



*Office of the City Manager/Chief Administrative Officer
Monthly Administrative Report
March, 2016*

The Police Department completed its 2016/2017 budget proposal in February and submitted it to the Finance Department for evaluation. As always the Police Department strives to contain costs while providing excellent service to the community.

The Police Department completed final preparation onsite for its three year CALEA re-accreditation, which was scheduled for February 29, 2016, through March 2, 2016. The process is time consuming and cumbersome to prepare over 190 files for review by the assessors. In addition, multiple community based interviews were scheduled for the assessors to meet and assess the Police Department's service to the community. A public hearing was scheduled for February 29, 2016, from 5:00 p.m. to 6:30 p.m. in which citizens at large were invited to come in person and speak with the assessors. In addition, a public phone in session was scheduled for March 1, 2016, from 2:00 p.m. to 4:00 p.m. for those wishing to address the assessors but unable to appear in person. The evaluation process continues over the next several months as the assessors complete their final report. A hearing has been set for July 2016 with the commission board to decide if the re-accreditation bid was successful. The Port Huron Police Department is only one of nine Police Departments accredited.

The Police Department is also planning for its first major special event of the year, the Pub Crawl. This event, which is held each year as part of the St. Patrick's Day celebration, has the potential to bring thousands of people into the downtown area. This year's event is scheduled for March 12, 2016. 0- While many steadfast pub crawlers attend every year, many others show up based on weather. A few years back the area experienced temperatures well above normal which brought huge crowds to the pub crawl event. The Police Department will provide additional staffing to ensure a safe and fun event.

The Police Department continues to see an increase in meth use and manufacturing in the area. Meth manufacturing is dangerous, as the components can give off harmful fumes and are very flammable. The labs are also very costly to clean up, and take specialized training/equipment to mitigate the components. The most recent case resulted in a structure fire in the 1100 block of Cedar Street on February 24, 2016 when the suspect producing meth had the components burst into flames. Police and fire responded to the residence which was fully engulfed, causing significant damage to the home, and severe injuries to the suspect. The suspect, upon his release from the hospital, will face charges of manufacturing methamphetamine. Calls for service in January 2016 were nearly identical to December 2015 (-.003%), and January 2015 (-.04%).

The Fire Division responded to 272 calls for service including two vehicle fires and two structure fires as of this writing. Both vehicle sustained minor damage. Fire damage was isolated to a dryer in the basement of the apartment complex at 3135 Electric. The remainder of the apartment sustained some minor smoke damage. The second fire at 1103 Cedar Street caused extensive damage to a two story house. The fire appears to have been caused by the occupant making methamphetamine. The male occupant sustained injuries and was transported to Lake Huron Medical Center for treatment.

The fiscal year 2016/2017 budget for the Fire Division was prepared and submitted. Year-end statistics for publication in the DPS annual report were compiled and are undergoing further preparation. Fire Marshal Warren completed five plan reviews including the approval of the indoor parking garage for 230 Huron Ave and the final approval of Checkers Restaurant. Forty inspections of businesses were conducted in January.

As of February 23, 2016, the Code Enforcement Unit had 68 new complaints. \$780.00 was collected in outstanding debt owed this month and seven invoices went as single lot special assessments totaling \$1,410.00. The Administrative Hearing Bureau heard 13 cases. We are working with Corporate Counsel and Alonzo Thomas's attorney to reach a successful conclusion in reference to long standing exterior roof/paint issues at 923 Beard. A flyer for PHALA was created to give to their tenants in an effort to avoid blight tickets. An advertisement was also included in their newsletter with blights phone numbers/emails to help increase communication.

We were pleased to see a new roof, gutters, and porch at 2629 Forest provided by Community Development grants as we worked tirelessly with the owner for almost two years to see this through. Neighbors had complained to us about 2121 8th Street blight conditions along with it being used as a homeless shelter. Code Enforcement helped the deceased owner's son, Steven Smiley, fill out eviction papers to remove the homeless tenants he regretfully allowed to stay there. They moved out a few days later. Complaints were filed with Yellow Book and the Shopper regarding excessive delivery causing blighting conditions.

In March, Code Enforcement looks forward to presenting the year-end report to City Council and obtaining safe housing conditions for Lowell Arnot of 2120 Poplar. On March 4, 2016, 1304 White is tentatively scheduled to come down. Soon to follow is the blighted residence at 1516 Division which has been vacant for 20 to 30 years.

This month the Clerk's office prepared for the March 8, 2016, Presidential Primary Election, including equipment testing, packing of supplies, training new inspectors and issuing almost 850 absentee ballots. The Clerk's Office also wrapped up our last month for selling dog licenses for the County. As time permits, missing cemetery records are being input.

DPW Staff has continued the development of budget documents and recommendations for fiscal year 2016/2017, including Construction Projects, Capital Improvements and the Operation & Maintenance of Plants, and Buildings and Utility Infrastructure for the City. Final preparations for the recommended Annual Department Goals for fiscal year 2016/2017 were completed.

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 HVAC maintenance bid for the Carnegie Building, roof bid and the electrical bid were presented to Council at the last meeting in February. The contract books have been sent out to each contractor and the work should start sometime in early April and be finished by mid-June of 2016.

The MOC chiller system repairs were started and are nearly complete.

The MOC elevator rehabilitation contract books were sent to the contractor for signature, bonds and insurance. The work should start in September and be completed in December. There is a very long lead time for the elevator equipment.

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 nine 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. Crews also helped with cleaning and organizing the tool/parts crib.

The motor pool continued to perform the typical month to month duties. These include the preventative maintenance list, and two major repairs on equipment. Mechanics also assisted in snow removal operations.

Traffic control crews repaired several damaged signs. Crews were also called out for several wind/power issues at traffic signals.

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 repaired a couple of water main breaks as well as investing a few sewer complaints. One sewer complaint led to the discovery of a blockage of our sewer which was immediately cleaned resulting in the property owner's problem going away. Request for Proposals were solicited for the City's uniform contract. Two proposals were received back and a recommendation for a uniform vendor will be forwarded to City Council once the proposals are reviewed.

The Water Filtration Plant (WFP) and Engineering staff met with the City's Contractor for the north effluent valve replacement project. The Contractor will be mobilizing and starting the preparation the second week of March with the actual valve replacement taking place the following week.

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. An offer was made to one of the candidates and he accepted the position and will be starting March 14, 2016. Another operator has given notice that he will be retiring June 1, 2016, after more than 20 years of service. We have started the process advertising this job posting. A mandatory pre-bid meeting was held for the Water Street Lift Station rehabilitation project. Three prime contractors were in attendance. The bid opening is scheduled for March 8, 2016. Also the City's contractor completed rehabilitation of the primary clarifier.

During the month of February, the Human Resources Department accepted employment applications for part-time Rental Inspectors and Temporary Laborers. We also accepted applications for a full-time Wastewater Treatment Plant Operator and will continue to accept applications through the month of March. We will have a second vacancy due to an upcoming retirement at the WWTP.

Several meetings were held with management during the month of February to discuss the budget, manpower, upcoming retirement vacancies and possible department reorganizations.

The budget was prepared and submitted to Finance for the Human Resources Department and the Health & Safety Division.

The Human Resources Department also met with Blue Cross & Brown and Brown to discuss our upcoming annual healthcare renewal. Preliminary discussions were had about future healthcare options as an ongoing effort to help reduce our unfunded healthcare liabilities.

The Planning Department has been working on many projects throughout Port Huron including the preliminary site plans for 706 24th Street “Dollar Tree” and 609 Huron “Citadel Theater”.

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 are in the demo phase and two in pre-demo phase.

The Inspection Department issued 80 permits with a revenue of \$37,969. The inspectors also assisted with rental inspections and responded to over six complaints.

Rental Certification inspectors inspected 319 units, responded to 12 complaints and certified 232 rental units this month

The Port Huron Neighborhood Housing Corporation is evaluating the purchase and renovation of 1426 6th Street.

The month of February in the Parks and Recreation Department brought some great winter programs despite the weather outside. A sold out daddy daughter dance, Cabin Fevers on Friday nights, Sock Wars, fitness classes and much more. Planning is in full swing for summer and many grants that are being prepared for upcoming summer programming. Lakeside construction is in swing and so far on time to open for the summer season. Parks has been busy salting on the snow days. Also reorganizing and painting all 200 plus picnic tables throughout the City. This way each park will have a different color table unique to that park and all tables will be fixed and ready for the upcoming season. Some of benches are also being refurbished for the summer. Many projects are being planned for the summer in the parks and staff is working to be ahead of planning so when the weather breaks they are ready.

Forestry is working on a new computerized system for trees. When this process is complete, Forestry crews will move in zones around the City so homeowners know what area they will be working in. This will also help to improve efficiency so we are not moving from different parts of the City to the next. The crew has been working really hard to make this work and this new way to organize the reports will be a great asset to our community once it is complete.

The cemetery personnel performed ten services this month. They are looking for ways to save money and improve operation and have purchased a sod cutter which will reduce the amount of time for grave prep and reduce the amount of dirt that needs to be purchased. Wreaths were removed from Allied Vets from the annual Wreaths Across America service and winter decorations will be removed as spring approaches. We also had two staff members that pass the commercial applicator licensing so we can apply our own fertilizer in the cemetery. This will also save dollars in the cemetery. Both departments, Parks and Cemetery, have been working real hard to reorganize the shop to get ready for upcoming summer season. By doing this, they have had made space to keep equipment inside and make for a more efficient operation.

The Information Technology Department was involved in a number of activities. Of note were: Printing the Assessment Change Notices, executing an agreement with St. Clair County I.T. to increase

internet bandwidth, ordering laptop computers for the police command staff, and preparing a special analysis of overtime usage.

During the past month, the Income Tax Division shifted to primarily focusing on 2015 tax returns that have begun to be filed. In addition, they are continuing to clean up outstanding correspondence and compliance work from the previous year as time permits.

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. Analysis of the budget worksheets has also began. This process will continue into the month of April.

The Assessing Division finalized all assessments, lot splits and combinations. Assessment change notices have been mailed out. The Board of Review has been scheduled for the second week of March. Personal property statements have been finalized and recorded. Assessment rolls have been completed and the required reports have been prepared.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. They also continue to perform the monthly accounting for BWATC. Rental inspection fee billings were mailed out and payments are beginning to be received and processed.

Sincerely,



James R. Freed

City Manager

Chief Administrative Officer