



Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
January 2019

The Port Huron Police Department kept busy this December with an increase for calls for service and investigating nine crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On December 7th, a Port Huron Police Department officer was dispatched to the 1300 block of 6th Street for an assault complaint. The victim, a 52 year old Port Huron resident, had an altercation with his 50 year old brother over drugs. The victim who was bleeding from the nose and mouth, also had an out-of-state felony warrant for assault and was arrested. His brother failed to answer the door and a search warrant was conducted resulting in his arrest for Domestic Violence, possession of drug paraphernalia, and various parole violations.

On December 12th, the Major Crimes Unit (MCU) assisted the Michigan Attorney General's Office conducting 18 warrant attempts throughout St. Clair County. They arrested three subjects for felony Child Neglect charges and gain additional intelligence on other wanted subjects.

On December 14th, Port Huron Police Department officers responded to Blue Water Glass at 2401 16th Street on a report of a bomb threat. The threat was emailed demanding bitcoins and went into a spam folder. Nothing unusual was discovered at the premises. This type of threat was placed to businesses across the nation this week.

On December 20th, the Port Huron Police Department responded to an assault complaint in the 800 block of Ontario Street. A 52 year old Port Huron resident advised her 50 year old husband had assaulted her and threatened her with a knife and a hammer. The suspect had the knife when officers arrived, but they were able to take him into custody without further incident.

On December 22nd, the Port Huron Police Department received a call of a women stabbing herself in the 1500 block of 9th Street. The 45 year old Port Huron resident was found to have severe cuts to her body requiring surgery. She was transported to Lake Huron Medical Center and transported to another hospital for further evaluation.

On December 25th, Port Huron Police Department Officers responded to the 3200 block of Military Street where the 46 year old occupant advised her door was kicked in by a 39 year old Fort Gratiot male she owed money to. Officers located the suspect and placed him under arrest for Home Invasion. He was lodged in the SCC Intervention Center.

On December 31st, a two year old husky dog severely bit a seven year old resident at the home they share in the 1600 block of Poplar Street. The child was taken to McLaren Port Huron and later transferred to Children's Hospital in Detroit for facial surgery. Port Huron Police Department Animal Control Officer was notified on January 4, 2019. The investigation is ongoing.

The number of reported drug overdoses in the month of December was eight (8). One (1) had an unknown cause, one (1) was related to crack cocaine, and six (6) were related to heroin.

One of the heroin overdoses resulted in death. Calls for service overall in December 2018 (2502) increased 8% from November 2018 (2294).

In the month of December, the Port Huron Fire Department responded to 314 calls for service, including 12 fires, 218 medical emergencies, 8 vehicle accidents, 2 elevator rescues, and 16 hazardous conditions.

Calls for service included a mutual aid request by Port Huron Township for a commercial fire on December 9th in the 2400 block of Minnie Street. Fire companies also responded to a dwelling fire in the 2100 block of Stone Street on December 26th.

Fire companies completed over 400 hours of in-house training during the month of December. Stokes basket operations utilizing Ladder 3 were planned under the direction of the apparatus manufacturer, and evolutions were conducted on all suppression shifts.

The Fire Department, with assistance from Information Technology, converted its records management system from a server-based operation to a cloud-based vendor. This will allow the Fire Department to remain compliant with new State of Michigan EMS reporting requirements. In the coming months, this will allow fire companies to maintain a real-time data link with St. Clair County Central Dispatch, and will eventually facilitate a paperless fire inspection program.

The Fire Department made over 50 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 NFPA Plans Examiner, as well as NFPA Fire Inspector II. Fire companies completed twenty-seven life safety and pre-fire inspections. Captain Shattuck and Engine Company 4 completed a comprehensive pre-fire plan of the Prestolite Complex on 24th Street.

The Clerk's office continued issuing new ID badges to all employees as part of the City Manager's continuous efforts to keep City staff and our facility safe and secure. Record management activities continued this month with staff completing the scanning and organizing of all legal opinions and gathering information to begin organizing City ordinances. The Clerk's office also processed 13 FOIA requests, processed over 400 voter registration changes, scheduled 12 cemetery burials and prepared numerous proclamations and general correspondence for the Mayor.

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 project went out for bid in December 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 Pine Grove Park Restroom and Parking Improvements project and the 2019 Black River Maintenance Dredging contract went out for bid. Bids for the Black River Scenic Walk project and the 10 Foot Track Knox Field track were opened. Recommendations to City Council for these two projects are forthcoming.

The MDEQ approved the permit amendment for the dredging of the Black River Canal. This request was previously submitted to amend the location of the dredged material disposal. We are still waiting on notice from the Army Corps of Engineers that the permit is authorized.

The Lakeside Park Pavilion project and associated concrete work was started and finished. The Mausoleum Roof Replacement project was also completed. However, after a recent rain event a leak was discovered. The Contractor is investigating this leak.

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 utilities work. Crews graded many alleys along with adding stone to Armour Street to improve drainage. Crews mapped out trees needing trimming in each plow route. Crews applied 131 tons of salt to the trunk lines and majors for two snow events and shoveled and salted the sidewalks on the bridges. After each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event.

The motor pool completed major repairs on truck #134 nearly completed new patrol #24 as well as maintained the preventative maintenance list with short staff due to vacations.

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 after 30 years of service with the City. His position was advertised and only one application was received. This applicant has since declined the position. Four proposals were also received for as-need electrical services as a result of not finding a replacement. 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 installation of a new water service as a result of a leak as well as fixing a fire hydrant on Military Street that was damaged by a vehicle. Sewer crews investigated a sewer backup complaint on Garfield Street. The investigation determined that the lead serving the home was damaged during a City construction project. The repair has been scheduled for the first part of January. They also had to make an emergency repair to a sanitary sewer as result of a contractor attempting to replace a private sewer lead. The contractor will be billed for our cost to make the repair.

The Elmwood Street Sanitary Pump Station is running independently and near completion. Remaining items include minimal electrical/control work, generator receptacle installation and site restoration. Bidding documents for a stationary gas standby generator at the Scott/Poplar pump station and at the Water Street pump station are near completion. The project will be advertised in January with an allowance to procure the generators through Sourcewell. There is approximately 13 weeks of lead time. The main electrical switchgear for the WWTP has been re-rated and

accepted by DTE. The consultant, City staff and DTE are coordinating for a new electrical feed to the new switchgear. Engineering staff is also coordinating with the work for the Michigan/Quay street reconstruction. Design for a new building to house the switchgear is underway. The contractor for the pipework installation project in biosolids storage tanks number one and three will be done in January. City staff met with the Port Huron Area School District for the abandonment and replacement of the Northern sanitary pump station. The pump station and sewer serving the school and adjacent property are on school property. An easement will be granted and the City will take ownership of the station and the sewer. The new pump station will be located within the Black River right of way. The contractor for the 16th Street pump station automatic transfer switch replacement project completed their work. The tiebreaker needs to be tested as well as the generator under load. Tetra Tech was awarded an agreement for the engineering design of the grit chamber rehabilitation and the odor control system redesign/replacement. A first round of air monitoring for odor control occurred in November. A second round is expected in the spring. A structural and mechanical assessment of the north grit channel took place with the consultant and contractor.

One bid was received for the Water Filtration Plant (WFP) raw water intake stabilization project. 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 project was awarded to Dean Marine, Inc. at the December 10th City Council meeting. The contractor for the new maintenance garage has installed footings and a portion of the block walls. Issues concerning quality of work and scheduling have been ongoing.

During the month of December and continuing into January, the Human Resources Department is accepting employment applications for full-time Fire Fighters, Police Officers and a Tree Trimmer.

Additionally, we have decided to take part-time applications early for the upcoming Spring/Summer positions and they are as follows: Junior Recreator Programmer, Lifeguards, Parking Booth Attendants, Playground Assistants/Leaders, Pool Maintenance, School Crossing Guards, Seasonal Lawn Maintenance, Coaches for Sports Programs, Summer Day Camp Coordinator/Leaders and Temporary Laborers. We are also accepting them for part-time positions at McMorran and they include: Box Office, Concessions and General Cleaning.

Medical Incentive payments were issued in December to employees and retirees that elect not to participate in our healthcare program because they have dual medical coverage with their spouse. Employees and retirees that participate in the Medical Incentive Program receive a credit of \$250 per month in lieu of healthcare coverage and the special payment is issued in December of each year. This plan reduces overlapping of medical coverage and helps lower the City's healthcare costs. We have approximately forty (40) employees / retirees that participate annually in this program.

Annually, the City adopts a Christmas Family through the Professional Counseling Center. This year's family consisted of three (3) children, 11 years old and younger. Throughout the year, City employees donated close to \$1,000 from casual Fridays and special casual days. Our volunteer shoppers along with other employees' donations were able to obtain most everything

from the “Wish List” like coats, boots, clothing, toys, games and new bed sheets for all the children. In addition we were able to provide a \$300 Kroger gift card.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. Backhoe training was held for a new employee at our Forestry Division.

Code enforcement held 35 hearings during the month of December. Enforcements opened totaled 93, with \$280.00 in collections received.

The Rental Inspection Department completed 142 inspections and certified 58 rental units in December. Staff responded to seven rental complaints and six new rental properties were registered during the month.

The Inspection Division issued 97 permits with a revenue of \$42,752. Staff responded to 35 inspection/zoning complaints.

In December, Community Development completed two emergency repair grants and one façade grant. Buyers closed on the rehabilitated property at 913 Michigan Street with the property at 918 Vanderburgh Place was put on the market for \$81,700. This property is also completely rehabbed. The annual Community Development presentation was provided to City Council and three first time homebuyers took advantage of the Urban Pioneer Program.

The Planning Department work on a number of items for the Planning Commission meeting. These included the following applications:

1. A special use permit for a sober living home at 1431 Lapeer Avenue.
2. A rezoning request from A-1 to B for 2125 Military Street.
3. Special use permits and preliminary site plan review for a boat storage building and boat repair facility at 1008 Third Street.

Administrative site plan review was also completed for a proposed Dollar General at 1233-1251 Water Street. Staff also prepared a lot frontage variance request at 2601 Electric Avenue, five lot split/combinations, and a use certificate for Riviera Music Theater at 401 Grand River Avenue.

December saw much planning and plotting at the Recreation Department. This month we outlined details for our summer programs and events. We lined up acts for Rockin’ the Rivers, created lesson plans for our playground program, and lined up the princesses for our annual Princess Tea to start. Our winter events are approaching and December was partially spent in final prep for these as well.

December itself saw the successful premier of our own “Gingerbread Saturday,” a program that offered hours of fun for kids while parents gained a chance for last minute shopping. Our Adopt a Foster Child program wrapped up in the beginning of this month as well, bringing in over 400 gifts for foster children in the Port Huron area. Our winter brochure went out this month and we look forward to January as registrations for our winter events roll in.

In the Month of December, McMorrان place hosted Town Hall speakers Caroline Goulding and Mitch Albom, Art in Motion, “Prophets Family Christmas” sidewalk concert, Port Huron Civic Theater – Annie, Irish Nutcracker, and the Rock n’ Roll K-9 show.

The McMorrان Place held a free movie on Saturday, December 29th, Incredibles 2. The Port Huron Prowlers have played home games on December 14th, 15th, 21st, 22nd, 26th and the 27th.

The Parks Division has salted a few times from slippery conditions at McMorrان, police department, fire stations, etc. Parks also continued to clean leaves in the parks, and remove them as well. We also helped pick up leaves in cemetery with community service workers. We also pulled out docks from Riverside and Water Street boat ramp. We also have been maintaining all the Christmas lights downtown; due to wet conditions they keep going out.

In the Cemetery Division, in the month of December we had 11 services with 6 being full burials and 5 being cremains services. For the year 2018 we had 177 total services with 57 being full burials and 120 being cremains services. Reasonable Roofing has started the Mausoleum roof replacement project and is expected to be completed in early 2019. The annual Wreaths Across America event was on December 15, 2018 with wreaths being placed on all graves at Allied Veterans Cemetery and most graves covered at our Old Soldiers portion of our Cemetery. This event has become very popular and was well attended. Community service workers were utilized the month of December for leaf blowing and raking and staff has picked up leaves from the entire Cemetery.

The Forestry Division has been extremely busy trimming all streets in the City for plowing season. Crews are trimming all low hanging branches over road and curbs to make for easier plowing during the winter. We also have been busy inspecting trees for residents. The contractor has completed Lists 1 and 2 for dangerous tree removal and we have bid out Lists 3 and 4 for removals.

The Information Technology Department was involved in a number of activities. Of note were: Completing year-end accounting and payroll activities, including a number of one-time payment activities in preparation of W-2 and 1099 distribution. We also added 2018 Income Tax forms to the web site and activated the fiber network connection to the Cemetery/Parks Building. We also added Cemetery, Fire Station 3, and 4 to our phone system; completing a enabling direct dialing between all permanent City locations. Lastly, we received proposals and selected two finalists for the project to replace the Finance, Payroll and HR applications.

During the past month the Income Tax Division has continued work on our new Windows-based income tax processing program. In addition to processing all current tax information and payments on the new system, we also added any delinquent balances and current payment agreements. We have also made the 2018 tax forms available on the City’s website. In addition, we are attempting to clean up any open items from the 2017 tax year before December 31.

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. Year-end adjustments were made to employee payroll history as needed. Several annual items were filed this month including the Single Audit, Act 51 Report, Qualifying Statement, Bond Disclosures and the Form F-65 Report.

The Assessing Division completed the canvassing for personal property and statements were mailed out on December 28th. The Board of Review met on December 11th. We have also been updating the computer for changes in the residential neighborhood values based on our sales study ratios. Permits, combinations and lot splits are still in progress and should be completed in January.

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. In addition, we are collecting payments from the December 2017 tax bills which, except for the recycling and leaf pick up fee, consists entirely of taxes levied by the County which we collect on their behalf. We are also making the adjustments necessitated by the Board of Review changes.

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