



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

A seven-part promotional video series created by Andrew Jowett was released this month highlighting the downtown. Videos featured boating, biking, art, dining, shopping, the Blue Water Bridge, and movies in the park. Three new applications were received for the DDA mini grant program, while AXA Advisors received over \$700 from the Spartan Façade Grant Fund for improvements to their façade. Fourth Fridays continued with Happy Apple Days on September 22nd, with a large turnout for free face painting, balloon animals, cider and donuts. Planning for Art Hop (October 6th) continues, as well as planning for the Sperry's Santa Claus Parade and Small Business Saturday. The first Chilly Fest committee meeting was held for the event happening January 26-27, 2018. Plans to string Christmas lights across Huron and Military Streets continues. A downtown business owners meeting was held at Sperry's on September 20th to discuss upcoming events, landscaping and Christmas decorating. Emails continue to be distributed to downtown stakeholders updating them on various downtown goings-on. A Lofty Mixer was held on September 21st for downtown loft residents as an opportunity to get to know one another, as well as the DDA Director. Wings Etc. purchased the former ThumbCoast Brewery property with plans to open in May 2018.

The Police Department was busy in the month of September with numerous serious crimes, especially with the seasonably warm weather.

On September 6th, the Neighborhood Enforcement Team (NET) was requested by the Marysville Police Department to assist with a "double stabbing" that occurred in the Aspen Grove apartment complex in the City of Marysville. During an altercation between four subjects, two subjects were stabbed with one victim receiving serious injuries that required this person to be transferred from Lake Huron Medical Center to Henry Ford Hospital in Detroit. The suspect attempted to stab a third subject, but this subject was able to flee the area with no injuries. The suspect was taken into custody by Marysville PD and the investigation was turned over to NET. A search warrant was executed at the suspect's apartment and evidence was seized related to the crime. The suspect has been charged with Assault with intent to Murder, Assault to Commit Great Bodily Harm Less than Murder and Home Invasion.

The Police Department continues to see a high number of drug overdoses and consequently deaths as a result. The main drug of choice continues to be heroin. During the month of September, two people died as a result of heroin overdoses. In one of the incidents, an anonymous caller stated that a person was unresponsive in a port-a-john at the 16th Street ball diamonds. Officers found an unresponsive male inside and the subject was transported to Lake Huron Medical Center. The subject eventually died from this overdose. This particular subject had overdosed four prior times prior to this incident.

On September 15th, a BOL (be on the lookout) was given out to city police officers regarding a suicidal subject operating a vehicle in the city limits. Shortly after the BOL was aired, Central Dispatch Authority received a call that a vehicle had just driven into the Black River behind the Zebra Bar. Two fisherman in a passing boat, who witnessed the incident, were able to assist

the person in the vehicle with exiting the vehicle as the vehicle sank. These fishermen assisted with saving the life of this individual, who was petitioned at the hospital for mental health evaluation.

On September 25th, members of the Criminal Investigative Division and the Neighborhood Enforcement Team, while participating in the Edward Byrne Memorial Grant for proactive policing, observed a suspicious subject riding on a bicycle. An investigation was conducted and it was determined that this subject had just attempted to rob the Pizza Hut at 1007 Lapeer Avenue. The subject was arrested and confessed to the attempted robbery. During the investigation, evidence was obtained that tied the suspect to the armed robbery at the Dairy Queen in Fort Gratiot Township two days earlier.

Several members of the Police Department participated in the 2017 Community Roof Sit walk which occurred on Sunday, September 17th. The walk is part of the annual child abuse awareness and fund-raising campaign to support the St. Clair County Child Abuse/Neglect Council.

For October, Police Department members will be serving up spaghetti during the upcoming CAPTURE Spaghetti dinner scheduled for Tuesday, October 10th from 4p-8p at the Seaway Terminal. Also on October 10th, the Police Department will be honoring a hero at the headstone dedication ceremony to be held at Lakeside Ceremony for fallen Port Huron Police Detective Sergeant Roy Shambleau. Det./Sgt. Shambleau was shot and killed on October 10, 1930, while he and another officer transported two armed robbery suspects to jail. The dedication ceremony will be held at 10 am, the public is welcome to attend.

Calls for service overall in September (2619) decreased by 6 percent from August (2785). As of September 29th, the Code Enforcement Unit had 149 new complaints opened and the Administrative Hearing Bureau heard 61 cases. \$2,267.50 in payments was collected this month and an additional \$2,843.00 was declared in single lot assessments.

Lt. Wood continued to ride along with inspectors to learn more about their areas of responsibility and obtained minor miscellaneous equipment for the unit's members/vehicles. Lt. Wood, Assistant Trudy Louis, along with other PHPD staff attended a follow up demo from Tyler Technologies regarding electronic citations for CEU/PHPD. Lt. Wood attended the Planning Departments statistics meeting to share information. Lt. Wood met with the owners of 616 Union and 1303 - 6th Street regarding blight and other criminal activities occurring in their neighborhood. A follow-up meeting was held with members of a Data Driven Approaches to Crime and Traffic Safety (DDACTS) operation to relay the criminal information which was included in the next operation. Lt. Wood met with Judith Harris regarding 20 City properties due to an excessive number of them receiving a nuisance letter from PHPD in the past few years. Lt. Wood also met with the tenant and spoke to the landlord of 1216 Cedar Street regarding 23 Police calls to the address in the last 18 months. Lt. Wood also corresponded with the St. Clair County Prosecuting Attorney's office and legal Counsel (Shoudy/Fealko/Fletcher/Francis Law office) regarding Administrative Hearing Bureau orders, authority, and working towards a Matrix of action. Lt. Wood assisted with the Law Enforcement Torch run, corresponded with the Times Herald/Shopper to try to eliminate deliveries to vacant homes, met with City Planning and County Health

Department officials regarding Meth contaminated homes, and responded to numerous Blight/Police related calls.

For October, Lt. Wood and other CEU staff plan on assisting with Make a Difference Day/Operation Transformation, helping with a local project as well as the Capture Spaghetti Dinner. Lt. Wood anticipates that he will continue to ride along periodically with inspectors, including responding to calls on occasion to continue to see first-hand some of the continuing issues or areas of concern.

To date in the month of September, the Fire Department responded to 195 medical emergencies, 13 fire calls for service and 65 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance.

Included in the fire calls are 1022 - 10th Avenue that had minor damage caused by a grill being used on the porch, a fire in a dwelling at 2655 10th Street caused by misuse of a lighter damaging kitchen cabinets, 1419 - 10th Avenue where an electric toaster oven fire caused moderate damage to the first floor living area of the home, and an electrical fire at Mueller Brass located at 2199 Lapeer Avenue which caused approximately \$200,000 in loss to equipment in the casting shop. Mueller plant staff advised that without fire department assistance and intervention, damage and production losses could have exceeded several million dollars.

Fire crews conducted high angle rope rescue training from the elevated water tank on Bancroft Street. This training refreshes skills and prepares staff for response to assist workers who may experience a medical emergency while working on or within these tanks. Command staff also participated in a table top exercise presented by CN rail for responses to incidents with the CN rail tunnel. Fire department staff provided hazardous materials decontamination training to McLaren Port Huron Hospital emergency department employees.

Sixty-three inspections of commercial businesses have been completed to date in September. The Fire Marshal also observed and evaluated ten school fire and tornado drills throughout the City and also participated in conducting inspections of school maintenance and construction projects along with a representative from the Michigan State Fire Marshal's office as school bond projects continue within the buildings located in the City.

Aside from our normal day-to-day activities, the Clerk's office has begun preparing for the retirement of the City Clerk at the end of October and getting ready for new employees. Staff has been communicating, collaborating and training on what needs to be done to ensure a smooth and successful transition for all.

The 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.);
- Developing a plan for a kid trike path at Palmer Park (for the Recreation Dept.);
- Working with the DDA on a plan for Christmas lights downtown;
- 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;
- Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Roselawn Area resurfacing.

Otis Elevator continues to rehabilitate the east elevator at the MOC. Wolverine Fire Protection installed a new smoke alarm main panel to comply with new state rules for elevators. The work is planned to be completed by the end of October 2017.

Lakeview Avenue and Pleasant Place construction is finished with the exception of a few remaining punch list items.

Vanderburgh Place reconstruction has started. Moak will start in mid-October. The completion date is scheduled for mid-November.

Torello started the demolition of the Pine Grove Park Scenic Overlook project. The completion date is scheduled for mid-November. They have removed the deck and the sub-basement floor and will start hauling sand in the first week of October.

The sidewalk contractor replaced over 3,600 square feet of sidewalk throughout the City.

MDOT advertised for the painting and rehabilitation of the 10th Street Bridge. The bids will be opened in early October. The work is planned to start early January and be completed by late March. 10th Street Bridge will be closed to thru traffic during this construction project.

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 18 days and removed 118 cubic yards. Crews cut grass and trimmed bushes at several locations. Crews closed Merchant Street for Beer Fest and graded alleys and graded and applied chloride to gravel roads. Asphalt at nine locations was repaired using 107 tons of asphalt. Radar trailers were placed at several different locations each week and crews hauled 523 tons of street sweepings to the landfill.

The motor vehicle pool has been busy with engine replacements, hydraulic control issues with the gator and has repaired a major boom failure on Vactor #236. Mechanics are working to complete the scheduled preventative maintenance list.

The traffic section finished painting several traffic tees in the downtown area and needs to complete several remaining punch list items. New pedestrian crosswalk signs were installed downtown and several traffic signal failures were repaired.

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 continued to work on the painting of the 670 hydrants in the north half of the City. DPW administrative and IT staff have received for review the draft Statement of Work document for the upgrade of the Itron software for the automated meter reading system. This upgrade is still tentatively scheduled

for the week of October 30th. The MDEQ submitted draft permit language for the National Pollutant Discharge Elimination System (NPDES) permit for the discharge of storm water from the City of Port Huron Municipal Separate Storm Sewer System for review by DPW Administrative and Engineering staff. The MDEQ has since put it on public notice. Engineering staff also submitted a Risk Avoidance Program grant application to MMRMA for the reimbursement of up to 50 percent of the cost of the sewer push camera which was purchased back in April under an emergency memo. The previous camera failed and it was no longer cost effective to make repairs.

Water Filtration Plant (WFP) and Engineering staff worked with the City's consultant on bid documents for the ground storage tank painting project. The project will be advertised in October. The consultant also performed an inspection of the tank in preparation of this project. The WFP Superintendent attended the Huron to Erie Drinking Water Monitoring Network meeting hosted by SEMCOG. The contractor began the demolition of the Pine Grove Park Scenic Overlook.

The Waste Water Treatment Plant (WWTP), DPW administrative staff and the City's engineering consultant met to further discuss the design of the Elmwood Street sanitary pump station rehabilitation project. The contractor for the Stone Street sanitary pump station rehabilitation project completed their work and the station and has been placed into operation under City control. The contractor for the biosolids storage tank cleaning project mobilized equipment and has started work. They anticipate it will take 4 to 5 weeks to complete the entire scope of work. The contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator Improvements has mobilized and started. WWTP and DPW Administrative staff completed an RFP for the removal of the existing flooring in the laboratory. This RFP will be advertised in October. There also was a voluntary resignation of a WWTP Operator so the process to backfill that position is underway.

The Human Resources Department finished accepting employment applications for full-time Fire Fighters this month. Additionally, employment applications were accepted for full-time Police Officers, M.O.C. Maintenance Supervisor, WWTP Operators and a Clerical Assistant for the Clerk's office. This will continue into the month of October. The majority of the full-time openings are due to employee retirements.

Additionally, the City is accepting part-time applications 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 Part-time Police Cadets and Temporary Laborers.

The H.R. Department conducted clerical testing and interviews for the Assistant City Clerk position last week. Discussion continues for all upcoming job openings due to retirements and look for 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 at the City.

The United Way Campaign Kick-off was held on September 6, 2017, at Alexander's in Marysville. The City's employee campaign will be held during the month of October as normal.

In the Planning Department, staff prepared the following items for a special Planning Commission meeting and the next month's Planning Commission meeting:

- Ordinance revisions/additions related to parking and storage of recreational vehicles, campers, travel trailers, and boats.
- Site Plan Review for St. Clair County Community College at 514 Huron Avenue.
- Ordinance revisions/additions related to Sober Living Homes.

Maps were created and revised throughout the month for both Sober Living Homes and Downtown Parking. Staff also prepared appointments and reappointments for three boards/commissions and two code cases that were also presented to City Council in September. Staff was able to meet with St. Clair County Community Mental Health Director and staff regarding processes of lead and meth houses within the City. The goal is to work together to try and come up with a way to prevent poisoning. This is a work in progress.

The Rental Inspection Department completed 88 inspections and certified 54 rental units in August. Staff responded to 13 rental complaints. Due to the upcoming retirement of the Rental Inspection Clerk, the Planning Director and staff worked to complete an updated job description for the position. Eleven new rental properties were registered in the month of September.

The Inspection Division issued 103 permits with a revenue of \$16,278. Staff responded to 11 inspection/zoning complaints and three sets of commercial plans were reviewed. The new Building Official/Inspector started. Meetings were held with Inspection and Rental staff, including contracted Inspectors, to communicate expectations for each department.

Community Development received three new façade grant applications were accepted this month with four in process and five additional completed and closed. Two rental rehabilitation applications were accepted in the month of September. Staff received release of 2017 CDBG and Home funds, submitted the final Capex to HUD, and prepared Mid-City Nutrition's agreement for CDBG funds. Urban Pioneer Program applications started being accepted with three being completed and six pending. The beginning process for five demolitions began and housing rehabilitation projects continued with the following:

- Completion of 1318 – 18th Street being put on the market and accepting an offer being accepted.
- Preliminary reports for 733 White Street to be bid out.
- Sweeney Cleaning and Restoration was hired for fire restoration/demo at 1515 – 7th Street.

In Recreation, plans continue for programs and events coming up in the next few months. Businesses have been reserving their booths along the trail for the Annual Halloween Stroll. Signups for adult volleyball leagues also took place this month. The volleyball league's games will begin next month. The fall brochure came out this month with registration open. The Annual Fall Open House occurred with instructors available to meet and answer questions as well as offer samples of the classes they are offering in the upcoming months. The Open House had carnival games, crafts and snacks for families to enjoy an afterschool evening. It was the perfect way to

end the first month of school and head into October's fun fall activities! A 3rd Little Free Library donated by the Community Foundation and built and painted by the staff at Garfield Elementary. The newest library was installed at Pine Grove Park this month. With summer always in mind, staff has also been busy with doing wrap-ups for programs, winterizing facilities and lining things up to be prepared for next summer.

At the Cemetery, there were 15 total services with five being full burials and ten being cremains services. Final plans for two new columbaria for the Allied Veterans portion of the cemetery have been approved and are tentatively expected to be delivered in mid-November. Ward Construction's bid has been accepted to pour footings and sidewalks at Allied Veteran's for the new columbaria. Staff is currently marking out and digging footings with an expected pour date of October 17th. Staff is also preparing equipment for fall leaf collection and removal.

Prior to Comedian Keith Alberstadt performing, a "Tap Tour" of a strolling musician who took about 20 people to Tio Gordos, Sperry's and Fuel for a great evening. McMorran was host to the "Roof Sit Concert" for WSAQ and Child Abuse & Neglect Council. Josh Sawdon, Hypnotist did a show in the theatre. A large crowd was in attendance for "Jay & The Americans". Miss Michigan USA competition was in the theatre on September 28-30. There were several volleyball games in the SC4 Fieldhouse. Ice is in the main arena and Minor Hockey and adult games have started taking place. Construction on a new concession in the theatre continues. The lounge has new carpeting and dance floor. The stage for the theatre has been repaired and painted and new carpeting has been installed on the steps in the theatre.

A wind storm early this month had the Forestry crew picking up limbs and brush. They also have been called to a few locations for a big bee nest in the trees hanging over the street and a resident's roof which needed to be removed. In preparation for the removal of the decking in Pine Grove Park, the tree crew spent some time removing dead trees. A large limb and dead tree was removed from the cemetery.

The Parks Department was busy with trash clean up at the local beaches and parks during the Labor Day weekend which continued the next few weekends due to the extremely warm weather. The grass has picked back up so staff is back to a regular cutting schedule. They also spent some time cleaning the flag plaza for 9/11 ceremony. A foundation was built for Indian Rock monument on the south side of flag plaza. The ballfields continue to be busy with several tournaments and games. Winterization all city irrigation is in process and Knox Splash Pad has been shut down for the winter. Repairs are taking place in the parks to play equipment such as swings and replacement of a plastic clear bubble at Jenks parks and broken boards have been replaced at River Street boat ramp docks.

The Information Technology Department was involved in a number of activities. Of note was the deployment of a redesigned City of Port Huron web site.

During the past month the Income Tax Division developed a list of delinquent files for small claims action and began sending notices on them. The hope is to receive annual compliance information from the State soon and to begin working on that information. Staff also completed a general review and clean-up of employer withholding files.

The Accounting Division spent a large portion of their time during September involved with the year-end audit. The audit team from Plante Moran was here for much of the month of September working on the audit of all City funds, including the McMorran Authority. Staff worked with the auditors throughout the month to get them any and all information they have requested. Also, spreadsheets were updated for the various construction projects having activity during the year. This includes working with the Engineering Division in order to properly allocate the project costs to various funds, such as Streets, Water and Wastewater. In addition, staff 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.

The Assessing Division 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. Over 1,000 houses have been visited to date during 2017. Staff has also continued logging historical information into the BS&A software which is an on-going process. In addition, staff began working on the 2017 IFT reports which are due to the State on October 15th.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. The monthly accounting for Blue Water Area Transit Center continues to be performed. The collection of summer taxes began, however this has slowed somewhat since the July due date. Also, collections for the boat launches will be ending soon.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer