



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

The Police Department investigated a horrific death on December 3, 2015, when officers were called to the scene of a female that was mauled by two dogs. The investigation revealed information indicating the female entered a fenced in yard in which she was aware the dogs were there and had a propensity to be aggressive. The female was bitten in the face, neck and leg several times, resulting in severe injuries. She was airlifted to a level one trauma center where she succumbed to her injuries. A controversial opinion rendered by the Oakland County Medical Examiner's Office indicated the victim's death was a result of a suicide. The case garnered national attention including various Detroit, Fox and CNN news outlets. As of this writing, the case is still open pending the final report from the medical examiner, which is awaiting the toxicology results from the lab to close their case. The case has also been presented to the Prosecutor's Office for review. In another dog attack that resulted much different, officers on December 22nd responded to the 2900 block of North Boulevard referencing a dog that was shot by a man protecting his dog. The man was walking his dog on the sidewalk when another dog in the area began attacking the man's beagle. The man, who was a CPL holder, pulled out his pistol and shot the attacking dog, which ended the threat. The attacking dog died as a result. Charges are pending against the attacking dog's owner for vicious dog at large and unlicensed dog.

The month of December means year end reporting is underway. The Police Department is gathering data and working to ensure all year end reporting requirements are met. In addition, the Department is preparing for its upcoming tri-annual CALEA onsite re-accreditation, set for late February 2016. CALEA is a national accreditation agency that establishes standards nationwide for Law Enforcement Agencies. In order to be accredited, the Police Department must meet each standard and show compliance with standing policies and procedures. In addition, compliance with the standards must be shown with proofs that the policies and procedures are being followed. Two CALEA assessors from police agencies outside of Michigan will be onsite in February reviewing each file and meeting with key personnel within the City and the Community. Upcoming press releases will delineate the process further, including dates and times for public comment and input.

Overall calls for service in November decreased 12.2% from October 2015 and decreased 8% from November 2014. December numbers are unavailable at this time.

The Fire Division responded on 158 calls for service. We had five fires in buildings, one causing damage to the structure. We gave mutual aid to Marysville once, Port Huron Township twice, and received aid from Port Huron Township once. We have conducted 72 inspections in the month of December 2015. The Fire Marshal conducted three plan reviews and consulted with both hospitals on their ongoing construction as well as the Holiday Inn Express (They hope to open soon). The downtown loft projects are ongoing with discussion on indoor parking for one of them. The "transit center" main building was completed and given occupancy. Tio Gordos Restaurant was inspected and is open for business. A fire safety talk was given to the residents of St. Clair Landings. EMS training this month was on PTSD among first responders. There was ongoing training in building familiarization and pre fire plans.

As of December 18, 2015, the Code Enforcement Unit had 62 new complaints opened. We collected \$1,520 in outstanding debt owed this month and 37 invoices went as single lot special assessments totaling \$13,600. The Administrative Hearing Bureau heard 26 cases. One of which was a **“16 year old”** complaint of a junk boat stored at 4246 Gratiot. The Hearing Officer heard testimony, will review facts, and reconvene in March 2016. Demolition is moving forward on 1304 White Street as the Port Huron Housing Neighborhood Corporation purchased it from Ms. Audrey Coats. We met in Probate Court regarding William Kidd of 1429 Bancroft and a guardian is now assisting him regarding health/housing issues. In January, we will work with Community Development to assist Lowell Arnot of 2120 Poplar and move forward with the Alonzo Thomas case regarding 923 Beard.

The City Clerk’s office began selling dog licenses on behalf of St. Clair County Animal Control. The County reimburses the City \$1.50 for each license sold. We also helped coordinate the transfer of the Forestry Division’s tree trimming and removal records from the main frame to a new SQL database program. We provided the screen layouts and necessary report layout while Jim Brennan is responsible for the programming aspect to implement. We plan to continue to create more record keeping database programs in the SQL database program in the future.

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

- 20th Street from Dove to Beard
- Beers Street from Michigan to Glenwood
- Michigan from Beers to Glenwood
- Fort from Glenwood to Beers.
- Reid from Electric to 16th Street
- North Blvd from Electric to 32nd
- East Quay Parking Lot
- The front deck at the MOC
- The Electrical System, the Roof, and the HVAC system for the Carnegie Building.

The HVAC maintenance bid for the Carnegie Building has been received. The roof bid was also received. The electrical bid will be opened January 12, 2016. We anticipate presenting these three bid results to Council during the second meeting in January.

The bids for the MOC chiller system were opened from the sole bidder on the project. We are awaiting supporting documentation from this bidder before authorizing the notice to proceed. This should occur the second week in January.

Proposals for the MOC elevator rehabilitation were requested and submittals from two responsible contractors have been received. Source Selection Committee has reviewed both proposals in detail. We will present the recommended elevator proposal to the Council during the second meeting in January.

Final plans for the Glenwood project were sent on December 13, 2015, to MDOT. A start date is scheduled for spring 2016.

A grade inspection for Reid from Electric to Reid was held. Final plans will be sent to MDOT for review and approval by mid-January 2016.

The Lakeside Beach restrooms and concession construction continued. The roof has been placed and the doors are still needed. Once doors are on, interior plumbing can start. The Lakeside Park's splash pad construction will not continue until spring 2016.

The Engineering Department continues to monitor the progress for the Blue Water Bus Transit project. The building was opened in early December. A ribbon cutting ceremony took place as scheduled on December 6th. McMorrان and Superior Mall resurfacing will be completed in the spring of 2016.

The construction work on the Hickory Area reconstruction project north of Sanborn and on Riverview from 15th to 19th Avenue has been finished. Nern Street CSO construction work was also finished. As-built work remains to be completed for these projects. Punch list items on South Blvd project were completed.

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 sealing. The crews performed maintenance on all snow related equipment. Crews graded a few alleys and all the gravel roads. Crews picked up leaves and yard waste on the north end of town with the leaf vacuum trailer and dump trucks. There were three snow events that crews plowed and or salted.

The motor pool continued to perform the typical month to month duties. These include the preventative maintenance list and minor repairs on snow removal equipment.

Traffic control crews fabricated and installed several signs for the Quay and Grand River parking traffic control order and repaired several damaged signs. Crews also assisted in snow removal activities.

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 Utilities Foreman completed the 2015 Operation and Maintenance Report. This report is required to be submitted to the MDEQ annually and documents the City's activities such as sewer cleaning, catch basin cleaning, repairs, and documentation of any sewer complaints. Both the Utilities Services Supervisor and Foreman were notified that they passed the exam for the S-4 Certification as a Drinking Water Operator in Michigan, which they took in November. Staff also assisted with the new water main tie-in for the Holiday Inn Express on Water Street, completing the installation of the City's public utilities onsite.

The Water Filtration Plant (WFP) and Engineering staff began to work with our Consultant developing plans and specifications for the South Elevated Storage Tank Painting project which will be advertised in January. This project is identified in the current budget and a recommendation will be forwarded to City Council once bids are reviewed. The WFP Superintendent was notified that he passed the exam for the S-3 Certification as a Drinking Water Operator in Michigan. Also,

a WFP Operator was notified that he passed the exam for the F-2 Certification as a Drinking Water Operator in Michigan. The Contractor was authorized earlier this month to complete the emergency repairs to the two boilers serving the building.

The Waste Water Treatment Plant (WWTP) staff interviewed two external candidates and selected one to fill the recent vacancy created by the promotion of an internal candidate to the WWTP Supervisor position. Also, there was a voluntary resignation of a WWTP Operator. There were no internal candidates interested in the job posting so the position is currently advertised to the outside. The City's contractor has completed the rehabilitation of the Gratiot Avenue pump station and has placed it back into service. The station is still under their control as they are working on the final programming and site restoration.

During the month of December, the Human Resources Department accepted employment applications for a full-time Wastewater Treatment Plant Operator and for part-time Temporary Laborers.

Medical Incentive payments were issued in December to employees and retirees that elect not to participate in our healthcare program because they have dual medical coverage with their spouse. Employees and retirees that participate in the Medical Incentive Program receive a credit of \$250 per month in lieu of healthcare coverage and the special payment is issued in December of each year. This plan reduces overlapping of medical coverage and helps lower the City's healthcare costs. We have approximately forty (40) employees / retirees that participate annually in this program.

Annually, the City adopts a Christmas family through the Professional Counseling Center. This year's family consisted of a Mom and three (3) children, ages 14, 10, and 7. Throughout the year, City employees donated close to \$800 from casual Fridays and special casual days. Our volunteer shoppers along with other employees' donations were able to obtain most everything from the "Wish List" like coats, boots, toys, games and items for the family. In addition, we were able to provide a \$250 Kroger gift card.

The Planning Department has been working on many projects throughout Port Huron including the former YMCA site, Sperry's Building, Times Herald Building and the City Flats Hotel project. In addition, the Planning Department is reviewing numerous projects that are currently in the process of being constructed.

Community Development assisted three new homeowners with the purchase of properties in the City. The exterior paint program along with five façade grants have provided many free paint and exterior renovation grants for necessary repairs.

The Blight Elimination Program moved forward. Nineteen demos have been completed to date with seven in demo phase and two in pre-demo phase.

The Inspection Department issued 86 permits with a revenue of \$17,626. The inspectors also assisted with rental inspections and responded to over 14 complaints.

Rental Certification inspectors inspected 163 units, responded to four complaints and certified 112 rental units this month.

The Port Huron Neighborhood Housing Corporation continues to work on 3821 Military Street with the exterior nearing completion. Work is ongoing on the interior of the project.

The Parks and Recreation department has been busy getting the winter brochure complete and sending them to over 3500 residents and participants. The solidier Christmas sock program was also a big success with over 1200 socks sold. Over 40 boxes went to troops overseas and rest went to troops at Selfridge Base for troops deploying over the holidays. The Police Department assisted us with the project and helped to secure Preferred Towing to donate their trailer to transport all the Christmas socks to Selfridge. The departments worked really hard on this year's Christmas tree in front of McMorrان and all the snowflakes downtown. Next year we hope to expand and make the decorations even better in the downtown area. The Parks Department was also busy with salting, brush, tree removals and leaves in all the City parks. The parks also, in cooperation with FOIL (Friends of the Island Loop), installed all the signage on the parkway and in Pine Grove Park.

In the cemetery there was six services this month. Wreaths across America was great for the holidays and covered half of the veterans buried in Veterans Cemetery. Wreaths and grave blankets in the cemetery are allowed November 15th and will be removed again this year on April 1st. Community service has been a real asset to the cemetery and was utilized the entire month of December due to the unusually warm weather. We are very grateful for the help with improving the look of the cemetery.

The Information Technology Department was involved in a number of activities. Of note were: Completing year-end accounting and payroll activities, including a number of one-time payment activities in preparation of W-2 and 1099 distribution. We also added 2015 Income Tax forms to the web-site.

During the past month, the Income Tax Division has again been mainly focused on annual compliance efforts using information received from the State of Michigan. We have also made the 2015 tax forms available on the City's website. In addition, we are attempting to clean up any open items from the 2014 tax year before December 31, 2015.

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. Year-end adjustments were made to employee payroll history as needed. Several annual items were filed this month including the Single Audit, Act 51 Report, Qualifying Statement and the Form F-65 Report.

The Assessing Division completed the canvassing for personal property and statements were mailed out this month. The Board of Review met on December 15, 2015. Permits, combinations and lot splits are still in progress and should be completed in January.

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 the BWATC. We have continued promoting the email option for billing and continue to add more email accounts.

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