



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

The Sperry's Santa Claus Parade took place on Friday, November 24th and saw an excellent turnout downtown, with over 40 local businesses participating in the parade. Small Business Saturday saw lots of foot traffic throughout the downtown. The project to string lights across Huron and Military Streets continued through collaboration with the City's Engineering Department, Streets Department, Parks, and Bill Thrash of Thumb Welding. The Deck, the Downtown initiative, took place through the assistance of the Parks Department who helped business and building owners with their Christmas decorations. Chilly Fest planning continued with the solidification of tent entertainment and several other key elements. Videographer, Andrew Jowett, has been commissioned to create two short videos to highlight downtown theatre/arts and loft living.

Although calls for service decreased during the month of November, the Police Department kept very busy investigating 18 crimes of an unusual or serious nature.

On November 3rd, Port Huron Police, Fire and Tri-Hospital EMS were dispatched to I-94 and Hancock Streets regarding a pedestrian being struck by a vehicle. Upon arrival, officers found that a 24 year old female from Port Huron was walking east on Hancock Street and was struck when she stepped out in front of a vehicle driven by a 55 year old male from Carsonville, Michigan. The pedestrian was transported to Port Huron McLaren Hospital and because of the seriousness of her injuries was transported to Macomb McLaren Hospital for further treatment. Due to the seriousness of the accident and injuries, the PHPD Accident Investigation Unit responded to the scene to investigate. The investigation revealed that the pedestrian stepped into traffic against the crosswalk indicators and was struck by the vehicle, which the driver had a green light and the right of way.

On November 8th Port Huron Police, Fire and Tri-Hospital EMS were dispatched to 409 11th Street on a report of a structure fire. While emergency personnel were en route, additional reports were received that a person was on fire at the location. Upon arrival, a 39 year old male from Port Huron was found to be covered in gasoline and sustained critical 2nd and 3rd degree burns from head to toe. The individual was transported to Port Huron McLaren Hospital and then transferred by helicopter to Detroit Receiving Hospital. The individual died on November 9th from his injuries. The investigation was turned over to the Criminal Investigative Division. The incident is still being investigated, but at this time it appears to be accidental.

The number of reported drug overdoses in the month of November was 10. Six of the overdoses were related to heroin, of which two of the overdoses were fatal. Both of these heroin overdose deaths occurred at drug rehabilitation recovery home/facilities located in the City of Port Huron.

On November 11th, Marysville Police Department responded to a call of a shooting at the Jump n Jam at 3198 Gratiot Boulevard. Upon hearing the call, Port Huron Police Officers, along with other agencies throughout St. Clair County, responded to assist. Located inside of the

business was a 34 year old female with a suspected gunshot wound to her head. The female was transported to Lake Huron Medical Center where she was pronounced dead. The suspect, the husband of the deceased female, fled the scene and was located at his residence in Kimball Township. After a period of time trying to make contact with the 32 year old male suspect, the St. Clair County Sheriff's Office Special Response Team made entry into the residence and found the suspect dead from what appeared to be a self-inflicted gunshot wound. Because of the positive collaboration and having a member of the Marysville Police Department on the Neighborhood Enforcement Team, both crime scenes and the investigation were turned over to the Neighborhood Enforcement Team. This senseless act of violence appears to have stemmed from a domestic situation.

On November 16th, Port Huron Police Officers were made aware of an individual posting threats on Facebook against Law Enforcement. The suspect made a post showing him holding an AR-16 style rifle with a statement of "Shoot police before I hit the slammer." The Neighborhood Enforcement Team immediately took over the investigation and located the juvenile suspect, who was on probation, and took him into custody. During a search of a residence, officers located a loaded .22 caliber Mossberg AR-15. The juvenile was charged with a probation violation, using a computer to commit a crime, and lying to police during a criminal investigation. The juvenile was lodged in the Macomb Juvenile Detention Center.

On November 17th, Port Huron Police were contacted by an individual who stated that he was a victim of an Armed Robbery/Kidnapping. The investigation was immediately turned over to the Neighborhood Enforcement Team and the Criminal Investigative Division. The investigation revealed that the victim was visiting several acquaintances and while in the basement of a residence, the victim was struck in the head with a firearm, causing an injury. The victim was held against his will for numerous hours and possibly sexually assaulted. Eventually, the victim was able to escape, where he then contacted the police department. With assistance from road patrol, the Special Response Team and members of the St. Clair County Drug Task Force, two out of the three suspects were arrested within 48 hours of the incident. Both suspects were charged with armed robbery, assault with a dangerous weapon and unlawful imprisonment. The investigation is continuing in an attempt to identify and locate the third suspect.

Twenty-seven PHPD members participated in "No Shave November" raising \$1,350.00 for Prostate Cancer Awareness. The money raised will be donated to the American Cancer Society Relay for Life of St. Clair County, to be used directly for prostate cancer research. Coming soon to our Facebook page you can vote for your favorite "No Shave November" PHPD Officer.

Calls for service overall in November (2041) decreased by 27 percent from October (2597).

As of November 28th, the Code Enforcement Unit had 142 new complaints opened and the Administrative Hearing Bureau heard 28 cases (only one hearing day this month due to the holiday). \$1,700.50 was collected in payments this month and an additional \$5944.12 was declared as single lot assessments.

Lt. Wood accompanied inspectors on several AHB court ordered cleanups and complaints. Communications continued with legal Counsel and the SCC Prosecutors office regarding Meth

contaminated properties. Future expanded meetings are anticipated to address the problem of boarded up and/or unmediated contaminated homes. Members of PHPD and the Planning Department met regarding ongoing Code Enforcement Unit changes, including the process of transferring the unit from the oversight of PHPD to the Planning Department and the hiring of a new Code Enforcement Unit coordinator to replace LT. Wood.

For December, it's anticipated that the new C.E.U. coordinator will be hired and training will begin to take over. Lt. Wood will remain a liaison to the C.E.U. from PHPD regarding any Police related needs and to keep ongoing communications. The total hours worked by the C.E.U. part-time inspectors will be scaled back for the winter months.

To date, in the month of November, the Fire Department has responded to 175 medical emergencies, 11 fire calls for service and 68 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance. Included in the fire calls were material fire in machinery at Chasix Corp, 2347 Dove Street. Damage was limited to materials within machines with no loss of production. A male subject outside at 409 - 11th Street was fatally burned by ignited gasoline on his clothing. A male resident at 2470 Military received minor burns to his face and neck from using an ignited match to check his basement for a natural gas leak. The home sustained extensive damage to the exterior wall. A vacant City owned home at 1426 - 6th Street sustained extensive damage from an electrical fire. Sarnia and Marysville Fire Departments assisted at scene. LakeFX restaurant at 3136 Military Street sustained moderate damage to the basement level from an overnight fire that was discovered by owner upon opening in morning. Fire had appeared to have been extinguished by water from melted water lines.

Newly hired Firefighters Cody Gordon and Peter Lafata completed their initial training schedule and began shift assignments on November 19th and 21st. They will continue to learn operations of the department and receive ongoing training and evaluations as they become familiar with the City of Port Huron and the agency. Welcome to both of them! A third firefighter candidate has accepted a conditional offer of employment and will be hired upon completion of pre-employment screenings. The Port Huron Fire Department received a grant from the Cargill Salt Company for the purchase of four (4) underwater breathing devices to enable fire staff to make rapid rescues of victims who have slipped below the surface. This equipment will greatly enhance capabilities along waterfronts.

Chief Mainguy and Eric Witter of Utilities met with a representative of the Insurance Services Office (ISO) and provided department statistics and update of the water distribution system. ISO is the agency that determines fire protection classes for communities and are utilized by insurance carriers in setting premium rates. Port Huron was last reclassified in 1996 and is currently a three out of 10. A final report will not be received until early spring at which time classification will be determined.

Fifty-four inspections of commercial businesses have been completed to date in November. The Fire Marshal has conducted five plans reviews of development and construction projects. Monitoring of school fire and severe weather drills continued.

The Clerk's office prepared for the arrival of new employee Elizabeth Shaw who began in late November. We are excited to welcome Elizabeth to the team and know she will be a valuable asset to the office and the City. We are continuing to transition into our new positions and have been organizing the office and workspaces. Normal monthly responsibilities included processing numerous FOIA requests, processing voter registration changes, scheduling cemetery burials, preparing proclamations for the Mayor and continuing to improve internal databases.

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 and permit 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;
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Recoat the Sanborn Pools (for the recreation Dept);
- Roselawn Area resurfacing.

Ward Construction placed the steel on the footings for the small pavilion at Lakeside Park. The structure will be finished in spring of 2018.

Refurbishment of the MOC's west-side elevators has been completed with the passing of the State inspection. A few punch list items remain. We have retained a sum of \$15,350 for completion of these items.

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 work has been halted for the winter. In the spring we will have the contractor raise the manhole and water boxes and finish placing top coat of asphalt.

Torello has completed the work at the Pine Grove Park Scenic Overlook project.

Sidewalk contractor replaced 0 square feet of sidewalk throughout the City.

Anlaan was awarded the contract for the sum of \$1.4 million and has started work on a few of the work items for the 10th Street Bridge not requiring a road closure. The bridge closure 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 three (3) locations and finished crack sealing on Military Street. Crews winterized the sweepers and put into storage for the winter. Crews closed Military and Huron Avenue for the Santa Parade. Crews graded alleys and cut grass and trimmed bushes at several locations. Crews did yard restoration behind the catch basins repaired on Huron, applied 56 tons of salt to the trunk lines and majors for one snow event, removed the snow fence at the Water Plant, and received and stacked 2000 tons of salt.

The Motor Vehicle Pool completed the engine replacement on unit #401 as well as working to complete the scheduled preventative maintenance (PM) list. Snow removal equipment and annual inspections are 100 percent completed.

The traffic section has been busy making signs, replacing signs for the new parking restrictions and has completed the first phase of the projects. All main street signs and parking lots have been done and will begin on the restriction east of Main Street north of Grand River as well as adding more signage to the parking lots.

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. DPW Administration received written notice from MMRMA that their membership committee authorized 50 percent funding (\$5,239) for the cost of the sewer push camera as a result of the Risk Avoidance Program grant application that was previously submitted. Utilities completed the annual hydrant flushing and winterization program.

Water Filtration Plant (WFP) and DPW Administration staff worked with the City's consultant to finalize the Water Asset Management Plan which is required to be submitted to the MDEQ by January 1, 2018. The final plan will be mailed out to the MDEQ mid-December. The ground storage tank painting project was advertised as well as having a mandatory pre-bid meeting. The bid opening was held on November 29th and there were six contractors who submitted bids. A recommendation to City Council will be forthcoming. WFP and DPW administrative staff met to discuss details of the construction 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 draft plans and specs for the Elmwood Street sanitary lift station rehabilitation project. The contractor for the biosolids storage tank cleaning project has completed the cleaning of all four (4) tanks. As mentioned in last month's report, the contractor encountered a change in material in one of the tanks resulting in a work change directive being issued for the alternative method of cleaning and disposal of the remaining material. WWTP staff worked with the contractor to finalize quantities and cost. After learning that parts for the broken valves within the biosolids tanks are no longer available, staff met with our consultant to develop plans and specs for the installation of manifold pipework in tanks numbers 5 and 7. This project will eliminate the use of individual valves within each of the tanks (five each), thus eliminating future capital and maintenance expenses. The contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator Improvements continues their work on CP-6. WWTP staff solicited quotes for the installation of an epoxy floor for the laboratory as well as for the replacement of the two air compressors for plant wide air needs. Recommendations on both

with be forthcoming to City Council. As a result of last month's MIOSHA visit, the City received a final document which included citations. WWTP staff began addressing the issues that were discussed in the closing conference which also appeared in the final document and will continue to do so until all of them have been addressed.

During the month of November and continuing into the month of December, the Human Resources Department is accepting applications for the following full-time positions: Police Officers, Income Tax Clerk, Residuals Specialist and an Instrument Technician. Additionally applications are being accepted for the following part-time positions: Temporary Laborers, Police Cadets and Custodians; and for several part-time job openings at McMorran.

The H.R. Department continues for be very busy with recruitment, processing new hires and preparing all of our year-end duties. Recruitment is at a high point for the City due to many employee retirements.

Union negotiations were conducted in October with the Patrol Union (POAM) and a tentative agreement was reached on October 23, 2017. City Council approved the four (4) year CBA on November 13, 2017. This agreement is in place through June 30, 2021. Union negotiations will commence early in 2018 with the other five (5) bargaining units in an effort to reach a new three (3) year agreement starting on July 1, 2018.

Employee open enrollment period ran through November 30, 2017, which allowed employees to participate in the Flexible Spending Plan, Voluntary Term Life Insurance and add dependents that were previously missed on the healthcare.

H.R. staff is finalizing fundraising efforts for the United Way. Several employees were awarded an extra personal day, as well as, a VIP parking spot in the M.O.C. garage for increasing their United Way contributions for 2018 and participating in our special drawings. Employees are always very generous in helping individuals that are less fortunate than they are.

Health & Safety training is ongoing. New employees continue to be trained as they come on board at the City.

In the Planning Department, staff worked with an applicant on a rezoning request in the Jenkinson/Johnstone area. The sign ordinance was also revised and prepared for the December Planning Commission meeting. Maps were completed for the cemetery, CBD parking lots, the revised recreation plan, and for the "Planning & Zoning News" article that Planning Director Haynes is working on in partnership with Dave Struck at Metropolitan Planning. Planning and Community Development staff collaborated to work on selling vacant lots owned by the City and the Port Huron Neighborhood Housing Corporation (PHNHC). Lots owned by PHNHC were sent to the IT Department to be placed online and as responses are received on the city lots, resolutions will be prepared and presented to City Council in January for their approval of the sales.

The Rental Inspection Department completed 72 inspections and certified 33 rental units in October. Staff responded to seven rental complaints and six new rental properties were registered during the month. Inspectors are also focusing on those properties that appear to be

rentals but are not registered nor certified with the City's Rental Inspection Program. Property status forms are being sent to owners of record and those that are "family member occupied" are being required to provide the appropriate information per the ordinance. The goal is to have an increased knowledge of the different types of rental properties within the City and where they are located, etc.

The Inspection Division issued 124 permits with a revenue of \$214,439. Staff responded to 16 inspection/zoning complaints and two sets of commercial plans were reviewed.

Community Development received seven new façade grant applications. Three Urban Pioneer Program applications were completed. The rehab specs were prepared for the property at 1515 – 7th Street. A fire occurred at 1426 – 6th Street. Therefore, along with 1832 Kern Street, the demolition process was started. Community Development prepared the annual presentation for City Council and is scheduled to present at the December 11th meeting.

The Recreation Department had a lot of classes going on at Palmer Park this month including an adult's ukulele class, as well as yoga, karate, and dance for all ages. The new Palmer Play group for toddlers started and the kid's cook off also had its season finale. The Play with the Pros season kicked off at McMorran. The school age theatre programs performed their show of "The Ventures of Ike and Isabelle." Overall, it was a very busy and fun filled month that was a great way to end the fall season.

As of November, the Winter Schedule has been finalized and posted. Registration is now available for programs and events in the months of December through March. The winter brochure will be in participants' mailboxes in the next couple of weeks. This brochure can also be viewed online at www.porthuronrec.com.

The staff and community have responded well to the Adopt-a-Platoon Stockings for Soldiers Christmas Program. All the stockings have been sold. As incredible as it is to see them sold out so early, it is even more amazing to see what they look like when they are returned. Over 2,000 people in the community have participated in supporting the troops, as well as showing the true spirit of giving through their Christmas care packages. Stockings are due December 8th and will be sent out the next day so that the troops have their stockings in time for Christmas.

In the cemetery, there were 16 services with 11 being cremains and five being full burials. At the Allied Veterans portion of the Cemetery, new columbarium was installed creating 80 new niche spaces for internment of cremated remains. New flag poles for the columbarium have been installed. Staff has winterized all water lines for the season. Winter wreaths and grave blankets are allowed as of November 15th and can remain until March 31st. Community Service workers have been utilized on weekends blowing and raking leaves allowing staff to remove leaves during the week in between services. Staff is also in the process of preparing all snow removal equipment for the upcoming winter season.

The Parks department has been busy cleaning leaves in all parks and beaches. The mulching is complete in the parks due to the seasonably warm weather. All winter projects in the

park including moving and stacking all picnic tables, cleaning out all coal bins, and winterizing any water and irrigation systems is complete.

Decorations downtown included Christmas lights in trees, garland around light poles, lights in trees in other various locations downtown, installing candy cane shooter and Christmas tree in front of McMorrان. The frame for the ice pond at Palmer Park is built getting ready for cold weather to build rink for skaters this winter. Parks also installed some new benches on the parkway. Some other projects that are in progress is a new pavilion at lakeside beach, and new cement slab installed at museum to relocate a piece of art.

Forestry has continued to work on tree reports and brush piles from residents. They also pulled all docks from boat ramps for the winter. The staff has been busy setting up the Christmas tree, installing the candy cane shooter, assembling the tree in front of McMorrان and working with the city electrician and contractors hooking up wiring for the tree. Other Christmas work that utilized the bucket truck included installing some cords in pocket parks downtown to connect animated figures and installing garland on light poles downtown.

At McMorrان, The month started with a Jumpin Jack Flash tribute to the Rolling Stones. There was a hockey tournament on November 3rd, 4th and 5th. The Prowlers began their season on November 10th with a great crowd followed by games on November 11, November 17, November 18, November 24 and 25th. On November 10th a group "Tapestry: A Carol King Tribute" showed started our "Turn Back Time" series. Also on the 10th Werth Production had a dinner theatre Friday and Saturday in the lounge. On November 11th the premiere of the movie "Something in the Water" was held at McMorrان with over 700 in attendance. On November 12th the Army Band performed to an audience of over 600. Wolverine Production had a performance by Wade Hayes on November 15. On November 17 Mark Nizer performed a scientific juggling routine to school groups in the morning and an evening show. On November 18 there was a great performance of "The Buddy Holly Experience" with a show and music. McMorrان started the holiday season in downtown Port Huron with the Santa Parade, lighting of the tree and the free "Arthur Christmas" movie. On November 25th Drew Jacobs, Gasoline Gypsy and Alex Shier performed to a sold out crowd.

The carpeting in the aisles of the theatre was laid on November 27 & 28th. The concession in the theatre is complete.

The Information Technology Department was involved in a number of activities. Of note were updating the payroll system to increase the number of accounts individual employees are able to designate for direct deposit, implementing a process to handle parking permits, and designing and implementing a cash receipting application for cemetery receipts in the clerk's office.

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. Returns have been processed that were received that were extended until October 31. Staff has also prepared the final version of City's 2017 tax forms.

The Accounting Division spent a large portion of their time during the past month involved with the year-end audit. The audit team from Plante Moran has been finalizing their audit of all City funds, including the McMorran Authority. Staff has worked with the auditors to get them any and all information they have requested and finished all of the CVTRS documents so they could be submitted to the State prior to the December 1st deadline. 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 year-end study of building permit work. Staff continued logging historical information into our BS&A software which is an on-going process. Staff is also canvassing for personal property that should be reported and hasn't been and commercial and industrial studies from the County have been received. Staff has been reviewing them so that the needed changes can begin to be made.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. Staff continues to perform the monthly accounting for BWATC. 2017 winter tax bills have been mailed out and the files were e-mailed to the mortgage companies. With the exception of the recycling and leaf pick up fee, all of the items are taxes levied by the County which are collected on their behalf.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer