



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

The Police Department responded to several high priority calls in August that resulted in extensive investigations. On August 5, 2016, officers responded to the 2400 block of Military Street on a report of a multiple vehicle crash with people laying in the street. Additional information was reported indicating the suspect driver fled the scene northbound on Military and had caught the open drawbridge at Military and Water Streets. Officers located the suspect and placed him under arrest. One of the victims in the crash, a passenger on a motorcycle, died as a result of her injuries. Others involved were treated and released. The crash scene was extensive, encompassing several blocks, and was shut down for hours, as investigators measured and photographed the scene. The case is still under review awaiting lab testing but the suspect driver may have been having a severe medical reaction. The case will be reviewed by the prosecutor upon its completion.

On August 16, 2016, officers responded on a mutual aid call to Marysville for a bank robbery at the Genisys Credit Union. Port Huron Police NET was instrumental in the investigation which ultimately resulted in the arrest of two suspects, recovery of evidence, and the stolen money.

On August 20, 2016, officers responded to 1201 Rawlins on a homicide investigation. An Amber Alert was activated as the suspect fled with a five year old boy. The deceased was the wife of the suspect. After hunting down several leads, the suspect was located in Orion Township and was arrested without incident. The five year old boy was found safe. This investigation is also ongoing with a probable cause hearing set for the suspect on September 6, 2016.

August saw the power boat races and the float down take place, both requiring police presence. The boat races were non-eventful in regards to police issues, while the float down kept officers busy, but no major police issues surfaced. Looking ahead to September, the Police Department is preparing for the Special Olympics Torch Run fundraiser on September 10, 2016. The event kicks off in front of the MOC and is open to the public to participate in the 5k run. On September 11, 2016, the Police Department will host its annual 911 remembrance ceremony at the flag plaza just north of the Blue Water Bridge. Planning is also underway for the CAPTURE Spaghetti dinner which is set for October 11, 2016, from 4 p.m. to 8 p.m. at the Acheson Bean Dock. Mark your calendars!

Police calls for service in July 2016 decreased by 279 (-8.6 %) from June 2016 and decreased by 258 (-8 %) from July 2015.

The Fire Division responded to 123 medical emergencies, 43 fire calls for service, and received 118 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. Since last month's report, fire crews responded to four structure fires. Damage was sustained to the kitchen of an unoccupied home at 402-17th Street from a fire caused by articles left on an electric stove when power was restored to the house. A multiunit apartment house at 1201 Pearl Street sustained extensive damage as a result of an arson fire set by individuals

pouring gasoline on the porch and igniting it, occupants were able to escape unharmed and the suspect is currently in custody. A shed was destroyed and fire damage extended to the house at 1007 Erie Street due to improperly discarded charcoal embers. An attic fire at 1828 Edison Shores Place caused extensive damage to the ceiling and attic over an upstairs bedroom. Smoke and moderate damage was sustained to the adjoining unit at 1824 Edison Shores Place. Fire appears to have been caused by an electrical issue and had been burning for several hours prior to it being reported by City Electrician Robert Hall who noticed the smoke while working in the area. No injuries were reported in any of the incidents.

Port Huron Fire Crews also provided mutual aid response to assist the St. Clair Fire Department during a fire at the DTE power plant. A ladder truck with a crew of three and Operations Chief Mainguy were on scene for nine hours during the initial incident and an engine and crew of three with Operations Chief Mainguy assisted an additional five hours during the next day due to remaining spot fires in the large commercial structure.

The Fire Division was kept busy with special events this month that included participating in the National Night Out festivities around the City in addition to having provided medical support boats and coordination of rescue assets for the OPA international power boat races on August 14, 2016.

August 21, 2016, saw several thousand participants in the annual float down. The Fire Division in coordination with the U.S. and Canadian Coast Guard vessels, Port Huron Police, and several assets from surrounding fire and marine law enforcement agencies, provided rescue stand-by and assistance during this event that lasted approximately nine hours. Although winds sent many participants to Canada, there were no drownings or catastrophic injuries at this year's event.

Forty-seven fire inspections of businesses have been completed to date. Consultation for rooftop installation of solar panels at the Sperry's building and review of plans for above ground fuel tanks at Desmond Marine were also conducted.

The Fire Division received a \$5,064.00 grant from the UASI 2015 grant program for the purchase of technical rescue and confined space equipment. The grant will allow for the replacement of some specialized rope, webbing and patient removal devices.

As of August 24, 2016, the Code Enforcement Unit had 158 new complaints opened. The Administrative Hearing Bureau heard 55 cases and collected \$1,380.00 in outstanding debt owed this month. \$2,611.72 in unpaid invoices from July were approved for single lot special assessments. The unit appeared in District Court and helped All Nations Church of God evict a problem tenant, who finally moved out three weeks later. Code Enforcement participated in National Night Out and visited neighborhood gatherings. This month code enforcement assisted an out of state landlord in evicting tenants from 1327 11th Avenue, who are racking up police runs for service. Code Enforcement is also working to help neighbors around 2121 8th Street, who are dealing with Steven Smiley allowing homeless people to stay at his residence, again.

A consent agreement was signed regarding Alonzo Thomas of 923 Beard Street who agreed to allow his defense attorney to hold a possible insurance settlement claim to apply towards repairs

at his home. Dove Street Industries at 2100 Dove complied with a blight ticket after complaints were received of hundreds of birds living on the roof defecating on cars and employees, along with dead carcasses left in parking lot. The standing water is now gone, the birds left, and the property has been cleaned. Anthony America's house at 2373 Military Street sold this month after Corporate Counsel was asked for advice on prompting a Probate Court sale of the home since it had been vacant after the owner's death. A blight ticket was written to CN Railroad after they ignored to clean up the 24th Street viaduct. Once the City hired a landscaping company to clean up the property, CN officials began cleaning up alongside them. In addition, new blight ordinance language was reviewed to make sure it was appropriate.

In September, Code Enforcement will begin reviewing a "list of the lost" properties and figure out a new way of attacking blight as these cases weren't rectified the first time through the process. A rental appeals board has been rescheduled to September 14, 2016, regarding the revocation of Barcume rental certificates at 1029 Chestnut, 1122 Howard, 827 Pine, 1217 - 9th, 2726 Sturges, 1725 - 10th, 904 Griswold, and 834 Pine St / 1002 - 9th St.

The Clerk's office started the month with the August 2, 2016, election. 980 absentee ballot requests during this election were processed, which was an increase of 16 percent from a similar election held four years ago. The remainder of the month has been spent on breathing and catching up on assignments put on hold due to the election.

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.

A final walk thru with MDOT occurred for the Glenwood project.

The North Blvd project had a preconstruction meeting. The project will start on September 6, 2016.

The roof replacement at the Carnegie building is complete. A few leaks occurred and the contractor is working to correct the problem.

The electrical refurbishment at the Carnegie building is complete.

The HVAC maintenance work at the Carnegie building continues.

The contractor for the Reid Avenue project has completed the work.

A preconstruction meeting was held on 20th Street and the contractor will start on September 6, 2016.

The streets maintenance crews continue to perform the typical month to month duties. These included repairing pot holes with cold patch at various locations, crack sealed roads, and swept streets 18 days this month. Crews applied chloride to all gravel roads and to the cemetery. Crews placed radar trailers in different locations each week, removed graffiti, and power washed the 7th Street Bridge tunnel. Crews also removed mattresses from Pine Grove Park and shopping carts from several locations, watered new sod around the East Quay parking lot, cut grass at several City properties, removed brush and brush hogged. Lane tapers were set up for Utilities work and ground off bumps on Pine Grove.

The motor vehicle preventative maintenance list has been challenged with the continuing repair on unit #249 as well as several road calls.

The traffic section responded to several damaged signs, assisted in setting up for the Rockin' the Rivers special event, and removed some bad light poles for repair.

Utilities Services continued to perform the typical month to month tasks. These tasks included water meter reading, sewer cleaning, and assistance to the Water Office for turn-ons and shutoffs for non-payment of water bills. Utilities staff completed the sanitary sewer repair near 12th and Court Streets. The master water meters serving our township customers were all tested by the meter vendor, all tested within parameters except one. This meter most likely will have to be replaced. Utilities Services staff and DPW administration met with the contractor working on the McLaren Hospital project to discuss the installation and connection of a new City water main. The existing water main had to be abandoned because it was in conflict with the new south tower.

The Water Filtration Plant (WFP) staff and DPW administration conducted walkthroughs with two consultants who received a request for proposal for the Pine Grove Park observation deck. As a result, one of the consultants issued a letter recommending its closure until the evaluation was completed. A temporary fence was installed to prohibit access to the overlook and a temporary storage container was delivered for the items stored underneath. A contractor completed the fabrication and installation of a steel work platform off of an existing catwalk in the main pipe gallery of the plant. This new platform will allow easier and safer access to valves.

The City's contractor mobilized and began work on the Water Street pump station rehabilitation project. They expect to have the project completed by the middle of September.

The Waste Water Treatment Plant (WWTP) and Engineering staff had a meeting to discuss and plan for the capital improvement projects included in the 2016-17 budget. A separate meeting was held with the consultant for the Stone Street lift station rehabilitation project. The consultant has obtained the original drawings as well as making a site visit so they can begin the detailed design for the project.

During the month of August and continuing into September, the Human Resources Department is accepting employment applications for the following full-time positions: Solids Systems Operator, Equipment Operator, Journeyman Electrician and Police Officers. Additionally, applications are being accepted for the following part-time

positions: Temporary Laborers, School Crossing Guards and for various positions at the McMorran Civic Center.

In addition to filling full-time vacancies primarily due to retirements, H.R. is also working on filling the staffing needs for McMorran as they gear up for the hockey season and various other events that are being planned at the McMorran Civic Center.

In preparation for the upcoming United Way kick-off, the H.R. Director met with the Government Division that is being headed up this year by our Division Chair, Pauline Repp. Various meetings will be held throughout the campaign in the H.R. Department at the M.O.C. The United Way kick-off is scheduled for September 8, 2016.

The Planning Department has been working on zoning revisions and development projects. Funds from the BEDI and Section 108 are in the process of being expended as the Sperry's building continues to be worked on with the exterior windows now being installed.

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

The Blight Elimination Program moved forward to date with ten properties in the pre-demo phase. There are funds available for only three more projects as we near the end of this program.

The Inspection Department issued 108 permits with a revenue of \$19,064. The inspectors also assisted with rental inspections and responded to over 17 complaints.

Rental Certification inspectors inspected 229 units, responded to 14 complaints and certified 154 rental units this month

The Port Huron Neighborhood Housing Corporation has a pending sale of 3821 Military Street to a first time home buyer. Work is near completion and we're getting ready to market 1203 Court Street. 1806 15th Street bids were turned in and work will begin shortly on this home that was also acquired through the St. Clair County Tax Foreclosure.

The summer season at the Recreation Department wrapped up in August. Swim lessons and the swim team finished a couple of weeks ago. There were over 120 swim team kids and over 700 kids in swim lessons. Since the pools have been closed, staff has worked on cleaning the pool and filter buildings and getting them ready for winter. A wrap-up meeting on this year's pool season occurred and suggestions were recorded for next year as long as the things to do again.

Day Camp is currently in its last week for the summer. The kids have gone on several field trips this month to local stops in the area such as the bowling alley, Flames, and the community garden. They also had Arts & Scraps from Detroit visit for a fun crafting day. The Rockin' the Rivers concert series had another great August and great attendance was received each week. Parks and Recreation is now preparing for the end of the first year with the new renovations at Lakeside Park.

This month the Junior Recreator group went to Cedar Point. This year about 65 Recreators earned their volunteer hours to join the trip. It was a fun and safe day for all of the kids! In the past two weeks the office has also been assisting with a prepping for the PHCSA National tournament. A big thank you to Terry Ruff for all his hard work. Next is fall planning and getting ready for all the fun activities as the kids go back to school.

It was a very busy month in the Parks & Forestry Department and the normal grass cuttings continued at all locations. Downtown trees were trimmed in front of the store fronts. The trees at the Museum were trimmed and elevated during their cleanup program. Work continues on the irrigation system on the Thomas Edison Parkway. The summer Project Parks program took place at Optimist Park and Renaissance Park during the month of August. Paint and general landscaping were done at both locations.

Beach activity continued to see increased numbers in the month of August. Due to the amount of traffic at the beaches the coal bins were cleaned and trash was emptied several times throughout the week.

Pine trees were installed at Palmer Park along the fence line for local residents near the basketball court positive response has been received. A "pump track" event at Lakeside Beach was held with 40 kids in attendance. The brush program continues to go well with 12 brush pickups this month. Tree crews have kept very busy with 26 new tree reports, 16 closed tree reports, with 12 removed and many trimmed. Park dedication took place at 19th & Division for Audrey Pack. It was great to see the great attendance at this event.

In the cemetery, chloride was applied to the roads to keep the dust down. Work continues on tree trimming, grass cutting, and removal of overgrown bushes from grave sites. Work began on the water line installation in Section V and the irrigation installation at the chapel.

In the Month of August, McMorran place hosted Voting, PHCT Hairspray show, Courtesy Driving School, Wolverine Production show starring Dickey Lee, and two wedding receptions. Work is continuing with SC4 on the renovations being made to their building and the space between the two buildings, including the clean-up of items stored by McMorran and trash from the construction.

Summer repairs and maintenance are complete in the Main arena in preparation for the upcoming hockey season. The hockey season will be kicked off by the Little Caesar's shoot out tournament to be held Labor Day weekend. We continue to finish up renovation of the concourse bathrooms and begin the renovation of the Memorial room. McMorran will be hiring for the upcoming Prowler season and many other activities being hosted over the winter months.

The Information Technology Department was involved in a number of activities. Of note were making significant needed improvements to the network infrastructure at McMorran complex to accommodate staff relocation, integration to the City network and basic operations, proceeding with fiber connection to Fire Central, Bancroft Street and Palmer Park and the assistance in installation of underground work needed for the parking gates at McMorran.

The Income Tax Division completed the annual security training from the State of Michigan. We hope to receive our annual compliance information from the State soon and to begin working on that information. Follow-up correspondence was also sent on unresolved withholding issues and a general review and clean-up of our employer withholding files began. In addition, attempting to collect delinquent amounts identified as possibly collectible in last month's review of our delinquent accounts began.

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. Work still continues to transition McMorran to the City's accounting system. Numerous adjustments were completed in anticipation of the year-end audit. These included various inventory accounts, receivables, accounts and contracts payable as well as accrued payroll. Work also began on updating spreadsheets for the various construction projects with activity during the year. This includes working with the Engineering Division in order to properly allocate the project costs to various funds, such as Streets, Water and Wastewater.

The Assessing Division is continuing the process of updating the sales history and entering it into computer files in anticipation of the 2017 sales study. In addition, work is continuing on 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, staff will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. We are about three-fourths of the way through this year's portion of the project. Staff has also continued logging historical information into the BS&A software which is an on-going process.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. Staff continues to perform the monthly accounting for the BWATC. Summer taxes are still being collected, however, this has slowed somewhat since the July due date. This allows for time to review some of the old water files and prepare them for storage. Also, the pools have closed and no longer have deposits but Lakeside Beach and the boat launches are still active.

Sincerely,



James R. Freed

City Manager

Chief Administrative Officer