



*Office of the City Manager/Chief Administrative Officer
Monthly Administrative Report
December, 2016*

The Police Department is working a lengthy undercover operation involving prostitution in the Port Huron and surrounding areas. Numerous tips have been received involving alleged open prostitution being conducted on social media sites such as Backpage.com. Prostitution has made a large shift from streetwalking to advertising on social media sites. NET began an undercover investigation where those advertising were contacted and sexual activity was offered for money. Several females were arrested on prostitution charges. In addition, NET conducted reverse stings in which prospective Johns were arrested when they attempted to solicit undercover officers for prostitution services. During the investigation officers uncovered information that human trafficking may be occurring. The investigation is ongoing and future stings are being planned as the activity in the area was prevalent.

The agency continues to see an uptick in heroin overdoses with the influx of carfentanil that has been added to the drug. Naloxone, commonly referred to as Narcan, is an antidote to Opioids, and has been added to every PHPD patrol car. Officers have received training on the use of Naloxone in suspected Opioid cases and have had several uses already since it has been placed into the patrol cars earlier this month.

NET, in conjunction with Marysville PD, arrested a 19 year old in connection to an armed robbery which occurred on November 20th at the Admiral Gas Station in Marysville. The suspect entered the store demanding money and implied he had a gun. PHPD K-9 also assisted in the case and was able to track the suspect to a home located a block away from the robbery. The suspect has been charged with armed robbery/habitual offender.

The Police Department underwent interviews to fill a vacant police officer position. A candidate has been selected and has been offered a conditional offer of employment. A second police officer opening is being filled by Cadet Jamie Brown who is currently attending Macomb Police Academy. Both are expected to begin patrol training in January. Calls for service in October (2752) increased from September (2522) by 9.1%.

The Fire Division responded to 187 medical emergencies, 14 fire calls for service, and received 81 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls were house fires at 432-12th Street and 3111 John L. Portis Drive. A 57 year old female resident was rescued from the 12th street home which sustained extensive damage to the interior. Unfortunately, this resident succumbed to her injuries and died five days later at a Detroit area hospital. The dwelling on John L. Portis Drive sustained damage to an exterior wall when the house became energized with electricity. City Fire Crews also provided mutual aid to Port Huron Township Fire Department for two house fires. One at 3229 Waldheim Drive for a fire in the attic and the other at 182 Beacon Court where a manufactured home sustained extensive damage. Mutual aid was also provided to the City of Marysville for a garage fire at 898 St. Lawrence and an attached garage/house fire at 625 Montana

Blvd. Included in the medical calls above are responses to seventeen drug overdoses since last month's report.

The Fire Division submitted grant applications through the 2016 FEMA-Assistance to Fire Fighters (AFG) grant program totaling \$509,754, for a new fire pumping apparatus, battery operated hydraulic extrication tools, and a new washer/extractor for cleaning of protective firefighting gear. If awarded, this grant provides 90 percent federal funding for the purchase of this equipment with a 10 percent required local match from the City. Thirty six fire inspections of businesses have been completed to date. Fire Marshal Warren attended seven school fire drills throughout the City, conducted three building plan reviews, and participated in the pre-construction meeting for the proposed Bluewater View Condominium development located on the former YMCA property.

As of November 22nd, the Code Enforcement Unit had 116 new complaints opened and the Administrative Hearing Bureau heard 62 cases. \$1645.00 in payments were collected this month. Unpaid invoices totaling \$6,360.58 will go before City Council for Single Lot Special Assessments (SLSA). A new part time Code Enforcement Inspector, Christy Collins, was hired and staff has been diligently training her. She will replace Chuck May, who retired at the end of the month, after three years of service to the CEU. We thank Chuck for his service to the PH-DPS and the community at large.

Code Enforcement was represented at the Neighborhood Briefings held and garnered much feedback from participants. Public Nuisance warning letters were sent to the following landlords: Jay Folske, Shawn Pearce, Donald Palecki, Linda Flores, and Ralph Rodriguez. Ron Smith from the Sarnia Police Information and Technology shadowed the Code Enforcement Unit hoping to duplicate some of some of the procedures used across the river.

In December, we will thank Cindi McPherson for her 22 years of service and Chuck May for his three years of service to the City of Port Huron as she is set to retire. We hope to get the old inoperable boat covered and moved to the rear of the building at 326 Griswold St.

The Clerk's office began the month with the Presidential election on November 8th. Voter turnout was 51.3% (11,026 out of 21,479 registered voters) with almost 2,200 absentee ballots being issued by staff. Voter turnout was comparable to the November 2012 election and the election inspectors did an outstanding job of processing the steady stream of voters. Normal responsibilities this month also included processing numerous FOIA requests, scheduling burials, preparing proclamations for the Mayor, and working with Councilmember Worden to ensure a smooth transition as a new Councilmember.

The engineering staff continues to work on the design and development of contract documents for the improvements to the following:

- River Walk upgrades (for the Recreation Dept.);
- River Street from Glenwood to just east of Stone Street;
- Rehabilitation of the 10th Street Bridge;
- Vanderburg- 10th St. to Military reconstruction, water main and sanitary sewer;
- Moak Street – Avondale to Electric with water main;

- Lakeview – Gratiot to the west end, reconstruction with water main;
- Pleasant – Sedgwick to Prospect;
- Roselawn Area resurfacing;
- Sewer lining contract.

The North Blvd reconstruction project is complete, less a few punch list items.

The 20th Street concrete panel replacement project between Dove and Beard is complete, including restriping of the lanes. A few punch list items remain.

Engineering staff is working to secure a grant from MDOT to resurface Lapeer Avenue from 13th to 24th Street, completing contracts for dredging of both the Downtown Marina and the Black River Canal and the annual contract for concrete and materials testing. Staff continues to work with Otis Elevator on shop drawings and approvals for the elevator refurbishment project at the MOC building. Otis plans to mobilize in early January 2017 and to complete the project within approximately five months.

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, crack sealing roadways, and hauling the street sweepings to the landfill. For the winter, street sweepers have been winterized and placed in storage. Crews graded all the gravel roads including the cemetery, placed radar trailers at several indicated locations, and set up lane tapers for Utilities. Crews also repaired brick pavers in cross walks, cut grass at several City properties, trimmed weeds from ADA ramps, and cleaned and winterized the mowers. Snow fence and snow plowing markers have been installed at several locations.

The motor vehicle maintenance crew finished prepping all streets equipment for snow removal and winterized the street sweepers and other seasonal equipment. Motor vehicle staff assisted the McMorrان Authority management team with the acquisition of a 20 ton trailer to be used for transport and storage of the ice rink floor covering material. The traffic section assisted with electrical issues at McMorrان. Crews installed and repaired light poles in the parking lot and completed required parking lot painting.

Utilities Services continued to perform the typical month to month tasks. These tasks included water meter reading, sewer cleaning, and assistance to the Water Office for turn-ons and shutoffs for non-payment of water bills. The sewer crew made repairs to the sanitary sewer within the alley south of Short Street between 12th Street and 13th Street and made repairs to a catch basin in the 3300 block of Military under the annual maintenance agreement with MDOT. Utilities Services staff also investigated a sewer backup complaint at 609 Huron Avenue (Citadel Building). The investigation determined the sewer lead was not connected during the Erie North sewer separation project several years ago. As a result, the sewer crew reconnected the lead from the building to the City's sanitary sewer. A new 6-inch water meter for McLaren Hospital was installed. The hydrant flushing program along with the first round fire hydrant winterization was completed. Engineering staff, with assistance from our consultant, completed the bid documents for the 2016-17 sewer lining project, which is identified in the current budget. The bid advertisement for this project is scheduled for December 1st.

The Water Filtration Plant (WFP) staff completed the cleaning and repairs in one of the two flocculation basins. Staff from the WFP, Utilities Services, and DPW Administration met with MDEQ to review and update the sanitary survey for the water distribution system. The MDEQ updates this document approximately every three years. WFP staff also met with our consultant to discuss the scope of the pipe painting project that is identified in the current budget. The bid advertisement for this project is scheduled for mid-January.

Waste Water Treatment Plant (WWTP) and Engineering staff met with our consultant to review the draft plans for the Stone Street Sanitary Lift Station rehabilitation project that is identified in the current budget. The bid advertisement for this project is scheduled for mid-December. WWTP staff and the City's Master Electrician met with our consultant to discuss current operational issues with the transfer switch for the WWTP's standby generator. As a result of this meeting, a recommendation to City Council will be forthcoming. WWTP, Engineering and DPW Administration staff reviewed five proposals for professional engineering services for the design and implementation of the rehabilitation of three sanitary lift stations within the City. A recommendation to City Council for these services will be forthcoming in December. Troubleshooting of the telemetry signal loss to the SCADA system at a number of the sanitary lift stations is ongoing.

During the month of November, the Human Resources Department finished accepting applications for a full-time Recreation Coordinator/Marketing Specialist and Income Tax Clerk. Additionally we accepted them for part-time Temporary Laborers and several part-time job openings at McMorran.

Testing and interviewing will be finished for several full-time positions during the month of December, with anticipated start dates for early January.

Our open enrollment period ran through November 30, 2016, which allowed employees to participate in the Flexible Spending Plan, Voluntary Term Life Insurance and to add dependents that were previously missed on the healthcare.

Fundraising efforts were finalized for the United Way and Human Resources are pleased to announce that total contributions are up for 2017, as well as the number of employees that participated. Several employees were awarded an extra personal day, as well as, a VIP parking spot in the M.O.C. garage for increasing their United Way contributions for 2017 and participating in our special drawings. City employees are always very generous in helping individuals that are less fortunate than they are.

The Planning Department organized a larger meeting with ALD Thermal representatives to go over their proposed expansion plans. They also prepared documents for the following items to be presented to the Planning Commission for approval:

1. Special Use Permit for Bluewater View Condominiums at the former YMCA site.
2. Site Plans for Bluewater View Condominiums at the former YMCA site.
3. Site Plans for ALD Thermal in the Industrial Park.

Along with preparing documents for the Planning Commission, the following documents were prepared to be presented to the Zoning Board of Appeals for their approval:

1. Bluewater View Condominiums went for front yard setback, side yard setback, height, and lot coverage variances.
2. ALD Thermal went for a rear yard setback variance.

Finally, a special Historic District Commission meeting was held on November 11, 2016, to allow the owners of 411 Grand River Rd. to ask for permission to replace all the windows at the property.

Community Development assisted four new homeowners with the purchase of properties in the City. Staff began preparing the Annual Action Plan and finished the annual presentation that will be presented to City Council at the first meeting in December. Two façade grants, two emergency repair grants and four rental rehabilitation grants, went under contract. Three new applications were taken for façade grants during the month.

The property at 919 Griswold Street has been red-tagged since 2013 and was a nuisance years prior. Through the Blight Elimination Grant, the property was able to be purchased through the Port Huron Neighborhood Housing Corporation and will finally be demolished in the next few months.

The Inspection Department issued 119 permits with a revenue of \$27,564. The Inspector also responded to over seven complaints. Three sets of plans were received for building plan and site plan review.

The Rental Certification Department inspected 293 units and certified 211 units. The Inspectors also responded to 13 rental complaints.

In the Cemetery, there were 15 services performed with six full burials and nine cremains services. All water lines have been shut down and winterized for the year. Seasonal work with Touchstone Services ended this month. Community Service workers will be utilized every weekend throughout December to blow and rake leaves as needed. Flowers were trimmed flush with the ground in preparation for winter as permitted by the rules. Winter wreaths and grave blankets began November 15th. Snow removal equipment is being prepared for the upcoming winter season.

Parks and recreations fall session classes continue with the start of Toddlers' Social Saturdays with Kid City and Construction Kids. We had our first Sock Wars of the season. This is a free event that is held a few times each year and it is a community favorite. Kid's night at the rec event focused on screen-free play and the kids that attended really enjoyed this action packed night. During these last couple of weeks, staff has finalized the winter schedule and it will be available online starting in December when registration opens. We are running specials for the months of December and January so that families have the opportunity to receive great deals when they sign their family up for multiple programs. This winter, classes will start in January and go through April. In preparation for the winter, rec staff is also currently working on updating the lower level at Palmer Park. The space will feature a more kid-friendly environment for classes

and the summer day camp program. We will be reopening this level in January when winter session begins.

The staff and community have been extremely busy with the Adopt-a-Platoon Stockings for Soldiers Christmas Program. Over 2000 stockings have been purchased so far. We are so proud of our community; because of their amazing participation and donations, we were assigned with the biggest platoon of all the involved organizations. The platoon assigned to the City is in Bulgaria, therefore we have been encouraging people to fill the stockings with warming items for such extreme cold temperatures. Stockings are due December 7th and the stockings will be sent out the next day so the troops have their care packages for Christmas.

The ball fields have had their final cut and groom for the season. Staff continued to blow out all irrigation, for the season ballfields, river street marina, and various flower beds and bathrooms at river street marina. Intake was also removed from the parkway as well for irrigation. We are completing leaves, blowing and picking up leaves at the MOC, water plant, McMorrان, and all parks will be doing this until the snow begins. We also have been helping with leaves in cemetery as needed. Park staff has been going through the parks inspecting and making sure everything is ready for winter, moving and stacking picnic tables, and just general clean up in preparation for winter.

The Forestry Division has continued its zoning for tree maintenance with four brush pickups, six new tree reports, and 10 closed tree reports with nine removed and 11 trimmed. They also handled a couple trees that fell during some recent wind storms and a code case for blight that was a court ordered clean-up. Forestry staff will be pulling all boat ramps out of the water for the season.

The Forestry and Parks staff have been working nonstop downtown. They put up the Christmas tree, snowflakes, banners, many illuminated figures, and the candy cane shooter. The tree required a lot of work, changing bulbs, rewiring and general installation.

At McMorrان, the month started with the Bauer hockey tournament followed by a Town Hall event featuring Joan Lundon, two Prowler games, Sesame Street Live, the annual high school hockey Thanksgiving tournament, Dinner Theater, Wolverine Productions event, Disenchanted, kids movie "Max", Bon Jovi Tribute Concert, and the annual Tree lighting ceremony with a movie and Santa. We are continuing to work with SC4 operating there concessions stands for basketball and volleyball events. The parking gate system is completely wired and ready for Parking Boxx to finish set up. Partitions in the locker room bathrooms and new mirrors have been installed in both women's restrooms in the main area. Toilet seats are in the process of being replaced. Sinks and faucets are being upgraded when time permits. The walk in refrigerator has been disassembled and moved to the main arena and the rink floor covering have been moved to an offsite storage location.

The Information Technology Department was involved in a number of activities. Of note were: printing the 2016 Winter Tax Bills, continuing the installation of the AT&T voice-data fiber network, completed the deployment of second set of police laptops.

During the past month the Income Tax Division has again been mainly focused on the annual compliance efforts using information received from the State of Michigan. We have completed sending all taxpayers initial letters. We have also prepared the final version of our 2016 tax forms.

The Accounting Division spent a large portion of their time during the past month involved with the year-end audit. The audit team from Plante Moran has been finalizing the audit of all City funds, including the McMorran Authority. We have worked with the auditors to get them any and all information they have requested. We also finished all of the CVTRS documents so they can be submitted to the State by the December 1st deadline. 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 completed the year-end study of building permit work. The year-end residential land analysis study, sales study, and a study of economic condition factors (ECF) have been completed. Staff continues logging historical information into BS&A software, which is an on-going process, and canvassing for personal property that should be reported and hasn't been.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. We also continue to perform the monthly accounting for BWATC. We have mailed out the 2016 winter tax bills and emailed the files to the mortgage companies. As suspected, we have received quite a few phone calls regarding the increase in the amounts. School debt increased by 1.74 mills and the approved Drug Task Force millage doubled.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer