



*Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
December, 2015*

The trial of Aaron Lemont Swift never materialized as Swift plead guilty November 9, 2015, to second degree murder, felonious assault, larceny in a building and 2 counts of illegal use of a financial transaction device. Swift was being held on homicide charges from an incident that occurred on June 25, 2015 in the 700 block of Court Street. Swift killed his girlfriend after a disagreement in her home. It was the result of great teamwork from those involved in the case that resulted in the defendant choosing not to go to trial and pleading guilty to the murder charge.

The Police Department is investigating an armed robbery that occurred at the Dairy Queen on Military Street. A suspect entered the store and pulled out a machete when the clerk opened the register and took cash before fleeing out of the store. The information of the robbery was aired to the community and a \$500 reward was offered by CAPTURE. As you may recall, funds raised from fundraisers, such as the CAPTURE spaghetti dinner held last month, goes towards paying for tips. Just one day after broadcasting the suspect's description and the reward, a tip came into the department regarding the suspect involved in this incident. A short time later the suspect was in custody on the armed robbery charges.

The Police Department responded to a serious fatal accident in early November in which two motorcycles traveling at a high rate of speed crashed into the side of a minivan in the intersection of 24th Street and Dove. The Department's Accident Investigation Unit shut the intersection down for several hours to measure and document the accident for re-construction of the events leading to the crash.

The Police Department is gearing up for its last special event of the season, the Santa Claus Parade, to be held on November 27, 2015, in downtown Port Huron. Looking towards December, the department will begin reviewing annual reporting processes that close out at the end of the calendar year. We continue the migration towards a fully functional Cleemis records management system. It appears that the dispatch portion of this system, the final piece, is scheduled to go live in February 2016.

Overall calls for service in October decreased 9 percent from September 2015 and decreased 6.2 percent from October 2014.

The Fire Division responded to the following fires in November as of this writing. Crews responded to mutual aid to Fort Gratiot Township on Krafft Road for a garage fire where lights from a marijuana grow operation caused damage to the structure. Station 4 responded to mutual aid for a structure fire in the City of Marysville at 860 Montana where a tri-level home sustained extensive damage. One Port Huron Fire Fighter sustained minor injuries when a ceiling collapsed during suppression operations on the second floor. A vacant house slated for demolition was

damaged by a fire caused by the use of candles by unauthorized occupants (squatters) at 2306 Katherine Street.

Staff on all three shifts received EMS continuing education training and participated in annual refresher training for vehicle extrication which included the operation of hydraulic rescue tools. The 2016 Ford Explorer SUV that was purchased to replace the aging command vehicle was delivered and placed in service for use by the shift commanders. The DPS rescue/patrol vessel was removed from the Black River for the season and will be deployed via trailer if needed until spring.

Fire companies have completed 47 inspections of commercial businesses as of this writing for November. Fire Marshal Warren completed review of plan sets for various development projects and has attended several meetings with McLaren Hospital as their Karmanos Cancer Center construction begins.

As of November 23, 2015, the Code Enforcement Unit had 69 new complaints opened. \$1,320.00 was collected in outstanding debt owed this month (\$100 of which was paid from collection efforts Tom Reilly pursued on our behalf) and the Administrative Hearing Bureau heard 23 cases. Judge Tomlinson appointed a guardian for William Kidd of 1429 Bancroft to ensure his needs are being met and to work towards providing him safe shelter. Corporate Counsel is helping us navigate through the steps for demolition, along with Kidd's appointed attorneys, and we will have another guardianship hearing regarding William Kidd.

Code Enforcement responded to District Court with the Building Inspector regarding the exterior of the structure at 2739 Stone Street that has been dilapidated since a car hit it in 2010. We meet with Lowell Arnot of 2120 Poplar to look into improving his house or working towards demolition and worked with neighbors near 14th Street/Wells regarding blight and excessive parking regarding commercial vehicles. Since 2012, we have worked to get the exterior of 1902 23rd Street improved to no avail and hope to demolish with City Council's approval this month.

In December, Audrey Coats of 1304 White Street and her guardian are scheduled to sign over the property to the Port Huron Neighborhood Housing Corp. We will also take Alonzo Thomas of 923 Beard Street to Circuit Court regarding violations on the exterior of the structure. As a part of Make a Difference Day, with the assistance of DPW and Forestry, we cleaned junk and debris from 715 17th Street and 2109 St. Clair Street for two disabled residents and closed out their Code Enforcement complaints.

In preparation for next year's elections, the Clerk and Assistant attended an Election Inspector Training class hosted by the State's Bureau of Elections (BOE). We plan to take advantage of any training sessions offered by the BOE in the future.

The Engineering staff continues to work on the design and processing of documents for the improvements to 20th Street from Dove to Beard, Beers Street from Michigan to Glenwood, Michigan from Beers to Glenwood, Fort from Glenwood to Beers, Reid From Electric to 16th Street, North Blvd from Electric to 32nd, East Quay Parking Lot, the front deck at the MOC, and he electrical system at the Carnegie Museum.

The HVAC maintenance contract at the Carnegie Museum has been put on hold until Watson Brothers forwards a proposal for the refurbishment of the building's equipment to place it in a fully operational condition.

The bids were opened on November 30, 2015, for repairs to the roof at the Carnegie Museum.

The chiller system at the MOC bids were opened and only a single bidder submitted a bid on the project, JCI. JCI was awarded the project and we are awaiting contract documents before processing the notice to proceed.

The bids for refurbishment of the front two elevators were opened and only a single bidder responded. We rejected this bid and have set the rebid for a mid-December opening.

A grade inspection with MDOT for Glenwood Road from Pine Grove to Fort Street was held and the final plans are scheduled to be submitted by December 15, 2015, for a spring construction start.

Engineering staff met with the developer of the former YMCA site and his consultants to coordinate plans for the road and utility construction adjacent to this site and the vacation of the Fort Street right of way.

The Lakeside Beach restrooms and concession stand projects were started and the exterior wall and inside walls have been completed. Lakeside Park's splash pad is under way and the concrete for the splash pad has been installed.

The Engineering Department continues to monitor the progress for the Blue Water Bus Transit project. The building is scheduled to open in early December. A ribbon cutting ceremony is scheduled for December 6, 2015. McMorran and Superior Mall were paved for winter operations and they will complete the roadway construction in the spring of 2016.

The work on the Hickory Area reconstruction project north of Sanborn and on Riverview from 15th to 19th Avenue was finished. Punch list items on the Nern Street CSO project were finished. Punch list items were finished on the Stone Street Project from Pine Grove to McPherson. The South Blvd project was completed, except a few punch list items. The Thomas Edison Parkway, Prospect and Michigan by Pine Grove Park road resurfacing project is finished.

The streets maintenance crews continue to perform the typical month to month duties. These include repairing pot holes with cold patch at various locations, street sweeping, and crack sealing. The street sweepers were winterized and moved to cold storage for winter. The crews performed maintenance on all snow related equipment and installed snow fence throughout the City. Crews replaced broken bricks in the cross walk on Huron at McMorran and work is continuing. Crews graded a few alleys and also assisted with road closures for the Santa parade.

The motor pool continued to perform the typical month to month duties. These include the preventative maintenance list, monthly bridge maintenance and repairing equipment. There were two major repairs: one on the sludge hauling tractor and to a two yard dump truck.

Traffic control crews fabricated and installed several signs for the Recreation Department and repaired several damaged signs. Crews also completed maintenance washing on all City owned bridges.

Utilities Services continued to perform the typical month to month tasks. These tasks include water meter reading, sewer cleaning, catch basin cleaning and assistance to the Water Office for turn-ons and shutoffs for non-payment of water bills. In addition to these task, the crews repaired a water main break at Lapeer Avenue near 22nd Street. Crews also completed the annual flushing along with the final round of hydrant winterization.

The Water Filtration Plant (WFP) received three proposals for the High Lift Crane Electrical Upgrade which will bring the crane's electrical system into compliance with current MIOSHA standards.

The Waste Water Treatment Plant (WWTP) received its draft NPDES permit language from the MDEQ last month. City Staff along with our consultant and attorney reviewed the draft permit language and returned comments and suggested edits to the MDEQ on November 30, 2015. The MDEQ's original draft language included requirements on operational and maintenance related items which would have had significant financial impact to the City. Our comments/edits removed these items from the proposed permit language. Also, WWTP staff, IT staff and our consultant had two conference calls to plan for the Wonderware upgrade project approved at the November 9, 2015, Council meeting. It is anticipated that the upgrade will begin the first part of the year. In addition, as a result of retirement of the current the WWTP Supervisor, we have selected and promoted an internal candidate who has worked at the WWTP for over 22 years. The process has begun to find a replacement for his current position.

Our new Accounts Payable Clerk is Wendy Adams and she started her employment with the City on Monday, November 30, 2015.

The open enrollment period ran through November 30, 2015, which allowed employees to participate in the Flexible Spending Plan, Voluntary Term Life Insurance and add dependents that were previously missed on the healthcare.

During the month of November we held our 3rd Annual Employee Wellness Fair. This year it was held on Wednesday, November 4, 2015, and Thursday, November 5, 2015, in the Municipal Office Center, Room 408. All full-time and year-round part-time employees were invited to participate and asked to schedule an appointment through the H.R. Department. Port Huron Hospital Industrial Health personnel were on site to conduct Healthy Heart Screenings (blood pressure and cholesterol checks) as well as administered flu shots. Additionally, we had representatives from the YMCA, Blue Cross Blue Shield of Michigan / Brown & Brown, and Chef Jim from the Galley Café available to speak with our employees about exercise, eating healthier and help with completing the online Blue Cross Health Assessment. Chef Jim served up some

samples for employees that attended as well. This year we had 62 participants. Drawings were held for various gift cards for those that participated in the Wellness Fair.

The Human Resource department is working on finalizing our fundraising efforts for the United Way and American Red Cross campaigns. We are currently selling raffle tickets for VIP parking in the M.O.C. garage to benefit the United Way. Our employees are always very generous in helping individuals that are less fortunate than they are.

The Planning Department has been working on many projects throughout Port Huron including the former YMCA site, Sperry's Building, Times Herald Building and the City Flats Hotel project.

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

The Blight Elimination Program moved forward. Nineteen demolitions have been completed to date, seven out for bid, and four pending purchase. The Inspection Department issued 103 permits with a revenue of \$19,300. The inspectors also assisted with rental inspections and responded to over 17 complaints. Rental Certification inspectors inspected 178 units, responded to eight complaints and certified 140 rental units this month

The Port Huron Neighborhood Housing Corporation purchased 3821 Military Street and is in the process of being renovated. Currently, the front porch has been completed along with the exterior. Work is now ongoing on the interior renovations.

In November, the Recreation Department has been busy running fall programming and preparing the winter brochure that is sent to over 3,000 participants and flyers that are sent to every student in the Port Huron Area Schools. The Adopt a Soldier program for the holidays has been a HUGE success with over 1000 socks being sold. Residents in our community are so generous and have brought back socks overfilled with items for the soldiers. It is so nice to see the generosity of our residents.

In the cemetery, 14 services were done in the month on November. Staff has been busy preparing for the winter and removing leaves. The community service also helped in the cemetery for over two months every weekend helping with leaf removal. Plans are being made for Wreaths across America for Christmas in the cemetery for our veterans. Mausoleum work with National Restoration has been set up and will be started in March due to weather conditions to assure that caulking sets correctly.

The Forestry Department cut down and put up the Christmas tree for downtown Port Huron. The Recreation and Forestry departments worked together to decorate the tree downtown and do the first ever Christmas tree light show. Thank you to Eastern Michigan Bank for their donation for the lights and the computer program to do the show. Next time you are in front of McMorran set your radio to 94.1 and listen to the music and watch the tree lights dance to it.

The Parks Department is in the middle of leaf pick up in all the parks and maintenance to the parks before the snow hits the ground. They also removed the kayak launch from Seventh Street, docks at Quay Street and removed the ramps from the Riverside and 13th Street boat ramp. Crews also worked on winterizing all irrigation at boat docks, City Marina and many flower beds in the City. The baseball and softball fields were also repaired and prepped for the winter. Evaluations of all the parks have been completed for upcoming projects in the spring in hopes of continuing to improve the parks system.

The Information Technology Department was involved in a number of activities. Of note were: Printing the 2015 Winter Tax Bills, working with the Water Office to create a process to extend the billing and payment timelines, and deploying the recently purchased police laptops. We also engaged with Abilita for the review and monitor of telephone billing.

During the past month the Income Tax Division has been mainly focused on annual compliance efforts using information received from the State of Michigan. We have issued the majority of final assessments to all identified taxpayers. We have also prepared the final version of our 2015 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 McMorrان Authority. We have worked with the auditors to get them any and all information they have requested. We also finished all of the EVIP documents so they can be submitted to the State by the December 1, 2015, deadline. 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 completed the year-end study of building permit work. They also completed the year-end residential land analysis study, sales study, and a study of economic condition factors (ECF). We continue logging historical information into our BS&A software which is an on-going process. We are also canvassing for personal property that should be reported and hasn't been.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. We also continue to perform the monthly accounting for BWATC. We have mailed out the 2015 winter tax bills and have fielded a few calls regarding the \$25 Leaf/Recycle Fee. While we have had a handful of unhappy customers, most are satisfied with our explanation. We have continued promoting the email option for billing and continue to add more email accounts. 276 delinquent water accounts shut off during the month.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer