



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

The Neighborhood Enforcement Team (NET) completed the second phase of an investigation into prostitution and human trafficking in the Blue Water Area. During phase two of this ongoing investigation, NET has been investigating prostitution and human trafficking cases that continue to blatantly operate on social media sites such as Backpage.com. NET focused its sting efforts on those advertising prostitution services and those seeking services of a prostitute. During these second phase operation, eight individuals were arrested on various sex crimes. One individual was charged with carrying a concealed weapon, being a loaded handgun in their vehicle. Over 30 individuals have been arrested by NET since these investigations began and further stings are being planned.

The Police Department continues to see a high number of drug overdoses and consequently deaths as a result. The main drugs of choice continue to be heroin and methamphetamine. During the month of August alone, nine separate suspected heroin overdoses have occurred, resulting in two deaths. On one day alone five overdoses occurred within a 24 hour period. Police, Fire and EMS continue to use Narcan to revive these individuals who have overdosed on heroin. While dealing with one of these overdoses inside of a home, police officers seized a large dealer's quantity of suspected heroin that was observed in plain view.

The Cities of Port Huron and Marysville and the Townships of Port Huron and Fort Gratiot saw a rash of catalytic converter thefts. Information about these thefts and a vehicle description of a vehicle possibly involved was aired on local radio stations through the CAPTURE Program. A citizen who had learned about the thefts from the CAPTURE ad heard a suspicious noise outside her home and noticed a person underneath a vehicle. The citizen immediately contacted police and relayed the information to responding officers but the suspicious person and vehicle left prior to the officer's arrival. The vehicle was located a short distance away by the St. Clair County Sheriff Office and located inside were five occupants from the City of Detroit and evidence of a recent catalytic converter theft. All five subjects were arrested and charges were requested through the St. Clair County Prosecutors Office for Felony Larceny From an Auto (17 counts each), a 5 year felony, 1 count each of Conspiracy to Commit a Felony, a 5 year felony and 1 count each of Receiving and Concealing Stolen Property, between \$200.00 and \$1,000.00, a 1 year misdemeanor.

Another successful "Float Down" was handled by the Police Department with the assistance from many other Law Enforcement, Fire and EMS partners. After months of planning and numerous meetings the Port Huron Police Department concluded the event with only making one arrest for Operating While Intoxicated. The Police Department was busy with calls for service and parking issues but overall the event was successful with no loss of life. This concludes the Police Department summer events.

Calls for service overall in August (2785) increased by less than 8% from July (2566).

As of August 29th, the Code Enforcement Unit had 270 new complaints opened and the Administrative Hearing Bureau heard 64 cases. \$2,845.00 in payments was collected this month

and an additional \$20,406.30 was declared single lot assessments. Lt. Wood continued to ride along with inspectors to learn more about their areas of responsibility. Lt. Wood and Attorney Todd Shoudy met with Philip Risner regarding past and present issues with his properties in attempts to gain compliance. All three CEU vehicles were outfitted with safety lights by DPW. Lt. Wood and Inspector Sheridan attended National night out and visited various locations. Lt. Wood met with the new Planning Departments Chief inspector to discuss working together in the future on overlapping Departmental issues and/or citizen complaints of ordinance violations.

For September, Lt. Wood plans on conducting more ride a longs with code enforcement inspectors. A follow up demo meeting is planned jointly with PHPD staff regarding Tyler technologies and electronic citation technology and how it can apply to Code Enforcement. The meeting was schedule for August but had to be cancelled. Some CEU members plan on attending a “make a difference day” function.

To date in the month of August, the Fire Department has responded to 205 medical emergencies, seven fire calls for service and 63 miscellaneous calls which including false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls was a garage fire at 927 Erie, which was caused by the careless use of smoking materials, a residential duplex at 809 Griswold that sustained minor damage that appears to be set intentionally, two careless cooking fires, one grass fire in the wooded area by the 16th Street ball diamonds, and a dumpster fire.

Included in the Fire Department’s medical calls were responses to two water related rescues in the St. Clair River and lower Lake Huron. Firefighters transported a patient from the area of Pine Grove Park who had been calling for help and was unable to keep himself afloat. Firefighters also assisted police with a suicidal female at the mouth of Black River. Overdose calls continue to increase to include a 12 hour period where we had six overdose calls.

The annual float down was held and we provided a boat crew, a ground crew and command staff. During the float down we also responded to a car crash that knocked a power line down causing Military St to be closed at Conner St, which created additional traffic and access issues. Water Rescue continues to be our most prevalent technical discipline. This allowed us to obtain money from the state fireworks fund to provide a swift water rescue class for 12 of our members and 6 members from other fire departments. The Fire Marshal performed the annual inspections of all the local schools. The schools that are being remodeled should be ready for the first day of class. Sixty-three inspections of commercial businesses have been completed to date in August.

The Clerk’s office began the first part of the month with preparing for the August 8th election. The implementation of the new equipment was flawless and smooth. Work also continued with fine tuning the database applications designed in-house in conjunction with the IT Department. We also did our normal day-to-day activities for cemetery, FOIA, licensing, public inquiries and preparing various proclamations and letters for the Mayor.

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.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- Rehabilitation of the 10th Street Bridge;
- Michigan from Quay to Grand River and Quay from Huron to Merchant;
- Roselawn Area resurfacing.

Otis Elevator completed the rehabilitation of the west elevator at the MOC. The east elevator is under rehabilitation now. The City has been working with Wolverine Fire Protection to install a new smoke alarm main panel to comply with new state rules for elevators.

Lakeview Avenue construction started July 5, 2017. The road has the base and leveling courses placed. The road should be opened by mid-September. Pleasant Place started the beginning of August and all the underground work is complete and the road should be opened in early October.

Staff received bids for Moak and Vanderburg Street reconstruction. Murray Underground was approved by Council as the apparent low bidder. A pre-construction meeting was held and a start date of September 13 is planned with completion date mid-November.

The bids for demolition of the scenic overlook were received. Torello was approved by Council as the apparent low bidder. A pre-construction meeting was held and they plan to start work during the second week in September and be finished by mid-November.

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

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 14 days and removed 87 cubic yards. Cut grass and trimmed bushes at several locations. Crews closed roads and set up lane tapers for utilities work and closed roads for the National Night Out, Rockin the Rivers, OA Run and the NAACP parade. Removed graffiti from the 7th Street Bridge and Military Street tunnels. Crews graded alleys. Crews repaired asphalt at 10 locations using 136 tons of asphalt. Radar trailers were placed at different locations each week. Lane tapers were set up for cement contractor. Crews hauled and applied road brine for the Utilities department. Moved 100 bankers boxes from storage at the Water Plant then replaced them with boxes from the MOC.

The motor vehicle pool had two major breakdowns this month and repairs are being completed to unit #401 and in fire van #43. Mechanics are working on the preventative maintenance list as well as service calls to the gator to keep up and running

The traffic section did some LED traffic signal upgrades. Painted traffic tees and also prepared for the pedestrian signing project in the downtown area. New pedestrian crosswalk signs were installed at the intersection of Kearney and Stone Street.

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 that was approved at the August 14th council meeting has begun the work of painting 670 hydrants in the north half of the City. They started at the Black River and are proceeding to the northern City limits. DPW administrative and IT staff had a meeting as well as a conference call to initiate the upgrade of the Itron software for the automated meter reading system. This upgrade is tentatively scheduled for the week of October 30th. Utilities Services staff also assisted the contractor on the Lakeview and Pleasant Place projects with water main shutdowns and tie-ins.

Water Filtration Plant (WFP) and Utilities Services staff removed stored material and equipment from the Pine Grove Park Scenic Overlook. The material and equipment is being temporarily stored in a building at the Bancroft Street DPW yard until a new storage building can be constructed. WFP staff also contacted our utility consultant for the ground storage tank painting project. They are beginning to develop bidding documents and have scheduled an inspection of the tank next month once it is taken out of service for the winter. The project will be bid later this year with an anticipated start date of April 2018.

The Waste Water Treatment Plant (WWTP), DPW administrative staff and the City's engineering consultant had a preliminary design meeting for the Elmwood Street sanitary lift station rehabilitation project. This project will be bid later this year with an anticipated start date of April 2018. The contractor for the Stone Street sanitary pump station rehabilitation project began and is nearly complete with their work. The startup of the station is scheduled for September 7th at which time it will be turned back over to the City for operation. WWTP staff completed the installation of new metering equipment for the KT-2 (Griswold and Range) sanitary metering station. This is one of three locations where flow data is recorded for Kimball Township. The Fire Department assisted with confined space entry by being on site as this location was too far out from the City limits for a proper response time in the event of an emergency. The steam pressure sterilizer that was approved for purchase at the August 14th council meeting was delivered to the WWTP on August 30th.

During the month of August and continuing into September, the Human Resources Department are accepting employment applications for the following full-time positions: Fire Fighters, Police Officers and a Maintenance Technician for McMorrان. The majority of the full-time openings are due to employee retirements.

Additionally we are accepting part-time applications for the following positions at McMorrان, 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. We are also accepting applications for Part-time Police Cadets.

Discussion continues regarding 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. We continue to train new employees as they come on board at the City.

In the Planning Department, the Planning Technician worked on updates to the RV and sign ordinances that will be presented in the next couple of months. Planning staff worked with Detroit Edison regarding the landscape plan and requirements for the substation project at McLaren Port Huron Hospital. Staff also prepared the following items were also prepared for the Planning Commission meeting:

- Special Use Permit for outside storage of 100 vehicles at 2001 Holland Avenue.
- Rezoning 1602 Lapeer Avenue and 700 Vacant Lot 16th Street from C-1 to R-1.
- Ordinance revisions/additions related to Sober Living Homes.

A list and map were also created of all the City owned vacant lots to see if any of them would be candidates to sell.

The Rental Inspection Department completed 155 inspections and certified 89 rental units in August. Staff responded to nine rental complaints.

The Inspection Division issued 99 permits with a revenue of \$31,366. Staff responded to 26 inspection/zoning complaints and two sets of plans were reviewed. Documents were prepared for the Zoning Board of Appeals meeting regarding a side yard setback variance for an attached garage at 1620 Wall Street.

The Community Development Division finalized the current years CAPER and sent all required Section 3 reports to HUD. The rehabilitation of the property at 1318 – 18th Street was completed and put on the market. The City was also awarded another \$250,000 in Blight Elimination Grant funds. During the month of August, the City purchased 12 properties from the County that were tax foreclosures. These properties will be rehabbed, partnering with the Port Huron Neighborhood Housing Corporation, or demolished, depending on the condition of the property. Several meetings were held with restoration companies and contractors regarding the property at 1515 – 7th Street, to try and determine the outcome of the property since it sustained a fire. Seven new façade grant applications were accepted this month with four contracted out and four additional completed and closed.

The last month of our summer season has been very eventful in our department. We started off the month of August with our Camp Out with Dad, where over 25 families camped out in the outfield at Sanborn Park. They went swimming at the pool, played yard games, roasted marshmallows over a campfire and watched a movie on the big screen to end the night. We also hosted three Walk Michigan events this month, ending the season with a pool party at Sanborn Pool and a walk through the trails throughout the park. Big Screens in the Parks concluded this month as well, with showing *The Wild Life and Beauty and the Beast*.

Court Street and Sanborn pools both closed for the season and wrapped up their swim lessons with participants earning their certifications from session two's lessons. The Barracudas and Hammerhead Swim Teams ended their 8 week season with a friendly competition and annual pool party.

The Day Camp also ended their 11-week season with an action packed month. The kids continued their trips to the pool, enjoyed playing outdoors as much as possible and also cared for

their flower and vegetable gardens that they have taken care of all summer. They had their annual Theatre week where they put on a show for parents to enjoy. They also had a local band perform for them where the kids were able to try out their instruments. The Day Campers have also had two mobile visits to Palmer Park, including Arts and Scraps and the Great Lakes Rolling Video Games came for our screens day of the summer. Finally, they had two fieldtrips as well to go bowling at Port Huron Lanes and visited Flames Gymnastics.

Our Junior Recreators also ended their summer with our annual trip to Cedar Point. Each Recreator that attended the trip earned their hours by volunteering at our Recreation facilities or programs as well as volunteering at other local organizations such as Mid-City Nutrition and the Port Huron Museum Lightship. The Recreators also attended two workshops, one on job interviewing and completing employment paperwork, and another at the Innovation Center at SC4 for college preparation.

We also had another season of our popular Rockin the Rivers Concert series held along the river at Kiefer Park and indoors at McMorrans Main Arena during the weeks we had inclement weather. It was another successful year with support from our business communities and organizations.

Finally, coordinators have lined up the Fall Schedule for registration to open September 1st. We will be hosting a fall open house where families can meet our instructors and sample our programs for free on September 26th. Our fall schedule has something for everyone and every interest, a list of the programs can be found online at www.porthuronrec.com.

At McMorrans, the month of August was busy with two inside "Rockin the Rivers" concerts and two wedding receptions. The musical theatre performance of "Evil Dead" made its debut with three shows to a large crowd. Blue Water Championship Wrestling held a big time wrestling event. Port Huron Civic Theatre performed "Wizard of Oz" with over 100 cast members which brought large crowds for four performances. The Community Action Committee utilized McMorrans for two days for their Back Pack Giveaway. Wolverine Productions held a concert with T. Graham Brown to almost 500 attendees. Work continues inside McMorrans with the carpeting in the theatre. Stage floor renovations and the renovation of the concession stand. The ceiling inside the arena was painted this month.

There were 14 total services with 5 full burials and 9 cremains services at the Cemetery. Staff has been busy removing overgrown shrubs and elevating trees in order to enhance the natural beauty of cemetery grounds. Bids were accepted for two new columbaria at the Allied Veterans portion of our cemetery with expected installation in late fall or early spring. Bids are being accepted for footings for the new columbaria to be installed in early fall. Kaleidoscope workers that clean up Cemetery in summer months ended with September 1 being their last day. Community Service workers have been scheduled for fall cleanups beginning October 28th and will continue until snow falls.

The Parks Department has been busy maintaining normal operations of grass cutting all locations in parks and city properties. Parks moved the Keifer Park sign, were able to get trash cans along the parkway repainted and the coal bins at lakeside and light house painted bright red

for better visibility. We also reinstalled signs at lakeside beach that had fallen down from high winds. We spent time on the parkway and McMorrان courtyard getting irrigation up and running. We delivered trash cans to Rockin the Rivers on Thursdays and picked up on Fridays. We also have been maintaining a normal schedule for baseball at all diamonds.

Forestry crews has been working on tree reports, blight work for code enforcement, paid brush pickups from residents and planted a few replacement trees. We also have made repairs to wood at Riverside boat ramp and cleared all overgrowth from fence line at Water Street boat ramp. All trees on Mainstreet downtown have been trimmed and pruned.

The Information Technology Department was involved in a number of activities. Of note were: participating in planning for the upgrade to the meter reading upgrade project; and completed development of enhancements to the HR / Payroll application.

During the past month the Income Tax Division finished sending follow-up correspondence on all outstanding withholding issues and 2016 tax return problems. We hope to receive our annual compliance information from the State soon and to begin working on that information.

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. We also completed numerous adjustments in anticipation of the year-end audit. These included various inventory accounts, receivables, accounts and contracts payable as well as accrued payroll. We also began updating our spreadsheets 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.

The Assessing Division has finished updating the sales history and entering it into our computer files. The results of this sales study will be used to assist in determining our 2018 assessments. In addition, we are 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, we will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. We have visited about 896 houses to date during 2017. We have also continued logging historical information into our BS & A software which is an on-going process.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. We also continue to perform the monthly accounting for BWATC. We are also collecting summer taxes, however this has slowed somewhat since the July due date. This allows us to review some of our old water files and prepare them for storage. Also, the pools have closed and no longer have deposits but the beach parking lots and the boat launches are still active.

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