



*Office of the City Manager/Chief Administrative Officer
Monthly Administrative Report
December 2018*

The police department kept busy this November investigating 17 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On November 4th, a Port Huron Police Department officer was dispatched to Port Huron McLaren for an injured 8 month old child. The child's mother left for the night and found the child in his car seat with a lump on his head and bruising around both eyes. The child's babysitter had been watching the child in the 1100 block of Water Street. A detective was called in to investigate as well as Child Protective Services. The child was transferred to Children's Hospital in Detroit.

On November 5th, the Port Huron Police Department School Resource Officer responded to a school threat at Port Huron Northern High School. Multiple students informed the officer that a 17 year old student had made threats to shoot up the school and a bus for the past few weeks. The student was interviewed and lodged in the St. Clair County Intervention Center for a Threat of Terrorism.

On November 9th, Port Huron Police Department officers were dispatched to a serious single car personal injury accident at Pine Grove and Riverview. The 56 year old driver, who is a Port Huron resident, was transported to the hospital. An investigation is ongoing as it appears he was Operating While Impaired.

On November 12th, Port Huron Police Department officers were dispatched to westbound I-94 and Garfield for a car versus pedestrian personal injury accident. An 18 year old dressed in all dark clothing, who had just moved to Port Huron, walked across I-94 when she was struck by a motorist. The victim was in critical condition and transported to McLaren Macomb Hospital. The driver stopped after the crash and did not appear to be at fault.

On November 16th, a Port Huron Police Department officer was dispatched to Lake Huron Medical Center for an 8 year old girl who seriously injured by a pit bull in the 1200 block of White Street. The child was at her residence in the 1200 block of White Street when she was bit by her own dog. The dog was not provoked and was later euthanized. The child suffered severe facial lacerations and was transferred to Children's Hospital in Detroit.

On November 18th, Port Huron Police Department officers were sent to a death investigation in the 900 block of 7th Street. Officers were called by a relative to check on her sister after she had not been able to contact her for a few days. Officers found 69 year old Betty Hagle deceased inside the home. Betty had been suffering from several medical problems recently. She was well known by the Port Huron Police Department as she walked the beats at all hours throughout her life, logging in a lot of miles. She routinely would call dispatch and ask for property checks when she would leave to visit relatives. Betty was a sweet kind lady and she will be deeply missed.

On November 20th, a Port Huron Police Department officer saw a vehicle traveling at a high rate of speed while fishtailing on Cleveland Street near 22nd Street. When the officer initiated a traffic stop the vehicle fled on 16th Street. The 41 year old driver stopped in the 2400 block of E. Rick and was taken into custody for Fleeing & Eluding, Operating while Intoxicated - 3rd offense, and Driving While License Suspended - 2nd offense.

On November 20th, a Port Huron Police Department officer observed two vehicles drag racing downtown on Huron Avenue. By the time the officer was able to catch up to the vehicles, one vehicle had left the roadway and crashed at Pine Grove Park north of the USCG Hollyhock. The vehicle had partially struck a tree. The 18 year old Fort Gratiot resident, who was driving the vehicle, was arrested for Operating while Impaired. He was lodged in the St. Clair County Intervention Center.

On November 22nd, the Port Huron Police Department responded to the 1400 block of Union Street for a property damage report. The 41 year old homeowner found a grenade had been thrown through his front window. The Michigan State Police Bomb Squad was called out and the grenade was found to be inoperative. The homeowner had no idea who would do this.

On November 23rd, a Port Huron Police Department officer observed a vehicle only operating with its parking lights operating in the 10th Avenue and Richardson area. A traffic stop was conducted and the 47 year old Port Huron resident who was driving failed to stop. The driver responded to a home in the 1500 block of 11th Avenue and was arrested for Fleeing and Eluding, Possession of Methamphetamine, Improper Reg., DWLS II, Open Intoxicants, and had outstanding felony warrants for dangerous drugs and probation violation. He was lodged in the St. Clair County Intervention Center.

On November 29th, Port Huron Police Department officers responded to two separate calls of trespassing at Harrison Adult Education at 55 15th Street. The suspect was a 31 year old Port Huron resident who was on location but believed to be suspended. The owner of The Hock Shop at 1504 Military Street later called after this same subject threatened them when they denied his ability to purchase a firearm. Port Huron Police Department officers along with detectives worked to petition this subject for a mental health evaluation and requested a warrant on the threats. He was taken into custody in the 1100 block of 10th Street without incident.

The number of reported drug overdoses in the month of November was six (6). One (1) was related to prescription drugs and five (5) were related to heroin. None of them resulted in death. Calls for service overall in November 2018 (2294) decreased 16% from October 2018 (2655).

In the month of November, the Fire Department responded to 303 calls for service, including 5 fires, 210 medical emergencies, 14 vehicle accidents, 1 elevator rescue, and 19 hazardous conditions.

Calls for service included a mutual aid request from the City of Marysville on November 13th for an oil fire in a heat treating furnace at 2900 Busha Highway (Marysville Axle).

On November 12th, a car versus pedestrian motor vehicle accident at the intersection of I-94 and Garfield Street resulted in a Priority One patient being treated and transported to Port Huron McLaren by Port Huron Fire Department and Tri-Hospital EMS crews.

The International Association of Firefighters delivered a two-week, 80-hour Hazardous Materials Technician course for twenty-five firefighters from around southeastern Michigan, including four probationary firefighters from the City of Port Huron. Course work was completed at Central Station, St. Clair County Community College, and the Canadian National railyard in Port Huron Township. Practical exercises covered topics such as personal protective equipment, air monitoring, basic chemistry, and mitigation. Rail car valve operation, layout, and repair, as well as pressure vessel leak mitigation were discussed. This included a training railcar provided by Canadian National.

Firefighter Roger Howison completed a Submerged Vehicle Escape and Rescue Training session with the Michigan State Police in Lansing, MI. This module will be incorporated into the Department's Rapid Diver Program. Confined Space pre-planning was updated for the City's Water Treatment Plant. In all, over 700 hours of in-house and external training was completed by Fire Department staff.

The Fire Department made over 125 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 six plan reviews and attended over eighty hours of training. Fire companies completed thirty-seven life safety and pre-fire inspections.

The Clerk's office began the month with the General Election on November 6th. Voter turnout was 44.4% (9,474 out of 21,323 registered voters) with almost 1,800 absentee ballots being issued by staff. Voter turnout was up 11.8% compared to the November 2014 election and all election inspectors did an outstanding job of processing the steady stream of voters.

Following each election, the Bureau of Elections randomly selects a certain number of precincts throughout the state to conduct a post-election audit to ensure and reinforce important election related legal and procedural requirements are followed. For the November 2018 election, Precinct 7 (First United Methodist Church) was selected to be audited. Some of the items audited included proper ballot container sealing, recording of seal numbers, proper testing and sealing of voting equipment, properly securing voter information on the computer (E-Pollbook), completion of applications to vote, certificates and forms signed correctly, hand count of various offices and proposals on the ballot to confirm the total number of votes matches the number of votes certified by the Board of Canvassers and many other items. Maintaining the integrity of elections is one of our most important responsibilities, and we are happy to report that no issues or deficiencies were found for work performed by either staff on pre- and post-election responsibilities or by the inspectors on Election Day.

As part of the City Manager's continuous effort to keep City staff and our facility safe and secure, we began issuing new ID badges to all employees. Current software was updated allowing the Clerk's office to assign various access levels to each individual badge. The newly installed access reader on the doors will grant or deny access when the badge is in proximity based on the

level assigned. Along with this security upgrade, each employee is now required to wear their new picture ID badge at all times.

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

- Reconstruction of Michigan Avenue from Quay Street to Grand River Avenue and Quay Street from Huron Avenue to Merchant Street. The advertisement of this project is scheduled for December 14th and anticipated start of construction will be April 2019.
- Reconstruction of 13th Street from Lapeer Avenue to Water Street. The advertisement of this project will be spring of 2019.
- Blue Water Bridge Area CSO Project. This is the City's final CSO project. The anticipated start of work is spring 2019.

The Black Riverwalk project was advertised and bids will be opened mid-December. The anticipated completion date of this project July 1, 2019.

A bid for a walking track around the splash pad at Knox Field was sent out late November and the bid will be opened in mid-December.

The Lakeside Pavilion project was started. The concrete work was finished and the construction of the pavilion should be completed by mid-December. All remaining work should be completed before Memorial Day 2019.

A permit has been sent to the MDEQ for amending the location of the dredging material from the Black River Canal.

The downtown marina dredging contract will be out for bid in mid-December and the bids will be opened mid-January.

The Mausoleum roof work was started. It should be complete by mid-December.

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 concrete contractor. Crews graded many alleys and repaired asphalt at six locations using 71 tons of asphalt. Crews installed salt boxes on DPW and Parks trucks, and calibrated the salt spreaders along with placing snow markers at many locations. Crews applied 100 tons of salt to the trunk lines and majors for three snow events.

The motor vehicle pool maintained the preventative maintenance list and began major work on dump truck #134.

The traffic section removed the wayfarer signs and repaired several damaged signs due to icy roads. They began fabrication of replacement street signs for those that are missing as well trying to complete electrical projects before the City's Master Electrician retires at the end of

December. His position was advertised and an interview has occurred. Four proposals were also received for as-needed electrical services. These are still being reviewed by City staff.

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. Staff completed the repair of a couple of water main breaks as well as sewer repairs. There was also a repair to a fire hydrant at Water Street and Runnels.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and our engineering consultant conducted a preconstruction meeting with the Contractor for the pipe installation project in sludge tanks number one and number three. The Contractor also completed their work. The Contractor for the Elmwood Street pump station rehabilitation project was near completing their work. There were some delays with the delivery of the electrical cabinet as well as coordination with DTE for the new electrical service. The consultant for the Odor Control System replacement project has begun preliminary data gathering to aid in the design of the new system.

The Water Filtration Plant (WFP), DPW administrative staff and our engineering consultant conducted a mandatory pre-bid meeting for the South Elevated Storage Tank Painting Project. The bid opening date for this project is December 12th. The Contractor for the new maintenance garage is still working on its construction. The masons have completed the block wall and are in the process of installing the exterior bricks. The roof framing has also been completed.

During the month of November and continuing into the month of December, the Human Resources Department is accepting full-time employment applications for Police Officers and Fire Fighters. We are also accepting part-time employment applications for School Crossing Guards and a Summer Day Camp Coordinator.

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

Our Open Enrollment period ran for the month of November 2018. This enrollment allows employees the ability to sign up to participate in the Flexible Spending Plan, Voluntary Term Life Insurance and gives them the opportunity to add any dependents they may have previously missed on their healthcare benefits.

We are in the process of finalizing our fundraising efforts for the United Way. Several employees will be awarded an extra personal day, as well as a VIP parking spot in the M.O.C. garage for increasing their United Way contributions for 2019 and participating in our special drawings when we have our drawings later this week. Our employees are always very generous in helping individuals that are less fortunate than they are. Additionally we were entered into the United Way "Early Bird" drawing and the City of Port Huron was selected for the 4th place prize from participating employers/businesses. The drawing was held last week and Cynthia Wells, Administrative Assistant to the City Manager was the winner of a \$100 Visa gift card for being a new participant. Congratulations to Cynthia Wells.

As part of our annual administration goals, the H.R. Department has been scheduling Customer Service Training for our employees. Classes are being conducted through Workforce Development at SC4. It is critical to develop and maintain positive customer service skills, whether you are dealing with internal or external customers as well as dealing with customers on the phone or face-to-face. Two (2) classes were held at the end of October and two (2) more classes are scheduled for December 4th and 6th.

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

Code enforcement held 17 hearings during the month of November. Enforcements opened totaled 128, with \$920.00 in collections received.

The Rental Inspection Department completed 169 inspections and certified 77 rental units in November. Staff responded to three rental complaints. Three new rental properties were registered during the month.

The Inspection Division issued 136 permits with a revenue of \$64,944. Staff responded to 16 inspection/zoning complaints. Six sets of commercial plans were reviewed during the month.

In November, Community Development prepared their annual power point presentation for the December City Council meeting. An offer was accepted on the rehab project at 733 White Street and the rehab at 918 Vanderburgh is complete. There is also a rehab underway at 1309 15th Street. Four first time homebuyers took advantage of the Urban Pioneer down payment program. Other grants being utilized in November include two emergency repairs, two rental rehab, and seven properties using Neighborhood Preservation Program.

The Planning Department revised organizational charts and floor plans for the Police Department and Department of Public Works. Preliminary design review was also completed for an addition at 1720 Dove Street and a possible development at 1233 Water Street. All background paperwork, agendas, maps, etc. were prepared for a variance request for size of dwelling unit at 2621 Military Street. All background paperwork, agendas, maps, etc. were also prepared for two special use permit applications for short term/vacation rental property at 1616 17th Street and 1624 17th Street. A special use permit for an expansion of a transitional housing facility at 1920 24th Street was also prepared along with a rezoning request from R-1 to M-1 at 1219 24th Street.

During the month of November, the Recreation Department's fall sessions have continued. We hosted several new art classes including our wreath workshop for adults to join us at Palmer for a night of holiday crafting. We also wrapped up our programming on Ukulele, Chinese and Alphabet City for the season. Also this month, we finalized our winter schedule and will be available online starting in December with registration opening up as well. This winter season our classes will start in January and go through April. The winter brochure will be in participants' mailboxes in the next couple of weeks. This brochure can also be viewed online at www.porthuronrec.com.

This year we were no longer able to send stockings overseas through the Adopt-a-Platoon program. In place of that program, we have started a drive for the foster children in our area. We have partnered with the Michigan Department of Health and Human Services and PCC Community Services for the children in need of donation. So far this month, 360 children have been adopted for Christmas by this community. We have been amazed by their support and inspiring generosity.

In the month of November, McMorran Place hosted Town Hall speaker John Ratzenberger, Wolverine Productions' Ronnie McDowell, Righteous of God Concert, Drew Jacobs Concert, Silver Stick Regionals and the Nutcracker Ballet.

The McMorran Place held a free movie after the Santa Parade, *The Santa Clause* movie, and also had the tree lighting ceremony. The Port Huron Prowlers had their first home game of the season on November 9th and also played home games on November 10th, 16th, 17th and 21st. The front plaza project is also off and running with the selection of PMB (PM Blough, Inc.) partnering with SmithGroup JJR and BMJ as the design and construction specifications group.

The Parks Department has been busy shutting down parks and beaches for the winter, stacking picnic tables and winterizing the fountains and/or irrigation for winter. We also finished up softball and baseball for the season and did a final groom on all diamonds for the winter. We are now starting picking up leaves in the park and mulching.

Parks also has been very busy coming in early in the morning hanging decorations downtown, fixing lights in trees, installing garland on light poles, and putting Santa on top of the McMorran Place roof. We also have been helping with burials in Lakeside Cemetery, and removing leaves from cemetery as well.

In the Cemetery for the month of November we had 13 services, four being full burials and nine being cremains services. Community Service workers are being utilized to blow and rake leaves the month of November and the first two weeks of December. Staff will continue to blow leaves and pick up leaves piled up by Community Service workers as well as assist the Parks Department in picking up their leaves as well. The lighting project for Allied Veterans Cemetery was completed by TNT Electric before Veterans Day and is a great tribute to our departed Veterans. Girl Scout Troop #50558 placed flags at the graves of Veterans at Allied Veterans Cemetery as well as our Old Soldiers portion of our Cemetery for Veterans Day. Winter wreaths and grave blankets are permitted beginning November 15th and will be allowed to be in place until April 1, 2019.

The Forestry Department has been very busy inspecting trees, and trimming and removing trees. The crews have had plenty of work from high winds. Crews also installed the Christmas tree frame and panels downtown for holidays. Forestry has been coming in early to install lights, garland, and decorations downtown, as the bucket truck is needed to install decorations. The Contractor hired by the City for tree removal has been very busy as well working on List One of removals.

The Information Technology Department was involved in a number of activities. Of note were: Printing the winter tax billing, installing the new City Income Tax application and

participating in the staff train for it, and migrating for additional servers to the new server hardware.

During the past month the Income Tax Division finalized the process of converting our data to the new Windows-based program approved by the City Council in March. We took advantage of the one week of training offered by the software vendor and have now begun using the new program on a prospective basis. We also requested information from the State of Michigan for our annual compliance effort.

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. We have worked with the auditors to get them any and all information they have requested. We also finished all of the CVTRS documents so they could be submitted to the State prior to the December 1st 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. We have also continued logging historical information into our BS&A software which is an ongoing process. We have continued entering all of the new personal property tax information for the 2019 tax year. We have also begun changing residential values in anticipation of next year's tax roll.

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 have mailed out the 2018 winter tax bills and emailed the files to the mortgage companies. With the exception of our recycling and leaf pick up fee, all of the items are taxes levied by the County which we collect on their behalf.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer