



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

The Police Department has noted an increase in calls for service in June, which is common as the weather warms and the days are longer. Notably the City's beaches and waterfront has experienced a large growth in attendance, particularly over the past few years. The Police Department has increased its patrols at the beaches and waterfront by dedicating officers and cadets during the peak usage times. Officers and cadets patrol the waterfront areas looking for illegal and/or disorderly behavior that occurs with larger crowds. The enforcement is intended to make the parks more enjoyable for families visiting from out of the area and for our citizens that come to enjoy a peaceful day on the water. The beach/waterfront patrols will continue throughout the summer as officers and cadets will be on bicycles, on foot, and on the department's multipurpose utility vehicle.

Special events in the area have ramped up in June with Back to the Bricks, the traveling Vietnam Wall Memorial, and Art on the River. Back to the Bricks brought just under 200 cars into town, which began with a parade followed by a static car show. The Vietnam Wall Memorial visited Port Huron the same day, in conjunction with the annual Art on the River Festival. The events were well attended and officers working the detail said the crowds were well behaved with no police issues. The first major special event of the year, Cruise Night, took place on June 24th in Port Huron and Fort Gratiot. Officers from PHPD, the Sheriff's Department and the Michigan State Police policed the event. Attendance appeared to be down a bit from previous years, with few police issues during the event. The Police Department is planning for a busy July, with the International Parade, Family Night, Fireworks and Boat night all on the horizon. Police will be out in full force at these events to ensure citizens and those visiting the area have a fun, safe time in our city.

The month of June saw several violent crimes occur in the City. For example, officers responded on June 5th to the 100 block of Rural Street on an aggravated/felonious assault of a 55 year old Port Huron resident. On June 8th, officers responded to an assault with intent to do great bodily harm/unlawful imprisonment in the 1300 block of 12th Street. On June 20th, officers responded to the 3100 block of Electric Avenue on a domestic/shots fired call. Fortunately, none of these calls resulted in loss of life. Calls for service in May 2016 increased by 5103 (+21.5%) from April 2016, and were virtually the same as recorded in May 2015. June statistics were not available at the time of this report.

The Fire Division responded to 122 medical emergencies, 34 fire calls for service, and received 144 miscellaneous calls which include: false alarms, downed power lines, unauthorized burning, water rescues and related public assistance. Since last month's report, a home at 2530 Walnut Street was extensively damaged by a fire caused by the production of Methamphetamine. A subject smoking in bed caused damage to his apartment at 2905-15th Avenue. Fire crews were assisted by Fort Gratiot Township and Sarnia Fire Departments during a commercial building fire at 2709 Pine Grove Avenue. Fire was also contained to the former Doggy Barber business located within the Wilton's Appliance building. No injuries were reported in any of these fires. The department also saw a seasonal increase in response to 13 investigations of outdoor burning complaints and found eight to be in compliance with the recreational burning ordinance. Additionally, fire crews were dispatched to six possible water rescue incidents, with no injuries to any of the involved parties.

Training topics for the month included high angle rope rescue, water supply and apparatus pumping drills, water rescue and boat navigation. Fire crews also continued training in the ALICE-active shooter course provided by Lt. Platzer and Officer Mynsberge of the Police Department. Operations Chief Mainguy met with Deputy Chief Bryan Vangayver of Sarnia Fire and Rescue to share operational guidelines used during mutual aid responses. Fire staff began exterior painting and maintenance of the fascia, trim, and overhead doors at Central Fire Station. The annual fire hose testing process continues on schedule. Fire Marshal Warren completed the final occupancy inspections of the retail space inside the Blue Water Transit Depot and the new office space for Bank of America at 405 Water Street. Thirty-nine fire inspections of businesses have been completed to date.

As of June 27th, the Code Enforcement Unit had 241 new complaints opened. The Administrative Hearing Bureau heard 57 cases and \$1,095 was collected in outstanding debt owed (\$405 was for debt in collections) this month. Corporate

Counsel assisted with a meeting in front of the City Manager, Chief Reaves and Building Inspector Schmitt, who listened to evidence regarding the revocation of Barcume rental certificates at 1029 Chestnut Street, 1122 Howard Street, 827 Pine Street, 1217 - 9th Street, 2726 Sturges Street, 1725 - 10th Street, 904 Griswold, and 834 Pine Street / 1002 - 9th Street. John and Todd Barcume, as well as their attorney, Dan Damman, were also present. Days later, a decision was reached to revoke the certifications and a letter was sent to the Barcumes informing them of that decision. On a positive note, the Barcumes and their attorney are now appearing for AHB Hearings trying to rectify issues.

Lt. Kuehn presented to the Rotary Club regarding blight progress, met with PHALA to go over FOIA requests to aid them in screening tenants better, and met with Belding City Manager, Bruce Brown, and their Code Enforcement Inspector regarding how we enforce blight. Our unit completed A.L.I.C.E. (Active Shooter) Training. Another verbal altercation occurred with Phillip Risner who continues to drop off more money he doesn't owe, harasses our contractors, and refuses to cut a section of grass at 300 V/L 17th Street that he fenced in. Lt. Kuehn met with Corporate Counsel in Circuit Court and worked out a potential agreement with Alonzo Thomas of 923 Beard Street to finally improve his home. In addition, Corporate Counsel was able to get Probate Court control of 2373 Military, the former home of Anthony America. The residence is now being cleaned and grass is being cut by them. We are anticipating it being put on the market next month.

In July, we will see the demolition of 2120 Poplar and 1429 Bancroft, which are both severely blighted homes. Code Enforcement will also work to see the downtown area is free of blight and graffiti during Blue Water Festival Week.

In June, the Clerk's office finished Spirit of Port Huron activities, began Beautification Commission Yard of the Year activities, and continued preparations for the August 2nd election. About 780 absentee ballots have been issued. The Clerk's office is also preparing for multiple training and re-training sessions, which is required for all election inspectors every two years. Calls and visits to the office have increased, as usual, for voting information, FOIA requests, cemetery inquiries, peddler licenses, summer time event questions, etc. Final review of the Code of Ordinances by the departments has been completed and the compilation is being prepared for the attorney's review. Some minor ordinance revisions will be brought to Council for consideration in either August or September.

The Information Technology Department was involved in a number of activities. Of note included repairing the 2016 Summer Tax Bills, the installation of GIS server for Utilities, making a number of modifications in the Payroll software, and performing the required fiscal year-end processes.

DPW Staff completed the development of budget documents and recommendations for FY16-17, including construction projects, capital improvements, the operation and maintenance of plants and buildings, and the utility infrastructure for the City.

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

- North Blvd from Electric to 32nd St.
- River Walk upgrades (for the Recreation Dept.)
- River Street from Glenwood to just east of Stone Street

The following projects have been completed:

- Beers Street from Michigan to Glenwood
- Michigan from Beers to Glenwood
- Fort Street between Beers and Glenwood
- Glenwood from Huron to Merchant
- The East Quay parking lot. DPW crews continue to water the sod

The Merchant Street water main north of Glenwood has been started.

The roof and electrical refurbishment work at the Carnegie building is nearly complete, with a few items remaining to finish.

The HVAC maintenance work has begun at the Carnegie building.

A Public meeting and preconstruction meeting took place regarding Reid Avenue. Murray Underground is scheduled to begin construction July 11th.

MDOT will be opening bids on July 8th for 20th Street.

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. Crews completed the fascia stone in front of the MOC walkway. Crews placed radar trailers in different locations each week. The seawall at the south side dock was repaired. Crews removed sidewalk, pile cap and backfill at this dock and backfilled to grade after repair. Crews removed graffiti and repainted the tunnel under the 7th Street Bridge and repaired trip hazards along the Black River. Crews also watered new sod around the East Quay parking lot, cut grass at several City properties, removed brush, brush hogged, and assisted the City electrician with removing and installing several light poles.

The motor vehicle pool continued to perform the typical month to month duties. These include the preventative maintenance list, and completed major repairs on a couple pieces of equipment.

The traffic section removed and replaced several parking lot light poles. They also fabricated several signs as well as installing them.

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. DPW Administration and staff continue to work with DTE Energy to have a pole relocated in order to make a sewer repair near 12th Street and Court Street. The ArcGis and Lucity project, approved by City Council at their March 28th meeting, began. ArcGis portion is finished and the Lucity portion will be completed in July. Also, selected staff received a one day training/certification on backhoe operation and trenching/shoring. This was required as there have been changes in staff as well as previous certifications were nearing expiration.

The Water Filtration Plant (WFP) staff and our consultant made final inspection of the work performed by the City's contractor for the south elevated tank painting project. Their work was satisfactory. The contractor for the High Lift Crane Electrical Upgrade project completed their work. This work brought the cranes electrical system into compliance with current MIOSHA standards.

The Waste Water Treatment Plant (WWTP) maintenance staff attended a two day basic electric training course. This course was recommended based on the nature of the work they perform. The City's contractor also completed the primary clarifier project. Staff, along with DPW administration, continued working with the MDEQ on their proposed NPDES permit language. The draft permit language is tentatively scheduled to be placed on public notice sometime during the month of July.

During the past month, the Income Tax Division finished processing all of the PH-1040 Tax Returns (from individuals), which were filed by the April 30th deadline. We continued reconciling withholding payments with the annual information returns filed by employers and began sending correspondence on any inconsistencies. We also began the process of following up on any returns that had errors in withholding amounts, income reported or other discrepancies.

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. The transition of McMorran to the City's accounting system has continued. Several banking transfers have been migrated from wire transfers to ACH transfers and will save the City a modest amount of money in banking fees.

The Assessing Division is continuing the process of updating the sales history and entering it into computer files in anticipation of the 2017 sales study. In addition, the second year in a process of verifying assessing information for all City properties has continued. The program will ultimately take five years to complete. During that time, Assessing will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. About 300 houses have been visited this month.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees, income tax payments, and water payments. They also continue to perform the monthly accounting for BWATC, and continue to process boat launch receipts several times per week. Property Tax bills were sent out on June 29th for the entire 12,204 City parcels.

During the month of June, the Human Resources Department accepted employment applications for a full-time WWTP Equipment Operator. Background checks and drug screens for the bulk of our new seasonal employees who will be working at our Recreation, Parks and the Cemetery Departments, as well as McMorran during the summer months, were processed. The H.R. Director proctored Police promotional tests on June 1st in an effort to help the PHPD establish a promotional eligibility list for the upcoming year. 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. The H.R. Director and Director of Finance continue to meet with Blue Cross and Brown & Brown to look for additional cost savings options on healthcare for active employees as well as retirees.

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.

The Community Development assisted eight new homeowners with the purchase of properties in the City with \$40,000 in grant money.

The Blight Elimination Program moved forward with five completed demolitions this month, 31 demolitions completed to date, and 10 currently in the pre-demo phase.

The Inspection Department issued 95 permits with a revenue of \$19,889. The inspectors also assisted with rental inspections and responded to over 29 complaints.

The Rental Certification inspectors inspected 132 units, responded to 11 complaints and certified 113 rental units this month

The Port Huron Neighborhood Housing Corporation work is well under way for the renovation of 1203 Court Street, along with beginning of the renovation process for 1806 15th Street that was also acquired through the St. Clair County Tax Foreclosure.

June has been a very busy month for the Parks and Recreation Department! Everyone has been plugging away at planning our programs and preparing our facilities. Orientations and certifications for the summer crew have been completed for a team of a little over 100 staff members. Summer programs kicked off the week of June 20th. The pools are now open for the summer and we are continuing to operate the booth, concessions and restrooms at Lakeside Beach. The sports crew worked at the County Senior Summer Games event at the YMCA. Our Walk Michigan program hit a record high of 595 walkers on the first night! This month, two Big Screens have been held in the Park and two Walk Michigan events. Swim lessons, playground programs and day camp are all off to a great start. Parks and recreation has also been working on getting the summer marketing schedule together as well as getting programming together for the fall.

The Parks Department is in full swing grass cutting the 28 pieces of park properties that get cut and trimmed each week. Irrigation systems are up and running in all parks and flower beds. Crews have been working hard to install new equipment including the handicap swings, all the new pieces at Lincoln Park, and preparation and removal of structure at 19th Street and Division Street. Project Parks has started and crews have started the renovations at Lighthouse and Sanborn Parks. Crews have also worked hard to implement all the changes at Lakeside to accommodate the large crowds it has been drawing.

The Forestry crew has encountered some clean ups from various storm and wind damage, which required them to come in for some major tree clean up. These include trees over roads, in driveways, and even a car in South Boulevard. The Forestry crew has been great about responding by coming in, understanding the need for a quick response, and making things safe for the public. Crews have also been working on trimming trees at the marina, Lakeside Park, Lighthouse and Kraft Road beach. This month also brought many removals from code enforcement and removal of logs from the waterway to get them out of the marina area.

In the cemetery, 20 services were completed in June. The crew has been working hard to make sites conform to rules. The cemetery chapel interior renovation is completed. The second half of the curb in Section T was done to prevent the water issues that happened in the past. Catch basins in the main entrance to the chapel were repaired and prepared for asphalt replacement. Turbine ventilators were installed on the mausoleum roof to help prevent future leaking. Elevation of trees, removal of overgrown shrubs and old urn removal has started to take place. Michigan Works has also been very helpful and provided three workers to the staff at no cost to the City of Port Huron

With the McMorran coming under the parks and recreation umbrella we have already seen many advantages. In the Month of June, McMorran hosted graduations for Richmond High School, Anchor Bay High School, St. Clair High School, Port Huron Northern High School, and Port Huron High School. Even with all the construction on McMorran Blvd. and the surrounding area, graduations went very well. Several complements were received. Art N Motion in the theatre was also hosted at McMorran and during the Back to the Bricks Car Show, McMorran hosted the MC for the event in front of the fountain. Summer repairs and maintenance of all our heating systems and ice making machinery has started. Refurbishment of walls and ceilings began throughout the building in order to refresh the look and feel of McMorran to customers. Staff has also began painting all of the locker rooms in the arena.

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