



Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
February, 2016

The Police Department is currently working on many year-end statistical reports, and conducting its yearly evaluation of policies, procedures, and policing activities. Statistical data is then reviewed by police administration to determine trends, patterns, problems or successes, and to formulate plans, goals, and objectives for the upcoming year.

The Police Department is continuing to prepare for the upcoming CALEA onsite re-accreditation set for February 29, 2016, through March 2, 2016. CALEA is a national accreditation agency that establishes standards nationwide for Law Enforcement Agencies. Over 130 files were sent to the assessors in mid-January for offsite review. The agenda for the onsite visit is taking shape, with interviews of several key community people scheduled, a public hearing set for Monday evening, a phone session for Tuesday afternoon, continued file review onsite, and an exit interview set for Wednesday.

The Police Department has scheduled its annual in-service training academy for February. The academy encompasses four days of training per week, stretched over four weeks to get every officer in attendance. The academy focuses on legal updates, first aid, incident command, and use of force, firearms, defensive tactics, and a practical training scenario.

The Police Department is also planning for its annual Citizens Police Academy, set to run February 8, 2016, through April 25, 2016. The program has been very popular and many attendees go on to join the Volunteers in Policing (VIP) program. The VIPS are essential to the operation of the Police Department as they help at the many festivals, special events, and department functions.

Overall calls for service in December 2015 increased 2% from November 2015 and were 1% higher than December 2014.

The Fire Division has responded to 262 calls for service including four building fires as of this writing. Three of these fires appeared to have been intentionally set and investigations by police and the fire marshal are continuing. No injuries were reported in any of these fires. Staff has begun gathering information for annual year end reporting.

Application was made through the Assistance to Firefighters, AFG/FEMA grant program, in the amount of \$527,000 for a new fire pumper apparatus and for three thermal imaging cameras and replacement physical fitness equipment. If awarded, these grants provide 90% funding for the requested equipment. Outfitting of the new fire command vehicle was completed with the installation of a modular equipment storage cabinet. Occupancy was granted to the new Holiday Inn Hotel on Water Street, upon final testing of the fire alarm and suppression systems by Fire Marshal Warren. Forty-five inspections of businesses were conducted in January. FM Warren's review of downtown loft plans for 230 Huron are ongoing.

As of January 29, 2016, the Code Enforcement Unit had 99 new complaints opened. We collected \$3,875.50 in outstanding debt owed this month (which includes \$235 from private

collection efforts) and 13 invoices went as single lot special assessments totaling \$4,287.70. The Administrative Hearing Bureau heard 27 cases. We reached out to obtain advocates for Lowell Arnot of 2120 Poplar and are helping him navigate where to live as we work with Community Development towards purchasing and demolishing his home, which has unsafe living conditions. Corporate Counsel assisted us with filing Circuit Court action against Alonzo Thomas of 923 Beard in reference to exterior structure issues. In February, we hope to have the demolition of 1304 White scheduled and present our year-end report to council.

Beyond the regular day-to-day activities in the Clerk's office, an action-packed year is anticipated in 2016 with extra importance centered on the preparation and running of the four elections. Our activities in January included ballot and equipment testing and processing a large number of absentee ballot requests for the March Presidential Primary. Ballot requests are trending higher than four or eight years ago and we still have over a month to go. We also continued to input information into current or new record keeping database programs as time permits with heavy emphasis being placed on updating our cemetery records.

DPW Staff have begun to develop budget documents and recommendations for FY16-17, including Construction Projects, Capital Improvements, Operation and Maintenance of Plants, and Buildings and Utility Infrastructure for the City.

The Engineering Staff continues to work on the design and processing of documents for the improvements to the following:

- 20th Street from Dove to Beard,
- Beers Street from Michigan to Glenwood,
- Michigan from Beers to Glenwood,
- Fort from Glenwood to Beers,
- Reid from Electric to 16th Street,
- North Blvd from Electric to 32nd,
- East Quay Parking Lot,
- The front deck at the MOC,
- The Electrical System, the Roof, and the HVAC system for the Carnegie Building.

The HVAC maintenance bid for the Carnegie Building has been received. The roof bid was also received. The electrical bid will be reopened February 4th. We anticipate presenting these three bid results to Council during the second meeting in February.

The bids for the MOC chiller system were opened from the sole bidder on the project. A notice to proceed was issued and work started the third week of January.

Proposal for the MOC elevator rehabilitation went to Council on January 25, 2016. The contractor was issued a notice of award and has started to order parts and equipment. Staff will be reviewing shop drawings for this procurement.

The streets maintenance crews continue to perform the typical month to month duties. These include repairing pot holes with hot patch at various locations and road closures for two special events. The crews shoveled and salted the sidewalks on the bridges. There were 11 snow

events that crews plowed and or salted. After each snow event, the trucks were emptied of salt, washed, blades changed and prepped for the next snow.

The motor pool continued to perform the typical month to month duties. These include the preventative maintenance list, and completed two major repairs on salters including bearing replacement and suspension rebuild.

Traffic control crews repaired several damaged signs. Crews also assisted in snow removal activities and repaired several street lights.

Utilities Services continued to perform the typical month to month tasks. These tasks include water meter reading, sewer cleaning and assistance to the Water Office for turn-ons and shutoffs for non-payment of water bills. Crews completed a sewer repair in an alley (approximately 30 feet in length) as a result of a complaint and follow-up inspection.

The Water Filtration Plant (WFP) and Engineering staff with our consultant completed the plans and specifications for the South Elevated Storage Tank Painting Project. This project is identified in the current budget and a recommendation will be forwarded to City Council once bids are reviewed. WFP staff also completed the fabrication and installation of a new railing and slide gate along the loading dock for the safety of the employees and water haulers who purchase water directly from the WFP. Previously the railing was incomplete and in poor condition.

The Waste Water Treatment Plant (WWTP) staff interviewed three external candidates to backfill the recent vacancy created by the voluntary resignation of a WWTP Operator. There were no internal candidates interested in the job posting so the position was advertised to the outside. The WFP and Engineering staff met with our consultant to finalize plans and specifications for the Water Street Pump Station rehabilitant project. This project will be advertised next month and a recommendation will be forwarded to City Council once bids are reviewed.

During the month of January, the Human Resources Department accepted employment applications for part-time custodians and part-time temporary laborers. We are also accepting applications for full-time waste water treatment plant operators. We currently have one opening and have several full-time operators that are eligible to retire.

January also marks the month in which the Summary of Work-Related Injuries and Illnesses (MIOSHA Form 300A) is posted at each City location in which our employees work. This summary identifies how many recordable injuries or illnesses our employees incurred during the previous calendar year and how many lost work days and/or restricted work days employees incurred for that location. This is a MIOSHA requirement and the summaries must be posted from February 1 through April 30th for the previous calendar year.

We currently have a large number of newly promoted supervisors and/or newly hired supervisors/managers in our workforce and supervisor training is imperative. We are actively working on scheduling supervisor/manager training for April and May, 2016 and the majority of the training will be held at the M.O.C. so travel time will not be required.

Health & Safety training is also ongoing. Tim Koury has picked up where Dan Collins left off and he has conducted new hire Health & Safety training for two new Police Officers and a new Equipment Operator for the WWTP during the month of January. Topics included confined space, electrical and lock-out tag out. Hazard communication refresher training was also conducted at Palmer Park.

The Planning Department has been working on many projects throughout Port Huron including the preliminary site plans for Water's Edge Condo and the Speedway project on 24th Street.

Community Development assisted two new homeowners with the purchase of properties in the City.

The Blight Elimination Program moved forward. Nineteen demolitions have been completed to date, seven properties are in the demo phase, and two properties are in pre-demo phase.

The Inspection Department issued 65 permits with a revenue of \$33,880. The inspectors also assisted with rental inspections and responded to over five complaints.

Rental Certification inspectors inspected 274 units, responded to eight complaints and certified 256 rental units this month.

The Port Huron Neighborhood Housing Corporation is evaluating the renovation of 1203 Court Street that was purchased last October.

Winter is here and the recreation department is trying hard to keep our City busy with activities both inside warm and outside as well. The winter brochure is in full swing and there are many programs our residents are enjoying. Our staff, along with the Port Huron Police, helped to coordinate the POHO cocoa run which saw over 1,300 runners. Proceeds will be shared for Parks and Recreation amenities and Port Huron Police programs. Port Huron recreation staff also helped in the Winter Classic at memorial stadium. There is also lots of planning going on for cabin fevers on Fridays at the recreation department. It is also the time of year when we start working on all the summer programs.

In the cemetery, we buried ten loved ones this month. Staff is looking at improvements to the sprinkler system in front of the chapel and the new sections. Staff is scheduled to take pesticide application certification to save money on the multiple sprayings that occur in the cemetery. Also, plans for spring are being made with community service and Michigan Rehab Services to have maintenance assistance available at no cost to the City. We implemented a new vehicle inspection program in Parks and Cemetery that will help in the overall maintenance of our vehicles. Parks and Forestry removed five trees and continue to trim throughout the City as weather permits. Work continues on picnic tables and benches will start for the spring. Staff has also been busy putting salting ice down on parking lots, cross walks, bus stops, and turn outs.

The Information Technology Department was involved in a number of activities. Of note were: Distributing W-2 and 1099 forms. We also completed the configuration of the newly acquired mobile computers and distributed them to the Police Department. We also continued development of several intranet applications including the Tree Maintenance Database and Traffic Control Orders.

During the past month, the Income Tax Division continued their compliance efforts, sending assessments to taxpayers as needed. IRS Form 1099-G was mailed to various taxpayers who received a refund of over \$10 last year, as required by the IRS. We prepared and mailed various income tax forms for 2015 taxes to select taxpayers. We began processing 2015 tax returns that have been filed.

The Accounting Division continued to perform the typical month to month duties. These include processing payroll, expense checks and other usual monthly work such as posting journal entries, updating various spreadsheets, balancing accounts, etc. Several annual items were completed this month including the processing and distribution of W-2s to all employees, as well as the processing and mailing of 1099s to our vendors. The Marina DNR Report was also prepared and submitted to the State of Michigan.

The Assessing Division is finalizing all lot splits and combinations prior to the preparation of assessment changes. Year-end field visits have been finished and permits are being finalized in order to be reflected in assessment changes. We are in the process of finishing up our residential sales study. The listing of proposed Board of Review members for 2016 was finalized and submitted to the City Council for approval. We are beginning to review personal property statements that have been completed and returned.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. We also continue to perform the monthly accounting for BWATC. We have continued promoting the email option for billing and we continue to add more email accounts monthly.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer