



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

The Police Department completed its CALEA onsite evaluation in early March, and although the final commission report will not be available until the summer of 2016, the initial evaluation and comment provided by the assessors was very positive and complimentary. The full commission convenes in late July 2016 and will hold a hearing on the status of the agency's bid for re-accreditation. At that time, the Police Department will be informed if the re-accreditation process was successful.

The Police Department worked the first major special event of the year, Pub Crawl, on March 12, 2016. This year the weather was nicer than last leading to a bit larger of a crowd, estimated at around 3,000 people. Officers working the event were instructed to frequently make contact with the participating bars and restaurants to provide any assistance they may need, and provide a visible appearance to the event-goers. The total dispatched calls for service linked to the event was down from 16 calls in 2015 to four calls in 2016, particularly in regards to fighting behavior. Arrests for the event were very similar to last year, with 4 arrests made in 2015 versus 5 in 2016. Overall, the event was successful with many establishments experiencing large crowds throughout the day. The Port Huron Police were assisted in policing the event by the Border Patrol and the Michigan State Police.

The Police Department investigated an armed robbery that occurred on March 11, 2016, at the Smoker's Paradise, 1122 10th Street. After a lengthy investigation, three suspects were arrested by police and charged. According to information learned in the case, the robbery was part of a conspiracy in which the suspects were taking part of a gang initiation into the Gangster Disciples.

Police calls for service in February 2016 decreased 381 (-17%) from January 2016 and decreased 77 (-4%) from February 2015.

The Fire Division responded to 290 calls for service including fires. Damage was contained to a clothes dryer at 2615 Krafft Road Apt E. An electrical issue caused damage to the ceiling at 1108 Rawlins Street from a bathroom fan that had caught fire. An elderly male resident was treated for smoke inhalation due to a cooking fire that caused extensive damage to his home at 2519 - 18th Avenue. Upon arrival, police and fire personnel found the man still inside the house. He was assisted from the residence and transported by EMS. A fire still being investigated caused extensive damage to a single-family home at 2408 - 10th Avenue. No one was home at the time of the fire.

Fire Marshal Warren gave occupancy approval for the expansion of the Lake Huron Medical Center nuclear medicine wing that houses the Linear Accelerator unit. Preliminary site plans were reviewed for the bed tower expansion project at McLaren Port Huron Hospital. Fire and safety presentations were made by the Fire Marshal to 183 children and 175 adults during the annual fun and fitness outing at McLaren Port Huron Hospital. The Fire Division was requested to speak at the US Farathane Company, 2133 Petit Street, where 150 employees received safety awareness information during their bi-annual safety meetings.

Forty-Eight inspections of businesses have been completed to date. Additionally, four sets of building plans were reviewed for projects including the new SC4 FieldHouse and loft developments in the 200 block of Huron Avenue. Observing of school fire and severe weather drills continue with fourteen such drills completed in March.

As of March 24, 2016, the Code Enforcement Unit had 122 new complaints opened, collected \$160 in outstanding debt owed this month, and five invoices went as single lot special assessments. The Administrative Hearing Bureau heard 23 cases. The year-end report was presented to City Council and discussions continued with the Public Guardians Office in reference to William Kidd of 1429 Bancroft. Audrey Coats' home at 1304 White was demolished and she has a new apartment in Grandview Towers. HUD refused to approve the removal of a dead ash tree from their property at 1815 Gillett, so an Order was obtained to authorize Forestry or an approved contractor to take the dangerous tree down as soon as possible. The cost incurred will be recouped as a single lot special assessment.

Administrative Hearing Officer Hirt heard the 16 year "boat on the beach" case at 4246 Gratiot and dismissed it. Officer Hirt stated it is no longer a blight issue as it was dug out of the sand and is operable. He offered to have each side meet half way, but neither were interested. Officer Hirt advised the complaining neighbors who were present to seek legal counsel for a nuisance case and sue civilly if they were so advised. The Yellow Book and the Shopper were again notified of excessive delivery tactics and were provided an updated list of vacant properties to avoid. Almost all the scrap was removed from 2429 Vacant Lot Maple and Lew Sebra was given an additional month to completely clear it.

Mike Bodeis on behalf of the PHALA met with Chief Reaves, Planning Director Haynes and Lt. Kuehn about The Times Herald article that showed the number of enforcements against the landlord Barcumes and how it is making all landlords look bad. After receiving support from the PHALA, Chief Reaves, Director Haynes, Mike Davenport, and Lt. Kuehn met with Corporate Counsel, Todd Shoudy, to discuss the exorbitant amount of blight/rental violations as well as drug raids at Barcume rentals. Another meeting was held to discuss proper procedures to ensure homes/apartments are cleaned up properly after meth labs are located to ensure future occupants are not subjected to harmful contamination.

In April, we hope to obtain safe housing conditions for Lowell Arnot of 2120 Poplar Street and will be speaking about blight with new home owners through Habitat for Humanity. 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 Street. We will be mailing out paint tickets and vouchers to homeowners who need a new coat of paint this year.

Beyond our normal day-to-day activities and responsibilities, the Clerk's office started the month of March with the holding of the Presidential Primary election on March 8, 2016, which resulted in a 26.3% turnout (or 5,528 voters), which was an 8.4% increase from 8 years ago. Staff also sent the appropriate notices for Spirit of Port Huron nominations and prepared the invitation letters for the Mayor's Prayer breakfast next month.

DPW Staff continued the development of budget documents and recommendations for FY 2016/2017, including Construction Projects, Capital Improvements and the Operation & Maintenance of Plants, Buildings and the Utility Infrastructure for the City. Final preparations for the Capital Improvement Plan for FY 2016/2017 were completed.

The Engineering Staff continues to work on the design and processing of contract 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,
- River Street from Glenwood to just east of Stone Street

The electrical refurbishment work at the Carnegie Building started. The HVAC maintenance work and the roof work for the Carnegie Building are scheduled to start in early May and to be completed by mid-June of 2016.

The East Quay lot refurbishment is scheduled to begin in mid-May.

The Glenwood road and utility improvement project is scheduled to begin in mid-April. Raymond excavating will be the contractor.

The Beers/Michigan/Fort Street project is scheduled to begin in mid-May.

Reid Avenue will have a Michigan Department of Transportation, May 6, 2016, bid opening date.

The MOC chiller system repairs were completed.

Dredging in the Black River Marina is not indicated this year due to sediment levels, but there are a few docks in need of repair.

Torello is preparing to dredge the mouth of the Black River Canal in mid to late April. There were two rain events that washed a considerable amount of sand away from the canal, but it still needs to be dredged. The Engineering Department has been attempting to secure construction easements from adjacent property owners to place and spread dredged sand on the private beaches from the canal down to Lakeside Beach.

The MOC elevator rehabilitation contract books were sent to the contractor for signature, including requested documentation for 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 monthly duties. These include repairing pot holes with cold patch at various locations and road closures for two special events. The crews shoveled and salted the sidewalks on the bridges. There were five 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 removed fascia stone in disrepair from the front of the MOC walkway, removed and replaced brick pavers from downtown, and set up lane tapers for Utilities three times during the month.

The motor pool continued to perform the typical monthly duties. These include the preventative maintenance list, and completed repairs on all solids application equipment and street sweeping equipment. Radio shop put into service K-9 unit (#24).

Traffic control crews repaired several damaged signs. Crews also installed several street light poles that were repaired and assisted DTE with some light pole replacements.

Utilities Services continued to perform the typical monthly 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 performed water main shutdowns to isolate the Water Filtration Plant in support of the Contractor's efforts for the north effluent valve replacement project. As result of this shutdown, crews had make a repair to a 36-inch line valve as it would not fully open after the Contractor was done. There were

a few sewer complaints investigated. Staff has been working with the new uniform vendor (Arrow Uniform) to get employees measured and uniforms ordered. The new uniforms will be delivered to locations on April 18, 2016.

The Contractor successfully completed the north effluent valve replacement at the Water Filtration Plant (WFP). They have since completed all restoration including the new concrete vault top, adjacent sidewalk replacement, and lawn restoration.

The Waste Water Treatment Plant (WWTP) staff continue to interview candidates for a WWTP Operator as a result of an upcoming retirement on June 1, 2016. WWTP and Public Works Administration staff have been meeting internally with our legal counsel and consultant regarding the MDEQ's proposed NPDES permit language. A meeting to discuss the proposed permit language has been scheduled with MDEQ in April.

During the month of March, the Human Resources Department started accepting employment applications for all of the spring and summer job openings. These seasonal job openings include Beach Manager, Bridgetender, Concession Worker, Day Camp Leader, Junior Recreation Coordinator, Kids Day Out to Play Leader/Assistant Leader, Lifeguard, Parking Booth Attendant, Part-time Parks & Cemetery Clerk, Part-time Recreation Clerk, Pool Maintenance, Seasonal Lawn Maintenance, Summer Sports Aide and Temporary Laborer. We also accepted applications for part-time Police Cadets.

The only full-time job opening applications taken, during the month of March, is for a Waste Water Treatment Operator. This opening is due to an upcoming retirement.

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

Meetings were held with the Police Department in an effort to discuss and arrange for ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training. This training is scheduled for the week of April 25, 2016, for all City employees, as well as the 5th and 6th floor tenants of the M.O.C.

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.

The Planning Department has been working on many projects throughout Port Huron including the preliminary site plans for the second phase of Baker College's Student Apartment Expansion and 204-208 Huron Loft Project.

The Community Development assisted three 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 are in the pre-demo phase.

The Inspection Department issued 72 permits with a revenue of \$25,018. The inspectors also assisted with rental inspections and responded to over 20 complaints.

Rental Certification inspectors inspected 256 units, responded to four complaints and certified 157 rental units this month.

March has been a time of many great things in Parks and Recreation. This month hosted the dance recital with over 60 children participating with their parents and grandparents. Dawn Rushton, which has been our dance teacher for 23 years, gave her last performance and is retiring after this year's recital. She was great to so many children she taught and we will miss her. At the Recreation Department, we are gearing up for the summer brochure and hiring all the summer staff. If you know people that are great with children or would like to work doing park maintenance, have them check the City of Port Huron's website for positions available. The Recreation Lab was also ran at Cleveland School. Special programming was done to help with public speaking and self-esteem and then ended with a performance.

The cemetery has been busy getting ready for spring cleanup. Eight burials were performed in March. A sod cutter was purchased to save time and money for ground restoration after a burial. The chapel roof replacement is expected to be completed by late April along with the Mausoleum mortar repair. The winter decorations removal started and will be completed in the upcoming couple weeks. The contract with National Cemetery was reviewed and they have agreed to fund a curb outlining Civil War Soldier lots, installing solar lights for the flagpole, and a sign signifying its importance of the history in this area.

On the forestry side, new zone system has been started and has improved efficiency greatly. Sixteen reports were closed this month along with many other maintenance trims. Parks has been preparing for projects for the spring. Mr. Boardwalk was assembled and ready for Lakeside along with the new volleyball courts that parks made for visitors at the park. Fence repair at Sanborn Baseball field is underway, thanks to a MMRMA grant received for safety of children in the park. Crews have started to work on pocket park on the corner of Military and Water Streets by cleaning out old flower beds and removing grown shrubs and pine trees. The hope is to add flowers and paint and spruce up that park.

Believe it or not, even though crews are still salting parking lots, work has begun at all of the ball diamonds in town. Work is also being done at the Sanborn nature trail to get it ready for the summer season. We continue to look for people who would like to care for a park in our "Adopt a Park" program and have already received six applications to do so in the upcoming year.

The Information Technology Department was involved in a number of activities. Of note were: assisting in the preparation and validation of the 1095-C Healthcare forms, working with the Public Works Department on upgrade of their maintenance software, and preparing annual water usage analysis reports.

During the past month the Income Tax Division focused primarily on the thousands of 2015 tax returns received so far. We are essentially up to date on the processing of both refund returns and tax due returns.

The Accounting Division continued to perform the typical monthly duties. These include processing payroll, expense checks, and other usual monthly work such as posting journal entries, updating various spreadsheets, balancing accounts, etc. We also continued the analysis of the budget worksheets including checking all of the budget worksheets for such items as wage amounts, proper calculation of fringe benefits, equipment rental and all other budgeted amounts. This is a process that will continue into the month of April.

Following the completion of the March Board of Review, the Assessing Division reported all final assessments to the St. Clair County Equalization Department and the State Tax Commission and prepared for the State AMAR review (Audit of Michigan Assessment Requirements). The master list of IFT properties was also prepared.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees, income tax payments and water payments. The departments also continue to perform the monthly accounting for the BWATC. During the month of March, Real Property tax collections were settled with the County and notices on all delinquent Personal Property Taxes were mailed out. New customers are still signing up for email water bills, but the rate of sign-up has appeared to slow.

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