



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

The Port Huron Police Department joined police departments nationwide in recognizing May 15-20 as National Police Week, with May 15 designated as National Police Memorial Day. In conjunction with Police Week, the Police Department held its annual awards ceremony celebrating exemplary, courageous and heroic acts conducted by citizens, firefighters and police officers. The ceremony was well attended by well-wishers who watched over 200 awards presented. The ceremony also recognized Port Huron Police Detective Sergeant Roy Shambleau who was killed in the line of duty Friday, October 10, 1930, when he and another officer transported two armed robbery suspects to jail. During the transport one of the men pulled out a .32 caliber handgun he had concealed in the small of his back and shot Sergeant Shambleau in the head three times. He then struggled with the other detective and shot him in the hand. The suspects were both apprehended by a detective following in another car and both sentenced to life at hard labor. Sergeant Shambleau had been with the agency for four years and was survived by his wife and three children.

May began what is anticipated to be a busy upcoming summer season. The Police Department responded to several high priority calls in May including many domestic incidents that went beyond the typical argument or simple assault. On May 7 officers arrested a suspect after she stabbed her boyfriend during a domestic situation. May 8 a suspect was arrested at a domestic in which she shot her boyfriend. May 10 a domestic occurred in which the victim was feloniously assaulted with a gun by a convicted felon. May 12 an officer was assaulted when investigating a domestic incident and on May 22 officers responded to a domestic that involved a felon in possession of a handgun.

Upcoming plans for June include increasing police presence at the area beaches and waterfront areas based on high demand for police services in these areas last summer and preparation for upcoming summer special events. The first major special event of the summer will be Cruise Night, schedule for Friday, June 24. Calls for service in April 2016 decreased by 140 (-6%) from March 2016 and decreased by 222 (-9%) from April 2015.

The Fire Division responded to 198 calls for service including fires. Damage was limited to the engine compartment of a vehicle fire at 2930-30th Street. A fire damaged the deck and exterior wall of a residence at 1024 Pine Street that appears to have been caused by discarded smoking materials. A bathroom fan enclosure sustained damaged after an electrical fire at 612 Taylor Street. Careless cooking caused moderate damage to the kitchen of 3133 Electric Avenue. A suspicious fire was investigated at 1324-13th Street when the owner of a vehicle found a fire under his car which appear to be started by a plastic bottle containing gasoline. A juvenile subject playing with fireworks in the basement of 1214 Short Street ignited a mattress causing smoke damage to the basement and first floor. A hydraulic oil leak ignited and caused a fire at SC Enterprises 3605-32nd Street with damage limited to machinery.

Annual fire hose testing has begun by all shifts and will continue through the next few months until all lengths of hose have been tested. Fire staff received the ALICE (Alert, Lockdown, Inform, Counter and Evacuate) training matrix for response to active shooters presented by the Police Department. Staff also completed repainting of the interior at Fire Station 4 on 24th Street. Fire Marshal Warren completed six plan reviews for various projects including, SC4 fieldhouse, Blue Water Transit Center completion, Kraft 8 renovations and conducted the final inspection for the lofts with indoor parking at 230 Huron Avenue. Thirty-six fire inspections of businesses have been completed to date.

As of May 25, the Code Enforcement Unit had 240 new complaints opened. The Administrative Hearing Bureau heard 25 cases this month. We collected \$60 in outstanding debt owed this month and \$1,890 went through single lot special assessments which prompted payments of \$530 before they actually were accessed. We researched rental, blight, police and drug enforcements, and met with John and Todd Barcume and their attorney, Dan Damman, along with their friend Jim Ladensack, and PHALA President Mike Bodeis regarding the exorbitant number of service calls to his rentals. Both Barcume's relayed they don't know what more they can do to prevent this. We then sent PHALA forms to allow landlords access to PHPD records as another background check option to weed out undesirable tenants. We also worked in conjunction with Community Development, who purchased 2120 Poplar Street from Lowell Arnot, which rids the City of another dangerous blighted house.

On June 15 we meet again with the Barcume's to potentially revoke rental certificates for 1029 Chestnut Street, 1122 Howard Street, 827 Pine Street, 1217 - 9th Street, 2726 Sturges Street, 1725 - 10th Street, 904 Griswold Street and 834 Pine / 1002 - 9th Street. We are still working with Corporate Counsel to attempt to purchase/sell Anthony America's home at 2373 Military Street since it sits vacant. We have June court dates for Alonzo Thomas's long-standing exterior roof/paint issues at 923 Beard Street and Lt. Kuehn will also be speaking to the PH Rotary Club about blight.

This month in the Clerk's office we are gearing up for the Spirit of Port Huron Awards that will be held on Monday, June 13. Responsibilities include reserving McMorrان Lounge, coordinating catering services, preparing and sending out over 80 invites to winners, past winners and nominators and creating an event program that contains a summary of each winner who is receiving an award.

Preparations have begun for the August Primary election with our office sending out over 950 absentee ballot requests and we also prepared the necessary materials including listings, maps, instructions and binders for volunteers to place over 3,700 American flags on veteran graves prior to Memorial Day.

The Information Technology Department was involved in a number of activities. Of note were requesting bids for updated wireless network radios, ordering two network servers and modifying the payroll and account applications to accommodate the transfer of McMorrان to the Recreation Department.

The Department of Public Works staff has completed the development of budget documents and recommendations for FY1 2016-17, including Construction Projects, Capital Improvements and the Operation & Maintenance of Plants, Buildings and the Utility Infrastructure for the City. The final Capital Improvement Plan for FY 2016-17 was approved by City Council.

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

- 20th Street from Dove Street to Beard Street,
- Reid Street from Electric Avenue to 16th Street,
- North Boulevard from Electric Avenue to 32nd Street,
- East Quay Parking Lot,
- River Walk upgrades for Recreation, and
- River Street from Glenwood Avenue to just east of Stone Street.

Beers Street from Michigan to Glenwood has been started. All of the underground work in Beers is complete except for a few storm water catch basins. The contractor has started grading the road to install edge drains. Fort Street between Beers and Glenwood has been closed and is being utilized by the contractors as a staging yard. Subsurface utilities will be removed in June. Michigan Street from Beers to Glenwood has been started. All of the underground work on Michigan is complete except for a few catch basins and a water main tie-in at the intersection of Michigan and Beers. The contractor has started to grade the road to install edge drain.

A temporary driveway to the City's lot was installed from Beers west of Michigan due to work being performed concurrently with the Glenwood project. Glenwood Avenue from Huron to Merchant has been started. All the underground work in Glenwood is complete except for catch basins. The contractor has started grading the road to install edge drain.

The electrical refurbishment work at the Carnegie building is nearly complete, with a few items remaining to finish. The HVAC maintenance work will begin at this facility in June with the arrival of long, lead-time equipment.

The East Quay lot refurbishment has started. The storm sewer installation is complete. The contractor will next grade the site to prepare for concrete and asphalt work.

Reid Avenue had a Michigan Department of Transportation May 6 bid opening date and an apparent low bidder was identified. The low bidder was awarded the project with a July 5 anticipated start date.

RAM Construction Services finished the MOC front deck work and it has been opened for operation.

The streets maintenance crews continue to perform the typical month-to-month duties. These include repairing pot holes with cold patch at various locations and crack sealed roads. The salt boxes from trucks were cleaned and stored for next winter. Crews reinstalled the fascia stone in front of the MOC walkway. Crews hauled multiple loads of stone to Lakeside Cemetery for road repair and graded all the roads in the cemetery. Crews also setup lane tapers for utilities several times, cut grass at several City properties, placed radar trailers in different locations, repaired snow plowing damage to lawns and mailboxes, poured a cement pad at Lincoln Park for a drinking fountain, moved sand at Lakeside Beach and completed a few street closures for special events.

The motor vehicle pool continued to perform the typical month-to-month duties. These included the preventative maintenance list, completing major repairs on the street sweeper and several repairs to the sludge hauling equipment. The traffic section was busy doing electrical work for outside departments and fabricating over 60 signs as well as several installations.

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 Supervisor and Sewer Foremen took the MDEQ's S-3 certification exam on May 4. Staff also completed the installation of water service for the new dental building at the southeast corner of Michigan and Bard as well as assisting the City's contractors with new water main connections. DPW administration and staff are working with DTE Energy to have a pole relocated in order to make a sewer repair near 12th and Court. DTE Energy hopes to have the pole relocated by mid-June at which time we will complete our repair. Also, there have been various meetings and conference calls to coordinate efforts for the ArcGis and Lucity project approved by City Council at their March 28 meeting. The server has been delivered and is scheduled to be installed in June with other onsite visits to follow. The intent is to have everything completed by June 30.

The Water Filtration Plant (WFP) staff has coordinated with the City's contractor for the start of the south elevated tank painting project. The contractor began working the week of May 23 and anticipates to be completed in four to six weeks.

The Waste Water Treatment Plant (WWTP) staff and the City's consultant completed the Wonderware Upgrade project which was approved by City Council at their November 9 meeting. The new WWTP operator began on May 9 as result of upcoming retirement. The contractor for the Gratiot Avenue lift station project began the site restoration which includes a gravel drive. Previously maintenance vehicles would have needed to drive

over the grass and during certain times of the year it would create an unsightly mess which would later have to be addressed.

During the past month the Income Tax Division continued to focus primarily on the processing of annual income tax returns we have received. We are currently up to date on the processing of tax returns with refunds due. Tax returns with a payment have about a twenty day processing backlog, however, the payments are deposited daily as they are received. We have also started the process of reconciling tax year 2015 withholding payments to the informational returns filed.

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. We have also coordinated with Talmer Bank and First Data in regards to the system used by Lakeside Beach for concessions and parking collections including the credit card processing. We have also begun to set up the preliminary accounting system for the McMorran transition.

The Assessing Division is continuing the process of updating the sales history and entering it into our computer files in anticipation of our 2017 sales study. In addition, the Assessing Division is beginning 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, we will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. We have visited 210 houses to date during 2016.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees, income tax payments and water payments. We also continue to perform the monthly accounting for BWATC. Our volume of mail processed is now reduced somewhat because of the end of the Income Tax filing season April 30. However, now that the boat launches have opened we are processing those receipts several times per week. We emailed 596 water bills this month resulting in a savings of \$270 per month in postage costs. We have begun preparations to send out the 2016 summer taxes.

During the month of May, the Human Resources Department accepted employment applications for a full-time Records Supervisor for the Police Department and for part-time Temporary Laborers. Interviews were held for the Administrative Assistant position in the Finance Department and it was filled by an internal candidate, which then created the opening for the Records Supervisor. Additionally, the Records Supervisor and Administrative Assistant in the Police Department were filled by internal candidates, now leaving an opening for a Detective Secretary/Property Technician which we hope to fill over the next several weeks.

Upon City Council's approval of the McMorran Agreement on May 9, 2016, letters were mailed to all current McMorran employees giving them an opportunity to apply to work at McMorran as a City of Port Huron employee. All employees were required to complete an application of employment, pass a background check and drug screen. Interviews were conducted for all full-time job openings. Our staff has been very busy processing these employees in an effort to get the facility staffed for the June 1 transition.

The second half of the supervisors/managers training was held at the MOC on May 4 and 5. Twenty-three supervisors and managers attended a session on "Transitioning from Staff to Supervisor" and 27 supervisors and managers attended a session on "Leadership and Teambuilding." This training was very well received by our employees. They were appreciative of the City's investment in them as a supervisor/manager.

The Planning Department has been working on many projects throughout Port Huron including amended brownfield agreements in Lansing with the Michigan Strategic Fund Board for the Sperry's Project. Community Development assisted five new homeowners with the purchase of properties in the City with \$25,000 in grant money. The Blight Elimination Program moved forward with 30 completed to date, and 9 in pre-demo phase and

one pending purchase. The Inspection Department issued 112 permits with a revenue of \$38,617. The inspectors also assisted with rental inspections and responded to over 30 complaints. Rental certification inspectors inspected 159 units, responded to 10 complaints and certified 124 rental units this month. The Port Huron Neighborhood Housing Corporation work has begun for the renovation of 1203 Court Street along with identifying two other homes as possible candidates for rehab that were acquired through the St. Clair County tax foreclosure process.

May at the Parks and Recreation Department is a time of much planning and getting ready for the awaited summer. We are busy training our seasonal staff of over 100 people. Pools are being cleaned and getting prepared for the Health Department inspection. Registrations are being taken and classes are ready for when the kids are done with school.

In the Cemetery we had a total of 13 burials this month. The curb that has been very difficult to restore in section T, is now completed and is helping with water drainage in that area. The first side of the chapel has been restored by our staff with new drywall, painting and window treatments. Twenty-three spring foundations were poured and roads were filled and treated with chloride in preparation for the summer season. Staff in the cemetery has also been working hard this month to prepare for Memorial Day. Community service workers were used for trimming and spring cleanup and workers from Touchstone started to help with trimming and maintenance at no cost the city.

The Parks Division is working hard to keep up with the grass. They were also very busy getting all the details for Lakeside Park ready for the grand opening. Staff continues to make adjustments at the beach to accommodate the large crowds that are enjoying this great park.

May also brings the delivering of wood chips and supplies to all the flower groups for their annual plant day. We held the rescheduled cleanup day at Knox Park and Lincoln Park and got many things done with the help of many volunteers in the community. Parks staff has also been prepping for the delivery of new playground equipment for three parks. The forestry crew removed 10 trees, closed 14 tree reports and picked up 11 large brush paid orders. Lastly, we worked very closely with Human Resources to hire back employees from McMorran and work toward the merger between McMorran and Parks and Recreation that happened on June 1st.

Sincerely,



James R. Freed

City Manager

Chief Administrative Officer