



Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
July 2014

The Police Department is currently underway in multiple aggressive proactive details aimed at curbing criminal behavior and quality of life issues in the neighborhoods. Operation Covert, a Federal JAG grant, is a dedicated, undercover and uniform operation targeting hotspots in our City. To date, we have had 4 operations resulting in 32 arrests, 91 traffic stops, 45 personal investigations, 32 searches and 2 search warrants. In addition, we have incorporated our Police Motorcycles Unit into targeting vehicular traffic issues in the neighborhoods. Since June 1 we have held 4 details targeting areas of concern based on citizen's complaints and input. During those details, 20 citations have been issued to offenders. Word on the street from citizens is that they greatly appreciate the Police Department's efforts to curb these issues that have been problematic for many years.

Road patrol continues to respond to calls for service and conduct proactive patrols when time permits. Heading into our warmer summer months, calls for service will increase as in years past, taxing response times. Administration is working on plans for the many summer special events, including July's Boat night, Family Night and the International Parade. The Offshore boat races, the CAPTURE/PH Rec Color Run and National Night Out are special events planned for August.

Projecting the cost of summer staffing for next year, Police Administration has submitted another JAG grant for funding for the 2015/2016 fiscal year.

Looking forward into July we will continue our process of being ready to implement a new records management system for the police department, of which the Port Huron Police are the leaders in St. Clair County in pushing the collaborative multi-jurisdictional approach for all law enforcement agencies in St. Clair County. The projected initiation of the new CLEMIS system is in October of 2014. A police officer just resigned from PHPD at the end of June to seek employment with Marysville PD due to an immediate \$10k pay raise at his level. We are moving forward with the hiring process to immediately fill that vacancy.

The Fire Division answered 354 calls for service for the month of June 2014. Of these, there were five building fires with extensive property damage including 2617 Krafft Road, Apt. B; 727-15th Street; 330 Superior Mall and 2905 Golden Crest #211.

This month, the Fire Division continues the flow testing of several fire hydrants within the City as part of a comprehensive water supply project to determine rated capacities and water flow. Additionally, our annual fire hose testing operation progresses as we pressure test each length of hose in our inventory. Training highlights for the month included: Pumping Operations and Water Supply, operational training on board our new rescue/patrol vessel, and technical rescue evolutions focusing on high angle rope rescue.

The fire division recently recognized the promotion of Lt. Corey Nicholson to Captain. In June of 2014, 68 fire inspections were completed with 354 done to date.

Looking ahead to July 2014 there are numerous special events including the annual Boat Week festivities that the department must assist in and manage. The vacation season is in full swing with employees scheduling and taking their summer furloughs. There will be a transfer occurring with Fire Captain Jeff Tucker being transferred to the Suppression side of the department and Captain Larry Warren being transferred from Fire Suppression to the administration's Fire Marshal office. Training for both has been ongoing and will continue.

In June, Code Enforcement pushed forward with some important blight cases. Todd Barcume filed an appeal with Circuit Court in reference to 1801 9th St; a Register of Action form was created/completed and Barcume's case file was sent to Corporate Counsel and Barcume's attorney. We worked closely with Corporate Counsel and the Circuit Court Clerk to ensure we were all on the same page. A six month Code Enforcement Report was created for City Council and presented to them. Attorney Todd Shoudy called that week and said he is impressed by our implementation of the Administrative Hearings Bureau (AHB) and how smoothly things are going despite our lack of court experience and no role model to emulate. One case in particular, 2328 10th Street, required a meeting with Todd Shoudy, Maritime Capitol Investments LCC principal representative David Griffor, and his attorney Doug Touma. Together, we created an agreement to be signed in July to fix the blight issues and pay a fair portion of the fines associated with this address along with 718 Johnstone.

Code Enforcement held four staff meetings and are still working on a lot of procedural issues mostly pertaining to BS&A and complicated by an influx of grass complaints. Inspectors have informed me they are receiving many compliments in the field however, we did receive a couple of glaring letters from people refusing to adhere to our process. In July, we hope to push through the busiest month with the same vigor and get a final judgment on the remaining accruing fines during our July AHB. We are working to clean up one of the worst properties at 2530 Conner Street and will work with Todd Shoudy to implement the collection process through his office and at no cost to the City.

Most of the responsibilities for the City Clerk's office for the month of July and first part of August will focus on conducting the August 5 election. It is also mandatory for **all** election inspectors to attend a training session every two years and we will be hosting four sessions to accomplish this requirement. New computer hardware with Windows 7 to run the Qualified Voter File (QVF) which manages voter registration records and election is being replaced in the next week or so with the cost paid for by the State.

We are also continuing to work with the I.T. Department to transfer the cemetery program/records from the Mainframe program to a SQL database program. We are designing the screen layouts and necessary reports, while Jim Brennan has been responsible for the programming aspect to implement. The joint effort will eliminate the need to request bids for purchasing a cemetery software program. Online users can already

see the progress being made as new burials and plot purchases are posted almost immediately to the City's web site.

Engineering staff attended design review meetings with MDOT to review plans for the intersection of Water and Military. We provided a list of business owners in the area to facilitate a public meeting. We also provided review comments on the proposed specifications for the Blue Water Transit well closures. The consultant will provide a revised set of documents for our review. We coordinated a pre-bid meeting for the EPA shoreline project and conducted tours of DPW facilities for the City Manager.

Several construction projects are currently underway: Riverside Drive's top course of asphalt was completed on June 30. Traffic control signs and painting is scheduled for next week; the contractor installed curb and aggregate on Sanborn Street and is replacing catch basin leads; Nern Street is having underground utilities in area along Nern and the streets to the south of Nern installed; on Stone Street from Washington to Lincoln, we have conducted the preconstruction meeting with construction starting first week in August; on Thomas Edison Parkway and Sedgewick Street we have advertised the project for a bid opening of July 17; in Northern Woods Phase I, Aspen Drive Area, and Ramblewood we have opened bids; on Riverview from 15th to 19th, the bid opening scheduled for mid July and installation of ADA ramps is continuing per the City's consent decree on Military and Wall and along 10th Avenue north of the 10th Street Bridge.

Asphalt patching place more than 51 tons of hand laid asphalt. Crews completed the first round of street sweeping. Staff performed asphalt patching and sweeping of the West Quay lot, City Hall lot and the Lakeside Beach Park parking lots. Crews installed several road closures for accidents this past month.

Crews have painted some new parking zones downtown and ADA parking spaces. We replaced the broken parking lot lighting pole in the Glenwood lot. The electrician worked on the meters at the Power Squadron and the Sheriff's trailer.

We have outfitted one patrol car and placed it into service. The mechanics completed preparing dump truck 218 and placed it into service. The mechanics performed timely scheduled preventative maintenance (P.M.). We have no backlog of P.M.s. We had no major equipment failures.

A revised storm water permit application was submitted to the MDEQ for their review and approval. Staff worked with various contractors during construction activities on City projects including water main shutdowns and tie-ins. Routine maintenance activities were performed at the plants and out in the collection system along with responding to various customer complaints. Also this month, staff worked closely with the Water Office to start on the last attempt to gain access to those location that have not received the new automated meter reading equipment. This will be the last attempt before assessing the manual read fee approved by City Council.

The Human Resources Department has been working on finalizing the new union contracts following the approval from City Council on May 27, 2014. We have been working on incorporating all the changes and preparing the contracts for final print. Additionally, we are in the process of updating the Personnel Manual & Employment Regulations.

The Non-Smoking Policy has been revised to include Smoke-Free Workplace and the Internet/Electronic Mail Policy has also been revised. Two new policies have been added to the Employment Regulations and Personnel Manual. The new policies are Standard of Conduct and Background & Reference Checks. Updated union contracts and employment regulations will be distributed to all union employees by July 1st. Additionally, updated Personnel Manuals are scheduled to go out this week to all non-union employees.

May/June is our busy time for hiring and processing paperwork for the bulk of our seasonal (spring/summer) employees. The majority of our seasonal employees are hired for Parks & Recreation, Cemetery and DPW.

The Information Technology Department has completed the programming to the payroll system needed to accommodate changes initiated as a result of the recently adopted contracts and other policy changes. We prepared 2014 Tax Bills and delivered them to the Treasurer to be mailed and continue to work with the City Clerk's office to implement a new cemetery management program.

Two meetings have been held with downtown stakeholders to discuss parking issues and opportunities. On the evening of June 12th the committee held a meeting to discuss the need for maintenance at public parking lots and the opportunity during maintenance to redesign parking lots for greater capacity. Eight additional parking spots were created along Grand River Avenue to accommodate downtown patrons. The next meeting will be held in August to discuss shared research on electronic parking controls and potential revenue options.

A meeting was held on the evening of June 19th to discuss potential improvements in the Court Street/Olde Town Neighborhood area with property owners in attendance. The potential improvements could include striping for street parking, alley clean ups, a community garden, more signage and restarting the neighborhood block club. A survey will be developed and distributed to the property owners, tenants and stakeholders for further input.

Planning Department staff met with representatives from the County's Brownfield Coalition, MEDC staff and the developer's team to discuss revisions to the approved Brownfield Plan due to additional environmental assessments.

Staff contacted adjacent property owners regarding the sale of 8-10 vacant lots due to code case demolitions and have prepared a resolution for Council's consideration at the July 14th meeting.

We are working with the EDA regarding a new employment opportunity at a facility on 20th/Beard Street and have secured the site plan and variance required. We are also working with them regarding future projects to expand employment opportunities in the Industrial Park regarding potential grants and partnerships and have completed the recertification of the existing Industrial Business Park with the MEDC.

The following projects are currently in development: Ben's Furniture Store is doing loft development work and exterior renovations continue with inspection staff and fire inspector offering assistance; Port Huron Hospital has renovation plans to expand mechanical systems; Habitat for Humanity has plans to renovate the former Farmer Jack Store for a new ReStore Thrift Shop. A Draft Placemaking Plan is being completed in conjunction with MSHDA and will be completed during next 30 days. The final documentation for receipt of CDBG funds in the amount of \$686,509 for program year July, 2014-June, 2015 has been completed. Eighty-eight vouchers have been issued to date for free exterior paint to property owners cited for blight conditions.

We are working with St. John's Church on a Work Camp 2014 event for July 20-26th. Over 400 volunteers will be in town to clean, repair and paint homes of those in need. Planning Department staff will sponsor 10 crews during the week and provide refreshments and support.

The Parks and Recreation Department is in full summer swing and there are many programs throughout the City. Last week was the first annual camp out with dad at Sanborn baseball field with over 60 campers. The DNR dropped off free tents and camping supplies and everyone had a great time. The pools are off to a great start and have two swim teams this year with over 90 swimmers. Swim lessons have 130 students learning to swim and a second session is starting in July. Our licensed daycare is full to capacity and right now cannot take another participant. This week started an anthropology class for the children in cooperation with St. Clair County Community College. You will see kids digging at Palmer Park looking for Indian relics. There are many children enjoying our sports programs, parks programs, and free lunches at six locations due to a federal grant. So far it has been a great summer.

In the Parks Division we are still in the process of looking for funds for Lakeside Beach. A presentation will be made to the DNR grant committee on Lakeside Beach in August so let's keep our fingers crossed that we are a recipient of the DNR trust fund grant. We are compiling the information and cost for the splash pad at Lakeside and hope to start the process of getting a plan in place soon. The kayak launch is moving along. Last week the order was placed for the launch and the ramp. We are hoping for installation mid August if all goes according to schedule.

In the Forestry Division crews picked up 24 large brush piles this month, all paid for by residents in the 444 Brush program. We also had a total of 16 residents drop off brush at the end of June drop off which is free to residents. The forestry crew has removed 16 trees, 8 of the trees were 36" in diameter or larger. They trimmed another 10 trees in the month of June. Fencing has been issued at Krafft Road and Lakeside Beach both on the south

and north sides of the beach due to storms and water table changes. Visitors at the beaches have been causing some issues so crews continue to fix the fence in these areas.

The Cemetery has buried approximately 25 loved ones this month. They continue to work on the clean up. For the most part people are abiding by the new rules but some people continue to ignore rules and force us to remove items daily. The crew just cleaned baby land and logged and bagged all the items removed from this area. The cemetery crew continues to work on making the cemetery look well maintained and removing items not within the rules.

During June the Income Tax Division finished processing all of the PH-1040 Tax Returns (from individuals) which were filed by the April 30th deadline. We also began the process of following up on any returns that had errors in withholding amounts, income reported or other discrepancies.

The Accounting Division worked closely with the City's I.T. Department in June to prepare for the special one percent payroll to be paid to employees during July. This was in addition to our normal processing of bi-weekly payroll, weekly accounts payable checks and other City accounting work.

The Assessing and Treasury Offices worked together to develop the necessary information for our July 2014 Tax Roll. Property Tax bills were sent out on June 27th for the entire 12,324 City parcels.

The Finance Department and Director continue to meet with the City Manager numerous times a week to continue the baseline financial assessment and to review financial statements. This review of data is being compiled into a brief presentation that the City Manager will present to Council later this summer.

Furthermore, the various Department Heads continue to meet with the City Manager to review their respective operations and financial positions as well as to better explain future funding and staffing needs.

Our goal is to work with the various stakeholders to first identify any operational or financial issues facing the City, then to develop specific policy recommendations for the Mayor and Council to consider. Our focus is not only on the short-term needs, but also the long-term financial and operational stability of City operations.

The City Manager is continuing to work with the McMorran Board, County and SMG on the process of hiring a new General Manager that will oversee the Convention Center and McMorran Place. This joint process has been spelled out in our operating agreement. We have held numerous meetings and phone conferences regarding the matter. We expect a decision to be made within a week or so. We are hopeful that the parties will defer to SMG's professional recommendation on the matter. Also, you may have noticed the new sign that was installed at McMorran. This sign was funded by mitigation funds.

A meeting between MDOT and various stakeholders was held this past week at the City offices to discuss any possible developments regarding the Bridge Plaza Project. The City Manager met in Lansing with Director of MDOT, Kirk Steudle, regarding the matter as well. It's possible the project may gain some traction in the coming months. We remain hopeful, as the economic impact for our region would be significant.

The Blue Water Young Professionals hosted the City Manager at their recent Meet & Greet event this past week. The City Manager was able to speak to the group about the importance of working together and ensuring a prosperous future for the people of our community. We were impressed at the size of this growing group and their passion for Port Huron. It is important that we continue to develop relationships with this key demographic, as they are the future investors and leaders of our community.

This Administrative Report was written with the intent of giving the Mayor and Council a brief overview of the ongoing operations of City government. If you have any question please do not hesitate to contact my office.

Sincerely,

James R. Freed
City Manager
Chief Administrative Officer