



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

After seasonably cold weather through most of April and May, warmer weather set into the area and brought many out to the waterfront areas to enjoy the water. The first tragedy of the year involving the waters came in late May as a 12 year old Port Huron resident was hanging with friends near the Grey Fox boat and either slipped in or jumped into the water from the moorings. The juvenile did not resurface and first responders were called. The dive team located the victim in about 14 feet of water close to where he entered. Officials estimated the juvenile was under the water for approximately 40 minutes. He was flown to Children's Hospital where he died a few days later.

Officers responded to the 900 block of Beard Street on June 11, 2017, on a report of an infant not breathing. Upon arrival the father was doing CPR which was taken over by Officer Chris Smith. The baby was transported to Lake Huron Medical Center but was still lifeless as CPR efforts continued. After about ten minutes at the hospital the baby regained a steady pulse. The child was airlifted to Children's Hospital in Detroit for further treatment, but the efforts of Officer Smith likely helped save the infants life.

The Police Department continues to see a high number of drug overdoses, and consequently, deaths as a result. The main drugs of choice are heroin and meth. The NARCAN antidote has saved countless lives of those that have overdosed, but is not always successful. A recent case resulted in serious charges against two individuals believed responsible for the delivery of the drug that caused the death. On June 13, 2017, first responders were called to the 500 block of Court Street in a report of an unresponsive male. Obvious signs of intravenous drug use was present. CPR and several doses of NARCAN were given to no avail, and the male subject was pronounced dead at the hospital. Investigators worked the case backwards and were able to develop a suspect that may have delivered the drug. More follow-up and surveillance eventually led to police identifying and arresting two suspects in the delivery of the controlled substance. The individuals have been arraigned on charges of delivery of a controlled substance causing death, and both were habitual offenders. One suspect is from Detroit, the other from Casco Township. The charges have a potential of life in prison, or any number of years. While this is a desired outcome to such a tragic case, these cases are very difficult to bring to court. Witnesses are very vague or outright uncooperative for fear of alienating their dealer, or fear retribution if they give information. Those that do give information are usually being misleading and cause investigators to chase dead ends. The Police Department is pleased to have brought these two individuals to justice, and hope this sends a message to other dealers that serious charges are sought for those involved in such crimes.

Calls for service overall in June (2676) increased 32 percent from May (2020).

To date in the month of June, the Fire Division has responded to 159 medical emergencies, seven fire calls for service, and 81 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance. Included is a fire at a multiple family dwelling at 734 Court Street. The home sustained moderate fire and smoke damage caused by

discarded charcoal briquettes on the front porch. No injuries were reported and the occupants were able to remain at the address.

The Fire Division installed six smoke alarms in two properties for the month of June as the Red Cross Home Fire Safety Program continues. Firefighters conducted joint training with members of the St. Clair County Sheriff's Dive Team and developed plans for effectively placing divers into the St. Clair River from shore in areas where pilings and other obstacles restrict water craft access. Fire companies completed 50 commercial business inspections this month and the Fire Marshal reviewed three sets of plans.

As of June 26, 2017, the Code Enforcement Unit had 227 new complaints opened and the Administrative Hearing Bureau heard 62 cases. \$720 in payments were collected this month. A meeting was held with the SCC Health Department discussing how to proceed forward with methamphetamines production in structures. Staff met in Circuit Court regarding the exterior of 923 Beard Street. The owner was given a September 18, 2017, court date and has taken steps to solve the issues.

A BS&A computer representative worked well with staff finding many ways to streamline code enforcements workflow. David Haynes, Ken Harris, and Lt. Marcy Kuehn met with citizens who are frustrated with excessive parking of vehicles around the taxi cab business at 14th & Water Streets. Lt. Kuehn trained on road patrol duties and Lt. Joel Wood was trained on Code Enforcement Supervision. In July, Lt. Wood will take over Code Enforcement responsibilities.

The City Clerk's office prepared the informational newsletter regarding the upcoming election on the millage proposals. Staff was also busy with attending training to use the new election equipment and software. One change voters will notice is in marking the ballot. Instead of completing an arrow, voters will darken ovals to vote their ballot. Signage will be displayed in each precinct to assist voters to appropriately mark their ballot.

Beyond the other normal activities in the Clerk's office, clerical work was also done for the Beautification Commission (preparing by-law changes, Yard of the Year press releases and attending their monthly meeting).

The Mayor and Council activities for the month included responding to invitations, preparation of numerous proclamations and coordination of wedding arrangements, etc.

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.);
- Rehabilitation of the 10th Street Bridge;
- Roselawn Area resurfacing;
- Demolition of the Pine Grove Park Scenic Overlook.

Boddy Construction Company is continuing to work on phase II of the River Street project. The project is running about 2 ½ weeks behind because of weather and additional unanticipated

subgrade work. The work will be buttoned up and safe for boat week. The contractor will not be working the week of July 19, 2017, but will be back the following week to finish up.

Otis Elevator continues rehabilitation of the west elevator at the MOC. They are awaiting balancing weights and once those are in and the State inspector gives approval, Otis will begin work on the inside elevator.

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

Lakeview and Pleasant Streets construction bids were opened. Raymond excavating was the low bidder. Award happened at the first Council meeting in June with a completion date in early autumn. A public meeting was held for these two projects. Start date is set for July 5, 2017.

Moak and Vanderburg project design is finished and the bids are scheduled to be opened late July for an award at the August Council meeting. The anticipated start date is after Labor Day with the completion date of mid-November.

The scenic overlook bid specification is finished and the bids are scheduled to be opened late July for an award at the August Council meeting. The sewer lining contract is complete.

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 repaired asphalt and street sweeping for 22 days. Crews also cut grass and trimmed bushes at several locations. Lane tapers were set up for MDOT and Utilities and roads were closed several times. Cement pads were poured at River Street Marina and graffiti was removed from the 7th Street Bridge and Military Street tunnels. Crews graded alleys and repaired broken bricks in the cross walk at Huron and McMorran. Roads were also closed for one special event and placed radar trailers at several locations.

The motor vehicle pool had one major breakdown, a blown head gasket on the vector motor on unit #236, and should have the parts to reassemble by the end of the week. The gator had some hydraulic issues. Staff kept the preventative maintenance and bridge maintenance up to date.

The traffic section was busy replacing missing street signs in the City and completed all reported missing signs as well as removal of no longer required pavement markings. They also worked at modifying the Garfield and Stone Street intersection for traffic signal removal.

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 more than half the project and will be finished by July 31, 2017. DPW Administration advertised an RFP for the next round of fire hydrant painting as funds were included in the new budget. The proposals are due on August 1, 2017. DPW Administration also met with MDOT staff to discuss the abandonment of a City storm sewer which was in conflict with their proposed

bridge pier protection project. In return for the City allowing its abandonment, MDOT will be reimbursing the City for the future cured-in-place liner of an adjacent storm sewer.

The contractor for the miscellaneous pipe painting project at the Water Filtration Plant (WFP) has completed its work. The contractor, WFP staff and the City's consultant performed a walkthrough to put together a punch list of items that need to be addressed. As a result, the contractor has additional work to complete, including touch up painting and additional cleaning. The contractor that was approved to replace the four protective relays at the WFP has been onsite and performed their arc flash study which will give them the needed information to properly set the parameters of the protective relays.

The Waste Water Treatment Plant (WWTP) and DPW Administrative staff met to discuss the capital improvement projects identified in 2017-18 budget. As a result, Engineering Staff is working on a draft RFP for the cleaning of the biosolids storage tank project. It is the intent to advertise this project in July and bring forward a recommendation to the August council meeting. The ideal time for this project is October/November when the tank levels are the lowest. Engineering staff conducted preconstruction meetings with the contractors for the maintenance shop floor replacement and roof replacement projects. The contractors for both the maintenance shop floor replacement and the two roof replacements have completed their work and a walkthrough of both projects has been scheduled during the month of July. Also, a conduit for a fiber optic line between the MOC and WWTP was installed by City staff.

The Human Resources Department continues to accept employment applications for full-time Police Officers and a Chief Inspector (Planning Department). Employment applications are also being accepted for part-time Police Cadets.

Human Resources staff finished processing the background checks and drug screens for the bulk of the new seasonal employees who will be working in Recreation, Parks and the Cemetery Departments as well as McMorran during the summer months.

The Police Command Officers (COAM) accepted and passed a one year extension to the Collective Bargaining Agreement, which will now expire on June 30, 2018. Negotiations will continue with the Police Patrol Officers (POAM) throughout the summer months.

Several meetings were 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. New employees continue to be trained as they come on board with the City.

The Planning Department continued to work on the process of amending the Master Plan. Meetings were scheduled for July to go over the Target Market Analysis and a draft version of the amended Master Plan. Staff is also working on the self-evaluation step of the Redevelopment Ready Communities program through the MEDC. There were no items for the Zoning Board of

Appeals but staff prepared zoning ordinance changes to allow dormitories in the CBD zoning district as a principal permitted use and to update the definition of family.

Planning and Inspection Staff hosted a joint meeting between staff, the St. Clair County Health Department, and the Police Department in regards to procedures involving methamphetamine busts/fires, etc. We are looking to partner with the Health Department to increase the responsiveness of property owners to obtain certified clean-ups when deemed necessary.

The Inspection Division issued 130 permits with a revenue of \$32,081. Staff responded to 50 rental complaints and three sets of plans were reviewed.

The Rental Inspection Department completed 129 inspections and certified 70 rental units in June. Staff responded to six rental complaints. The Rental Board of Appeals held a meeting on June 15, 2017, and the applicant withdrew they request. The Planning Technician also updated maps to reflect the current number of rental properties and those properties that are not registered as rentals but appear to possibly be a rental by water use, address differences, etc.

The Community Development Division submitted the annual action plan to HUD after being updated with allocated funding amounts. The 2017 Environmental review was also completed. A one million dollar blight elimination grant is in the works and requires the City to have ownership of properties for the grant. The last of the properties were obtained in the month of June. Community Development also applied for an additional demolition grant through the State of Michigan. The contract for the next rehabilitation project at 1318 – 18th Street was awarded and work began. Four façade grant applications were accepted and are in progress and one rental rehab project was completed.

The Recreation Department officially kicked off the summer season this month. Programs have started up and have been running for a couple of weeks. Staff has seen great participation so far this summer. The following are numbers of participants currently in programs that began in June.

Day Camp: 51
Junior Recreator: 84
Playgrounds: 50
Sports: 321
Swim Lessons: 523
Swim Team: 109
Theatre & Art Programs: 175
Walk MI: 409

Big Screens in the Park also began this month and will have movies continuing through the summer. Recreation staff has also been busy gearing up for the fun run, the Glow Dash 2.5 mile. Due to inclement weather, the Camp Out with Dad event was rescheduled for August.

Also this month, both Palmer Park and Lakeside Beach received a Lending Library donated by the Community Foundation and built and painted by the staff at Garfield Elementary. Staff is very thankful to be part of this community project!

For the month of June, the cemetery had 31 services with 12 being full burials and 19 being cremains services. Memorial Day flags were removed and counted beginning the week of June 5, 2017. DPW completed an asphalt replacement on the east drive to the chapel. Community Service workers were utilized for trimming headstones on weekends. All summer seasonal staff have been hired and are in place. Water service lines have been repaired and are fully operational. Plans for two future columbaria have been finalized and bids will be received by July 25, 2017.

Parks and Forestry delivered new safety surface to all parks under swings and play structures. All irrigation systems in the flower beds, at the parkway and parks in the drinking fountains have been turned on. Grass cutting and summer maintenance is a continuous project this time of year. The new Knox Field Splash Pad was a large project with all new sidewalks, trees, bushes, sod and benches. A soft opening occurred June 30, 2017, with a ribbon cutting scheduled for Thursday, July 13, 2017, at 11 am. Baseball is also in full swing with a regular grooming schedule. Staff has also been very busy helping with burials in cemetery this month. Forestry has been planting trees at Knox, picking up brush, and trimming for the summer months

At McMorran, Anchor Bay and St. Clair High Schools held their graduation ceremonies on June 4, 2017, and Port Huron High on June 6, 2017, and Port Huron Northern on June 7, 2017. Art in Motion dance studio held a two day recital in the theatre. A wedding reception was held in the lounge. The Theatre Department held a week long camp for elementary age children with a production at the end of the week through the Recreation Department. Work continues on the outside of the building restoring the sandstone. Painting continues in the inside arena suites and bar walls and floors. The fountain was turned on for the season and work continues on the lighting.

The Information Technology Department was involved in a number of activities. Of note were preparing the 2017 Summer Tax Bill, completing the development and implementation of a Cash Receipting application for the Clerk's Office and Cemetery Division, coordinating with the Streets Division and the Utilities Division to install conduit between the MOC and Waste Water Facility for Fiber connection, and performing the required fiscal year-end processes.


During the past month, the Income Tax Division finished reconciling withholding payments with the annual information returns filed by employers and sending correspondence on any inconsistencies. Staff also finished the process of following up on any returns that had errors in withholding amounts, income reported, or other discrepancies. In addition, review began on delinquent accounts.

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 worked on the reimbursement request to the State for the lost personal property tax revenue, which was completed and filed with the State during June.

The Assessing Division has begun 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, staff will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. So far, 350 houses have been visited year to date.

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. Boat launch receipts continue to be processed several times per week. Property Tax bills were sent out on June 29, 2017, for the entire 12,168 City parcels.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer