



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

As July comes to a close the bulk of special events for the summer are in the books. The month began with the 4th of July holiday which kept officers busy responding to firework related complaints. The department utilized local media to spread the word on the legal use of the fireworks, but calls still rolled in on a regular basis. The following week was the annual Blue Water Fest, consisting of the parade, carnival, Family Night, Boat Night and Mackinac Race Day. The event was surrounded by unsubstantiated threats of protests and potential violence based on national events that were occurring as a result of recent police shootings. The Police Department, along with many policing partners, followed up on each threat and planned accordingly for potential problems at the event. While crowds appeared a bit down from previous years, the events were still well attended and the behavior at the events was exemplary. As a matter of fact, no arrests resulted from any of the festivities during the four days, a first in the department's history. Credit goes out to the police department's planning effort, and the long days put in by each employee working for the department during this busy week. A special thanks to local, state and federal partners for stepping up during the week and offering extra staffing as the week progressed.

Call load for the summer continues to increase as temperatures increase. Calls for service in June 2016 increased by 750 (+26%) from May 2016 and increased by 719 (+25%) from June 2015. The Police Department is continuing its beach and park patrols, which has seen attendance significantly increase over the past few years. The patrols will continue through the Labor Day holiday to ensure residents and visitors to the area have a safe and positive experience here in the Port Huron area.

August has three special events planned beginning with National Night Out scheduled for Tuesday, August 2nd, the Offshore Power Boat race scheduled Friday, August 12th through Sunday, August 14th, and the St. Clair River float down scheduled for Sunday, August 21st.

The Fire Division responded to 104 medical emergencies, 27 fire calls for service, and received 88 miscellaneous calls including false alarms, downed power lines, unauthorized burning, and related public assistance. Additionally, fire crews were dispatched to 16 possible water rescue incidents with one subject receiving injuries from colliding into the Black River break wall with his personal water craft. Since last month's report, fire crews responded to four structure fires at that included an electric compressor caught fire in the City Waste Water Plant-damage which was limited to the equipment, a hydraulic leak caused a fire in a machinery room at Dunn Paper Company, and the damage was limited to the room of origin. The exterior of a home on South Boulevard sustained damage believed to have been caused by embers from an unextinguished outside fire. Exterior damage was discovered on a boat house in the 1400 block of Water St. from an apparent arson attempt. No injuries were reported in any of the incidents.

Training topics for the month included high angle rope rescue, hazardous materials protective equipment donning, night time boat navigation and building familiarization, and walk thru of new Karmano's Cancer Institute at McLaren Hospital. Fire staff completed exterior painting and maintenance of the fascia trim, awnings, and overhead doors at Central Fire Station. Fire crews provided support resources during the annual Blue Water Fest including inspections of food vendor

trailers and engine stand-by during fireworks. Fire Marshal Warren completed the final occupancy inspection of the Karmano's Cancer Institute. Fifty-Three fire inspections of businesses have been completed to date.

As of July 26th, the Code Enforcement Unit had 136 new complaints opened. The Administrative Hearing Bureau (AHB) heard 108 cases and collected \$1,035 in outstanding debt owed (\$65 was for debt in collections) this month. \$2,611.72 in unpaid invoices from May and June were approved for Single Lot Special Assessments. After a long AHB case against Phillip Risner at 300 V/L 17th Street, he finally cut his grass after Corporate Council responded out to his property at his request. However, he still continues to send us FOIA requests and letters containing cash that he doesn't owe. Two severely blighted homes at 2120 Poplar and 1429 Bancroft were finally demolished restoring the neighborhood landscape.

In August, the Rental Housing Board of Appeals will hear evidence regarding the revocation of Barcume rental certificates at 1029 Chestnut Street, 1122 Howard Street, 827 Pine Street, 1217 - 9th Street, 2726 Sturges Street, 1725 - 10th Street, 904 Griswold Street, and 834 Pine Street / 1002 - 9th Street.

The month of July has been very busy in the Clerk's office. We, of course, continued our focus on preparing for the August 2 election and have issued over 975 absentee ballots, which is about 15% higher than four years ago. The final week in July will push this number higher. We also completed our training of all Election Inspectors for the upcoming two-year cycle, as required by the State, and currently have about 75 Inspectors available for assignment in August and November. Future training sessions will be held when the need arises.

The Clerk's Office has also been reviewing the legal analysis prepared by General Code regarding the Code Book review (codification). This is a time-consuming process, but all of the departments have reviewed the various chapters pertaining to their departments and the office is in the process of compiling their responses and preparing a combined document to give to our attorney for a final review. Hopes is to have the final document ready for final consideration sometime in the fall, but the Presidential election workload may push this closer to December after the election.

The Clerk's Office also saw the typical increase in phone calls and office visits from citizens inquiring about summer time activities, cemetery genealogy, general government inquiries, and of course election-related questions. We also met with the newly elected Chairperson of the Beautification Commission to help her with a smooth transition as President and also assisted with preparing the Commission's year-end financials, as well as performing all of the clerical work for their Yard of the Year award program (taking nominations, preparing judging forms and the subsequent notification letters to winners and non-winning nominators, etc.).

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

- River Walk upgrades (for the Recreation Dept.);
- River Street from Glenwood to just east of Stone Street.

DPW crews continue to water the sod in the East Quay parking lot.

The Merchant Street water main north of Glenwood was finished.

The North Blvd project bids were opened and Boddy was the confirmed low bidder. This will be taking this to the August Council meeting.

The roof and electrical refurbishment work at the Carnegie building is nearly complete, with a few items remaining to finish.

The HVAC maintenance work has begun at the Carnegie building.

Murray Underground started work on Reid Avenue on July 18th.

MDOT opened bids on July 8th for 20th Street. Florence Cement was the low bidder. The engineering staff is continuing to work with MDOT to have the project awarded.

The streets maintenance crews continue to perform the typical month to month duties. These include repairing pot holes with cold patch at various locations and crack sealed roads. Crews placed radar trailers in different locations each week. The seawall at the south side dock was repaired. Crews removed sidewalk, pile cap and backfill at this dock and backfilled to grade after repair. Crews trimmed trees for better visibility and finished rebuilding 33 Class III barricades with new boards and reflective material. The new sod around the East Quay parking lot was watered. Crews' cut grass at several City properties and removed brush and brush hogged. They also closed roads and provided cleanup for special events.

The Motor pool completed the major repair on unit #249 and is in the process of redoing the clutch assembly due to an assembly error by the outside vendor that rebuilt the clutch as well as several road calls to the old gator #247, keeping it operational.

The traffic section completed pavement markings to comply with new traffic control orders as well as fabricating signs for new parking regulations. They assisted in traffic control for special events and also repainted Palmer Park and McMorran parking lots per request of the Director of Parks and Recreation.

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. DTE Energy completed the relocation of their power pole so now Utilities staff can proceed with scheduling the sewer repair near 12th and Court Streets. It is anticipated that this will be completed by the second week of August. ArcGis and Lucity project approved by City Council at their March 28th meeting began. The ArcGis portion is finished and there was a Lucity "kickoff" meeting that determined it would not be fully implemented until the first week in October, which is later than what was reported last month.

The Water Filtration Plant (WFP) staff and DPW Administration met with members of SEMCOG to discuss the Huron to Erie Drinking Water Monitoring Network. SEMCOG is attempting to meet

with all 14 municipal drinking water intakes along the Huron to Erie Corridor in Southeast Michigan to better understand each municipality's perspective on the network.

The Wastewater Treatment Plant (WWTP) staff, City administration, and MDEQ personnel finalized the WWTP's NPDES draft permit language. The final draft permit began public notice on July 19th and is scheduled to end on August 18th. Any comments or objections to this draft permit received by the MDEQ will be considered in the final decision to issue the permit. The biggest change to the WWTP's NPDES permit is the inclusion of an asset management program. The requirements of this new program will take a great amount of effort to develop as well as potentially being costly during this permit cycle and in future permits.

During the month of July, the Human Resources Department (H.R.) accepted employment applications for an Equipment Operator for the WWTP and for Seasonal Laborers. The full-time opening is due to a retirement.

The Detective Secretary / Property Technician position was filled during the month of July in the Police Department. Health & Safety training classes were conducted.

H. R. finalized and issued the IRS 1095C forms to active full-time employees and non-Medicare eligible retirees in reference to their individual healthcare coverage provided by the City of Port Huron. This requirement is part of an unfunded mandate under the Affordable Care Act. The H.R. Department partnered with the I.T. Department on this project. Notification was received that the 2015 filing was accepted by the IRS under the Affordable Care Act (ACA). This is the first annual ACA/IRS filing. The Human Resources Department will continue to partner with the I.T. Department as preparation starts for the 2016 filing. The department is comfortable at this point in preparing the filing internally. No assistance will be required from Health Decisions (3rd party), ultimately saving the City this additional vendor cost.

The Planning Department has been working on many projects throughout Port Huron including amended brownfield agreements in Lansing with the Michigan Strategic Fund Board for the Sperry's Project

Community Development assisted three new homeowners with the purchase of properties in the City with \$15,000 in grant money.

The Blight Elimination Program has completed 31 demolitions to date, and 10 properties are in the pre-demo phase.

The Inspection Department issued 113 permits with a revenue of \$34,964. The inspectors also assisted with rental inspections and responded to over eight complaints.

Rental Certification inspectors inspected 173 units, responded to 12 complaints and certified 108 rental units this month

The Port Huron Neighborhood Housing Corporation has a pending sale of 3821 Military to a first time home buyer. Work continues for the renovation at 1203 Court Street along with beginning

of the renovation process for 1806 15th Street that was also acquired through the St. Clair County Tax Foreclosure.

In the Month of July, McMorran hosted MainStreets Memories Car Show and worked with the Recreation Department to host theater and cheerleading programs. Construction of the Blue Water Transit hub on McMorran Boulevard has been completed and some clean-up work of the site is being done. McMorran is continuing to work together with SC4 on the renovations being made to their building.

Summer repairs and maintenance are coming along very well. Renovations have been completed of the locker rooms and are close to completing the locker room lobby area. Renovation of the front office area which is about 90 percent complete and the renovation of the concourse area should begin in early August.

The relationship between McMorran staff and Port Huron Recreation Department is coming along very well. McMorran is working with the Recreation Department on several events at McMorran and also working with them to book movie events in the upcoming months. We have been working closely with Data Processing to get McMorran on the City network in order to improve efficiency for everyone.

In the cemetery, we twelve burials have been done. Crews have started asphalt repairs with one section complete. They are also working hard to install water lines to bring water to the new section V. New curb was completed by section T, with partial asphalt replacement coming to improve drainage. Staff continue to work on overgrown shrubs, elevation of trees and removal of illegal items on graves. The Michigan Works Program has helped by adding three workers to the staff at no cost to the City of Port Huron.

During the month of July, the Palmer Park Recreation Center has been busy with all programs being in full swing. Swim Lessons started their second session last week and sports finished up programs at the end of this month. The playground programs finished up with trips to the pool and went on a bowling field trip. Day Camp has been going well, they have been going to the pool twice a week and having a lot of water days with the heat that we've been experiencing.

We continue to see great attendance at the Big Screens in the Park and Walk Michigan events. At this point in the season, Walk Michigan has already received over 500 different walkers. Junior Recreators are continuing to complete their volunteer hours toward the Cedar Point trip in August. A special CSI class held at Palmer Park. It was very hands-on and had a creative approach to learning that the kids seemed to love. We are looking into more programs that we can work with the instructor, Cyndy King, on in the fall. The Sports team was working on preparing for the end of the month event, Color Craze 5K Fun Run. There was around 600 participants this year. Working with the Police Department, proceeds went towards the CAPTURE and RECESS programs.

Lakeside Beach has been doing well, continuing to see an increase in the number of visitors. Numbers are up, even from the high volume last year, and more passes for the parking lot have been reordered.

In the Parks Division, we continue to work on the parks through project parks. Parks like Lighthouse, Renaissance, Sanborn and Optimist were part of the project. Installation of a new, donated gazebo lights, drinking fountain, and a sandbox were completed at Lincoln Park. Crews worked at City Marina trimming trees and getting parks ready for boat night. Spirit of Port Huron Park had work completed by painting benches, trimming trees, and planting flowers. Trees along Main Street have been trimmed in the downtown area. New signs were put in place for the Beautification Committee. Four more memorial benches were donated and placed on the parkway as part of the bench program. Crews have been working hard to prep baseball fields and softball fields for all the tournaments including the national tournament. Grass cutting continues throughout the city and in all the City parks.

The Information Technology Department was involved in a number of activities. Of note were: meeting with AT&T regarding the design of a voice and data network to provide all city facilities with high speed connectivity as a step to reducing telephone costs and retiring the existing microwave communication system, modifying the payroll system to accommodate additional payroll codes, installed two network servers in the data center, and continuing the project of server consolidation and operating system version upgrade.

During the past month the Income Tax Division finished reconciling withholding payments with the annual information returns filed by employers and sending correspondence on any inconsistencies. We also finished the process of following up on any returns that had errors in withholding amounts, income reported or other discrepancies. In addition, a review of the delinquent accounts were reviewed.

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. We are still continuing to transition McMorran to the City's accounting system. The list of automatic monthly accounting entries for the new fiscal year was updated. These entries include budget transfers, administrative charges and automatic wage splits for those salaried employees whose wages are charged to more than one fund or activity.

The Assessing Division is continuing the process of updating the sales history and entering it into our computer files in anticipation of the 2017 sales study. In addition, we are continuing the second year in a process of verifying assessing information for all City properties. This program will ultimately take five years to complete. During that time, we will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. The July Board of Review process is complete.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. They also continue to perform the monthly accounting for BWATC. During the month of July, over \$11 million in property taxes was collected. However, it should be noted that approximately two-thirds of that amount is collected for other taxing entities such as the State, County, School District and RESA. We also processed numerous Board of

Review adjustments as well as handling the normal water billings and shut offs for nonpayment during the month.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Freed', written over a horizontal line.

James R. Freed
City Manager
Chief Administrative Officer