



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

Calls for service related to drugs in January remain steady as officers continue to see an uptick in drug use. Officers responded to several heroin overdose calls, of which in some cases the victim was able to be revived while others passed away. Other drugs and alcohol use are also a concern for officers patrolling the streets of Port Huron. On January 20, 2017, officers responded to the area of 16th and Military Street on a report of a driver trying to run over pedestrians in the area. Officers located the suspect vehicle and a short chase occurred. Ultimately, the female driver crashed and resisted arrest. She was eventually placed into handcuffs and charged with operating while intoxicated causing injury, and resisting and obstructing police.

The Police Department Investigative Unit was faced with a second murder trial on a 2014 homicide case that was remanded back for a new trial after additional evidence was discovered. The suspected murder weapon was found to have DNA on it of an additional person that was not originally charged in the first trial. Judge Michael West, upon hearing the new evidence, ruled that a new trial of the original suspect was appropriate. That suspect, Judy Higley-Zuehlke, was serving a sentence of 26-51 years on the original charges. The new trial began January 3, 2017. The second trial resulted in a guilty verdict on charges of lying to a police officer during a violent crime investigation, concealing the death of an individual, tampering with evidence, and second-degree murder. Sentencing is set for February 23, 2017. The DNA found on the murder weapon belonged to Port Huron resident Robert Card who is currently incarcerated on charges related to the murder. His trial is pending. Investigators, officers, and prosecutorial staff did an excellent job bringing forward a compelling case and helped to bring some closure to the victim's family.

On January 26, 2017, the PHPD NET team was contacted by Wayne County authorities looking for assistance locating a dangerous suspect in several rape cases in the Detroit area. The suspect, Anthony Thornton age 46 of Port Huron, was wanted in connection with cases that occurred back in 2010 and 2011. NET was able to conduct surveillance on the suspect and place this dangerous individual into custody where he now awaits trial.

The Police Department is preparing curriculum for its annual Citizens Police Academy that is set to begin February 6, 2017, and runs for 12 weeks. Any City Council member wishing to attend the academy is welcome to sign up and can do so by contacting Chief Reaves for more information. It is a great way to learn about the happenings of the Police Department.

January saw the retirement of veteran Officer Bryan Coleman. Officer Coleman served 26 years at PHPD and was a hardworking, caring police officer, whom was well respected by his peers and citizens alike. The department also saw the hiring of its newest officer, Brian Daly. Brian began on January 9, 2017, and is currently in field training.

Calls for service in December 2016 (2042) decreased from November 2016 (2248).

For the month of January, the Fire Division responded to 198 medical emergencies, eight fire calls for service, and received 83 miscellaneous calls that included false alarms, downed power

lines, unauthorized burning, and related public assistance. Fire calls included a house fire at 813 Jenkinson Street where an unoccupied residential home sustained extensive damage from a fire that appears suspicious with the investigation continuing. The interior of a home at 2857 Canal Drive had heat and smoke damage from a fire caused by a stove burner left on. Crews also responded to 2015 Dove Street, Michigan Metal Coatings, for a machinery fire with damage limited to the interior of a large parts oven. Additionally, crews responded to Domtar Paper at 1700 Washington Avenue for a fire caused by buildup of debris around a paper machine. The interior of a vehicle along Thomas Edison Parkway was damaged by careless use of smoking materials. Included in the medical calls above were responses to ten drug overdoses since January 1, 2017. Total calls for the Fire Division in 2016 were 2,869, an increase of 34 calls from 2015.

Fire Crews gathered building construction details and pre-fire planning data for Silver Pines Apartment Complex located at 2905 15th Avenue. Data gathered from such buildings will be added to pre-fire planning information for quick access on scene by our incident commanders through in vehicle computers. Fire Marshal Warren completed five construction plan reviews and the annual Fire Inspection of the McLaren Port Huron Hospital Campus. Sixty-six fire inspections of businesses have been completed to date this month.

As of January 27, 2017, the Code Enforcement Unit had 191 new complaints opened and the Administrative Hearing Bureau heard 62 cases. \$1060.00 in payments were collected in January. We began working closer with the Planning Department by having Code Enforcement Inspectors issue fix it tickets for soft sided canopy/tent type structures after the Planning Commission and the Zoning Board ruled against them. Inspectors gave citizens until April to rectify the situation since cars and junk/debris are often stored underneath. Police Officers are now assisting zoning by writing parking tickets to citizens who are parking on their front lawn, this simple step eliminates a lengthy cumbersome process for the building inspector. 2010 Farrand was padlocked for Public Nuisance, a court ordered cleanup of 1038 Oak Street was completed, and another elderly resident was petitioned for public guardianship. In February, Code Enforcement staff will attend In-Service Training, collect stats from 2016, and take a critical look at 2017 goals.

Beyond the normal routine responsibilities, the Clerk's office continued inputting information into the boards and commission and cemetery databases. The office also compiled the responses from each department for the status of current goals for the City Manager. We also coordinated the transition for Teri Lamb to receive pertinent documents, configuring the iPad, updating various mailing lists, scheduling training, etc., to ensure a smooth transition for her as Councilmember. The City Manager and Clerk also met with the Art on the River coordinator and the Clerk prepared a detailed response to various questions regarding the new site on behalf of the Special Events Committee.

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

- River Walk upgrades (for the Recreation Dept.);
- River Street from Glenwood to just east of Stone Street;
- Rehabilitation of the 10th Street Bridge;

- Vanderburg- 10th St. to Military reconstruction, water main and sanitary sewer;
- Moak Street – Avondale to Electric with water main;
- Lakeview – Gratiot to the west end, reconstruction with water main;
- Pleasant – Sedgwick to Prospect;
- Roselawn Area resurfacing;
- Sewer lining contract.

MDOT will open the bids for the River Street project on February 3, 2017.

Engineering staff is working to secure a grant from MDOT to resurface Lapeer Avenue from 13th to 24th Street and working on contracts for dredging of both the Downtown Marina and the Black River Canal. Terms and specifications for the annual contract for sidewalk replacement were also completed. Staff continues to work with Otis Elevator on shop drawings and approvals for the elevator refurbishment project at the MOC building. Otis plans to mobilize in April 2017 and to complete the project within approximately five months.

The streets maintenance crews continue to perform the typical month to month duties. These duties include the repair of pot holes with cold patch at various locations, shoveling and salting the sidewalks on the bridges, and plowing and salting for five snow events. After each snow event the trucks were emptied of salt, washed, blades changed, and prepped for the next snow. Crews closed roads for two special events and set up lane tapers for Utilities.

The motor vehicle crew assisted the streets department with snow removal operations and had three major breakdowns on a salter requiring the auger chains to be rebuilt. With a slowdown in the weather the preventative maintenance list is back up to date.

The traffic section assisted in snow removal operations and did follow up repairs to several signs that were hit in December.

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 sewer crew investigated a sewer backup complaint at the intersection of 10th Street and Pine Street. They determined that this property shared a sewer lead with the house located at 916 10th Street which was demolished the week prior. City crews excavated and made the necessary repairs to reestablish sewer service to the property.

The Water Filtration Plant (WFP) staff continued with the installation of the turbidity meters which were approved for purchase at the September 12, 2016, City Council meeting. WFP and Engineering staff worked with a consultant on developing bid documents for the pipe painting project that is identified in the current budget. The bid advertisement for this project is scheduled for February 6, 2017. The consultant completed the draft engineering report for the Pine Grove Park Scenic Overlook. The draft report was reviewed by WFP and engineering staff and comments were forwarded to the consultant for incorporation into the final report. Engineering staff also developed and sent out request for proposals for the multiyear engineering services contract for water storage tank and other miscellaneous painting requirements at the WFP. The proposals are due back on February 9, 2017.

Waste Water Treatment Plant (WWTP) staff and engineering staff met to discuss the Capital Improvement Plan requests for fiscal year 2017-18. WWTP staff also had discussion with a representative from Michigan CAT regarding the scheduling of the repairs to the six standby generators that was authorized at the January 23, 2017, Council meeting. The WWTP Superintendent position was advertised and two internal candidates applied. Their interviews will take place on February 1, 2017.

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

January also marks the month in which the Summary of Work-Related Injuries and Illnesses (MIOSHA Form 300A) is posted at each City location in which our employees work. This summary identifies how many recordable injuries or illnesses our employees incurred during the previous calendar year and how many lost work days and/or restricted work days employees incurred for that location. This is a MIOSHA requirement and the summaries must be posted from February 1 through April 30th for the previous calendar year.

Health & Safety training is also ongoing. Health & Safety training for six new employees was held during the month of January. Additionally, Arc Flash training was held at the end of January for our Electricians, Utilities Repair and Instrument Technicians.

The Planning Department completed normal day-to-day operations including phone call inquiries, use certificates, zoning verification, etc.

Community Development assisted two new homeowners with the purchase of properties in the City. Staff worked on the Annual Action Plan and submitted it to City Council for Public Hearings. One façade grant projects were completed in December. Two new applications were taken for façade grants during the month and two new applications were taken for Rental Rehab Grants.

The Inspection Department issued 80 permits with a revenue of \$35,920. Seven sets of plans were received for building plan and/or site plan review and 13 inspection/zoning complaints were followed-up on.

The Rental Certification Department inspected 302 units and certified 201 units. The Inspectors and clerical staff also responded to ten rental complaints.

Recreation kicked off the winter session at the Recreation Department. The annual bus trip featured the Red Wings playing at the Joe Louis Arena one last time. The first fort building drop-in event was also held. This fort building event had an Angry Birds twist on it that the kids loved. Staff will be hosting themed fort building during February and March also. January's activities have been promoted as well as February's classes that start up soon.

The last weekend of the month was very busy with some of our favorite special events. The Recreation helped with McMorrans' annual Chilly Fest event. The department coordinated the kids' activities and the festival's ice sculpture trail. The kids' zone included carnival games with prizes, a selfie booth, balloon animals and Paul Mitchell's the School Great Lakes did hair, nails and temporary tattoos. The ice sculpture trail featured over 50 beautiful sculptures throughout the downtown district and in front of McMorrans. The sculptures were lit up at night, maintaining our City as one of the few in the state to have illuminated sculptures during an ice festival. That same weekend, the Recreation Department, along with the Police Department, helped with Elite Feet's Annual PoHo Cocoa Run including assisting with the safety of the different courses throughout the city.

There were 15 services with seven being full burials and eight being cremains in the Cemetery. Community Service worked the first two weeks of January to complete fall leaf cleanup and staff removed as much of this material as possible. Staff has been working on cleanup throughout the cemetery removing many loads of sticks and branches.

The staff at McMorrans started the month with an Elvis Tribute and a Bridal Show that was well attended. There were three weekends of Silver Stick hockey with many compliments from attendees on the changes at McMorrans. The parking gates were implemented with some glitches staff will continue to try to solve. Two Prowler games occurred this month. Chilly Fest was successful with record attendance. This month kept the staff very busy but was very successful with all the activities in the building.

The Parks Department removed all the Christmas decorations, lights and banners from downtown. Preparations were made for Silver Sticks with the green and white lights and a banner on McMorrans. New flags were also placed at the flag plaza for the Silver Stick weekend. Regular maintenance continued in the Forestry Department on City trees due to some high wind damage. The City Clerk's office submitted requests for bricks for the brick program for former Councilmembers Amos & Lewandowski. There are still eight brick orders from 2016 pending!

The Information Technology Department was involved in a number of activities. Of note were distributing W-2, 1095, and 1099 forms, and calendar year-end processing activities. Staff also completed the connection of the fiber network to the McMorrans Complex, connected the McMorrans phone system to the city network, installed two new network switches at the Utilities Building, and completed the connection of the parking gates.

During the past month the Income Tax Division continued their compliance efforts, sending assessments to taxpayers as needed. IRS Form 1099-G was mailed to various taxpayers who received a refund of over \$10 last year, as required by the IRS. Various income tax forms for 2016 taxes to select taxpayers (Forms PH-1040, PH-941 and PH-1040ES) were prepared and mailed and staff began processing 2016 tax returns that have been filed.

The Accounting Division continued to perform the typical month to month duties. These include processing payroll, expense checks and other usual monthly work such as posting journal entries, updating various spreadsheets, balancing accounts, etc. Several annual items were completed this month including the processing and distribution of W-2's to all City employees, as

well as the processing and mailing of 1099's to our vendors. The Marina DNR Report to the State of Michigan was also prepared and submitted.

The Assessing Division began analyzing all lot splits and combinations prior to the preparation of assessment changes. Year-end field visits have been finished and permits are being finalized in order to be reflected in assessment changes. Staff has finished up all of the annual sales studies (residential, commercial and industrial). The listing of proposed Board of Review members for 2017 was finalized and submitted to City Council for approval. Personal property statements are being completed and returned, so staff is beginning to review those.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. The counter and drive thru were particularly busy the first couple of weeks this month. Staff also continue to perform the monthly accounting for BWATC and has been updating the year end reports to the County as time permits.

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