



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

The Police Department is facing a new health issue in the arrival of Carfentanil to the Port Huron area. The drug is not only resulting in an increase in overdose deaths, but is causing a great public safety concern in the response to overdose investigations. According to the Drug Enforcement Agency (DEA), Carfentanil is a synthetic opioid that is 10,000 times more potent than morphine and 100 times more potent than fentanyl, which itself is 50 times more potent than heroin. It is used in the sedation of large animals and is not approved for human use. Fentanyl and Carfentanil are cutting agents used by dealers to increase the potency and also allows dealers to increase their supplies. Advisories are issued daily warning first responders to take precautions when dealing with suspected overdose investigations as experts say even a small quantity of Carfentanil, which can be absorbed through touch or inhalation, can be deadly. Opiate overdose can be reversed with the use an antidote named Nar can (Naloxone), and in many cases victims can be revived with one dose of the drug. Stories are emerging across the country of victims of Carfentanil not responding to 5 or more doses of Nar can, leading to a sharp increases of overdose related deaths. The Port Huron Police are in the process of training in order to implement the carrying of Nar can by patrol officers.

The Police Department is currently down three employees on its roster, all of which have left for various reasons. These losses greatly affect staffing and scheduling. In its continuation of the Hometown Hero program, the department has enrolled Cadet Jamie Brown in the Macomb Police Academy which is set to finish in December 2016. In late September 2016, a Conditional offer of employment was extended to a Port Huron resident for a position as a police officer. That offer is now into the hiring process. Meanwhile the department is accepting applications for the other open positions. The lack of police officer applicants has been felt across the state making the hiring of qualified candidates, willing to stay much more difficult.

As a reminder, the department is once again hosting the annual CAPTURE COPS and JOCKS spaghetti dinner. The event runs from 4p-8p on Tuesday, October 11, 2016 at the Acheson Ventures Bean Dock. Proceeds from the event go directly to the CAPTURE program. Attendees receive a spaghetti dinner served by either a police officer or a radio personality. Calls for service in August 2016 (2875) were virtually the same as July of 2016 (2896).

The Fire Division responded to 135 medical emergencies and nine fire calls for service and received 96 miscellaneous calls which including false alarms, downed power lines, unauthorized burning, and seven possible water rescue incidents. Included in the nine fire calls, fire crews responded to two structure fires at the following locations: A storage shed was destroyed at 1911-21st Street and a garage sustained extensive damage at 1218 Miller Street. An eight year old male admitted to playing with a lighter in the shed on 21st Street and the garage fire appears suspicious with no source of accidental ignition found. No injuries were reported in either of the incidents.

An increase in drug overdose calls were noted for the month with responses to five suspected opiate narcotic overdoses in a 24 hour period with three patients involved at one scene. Fire, EMS, and Law Enforcement personnel have been made aware of information provided by

Michigan State Police officials of heroin being found mixed or cut down with the drug Carfentanil- a strong large animal tranquilizer. Crews must wear additional personal protective equipment to reduce risk of exposure to these drugs while responding to overdose calls.

Installation of radio headsets on all six apparatus has begun and is scheduled to be completed by the first week of October. The rope and confined space equipment awarded to the Fire Division by an Urban Area Security Initiative (UASI) grant through St. Clair County has been received and is being placed in service. Forty fire inspections of businesses have been completed to date. The final occupancy inspection of the Baker College student housing complex has been completed. Fire Marshall Warren has conducted inspections of eleven school buildings prior to the beginning of the school year. The Fire Division has also received the annual fire and tornado drill schedule for Port Huron Schools and will be present at each building to oversee this process throughout the year.

As of September 26th, the Code Enforcement Unit had 171 new complaints opened. The Administrative Hearing Bureau heard 58 cases, one of which was the CN Railroad/Viaduct issue. We collected \$1,949.42 in outstanding debt owed this month. We had \$4,140.00 in unpaid invoices from August approved for Single Lot Special Assessments. Chief Reaves spoke to the Port Huron Area Landlord Association and the Rental Appeals Board approved the revoking of Barcume rental certificates at eight properties. We posted an opening for a part-time Code Enforcement Inspector as Chuck May would like to enjoy retirement and Cindi McPherson will be retiring at the end of this year. Attorney Greg Stremers was gracious enough to assist a citizen who lives in Texas, but owns 1327 11th Avenue, with an eviction.

In October, Code Enforcement will participate in Make a Difference Day, send an updated list of homes with utilities shut off to The Shopper to cut down on the haphazard delivery. Mark Reynolds will be appearing in District Court regarding outstanding blight fines and Gerry Kramer will be requiring his tenants to fix/cover/move an old inoperable boat to the rear of the building at 326 Griswold Street.

The City Clerk's office is gearing up for the November election with program and equipment testing completed and mailing of absentee ballots. We are experiencing an increase in election-related calls and office visits as expected.

Other areas of special emphasis this month included preparation of Beautification Commission bid documents for their spring planting order and the annual licensing of taxicab and trash trucks. The Clerk's office also assisted the cemetery division to prepare for the fall pouring of foundations for headstones.

The Engineering Staff continued 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.

The North Blvd reconstruction project started on September 6th, which includes roadway and utility work, and most of the water main replacement has been completed.

The HVAC maintenance work at the Carnegie building is complete.

20th Street project started on September 6th, two of the lanes have been completed.

Engineering staff continues to work with Otis Elevator on shop drawings and approvals for the elevator refurbishment 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, crack sealing roadways, sweeping streets (for a total of 18 days this month), and hauling the street sweepings to the landfill. Crews finished trimming trees for better sign visibility. Crews placed radar trailers several locations each week. Crews set up lane tapers for Utilities and Forestry work. Crews stacked 2500 tons of salt in the salt barn. We also finished watering the new sod around the East Quay parking lot, and therefore removed the hoses and sprinklers. Crews cut grass and brush hogged at several City properties and removed the brush. Placed barricades to close the roads for several special events.

The motor vehicle maintenance crew worked hard to get the preventative maintenance list up to date as well as starting the snow removal equipment inspections. Two trucks with electrical issues are currently being worked on.

The traffic section responded to repair several damaged signs. Crews removed and replaced several rusted light poles on the parkway and assisted in the data line upgrade at the Bancroft warehouse.

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. Utilities staff met with McLaren Hospital maintenance staff to investigate why one of their water meters quit registering. It was determined that this six inch water meter needs to be replaced. The water meter has been ordered and once received staff will coordinate with the hospital for its installation. The installation and training of the updated Lucity software (approved by City Council at their March 28th meeting) has been completed and the testing period is underway. Once we are confident it is functioning correctly we will terminate the use of the old software. Staff also replaced a 12-inch water main valve at Huron and Glenwood as well as investigating a sinkhole on Lapeer Avenue near 10th Street. The investigation determined that a pipe had failed and this has been repaired.

The Water Filtration Plant (WFP) staff examined the operation of the south effluent valve located just outside of the WFP. The result of this examination is that the valve is fully functional and does not need to be replaced. From an operational perspective, this valve could not be isolated for examination until the north effluent valve was replaced (completed in the spring of 2016). The current budget includes funds for the replacement of this valve. Two consultants submitted proposals in response to the City's RFP for the structural analysis of the Pine Grove Park Scenic

Overlook. DPW Administration has reviewed the two proposals and will have a recommendation for City Council at one of the meetings in October. A local contractor has also installed a permanent fence and gate to prohibit access to the overlook until the structural analysis is completed.

The Michigan Department of Environmental Quality (MDEQ) issued the NPDES permit to the City for Waste Water Treatment Plant (WWTP). This new permit will take effect on November 1, 2016 and will expire October 1, 2021. The new permit includes extensive requirements/reporting of storm water discharge. As a result, the WWTP and Engineering staff met with our consultant to discuss the rerouting of two catch basins. The rerouting of these two catch basins will obviate the industrial storm water sampling and monitoring requirements of the new permit, saving significant time and effort, and has been approved by the MDEQ. We intend to have the rerouting of the catch basins completed by the end of October. The City's contractor has completed work on the Water Street lift station rehabilitation project, less the closeout documentation.

During the month of September the Human Resources Department continued to accept employment applications for the following full-time positions: Solids Systems Operator, Equipment Operator, Journeyman Electrician and Police Officers. Additionally we are accepting applications for the following part-time positions: Temporary Laborers, School Crossing Guards and for various positions at the McMorran Civic Center.

In addition to filling full-time vacancies primarily due to retirements, we are also working on filling the staffing needs for McMorran as they gear up for the hockey season and various other events that are being planned at the McMorran Civic Center.

The United Way will give a brief presentation to all City employees at each work location starting on Wednesday, September 28th. This will officially kick-off our employee United Way Campaign. The H.R. Director will continue to host the monthly meetings for the Government Division in the H.R. Department at the M.O.C.

Our Retirement Plan Specialist from ICMA Retirement Corporation (ICMA-RC) was onsite September 14th & September 15th. Although this is a voluntary benefit option that we offer our employees, a representative is onsite twice a year to meet with our employees. Appointments are available for employees to review their individual retirement accounts if they choose to do this.

The Planning Department continued to work on the Sperry's project and making progress on the BEDI Grant/Section 108 loan process. The original OPRA for 301 Huron (Sperry's) was also processed to transfer the certificate to the new owner of record. The department also worked with the State of Michigan to schedule a property tax exemption class for October 27th that will host 25 local and out of town guests to the City of Port Huron and worked on various changes to the zoning ordinance and rental ordinance that will be presented to City Council in October.

Community Development assisted three new homeowners with the purchase of properties with \$15,000 in Urban Pioneer grant money, accepted two façade grant applications, three rental

rehab applications, and one emergency repair application. The City's Fair Housing Analysis was updated as required by HUD. The annual CAPER was also submitted to HUD.

The Blight Elimination Program allows the City the opportunity to demolish 45 blighted/abandoned properties. As of September, the program has acquired 41 properties that have been demolished.

The Inspection Department issued 92 permits with a revenue of \$17,153. The inspectors also assisted with rental inspections and responded to 19 complaints. One code case (garage at 3410 10th Avenue) was processed and sent to the Engineering Department to complete demolition.

Rental Certification inspectors inspected 182 units, responded to 11 complaints and certified 107 rental units this month. The Rental Housing Board of Appeals held up administration's decision to revoke nuisance properties owned by John and Todd Barcume. A list of potential non-registered rentals was created with the goal of contacting owners and gaining compliance with the Rental Certification Program.

The Port Huron Neighborhood Housing Corporation closed on the rehabilitated property at 3821 Military Street. The rehab project at 1203 Court Street was given a certificate of occupancy and went on the market. An offer on the Court Street property was accepted during the last week in September. Work has begun on the rehab of the house at 1806 15th Street.

The Forestry Department worked at McMorran removing items from the back parking area by the new Fieldhouse and bringing it up to forestry for storage. Staff also removed old ticket booth and helped move and install new booth in parking area. Staff also hung banners from light poles in front of McMorran and assisted in the hanging of big banner for Miss Michigan. In Honor of Jim Acheson planted a tree at Lincoln Park for the playground dedication ceremony. Due to storms in September we also had a few major tree removals that required road closures from Streets Department. Lincoln Park and 19th and Division Park were spruced up for the ribbon cutting. Our department worked with Port Huron Competitive Sports to dress up the park for Modified Nationals Tournament. They also performed regular zone tree work, 25 tree reports were completed and many brush pickups.

The Parks Department, due to the volume, has been working in cemetery helping with full burials. The Parks Department also installed Fort Joseph sign in new location after cement was completed. We continued to work at Lincoln Park and mulched all play structures, painted wooden post, painted post on swing sets and made repair to sand box diggers. The park sidewalks were power washed, edged and new sign was installed at park for James Acheson. The handicap swings were also reinstalled with a protective cover on the edges to help keep children from being injured. Everybody worked on ball diamonds getting ready for Softball Nationals. Employees also helped spread mulch at 16th Street Park under play area and in flower beds.

The Cemetery Department this month performed 12 services, eight were full burials and four were cremains. Community Service has been scheduled beginning October 22nd for cleanup of leaves and will continue until finished or until it snows. Fall footings are being prepared with 30 currently being scheduled with a pouring date of October 11th. The cemetery continues to use

Touchstone Services in addition to our seasonal staff for trimming and cleanup this will continue until November 4th. The addition of the new Gravely 60 inch zero turn has greatly improved our maintenance time and appearance of our cemetery. As fall approaches staff will perform leaf blowing and removal equipment when time permits. During the month of September staff has also over seeded bare spots and continue to address landscaping needs.

Recreation has been gearing up for our Fall schedule. Staff has been busy putting class lessons together and planning our special events. The Halloween Stroll applications have been steadily coming in from the businesses that will be participating in the event next month. We have completed registrations for our Adult Volleyball leagues that will be starting up next month. We have also completed all of our program wrap-ups for this past summer to refer to for next year. Our fall brochure came out this month and registration officially opened as well. We just hosted our Fall Open House at the end of this month. Our instructors, Maggie Watson, Cyndy King, Kaity Lawson and Brad Ward were set up to answer questions about their classes. Also in attendance was the Port Huron Chess Club and McMorran's Renee Barr and Natalie Watson to promote events and theatre programs. We had demos for the community to participate in from PKSA Karate, the Blue Water Fencing Club, our dance instructors, Prowler's Hockey Team and Happy Dog Yoga. Kids also got to test out our Fort Building Class, create Halloween crafts and enjoy balloon art.

McMorran kicked off the new winter season with, Turn Back Time Series Concert Gary Greenfelder Orchestra, Kids Movie Cinderella, Open Skate and McMorran Fest. McMorran also hosted the Miss Michigan and Miss Teen Michigan Pageant. We are in the final stages of the parking gate system install. The parking gates are to be installed early November 2016. We are continuing to work with SC4 and the opening of the Fieldhouse on Oct. 3rd 2016. McMorran will continue our updates and renovations over the next couple of months. We are finishing up the Main Arena bathrooms, starting the process for painting of the façade and replacing the existing lighting with led lighting throughout the main arena areas. McMorran is working on filling vacant part time positions for the upcoming Prowler season.

The Information Technology Department was involved in a number of activities. Of note were: Continuing our server consolidation at the data center and assisted with audit required activities.

During the past month the Income Tax Division completed a general review and clean-up of our employer withholding files. In addition, we continued attempting to collect delinquent amounts identified as possibly collectible in last month's review of our delinquent accounts. To date, we have had limited success. We hope to receive our annual compliance information from the State soon and to begin working on that information. The initial disk that we received from them would not open, so we are expecting a replacement disk soon.

The Accounting Division spent a large portion of their time during September involved with the year-end audit. The audit team from Plante Moran was here for much of the month of September working on the audit of all City funds, including the McMorran Authority. We have worked with the auditors throughout the month to get them any and all information they have requested. Also, we worked to update our spreadsheets for the various construction projects

having activity during the year. This includes working with the Engineering Division in order to properly allocate the project costs to various funds, such as Streets, Water and Wastewater. 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 process of updating the sales history and entering it into our computer files in anticipation of our 2017 sales study. In addition, we are continuing the second year in a process of verifying assessing information for all City properties. This program will ultimately take five years to complete. During that time, we will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. We are nearly complete with this year's portion of the process. We have also continued logging historical information into our BS & A software which is an on-going process. In addition, we began working on the 2016 IFT reports which are 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. We also continue to perform the monthly accounting for BWATC. We are also collecting summer taxes, however this has slowed somewhat since the July due date. This allows us to continue to review some of our old water files and prepare them for storage. Also, collections for the boat launches will be ending soon.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer