



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

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The Police Department responded on April 16th to the 1300 block of White Street for a domestic between brothers. Arriving officers were immediately confronted by an angry subject wielding a machete. The man refused to drop the weapon and threatened officers several times. The officers utilized their patrol cars as shields to prevent the subject from closing the space between them while they attempted to speak with him. Ultimately the man was shot with a less than lethal shotgun which contained a large rubber “bullet” in an attempt to get the subject to drop the weapon. The officer fired the less lethal weapon 3 times at the subject at which time he finally dropped the machete and was taken safely into custody. Advanced officer training in negotiations and the use of less lethal weaponry surely saved this man’s life from what likely would have been a deadly encounter.

On April 9<sup>th</sup>, officers responded to a bar in the 400 block of Quay Street on a report of a large fight inside. Responding officers went inside and found approximately ten people fighting along with nearly 100 people acting disorderly and non-complainant. Additional officers were called to assist and five people in total were arrested. Fortunately, no officers received any serious injuries in the incident. Police are working with the bar owner to prevent future issues such as this from occurring, and have requested that the MI-LCC conduct a review for possible LCC violations stemming from the incident.

The trial of Douglas Ball concluded in April with Ball being found guilty of charges stemming from the August 20, 2016, death of his wife. The verdict came shortly after the case was turned over to jurors who found Ball guilty of first degree murder and torture in the death of his wife Lydia Ball. Cases of such a serious nature like this are difficult, with investigators and prosecutors combing through hundreds of pages of documents and many pieces of evidence to tell a story to the jury of what happened, and who did it. All told, the case must be proven beyond a reasonable doubt for a conviction to be rendered. The Police Department is proud of its officers and its strong working relationship with the prosecutor’s office, all of which led to this criminal being brought to justice in such a heinous crime.

The Police Department is preparing for its annual awards ceremony set for May 16, 2017, at 6 pm in the MOC public meeting room. The ceremony will honor a number of civilians and law enforcement professionals for meritorious and heroic acts. The ceremony is open to anyone that would like to attend and honor those receiving awards.

Calls for service overall in April increased 14 percent (2035) from March (1783).

To date in the month of April, the Fire Division has responded to 198 medical emergencies, six fire calls for service and 79 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fires calls was a residential fire at 1515-7<sup>th</sup> Street. The second floor of this home sustained extensive damage from a fire that is suspicious in nature and is being further investigated. A fire at 1932-11<sup>th</sup> Avenue caused minor damage to the kitchen ceiling due to an overheated exhaust fan. Crews also

responded to a vehicle fire at 2321 Garfield Street that destroyed the engine compartment of a 2004 GMC Denali. No injuries were reported at any of these fires.

The Fire Division installed 38 smoke alarms in properties so far for the month of April and have several more appointments scheduled bringing the total installation of alarms to over 100 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.

To reduce overtime expenses, in mid-April the daily minimum staffing for the Fire Division was lowered from ten to. Operational plans and service delivery continues to be monitored and evaluated to assure that efficient and effective response is provided to the community from all three fire stations. Fire Marshal Warren completed six building plan reviews, attended 12 school tornado drills for the month of April, and fire companies have completed 56 commercial business inspections.

As of April 25th, the Code Enforcement Unit had 150 new complaints opened and the Administrative Hearing Bureau heard 37 cases. \$157.00 in fines were paid and \$7,210.00 declared as single lot special assessments. Chief Reaves and Lt. Kuehn are still in negotiations with the Barcume's attorney, Dan Damman, in reference to another list of problem rentals. A list issues was also provided to Dan Dobney regarding the number of police runs, planning, or blight issues. A meeting was attended regarding electronic ticket solutions and a more seamless BS&A computer process. Lt. Kuehn spoke to students at Port Huron Northern regarding leadership and blight. She wrote a letter to the former Acheson Colloids plant at 1635 Washington asking them to clean up a couple small blight issues after a comment was made about this in the Times Herald Talkback section. Inspectors have wrote over 75 tickets for all plastic canopies found in the City and are giving citizens extra time to remove in order to not cost them any fines as long as they eventually comply. About 90 percent have been removed without issue.

In May, Code Enforcement hopes to have solved issues pertaining to boarded up meth labs in the neighborhoods and the City hopes to take possession of 1815 - 9<sup>th</sup> Street regarding Paul Frazer's neighbor issues. Lt. Kuehn will attend a probate hearing regarding an elderly female she petitioned for guardianship and will discuss blight on WPHM with Paul Miller. The Code Enforcement Unit will attend Customer Service Training to sharpen skills regarding citizen contacts and a BS&A representative will meet with us to help streamline our computer process.

Throughout the month of April, the Clerk's office prepared for the annual Mayor's Prayer Breakfast to be held the first week of May. Other routine activities on behalf of the Council have also been completed (proclamations, letters, wedding arrangements, etc.). The Clerk's office has also been actively involved with helping the Beautification Commission get ready for their 2017 planting season.

With the warmer weather upon us, the Clerk's office has also experienced the typical increase in phone calls and office visits from citizens pertaining to cemetery matters (purchasing graves and foundation orders), peddler/vending permits and brush, branch and trash pickup questions. We also continued with our electronic record management activities by adding many years of adopted ordinances to the system. Lastly, the Clerk and Deputy Clerk attended a free

education day sponsored by the Michigan Municipal Association of Clerks to discuss lessons learned from the State Presidential recount last year.

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 (for the Recreation Dept.);
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- 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;
- Roselawn Area resurfacing;
- Demolition of the Pine Grove Park Scenic Overlook.

Boddy Construction Company started work on the River Street project in early April.

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

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

The Black River Canal dredging was completed by Torello. The DEQ permit was received mid-April. Torello is hauling sand from the canal to the north side of Lakeside Park beach.

Lakeview and Pleasant Streets design is almost finished and the projects will be advertised the first week in May, for a completion in mid-summer.

The sewer lining contract was let for bid, Insituform, Inc. was approved by City Council and work is scheduled to start in early June.

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, crack sealing, saw cutting and street sweeping. Salt boxes were removed from dump trucks for the summer. Crews also set up lane tapers for Utilities and Forestry and poured cement pad at Lighthouse beach. The guard rail was replaced at end of Stanton Street and leveled out sand at Lakeside beach. Crews filled in low spots with stone and graded all gravel roads along with grading alleys.

The motor vehicle crew converted winter equipment into summer equipment removing salters and plows. Staff also completed 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. The crew was busy assisting outside departments with electrical projects.

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. Proposals were received and reviewed for the fire hydrant painting project. The recommendation was then forwarded to City Council and approved during the second April council meeting. Administrative staff, along with the City's engineering consultant, has been reviewing proposed MDOT plans for the Blue Water Bridge pier protection project. As originally designed, there is conflict with a City owned storm outfall. The consultant evaluated the capacity of this storm sewer/outfall along with another nearby City owned one to provide MDOT with alternatives which could satisfy both parties.

The Water Filtration Plant (WFP) staff and administrative staff obtained quotes for the replacement of four protective relays. The recommendation for this will be forthcoming to City Council for consideration. One bid was received on April 13, 2017, for the raw water intake stabilization project. Based on the bid received, this project has been deferred to a later year. WFP and Engineering staff conducted a pre-construction meeting with the contractor for the miscellaneous pipe painting project. The contractor has since started and is expected to complete their work by the end of May.

The Waste Water Treatment Plant (WWTP) staff and administrative staff reviewed applications and conducted interviews for the Residuals Specialist position as a result of an internal promotion. WWTP and Engineering staff completed the review of draft bid documents for the following projects:

1. Solids Handling Control Panel (CP-6) Replacement
2. Emergency Generator Improvements
3. Slide Gates for Grit Channels

The above projects have been advertised and the bid opening is scheduled for May 9, 2017.

During the month of April, the Human Resources Department (H.R.) continued to accept employment applications for part-time spring and summer job openings and part-time Police Cadets. Additionally, employment applications are being accepted for full-time Police Officers and Rental Certification Inspectors.

H.R. continues to hire and process paperwork for new full-time and part-time employees. April and May marks a very busy time of year in H.R. for processing new employees to staff all of the City's summer programs.

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

Health and Safety training is ongoing. Staff continue to train new employees as they come on board at the City. Overhead Crane training was held for an employee at the Water Plant.

During the month, the Planning Department prepared four items for the Planning Commission meeting including a special use permit for a used vehicle dealer at 2700 Pine Grove

Avenue, and ordinance amendment to allow tattoo establishments as principal permitted uses in C-1 and CBD zoning districts, and site plan approval for a warehouse addition at 2611/2655 – 16th Street and an addition at 1300 Beard Street. Planning Department staff, including the DDA Director, also attended training regarding the Redevelopment Ready Communities program (RRC) through the Michigan Economic Development Corporation (MEDC) and began the initial steps for the City to become RRC certified. The Planning Technician coordinated throughout the month with the Assessor's office, Fire Department and the Clerk's office to update all 50 tax maps, fire district maps and updating cemetery mapping.

Community Development staff worked throughout the month to prepare paperwork for release of 2017 funding. Funding for the Urban Pioneer Program was complete with the final two applications closing in April. In cooperation with the Blight Department, paint letters were sent and vouchers started to roll in processing. Three façade grant applications also came in due to the paint letters. The bid packet and bid for the rehab of 1318 – 18<sup>th</sup> Street were completed. Grass bids were prepared and awarded for the Port Huron Neighborhood Housing Corporation as well. One façade grant and one rental rehab grant closed during the month.

The Inspection Division issued 112 permits with a revenue of \$283,586.40. Staff also reviewed three sets of building plans and followed-up on 15 inspection related complaints. Inspection and Planning staff prepared two items for the Zoning Board of Appeals meeting including two variances for lot size and number of allowable loft units at 202/204 Huron Avenue and two variances for front yard setback and parking for an addition at 1300 Beard Street. Each fire and meth case still pending was reviewed and updated to make sure all information is current in the system and the appropriate steps are being completed by the owners of record.

The Rental Certification Department completed 117 inspections and certified 56 rental units. The inspectors and clerical staff responded to six rental complaints. The Planning Director continued to work through the possible rental program changes and staffing.

Summer preparation was in full swing at the Recreation Department this month. Coordinators have been setting up several collaboration meetings to team up with various organizations in the community. Once the plans are final, there will be some exciting projects to share with our participants from these groups. Interviews have been conducted throughout the month as well, and will continue into May. With gearing up for summer, staff has begun the process of opening up facilities that had been winterized as well as turning the water on at these locations.

During April, the summer brochure was finalized, printed and out in mailboxes. It is also available on the City websites. Flyers were sent throughout the Port Huron Area School District for families and students to look over the summer lineup. This year, the popular special events, the fun run, will be back with a twist. This July the fun run is going to be a Glow Dash held at night with foam and black lights. There is a lot of new sports programs from rugby to roller hockey. Swim lessons will be taking place at Sanborn Pool in the morning and Court Street pool in the afternoon. There will also be creative learning camps, playgrounds, day camp and art programs on the beach. Registration for all of these programs open May 9, 2017, for City Residents and May 10, 2017, for non-residents and online registration.

In the Cemetery, there were 24 services with 14 being full burials and 10 cremains services. Winter wreaths and grave blankets were removed starting April 3, 2017, in order to prepare for the upcoming spring and summer season. Bids are being accepted for lighting at the Old Soldiers Cemetery flagpole which will be paid for by the National Cemetery Administration. Community Service workers start the weekend of April 29, 2017, and continue until Memorial weekend for cleanup and trimming. Spring footing orders are being taken with a scheduled pouring date of May 16, 2017. The water has been turned back on in sections S, BB, CC, U, and V with the rest to be turned on May 1, 2017. Staff continues to prepare for the upcoming spring and summer months by removing dead branches, picking up trash and cutting grass in between services.

Parks and Forestry continued to work at Lighthouse beach finishing up tree trimming and cleaning up of overgrown trees and shrubs. The crew has been extremely busy with storm cleanup from high winds. There were several reports of limbs and trees down and many brush pickups from the storm. The Forestry crew also put the docks in at Riverside and Water Street boat launch.

Parks staff assisted the Forestry crew many times during the high winds just to keep up with all the work from storms. Benches have been replaced behind City Hall and along the boardwalk. Working with Blue Water Sportsman Fishing Club, repairs were made on all docks at Water Street boat ramp and the install of all new ub rail. The kayak launch was installed by 7<sup>th</sup> Street Bridge and is ready for the summer. Sanborn nature trail has wood chips spread out on the trail which the boy scouts will spread during the cleanup this summer. Parks have also been very busy in the cemetery helping with funerals. Baseball for the college is in full swing at Pine Grove Park, and Sanborn. Grass has started to be cut at all locations for the season.

At McMorran, the month began with a Dinner Theatre performance. We also had a free concert conducted by the US Air Force Band where we collected concession, bar and parking. Decades Rewind performed to a great crowd and the month finished with a performance by the International Symphony Orchestra. Bids were accepted for carpeting in the theatre and the ice was removed from the arena for preparation for summer activities and maintenance.

The Information Technology Department was involved in a number of activities. Of note were processing the bulk of City Income Tax returns for the 2016 tax year, adding a real-time inquiry for W-2 employer compliance, and completing the infrastructure work to add Fire Station 4 to the City fiber network.

During the past month the Income Tax Division continued to focus primarily on the thousands of 2016 tax returns received so far. There is currently a three day lag on processing of refund returns and a two week backlog in the processing of 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 completed work on the proposed budget and the City Manager delivered it to the City Council. Port Huron Neighborhood Housing Corporation statements were updated.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees and water payments. Currently, staff is particularly busy processing income tax mail and the related payments. Staff also continue to perform the monthly accounting for BWATC.

The Assessing Division finished all reports to the City, County and State for the 2017 assessing year. The assessing data base has been rolled over to begin work on the 2018 assessing year. Inconsistencies in the data base master files have been analyzed and corrected. A lot of file maintenance was done because of the changeover of years, both physical files and computer files. Staff is also updating the sales history and entering it into computer files. In addition, they have started the process of the State AMAR (Audit of Michigan Assessment Requirements) properties that will be field reviewed this summer.

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*