



*Office of the City Manager/Chief Administrative Officer
Monthly Administrative Report
November, 2015*

The Police Department is preparing for an upcoming trial for the homicide that occurred on June 25, 2015, in the 700 block of Court Street. The suspect, Aaron Lemont Swift, allegedly killed his girlfriend after a disagreement. The case is scheduled to go to trial on November 11, 2015. He is charged with open murder and assault with a dangerous weapon as well as other charges associated with the case.

The Police Department also investigated several serious crimes in October:

- Detective Malissa McBride was sent to North Carolina to investigate a criminal sexual conduct case that occurred involving a registered sex offender who sexually assaulted his mentally impaired biological daughter. The crime was discovered after paternity testing was conducted on the victim's child. Paternity testing indicated that the victim was a victim of incest. The suspect is currently lodged in the St. Clair County Jail pending trial. Additional charges may also be pending in Macomb County for other assaults that were uncovered during the investigation.
- Detective Chris Bean investigated a large scale identity theft ring involving Domtar Paper as the victim. Working conjunctively with the Illinois State's Attorney's Office, it has been discovered that over \$420,000 was taken in the theft.
- On October 12th patrol responded to Crull Elementary to a call of a student with marks and bruises on his body. Upon further by the CID, the child was found to have numerous injuries to his head, ears, face, torso, buttocks, and legs. The child's 32 year old step-mother was arrested on child abuse and assault with a dangerous weapon charges.
- On October 20th patrol officers responded to a call of an armed robbery at the Admiral Gas Station at 1912 Pine Grove. Officers set up a perimeter and a K-9 track was conducted. The suspect in the robbery was arrested a few blocks away.

Overall calls for service in September increased 2% from August 2015 and increased 8% from September 2014.

The Fire Division responded to the following three fires since last month's report. A 2000 Ford Taurus was destroyed in a vehicle fire at 811-13th Street and damage was limited to the vehicle. A fire in a wall caused by an overheated electrical outlet caused moderate damage to 627-10th Street. An attic fire caused by faulty electrical wiring caused extensive damage to 1111-10th Ave. There were no injuries at any of these fires.

October 4th-10th was Fire Prevention Week. During this week, fire crews conducted several school visits and station tours providing fire safety talks and equipment demonstrations to 60 adults and 155 children. In order to accommodate the many requests received, these events will continue through the end of the month. Annual pump testing of our fire apparatus was completed by Mid-Michigan Fire Apparatus & Testing.

Staff of all three shifts completed tours of both Domtar and Dunn Paper manufacturing facilities for re-familiarization as part of our pre-incident planning program. Lt. Dale Minard attended the 71st Michigan State Police Fire Investigation I school in Lansing. The Fire Division will recognize the promotion of Firefighters Kurt McFarlane and Terry Blackmer to the rank of Lieutenant on October 28th as the final round of promotions to complete reorganization.

Fire companies have completed 59 inspections of commercial businesses for October. Fire Marshal Warren continues his review of plans for loft developments in the 200 and 300 blocks of Huron Avenue and is working closely with McLaren Port Huron Hospital during their expansion project.

As of October 26th, the Code Enforcement Unit had 80 new complaints opened. \$2,220 in outstanding debt owed this month was collected (\$100 of which was paid from collection efforts Tom Reilly pursued on our behalf) and the Administrative Hearing Bureau heard 54 cases. On Make a Difference Day, staff helped out two citizens in need the best they could, as it was pouring rain. Staff sought the advice of Corporate Council to take Alonzo Thomas of 923 Beard to Circuit Court after four years of trying to get his house painted and the Domozik's who own five houses/lots, but are in limbo between foreclosures and banks, while the City fronts the money for grass cuts/cleaning. Code Enforcement discovered many more properties that the City pays to upkeep for years because the banks do not put them in their name. We are working to find a solution to this problem.

Lt. Kuehn filed a petition for William Kidd of 1429 Bancroft to be granted a public guardian to represent his best interest since working with family members didn't pan out. The Probate Court date will occur in November. In addition, staff hopes to gain possession of 1304 White Street to demolish it in the beginning of the New Year. Code Enforcement is continuing to look into the volume of three-quarter drug rehab homes in residential areas to see if there is a way to record how many exist and the different cities the clients come from.

The Clerk's office handled normal responsibilities of processing FOIA requests, voter registration changes, scheduling cemetery burials and preparing proclamations and general correspondence for the Mayor. Staff has also started some of the initial work for the March 8, 2016, Presidential Primary.

Engineering staff continues to work on the design and processing of documents for the improvements of the following projects: 20th Street from Dove to Beard; Glenwood Avenue from Pine Grove to Fort Street; Beers Street from Michigan to Glenwood; Michigan from Beers to Glenwood; Fort Street from Glenwood to Beers; Reid Avenue from Electric to 16th Street; North Blvd from Electric to 32nd; East Quay Parking Lot; Front deck of the MOC; Electrical system at Carnegie Museum.

The Engineering Department is also working with the developer for the Water Street hotel to assist with the water main and sanitary sewer to their site.

The RFP for dredging of the Black River in the downtown area was let and opened and will be sent to a Council meeting in November for approval.

The bid for maintenance of the HVAC system at the Carnegie Museum was let and opened and will be sent to a November council meeting for approval. The bid for repair of the roof at the Carnegie Museum was let and a bid opening is planned for November.

The bid for upgrades to the MOC elevators was let and is scheduled for a bid opening in November. The bid for replacement of the chiller system at the MOC was opened and JCI was the sole bidder. Bid will be sent to a council meeting for approval in November.

The Lakeside Beach restrooms and splash pad construction is under way. The restroom footings and outside walls are nearing completion. The Engineering staff continues to assist the Recreation Department in conducting field inspection and processing contract bid documents for the improvements at Lakeside Park.

The Engineering Department continues to monitor the progress for the Blue Water Bus Transit project. A grand opening is scheduled for November 6, 2015, and street work will continue in the spring of 2016.

The resurfacing contract for 10th Avenue from Garfield to Sanborn was finished and punch list items continue. Work continues on the Hickory Area reconstruction project north of Sanborn. Work is almost finished on Riverview from 15th to 19th Avenue, with punch list items to be completed. Work was finished on the reconstruction project of Sanborn between Stone and Gratiot. Punch list items continue on the Nern Street CSO project. Punch list items continue on the Stone Street Project from Pine Grove to McPherson. South Blvd project has the base coarse of asphalt paved. Thomas Edison Parkway, Prospect and Michigan by Pine Grove Park resurfacing project is completed pending resolution of a few punch list items.

The leaf program is off to a slow start as most of the leaves are still on the trees. The contractor was half way through the City by Tuesday October 27, 2015.

The Streets maintenance crews continue to perform the typical month to month duties. These include repairing pot holes with cold patch at various locations, street sweeping, and crack sealing. All of the streets in Edison Shores were crack sealed. The street sweepers swept the entire City one time. The crews assisted Parks and Recreation with the repair of the basketball court and tennis courts at Lincoln Park. Grass cutting is currently in progress at several locations. Crews replaced broken bricks in the cross walk on Huron at McMorrان and work is continuing. Crews graded some alleys and helped move boxes at the MOC. Crews also assisted with road closures for the Port Huron High School homecoming parade. Salt boxes were installed back onto plow and salt trucks.

The motor pool continued to perform the typical month to month duties. These include the preventative maintenance list, monthly bridge maintenance and repairing equipment. There were two major repairs one on the sludge hauling tractor and a two yard dump truck.

Traffic control crews fabricated and installed several signs for the recreation department and repaired several damaged signs. Crews also completed maintenance washing on all City owned bridges.

Right-of-way staff completed a traffic study for the signalized intersection at Elmwood and Stone Streets. Results will be addressed by the next Traffic Study Committee Meeting.

Utilities Services continued to perform the typical month to month tasks. These tasks include water meter reading, sewer cleaning, catch basin cleaning and assistance to the Water Office for turn-ons and shutoffs for non-payment of water bills. In addition to these task, the crews repaired a water main break at Lapeer Avenue and 20th Street, coordinated the installation and connection of the new water services and meters for the BWATC downtown transfer station and worked with DTE Energy to resolve a conflict with a new duct bank that was recently installed within McMorrان. Crews also completed the annual flushing along with the first and second round hydrant winterization. Bids were received for the removal of excavated material and also for the delivery of sand. A Notice to Proceed was issued to Hammar's Contracting as their bid for the removal of excavated material below the threshold for City Council approval. The recommendation for the delivery of sand will be forthcoming in a November Council meeting

The Water Filtration Plant (WFP) staff investigated the screen on the south water intake after it began to malfunction last month. It appears there is a bad bearing and a new one has been ordered. Once delivered, staff will replace the bearing. Staff also inspected the north clarifier and had to make minor repairs to the sludge scrapper and chain. Staff also completed the fabrication and installation of a new railing along the loading dock and is seeking a Request for Proposal for the High Lift Crane Electrical Upgrade which is included in the current budget. This project will bring the cranes electrical system into compliance with current MIOSHA standards.

The Waste Water Treatment Plant (WWTP) received its draft NPDES permit language from the MDEQ on October 23rd. City staff along with the consultant and attorney will be reviewing the draft language and providing comment by the November 12th deadline prior to public notice. The TSP, who is the City's contractor for the Gratiot Avenue Pump Station is preparing to start the project. The City's Forestry Department assisted with tree removal to facilitate construction. The WWTP and Engineering staff have met with the consultant to discuss the Water Street Pump Station Rehabilitation project. This pump station has been identified as needing pump replacements. In addition, the WWTP Supervisor I has notified us of his retirement in February 2016 after nearly 30 years with the City. His position has been posted and there are six (6) internal candidates that will be interviewed in November.

During the month of October, the Human Resources Department accepted employment applications for Police Officers.

Timothy Koury is the new part-time Health & Safety/Training Coordinator. He has over 25 years' experience with worksite safety programs in both industry and construction, employee training and policy development. He is also a health & safety instructor for MIOSHA. Tim continues to work with Dan Collins to complete the transition.

Testing and interviews were held for a new Accounts Payable Clerk. Staff is in the process of extending an offer to a candidate.

October marks the month in which the City is required to mail out the annual creditable coverage letters to all of our retirees and employees. Additionally, other federally required notices were sent to our retirees and our employees due primarily to healthcare reform, include Notice of Privacy Practices, Notice on New Health Insurance Marketplace Coverage and BCBS Summary of Benefits and Coverage.

Open Enrollment packets were distributed to all active employees that offer employee participation in the following: Flexible Spending Plan (Medical & Dependent Care), Voluntary Term Life Insurance (Employee & Dependents) and Special Enrollment for the Extension of Dependent Coverage to Age 26 for those dependents previously missed during enrollment. Open enrollment runs through November 30, 2015.

The United Way / American Red Cross Employee Campaigns were kicked off during the Month of October. Each employee is asked annually to participate in our fundraising efforts for the United Way and/or the American Red Cross. Packets were sent out to all employees as well as packets were mailed to our retirees asking for their help.

The Planning Department had a request to rezone a Katherine Street property to a C-1 zone to allow for a new Dollar Tree Store that will be constructed at the former Windchill Donut location. This project is in addition to working with developers on several other projects along the 24th Street corridor.

Community Development assisted 4 new homeowners with the purchase of properties in the City. The exterior paint program provided 3 property owners with free paint and is working with several families to secure exterior renovation grants for necessary repairs.

The Blight Elimination Program moved forward by securing an additional 5 properties this month. The program also provided funding for several exterior painting and sidewalk replacements in the neighborhoods.

The Inspection Department issued 122 permits with a revenue of \$24,959. The inspectors also assisted with rental inspections and responded to over 12 complaints.

Rental Certification inspectors inspected 368 units, responded to 10 complaints and certified 326 rental units this month.

The Port Huron Neighborhood Housing Corporation purchased 3821 Military Street from HUD for \$30,000. The home will be completely renovated using HOME funds and sold to a first-time, moderate income homebuyer. This craftsman style home features 4 bedrooms (one bedroom on the main floor), 2 full bathrooms, main floor laundry, dining room, living room and a kitchen. The contract was awarded to Sanctum Contracting and will wrap up come spring

The month of October brought lots of excitement at the Parks and Recreation Department. The building at Lakeside now has walls and the splash pad will be poured in the next couple weeks. The ribbon cutting at Knox Park was very successful and residents were there to celebrate the renovations at the basketball courts at Palmer Park, Knox Park, Gratiot Park and Lincoln Park. Make a Difference Day also brought in grant monies and over 120 volunteers to help spruce up Lincoln Park. Even though the weather did not cooperate, 50 people came to help out. Staff accomplished as much as they could get done on the projects in the rain. During that same day, just under 100 teen volunteers pick up cigarette butts all along the beach and in the park area at Lakeside. Another group also came and finished work on the Lincoln Park gazebo. A makeup day will be scheduled in the spring to do the remaining projects that were planned for that day.

The Halloween stroll brought over 1200 children along with 40 groups and business volunteers to the woods of the park. Another program currently being promoted right now is the troops stocking program where residents can come to the Recreation Department and buy a stocking, fill it and we will send it to the troops. Last year, over 500 Christmas Socks were sent with tons of donated items, thanks to residents. Residents have until December 4th to come and buy their sock and fill it so it can be sent overseas.

In the Parks Division, leaves are big part of the daily operation right now. Staff is also working on winterizing all the irrigation systems and flower beds. Memorial benches have been a hot item this month. Two were installed and had three more were purchased for the parks. The Forestry Division is busy completing tree reports this month. The brush program continues to go well with 15 pickups this month and the drop off program is working well too.

In the cemetery, there were 22 burials this month and over 50 footings were poured by staff. Memorial trees were also planted by staff for loved ones that sponsored in our tree program. Community service also started working and will continue through November to help with efforts to pick up leaves in the cemetery. The cemetery supervisor also renegotiated the National Cemetery contract which created more revenue for this contract. They also looked at improvements to the National Cemetery area in our cemetery which would be funded by them. Water in the cemetery is being shut down the first week in November. Staff is also working on getting the Wreaths across America program back again for the holidays.

The Information Technology Department was involved in a number of activities. Of note were: Completed the replacement of the Phone System at the Water Filtration Plant and completed the annual I.T. General Security Assessment with Plante and Moran.

The Income Tax Division has again been mainly focused on our annual compliance efforts using information received from the State of Michigan. Proposed assessments have been issued to all identified taxpayers and have begun issuing final assessments. With one of staff three people off on disability leave since early July, progress has been slower this year than normal.

The Accounting Division spent a large portion of their time involved with the year-end audit. The audit team from Plante Moran was here for a portion of the month working on the audit of all City funds, including the McMorrان Authority. Staff worked with the auditors to get them any and all information they requested. 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 process of verifying all assessing information for 20 percent of City properties (representing the first year of a five year process). Staff also continued logging historical information into BS&A software which is an on-going process. The 2015 IFT reports were completed, which were due to the State on October 15th. Assessing is getting ready to start our two-year sales study for the 2016 tax year.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. They also continue to perform the monthly accounting for BWATC. During the month, staff was able to continue to box up lesser needed files to put into storage and have been promoting the email option for billing. Sixty-five email accounts were added this month and about 395 accounts are currently participating. There was 264 delinquent accounts shut off (167 fewer than were shut off last month).

Sincerely,

James R. Freed
City Manager
Chief Administrative Officer