



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

The second tragedy of the year involving the waters came on the July 4th holiday. A 38 year old Port Huron resident was jumping into the St. Clair River along the Thomas Edison Parkway, north of the Beacon Turnout. The swimmer went upstream to jump off the boardwalk, intending to swim downstream to a ladder. The swimmer was overcome by waves created by boat traffic, surfaced once yelling for help, and then went under the surface of the water. First responders were called and the swimmer was located by Port Huron Fire Department personnel submerged in approximately 30 feet of water. The swimmer was estimated to be below water for approximately 18 minutes. Resuscitation efforts immediately took place and the swimmer was transported to Port Huron McLaren Hospital. Resuscitation efforts continued but were unsuccessful. The swimmer was pronounced dead.

The Police Department continues to see a high number of drug overdoses, and consequently, deaths as a result. The main drugs of choice continue to be heroin and meth. A recent case involved the death of a 23 year old Port Huron resident. Officers were dispatched to check the well-being of this person and upon checking found this subject deceased on the floor, with drug paraphernalia nearby indicating heroin use.

The Neighborhood Enforcement Team and the St. Clair County Prosecutors Office concluded the trial of Robert Card regarding the death of John Allen that occurred in February 2014. After a two week jury trial, Robert Card was found guilty of second-degree murder. Robert Card is the second person who has been found guilty of the death of John Allen. Judy Higley-Zuelhke is in prison serving a sentence of 26 to 55 years after she was convicted of second-degree murder.

Another successful Blue Water Festival Week was handled by the Police Department with the assistance from many other law enforcement partners. After months of planning and numerous meetings, the Police Department concluded the week long events only making eight arrests on boat night. These arrests ranged from fighting in public, disorderly intoxication, resisting and obstructing arrest, and an assault on a Police Officer. This year's Boat Night attendance appeared to be slightly down from years past.

The Police Department is now gearing up for National Night Out on August 1st and Float Down on August 20th.

The Police Department saw the "Changing of the Command" occur with the resignation of Chief Reaves after serving six and half years with the City of Port Huron. Chief Reaves accepted the position of Manager of Advanced Police Training at Macomb Community College's Public Safety Institute. With Chief Reaves' departure from the Police Department, Captain Jeff Baker was promoted to Chief, Administrative Lieutenant Joseph Platzer was promoted to Captain and from the Fire Department Operations, and Chief Dan Mainguy was promoted to Chief of the Fire Department.

Calls for service in July (2860) were virtually the same as June (2879).

As of July 31st, the Code Enforcement Unit had 272 new complaints opened and the Administrative Hearing Bureau heard 59 cases. \$1385.00 in payments was collected this month. In July, Lt. Joel Wood took over as the Code Enforcement supervisor. Lt. Wood rode along with inspectors to learn more about their areas of responsibility and reviewed the unit records, budget, goals, and accomplishments from the prior four years. Inspectors were given direct access to the Law Enforcement Information Network and in-house training on the Talon program to streamline obtaining information for reporting. Lt. Wood also conducted training regarding BS&A. Lt. Wood and David Haynes met with Robert Greene, the owner of Execu-Ride Limo service, and his attorney, in regards to parking violations involving vehicles and taxi cabs near 14th and Water Street and 14th and Wells Street. Last month Lt. Kuehn and David Haynes met with citizens complaining about this issue. Recent checks of the areas were found to be in compliance. Lt. Wood, Inspector Peterson, and PHPD Administrative Assistant Gale Kicinski met with the owner of approximately 20 properties, at his request, for reference information on how to avoid nuisance property complaints. The 2017 spring paint initiative ended with Code enforcement issuing approximately 120 paint "fix-it tickets" for homes. So far there has been a 50 percent compliance rate with numerous others on extensions or in the hearing process.

For August, Lt. Wood plans on conducting more ride a longs with Code Enforcement Inspectors. A request was made to the DPW to have both marked Code Enforcement cars (602/603) to be outfitted with used/existing amber safety lights on the roof. A follow-up demo meeting is planned jointly with PHPD staff regarding Tyler technologies and electronic citation technology and how it can apply to Code Enforcement. Members of the unit will also be planning on attending the National night out.

To date in the month of July, the Fire Department responded to 168 medical emergencies, 13 fire calls for service, and 85 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls are an electrical fire in machinery at Mueller Brass at 2199 Lapeer Avenue. Plant staff had attempted extinguishment prior to the Fire Departments arrival. There was additional fire extinguished by fire staff and no impact to plant operations. Fire Crews responded to fires in dwellings at the following addresses: 3321 Ashland Court (fire damaged an attached garage with no extension into living area) and 2525 Garfield Street (discarded smoking materials caused moderate damage in the bedroom). Children playing with a grill lighter resulted in a fire at 2125 Nern Street and a mattress fire was caused by a child playing with matches at 1924-7th Street. The interior of 1527 Oak Street sustained damage from a fire caused by combustibles too close to a heating appliance and fire damage was limited to the interior of a clothes dryer at 2520 Locust Street.

Included in the medical calls were responses to five water related rescues in the St. Clair River and lower Lake Huron. Firefighters transported a patient from the area of Lakeside Beach who had collided with a boat while on his personal watercraft. Firefighters also recovered a drowning victim off of the Thomas Edison Parkway.

Fire Crews provided an Engine company to stand by during this year's Blue Water Fest Fireworks and participated in the International Parade. Combined sewer overflow project work

has been completed along River Street in front of Central Fire Station. The widened roadway and intersections allow for easier navigating of fire apparatus. Eighty-four inspections of commercial businesses have been completed to date in July.

In addition to routine activities, the Clerk's office has been mainly focused on administering the August election. Updating of checklists, instructional aids, labeling of new equipment, etc., has taken a majority of the time. Staff has also begun using the cash receipting application created in conjunction with the IT Department. There is one remaining mainframe application to move over to the SQL server. Staff also worked on cemetery burials and inquiries, Yard of the Year items, peddlers, and Mayor and Council activities to name a few specific items.

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

- Two pavilions for Lakeside Park (for the Recreation Dept.);
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- Rehabilitation of the 10th Street Bridge;
- Roselawn Area resurfacing.

Boddy Construction Company completed the River Street Reconstruction Project on July 17, 2017.

Otis Elevator continues rehabilitation of the west elevator at the MOC. The west elevator is nearing completion. Otis is waiting for the State inspector to complete the inspection once the smoke detectors are in place.

Lakeview Street construction started July 5, 2017. Water main connection and a partial sanitary tap will be complete by the end of the month. Pleasant Street will start the beginning of August.

Moak and Vanderburg Street bids for reconstruction were received. Teltow is the apparent low bidder. This recommendation will go to the first Council meeting in August, with a start date after Labor Day and a completion date of mid-November.

The bids for demolition of the scenic overlook were received. Torello was the apparent low bidder. This recommendation will go to the first Council meeting in August, with a start date in early October and be finished by mid-November.

The sidewalk contractor installed over 3,000 square feet of new sidewalk along Elmwood, adjacent to Thomas Edison Parkway, connecting the roadway with the waterfront.

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, repaired asphalt and street sweeping for 14 days, and removed 105 cubic yards. Cut grass and trimmed bushes at several locations. Crews set up lane tapers for Utilities and closed roads for the Rotary Parade, Blue Water Fest, Main Street Memories Car Show, and the Glow Dash. Staff also removed graffiti

from the 7th Street Bridge and Military Street tunnels. Crews graded alleys and repaired asphalt at seven locations using 60 tons of asphalt. Radar trailers were placed at different locations each week. Lane tapers were set up for a cement contactor at two locations. Crews applied gravel and graded Armour Street.

The motor vehicle pool had no major breakdowns this month. Staff finished up the engine work on Vactor #236. Crews responded to several field trips to do repairs on Gator #249, which is typical this time of the year and kept the preventative maintenance list current.

The traffic section was busy with special events, as well as converting signals to LCD lighting, and painting of parking tees in the downtown area.

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 contractor for the fire hydrant painting project has completed their work of painting 670 hydrants in the southern half of the City.

The contractor for the miscellaneous pipe painting project at the Water Filtration Plant (WFP) has completed their punch list, which included touch up painting and additional cleaning. WFP staff also assisted with the mandatory pre-bid walkthrough meeting for the Pine Grove Park Scenic Overlook Demolition Project.

The Waste Water Treatment Plant (WWTP) and DPW Administrative staff were successful in issuing an RFP for the bio solids storage tank cleaning project as well as conducting a mandatory pre-bid meeting to discuss the project with contractors. RFP's are due on August 1st and it is our intent to have a recommendation for City Council at their August 14th council meeting. The ideal time for this project is October/November when the tank levels are at their lowest. WWTP and Engineering staff conducted preconstruction meetings with the contractor for the solids handling control panel replacement and emergency generator improvements project. Also, a final project walkthrough was performed with the contractors for both the maintenance shop floor replacement and the two roof replacements projects.

The Human Resources Department continues to accept employment applications for full-time Police Officers, a Solids Systems Operator (WWTP), and an Operations Coordinator for McMorran. Additionally part-time applications are being accepted for the following positions at McMorran, in an effort to have staff available for fall and winter events: Box Office, Food & Beverage (Concessions), General Cleaning, Operations, Pro Shop Sales, Security and Theater Operations. Applications are also being accepted for a part-time Recreation Clerk and Police Cadets.

Chief Inspector interviews were held for the open position in the Planning Department. An offer was extended and accepted by the new Chief Inspector, Marvin Shagena Jr. His first day with the City was Monday, July 31, 2017.

The H.R. Director met with the new Fire Chief as well as the new Police Chief and Police Captain as part of the promotional process.

Several meetings were also held with management to discuss upcoming job openings due to retirements. Discussions revolved around opportunities to reduce full-time staffing to part-time wherever possible for cost savings.

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

The Planning Department continued to work on the process of amending the Master Plan. In July, meetings were held to go over the Target Market Analysis and a draft version of the amended Master Plan. The self-evaluation required for the Redevelopment Ready Communities program was completed and submitted to the MEDC. The following items were prepared for the Planning Commission meeting:

- Special Use Permit for a Family Child Care Facility at 1744 McPherson Street.
- Special Use permit for a Fuel Storage Tank at 3111 Electric Avenue.
- Rezoning the south ½ of 1915 - 22nd Street; 2217 Bancroft Street, 1922 - 23rd Street, and the south ½ half of 1914 - 23rd street, from M-1 to R-1.

The Planning Technician updated statistics for the unemployment rate and number of rental units. As of June, the City's unemployment rate is a 5.3%, down from 10.2% in January, and the number of rental units are down 14 from the previous month.

The Rental Inspection Department completed 142 inspections and certified 81 rental units in June. Staff responded to six rental complaints.

The Inspection Division issued 108 permits with a revenue of \$27,287.90. Staff responded to 27 inspection/zoning complaints and two sets of plans were reviewed. The following items were prepared for the Zoning Board of Appeals and Historic District Commission meetings:

- Rear yard setback and lot coverage variances at 419 Edison Boulevard.
- Handicap ramp at two entrances at 1213 Sixth Street.

The Community Development Division requested release of funds from HUD and worked on the draft CAPER that will be presented to the public and City Administration. The property at 1515 – 7th Street was donated and will be the next rehab project to tackle. One new façade grant application was accepted with three in progress and two rental rehab projects were completed and closed.

In this past week in Recreation, the playgrounds and sports' crews ended their programs' season. Last week celebrations included a lot of fun filled water activities. Swim lessons also started their second session this month. Lakeside and Lighthouse Beach have been very busy and seeing a lot of visitors, especially during the 4th of July holiday weekend. A new piece was installed at Lakeside's splash pad to replace a damaged one from last summer. It has been running great and visitors seem to love it!

The Recreation Department had a lot of special events going on this month. The Walk Michigan series continues on Tuesdays nights as well as Big Screens in the Park. The first Glow Dash Fun Run was hosted with the Police Department and the event saw 640 participants as they

ran through the City at night under black lights with foam cannons and dumpers at the end to kick off the run's party at Kiefer Park.

In the Cemetery for the month of July there were 13 total services with four full burials and nine cremains services. Bids were requested for two new columbaria for the Allied Veterans portion of the Cemetery as there is only two vacant niches available. Bids were also requested for the Mausoleum roof repair that has been a problem for many years. Staff is currently elevating trees, removing overgrown shrubs, and over seeding repaired areas.

Parks and Forestry staff worked on the new splash pad at Knox field watering the sod, getting the sign moved, planting trees, and finishing all the landscaping for the ribbon cutting which was held this month. Parks staff has also been very busy cutting grass in all the parks. They also installed some new coal bins and new picnic tables at Lakeside. The baseball diamonds are very busy with games and a modified tournament held the 4th of July weekend. The irrigation was set up for the summer at ballfields, downtown flowerbeds and McMorrans beds. Parks staff has also been extremely busy with trash. Due to the great weather all the parks and beaches had been very full from the holidays. Trash was also heavy for boat week. Downtown flower beds have been weeded and freshly planted. All trees from McMorrans Blvd to Quay Street have been trimmed and pruned in front of all the store fronts. The Forestry Crew has been continuing their normal zoning of neighborhoods by trimming and removing all trees that need it. New trees have been planted at Knox Field splash pad, Lighthouse Park, Pine Grove Park, and Palmer Park. The tree planting done at Palmer Park was part of Camp Palmer and the kids assisted the staff and were able to learn about the tree.

McMorrans had a performance for Cirque Zuma Zuma as a matinee for recreational programs in St. Clair, Marysville, Port Huron and Roseville. They also did an evening performance. There was a regional wrestling tournament on August 28 and 29th. A dance program performed Alice in Wonderland on August 29 and 30th. There have been rehearsals for upcoming shows of "Evil Dead" and "Wizard of Oz". The carpet project in the theatre has begun and moving and renovating the concession is taking place. New faucets have been replaced in all the public restrooms in the main arena.

The Information Technology Department was involved in a number of activities. Of note were continuing the development of a records retention application for the Clerk's office and developing an enhanced parking ticket application to integrate the new State requirements for communication with the court system.

During the past month the Income Tax Division sent follow-up correspondence on all outstanding withholding issues. Follow-up correspondence was also sent on outstanding 2016 tax return problems. In addition, staff finished review of delinquent amounts and identified files for future collection action.

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 updated the list of automatic monthly accounting entries for the new fiscal year. 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. Purchase orders for the new fiscal year and reconciling the annual physical inventories taken by various departments is also taking place.

The Assessing Division is continuing the process of updating the sales history and entering it into computer files in anticipation of the 2018 sales study. In addition, staff is continuing the third year in a process of verifying assessing information for all City properties. This program will ultimately take five years to complete. During that time, all buildings and structures will be re-measured as well as documenting other information including fences, sheds, sidewalks, pools and patios. 650 houses have been visited to date during 2017. 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. In addition, deposits from the pools, boat launches and beach parking lots are being handled during the summer months. Monthly accounting for BWATC continues to be performed. During the month of July, over \$11 million in property taxes were 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. Also numerous Board of Review adjustments were processed, 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