



*Office of the City Manager, Chief Administrative Officer*  
*Monthly Administrative Report*  
*April, 2017*

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In March, the Police Department investigated several serious felonies including a domestic situation that turned deadly. On March 9, 2017, officers were dispatched to a home in the 400 block of Lakeview on a complaint of the caller's girlfriend's son standing over him waving a machete. The caller pushed the son out of the house, and upon checking his girlfriend, who was lying on a couch, found her not breathing and bleeding from the face. First responders rendered CPR and the victim was transported to Port Huron McLaren Hospital. Due to her grave condition, she was transferred to McLaren Macomb but ultimately succumbed to her injuries. The suspect, Matthew Lander, has since been charged with murder in the death of his mother, Kimberly Lander.

On March 2, 2017, officers were surveilling a home in the 1500 block of 10<sup>th</sup> Ave for drug activity and observed a subject leave in a pickup with an improper plate. Officers attempted to stop the vehicle but the driver fled several blocks before jumping out of the moving vehicle and began running on foot. The vehicle struck a parked car in the 1200 block of Chestnut Street. Officers captured the suspect in a backyard in the area. Officers found drug paraphernalia, a double edged knife and a double edged dagger in the possession of the suspect. He also had an outstanding felony warrant in another jurisdiction.

On March 3, 2017, officers responded to a restaurant in the 2800 block of Pine Grove on a report of a man passed out at the counter. The subject had in his possession a handgun stuck in his belt. He was found to be a felon, and was charged with carrying a concealed weapon, felon in possession of a firearm, felon in possession of ammo, and habitual offender 4<sup>th</sup> offense.

The Police Department continues to see steady calls for service regarding drugs and drug use. In March, officers responded to several unconscious individuals, many of which were believed to be on heroin. Three of the victims, age 52, age 30 and age 25, died from what appears to be a drug overdose.

Police calls for service overall in March decreased (1783) from February (1993).

To date in the month of March, the Fire Division has responded to 201 medical emergencies, eight fire calls for service, and 116 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance. One residential structure sustained extensive damage at 3162 Armour Street from an accidental fire that began in the kitchen from combustibles placed on the range top. No injuries were reported.

The Fire Division has installed over 100 smoke alarms in 36 properties as part of the Red Cross Home Fire Safety Program. Response has been positive as residents receive these life saving devices installed by firefighting staff. Specifications have been completed for a new fire pumping apparatus to replace a current 24 year old unit. The scope of work for the 2015 Assistance to Firefighters grant has been completed and all fire stations have received updated physical fitness equipment as awarded by this grant.

Fire Marshal Warren completed four building plan reviews and attended 18 school tornado drills for the Month of March. Fire companies have completed 37 commercial business inspections.

As of March 27th, the Code Enforcement Unit had 178 new complaints opened and the Administrative Hearing Bureau heard 29 cases. \$970 in payments was collected this month. \$750 was from a 2015 collection debt. Chief Reaves, David Haynes and Lt. Kuehn met with attorney Dan Damman to reference progress the Barcumes are making and lifted the “straight ticket only” procedure after being provided an updated list of all tenants. Staff is now looking to provide the Barcumes attorney a list of more houses that still need some work regarding excessive police runs, blight and/or rental issues. Chief Reaves also spoke with land contract holder Dan Dobney after a meth raid at 719 Tunnel Street.

The contractor’s contract was updated and issued for the annual request for qualifications for lawn and clean up services. Staff worked with Community Development to create a paint letter to go along with paint tickets so each violator can be afforded four free gallons of paint, a paint tray, and brush with grant assistance/donations. Meetings were attended regarding better coordination between departments regarding BS&A computer software. Lt. Kuehn spoke to the Citizens Police Academy regarding Code Enforcement efforts.

In April, Code Enforcement Inspectors will check to see whether citizens removed their plastic tarps/canopies in order to dismiss fix-it tickets or move onto the Administrative Hearings Bureau. Code Enforcement staff continues to work on a permanent solution to solve the neighbor issues at 1815 - 9<sup>th</sup> Street regarding Paul Frazer.

The Clerk’s office performed the work necessary to add five more boards/commissions to the agenda management web portal. From this point forward, agendas/minutes will now be available, online, for 10 boards/commissions, and thereby improving citizen’s 24/7 access to public records. Staff also began initial preparations for the annual Prayer Breakfast event on May 4, 2017. Staff also met with Beautification and Parks & Forestry officials to discuss and begin preparations for the commission’s annual spring planting season. Finally, staff also attended the St. Clair County Clerks Association quarterly meeting to select the vendor to provide the City’s election equipment.

Engineering staff continued to work on the design and development of contract documents for the improvements to the following:

- River Walk upgrades (for the Recreation Dept.);
- Two pavilions for Lakeside Park;
- Parking and restroom facilities for Pine Grove Park;
- Rehabilitation of the 10<sup>th</sup> Street Bridge;
- Vanderburg- 10<sup>th</sup> St. to Military reconstruction, water main and sanitary sewer;
- Moak Street – Avondale to Electric with water main;
- Lakeview – Gratiot to the west end, reconstruction with water main;
- Pleasant – Sedgwick to Prospect;
- Roselawn Area resurfacing;

- Sewer lining contract.

Preparation of the draft Capital Improvement Program (CIP) was completed and forwarded to the Finance department for review.

Boddy Construction Company will be starting work on the River Street project in April.

Otis Elevator will be starting the rehabilitation of the western two elevators at the MOC in early April. They will be working on the elevators for approximately five months.

The MOC's public meeting room was re-carpeted by Fountain's Carpet.

Engineering Staff is working on resubmitting a grant application thru MDOT to resurface Lapeer Avenue from 13<sup>th</sup> to 24<sup>th</sup> Street.

The Black River Canal dredging will be completed by Torello by the end of April. We are still awaiting the updated permit from the DEQ.

Dean Marine and Excavating was the low bidder for the downtown Marina dredging. BMJ performed soundings and it was determined that a minimal volume of material could be dredged. Because of where this potential dredging material is located, it was determined by the Engineering Department, the Harbormaster, and BMJ that no dredging will be necessary in the summer of 2017 at the Downtown Marina.

The streets maintenance crews continue to perform the typical month to month duties. These duties include the repair of pot holes with cold patch at various locations and shoveled and salted the sidewalks on the bridges. Crews plowed and salted for seven snow events. After each snow event, the trucks were emptied of salt, washed, blades changed, and prepped for the next snow. Crews removed snow fence from all locations and repaired lawn damaged by snow plows. Crews also set up lane tapers for Utilities and Forestry and closed roads for two special events. Crews prepped, inspected, and tested crack sealer and street sweepers for the upcoming season.

The motor vehicle crew is in the process of a major overhaul repair of the rear engine in vactor unit #246. The preventative maintenance list is up to date.

The traffic section repaired several damaged signs and traffic signals that were damaged by the wind storm. The crew went through the two City owned bridges preparing for the boating season.

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. The Utilities Services staff and administrative staff conducted a preconstruction meeting with the contractor for the sewer lining project which was previously awarded by the City Council. This contractor also completed their pre-cleaning and televising of the sewers in preparation of the installation of the liners. Administrative staff also advertised a request for proposal for the fire hydrant painting project. Water and sewer crews

completed the installation of the sewer and water leads to serve the Knox Field splash pad. In addition, the sewer crew made repairs to multiple catch basins throughout the City.

The Water Filtration Plant (WFP) staff and administrative staff completed the bid documents for the raw water intake stabilization project. Bids for this project are due April 13, 2017.

The Waste Water Treatment Plant (WWTP) staff and administrative staff conducted a mandatory pre-bid meeting as well as a bid opening for the following projects:

1. Roof Replacement – Solids Handling Building
2. Roof Replacement – Primary Treatment Building
3. Maintenance Shop Floor Replacement

The recommendations for these projects will be presented to City Council in April for their approval. In addition, WWTP staff conducted a preconstruction meeting with the contractor for the Stone Street Pump Station Rehabilitation project which was previously awarded by the City Council. The anticipated completion date of this project is August 2017.

The months of March and April are a very busy time for the Human Resources Department as employment applications are being accepted for all spring and summer job openings. These positions include Bridgetenders, Concession Workers, Lifeguards, Parking Booth Attendants, Part-time Parks & Cemetery Clerk, Police Cadets, Pool Maintenance, Seasonal Laborers, Seasonal Lawn Maintenance, Summer Day Camp Coordinator, Summer Day Camp Leaders, Summer Sports Aides, and Temporary Laborers.

Staff is also accepting employment applications for full-time Police Officers and a full-time Residuals Specialist (Supervisor over the Solids Operation) at the WWTP.

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

The H.R. Director and Director of Finance met with Blue Cross & Brown and Brown to discuss upcoming annual healthcare renewal. Discussions continue about future healthcare options as an ongoing effort to help reduce unfunded healthcare liabilities for active employees as well as retirees.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City.

During the month, Planning Department staff worked on a rezoning request and a special use permit application for the Planning Commission's review. The Master Plan continues to be a focus and staff continues to work at it. Staff also worked with the Clerk's office to move all Boards and Commissions into the MinuteTraq system to create agendas, minutes, and packets in a central location and streamline the process.

The Annual Action Plan was completed by the Community Development staff. Also, the NSP3 grant from the County was finalized and the last amount of money available for first time homebuyers was accounted for. This included five first time homebuyer purchases with down payment assistance of \$5,000 to each of them. All funds from the Blight Elimination Program have been assigned to properties and after all demolitions have been completed, 46 blighted properties will have been eliminated within the City. Staff is currently working on selling the vacant lots from these properties. One emergency repair and a façade grant were completed during the month and all rental rehab dollars have been exhausted.

The Inspection Division issued 82 permits with a revenue of \$28,418. Staff also reviewed five sets of building plans and followed-up on 10 inspection related complaints.

The Rental Certification Department completed 189 inspections and certified 119 rental units. The inspectors and clerical staff responded to 4 rental complaints. Staff also worked on research and compiled data for the future of the rental program and a presentation was made to City Council regarding the information found.

In Recreation, the winter session continued with toddler and school age classes. Skate with the Pros program and youth art classes were well attended. The Recreation Department also hosted the last Fort Building session for the winter session. This month's drop-in event was all about Angry Birds. The children that attended were able to use catapults to launch the Angry Birds into each other forts. The six month dance program finished off its season with an annual dance recital. This year the recital was held in McMorran's theatre. The recital was a showcase of the routines the participants practiced each week at Palmer Park. Programs were available for all ages this year and staff partnered with the X-treme Dance Team of Port Huron to put on a great show. Adult volleyball leagues that started in the fall had their playoffs this month and officially completed their season. Each of the four leagues named a league champion, as well as a playoff champ.

Recreation staff continues to work on finalizing the summer lineup of programs and special events. The summer brochure is set to be in mailboxes and online no later than May 1, 2017, with registration opening up two weeks later. The Recreation Department also submitted and was approved for the change in the fun run this year from the Color Craze 5k to the Glow Dash 2.5 mile. This run will take place at night with black lights, foam, bubbles and color dust. Recreation will be partnering with the Police Department to put on this race. Registration for the Glow Dash is set to open April 3, 2017. Spring and summer prep at Sanborn Park and Lakeside Beach has started. The tennis nets at Sanborn Park have been set up and the courts cleaned off and ready for the community to use as the weather allows. Staff will be working on repairing any needs at the basketball courts and opening up all of the tennis courts in the next week.

In the Cemetery, there were eight burials with four full burials and four cremains services. Staff has also been refurbishing benches along the MOC parkway, grading roads damaged due to winter and removing all snow markers. Preventive maintenance on equipment and converting to spring, summer, and fall usage.

The first weekend at McMorran was a Regional Gymnastics meet with local gym Flames on Thursday, Friday, Saturday, and Sunday. Six Prowler games occurred this month and unfortunately they did not make the playoffs so their season is done. The concession partnership with St. Clair County Community College for the Fieldhouse was completed with the end of their activities for the season. A production of "Spam-A-Lot" in the theatre had record breaking attendance Thursday, Friday and Saturday. Town Hall completed their season on March 13, 2017. Port Huron Recreation utilized the theatre for their annual Dance Recital. The show "Men Are from Mars" had a one day performance with attendance surpassing expectations. WNFA rented the facility for "Bloom" with over a 1,000 participants for a one day event. Port Huron Civic Theatre performed "Seussical" on Friday, Saturday and Sunday with school matinees that were well attended. Werth Production completed the week with two dinner theatre performances.

The Forestry crew has been working on Light House Beach removing all dead, over grown trees. They also have trimmed and elevated all trees at the beach for health, appearance and also for police to be able to patrol better at the beach. They also have continued tree reports, and brush pickups throughout the City. A major wind storm come through and brought down many limbs and trees, so they were very busy during storm clearing roads and removed a full tree from a house. Storm clean up proceeded for a few days after as calls came in. Also monthly brush drop off at the Forestry Department has started.

The Parks Department was called in a few times to go downtown and salt parking lots and police ramps. Staff even had to plow lots and clear sidewalks on one occasion.

Due to warm weather, Parks staff has been able to get to some summer projects including rebuilding and reinstalling new benches behind the MOC on the boardwalk, and replacing an old picnic table and bench at Palmer Park with new. Park inspections were completed and repairs were made to some play equipment at Lincoln Park.

Baseball for the college boys and girls started, therefore staff has been grooming fields and prepping for games. All lights from trees downtown have started to be removed downtown and replaced with white lights for the summer. All banners were also removed downtown for pub crawl. In between parks, staff has been doing ground restoration in various areas from winter plowing. Leaves in cemetery and parks have also been able to be picked up. Parks crews have also assisted at Lakeside Cemetery with full burials as needed.

The Information Technology Department was involved in a number of activities. Of note included assisting in the preparation and printing of the Assessment Change Notifications, replacing the existing WinScribe server used by the Police Records Division for dictation transcription with a new server using the current Windows Server operating system, performing firmware upgrades to the Cisco Firewall, and preparing annual water usage analysis reports.

During the past month, the Income Tax Division focused primarily on the thousands of 2016 tax returns received. Staff are essentially up to date on the processing of both refund returns and tax due returns.

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. Staff also continued analysis of the budget worksheets. This includes 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 process will continue into the month of April. In addition, Accounting staff have had several meetings with McMorran personnel in order to streamline its receipting processes.

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. Assessing staff also processed all needed reports for values after the Board of Review and mailed copies of each Board of Review decision to the petitioner. A master list of IFT properties was also completed.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. Staff also continues to perform the monthly accounting for BWATC. During the month of March, Real Property tax collections with the County were settled. Notices on all delinquent Personal Property Taxes and invoices for rental inspection fees were mailed out and collection has begun on them.

Sincerely,



James R. Freed

*City Manager*

*Chief Administrative Officer*