUVA for additional historic flow information and built out a detailed dataset that illustrates the history of Gibraltar usage of the facility. Labeled as percent plant capacity, we can see our historical uses. This year's detailed pump reports can be [found in appendix III](#)

2005	10%
2006	11%
2007	10%
2008	11%
2009	10%
2010	9%
2011	10%
2012	9%
2013	9%
2014	10%
2015	11%
2016	11%
2017	12%
2018	13%
2019	14%
2020	15%
2021	12%
2022	11%







A full statistical breakdown of the yearly flows, million gallons treated, and average daily lake levels can be found in appendix II.

## 2022 Sanitary Sewer Work

In 2017 the City of Gibraltar was awarded a SAW Grant from the State of Michigan, which located, documented, and televised the sanitary and storm infrastructure networks. This data created a capital improvement plan for the city and outlined a 20+ year rehabilitation project. In 2021, the City Contracted with Granite Inliner for sanitary sewer restoration. This began the first phase of the capital improvement plan for the City’s Sanitary system. The project involved relining existing sanitary sewer piping segments and supporting them with a cure-in-place piping material.

Cure-in-place piping is a structural lining that uses the existing infrastructure, saving on excavation. Through the use of this material, the city fixed critical pipes located throughout the city. Many more are slated to be relined in 2022. The city helps address the inflow and infiltration issue through this relining process. Please view the data in appendix II and reference our flow data and graphs in the report. The city has additional segments that are scheduled to be lined in 2023. Additionally, we have two outstanding segments from 2021 that will also be addressed. These include:

- Asset ss256-ss255 (pointe dr.)



- Asset ss39-ss40 (west Jefferson Ave)

We have completed manhole restoration through rebuilding some and coating others in a water-resistant sealant material.

The city has followed through with its commitment to utilize funding to address our aging infrastructure to help rehabilitate it for years to come.



**Engineering Review**

ENGINEERING PROJECTS UPDATE CITY OF GIBRALTAR <i>Status as of January 11, 2023</i>	
	<i>VJan11,2023</i>
<b><u>GENERAL</u></b>	
<b>General Administration and Committees GR-1</b>	<b>Attend City Council meetings and study sessions and General Consulting upon request.</b>
<b>Berms Inspection GR-2</b>	<b>Perform berms inspection and certification upon request.</b>
<b>Grade Plans Review GR-GP</b>	<b>Perform residential grade plans review upon request.</b>
<b>Saw Grant Project GR-122</b>	Submitted report to MDEQ. Presented CIP to City. City needs to consider starting the CIP work committed to in the SAW Grant. Developing phase 1 of the CIP scope. <b>In the process of implementing phase I. Planning funding for Phase II. In the process of implementing phase II. Manholes rehabilitation is in progress. Sewer lining to follow.</b>
<b>Middle Gibraltar Bridge Replacement GR-133</b>	Project substantially completed. Opened to traffic on December 11, 2021. Punch list items pending weather and temperature improvement. <b>Project construction is completed. Working with MDOT on project closure.</b>
<b>Water Asset Management Plan GR-135</b>	In progress. Working on lead leads surveying and GIS configuration proposal. GIS map almost completed. Annual Progress Report submitted to EGLE. <b>Water AMP completed on 3/21/ 2021. Report sent to EGLE for review. Implementing CIP projects.</b>
<b>2018 O&amp;M Report GR-148</b>	Prepared and submitted report to MDEQ.
<b>2019 Storm Sewer and Valves GR-151</b>	Received two bids. Discussing award with City. <b>Project is on hold due to cost.</b>
<b>2019 Pavement Replacement GR-152</b>	<b>Completed.</b>
<b>2019 CDBG ADA Parking Lots GR-153</b>	Project was awarded to Dominine Gaglio Construction, Inc. Work in progress. <b>Project closed out.</b>
<b>2019 O&amp;M Report GR-154</b>	Prepared and submitted report to EGLE.



**ENGINEERING PROJECTS UPDATE**  
**CITY OF GIBRALTAR**  
*Status as of January 11, 2023*

						<i>VJan11,2023</i>
<b><u>GENERAL</u></b>						
<b>2020 Joint Sealing and Seal Coating GR-156</b>					Project completed pending punch list items.	
<b>2020 Concrete sectioning GR-157</b>					Reviewed list. Will discuss scope with City.	
<b>GR-158 Vreeland Self Storage</b>					Site plan reviewed. Revised plans reviewed and approved. Easements were recorded.	
<b>GR-159 2020-2021 Sanitary Sewer Rehabilitation Project</b>					Contract awarded 1/21, Preconstruction Conference 2/21 Start date: 5/21. Small section of sewer remaining for lining. Next lining phase will be starting upon completion of manholes rehabilitation.	
<b>GR-160 2021 O&amp;M Report</b>					Report completed and sent to EGLE.	
<b>GR-161 USFWS Bunkhouse Plan Review</b>					Reviewed site plan. Construction is pending.	
<b>GR-162 Install Catch basin 30952 Island Dr. plan review</b>					Reviewed site plan. Approved site plan.	
<b>2021 Concrete Sectioning GR-164</b>					Awarded as Cooperative bid with Riverview. Project completed.	
<b>EPA Risk and Resilience Study GR-165</b>					Study completed and submitted to the EPA.	
<b>Middle Gibraltar Watermain W. Jefferson to Railroad GR-167</b>					Project considered for DDA funding. Survey and design are completed. Awaiting County and railroads permits prior to bidding.	
<b>West Jefferson Watermain Replacement - Woodruff to Kingsbridge GR-168</b>					Project considered for DWRF funding. Funding denied. Project is on hold.	



ENGINEERING PROJECTS UPDATE						
CITY OF GIBRALTAR						
Status as of January 27, 2022						
						VJan27,2022
<b><u>GENERAL</u></b>						
South Gibraltar Watermain Replacement - Navare to Middle Gibraltar GR-168					Project considered for DWRP funding. Project will be bid and constructed with the Middle Gibraltar water main.	
Emergency Response Plan Water System GR-169					Plan completed and submitted.	
Sanitary System 2022 O&M Report GR-170					2022 O&M report update was completed and submitted to EGLE.	
2022-2023 Sanitary Sewer Rehabilitation Project GR-171					City will award Inliner Solutions the contract per the Allen Park contract prices. Estimated budget for lining work is \$250,000. Manholes Rehabilitation in progress. Estimated budget is \$101,000.	
Sanitary System 2023 O&M Report GR-175					2023 O&M report update was completed and will be submitted to EGLE.	

## **Finance & City Treasurer Report**

### *Mission Statement/Departmental Activities*

The Mission of the Finance Department is the efficient collection of all revenues owed to the City of Gibraltar and other taxing units. In a timely and accurate manner, we distribute collected tax monies to the various taxing jurisdictions and City accounts. The Finance Department is also responsible for investing idle City funds. The Finance Department works collaterally with various other departments ensuring we stay within the budget throughout the year.



## *2022 Highlights*

- Balanced Taxes and was able to send the Tax Roll to the Wayne County Treasurers office promptly
- Set up new Tax Database in BSA
- Balanced Statements every month
- Offered Online payments to our residents for taxes
- Completed Audit for 2021-2022. The audit was favorable, and the auditors were happy with the progress made in balancing accounts.
- Continuously balance taxes with each payment that is made to the County, State, and School
- Made sure reports were filed with the County and State promptly. Learned how to complete future reports from Plante Moran
- Completed CVTRS reports with minimal help from Plante Moran. Posted reports to the website.
- Completed PA 202 and posted to the website
- Completed F65 with help from Plante Moran
- Completed Act 51 statement
- Completed Qualifying statement
- Continuously monitor investments. Making sure we are investing idle funds.
- Continue to serve the public in an efficient and courteous manner
- Worked on ensuring data was provided on the website
- Worked with Department Heads to ensure ARPA funds were spent on items needed for the city.
- Priced out office furniture and computers to ensure employees are provided with updated equipment
- Worked on research regarding a new Building Department
- Worked on getting information about a new Bond to continue the DDA
- Worked on the transition of the Employee Pension from Principal to PNC
- Created new account codes per State guidelines
- Worked on the implementation of Invoice Cloud, which allows residents access to paperless billing. It also allows residents to sign up for autopay, set up payment plans, and easily pay their bills online.

## *Goals for 2023*

- Process more year-end transactions independently
- Continue learning to process reports independently



- Work with the Clerk beginning the process of finding a new IT provider
- Continue research on our Building Department

The Finance Department is always available at the residents’ convenience to meet with them and discuss those issues as they relate to City Tax dollars and City investments. We can assist with any inquiries during regular office hours. Our website is an additional resource of information for Residents. Annually, the City lists financial dashboards, citizens’ guides, and debt statements for review. These reports are also attached to the annual report for reference in appendix I, IV, V, and VI.

*Millage rates*

Millage Rates	
2022 Summer	
City Operations	14.4297
Solid Waste	1.8500
Road Bond	1.3600
Building Bond	1.1000
School Debt	6.8300
School Operations	18.0000
School Sinking	0.4845
State Tax	6.0000
Wayne County Operations	5.6099
Water and Sewer	2.4718
2022 Winter	
Wayne County Operations	0.9829
Wayne County Public Safety	0.9358
Wayne County Parks	0.2442
HCMA	0.2070
RESA Operations	0.0956
RESA Special Ed.	3.3443
RESA Enhancement	1.9876
WCCC	3.2202
WC Zoo	0.0992
DIA	0.1986

**Payroll Clerk**



### *Mission Statement*

The mission of the Payroll Clerk is to ensure all of our employees get paid promptly and correctly. They also keep track of tax disbursements and balance with the Finance Director on a bi-weekly basis. The payroll clerk also ensures that the drawer is balanced daily so we are ready to begin the next day.

### *2022 Highlights*

- Taxes were paid efficiently and balanced with the new Finance Director
- W-2 tax information was distributed to all employees promptly
- Payroll was processed efficiently
- Past due invoices were collected and monitored Building Escrows
- Taxes are balanced bi-weekly with the Finance Director and then paid to the correct bodies
- All payments are received in an efficient and prompt manner
- Residents are always helped in a friendly and professional manner
- Established a new, direct deposit system for city staff
- Payroll clerk uploads the tax bills to our online system to enable residents the ability to pay online.
- New Payroll system has been implemented for the Public Safety side.

### *2023 Goals*

- Checks will show an updated total for time off
- Utilize the BSNA system more and expand reporting tools
- Train additional staff and continue operations as normal
- Expand the new payroll system to encompass all applicable employees

## **Assessor's Office Annual Report**

The City Assessor is responsible for estimating the market value of your property for tax purposes. This is accomplished through discovering, identifying, and classifying all taxable property in the city. To determine the value of any property, the assessor's office must first gather all pertinent information, such as the physical description of the improvement, real estate sales, construction costs, rental incomes, operating expenses, and other factors that may affect value. The Assessor's Office keeps records on all properties, both land and buildings located in the City of Gibraltar.





The State of Michigan Constitution requires that property be assessed at 50% of true cash value. Proposal A was a constitutional amendment passed in 1994 that placed additional limits on the values used to calculate property taxes. Beginning in 1995, property taxes were calculated by levying the millage on the taxable value rather than the state-equalized value.

The taxable value is the lesser of the capped value and the state-equalized value. The capped value is calculated by taking the previous year's taxable value, subtracting any losses from demolition, then multiplying by the inflation rate or 5%, whichever is less, then adding any value for new construction. The inflation rate for 2023 is 5.0%.

Notice of assessment changes is mailed annually at the end of February. This is a notice of assessed value, taxable value, and homestead status. Property owners can appeal their assessed value to the March Board of Review. Information about the appeal process is included in the notice of assessment.

### *Board of Review*

It is the responsibility of the assessor to assess the property in accordance with the law and accepted practices. A Board of Review is not the assessor. The Board of Reviews is embodied to hear petitions that challenge the assessor's decision, and it is the Board of Reviews' responsibility to make an independent judgment based on the facts and the law.

The Board of Review is required to meet in March of each year. If there is business to conduct, the Board of Review shall also meet in July or December or both July and December.

There were 14 protests to the March Board of Review in 2022 for the City of Gibraltar. Of these 14, 11 were disabled veteran exemptions.

In 2023, the March Board of Review will meet on March 7<sup>th</sup> and 21<sup>st</sup>.

### *Michigan Tax Tribunal*

If a taxpayer is unsatisfied with their appeal to the Board of Review, they can take the appeal to Michigan Tax Tribunal. The Tribunal is made up of two divisions:

1. Small Claims Division - The Tribunal's Small Claims Division utilizes an informal hearing to resolve most of all appeals filed with the Tribunal. There is no formal record taken of the hearing,



and parties typically represent themselves. Small Claims hearings are generally 30 minutes in length.

2. Entire Tribunal Division - The Entire Tribunal utilizes a formal hearing to resolve the more complicated appeals. There is a formal record of the hearing, and attorneys typically represent the parties. These hearings usually last 1 to 5 days.

There was one appeal to the Tribunal for the 2022 tax year; however, the petitioner withdrew the appeal before the hearing. In the four years prior (2018 to 2021), we had four appeals in total.

*2022 Assessed Value Totals*

Single-family residential – 173,803,600

Multi-family residential – 8,695,700 (this number is also included in the commercial total)

Commercial – 16,008,200

Industrial – 10,886,200

*Percent of Property Type*

Homestead – 78.5%

Residential Non-Homestead – 8%

Commercial – 8%

Industrial – 5.5%

**Recreation Department**

The recreation department oversees community center buildings and organizes city events. The department continues to highlight and promote the city as they are a centerpiece with which the majority of the public interacts. The department is spearheaded by one director in charge of the buildings and events.



<i>Event</i>	<i>Revenue /Donation</i>	<i>Cost</i>
<i>Music in the park - August 31st</i>	\$ 400.00	\$ 1,307.97
<i>Easter event 2022</i>	\$ 2,257.00	\$ 107.75
<i>Drag Queen Bingo</i>	\$ 4,284.00	\$ + 3,151.69
<i>Christmas</i>	\$ 773.00	\$ 3,360.00
<i>Farm market</i>	\$ 110.00	\$ + 110.00
<i>trunk or treat/touch a truck</i>	—	\$ 744.75

*What does recreation do?*

- *Plan, manage, schedule, decorate, and hold events for the Gibraltar Community*
- *Provide rental halls (2 - Cooke Center, Gibraltar Community Center)*
- *Provide and maintain buildings, parks, and community grounds*
- *Monthly recreation meeting first Tuesday of the month at 6:30 pm*

*How do we do this?*

- *Fundraisers*
- *Donations*
- *Find and work with volunteers and businesses who wish to support the Gibraltar Community*
- *Monthly recreation meetings*
- *Stay within the given budget*

Gibraltar recreation prides itself on serving the community and its neighbors. These may consist of:

- *Citizens and businesses who are part of the Community of Gibraltar*
- *Citizens outside the Gibraltar Community seeking rental halls and other recreational activities*

*Routine Activities*

There are many annual events that community members look forward to each year. The following help illustrate the many fun opportunities the community can participate in.



## *Holiday/Events*

- *Christmas (December)*
- *Easter (April)*
- *Halloween (October)*
- *Fourth of July (July)*

## *Weekly Events and Programs*

- *Scouts*
- *Exercise class*
- *Dance class*
- *Educational classes*
- *School events*
- *Senior lunch program*
- *AA meetings*
- *Martial arts*

## *Bi-weekly*

- *Senior night out*

## *Monthly*

- *Kiwanis club meetings*

Events are ongoing throughout the year in the city. The following tables break down the timeline for each program.

## *Fun family / neighborly events*

- *Music in the Park (June, July, August, and September)*
- *Family Dance (October)*
- *Pancake breakfast with easter bunny and marshmallow drop. (April)*
- *Christmas tree lighting and celebration (December)*
- *Movie in the park. (August)*
- *Farm Market (August)*
- *Drag-Queen Bingo (September)*
- *Touch a Truck (October)*
- *Golf outing (September)*



Gibraltar Recreation oversees the many rental agreements and maintains the grounds for the recreation facilities. These include but are not limited to:

- *Cooke Center*
- *Gibraltar Community Center*
- *Pavilions*

#### *Upkeep & Maintenance*

- *Parks/grounds*
- *Gibraltar Community Center*
- *Cooke Centre*
- *Pavilions*

Scheduling and record keeping is key to running a smooth department as plans often change, and adaptability is often needed. The ability to respond to and communicate with clients and staff on an around-the-clock basis is key to success in this department. Recreation goes above what is outlined in a work description and is always working to ensure that Gibraltar's best foot is put forward.

2023 goals and objectives and desired facility enhancements

A short-term goal of recreation is to increase the number of kid-friendly summertime programs.

#### *Gibraltar Community Center*

- *Parking lot*
- *Paint (entire interior building)*
- *Furnace*
- *Air Conditioning Unit*
- *Electrical updates*
- *Cameras*

#### *Gibraltar Cooke Center*

- *Flooring (remove carpet and replace– NOT CARPET)*
- *Hand dryers in bathrooms*
- *Roof*
- *Parking lot*
- *Lighting in large room*
- *Furnace*
- *Air Conditioning Unit*
- *Electrical updates*
- *Cameras*



*Boblo Pavilion*

- *Outside bathrooms*
- *Paint*
- *Install ceiling*
- *Ceiling fans*
- *Electrical and outside lights in the ticket booth*
- *Cameras*

*Skate Park*

- *Full makeover*
- *Cameras*

*Add outdoor facilities for kids and families*

- *Waterpark*
- *Outdoor exercise obstacles along paths*
- *Ice rink*

Programs needed/wanted - 2023 year

- *Summer recreation for kids*
- *Senior programs*

Community and partnership

- *Gibraltar Rotary*
- *Sunseeker's Boat Club*
- *Gibraltar Fire Department*
- *Kiwanis Club*
- *Scouts*
- *Martial Arts*

County

- *Meals on Wheels*

Rate structure is working well though recreation desires a budget increase. The following is a current rate structure



City of Gibraltar Community Center Rental Rates updated 2021

Small Room (Sunday-Thursday) 50 People

Rental w/out Kitchen: \$300.00(Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$355.00 (Includes \$150.00 Refundable Deposit)

\$100.00 (fee to set up the evening before the event)

Small Room (Friday & Saturday) 50 People

Rental w/out Kitchen: \$350.00 (Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$405.00 (Includes \$150.00 Refundable Deposit)

\$100.00 (fee to set up the evening before the event)

Small Conference Room (any day) 25 People

Rental w/out Kitchen: \$100.00/day (no deposit)

Rental w/Kitchen: \$155.00/day (no deposit)

Large Room (Sunday – Thursday) 150 People

Rental w/out Kitchen: \$425.00 (Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$480.00 (Includes \$150.00 Refundable Deposit)

\$100.00 (fee to set up the evening before the event)

Large Room (Friday & Saturday) 150 People

Rental w/out Kitchen: \$500.00 (Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$555.00 (Includes \$150.00 Refundable Deposit)

\$100.00(fee to set up night before event)

Entire Building (Sunday-Thursday) 180 People



Rental w/out Kitchen: \$500.00 (Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$555.00 (Includes \$150.00 Refundable Deposit)

\$100.00 (fee to set up the evening before the event)

Entire Building (Friday & Saturday) 180 People

Rental w/out Kitchen: \$550.00 (Includes \$150.00 Refundable Deposit)

Rental w/Kitchen: \$600.00 (Includes \$150.00 Refundable Deposit)

\$100.00 (fee to set up the evening before the event)

Gazebo

Rental \$25.00 (No deposit)

Outdoor Pavilion

Rental \$50.00 (No Deposit)

Funerals

Rental w/out Kitchen \$100.00 (No Deposit)

Rental w/Kitchen: \$155.00 (No Deposit)

Notes:

- The above-stated \$150/rental deposit is intended to cover damages and cleaning. After usage, the deposit will be returned if the room is properly cleaned and no damage exists.
- Full payment, including deposit, is required at the time of reservation.
- City events and government entities will not be charged for rental
- Non-Profit/501 c (3)- \$25.00 charge-No Deposit
- Non-resident fee of \$50.00
- \$100.00 Fee to set up the evening before the event.





**Public Safety Department Report**

The Public Safety Department is made up of both the Police and Fire Departments. Together, they provide police, fire, and EMS services for the City of Gibraltar, 24 hours a day, 365 days a year.

The Police Department currently has nine (9) full-time certified police officers, one full-time civilian, ten (10) part-time dispatchers, and one (1) part-time ordinance officer. Chief Matt Lawyer retired on September 1<sup>st</sup> of 2022 and Chief Richard Tanguay was hired on July 1<sup>st</sup> as Deputy Chief and moved to Chief on September 2, 2022.

Richard Tanguay	Chief of Police
Lt. Bruce Bullard	Detective Bureau
Sgt Timothy Trush	Road Supervisor
Sgt. Gary Robinson	Road Supervisor
PtIm. Brandon Seifert	School Liaison officer
PtIm Scott Oldani	Road Patrol
PtIm. Mike Lezotte	Road Patrol
PtIm. Daniel Sampson	Road Patrol
PtIm Noah Smykowski (3/14/22)	Road Patrol
Civilian Michael Anderson	Full Time Police Admin Assistant
Civilian Barry Healy	Part-Time Dispatcher
Civilian Sandy Shel Drake	Part-Time Dispatcher
Civilian Terri Lekity	Part-Time Dispatcher
Civilian Corrine Bondy	Part-Time Dispatcher
Civilian Heather Jones	Part-Time Dispatcher
Civilian Kathy Mercure	Part-Time Dispatcher
Civilian Joseph Placido	Part-Time Dispatcher
Civilian Kristen Fronczak	Part- Time Dispatcher
Civilian Angela Carter	Part- Time Dispatcher
Civilian Trinity Tosch (7/13/22)	Part-Time Dispatcher
Civilian Craig Waple (12/08/2022)	Part- Tim Dispatcher
Civilian David Lacourse	Part-Time Ordinance Officer

The Police Department is primarily responsible for the protection of life and property, investigation of all criminal and civil complaints, traffic safety and investigation of all traffic accidents, and ordinance enforcement. The Police Department also provides the initial



response to requests for EMS. Currently, all union police personnel are licensed Basic Emergency Medical Technicians and one patrolman holds a paramedic license.

The Police Station is manned 24 hours a day by a Dispatcher and acts as the Public Safety Awareness Point (PSAP), for all Police/Fire/EMS emergencies. Dispatchers are also the primary contact for walk-in requests for service and monitor inmates in the holding cells. The Police Department is a 72-hour holding facility for inmates. The Police Department also acts as the primary point of contact for any DPW emergencies after normal business hours and is tasked with calling in the DPW for after-hour emergencies.

### *PUBLIC SAFETY DEPARTMENT GOALS AND OBJECTIVES FOR 2023*

1. Attain a Police Department minimum staffing of 10 officers. This number is including the Chief of Police.
2. Increase the level of in-person training for the Police and Dispatchers.
  - A. Utilized local training agencies and begin sending Officers to in-person training.
  - B. Identify and send officers to leadership training.
  - C. Partner with training groups to host the training.
3. Policy and Oversight review
  - A. Having our policies reviewed and updated by our officers and by Lexipol will ensure that our policies are in alignment with current laws and rulings. Having our policies online and open for public review will help build public trust.



***Technology Upgrades/Capital Improvements IN 2022 (\$130,910.37)***

- a.) 08/25/2022 purchased a new fax machine for (\$378.76)
- b.) 09/01/2022 Emergency Siren (2) were installed by West Shore Services and preventative maintenance contracts were signed. Sirens were purchased for (\$42120.00 using ARPA Funds). The maintenance contract annual cost is \$775.00
- c.) 09/09/2022 Purchased a 2022 Chevrolet Tahoe using ARPA funds (\$39,619) The Tahoe was purchased under the state bid and was in stock and delivered the next day.
- d.) 09/09/2022 purchased scheduling software (Pace Scheduler \$650 discounted from \$1600 for Chief Tanguay's help at a vendor booth)
- e.) 09/26/2022 purchased a 4-camera system from Normax Technologies for the front of the municipal complex using a \$3000.00 grant (Ballot Box Grant)
- f.) 09/26/2022 approved a bid from Priority One to outfit the 2022 Chey Tahoe for \$13,345. (\$8138 came from ARPA Funds and \$4964.57 from police forfeiture)
- g.) 10/10/2022 purchased 3 new 5G MIFI devices and 1 Apple Cell phone from ATT first net for (\$674.97).
- h.) 10/24/2022 purchased 8 body cameras from Lens Lock Inc for (\$13,485 using ARPA Funds).
- i.) 11/14/2022 purchased a door access system for the municipal complex from Normax Technologies for (\$4860.00 using ARPA Funds).
- j.) 11/14/2022 purchased a 7-camera system for the municipal complex from Normax Technologies for (\$4739.00 using ARPA Funds).
- k.) 11/14/2022 purchased a 2-camera system for the police Jail area from Normax Technologies for (\$3070.00 using ARPA funds).
- l.) 11/14/2022 purchased 3 new desktop computers from VC3 for (\$4194.00 using ARPA Funds).

***Planned Technology purchases in 2023***

- a.) (4) Mobile Computers for use in 2 patrol vehicles and school resources officers. The plan is to purchase these with the DMA COPS Grant award
- b.) (2) In Car Printers \$500-\$700 each. The plan is to purchase these with the DMA COPS Grant award.
- c.) (3) desktop computers \$5000.00
- d.) Purchase a radar traffic sign (\$4500.00) Applying for a AAA traffic safety grant 2023
- e.) Install 8-12 interior cameras inside the municipal complex \$4000-\$6000 Plan is to purchase these with the DMA COPS Grant Award.



- f.) Enter into a contract with Lexiopol for policy and oversight review. \$6000.00 Annual cost and can be shared with the Fire department. DMA COPS Grant or other grants are available.

*DOWNRIVER PROPOSED A COMBINED PSAP CENTER*

1. In 2021 a combined dispatch center was proposed to include all cities in the Downriver Area with the possibility of the exclusion of the city of Taylor. A consulting firm was chosen and a feasibility study began in late January 2022. The feasibility study was paid for by the DCC 911 Fund. The study has been released and the Downriver North Departments are staying with their current combined center for now. Brownstown PD is in the process of a proposal for a new study to include all downriver south departments. As this study moves forward, we will have to address several issues.

*Advantages:*

- In the event of a mass casualty scenario, adequate staffing is to address all the calls.
- Possible cost savings.
- Eliminate scheduling and staffing concerns.
- Eliminate the need for a 911 recording system.

*Disadvantages:*

- Closure of Municipal Building after 4:00 pm on weekdays and closed 24/7 on weekends and holidays.
- Lodging of Prisoners at another city or facility.
- Pay for an alarm monitoring system when the building is closed
- Building security measures would have to be upgraded.
- Decrease service to the residents of Gibraltar.
- Need to hire an employee to handle walk-in requests on a part-time basis.
- Loss of local knowledge of geographic areas in the city.
- Loss of safe area for custody exchanges



## Warrant Request Report 2022 Wayne County

- Misdemeanor/Felony Warrants sent to Wayne County Prosecutors Office: 42
- Total approved: 13
- Total pending: 14
- Denied Warrants: 15

Wayne County Prosecutors Office is backlogged with cases. They are experiencing staffing shortages and employee retention issues. They are aware of the problem and are making efforts to reduce the backlog of cases.

**As of 01/01/2023**, we have the following warrants pending with them:

**2020: 4    2021: 7    2022: 14    Total Pending Warrants: 25**

Lt Bruce Bullard is assigned to the Detective Bureau and does an excellent job of submitting and keeping track of warrants that have been sent and warrants that are pending approval or denial.

Our local Prosecuting Attorney is Mr. Mike Hurley from the contracted Law Firm of Pentiuik, Couvreur, and Kobiljak. Mr. Hurley handles civil infractions and misdemeanors with less than 93 days of punishment. The Police Department has a positive working relationship with Prosecutor Hurley with there being an open line of communication with him to discuss direction on how to pursue local charges.

**35** local warrants were sent to Attorney Hurley in 2022 for charges of trespassing, compulsory attendance, operating while intoxicated, assault, threats, and obstructing police.

## Traffic Crash Report

<b>1. Number of on-road motor vehicle crashes</b>	<b>77</b>
• Injury Crashes	13
• Fatal Crashes	1
• Car Deer- Crashes	10
• Bicyclists	1



- 
- Hit and Run 9
  - Operate under the Influence 8
  - Golf Carts 2



CRASH SUMMARY REPORT

## New Crash Query

Created on January 10, 2023

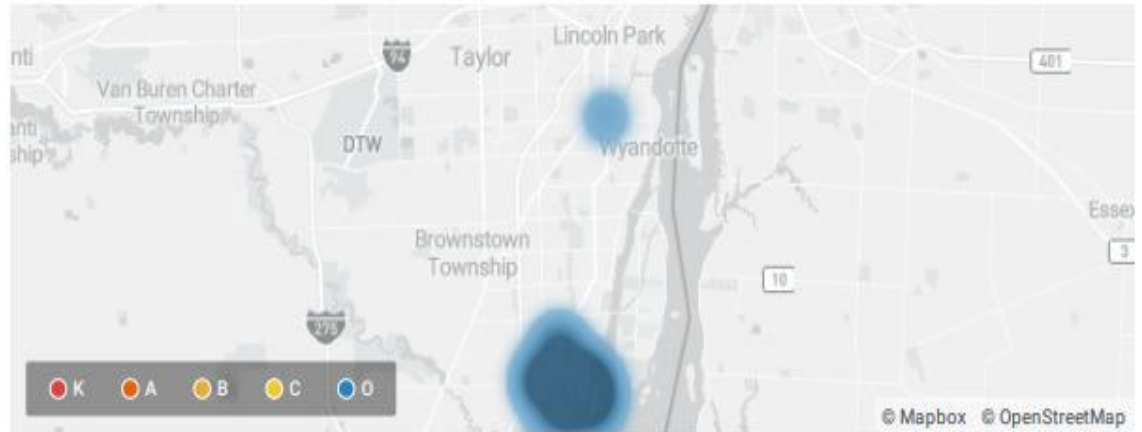
Created by Rick Tanguay

Data extents: January 1, 2012 to January 5, 2023



### Applied Filters

Department Name ▾ Gibraltar Police Department    Crash Date (Year) ▾ 2022



Total Crashes	77	Fatal Crashes	1
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Summary	Crash Level	
Total Crashes	77	100.00%
Property Damage Crashes	63	81.82%
Injury Crashes	13	16.88%
Non Traffic Crashes	11	14.29%
Fatal Crashes	1	1.30%

Injury Severity	People Level	
No Injury (O)	144	58.54%
Possible Injury (C)	18	7.32%
Suspected Serious Injury (A)	2	0.81%
Fatal Injury (K)	1	0.41%
Suspected Minor Injury (B)	1	0.41%



Alcohol Involved		Crash Level	
No	69	89.61%	
Yes	8	10.39%	
Drug Involved		Crash Level	
No	73	94.81%	
Yes	4	5.19%	
Distracted Driver Involved		Crash Level	
No	66	85.71%	
Yes	11	14.29%	
Truck/Bus Involved		Crash Level	
No	74	96.10%	
Yes	3	3.90%	
Bicycle Involved		Crash Level	
No	76	98.70%	
Yes	1	1.30%	
Pedestrian Involved		Crash Level	
No	76	98.70%	
Yes	1	1.30%	
Motorcycle Involved		Crash Level	
No	75	97.40%	
Yes	2	2.60%	
Young Driver Age		Crash Level	
None	44	57.14%	
21 - 24	15	19.48%	
18 - 20	8	10.39%	
17	6	7.79%	
16	3	3.90%	
15	1	1.30%	
Senior Driver Age		Crash Level	
None	57	74.03%	
75 - 84	8	10.39%	
60 - 64	6	7.79%	
65 - 74	6	7.79%	
85 +	0	0.00%	





## Ordinance Officer Report

- Our current ordinance officer is David Lacourse. Mr. Lacourse is a part-time employee and averages approximately 28 hours per pay period. The following were issued during 2022. Total Cases opened 242.

<b>ORDINANCE STATISTICS</b>		<b>CALENDER YEAR - 2022</b>	
<b>TOTAL CASES OPENED - 2022</b>	<b>242</b>	<b>TOTAL MISDEMEANOR CITATIONS - 2022</b>	<b>13</b>
<b>TOTAL CASES UNRESOLVED - 2022</b>	<b>16</b>	<b>TOTAL CIVIL INFRACTIONS - 2022</b>	<b>14</b>
<b>TOTAL CASES RESOLVED - 2022</b>	<b>226</b>	<b>TOTAL STOP WORK ORDERS - 2022</b>	<b>7</b>

\*14% of cases opened resulted in a citation (misd or c.i.)  
to reach a solution.

### 2022 CITATIONS AND STOP WORK ORDER DATA:

	MISD	STOP WORK ORDERS	C.I.	
JANUARY	2	1	1	
FEBRUARY	0	0	0	Off work
MARCH	0	2	1	
APRIL	2	1	0	
MAY	0	0	1	
JUNE	1	0	4	
JULY	2	0	0	
AUGUST	0	0	1	
SEPTEMBER	2	1	0	
OCTOBER	3	0	1	
NOVEMBER	1	0	3	
DECEMBER	0	2	2	
<b>2022 YTD</b>	<b>13</b>	<b>7</b>	<b>14</b>	

- Mr. Lacourse does an excellent job with controlling blight and ordinance violations in the City of Gibraltar. The primary goal in ordinance enforcement is to have the homeowner or business correct the violation. The data above supports this in showing that only 14 percent of his investigations resulted in a violation being issued.



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2022 Training report

In-Person Training

Sergeant Trush attended a 40-hour **Firearms/Handgun Instructor School** in March 2022 and is a certified firearms instructor.

Lt Bullard attended an 80-hour **Basic Crime Scene Evidence Technician** Course in September 2022 and is a certified evidence technician.

Sergeant Trush received on-the-job training in August and September in basic detective operations.

On-Line Training for Officers. The police department has a contract with Virtual Academy for online training. In 2022 sworn police personnel completed 102.5 hours of Training (87 courses were completed online)

On-Line Training for Dispatchers. Our dispatchers completed 414 hours of online training in 2022. Almost all of this training was completed from September to December. The police department has contracts with several online training vendors for dispatchers. In 2022 our dispatchers completed 262 hours of training with the Virtual Academy training site taking 179 courses. 56 hours of training were completed using the Equature training site. 16 hours of training were completed using the Power phone training site for emergency medical dispatch. 80 hours of basic dispatcher training was completed using the National Emergency Number Association Training site (NENA)

## **Gibraltar Fire Department Report**

As the Gibraltar Fire Department, our goal is always the same: to help the City of Gibraltar residents in their time of need and to assist our police department and surrounding communities.

We have helped our community with rescues, fires, and public relations in the past year. We have been supportive of the community and will always be professional. Our continued



engagement with residents and involvement in city programs is a testament to this. We are always on the look for future Gibraltar Fire Department recruits.

This past year we have recruited additional team members The fire department has successfully implemented a sponsor program for students at Carlson high school who wish to work in fire service. They go to school as usual; then they go to Schoolcraft College for firefighter-one and firefighter-two certifications. After they pass the class and get certified. Our department has two cadets from Carlson high school at this time.

In the past year, we have held two Emergency medical technician (EMT) classes in our municipal complex. We have passed one new police officer and four EMTs for our department. We have opened this class to our surrounding communities with new EMTs. The need for EMTs is immense, and my firsthand experience in the field is a daily reminder of the lifesaving effort they provide. I am very proud of the EMT class that we offer. As proctors, we must report our class participation and statistics to the governing agencies. At this time, we have a 100% class passing rate and a 100% passing rate for the state test. Please see the appendix for our state report data.

**Roster**

18 EMT/Firefighters

2 Cadets

**Vehicles**

2022 E450 Horton Ambulance

2011 E450 Horton Ambulance

2021 KME Engine Pumper

2003 KME 75' Ladder Truck

2008 F350 Crew Cab Pickup

2018 Ford Explorer

**2022 Total Call Breakdown**

Total Calls- 592 (2021-506)

Rescues- 548 (2021-444)



Fire Calls- 044 (2021-062)

Auto aid- 026

Mutual aid- 013 (7%)

The city experienced a high call volume this year, and we are very proud of our team and their ability to serve our citizens. Last year we heavily relied on mutual aid, which covered a significant portion of our call volume. This year we had more calls and reduced our mutual aid to 7%—additionally, we were able to provide aid to others multiple times.

We have utilized our shift program to cover twenty-four hours. We have people that work the night shift because of their work schedule and family commitments. I have two dedicated personnel at the station every Tuesday to cover calls and do vehicle inspections.

### *Fire Department goals for 2023*

We wish to continue making our calls and assist surrounding communities whenever possible.

We are talking to local businesses, seeking grants, and asking for continued support for our first responders. We wish to acquire more equipment to assist our residents better.

We are looking to keep growing our water rescue response equipment. We have acquired two kayaks to assist in our canal if need be. We are looking into a rescue boat to round out our nautical equipment.

The five-community auto aid group (Rockwood, Flatrock, Woodhaven, Huron Township), our looking into cooperative grant options to better position the communities. Our application becomes more robust and with identical equipment, we can better assist one another when and if the time comes.

We will continue to seek educational opportunities to embolden our response efforts. Continuing education keeps firefighters and the department outfitted with new and safe ways to help the community. We will continue to have EMS training on protocols and state-mandated testing and classes.

We are bringing back lunch with the fire department. I reached out to Parsons Elementary School, and we discussed bringing back the program. Kids will be challenged to do something virtuous for someone else or themselves. Examples are reading books, being an excellent student, and getting good grades. This gives the kids recognition for being exceptional pupils.



We will also continue to look at the central dispatch system. We have been in numerous meetings and are still in a discussion phase. There is potential to offset the cost for the fire department by joining this dispatch center by receiving grant funding.



*The City of Gibraltar has many ongoing projects and is doing well overall. This annual report detail has built upon the 2021 report, and will continue to be a breathing document and a constant reminder of city objectives and successes. As Mayor, Council, Community Partners and the Citizens of our home reconcile and reflect on the information provided, it is important to let staff know what was impactful, what was unnecessary and what requires additional explanation.*

*This 2022 report is a building block for future reports and similar documents. A big thank you to all staff and partners who made this possible.*