



Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
February 2018

To date in the month of January, the Fire Department has responded to 170 medical emergencies, 16 fire calls for service, and 62 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance.

Included in the fire calls are the following:

- 1210 Court Street - An electrical fire caused extensive damage to the attic space of the dwelling.
- 832 Court Street - A candle left unattended resulted in a small fire inside but damage was limited to a coffee table and the floor covering in the living room.
- 719 Wall Street – The exterior sustained minor damage from an accidental fire caused by trash bags containing discarded smoking materials stored next to the house.

Also included the fire calls was two vehicle fires and five dumpster fires during the evening of January 26th. One of the vehicle fires was caused by a mechanical malfunction while the other vehicle, along with the dumpsters, appear to have been intentionally set. No injuries were reported in any of the calls. The Fire Department answered 3,677 calls in 2017, which is a 27 percent increase from the 2,882 calls in 2016. Fire calls were down by 11 total calls, however, response to drug overdose medical calls increased 29 percent from 79 in 2016 to 102 in 2017.

Thirty-nine inspections of commercial businesses have been completed to date in January. The Fire Marshal has conducted two plans reviews of development and construction projects.

The Police Department kept very busy investigating numerous crimes of an unusual or seriousness nature, along with an increase for calls for service from December 2017 to January 2018. Here are just some of the incidents: On December 8th, Port Huron Police were dispatched to the Days Inn Hotel, 2908 Pine Grove Avenue, regarding an armed robbery that had just occurred. Officers quickly set up a perimeter while Officer Chad Smith and K-9 Blaze attempted a track. It is believed that the suspect fled in a vehicle that was parked near the hotel. It was learned later through investigation that the suspect entered the hotel lobby armed with a handgun, threatened to shoot the clerk, stole the clerk's purse, along with the cash register, and fled. The investigation has been a high priority for the Neighborhood Enforcement Team who was assigned the investigation and working with other agencies from Oakland County. From the information that NET provided to Auburn Hills Police Department Detectives, an arrest was made on January 19, 2018. Auburn Hills PD, Oakland County Sheriff Office, and the FBI Fugitive Task Force arrested a 37 year old male from Pontiac, MI. This suspect is linked to twelve robberies in St. Clair, Oakland, and Livingston Counties. The FBI will be seeking federal robbery charges.

On January 1st, Port Huron Police were dispatched to a Domestic Dispute involving a male having a handgun. Upon officer's arrival, a female victim was found outside of the residence alleging an assault. During the investigation it was found that the male suspect pulled out a

handgun and threatened the female. The handgun was located and confiscated as evidence. The male was arrested for Felonious Assault and lodged at the St. Clair County Intervention Center.

On January 20th, Port Huron Police received a 911 call that two subjects had broken into a residence, assaulted a female in the head with a long gun, stole medical marijuana, and fled the residence. Officers quickly set up a perimeter while Officer Chad Smith and K-9 Blaze attempted a track. The suspects were not initially located. The investigation revealed that the occupants of the residence were sleeping, when two subjects wearing masks entered the residence. The suspects struck a female in the head when the female questioned the suspects as to why they were robbing them. The suspects then stole medical marijuana from with the residence and fled. The investigation was turned over to the Neighborhood Enforcement Team, who very quickly not only identified two suspects but a third suspect. With the assistance from the Special Response Team and Road Patrol, NET executed a search warrant related to this investigation. One suspect was taken into custody. Over the next week, the other two suspects were located and arrested. All three suspects are facing multiple felony charges including Home Invasion 1st Degree, Armed Robbery, and Assault with a Dangerous Weapon.

Between January 26th to January 28th, Port Huron Police and Port Huron Fire Departments responded to one vehicle and six dumpster fires within the City of Port Huron, ranging from the north end to the south end of Port Huron. Two dumpster fires were also reported in Port Huron Township during the same time frame. These investigations have been turned over to the Neighborhood Enforcement Team and Criminal Investigative Division. Both units are conducting numerous follow-up investigations, attempting to identify/locate the suspect(s) and suspect vehicle.

On January 26th, Port Huron Police responded to the intersection of 13th Street and Water Street for a roll over personal injury accident. Upon arrival, officers discovered a vehicle that had rolled over numerous times causing extensive damage to the vehicle, taking down a light pole and telephone box, and striking three trees and a cyclone fence. The sole occupant of the vehicle, the driver, had serious injuries. The driver was initially transported to McLaren Hospital in Port Huron and then transferred to McLaren Hospital in Macomb with life threatening injuries. Due to the seriousness of the injuries, the Port Huron Police Department Accident Investigation Unit was called out to conduct the investigation. It appears that alcohol and speed were contributing factors in this accident, which remains under investigation.

On January 28th, Port Huron Police responded to four separate churches within the City of Port Huron regarding a subject who entered these places of worship interrupting the church services. The subject, who was armed with a hammer, would make statements that people need to repent, smartphones are not the way to God, and other remarks. The subject would then leave. The subject also entered several churches in Port Huron Township on the same day. The Criminal Investigative Division and Neighborhood Enforcement Team made this a high priority to identify and locate this subject. On January 29th, NET members observed this subject exiting the Birchwood Mall and the subject was taken into custody. A search warrant was executed at the subject's residence. A warrant request was forwarded to the St. Clair County Prosecutors Office seeking charges including four counts of Disturbing a Religious Service and four counts of Using a Computer to Commit a Crime.

The number of reported drug overdoses in the month of January was nine. Six of the overdoses were related to heroin, of which one of the overdoses was fatal.

Sgt. Chris Frazier and Sgt. Brian Kerrigan will both be promoted to the rank of Lieutenant on Monday, February 5, 2018. The promotional ceremony will be held at 12:00 p.m. in the City Manager's Meeting Room. The public is welcome.

The Port Huron Police Department has received twenty applicants for the Citizens Police Academy which will run from February 6, 2018, through March 13, 2018.

Police calls for service overall in January 2018 (2392) increased by 10 percent from December 2017 (2150).

As of January 29th, the Code Enforcement Unit had 84 new complaints opened and the Administrative Hearing Bureau heard 21 cases. \$900.00 in payments was collected this month and an additional \$7,175.96 was declared single lot assessments.

In January, members of the Code Enforcement unit and the Planning Department spoke at the Landlords Association of Port Huron's meeting. The Goals and Objectives for the Code Enforcement unit for 2017 were reviewed and new goals for 2018 were submitted. Training of the new Code Enforcement Coordinator began and postings for a new C.E.U. Clerk and Part-time inspector were posted in lieu of anticipated vacancies left by Trudy Louis and Chris Peterson. Trudy will be the new Code Enforcement Coordinator and Chris will be retiring from the unit.

For February, it's anticipated that the new C.E.U. coordinator will be in place and that the Planning Department will take over the oversight of the unit. Additionally, the selection process for a new part-time inspector and C.E.U. clerk will continue.

This month the Clerk's office created a new Poverty Exemption application and policy for the Assessor's office. This application and policy is given to individuals applying for a Poverty Exemption on their property taxes. The office also compiled the responses from each department for the status of current goals and their goals for the upcoming fiscal year for the City Manager. Election preparation have also begun with four candidates taking out petition paperwork to run for City Council in November.

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

- Small and large pavilion for Lakeside Park (for the Recreation Dept.);
- Developing a plan for a kid trike path at Palmer Park (for the Recreation Dept.);
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- 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.
- Solid Waste Contract (new five (5) year contract for services starting 1 July 2018).

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 a few punch list items remaining. We are retaining a sum of money from Otis Elevator for completion of these 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 the top coat of asphalt.

Anlaan has started work on the \$1.4 million 10th Street Bridge Rehabilitation project. The bridge refurbishment started January 8, 2018 and is to be completed by late April. 10th Street Bridge will be closed to thru vehicular traffic during this period.

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, Crews plowed and salted 23 snow events and applied 1573 tons of salt. Crews shoveled and salted the sidewalks on the bridges and after each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event. Crews closed roads for two special events.

The motor vehicle pool kept busy maintaining snow removal equipment with no major breakdowns. The mechanics were vacant from the shop driving plow equipment on a regular basis.

The traffic section completed the parking lot signage in all the lots as well as repairing several damaged signs due to the weather. Crews also assisted in snow removal operations.

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 Services staff also repaired multiple water main breaks throughout the City as a result of the cold weather and frost entering the ground.

The Waste Water Treatment Plant (WWTP), DPW administrative staff and the City's engineering consultant hosted a mandatory pre-bid meeting with prospective contractors for the Elmwood Street sanitary pump station rehabilitation project. Bids were opened on January 31st and a recommendation to City Council will be forthcoming. A preconstruction meeting was held with the contractor for the installation of manifold pipework in biosolids tanks numbers 5 and 7. The contractor has placed the order for all the material and they are expected to start work the first part of February. Contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator Improvements has been issued a work change directive to replace four defective breakers that were encountered during their work activities. The Scott/Poplar sanitary pump station experienced a failure of a coupler on one of the two 72-inch diameter spiral screw pump. An emergency repair was authorized by the City Manager as this repair is critical so that

we have a second pump available at all times. The contractor has been authorized to proceed and the coupler has been order (approximately a 2 week lead time). As a result of November's MIOSHA visit, WWTP staff has addressed all but two of the issues that were identified in the final document from MIOSHA. DPW administration submitted a *Petition for Modification of Abatement Dates* last month seeking an extension of time to address the few items that could not be completed. The extensions were approved and WWTP and DPW administrative staff submitted additional documentation for the corrective actions for those items that had an extension date of February 1st. The remaining two items have an extension date of March 1st which WWTP staff are on schedule to have those items corrected. The WWTP Superintendent and Utilities Manager conducted interviews for the vacant Residuals Specialist position. This position became vacant as a result of internal bidding of another position.

During the month of January and continuing into February, the Human Resources Department is accepting employment applications for the following full-time positions: Wastewater Treatment Plant Operators, Fire Fighters, Police Officers, Code Enforcement Clerk and a McMorrin Operations Coordinator. Additionally, applications are being accepted for part-time Code Enforcement Officers.

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 employees work. This summary identifies how many recordable injuries or illnesses 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.

Union negotiations were conducted during the month of January for the Police Command (COAM) union as well as the Police Clerical union. A three year tentative agreement was reached with both bargaining units. Union negotiations will continue into February and March 2018 with the remaining three bargaining units.

Health and Safety training is also ongoing for New Hires. Additionally, refresher training was held at the Waste Water Treatment Plant for Confined Space, Respirators, Lockout/Tagout, Overhead Crane, Lift Truck (Hi-lo) and Haz Com. This type of refresher training will be conducted at the Water Plant and our other work sites throughout this year.

In the Planning Department, staff prepared three special use permits for the February Planning Commission meeting. These special use applications were to allow sober living homes at 924 Wall Street and 1034/1036 Wall Street, and a used car salesroom including outside storage and an auto service/repair facility at 3519 Military Street. Staff worked on checklists and tracking in BS&A for sober living homes to allow for appropriate tracking and follow-up of sober living homes that are approved. A tax exempt parcels map was created and the following items were updated and added to BS&A:

- Apartment address maps
- Pine Grove Plaza's address map
- Updated National Historic Register Properties

Possible revisions to the zoning ordinance were discussed regarding the RV ordinance, special use permits, non-conforming uses, and to add independent and assisted living facilities. Planning staff also assisted with the following:

- The owner of 1814 – 10th Street to determine possible use for land bases on zoning and land size of parcels.
- Chillyfest posters for City Recreation
- DPW with the waste bid with the total number of rentals over four units.
- Preparing quit claim deeds for city owned land that was approved for sale in January.

The Rental Inspection Department completed 77 inspections and certified 48 rental units in January. Staff responded to two rental complaints during the month. Inspectors continued to focus on those properties that appear to be rentals but are not registered nor certified with the City's Rental Inspection Program. Staff also worked on sending notification on expired certificates and began going through each rental property to make sure all items are correctly marked for annual rental billing in the next month. Staff did a finally tally of homes converted from rental to 100 percent PRE and vice versa. Sixty-six homes were converted to 100 percent PRE and 73 properties were converted to rentals.

The Inspection Division issued 112 permits with a revenue of \$27,591. Staff responded to four inspection/zoning complaints and one set of plans were reviewed. One of the goals for the Inspection Department is to create guides for citizens on what is required for certain types of projects. In January, an addition guide was created for the public to know what is expected when adding additions.

In Community Development, two Urban Pioneer Program applications were closed, five are pending. One rental façade grant and five façade grants are all in process. The 2018 Annual Plans were prepared and the rehabilitation project at 1515 – 7th Street started.

The winter session kicked off at the Recreation Department. Karate, play with the pros, fencing and yoga sessions all started this month. Registration opened up and filled immediately for the Mother Daughter Tea. A second session was opened up and that is almost full as well. This new event will be held in the lounge at McMorran during the month of March.

The last weekend of the month was very busy with some of our favorite special events. Recreation helped with McMorran's annual Chilly Fest event by coordinating the kids' zone, sponsored by McLaren Hospital. This year, the kids' zone included lots of hands on stations from creating a penguin to building a snowman, a selfie booth, balloon animals and Paul Mitchell's the School Great Lakes did hair, nails and temporary tattoos. The Mother Son Hockey event also occurred during this weekend. Mothers and sons got to enjoy one of the Prowler's games and skate with the players after the game.

Recreation staff is already in summer mode, gearing up for an awesome lineup and staff can't wait to share it with the community. In the meantime, the Recreation Department is hosting the annual Cabin Fever season for the Fridays in February and preparing for some fun cooking, craft and science classes to start up next month.

The Parks Department spent the first part of January breaking down all the Christmas decorations downtown, removing garland from light poles, the Christmas tree in front of McMorran and all the figures downtown. Staff also worked on the ice pond at Palmer Park for ice skating but due to the mild weather had to give up because it kept melting. The parks staff has also been busy salting parking lots downtown and moving snow from storms on a regular basis. They also have been coming in and working for the Streets Department plowing and helped for Chillyfest downtown by setting up fences, the burners for fire, cut wood and set out boxes for ice sculptors.

The Forestry Department has been working on tree reports in between snow storms and also some limbs have been picked up that have fallen during the winter. The forestry staff have been helping with snow operations when they are not doing tree work. They also cut and split wood for Chillyfest event. Forestry also helped remove the Christmas tree downtown which required the bucket truck and crane. They also installed and removed silver stick banners.

In the Cemetery, there were 16 total funeral services with eight being full burial and eight being cremains services. Staff has been involved in plowing roads and sidewalks and more difficult winter burials due to frost and winter weather conditions. Bids for roof repair for the Mausoleum were released with January 31, 2018, being the deadline. This project will be completed by spring and hopefully correct staining on the ceiling and leakage issues.

At McMorran, there were three weekends of Silver Stick International Tournaments, each held on the Thursdays-Sundays. Werth Productions performed "Manopause" Jan 12 and 13th. The International Symphony Orchestra had a concert on January 19th. A great crowd saw our "Elton Rohn" concert on January 20th. Chillyfest was held January 26 and 27 with great crowds and a wonderful response from our community. The Prowlers had three games on January 26, 27 and 28. There were five basketball events at the SC4 Fieldhouse this month.

The Information Technology Department was involved in a number of activities. Of note were distributing W-2, 1095, and 1099 forms, updating payroll withholding tables, and preparing projected amounts for the 2018-19 budget process.

During the past month, the Income Tax Division has continued compliance efforts, sending assessments to taxpayers as needed. IRS Form 1099-G was mailed to various taxpayers who received a refund of over \$10.00 last year, as required by the IRS. Staff prepared and mailed various income tax forms for 2017 taxes to select taxpayers (Forms PH-1040, PH-941 and PH-1040ES). The processing of 2017 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 vendors. Staff also prepared the Marina DNR Report and submitted it to the State of Michigan.

The Assessing Division has begun 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 our annual sales studies (residential, commercial and industrial). The listing of proposed Board of Review members for 2018 was finalized and submitted to the City Council for approval. Personal property statements are being completed and returned, and staff has begun reviewing.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. The income tax receipts have increased with submission of some returns and quarterly payments. Staff also continues to perform the monthly accounting for BWATC and has been updating year end reports to the County as time permits.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Freed', is written over a horizontal line.

James R. Freed
City Manager
Chief Administrative Officer