

CITY OF TOLEDO



Ⓢ URGENT

DEPARTMENT OF PUBLIC SERVICE

CONFIDENTIAL

MICHAEL P. BELL
MAYOR

January 11, 2012

To: Stephen J. Herwat, Deputy Mayor, Operations *MB*

Thru: Edward A. Moore, Director, Department of Public Service *EAM 1/11/12*
Dennis M. Garvin, Commissioner, Parks and Forestry/*DMG*

From: Michael Bombrys, Manager, Neighborhood Beautification Action (NBA)/*MB*

Subject: **NBA Issues**

The following items reflect the concerns that have been discovered in NBA since my arrival on December 19, 2011. I have listed each item for your review.

INVENTORY

Between April 2010 to present, all new equipment purchased was not entered into the NBA database, established in 2005. I am still in the process of obtaining all invoices for items purchased during this time frame. There may be some additional items to add. There has been no tracking, or yearly inventory completed, to account for items within NBA.

According to personnel and seasonal staff assigned to NBA, the fenced-in area that held all the equipment was left open and unsecured during the workday.

Apparently, when items were reported missing, incident reports or crime reports were not completed.

Items were reportedly taken to the salvage yard to be scrapped, including a tool chest.

The last inventory completed was on February 15, 2011, and the following are items are unaccounted for:

1. Stihl BG85 blower serial #274075826
2. Stihl BG85 blower serial #274075817
3. Kodak EasyShare C330 camera Serial #KCGET60303545 (This camera was assigned to Janet Minkowski)
4. Nikota 18V model #08772 cordless drill serial #J04030384
5. Bosch 1/2in. Hammer drill model #1194AVSR
6. Forklift
7. Energizer Hardcase lantern
8. Shop Light (yellow in color)
9. Ferris BC25H 25 in. Brush Mower serial #00286 (#6664)
10. Yardman 20 in. push mower
11. Buntton BG48-13H zero-turn riding mower serial #64222103044 (#6660)
12. Stihl MS250 18 in. chainsaw serial #268368255
13. Sears Craftsman 16 in. chainsaw serial #97064N200194
14. Jackson Kodiak 16 in. chainsaw
15. Stihl MS250 18 in. chainsaw serial #264760084
16. DeWalt DW368 circular saw serial #404250
17. Craftsman Snow blower
18. Toro S-140 Snow blower
19. (2) Kryon Industrial Striping Machines
20. Red Tool chest (Mike Borsos states he scrapped this)
21. 2003 LAO Trailer serial #5KFUS16253TLA0352 (#6670)
22. 2003 LAO Trailer serial #5KUS16253TLA0582 (#6612)
23. Stihl FS110R Trimmer serial #276340480
24. Stihl FS110R Trimmer serial #266312992
25. Stihl FS90R Trimmer serial #268793523
26. Stihl FS90R Brush cutter serial #273611043
27. Husqvarna 232R Brush cutter no serial number
28. Stihl HS81R 24 in. Hedge trimmer no serial number
29. Stihl HS81R 24 in. Hedge trimmer no serial number
30. Stihl HS80 30 in. Hedge trimmer no serial number
31. (2) True-Temper Wheel Barrows
32. (12) Shovels for snow removal
33. (1) \$34 pair of Khor Camo Safety Glasses

TIME-KEEPING

Multiple bad practices have developed at NBA, which I will rectify. All associated policies and procedures will be followed and adhered to. It was discovered that seasonal personnel, who arrived late, were not being docked for their tardiness (based on the number of minutes late). In hundreds of cases, seasonal personnel were arriving late to work but still receiving pay for 40 hours of work.

In the case of the seasonal assigned to the board-up crew, that seasonal was only working 7.5 hours per day, but receiving pay for 8 hours (being paid for his lunch). The board-up seasonal is assigned with a Local 7 utility worker. The Local 7 employee comes back to the building by 3:50 pm and drops off the seasonal, who then leaves. The Local 7 employee then waits until 4:30 pm and then leaves. This has been corrected and both are working until 4:30 pm. I have also informed all employees and seasonal staff that they will have their pay docked, based on the number of minutes that they are late. They have since complied, but with much resistance.

At present, I can only account for two (2) keys to the facility. The key locator log, which is required to be completed, was not used after my departure. I did talk to Chris Dudek and up to twelve (12) additional keys are unaccounted for. The locks are being changed, and Andrew Ferrara has been assigned to track all keys distributed.

A meeting has been held with all seasonal employees and permanent employees reviewing proper time-keeping procedures, inventory control, and mileage/location documentation.

WORK ORDERS

Work orders were not being entered into the system. There is no way to presently track the work that has been completed yearly. Effective January 3, 2012 all work orders were entered into the existing database, and the specific work done at each location has been entered.

SITY REQUISITIONS

The SITY requisition forms for 2012 had not been completed. Upon asking Human Resources for copies of 2011's, I only received one (1) form for four (4) Laborers. No other forms had been completed. I was informed that there is a new "Tier" system being implemented for 2012. When I requested a copy of this, I was informed by Valoree Ohl that only Ed Skinner has this policy on his computer. After a recent meeting with HR, the tier system was shared with us and procedures for filling out SITY forms were clarified.

In conclusion, we are highly concerned with the numerous pieces of equipment that cannot be accounted for and the lack of overall recordkeeping that was non-existent. In these cases, no police reports were filed when it became known that equipment was missing, nor were any internal reports generated to address the issue. We are continuing our efforts to track down some of the larger items such as the forklift and tractors, but I am afraid that most of the missing inventory is lost forever. We plan to enlist the help of TPD where necessary and we plan to continue the process until we have exhausted all of our options.

MB:pak