



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

The police department kept busy this October investigating 19 crimes of an unusual or serious nature. This is just a preview of this month's occurrences:

On October 3rd, Port Huron Police Department Officers were dispatched to St. Clair Pulmonary at 1210 10th Avenue for a bomb threat. The receptionists had taken calls from a male with Middle Eastern accent trying to sell them medical equipment and ultimately said he would bomb their office. The FBI was contacted and our report was forwarded to them.

On October 5th, Lake Huron Medical Center called the Port Huron Police Department to respond there in reference to an injured person. A 48 year old Port Huron resident had suffered fractured bones, but had no visible injuries. The patient had no idea how this had occurred and the investigation continues.

On October 6th, Port Huron Police Department Officers responded to the 2700 block of 17th Avenue for a vehicle on fire. Officer Robertson arrived using the fire extinguisher from his patrol unit to extinguish the fire. A witness observed a male leaving the area just before the fire which was handled by our arson detective and the Port Huron Fire Department.

On October 7th, Port Huron Police Department Officers were called to the Marathon Gas Station at 1301 Military Street by the clerk for a 40 year old Port Huron resident who was masturbating inside the store. The male left but later returned and was pepper sprayed by the clerk. The suspect again left, but officers were able to track him down. He was arrested and lodged.

On October 8th, the Major Crimes Unit (MCU) followed up on a CAPTURE tip and responded to the 600 block of 14th Street. The tip was that Mack Kuefler, a 19 year old Port Huron Township resident, was inside and had a warrant for Attempt Homicide out of the St. Clair County Sheriff's Office. Sheriff's Department personnel assisted and Kuefler was taken into custody.

On October 11th, Port Huron Police Department Officers responded to Robinson and Maple Street for a report of a person being attacked by a dog. The victim who was walking her Dachshund Chihuahua mix was approached from behind by another neighbor's pit bull. The pit bull grabbed the victim's dog and began shaking it vigorously. The victim tried to separate them and was bit in the hand/arm. Another neighbor chased the pit bull off with a baseball bat. The suspect's dog was taken into quarantine by the Port Huron Police Department Animal Control Officer and the victim and her dog were treated for their injuries.

On October 12th, PHPD Officers responded to the 2100 block of Nern Street for an armed suicidal male. Officers found the 33 year old male at his residence and were eventually able to talk him out of the apartment separating him from his weapons and his small child. It was found he had assaulted his wife previously. He was arrested, lodged, and his weapons were taken for safekeeping.

On October 23rd, the Capac Police Department had taken a larceny of jewelry report from a 48 year old Capac resident. The resident/owner of the jewelry set up the supposed suspect to meet her in the 2600 block of 10th Street where the supposed suspect was robbed and assaulted with a hockey stick. A citizen broke up the altercation and the supposed suspect was treated at Lake Huron Medical Center. The owner of the jewelry and her accomplice, a 45 year old Port Huron resident, were lodged in the St. Clair County Jail.

On October 25th, a 12 year old boy reported he was grabbed by a male who tried to abduct him while he was walking to school in the 600 block of Minnie Street. Port Huron Police Department Officers and Detectives immediately responded to the scene and the Port Huron Schools were notified. A K-9 unit was called to the scene and later completed a track which didn't support the allegations. It was later found the student made a False Report of a Felony. His mother advised he lied about a similar incident two weeks prior. The student was also questioned about a strong arm robbery of a bicycle that occurred days prior and confessed to that incident as well. He was released to his parents pending charges.

On October 25th, MCU assisted the Marysville Police Department who were investigating a 29 year old Fort Gratiot resident who had communicated threats to kill, kidnap and dismember others. The male was located in the 4500 block of 24th Avenue and taken into custody for Probation Violation and Felon in Possession of Ammunition.

On October 26th, the Port Huron Police Department approached a 19 year old Port Huron resident who was driving erratically in the McLaren parking lot. As the officer conducted a traffic stop, the suspect fled west on Glenwood and north on 10th Avenue over 90 mph. The chase was called off. The driver, whose vehicle now had four flat tires, was later found at 10th Avenue and Pine Grove asking a citizen for a ride. Officers arrived and placed him under arrest for Fleeing and Eluding.

On October 29th, Central Dispatch received a call from a customer at the Marathon Gas Station located at 1301 Military Street. The customer found the clerk wrestling with a man with a mask on in the parking lot. The man had attempted to rob the clerk implying he had a weapon. The clerk fought back and was later treated for minor injuries. The suspect, a 22 year old Port Huron resident, was arrested by Port Huron Police Department Officers who arrived on location. He was treated at Port Huron McLaren and lodged.

The number of reported drug overdoses in the month of October was three (3). One (1) was related to heroin, one (1) was related to prescription drugs, and one (1) was an unknown cause. None of them resulted in death.

Calls for service overall in October 2018 (2655) increased 6% from September 2018 (2500).

In the month of October, the Port Huron Fire Department responded to 276 calls for service, including 9 fires, 163 medical emergencies, 9 vehicle accidents, 19 rescues, and 27 hazardous conditions.

Fire related calls for service included a garage fire at 1015 Vanderburg Place on October 8th. The fire was related to the use of a space heater in close proximity to plastic tarps in place at a legal marijuana grow operation. On October 28th, Engine Company 1 assisted Fort Gratiot Township at a dwelling fire in the Old Farm Subdivision.

On October 28th, fire crews removed 13 occupants from a stalled elevator at 511 Fort St. Due to a non-standard elevator door type, the Fire Department was required to force the doors and lower ladders to occupants, after securing the power supply to the elevator.

Vehicle extrication training for all suppression shifts was completed at Preferred Towing's yard on 12th Avenue. Open water dive training was completed by nine Fire Department members at Anchor Bay SCUBA's facility in Fair Haven, as well as practical evolutions in an abandoned quarry in northeast Ohio. Fire training was also completed on duty at a to-be-demolished dwelling at 511 Lincoln Avenue. Three fire department line officers completed FEMA NIMS 400 training. Preparations for November's 80 hour hazardous materials technician course were completed, including a decontamination scenario. In all, Fire Department members completed over 900 hours of training in October.

The Fire Department made over 800 public education contacts during the month, ranging from school visits and station tours to smoke detector and carbon monoxide detector installations. The Fire Marshal conducted four plan reviews, investigated three fires, and attended eighty hours of training. Fire companies completed eighteen life safety and pre-fire inspections.

The City Clerk's office is gearing up for the November election with program and equipment testing completed and mailing of over 1,600 absentee ballots. We are experiencing an increase in election-related calls and office visits as expected. Staff has also been busy packing the necessary supplies and coordinating the final items in preparation for a successful Election Day.

The engineering staff continues to work on the design and development of contract documents for the following:

- Parking and restroom facilities for Pine Grove Park (for the Recreation Department). Plans are almost complete and awaiting approval from MDEQ to bid the project. Work could begin in early spring of 2019.
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant; anticipated start date early spring 2019.
- Placement of LED up-lights on the Military Street Bridge. An agreement, along with drawings, will need to be approved by MDOT.
- Started design work for the ACT 51 project reconstruction of 13th Street from Lapeer to Water, including a new water main; anticipated construction starting July 2019.
- Final CSO project in the Blue Water Bridge Plaza area. Anticipated start of work is spring 2019.
- Started budgetary and conceptual design work on a bike path from the Flag Plaza to Lighthouse Beach. Anticipated funding from the Wilson Foundation. Work could begin in spring or early summer of 2019.

Projects requiring fall design for work to start in the spring are:

- Water Filtration Plant main building roof replacement, and the low lift and floc building roof replacements.
- Master meter replacement at Gratiot and Keewahdin intersection.
- Painting Bancroft Street warehouse.

Resurfacing of Pine Street from Military to 7th Street, and the three (3) parking lots, Military, 6th and Pine Street, pavement is complete. Line striping and punch list items need to be completed.

The large pavilion project (for the Recreation Department) is started and the work should be completed before Memorial Day 2019. The concrete is poured including the footings and floor for the pavilion. The pavilion still has to be delivered and built.

The mausoleum roof work was started. It should be complete by mid-November.

The streets maintenance crews continue to perform the typical month-to-month duties. These duties include the repair of potholes with hot and cold patch at various locations. Crews closed roads for one special event and set up lane tapers for bridge inspections. Crews repaired bad spots on Glenwood with 43 yards of concrete. Crews hauled street 197 tons street sweepings to the land fill and repaired asphalt at 6 locations using 58 tons of asphalt. Crews graded many alleys and placed radar trailers at different locations each week. Crews cut grass and trimmed bushes at several locations. Crews also filled in a caved-in sidewalk next to the kayak launch with stone. Crews winterized street sweepers and moved them out to cold storage for the winter.

The motor vehicle pool finished annual inspections and any needed repairs on snow removal equipment, as well as maintaining the PM list.

The traffic section installed all sign posts for the 4th Street one-way project and has been busy completing electrical projects before Sparky retires.

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 was contacted by the contractor who was working for the property at 1605 Pine Grove Avenue that they were hired to make a sewer repair. Further investigation determined that there was no sewer lead serving the property and that a number of years ago it was never hooked up during a City sewer project. Utilities took over the job and the next day installed a new sewer lead and reconnected the property. The site has been restored and the property owner was satisfied with our response to correcting the problem so quickly. The sewer lining contractor completed their work for the 2018-19 sewer lining project. The contractor still has to submit post inspection videos for review by the Engineering Department prior to payment being processed. DPW administration attended numerous meetings regarding utility installation to serve a new development as well as a few redevelopments.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and our engineering consultant met to discuss the natural gas standby generator projects for the Scott/Poplar pump station and Water Street pump station as well as the main electrical switchgear for the WWTP. The contractor for the Elmwood Street pump station rehabilitation project is nearing the completion of their work. There is still some electrical/control work that needs to be completed as well as site restoration. The contractor anticipates being done the second week of November. The contractor for the bio-solids storage tank cleaning project started and finished their work this month. Now that the tanks have been cleaned, the contractor for the pipework installation project in tanks number one and three can begin their work. They anticipate starting sometime mid-November. The contractor for the 16th Street pump station automatic transfer switch replacement project completed their work. Proposal review for the engineering design of the grit chamber rehabilitation and the odor control system redesign has been completed and the contract will be taken to the first City Council meeting in November.

The Water Filtration Plant (WFP) and engineering staff advertised the bid documents for the raw water intake stabilization project and received no bids back at the end of September. The WFP Superintendent researched possible contractors who might be interested in this type of work. Six (6) were found and revised bid documents were mailed to them directly as well as being advertised on the City's website. The new bid opening date is set for November 14th. The contractor for the boiler replacement project started and completed the installation of the new boilers as well as associated piping. The manufacturer's representative was scheduled for "startup" and the new boilers have been placed into service. The contractor for the new maintenance garage has begun their work which includes the installation of footings and a portion of the block walls.

During the month of October, and continuing into the month of November, the Human Resources Department is accepting full-time employment applications for Police Officers, Fire Fighters, Master Electrician and Records & Identification Clerk. We are currently accepting part-time employment applications for a Marketing Assistant, Temporary Laborers, Pro Shop Sales (McMorran) and Security (McMorran). We are in the process filling several full-time positions due to recent retirements.

Police Department promotional tests were proctored by the Human Resources Department on October 10, 2018.

October marks the month in which we are required to mail out the annual creditable coverage letters to all of our retirees and employees. The packet also included federally required notices that are part of healthcare reform. (Notice on New Health Insurance Marketplace Coverage and BCBSM Summary of Benefits & Coverage).

Additionally, Open Enrollment packets were distributed to all active employees that offer employee participation in the following: Flexible Spending Plan (Medical & Dependent Care), Voluntary Term Life Insurance (Employee & Dependents) and Special Enrollment for the Extension of Dependent Coverage to Age 26 for those dependents previously missed during enrollment. Open enrollment runs through November 30, 2018.

As part of our Wellness Program, the H.R. Department held a wellness clinic in which we offered annual flu shots, cholesterol screening and blood pressure checks for all City employees that signed up. The wellness clinic was held on October 23rd in the H.R. Department. We continue to offer blood pressure checks to our employees on a quarterly basis in the H.R. Department.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City.

Code Enforcement held 34 hearings during the month of October. Enforcements opened totaled 125, with \$750.00 in collections received, and single-lot special assessments totaled \$4,560.00.

The Rental Inspection Department completed 168 inspections and certified 75 rental units in October. Staff responded to six rental complaints. Eight new rental properties were registered during the month.

The Inspection Division issued 151 permits with a revenue of \$49,179. Staff responded to 21 inspection/zoning complaints.

In October, Community Development accepted an offer on the rehab project property at 913 Michigan Street. The rehab of 918 Vanderburgh will also be completed by the end of the year. Bid packets went out to contractors for the rehab project of 1309 15th Street and for snow removal at Port Huron Neighborhood Housing Corporation properties. The annual contractor report and labor report were also submitted to HUD. Three first time homebuyers were able to take advantage of the Urban Pioneer Program that allows up to \$5,000 towards closing costs when purchasing a home in the City. Six façade grants were completed, three went under contract, and six applications are pending approval. One emergency repair application and one rental rehab application are also pending approval.

The Planning Department worked on the following items:

- Preliminary site plan review for and addition and setbacks to St. Mary Church, 1429 Ballentine Street.
- Updated organizational charts for public works, utilities, and the police department.
- Voting precinct maps and a voting sign were created for the City Clerk's office
- Prepared Planning Commission items for a special use permit for a vacation/short term rental at 2524 Armour Street.
- Updated the rental map per list for October. Add total to comparison list.
- Updated High Risk Erosion zone properties in BS&A and contacted DEQ to confirm list.
- Revised Harrington Hotel parking to vacate 4th Street.
- Created a drawing for River Street boat ramp parking lot restripe grant.
- Created basketball court maps for parks grant.
- 130 15th Street floor plan drawing for rehabilitation bid packets.
- Precinct maps were updated for the Police Department.
- Ownership and rental map for Habitat for Humanity's work done in the 7th & Pine Street area.

- Policies were created for tax incentives.

October marked the start of our fall season for the Recreation Department. We provided activities for the community through classes and events as advertised in our fall brochure. Our dance program here at Palmer Park began on October 3rd and has seen just over 100 enrolled, our largest amount in years. Other programs began this month including Yoga, Beginner's Ukulele, Chinese Language Class, as well as our fall art series featuring pumpkin string art. These classes continued as we finalized prep for our annual Halloween Stroll. The Stroll, which took place on the 27th of this month, saw nearly 2000 participants despite unfortunate weather. We are happy to ring in November as we continuously plan for the upcoming winter season.

In the month of October, McMorrان Place hosted Town Hall speaker Lesley Stahl, Brit Beat, Habitat appreciation dinner, Hocus Pocus, Rocky Horror Picture Show play, Chamber breakfast brief, Port Huron Minor Hockey Coaches clinic, Port Huron Minor Hockey opening weekend, and Prowlers season ticket pick-up party.

Boilers were state inspected and certified. Repairs were made to the heat exchanger for the ice plant system. The ice surface is officially up and running for this hockey season.

The Port Huron Prowlers kicked off the season on the road against the Carolina Thunderbirds and will have their first home game November 9th.

The Parks Department has been mowing parks and mulching leaves trying to get ahead of them falling, we also moved all picnic tables and got all parks ready for leaf season and winter. We are also finishing baseball for the season, giving the fields one more groom for the season. A new swing was installed at Lakeside Beach. We also did ground restoration at Optimist Park, spreading dirt and leveling the ground. We also removed the kayak launch for the season. We also have been busy blowing out all irrigation for the season.

In the Cemetery for the month of October we had 13 services with 2 being full burials and 11 being cremains services. New lights were installed at Allied Veterans Cemetery by TNT Electric allowing us to fly our flags 24 hours a day. Money was raised by the St. Clair Allied Veterans Council, the Honor Guard and multiple individual donors and is a great honor to our Veterans. Fall footings were poured on October 16th with a total of 46 footings installed. Water service has been shut-off and winterized for the season. Community Service workers have been scheduled to blow and rake leaves on weekends beginning November 3rd and will continue until winter weather becomes too harsh.

In the Forestry Department, the contractor will be starting to remove trees on the list that was bid out. Our Department's tree crew has been busy with brush piles and zoning, in addition to normal tree trimming. They also have been doing inspections of trees as well. We also have been called in after hours for trees down in roadway. They also have moved the Christmas tree frame to get it ready to install downtown.

The Information Technology Department was involved in a number of activities. Of note were: completing the annual I.T. General Security Assessment as part of the audit with Plante

Moran, migrating six servers including the Itron water meter reading servers to the new server hardware, and issuing a request for proposal for software replacement for Finance, HR Management and Payroll applications.

During the past month the Income Tax Division continued the preliminary process of converting our data to the new Windows-based program approved by the City Council in March. We also began sending proposed assessments regarding 2017 outstanding tax issues. Finally, we finished our cleanup of various records and delinquent accounts.

The Accounting Division spent a large portion of their time during the past month involved with the year-end audit of all City funds. We have worked with the auditors to get them any and all information they have requested. Also, we are working on the CVTRS requirements for submission to the State prior to the December 1st deadline and we are working on the Act 51 report. 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 fourth 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 document other information including fences, sheds, sidewalks, pools and patios. We have visited about 1,690 houses to date during 2018. We have also continued logging historical information into our BS&A software which is an ongoing process. We have begun entering all of the new personal property tax information for the 2019 tax year. We have also begun working on value changes for the residential class for the 2019 tax year. Finally, the State has announced that the inflation factor for the upcoming year will be 2.4 percent.

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. We continued to process the boat launch receipts until month end. We have begun closing out sprinkler accounts for the customers heading south for the winter.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer