



Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
September 2018

The police department experienced an incredible loss this month with the murder of Lt. Joel Wood and serious injury to Administrative Assistant Ashly Bauman and her neighbor Timothy Fuester in Clyde Township. Lt. Wood was a highly decorated, extremely smart, funny, and resourceful officer. He will be greatly missed. Lt. Wood was buried on Friday, August 31st. Please keep the Wood family, the Bauman family, the Fuester family and the Port Huron Police Department in your prayers during this difficult time.

In addition, the Port Huron Police Department investigated 14 crimes of unusual or serious nature. This is just a preview of this month's occurrences.

On August 2nd, the Major Crimes Unit (MCU), working with the Michigan State Police, arrested three males ages 19, 32, and 39 in Decker, Michigan regarding home invasions across St. Clair, Sanilac, and Tuscola County. Stolen property was recovered including over 20 handgun and long guns.

On August 2nd, Port Huron Police Department Officers received a boater in distress call near the 10th Street Bridge that resulted in the arrest of a 38-year-old St. Clair male for operating a boat while intoxicated, fleeing and eluding, and resisting & obstructing a police officer. The U.S. Coast Guard was also involved and will be seeking federal charges.

On August 3rd, Port Huron Police Department Officers were dispatched to the area of Exxon Gas Station near 11th and Lapeer in reference to two highly intoxicated adults pushing a small child in a stroller. Contact was made with both individuals (identified as the child's parents) and the toddler. The parents were under the influence of narcotics and found to be in possession of heroin. The 34-year-old Port Huron resident (father) was taken to the St. Clair County Jail and the 24-year-old Port Huron resident (mother) was taken to McLaren Hospital for a possible drug overdose. Child Protective Services was contacted and took possession of the 17-month-old child.

On August 8th, Port Huron Police Department Officers were called to a loud music complaint in the 400 block of 12th Street. The tenant, a 28-year-old Port Huron resident, was issued an appearance citation. The tenant moved large speakers outside the home and began blaring the music again. Officers returned and advised the tenant she would be under arrest when she refused to turn down the music. The tenant then began to fight officers and bit an officer's arm causing an open wound. The tenant was eventually lodged in the St. Clair County Jail and also charged with Assaulting a Police Officer. The officer was treated at McLaren Hospital.

On August 8th, a 32-year-old Algonac resident, was charged with prostitution at the Double Tree Hotel at 800 Harker Street after agreeing to meet with an MCU Officer who was conducting a human trafficking investigation off an online site the prostitute was advertising on. She was lodged in the St. Clair County Jail on that charge as well as an out of state warrant.

On August 9th, Port Huron Police Department Officers received a call of a disorderly female

in the 1700 block of 11th Street. The female, who was sitting inside a vehicle, fled from officers. The pursuit was eventually terminated due to excessive speed. Enough information was gained to seek a warrant on the 38-year-old Port Huron female driver for Fleeing and Eluding.

On August 10th, Port Huron Police Department Officers investigated a methamphetamine lab in the 2700 block of Butternut Court. A 48-year-old male Port Huron resident and a 35-year-old female Port Huron resident were arrested. The Drug Task Force responded to assist as well as Jarvis Property Restoration who secured the property. Management of the Glenview Gardens apartment complex was notified.

On August 23rd, a Port Huron Police Department Officer was sent to Lake Huron Medical Center to take a Criminal Sexual Conduct complaint that occurred after a female was approached by a male near Military and Court Street. The two responded to a nearby residence where an assault occurred.

On August 29th, MCU conducted surveillance on the Days Inn in the 2900 block of Pine Grove and arrested a 21-year-old female for a warrant and possession of narcotics.

The number of reported drug overdoses in the month of August was fifteen (15). Twelve (12) were related to heroin, one (1) related to prescription drugs and alcohol, and two (2) were unknown. Of the fifteen (15) overdoses, none resulted in death.

Calls for service overall in August 2018 (2887) increased by less than 1% from July 2018 (2885).

In the month of August, the Fire Department responded to 300 calls for service, including 5 fires, 188 medical emergencies, 5 water rescues, 11 hazardous conditions, and 15 motor vehicle accidents.

Fire companies completed pre-incident surveys at the Bluewater View Condos, the former Art Van on Grand River Ave, McLaren Port Huron-South Tower, and the renovated St. Clair County Community College student housing on Huron Ave. Additionally, 37 commercial fire inspections and 3 new/renovated building plan reviews were completed by Fire Department staff.

Fire Department members conducted training related to HazMat Level A suit operations, air monitoring, boat operations, aerial ladder operation and maintenance, Rescue Task Force trauma care, and concentrated training for the department's eight probationary firefighters.

The Fire Department made approximately 1800 contacts with citizens regarding fire safety and department operations at events including National Night Out, Optimist Park Build Day, and adult/children outreach programs.

The Clerk's office started the month with the August 7, 2018 election. We received 1034 requests for an absentee ballot, with 986 ballots returned and processed. Voter turnout was 22.5%, which was an increase of 8 percent from a similar election held four years ago. The remainder of the month has been spent on breathing and catching up on assignments put on hold due to election.

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

- Parking and restroom facilities for Pine Grove Park (for the Recreation Department). Plans are almost complete and are awaiting approval from MDEQ to bid the project. Work should begin in late fall 2018 or early spring of 2019;
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant. Anticipated start date early spring 2019;
- Placement of LED up-lights on the Military Street Bridge;
- Started design work for the ACT 51 project on reconstruction of 13th Street from Lapeer to Water, including new water main. Anticipated construction starting July 2019;
- Assembling contractor documents for the final CSO project, which is in the Blue Water Bridge Plaza area. Anticipated start of work is spring 2019;
- Started budgetary and conceptual design work on a bike path from the Flag Plaza to Light House Beach. Anticipated funding from the Wilson Foundation. Work could begin in spring or early summer of 2019;

Projects requiring fall design for work to start in the spring are:

- Water Filtration Plant Main building roof replacement and the low lift and floc building roof replacements;
- Master meter replacement at Gratiot and Kewahdin intersection;
- Painting Bancroft Street warehouse.

Bid for Pine Street resurfacing from Military to 7th Street, and the three parking lots, Military, 6th and Pine Street was opened. To be taken to Council in September. Anticipated work would start late this fall.

The large pavilion project (for the Recreation Department) is scheduled to begin in September and the work is to be finished before Memorial Day 2019.

The Mausoleum roof was approved by Council on June 11th and work is scheduled to begin in September. This work is scheduled for completion in October.

The Water Filtration Plant Maintenance Garage bid opened on June 25th. Work should begin in September and the work is to be finished before Memorial Day 2019.

The Roselawn street project was finished in early July. A few punch list items remain.

The streets maintenance crews continue to perform the typical month-to-month duties. These duties include the repair of potholes with hot and cold patch at various locations. Crews swept streets for 19 days and removed 124 cubic yards of debris. Crews closed roads for four special events and poured cement around repaired catch basins. Crews hauled street sweepings to the land fill and repaired asphalt at eight locations using 33 tons of asphalt. Closed some roads and set up lane tapers for Utilities Division and the cement contractor. Crews graded many alleys and placed radar trailers at different locations each week. Crews cut grass and trimmed bushes at several locations. Crews also removed graffiti from 7th Street and Military Street bridge tunnels. Crews helped the Parks Department install new playground equipment at Optimist Park.

The motor vehicle pool had no major breakdowns and responded to several gator breakdowns as well as maintaining the PM list.

The traffic section completed the gateway sign project and finished the auto gates at Lakeside Beach. Repaired struck bollards on Gratiot Avenue, repaired several parking lot lights and addressed day-to-day issues with traffic signals and damaged signs.

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. Staff continued to make multiple catch basin repairs to MDOT-owned catch basins under the annual Trunkline Maintenance Agreement. DPW administrative staff conducted a meeting with representatives from City Flats to discuss the installation the proposed water and sewer leads within the Water Street right-of-way. Utilities staff performed a water main tap for the installation of a fire hydrant near the new entrance of McLaren Hospital.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and our engineering consultant met to discuss the Northern Lift Station Rehabilitation project. The consultant is in the preliminary design phase of the project. The bid opening for the cleaning of Biosolids Tanks #2, 3, 4 & 6 project occurred as well as the City Council awarding the contract. Bids were opened for the pipework installation in Biosolids Tanks 1 & 3 and recommendation to the City Council will be forthcoming. The Utilities Manager and Master Electrician (along with the City's engineering consultant) made a site visit to CE Power's Brighton facility to inspect and discuss the main electrical switchgear that was recently purchased. Engineering staff has developed and mailed a Request for Proposal (RFP) to six firms for the professional engineering services for both the rehabilitation of the grit channels and replacement of the odor control system.

The Water Filtration Plant (WFP) and engineering staff have begun to develop bid documents for the raw water intake stabilization project. Both of the new operators are nearing the completion of their training. Once fully trained, they will begin operating on their own.

During the month of August and continuing in to September, the Human Resources Department are accepting employment applications for the following full-time positions: Police Officers, Tree Trimmers, Solids System Operators and Wastewater Treatment Plant Operators.

Additionally, we are accepting employment applications for the following part-time positions: Police Cadet, School Crossing Guard and Temporary Laborer. We are also gearing up for the fall events at McMorran and are accepting part-time applications for the Box Office, Food & Beverage (Concessions), General Cleaning, Operations, Security Theater Operations and Pro Shop.

A majority of the Department Heads along with the City Manager volunteered at Mid-City Nutrition on Friday, August 3, 2018. This was an overall great experience for the Management Team.

Mediation was held with the Utility Workers, Local 532 on August 7, 2018, but no agreement was reached. We will continue on with the negotiations process until we have reached a new agreement.

Health & Safety training is ongoing. Eleven (11) new hires were trained during the month of July and August.

Code enforcement held 55 hearings during the month of August. Enforcements opened totaled 208 and \$1,270 in fines and fees were collected.

The Rental Inspection Department completed 192 inspections and certified 54 rental units in August. Staff responded to 17 rental complaints. Eighteen new rental properties were registered in the month of September.

The Inspection Division issued 127 permits with a revenue of \$20,873. Staff responded to 18 inspection/zoning complaints.

Community Development did bids for the next rehab project at 918 Vanderburgh Place. The project was awarded to Salski Construction. The rehabs at 733 White Street and 1515 7th Street are complete and both houses are on the market. Open houses were held on August 28, 2018. The CAPER was finalized in preparation for City Council approval and the Urban Pioneer Program application was updated to reflect program year changes. 2018 grant agreements arrived and staff is preparing for the start of the new fiscal year. Six façade grant applications were received. Two façade grants are in process while four closed during the month. One rental rehab application was received.

In Planning, the following items were prepared for various meetings (Planning Commission, Zoning Board of Appeals, and City Council):

- Historic Designation for 2621 Military Street.
- Rezoning 1013 Beard Street from C-1 to R-1.
- Setback variance for a house remodel at 1411 Richardson Street.
- Special use permit and site plan approval for an addition at 1101 Water Street.
- Setback variance for a new house at 4030 Gratiot Avenue.

Maps and posters were created/updated for the DDA, the Port Huron Neighborhood Housing Corporation open house on White Street, the Optimist Park build-it day event, a grant for McMorrان and parking around the Harrington. Two OPRA applications were received and processed during the month of August as well as multiple meetings regarding economic development projects beginning and underway.

Our August here at the Port Huron Parks and Recreation Department has included a continuation and wrap-up of many of our programs and events. Backyard Karate, a free class offering for kids at Palmer Park, wrapped up on August 2nd. Our last Promos in the Park program offered games for children and promotional information for parents such as our upcoming fall class offerings.

At the beginning of the month, the Junior Recreators program came to a close with the annual Cedar Point trip. Recreators earned their ticket through summer-long volunteer work with organizations such as Mid-City Nutrition and the Friends of the St. Clair River Walk.

Our own Camp Palmer Summer Daycamp wrapped up their summer fun this month. True to form, this program kept busy right to the very end with all types of activities and field trips from tie-dyeing t-shirts to a tour on the Huron Lady II. These kids also continued their trips to the pools and tended the Sprout City community garden, picking the ripe tomatoes and cucumbers. Theatre week took place this month and the Daycamp children put on a show for their parents. Ruby Hill, a local folk band, performed in Daycamp this month and allowed the camp members to try out their

instruments. In the last week of the program, Arts and Scraps as well as Great Lakes Rolling Video Games brought their mobile trucks to provide craft supplies and entertainment to Camp Palmer.

We also rocked the rivers this month with our annual concert series featuring local bands and vendors. Rockin' the Rivers continued on through the month with a different musical selection every Thursday. The Sandcastle Contest for Kids took place this month as well as the last of our Big Screens in the Park movie showings. Sanborn and Court Street Pools were closed as we prep for our fall season. This fall prep continues with class and event planning as registration begins. We welcome September and look forward to the rest of the year.

In the Month of August, McMorran place hosted Voting, Blue Water Area Championship Wrestling, PHCT Footloose, and Wolverine production show starring Mo Bandy.

Summer repairs and maintenance are completing in the main arena in preparation of the upcoming hockey season. We will be having a new Cooling Tower installed at the end of the month start of September. Our kaleidoscope kids have completed their summer program. They were a big help in keeping the flower beds around the south parking lot and south side of McMorran clean all summer.

Staffing will start to ramp up for the upcoming Prowler season and many other activities being hosted over the winter months.

More than 250 volunteers turned out on August 18 to help build the new playground at Optimist Park. Parks staff was tasked with the removal of the old play set and site prep to get ready for the install. Teaming up with KaBOOM! and the Ralph C. Wilson Foundation, Optimist Park is a place for children of all ages and abilities to play together in a safe environment. Finishing touches will be completed in early September.

In the Cemetery for the month of August we had 14 total services with 10 being cremains and 4 being full burials. Staff has begun the process of grinding stumps from old dead trees and repairing with top soil and new grass seed. Community service workers have been scheduled for fall leaf blowing on weekends beginning November 3rd and 4th. Fall footing orders are still being accepted with a tentative pour date of October 16th.

The Information Technology Department was involved in a number of activities. Of note were Adding VoIP phones to Cemetery Parks Office to begin integrating them to the city phone system; installing dual gigabit switches in the computer room as part of its infrastructure upgrade; modifying the cash receipting process to enable the Treasury staff to directly enter deposits.

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. We continued the preliminary process of converting our data to the new Windows-based program approved by the City Council in March. We began the process of bringing various records and delinquent accounts up-to-date.

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 2019 assessments. In addition, we are continuing the fourth 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 1,434 houses to date during 2018. 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 recreation programs, beach parking lots, and the boat launches are still active.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Freed', is written over a horizontal line.

James R. Freed
City Manager
Chief Administrative Officer