



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

The Police Department honored 13 civilians and over 100 first responders for acts of heroism and bravery during the annual awards ceremony held on Tuesday, May 16, 2017. The awards ranged from unit citations (which represents great team efforts in solving cases) to departmental commendations for sworn officers, and from citizen commendations to lifesaving awards for citizens. The ceremony was held during National Police Week and is a good reminder of the dangers present every day in law enforcement. There have been 51 officers killed in the line of duty to date in 2017, 145 in 2016, and 141 duty deaths in 2015. Officers wore mourning bands across their badges for 48 hours to recognize those that gave the ultimate sacrifice, including one of our own. On Friday, October 10, 1930, Port Huron Police Detective Sergeant Roy Shambleau was shot and killed while he and another officer transported two armed robbery suspects to jail. 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. The shooting took place at the corner of Maple and State Streets in and the man who shot and killed Sgt. Shambleau was on his way to prison for a mandatory life sentence in solitary confinement. Within 24 hours of the shooting, after pleading guilty to the crime. Justice was swift in the 1930's.

The Police Department is preparing for a busy summer patrolling the beaches which have become a tourist attraction with large crowds when the weather heats up. Extra patrols will be at both Lakeside and Lighthouse parks on the weekends. In addition, planning is underway for Boat Week festivities, including the International Day Parade on July 19, 2017, Family Night on July 20, 2017, and Boat Night on July 21, 2017. Eight new cadets were recently hired to assist in the many details and duties of the Police Department. Two of the recently hired cadets have already resigned and the department is in the process of attempting to recruit additional cadets. The hiring was also completed of another two police officer trainees to fill the positions of officers that have left PHPD for work in other police departments.

Calls for service overall in May (2020) remained nearly the same as April (2035).

To date in the month of May, the Fire Division has responded to 184 medical emergencies, 23 fire calls for service, and 77 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls were a fire in the basement of 1530 Holland Avenue that caused moderate damage as a result of combustibles too close to a heat source, an overheated battery in a hover-board caused heat and smoke damage to the interior of 1028 Wells Street, and a fire was intentionally set to the exterior door of a commercial building at 2001 - 11th Avenue. The fire was extinguished by the caller. A suspect was apprehended by police and is facing arson charges. Two vehicles in the driveway of 1522 Thomas Street were destroyed from an accidental fire which started in one of the vehicles. There was no extension of damage to any buildings. There also were no injuries reported at any of these fire incidents.

The Fire Division installed 21 smoke alarms in seven properties so far for the month of May and have several more appointments scheduled as the Red Cross Home Fire Safety Program continues. Fire crews have also began the annual fire hose testing project. Due to combine sewer separation construction along River Street, in front of Central Fire Station, apparatus and equipment have been relocated to other stations to assure continued accessibility during the project. Fire Marshal Warren attended nine school tornado drills and fire companies have completed 45 commercial business inspections.

As of May 22, 2017, the Code Enforcement Unit had 193 new complaints opened and the Administrative Hearing Bureau heard 35 cases. \$170 in payments was collected this month and another \$4,180.10 was declared as single-lot special assessments. Chief Reaves, David Haynes, and Lt. Kuehn met with landlords Christina Lemley and Amanda Duncan, as well as their attorney, in reference to the rentals they purchased from Todd Barcume. The unit attended Customer Service Training in Owosso and later met in house with a BS&A representative who reviewed Code Enforcement processes. Inspector Sheridan attended a Neighborhood Watch Meeting at the DAV, 2115 Military Street, and Lt. Kuehn spoke to Paul Miller about blight on 1380 WPHM.

The neighborhood nuisance issue at 1815 – 9th Street has been solved as the home is now owned by the Port Huron Neighborhood Housing Corporation. A home that was raided for methamphetamines was cleaned up by the land contract holder at 719 Tunnel Street. Two other homes boarded up after meth raids (1713 Jenks Street and 2412 9th Street) were cleaned up by the unit after obtaining a court order. In June, staff will meet to discuss streamlining procedures after meth raids and will appear in Circuit Court regarding the lack of progress with the exterior of 923 Beard Street.

Beyond the normal day-to-day activities, the City Clerk's office spent a week preparing the necessary materials (lists, maps, instructions, binders, etc.) used by volunteers to place American flags on veteran graves in Lakeside Cemetery prior to Memorial Day. Staff also assisted with placement of the flags and assisted the Beautification Commission with reviewing and updating their By-laws and provided clerical support for coordinating the plant day activities. Staff also volunteered their own time on a Saturday to help with planting flowers.

Work also begun on the August election, as well as beginning preparations for changing over to the new election equipment, which should be delivered by mid-June. The Clerk's office also received the draft copy of the Code Book revisions and verified the proposed changes were appropriately recorded. The first reading for adoption of the Code Book will be presented at the June 12, 2017, regular City Council meeting.

For Mayor and Council activities, staff set up for the annual Prayer Breakfast at the beginning of the month and prepared the appropriate invoices to send to attendees following the event. Invitations were responded to and numerous proclamations and letters were prepared throughout the month. Wedding arrangements were also coordinated for the Mayor to officiate at during the month.

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 10th Street Bridge;
- Vanderburg - 10th Street 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 finished phase I of the River Street project and has begun phase II. The project is running about 1 week behind because of weather and additional unanticipated subgrade work, but we expect completion prior to the 4th of July.

Otis Elevator continues rehabilitation of the western elevator at the MOC. They will be working on the elevators until the end of September.

Engineering staff is working on resubmitting a grant application through MDOT to resurface Lapeer Avenue from 13th to 24th Streets.

Lakeview and Pleasant Streets construction design is finished and the project bids were opened. Award is anticipated for the first Council meeting in June, with a completion date in early autumn.

The sewer lining contract was let for bid and Insituform, Inc. was approved by City Council. The sewer lining contractor has completed the installation of the liners identified in the scope and will be performing the post-installation video inspection during the first week of June for review and approval by City Engineering staff.

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 13 days, cutting grass and trimming bushes at several locations. Crews set up lane tapers for Utilities and closed roads three times. They also poured a cement pad at Lighthouse beach, removed graffiti from the 7th Street Bridge tunnel, and applied calcium chloride/graded all gravel roads along with grading alleys and the cemetery. Crews closed roads for three special events and placed radar trailers at several locations.

The motor vehicle crew replaced the complete dump box assembly on truck #134 as well as normal day to day repairs. The preventative maintenance list is up to date.

The traffic section fabricated, repaired, and replaced several missing street signs.

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. Utilities and DPW Administration staff met with the contractor for the fire hydrant painting project. The contractor has begun and completed the

painting of hydrants in the area bound by Water Street to the north, 10th Street to the east, Lapeer Avenue to the south, and the City limits to the west. They will continue to work towards the southern City limit and will complete their work by July 31, 2017. DPW Administration and Engineering staff met with MDEQ to discuss a few questions on the City's storm water NPDES permit application. The meeting was successful and the remaining questions will be completed and the permit application will be resubmitted for their approval.

The contractor for the miscellaneous pipe painting project at the Water Filtration Plant (WFP) continues to work and should be done by the middle of June. The WFP staff has been in contact with the contractor that was approved to replace the four protective relays to discuss their schedule. It was agreed by both parties not to start work until the pipe painting contractor is finished.

The Waste Water Treatment Plant (WWTP) staff and DPW administrative staff conducted interviews for the Residuals Specialist position. As a result of an internal promotion, one of the applicants was selected and began working on May 22, 2017. WWTP and Engineering staff conducted the following mandatory pre-bid meeting for the following projects:

1. Solids Handling Control Panel Replacement and Emergency Generator Improvements
2. Slide Gates for Grit Channels

Bids were received and contracts for the above projects have since been awarded by City Council. Also, WWTP and Engineering staff conducted preconstruction meetings with the contractors for the maintenance shop floor replacement and roof replacement projects.

During the month of May and continuing into the month of June, the Human Resources Department (H.R.) is accepting employment applications for full-time Police Officers, a Chief Inspector (Planning Department) and an Operations Coordinator for McMorran due to a recent retirement.

Application are also being accepted for the following part-time positions: Police Cadet, Lifeguards and Seasonal Laborers.

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

Union negotiations continue into the month of June for the two remaining bargaining units, the Police Officers (POAM) and Command Officers (COAM). Four bargaining units accepted and passed a one year extension to their Collective Bargaining Agreement that will now expire on June 30, 2018. These bargaining units are: Police Clerical, Fire Fighters, Utility Workers and Utility Workers Supervisory Unit.

Health & Safety training is ongoing. Training continues for new employees as they come on board at the City.

The Planning Department continued to work on updating the Master Plan and held a public input session at McMorran on May 24, 2017. Staff worked on bylaw revisions for Zoning Board of Appeals and Planning Commission and hopes to get each Boards blessing of the changes at their next scheduled meetings. Most of the changes are just housekeeping but the suggested changes relate to having a public comments section as an agenda item at each meeting. There were no items for the Zoning Board of Appeals in May but staff prepared the following items for the Planning Commission meeting:

1. Special use permit at 726 Lapper Avenue for three large storage containers in the parking lot.
2. Special use permit at 221 Runnels Street to allow a vehicle towing facility and impound lot.
3. A zoning ordinance change to clarify terms related to waterfront setback.
4. A zoning ordinance change to allow tattoo establishments as principal permitted uses in the C-1 and CBD zoning districts with a 500 feet distance requirement between establishments.
5. Site plan approval for construction of two new additions and parking lot renovations at 2407 – 16th Street.

The Planning Technician continued to work on Cemetery mapping for the City Clerk's office and began working with HP Pelzer in regards to the proposed addition to their building.

The Community Development office received 14 façade grant applications in May. One façade grant and two rental rehabs were also completed throughout the month. Staff continued to work at closing out the Blight Elimination Program by selling the vacant lots from those properties that were demolished with the program funds. The rehab project at 1502 Howard Street was completed and listed with a local real estate agent. The next renovation at 1318 – 18th Street also started. The list of tax foreclosures was received from the County and properties within the City were reviewed and site visits were made throughout the month. If some of the properties are acquired by the City, they would be used for rehabilitation projects or demolitions if the condition is found to be too poor to save.

The Inspection Division issued 130 permits with a revenue of \$27,719. Staff reviewed two sets of commercial plans and two sets of new residential home plans.

The Rental Inspection Department completed 137 inspections and certified 65 rental units. Rental staff responded to nine rental complaints. Progress continues with changes regarding staffing in the department. One appeal request was made for a hearing in front of the Rental Board of Appeals and is scheduled for June 15, 2017.

May has been a busy month at the Recreation Department. Registration opened for all of the summer programs and classes have been filling up already. Coordinators have been busy getting plans squared away, as well as interviewing and training staff. Staff has also been working on putting fresh coats of paint where needed and cleaning everything to begin opening all of the facilities for the summer. The process began in getting the building at Palmer Park inspected for a possible year round childcare facility. The fire inspection went well, with two more inspections to go. Staff should have a good idea next month if this is a possibility for the upcoming seasons.

Junior Recreators also kicked off their program this month with the annual parent meetings. Following the meeting, the favorite volunteers have begun to schedule their summer job experience.

Lighthouse and Lakeside Beach officially opened during Memorial Day weekend. With these openings, a lot of prep work was done during this month. Staff has been working on grooming the beach and volleyball court at Lakeside, as well as getting the restrooms and concessions ready to open. The splash pad was turned on and is up and running too. The beach was packed for Memorial Day and a great way to kick off the summer season!



This month, City Recreation had the honor of having the Garfield Gators host their Hero walk at Palmer Park on May 12, 2017. The teachers at Garfield planned this wonderful celebration for all of the kids that raised money through their fundraisers for the local Hero Foundation. Prior to the walk, staff was invited to Garfield Elementary for the unveiling of the first Lending Library in Port Huron. The community foundation made it possible for these to be installed in various locations throughout the City. Palmer Park and Lakeside Beach were fortunate to be selected as two of the lending library locations.

(Lending Library at Garfield Elementary)



(2017 Hero Walk by the Garfield Gators)

There were 16 total funeral services with nine being cremains and seven full burials. Spring footings were poured on May 17, 2017, with 44 new footings installed. Six granite markers and all niche plaques were installed at Allied Veterans Cemetery and bronze markers were installed in the Lakeside portion of the cemetery. Flags were placed on Veterans' graves by volunteers, beginning May 19, 2017, in the Lakeside portion of the cemetery and for the Allied Vets and Old Soldiers portion of the cemetery. Community Service workers have been in on weekends in May raking, blowing leaves, trimming and picking up sticks and trash. Seasonal employees started May 8, 2017, for trimming, raking, and general cleanup duties. Water lines were repaired and

water service was turned on for the season. Asphalt repairs are scheduled for the entrance of the chapel to contour to the new curb and alleviate flooding issues in that area. Roads were treated with chloride by DPW for the Memorial Day holiday.

We have been cleaning the Water Street and Riverside boat ramps regularly from boaters and residents pulling up logs, trees, and garbage that has been floating down the Black River. The Parks employees have also been cutting grass on a regular basis, at all locations within the city. We have also started to get into full swing with ballfield maintenance and grooming on a regular basis for the softball season. SC4 had a Girls' Softball Tournament that we assisted them with field maintenance and preparation.

The Parks Department also delivered woodchips to various flower beds within the City for plant day with the Beautification Club. In preparation of the planting season, staff also turned water on at all locations for irrigation of flower beds and grass. The Parks Department also spent a lot of time cutting grass in Lakeside cemetery to get it ready for the Holiday. They also have assisted with many full burials in Lakeside cemetery this month and installed all new banners downtown on Main Street for the summer.

The Forestry Department has been pulling trees and logs from boat ramps regularly from boaters pulling them up from the Black River. Staff has also been moving docks in and out due to rising waters. Over 70 trees in Northern Woods Subdivision were trimmed and elevated and removed as needed. Staff has also been working on many tree reports that have been called in due to cleaning and trimming their yards and storms. The Forestry Department also fixed the flag pole at the eternal flame in Pine Grove Park, cleared a vacant lot on Ontario street after a code complaint, delivered wood chips to parks for playground areas, delivered the ticket booth to light house beach, and backfilled trench from where wiring for gates was installed. There is also a full seasonal crew line trimming and picking up trash in parks and other locations for the summer months.

The Annual Prayer Breakfast was held at McMorran. St. Clair County Community College and Blue Water Middle College held their graduations in the main arena. Radio Station WSAQ held their annual spring concert "Drake White" to a standing room only crowd in the theatre. Port Huron Civic Theatre had six performances of "Arsenic and Old Lace". A circus was held on May 14, 2017, in the main arena. The Dance Company had their annual recital in the theatre May 18 through 21. Allan Ferguson, maintenance employee, retired after 25 plus years of service.

The Information Technology Department was involved in a number of activities. Of note were enhancing network security in response to the world-wide cyber-attacks, and upgrading the online Cemetery Management System.

During the past month the Income Tax Division continued to focus primarily on the thousands of 2016 tax returns that have been 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 has also been working on the reimbursement request to the State for the lost personal property tax revenue.

The Assessing Division has completed a 2017 sales study. In addition, the Assessing Division is beginning 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, staff will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. To date during 2017, 180 houses have been visited.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees, income tax payments and water payments. Staff also continue to perform the monthly accounting for BWATC. The volume of mail processed is now reduced somewhat because of the end of the Income Tax filing season April 30, 2017. However, now that the boat launches have opened, staff is processing those receipts several times per week. Preparations to send out the 2017 Summer Taxes has begun.

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