



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

On October 5th at 12:53 a.m. road patrol officers were notified by Central Dispatch Authority that a member of the St. Clair County Sheriff Office Drug Task Force observed a retail fraud that just occurred at Meijer in Fort Gratiot Township. Central Dispatch Authority was requesting a PHPD officer to stop the suspect/suspect vehicle, which had left Meijer and was now being followed by the Drug Task Force deputy. When officers attempted to stop the vehicle at Pine Grove Avenue and Brandywine Lane, the suspect fled, leading officers on a pursuit through various side streets in the north end of Port Huron. When the driver fled southbound on Stone Street, Sgt. Barna was able to deploy Stinger Spike Stripes, flattening several tires on the suspect vehicle, which ultimately ended the pursuit at Stone Street and Kearney Street. The suspect driver then attempted to flee on foot, but was taken into custody by PHPD officers. Located inside of the vehicle were 12 cases of beer, which were believed to have been stolen from Meijer. The suspect was charged with Fleeing & Eluding, Resisting & Obstructing Arrest, Habitual Offender 4th Offense, and additional charges will be sought regarding the Retail Fraud from Meijer through the St. Clair County Sheriff Office.

The number of drug overdoses decreased to only five in the month of October, with four of the overdoses being related to heroin use and one overdose was a mixture of marijuana, Xanax and cocaine.

On October 14th, road patrol officers responded to a single vehicle roll over personal injury accident in the 1400 block of Griswold Street. The driver was the lone occupant of the vehicle and was found to be seat-belted in, but was partially ejected out of the vehicle. PHPD officers, along with PHFD and Tri-Hospital EMS, treated the driver, who received life threatening injuries resulting from the crash. The driver was originally transported to Lake Huron Medical Center and then transported to Royal Oak Beaumont. Due to the seriousness of the accident and injuries, the PHPD Accident Investigation Unit did respond to the scene to investigate. Preliminary investigation indicates that speed and alcohol may have been a factor in the crash. The driver still remains hospitalized with serious injuries, which according to family members, will take months to recover from. The accident remains under investigation by the Criminal Investigation Division.

On October 19th, members the Neighborhood Enforcement Team (NET) received information of a possible abduction of a prostitute which occurred in the City of Port Huron. The subject was possibly kidnapped and being held against her will. NET was able to locate a possible suspect and suspect house, which was located in Sanilac County. NET, with assistance from PHPD CID, MSP (Lapeer and Caro Posts) and the Sanilac County Sheriff's Office, did make contact with the possible suspect, who allowed officers into his house and who was very cooperative with officers. Inside of the suspect house, NET members located the alleged victim, who was highly intoxicated and uncooperative. It was determined that the suspect met the alleged victim in Port Huron and the suspect brought the alleged victim back to his house for sex. When the suspect asked the alleged victim to leave, she refused to do so. The investigation revealed no evidence of the allegation that the alleged victim was held against her will, chained up, and cut with knives. The alleged victim was arrested regarding a probation violation warrant out of Ingham County.

The Police Department was busy during the month of October with the following different events:

- Headstone dedication for fallen Port Huron Police Detective Sergeant Roy Shambleau.
- CAPTURE Spaghetti dinner which raised over \$2,000.00 for the CAPTURE program.
- T-Shirt sales for Breast Cancer Awareness month. The Police department was able to donate \$1,100.00 to the Donna Niester Breast Cancer Fund at McLaren Port Huron hospital.
- The City of Port Huron and the Police Department would like to welcome to the PHPD family, new hire Officer Kyle Whitten.

PHPD members will be participating in “No Shave November” for Prostate Cancer Awareness. To show support for the individuals and families battling this devastating disease, members of the Police Department will be raising money to donate to local charity. No Shave November allows officers to grow a neatly trimmed beard or goatee. Port Huron Police Officers typically are not allowed facial hair other than a mustache per department policy. Officers who wish to participate must make a \$50.00 donation and all proceeds will be donated to the American Cancer Society Relay for Life of St. Clair County, to be used directly for prostate cancer research.

Police calls for service overall in October (2597) decreased by less than 1 percent from September (2619).

As of October 30th, the Code Enforcement Unit had 179 new complaints opened and the Administrative Hearing Bureau heard 44 cases. \$3,150.00 in payments were collected this month and an additional \$7,975.96 was declared single lot assessments.

Lt. Wood accompanied inspectors on numerous habitual and/or Police accompanied enforcements and assisted PHPD with the PHHS Homecoming parade. Lt. Wood continued communications with the City’s legal Counsel and the SCC Prosecutors office regarding meth contaminated homes and legal options. Chief Baker, Lt. Wood, and David Haynes met with a local company concerning meth clean-up procedures and concerns. Additionally, a procedure for flagging meth contaminated homes in the CLEMIS Computer Aided Dispatch Center was established so responding Police/Fire personnel are aware of current contaminated properties. Meetings were held between PHPD staff and Planning regarding future Code Enforcement unit changes and ideas. Certain areas of the City are starting to see a reduction in seasonal type Blight violations. Inspectors and AHB hearing officers have begun to move any remaining paint type violations to next year’s spring re-check.

For November, Lt. Wood will be updating the training materials within the Code Enforcement unit. Meth properties and the related boarded up homes will be a topic of further meetings.

To date in the month of September, the Fire Department has responded to 143 medical emergencies, seven fire calls for service, and 76 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance.

Included in the fire calls was a small fire in the crawl space entrance of 1735 Thomas Street that caused minor damage to the exterior. Fire appears to have been intentionally set and investigation continues. A ballast in an exit light overheated and burned in Port Huron Northern High School at 1799 Krafft Road causing minor damage to a ceiling tile. Fire self-extinguished but damage was discovered by staff upon entry into school in morning.

Interviews were conducted for new firefighters to replace recent vacancies. Conditional offers of employment were made to three candidates with expected start dates in early November. Lieutenant James Hayes completed the 75th Basic Fire Investigation School hosted by Michigan State Police. Captain Corey Nicholson completed his Executive Leadership Training program through Eastern Michigan University's School of Fire Staff and Command. Fire crews conducted several school visits and station tours during the month October to recognize fire prevention week.

Forty-five inspections of commercial businesses have been completed to date in September. The Fire Marshal has conducted two plans reviews of development and construction projects. Monitoring of school fire and severe weather drills continue.

Aside from our normal day-to-day activities, the Clerk's office continued to prepare for the retirement of the City Clerk in late October. Sue Child has been a tremendous asset to the City and residents for the past 30 years. Her hard work, dedication, leadership and commitment to serve has made a lasting impression on the City of Port Huron. Sue has encouraged us all to work harder and to be valuable members of the team. We wish her a long, happy and relaxing retirement. She will truly be missed. Congratulations are also in order to Kelsey Roelens who has been promoted to Assistant City Clerk.

The Engineering staff continued to work on the design and development of contract documents for the improvements to the following:

- Large pavilion for Lakeside Park (for the Recreation Dept.);
- Developing a plan for a kid trike path at Palmer Park (for the Recreation Dept.);
- Working with the DDA on a plan for Christmas lights downtown;
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- Rehabilitation of the 10th Street Bridge;
- Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Roselawn Area resurfacing.

Ward Construction placed the footings for the small pavilion at Lakeside Park and the structure itself should be started in early November.

Refurbishment of the MOC's west-side elevators was completed with the passing of State inspection. A few punch list items remain.

Lakeview Avenue and Pleasant Place construction has been completed with the exception of a few remaining punch list items.

Vanderburgh Place reconstruction and Moak Street reconstruction subsurface work has been completed. Concrete and asphalt paving work will be completed by mid-November.

Torello has substantially completed the demolition work at the Pine Grove Park Scenic Overlook project. The stair rails and fence around the transformer at the low lift station remain to be completed.

The sidewalk contractor replaced over 871 square feet of sidewalk throughout the City.

Anlaan was the confirmed low bidder for painting and rehabilitation of the 10th Street Bridge. Their bid to MDOT for the work was \$1.4 million. The work is planned to start in early January and be completed by late April. 10th Street Bridge will be closed to thru vehicular traffic during this construction project.

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, repairing asphalt at five locations and sweeping trunk lines for the final sweep of the year. Crews cut grass and trimmed bushes at several locations and closed Andrew Murphy for Oktoberfest. Crews graded alleys and formed and poured cement curbs at five locations. Radar trailers were moved and placed at several different locations each week. Crews applied 10,680 pounds of crack sealant to Military Street and painted over graffiti at the Military Street tunnel two times. Lane tapers were set up for the Utilities division three times and stumps were pulled at Sedgwick and Pleasant Streets. Crews also installed salt boxes on trucks for winter.

The motor vehicle pool has been busy with engine replacement in unit #401 as well as working to complete the scheduled preventative maintenance (PM) list. Snow removal equipment and annual inspections are 50 percent completed.

The traffic section has been busy making signs, replacing signs for the new parking restrictions, and finished the crosswalk at SC4. Normal week-to-week repairs were also completed.

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 contractor for the fire hydrant painting project continued to work on the painting of 670 hydrants in the north half of the City. Engineering staff received notice that the Risk Avoidance Program grant application for the reimbursement of up to 50 percent of the cost of the sewer push camera will be considered by the MMRMA membership committee at their November 8th meeting. Utilities services staff began the annual hydrant flushing and winterization program as well as the repair of two leaking fire hydrants. Staff also completed repairs to four catch basins and a full replacement of two catch basins along Pine Grove Avenue under the maintenance agreement with MDOT. A broken water main valve was removed from the system and staff coordinated the testing of one of the master water meters serving Port Huron Charter Township. This test was requested by the township so they are paying the cost as it was outside of the normal testing schedule.

Water Filtration Plant (WFP) and Engineering staff discussed the draft water Asset Management Plan which is required to be submitted to the MDEQ by January 1, 2018. The ground storage tank painting project is currently advertised and has a mandatory pre-bid meeting scheduled in November as well as the bid opening on November 29th. WFP and DPW administrative staff have begun discussion of a future maintenance building as a result of the scenic overlook demolition.

The Waste Water Treatment Plant (WWTP), DPW administrative staff, and the City's engineering consultant met to discuss the Elmwood Street sanitary lift station rehabilitation project. Draft plans and specs have been delivered to City staff for their review and comment. The contractor for the bio solids storage tank cleaning project has completed the cleaning of three of the four tanks. The contractor encountered a change in material in the fourth tank which did not allow them to fully clean the tank. A work change directive has been issued to the contractor for the authorization of an alternative method for cleaning and disposal of the remaining material in the tank. WWTP staff has also learned that parts for the broken valves within the tanks are no longer available. We are researching a means to replace these valves. The contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator Improvements has mobilized and completed roughly 80 percent of their work. As a result of this testing, eight main electrical breakers in the WWTP's Substation One have been determined to be defective. The contractor is working on a proposal for the City's review to correct these defective breakers. WWTP and Engineering staff conducted a mandatory pre-bid meeting for the laboratory floor asbestos floor removal project. Two contractors attended and only one contractor submitted a proposal. A recommendation will be forthcoming to City Council. MIOSHA also conducted a random site visit of the WWTP. This visit lasted three days and included employee interviews. The MIOSHA employee conducted a "closing conference" with staff to review the findings. A final document will soon be submitted to the City and WWTP staff have begun addressing some of the issues that were discussed in the closing conference.

During the month of October and continuing into the month of November the Human Resources Department is accepting employment applications for Police Officers, Police Officer Trainees, Police Cadets and part-time Temporary Laborers. Staff is in the process filling several full-time positions due to recent retirements.

October marks the month in which it is required to mail out the annual creditable coverage letters to all retirees and employees. Additionally, other federally required notices 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.

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, 2017.

As part of our Wellness Program, the H.R. Department held a wellness clinic in which annual flu shots, cholesterol screening and blood pressure checks were offered for all City

employees that signed up. The wellness clinic was held on October 17th in the H.R. Department. Blood pressure checks continue to be offered to our employees on a quarterly basis in the H.R. Department.

Health & Safety training is ongoing. New employees continue to be trained as they come on board at the City. CPR training was offered to our employees during September and October. Mark Ford, PHFD conducted the training and had eleven participants.

In the Planning Department, staff prepared the final draft of the amended master plan to be presented to the Planning Commission at their November meeting. The zoning ordinance was updated to reflect the recent changes with sober living homes and RVs. Preparation for the change in downtown parking meant staff prepared notifications and maps that will be sent to property owners and tenants. Lot splits and combinations were processed throughout the month as well as the normal day to day tasks such as zoning questions, uses allowed for properties, etc. Staff also did administrative plan review/designing of the parking lot of 2801 John L. Portis.

The Rental Inspection Department completed 163 inspections and certified 84 rental units in October. Staff responded to 12 rental complaints and 12 new rental properties were registered during the month.

The Rental Inspection Clerk, Betty Child, retired at the end of the month after years of service and the current Inspection Clerk made the transition to Rental Inspection Clerk; leaving a vacancy to be filled.

The Inspection Division issued 117 permits with a revenue of \$19,334. Staff responded to 11 inspection/zoning complaints and made preparation for the move/change in personnel.

Community Development received four new façade grant applications and one rental rehabilitation application. Staff bid and awarded CHDO funds for the purpose to acquire, rehabilitate and resale to a moderate income purchaser, the property located at 718 Johnstone Street. As required, the annual contactor and labor standards report was submitted to HUD. Round one of the Blight Elimination Program is complete and the final State audit was complete in October. Five demolition projects were rewarded for round two of the Blight Elimination Program. Five Urban Pioneer Program applications were completed.

As liaison for the Port Huron Neighborhood Housing Corporation (PHNHC), Community Development, with the assistance of Planning staff, worked on disposing of PHNHC vacant lots and bid packets for snow removal for PHNHC properties. The insurance for these properties was also renewed.

In the Cemetery, there were a total of 16 services performed with ten being full burials and six being cremains services. A total of 44 footings were poured on October 17th. New columbarium footings were poured by Ward Construction on October 18th with an expected delivery date of the two new columbaria the week of November 6th -10th. Water has been turned off by the Utilities Department and staff will begin the process of blowing out water lines and winterizing all exterior plumbing in the Cemetery. Staff has planted five new trees to replace dead

trees in sections V, CC and U. Community Service workers started on October 28th and will be working all weekends weather permitting as part of our annual fall leaf cleanup program. Staff is beginning the process of converting summer maintenance equipment to fall and winter maintenance equipment.

The fall sessions began in Recreation this month with children enjoying dance and theatre classes along with Mystery nights at Palmer. A new fall favorite that is currently being lined up for winter as well, the new Kids Cook Off competition. This creative class has the kids thinking outside the box as they create their own masterpieces.

The annual trick-or-treating event, the Halloween Stroll, was hosted. Each year thousands of adorable trick-or-treaters come out with their families to collect treats throughout the woods at Sanborn Park. Participants enjoyed the haunted house, as well as, the petting zoo, crafts and train rides that were available during the event. The 35 businesses and organizations involved in the trail this year did a wonderful job at creating amazing Halloween scenes throughout the event that families were able to enjoy while children were trick or treating along the way.

The winter schedule is being finalized so that families will be able to have those details before the Holidays. This month also kicked off the annual Adopt-a-Platoon Stockings for Soldiers Christmas Program. This time last year 300 stockings had been purchased, so far there are over 600 stockings purchased.

The Parks Department continues to work on baseball diamonds for preparations for fall league and college boys and girls. The normal mowing schedule has also continued due to seasonably warm weather in all city owned locations. Several projects are underway including, chemical care days at 16th street ball diamonds where the day was spent trimming trees, picking trash, widening sidewalks of overgrowth, and removing leaves from fence line of tennis courts. The Tike Track install at Palmer Park has also started with the assistance of a local church group who came in and helped build a planter box for growing projects. In preparation for Christmas, the lightbulb's on Christmas tree are being changed to LED. On Make a Difference Day, Operation Transformation helped change light bulbs on the panels of the tree, weeded flower beds downtown and painted some of the benches in front of stores downtown. Parks crews also helped set up and tear down the Halloween stroll and have also been busy blowing out all irrigation within the city including the River Street Marina and McMorran. The accessible walkway at Lakeside Beach and the kayak launch have been removed for the season.

Wicked weather has kept the Forestry crew busy with limbs down, trees down across roadways and call ins through the night to open roads. They have continued to work on zoning and tree reports as they are called in as well and have also assisted with removal of the kayak launch and the boat ramp at Riverside boat launch.

At McMorran, the Town Hall series kicked off on October 2nd with Terry McMillan, local author. Also, a Tap Tour with a strolling musician and a visit to four local establishments was held prior to the Michael Jackson concert. The U.S. Air Force performed for over 500 people at a free concert on October 6th. The International Symphony performed "Diamonds and Divas" in concert on October 13th. A Silver Stick regional hockey tournament was held on October 20, 21

and 22. Rocky Horror had large crowds and even a wedding during performances on October 20 and 21. In partnership with the Port Huron Host Lions Club a joint Oktoberfest was held on October 21st. High School hockey and Men's hockey is underway. The concession was operated for volleyball tournaments at the Fieldhouse.

The Information Technology Department was involved in a number of activities. Of note included completing the annual I.T. General Security Assessment with Plant and Moran, replacing a number of printers through the City, and meeting with several vendors regarding likely software upgrades for Finance and Payroll.

During the past month the Income Tax Division worked on collection of delinquent amounts owed. Staff is still waiting for annual compliance information from the State. Once received, staff can begin working on that information. An influx of tax returns occurred since the returns extended in April were due in October. Finally, 2017 tax forms were prepared.

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 McMorrin Authority. We have 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 1st deadline and we are working on the Act 51 report. In addition, we 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 is continuing the third year in a process of verifying assessing information for all City properties. This program will ultimately take five years to complete. During that time, all buildings and structures will be re-measured as well as documenting other information including fences, sheds, sidewalks, pools and patios. Over 1,200 houses have been visited to date during 2017 including all PILOT parcels which were measured this month. Staff has also continued logging historical information into BS&A software which is an on-going process. All of the new personal property tax information has been entered for the 2018 tax year. In addition, the 2017 IFT reports have been filed, which were due to the State on October 15th.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. Staff also continues to perform the monthly accounting for BWATC. Summer taxes are still being collected however, this has slowed somewhat since the July due date. Staff also continues to process the boat launch receipts because of the mild fall weather and also has been fielding numerous inquiries regarding the new parking permits. The closing out sprinkler accounts has begun for the customers heading south for the winter.

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