



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

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The Police Department continues to see an uptick in heroin overdoses with the influx of Carfentanil that has now been added to the drug. Officers have responded to several cases in October with many people saved with the use of Naloxone. Naloxone, commonly referred to as Narcan, is an antidote to opioids. Currently TRI-EMS, and the Port Huron Fire Department, carries Naloxone on their rigs for immediate administration of the drug to offset serious overdose cases. The Police Department is working on a policy and procurement of Naloxone kits to add to each patrol car to further assist in those cases where lethal doses of opioids have been taken. The Police Department expects to have all employees trained and have the kits on board by early November 2016.

The Police Department has closed the fatal hit and run case which happened on September 2, 2015, in the 1000 block of Oak Street. Officers responded that day to a call of a person laying in the roadway. The victim was found unconscious and appeared to have been struck by a vehicle. There were no witnesses and the case remained open with few leads. On October 10, 2016, police followed up on a tip and located a suspect who was arrested and interviewed in regards to the case. Evidence was found linking the arrestee to the case. The suspect has been charged with failure to stop at the scene of an accident resulting in serious impairment or death, a five year felony.

During October the Police Department conducted a sex offender registry sweep during which each sex offender registered in the City is checked and their address/status is verified. In all, 277 sex offenders were checked by police with 226 found in compliance. Of the remaining 51, ten were cited for being out of compliance and the rest were either not located/not home, at the time of the check, or listed as homeless. Further investigation is underway on these individuals.

On October 15, 2016, officers responded to an accident at 11<sup>th</sup> and Bancroft where one vehicle involved had flipped on its side. The driver of the vehicle that flipped failed to yield while traveling northbound on 11<sup>th</sup> Street and was broadsided by another vehicle eastbound Bancroft. The driver of the flipped vehicle was pronounced dead at the scene. The Port Huron Police Department's accident reconstruction team investigated the accident.

The annual CAPTURE COPS and JOCKS spaghetti dinner was held on October 11, 2016, at the Acheson Ventures Bean Dock. During the event, 427 dinners were served by officers and radio personalities, which raised over \$3500 for CAPTURE. The Police Department has participated in several Neighborhood town hall meetings and met with numerous residents in regards to what is occurring in their neighborhoods. The Department of Public safety Police Division, Fire Division, Administration and Community Policing Bureau and Code Enforcement have all been a part of this effort. Calls for service in September (2522) decreased by 12 percent from August 2016 (2875).

The Fire Division responded to 204 medical emergencies, 24 fire calls for service, and received 103 miscellaneous calls that included false alarms, downed power lines, unauthorized burning, and related public assistance calls. Included in the fire calls, were building fires at 2911

Little Street, which sustained damage to the attic caused by the use of butane fuel inside the dwelling, and 3004 South Boulevard, which sustained extensive damage due to a fire that appears to have been arson. There was also a vehicle fire at 1219 Elmwood Street. The Fire Marshal also assisted police with an attempted arson of a vehicle in the 1300 block of Gordon Street where two Molotov cocktail type devices were found under a vehicle that had failed to ignite. Included in the medical calls above were responses to twenty drug overdoses since last month's report.

The Fire Division also received new exercise equipment at all three stations that was awarded through the FEMA Assistance to Firefighters Grant Program. Excess equipment that was in service at the stations was delivered to the Municipal Office Center for use by employees in the 5<sup>th</sup> floor fitness room.

Forty fire inspections of businesses have been completed to date. Fire Marshal Warren attended 14 school fire drills throughout the City that will continue during the fall season. Fire crews have provided numerous station tours to both children and adults in addition to fire safety talks at schools during the month in conjunction with Fire Prevention Week.

As of October 26<sup>th</sup>, the Code Enforcement Unit had 119 new complaints opened and the Administrative Hearing Bureau heard 69 cases. \$1,140 was collected in payments this month. Two of our busiest months (August and September) resulted in unpaid invoices totaling \$19,363.26 which were approved for Single Lot Special Assessments (SLSA). The SLSA's approved in September were from July's unpaid fines/fees. CN Railroad's blight case was closed since the graffiti has been covered over and the overgrown landscaping has been cut back. Volunteering at CAPTURE Spaghetti Dinner, Make a Difference Day, Verbal De-escalation training, and speaking to Ferris Students at SC4 occurred this month as well.

The eviction of tenants from 1327 11<sup>th</sup> Avenue was completed but the clean-up continues. The Texas owner is now working to get the mess cleaned up there. An updated list of homes with utilities shut off was sent to The Shopper as well as The Yellow Pages, which delivers in November, to cut down on haphazard delivery. Applications were reviewed and interviews were conducted on the candidates for the new part time code enforcement inspector, as Chuck May and Cindi McPherson are retiring. In November, Code Enforcement will be training a new part-time Inspector, hope to get the old inoperable boat moved to the rear of the building at 326 Griswold Street and will be sending out public nuisance warning letters to a couple problematic landlords.

Beyond the normal routine responsibilities, the Clerk's office has been in high-gear mode preparing for the November election and issuing absentee ballots.

The Engineering Staff continues to work on the design and processing 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.

All of the underground (utility) work, including the replacement of over 2,500 feet of 8-inch water main, for the North Boulevard reconstruction project has been completed. The curb,

gutter, and concrete flatwork has been completed. The lawn restoration work and roadway paving will be completed in early November.

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

Engineering 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 and complete the project within approximately five months. Staff also continues to work on a project (roadway and utility improvement) plan for the upcoming construction season.

The City's biennial field inspections of the 7<sup>th</sup>, 10<sup>th</sup> and Gratiot bridges were completed in late October. The inspection reports will be received in December.

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, sweeping streets, and hauling the street sweepings to the landfill. Crews graded and applied 345 tons of stone to 23 alleys for the Community Development Department. Crews placed radar trailers at several locations each week and set up lane tapers for Utilities and Forestry work along with managing traffic control for bridge inspections. Work Zone safety training and Bucket Truck training was attended by crews. Watering the new sod around the East Quay parking lot was finished, and therefore the hoses and sprinklers were removed. Crews' cut grass and brush hogged at several City properties, trimmed weeds from ADA ramps, and placed barricades/ closed roads for Police and Fire departments.

The motor vehicle maintenance crew finished prepping all streets equipment for snow removal, repaired three major break downs on sludge hauling equipment, and worked on the flooring trailer for McMorrان Center. The traffic section assisted the contractors with long line and symbol painting, set up traffic control for bridge inspections, and painted parking requirements in the downtown area.

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 a sewer tap, repaired a failure on an 18-inch storm sewer under the Blue Water Bridge, and repaired a catch basin on Pine Grove Avenue under the annual maintenance agreement with MDOT. The new 6-inch water meter for McLaren Hospital has been delivered and once the strainer for the meter is received it will be installed. Staff also replaced a broken 16-inch water main valve at Huron and Erie Street as well as started the hydrant flushing and winterization.

Crews responded to a series of alerts at several lift stations due to loss of the telemetry signal to the SCADA system. Electronic troubleshooting continues to determine the cause of this sporadic problem.

The Water Filtration Plant (WFP) staff began cleaning and making repairs in one of the two flocculation basins. The City's concrete contractor installed a concrete pad for the new storage

shed as a result of the recent closing of the Pine Grove Park observation deck. The new storage shed was delivered and the temporary storage container that was rented was emptied and picked up by the vendor.

As reported last month, the Michigan Department of Environmental Quality (MDEQ) issued the NPDES permit to the City for Waste Water Treatment Plant (WWTP) which includes extensive requirements/reporting for storm water discharges. The Utilities Services staff completed the rerouting of two catch basins which will now allow the MDEQ to waive our requirements/reporting for any storm water discharge. WWTP and Engineering staff met with our consultant to review various capital projects included in the current budget.

During the month of October, the Human Resources Department accepted employment applications for Police Officers. Applications are currently being accepted for a part-time Downtown Development Authority (DDA) Director, a full-time Income Tax Clerk, as well as, a full-time Recreation Coordinator/Marketing Specialist and this will continue into the middle of November.

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

Additionally, 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, 2016.

As part of the City's Wellness Program, the H.R. Department held a wellness clinic in which annual flu shots, cholesterol screening and blood pressure checks were available for all City employees that signed up. The wellness clinic was held on October 20, 2016, in the H.R. Department. Blood pressure checks continue to be offered to employees on a quarterly basis in the H.R. Department.

Health & Safety training was conducted for several new hires during the month of October. Work Zone Traffic Control Safety Certification was conducted by the IMSA for employees in the Utility Workers Union and Supervisory group that require this training as part of their job duties. Additionally, an Aerial Bucket Recertification class was conducted in house for employees requiring this training in the DPW and Parks & Recreation Departments. This training was conducted by the City's MVP Foreman at Streets.

The Planning Department worked on various changes to the zoning ordinance. It was presented to the Planning Commission and City Council at the beginning of the month. The department also organized/planned the four Neighborhood Briefing meetings held at three local elementary schools and McMorrان. Visual aids such as large maps, handouts, and a presentation

were created for the meetings. A Neighborhood Enterprise Zone (NEZ District) was also created for the area between Wall Street and Court Street, west of Third Street, and east of the existing Nez 1 boundary. Work continued on the BEDI Grant/Section 108 Loan for the Sperry's Project with most paperwork now complete.

Community Development assisted three new homeowners with the purchase of homes with \$15,000 in Urban Pioneer grant money, accepted three façade grant applications, signed three façade grant contracts, and signed one rental rehab grant contract. The department work with the Plante Moran auditors throughout the month as well. In partnership with Habitat for Humanity, a housing rehab project on Elk Street was started with NSP3 funds the City was allocated from the County. Community Development also worked on renewing insurance and sent out the snow removal/clean up bids for the Port Huron Neighborhood Housing Corporation (PHNHC) owned properties. Vacant lots on Wright Street were traded between the PHNHC and a local contractor who plans to build a house on the property that was traded. The contractor also purchased the adjacent vacant lot from the PHNHC for \$5,000 in which he plans to also build another new house. Two more houses were acquired and demolished through the Blight Elimination Program. Five vacant lots from the Blight Elimination Program were also sold to the adjacent property owners.

The Inspection Department issued 94 permits with revenue of \$16,729 and responded to 21 complaints. One project went in front of the Zoning Board of Appeals for approval on variances to build an addition to a garage larger than normally required.

Rental Certification inspectors inspected 151 units, responded to 10 complaints and certified 103 rental units during the month. The new owners of the previously owned Barcume properties that were revoked met with Administration to go over the probationary period and expectations of how the properties need to be maintained.

In the Forestry Department, major tree removals took place on Military Street requiring lane shifts and trees were removed from 10<sup>th</sup> Street for utility and sewer issues. All staff received road closure and bucket certification trainings. A new sign was installed at Pine Grove Park near the Lightship. Two new trash cans have been installed at Riverside Boat Ramp. Winterizing of the irrigation systems and water fountains has taken place. The Parks Department also assisted with eight full burials at Lakeside Cemetery. With the help of Chemical Bank, the Forestry Department participated in Chemical Care Days at the Riverside Boat Launch. The bathrooms and curb lines were repainted and the shoreline was cleaned of brush and garbage. Two picnic tables, donated by Chemical Bank, were assembled.

The Cemetery Department had 20 total services with eight full burials and 12 cremains. The footings were poured on October 11, 2016, with a total of 31 being installed. Beginning October 23, 2016, Community Service workers will begin blowing leaves on the weekends as part of the fall cleanup. Water lines have been installed in Section V with hose bibs being placed on the north-south main alley. This will allow water to be accessible to all current occupied graves in that section. Seasonal staff is currently in the process of winterizing graves, trimming annuals flush to the ground, and removing urns that are poorly maintained or falling apart.

In Recreation, the fall sessions began with several new classes for every age group. Programs were planned to accommodate the active family schedule. Work has begun on the winter brochure to finalize it so that families will have the details prior to the Holidays. The Adopt-A-Platoon Stockings for Soldiers Christmas kicked off with over 300 stockings purchased. The Halloween stroll saw thousands of adorable trick-or-treaters come out with their families to collect treats throughout the woods at Sanborn Park. Participants enjoyed the petting zoo and train rides that were available during the event. There were 31 local businesses and organizations involved in the Stroll's trail this year. The staff brought back a family favorite by designing a Haunted House in Sanborn's Pool House. The family friendly station was included as part of the Halloween stroll but was also open to the public during the weekend.

At McMorrان, the month began with the second family movie "Ratouille" being shown to an audience of 150 people. Town Hall kicked off on October 3<sup>rd</sup> with great reviews for some of the improvements that have taken place. On October 8<sup>th</sup> a "Simon & Garfunkel" tribute band had approximately 450 attendees. The International Symphony Orchestra started their series with a concert on October 14<sup>th</sup>. The weekend of October 21<sup>st</sup> and 22<sup>nd</sup> was sold out performances of "Rocky Horror" in the theatre. The "Prowlers" opened their season on October 29<sup>th</sup> with a double overtime exciting hockey game. The façade around the outside of the building was painted and National Restoration began work on the bricks and removed the marquee.

The Information Technology Department was involved in a number of activities. Of note were: Assisting the Clerk's Office with a voter lookup application, continuing the development of the AT&T voice-data fiber network, and installing two new data switches on the network.

During the past month the Income Tax Division has been mainly focused on annual compliance efforts using information received from the State of Michigan. In addition, staff has begun issuing letters to non-filers requesting that they file their missing tax returns.

The Accounting Division spent a large portion of their time during the past month involved with the year-end audit of all City funds, including the McMorrان Authority. Staff worked with the auditors to get them any and all information they have requested. Also, we are working on the CVTRS requirements for submission to the State prior to the December 1<sup>st</sup> deadline. In addition, the typical month to month duties continue to be performed. 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 has completed the 2017 sales study. In addition, the second year in a process of verifying assessing information for all City properties has been completed. This program will ultimately take five years to complete. During that time, staff will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. Historical information has continued to be logged into the BS&A software. In addition, staff completed and timely filed the 2016 IFT reports which were due to the State on October 15<sup>th</sup>.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. The monthly accounting for BWATC continues to be performed.

Summer taxes are still being collected, however, this has slowed somewhat since the July due date. This allows staff to continue to review some of our old water files and prepare them for storage. December tax rates for all of the taxing authorities have been received. Winter tax bills will be printed in November.

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*