



Office of the City Manager/Chief Administrative Officer
Monthly Administrative Report
January, 2017

The Police Department is continuing to see a large number of heroin use and subsequent related deaths in the area. Police responded to several overdose cases in December and have administered the nasal drug Narcan to offset the opiate overdose prior to EMS arriving on scene. As a safety precaution, officers have recently been issued resuscitator bags which are used to give rescue breaths to victims. The bags help prevent exposure from the excessive vomiting that is common with heroin victims that have been administered Narcan.

The Police Department offered conditional offers of employment to Jamie Brown and Brian Daly for the position of police officer. Both are expected to start training on January 9, 2017. Training takes place under a field training officer program (FTO) and lasts 15 weeks. During this time, the officer spends his or her first week in the administrative end of the agency, and then the remaining 14 weeks under intense training with training officers on patrol. Both are expected to be ready for solo patrol in late April 2017. These positions fill open spots by officers who have left the department recently to work elsewhere.

The agency is preparing for its annual Citizens Police Academy that is set to begin February 6, 2017, and runs for 12 weeks. Attendees will be exposed to many policing topics such as use of force, drunk driving arrests, traffic investigation, Special Response Team, K-9, investigative bureau, administration and many other policing aspects. The class is both lecture and hands on. There is no cost to attend. Members of the City Council that have not attended an academy in the past are encouraged to sign up. Signup information for the academy can be found on our website at porthuronpolice.org.

Calls for service in November (2248) decreased from October (2752) by 18.3%.

To date in the month of December, the Fire Division has responded to 131 medical emergencies, five fire calls for service, and received 30 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls were a house fire at 2373 Military Street in which a vacant and unoccupied house sustained extensive damage from a fire that appears to have been intentionally set. Efforts to extinguish this fire were hampered by excessive debris inside the structure due to hoarding. Additionally, a fire on the exterior of the Raven Coffee House, at 932 Military Street, did moderate damage to the outside of the building caused by an overheated refrigeration compressor. The interior of Port City Communications next door did require some smoke removal but did not sustain damage. There were no injuries and all occupants in the apartments above the business were evacuated without incident and the business reopened later that day. Crews also responded to a garage fire at 1908 - 7th Street that damaged the detached structure caused by hot embers from a grinding wheel. Included in the medical calls above were responses to seventeen drug overdoses. Fifty-six fire inspections of businesses have been completed to date.

Fire Crews on all three shifts completed tours of the recently opened Sperry's movie house for building and systems familiarization. Fire Marshal Warren, along with the building inspection department, approved occupancy to the first and third floors of this development to allow the planned opening on December 15, 2016.

As of December 20, 2016, the Code Enforcement Unit had 102 new complaints opened and the Administrative Hearing Bureau heard 41 cases. \$370.00 was collected in payments. Cindi McPherson and Chuck May retired from the CEU, while the other Inspectors adjust to new zones and added responsibilities due to down-sizing the unit. The old inoperable boat was removed from 326 Griswold. The Code Enforcement Unit is working with patrol, rental, and Adult Protective Services to help an elderly man living in squalor at 1040 Chestnut Street. CEU staff worked with DPW and Forestry to help arrange for a City lot to be cut and hired Boddy Construction to complete the job. Code Enforcement Inspectors will be retrained on Use of Force since they carry batons and pepper spray. In January, the Department looks forward to the first court date regarding the padlocking of 2010 Farrand Street, which is a house used for prostitution and drug raids/overdoses.

The Clerk's office is nearing the final stage of the Code Book codification project. The final manuscript with revisions has been submitted to General Code and they will then prepare the final draft for Council's approval. It is anticipated this will take place in the first quarter of this year. Staff has continued to update and improve the Boards and Commission internal database program with assistance from Jim Brennan and have also continued to transfer cemetery records listed on old index cards into the cemetery database program. This updated information is then given to Rita Ernest in the Planning Department to update the cemetery maps. Eleven of the 31 blocks are completed (29% done). These two database programs have helped to streamline the organization of numerous records in the City Clerk's office for current use and future historical reference.

The Engineering staff continued to work on the design and development 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;
- Rehabilitation of the 10th Street Bridge;
- Vanderburg- 10th St. to Military reconstruction, water main and sanitary sewer;
- Moak Street – Avondale to Electric with water main;
- Lakeview – Gratiot to the west end, reconstruction with water main;
- Pleasant – Sedgwick to Prospect;
- Roselawn Area resurfacing;
- Sewer lining contract.

The North Blvd reconstruction project is complete.

The 20th Street concrete panel replacement project between Dove and Beard is complete.

Engineering staff is working to secure a grant from MDOT to resurface Lapeer Avenue from 13th to 24th Streets, contracts for dredging of both the Downtown Marina and the Black River Canal and on the annual contract for concrete and materials testing. 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 April 2017 and to complete the project within approximately five (5) months.

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. The sidewalks on the bridges were shoveled and salted and staff plowed and salted for 11 snow events. After each snow event, the trucks were emptied of salt, washed, blades changed and prepped for the next snow. Street sweepers were winterized and placed in storage for the winter. Crews closed roads for one special event and set up lane tapers for Utilities.

The motor vehicle crew assisted the streets department with snow removal operations and had one major breakdown on a salter requiring the rear suspension to be rebuilt.

The traffic section assisted in snow removal operations as well as repaired numerous accident-damaged signs due to road conditions. The also completed several hours of out of department work at McMorran arena.

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 water crew installed a tap for the new water line to serve the newly constructed Baker College dormitory. Crews also repaired a water main break at 10th and McPherson and fixed a service leak at 10th and Union. Bids were opened for the 2016-17 sewer lining project which is identified in the current budget. A recommendation to City Council for this project will be presented at the first January council meeting. The Sewer Collection Foreman completed the *2016 Collection System Operations & Maintenance Report* which has since been submitted to the MDEQ as required under the City's NPDES permit.

The Water Filtration Plant (WFP) staff completed the installation of two of the ten turbidity meters that were approved for purchase at the September 12, 2016, City Council meeting. WFP and Engineering staff began working with the consultant on developing bid documents for the pipe painting project that is identified in the current budget. The bid advertisement for this project is scheduled for mid-January. The consultant has completed the draft engineering report for the Pine Grove Park Scenic Overlook. The draft report is currently being reviewed by WFP staff and engineering staff.

Waste Water Treatment Plant (WWTP) staff had to remove two of the three pumps at the Holland Avenue Pump Station. Once removed, the debris was removed from the pumps and they were immediately placed back in service. The plugging of the two pumps did not result in any interruption of sanitary service. A preconstruction meeting for the Stone Street sanitary pump station rehabilitation project was held to give any prospective bidder an opportunity to ask any questions as well as make a site visit. Bids for this project will be opened on January 10, 2017, and a recommendation to City Council will be forthcoming. Michigan CAT performed preventative

maintenance activities on the standby generators which was approved at the October 24, 2016, City Council meeting. Along with performing preventative maintenance, a report of any recommended repairs was provided for each of the generators. These recommendations are currently being reviewed by City staff. Troubleshooting of the telemetry signal loss to the SCADA system at a number of the sanitary pump stations is ongoing. The WWTP Superintendent will be retiring August 1, 2017, after 40 years of service. As a result of his retirement, the WWTP Superintendent position has been advertised.

During the month of December, the Human Resources Department accepted employment applications for a full-time Wastewater Treatment Plant Superintendent and three Equipment Operator positions all due to upcoming retirements. Additionally, applications are being accepted for part-time Crossing Guards.

Interviews were conducted for an Income Tax Clerk and for a Utility Account Clerk. These openings were also due to employee retirements.

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. There are approximately forty 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 four children, ages 2, 3, 9 and 10 months old. Throughout the year, City employees donated close to \$800 from casual Fridays and special casual days. The 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 \$150 Kroger gift card.

Other than the normal day-to-day operations, the Planning Department prepared documents for the following items to be presented to the Planning Commission for approval:

1. Rezoning request for 716 – 17th Street, 605 – 15th Street, 1613 Lapeer Avenue, 1617 Lapeer Avenue, and 1621 Lapeer Avenue.
2. Special Use Permit with two options at 1313 – 12th Avenue for a tow facility and/or junk yard.

Community Development assisted two new homeowners with the purchase of properties in the City. Staff worked on the Annual Action Plan. Three façade grant projects were completed in December. Two new applications were taken for façade grants during the month.

The Inspection Department issued 59 permits with a revenue of \$15,648. Three sets of plans were received for building plan and site plan review.

The Rental Certification Department inspected 425 units and certified 353 units. The Inspectors and clerical staff also responded to eight rental complaints.

Recreation has officially released the Winter Guide for 2017. The website is up to date with new classes and registration for all programs opened. A buy two, get one sale for all registrations taken in December and January is being offered. The brochure went out in the mail this month and was made available online as well. Instructors have been preparing for their winter classes and getting plans set for all special events. The winter lineup includes weekend programs for all ages including toddler social Saturdays, drop-in events for kids, as well as several art classes for adults.

Parks and recreation, along with McMorran and a volunteer committee, have been working together to coordinate Chilly Fest 2017. Staff has been seeking sponsorships for ice sculptures from local businesses and have also been working on the plans for the kids' activities during this festival.

The Adopt-a-Platoon Stockings for Soldiers Christmas Program was completed. Over 2000 stockings were sent overseas to Bulgaria this year. Each year this program breaks the previous year's record. The community donated so many thoughtful items to the soldiers. Everyone's spirit of giving and generosity has been truly amazing.

At the cemetery, eleven services were performed with five being full burials and six being cremains services. The annual Wreaths across America service was held on December 17, 2016, with volunteers placing winter wreaths at all graves at Allied Vets and most graves at "Old Soldiers" portions of the cemetery. Fall leaf collection with community service workers was halted December 10, 2016, due to heavy snow accumulations. Fall leaf pick up will pick back up in May 2017 unless weather conditions allow it to start back up earlier. Staff has been installing snow stakes and road markers to make it easier for snowplowing and locating roads and sewer drains. For the year 2016, 157 total services were performed with 66 being full burials and 91 being burials of cremated remains or installment in a columbarium niche.

At McMorran, the first weekend started with the annual performance of the "Nutcracker" with three shows Friday, Saturday, and Sunday and two Prowler games. December 8, 2016, had a nice crowd in the theatre for the "Motown Christmas" concert. There were also three rentals for business/group Christmas parties. The theatre was rented on December 10, 2016, for "Art In Motion". Town Hall this month featured Klea Blackhurst. Port Huron Civic Theatre performed "Doctor Dolittle" with school matinees and shows Friday and Saturday. The movie "Grinch" was showed and sponsored by Northstar Bank. The Irish Nut Cracker was performed on December 18, 2016. During Christmas break there was a "Star Wars" evening with a stunt show, museum and a movie. Cirque Detroit performed a great show on December 30, 2016. The Prowlers had four more hockey games in December with almost 1,000 attendees at the game on December 31, 2016. Staff is in the final stages of the parking gates and preparing for three weekends of Silver Sticks hockey.

The Forestry Department continued to work on the south end of town trimming trees and four tree reports were completed. A tree on Spruce Street was removed that fell during a weekend. The staff also worked on removal of snow in all City parking lots, all of McMorran, and all City turn outs and bike paths from snow storms.

Utilizing the nice weather, Forestry staff continued leaf pick up in the parks and prepared and installed equipment for snow removal. They spent lots of time clearing snow from storms in all City parking lots, sidewalks, and McMorrان. Snow was also hauled out of the front of McMorrان and parking areas. Preventive maintenance was performed on Christmas decorations throughout downtown. The sales for 2016 included \$7,500 bench sales, \$240 brick sales and \$4,280.00 in brush pickups.

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. Staff also added 2016 Income Tax forms to the web-site, and activated the Fiber network connection to Fire Central, Palmer Park, the Water Treatment Facility and the Bancroft Street Site.

During the past month, the Income Tax Division has again been mainly focused on the annual compliance efforts using information received from the State of Michigan. Proposed assessments have been sent to those taxpayers who did not file tax returns after a letter was sent asking them to do so. The 2016 tax forms have been made available on the City's website. In addition, staff is attempting to clean up any open items from the 2015 tax year before December 31, 2016.

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 will be mailed out by December 30, 2016. The Board of Review met on December 13, 2016. Staff has also been updating the computer for changes in the residential neighborhood values based on the sales study ratios. Permits and 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. Staff continued to perform the monthly accounting for BWATC. Since mailing out the 2016 winter tax bills, staff continues to experience an increase in phone calls regarding the increase in the School debt and Drug Task Force amounts. The adjustments necessitated by the Board of Review changes are also being made.

Sincerely,

James R. Freed
City Manager
Chief Administrative Officer