



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

Calls for service increased slightly during the month of April and the police department kept busy investigating 26 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On April 7th Port Huron Police Officers were called to a residence in the 2600 block of Vanness Street regarding a suicidal male with a gun in his mouth and according to the caller, it was believed that the male subject fired a shot. Upon arrival, officers observed a male subject walking around inside of a residence with a gun to his head. Officers contained the scene while the Crisis Negotiation Unit and Special Response Team were activated. While officers maintained the scene, the male subject was observed exiting the back door, where he was given verbal commands which were ignored. A few seconds later officers heard what sounded like a gun shot. CNU and SRT members attempted to make contact with the male subject inside but received no response. After a period of time SRT members made entry into the residence after securing a search warrant. Once inside the male subject was found to be deceased with what appeared to be a self-inflicted gunshot to the head. The scene and investigation were turned over to members of the Criminal Investigation Unit.

On April 11th a member of the Port Huron Police Department attempted to stop a vehicle for speeding. The driver of the suspect vehicle accelerated at a high rate of speed and failed to stop for the Port Huron Police Department. The suspect vehicle then failed to stop at the intersection of 24th St. and Dove St., causing a four vehicle accident. A 48-year-old female from Chesterfield Township died at the scene and four occupants in the suspect vehicle were critically injured. On April 26th, the 35-year-old female driver of the suspect vehicle was arraigned on one count of Second Degree Murder and remains lodged in the St. Clair County Intervention Center with no bond. The investigation is continuing by members of the Criminal Investigation Unit.

On April 15th Port Huron Police Officers were dispatched to the Port Huron Pharmacy in the 500 of 10th St. regarding an alarm. Upon arrival, officers determined that the business had been broken into, the suspects had already left, and a large quantity of narcotics were stolen. The investigation was turned over to the Major Crimes Unit. The investigation has revealed that this break in is a part of an organized criminal ring breaking into pharmacies throughout Michigan and Ohio. The investigation continues by the Major Crimes Unit and other law enforcement agencies throughout Michigan and Ohio.

On April 19th Port Huron Police Officers were dispatched to 22nd St. and White St. regarding a neighborhood dispute, with a report of a man with a gun who was fleeing the scene. Officers interviewed witnesses and were able to identify the suspect with the gun. Officers set up a perimeter around the suspect's house, eventually making contact with the suspect who exited his residence and was detained without incident. The suspect made statements that he concealed a handgun in his waistband and displayed the handgun to multiple subjects. A loaded 9mm handgun was recovered from the suspect's garage and the suspect was arrested, charged with Carrying a Concealed Weapon, and lodged at the St. Clair County Intervention Center.

On April 19th Port Huron Police Officers were requested to assist the St. Clair County Drug Task Force with conducting a traffic stop regarding a narcotics investigation. During the investigation a female passenger climbed into the driver seat of a vehicle, backing up the vehicle, ramming a fully marked St. Clair County patrol vehicle, which initiated a vehicle pursuit. During the pursuit, the suspect driver intentionally rammed multiple Drug Task Force vehicles. Port Huron Police Officers assisted with the pursuit until additional St. Clair County Sheriff Officer patrol vehicles were able to take over the pursuit, which lead out of the City of Port Huron and onto I-69. The female suspect driver eventually crashed into a ditch near Burt Rd. and Capac Rd. in Mussey Township. There were no injuries and no civilian vehicles or property were damaged within the City of Port Huron during the pursuit. The driver was charged with Fleeing and Eluding, Felonious Assault with a Motor Vehicle, and Narcotic charges.

On April 21st Port Huron Police Officers were called to the 2700 block of Military St. regarding a suicidal subject who was cutting his wrist with a knife. Upon arrival, officers observed a subject who was bleeding from his wrists and neck. While officers were attempting to negotiate with the subject to drop his knives, officers observed the subject cut himself several more times on his wrists and neck before finally dropping the knives. Officers were able to take the subject into protective custody and the subject was initially transported to Lake Huron Medical Center. The subject was then transported to St. Johns Hospital in Detroit for further medical treatment. Port Huron Police Officers were assisted by Port Huron Fire Department with the rescue boat and Tri-Hospital EMS.

Over several days in the last week of April, Port Huron Police Officers took numerous complaints involving subjects shooting paintball guns from inside of a vehicle at moving vehicles and damaging houses/property. A witness contacted Central Dispatch Authority advising of subjects entering a vehicle with paintball guns. Officers located and conducted traffic stops on two suspect vehicles. During the investigation, 5 suspects were taken into custody, several loaded paintball guns and suspected marijuana were located in the vehicles. All suspects are facing charges of transporting a Loaded Pneumatic Gun inside a Vehicle, a 2-year misdemeanor and Possession of Marijuana.

The number of reported drug overdoses in the month of April was ten (10). Nine (9) of the overdoses were related to heroin and one (1) was related to pills.

On April 14th and April 21st, the Port Huron Police Department hosted and was the lead agency regarding Active Shooter training at Port Huron High and Port Huron Northern High Schools. This training consisted of 6 hours each day of how to respond, handle, and engage an active shooter, along with tactical first aid for injured subjects. The following agencies participated in the training: Port Huron Police and Fire Departments, St. Clair County Sheriff Office, Marysville Police and Fire Departments, St. Clair Police Department, Yale Police Department, Capac Police Department, Michigan State Police, U.S. Border Patrol, Port Huron Township and Fort Gratiot Fire Departments, Tri-Hospital EMS, Central Dispatch Authority, and St. Clair County Emergency Management Office.

During the month of April, an announcement was made indicating that Chief Baker will be retiring, Capt. Platzer will be promoted to Chief and Lt. Kuehn will be promoted to Captain.

Calls for service overall in April 2018 (2304) increased by 1% from March 2018 (2282).

In the month of April the Fire Department responded to 204 medical emergencies, 10 fire calls for service and 57 miscellaneous calls which include: false alarms, downed power lines, unauthorized burning, and related public assistance.

Included in the fire calls are a vehicle fire at 1107 Stone St. where damage was confined to the engine compartment; a fire within a paper machine inside Dunn Paper at 218 Riverview-damage confined within the insulation of the machine; and a large brush fire in the area of the CN rail tunnel that burned approximately 4-5 acres. No structures sustained damage and there were no injuries in any of these responses. The warmer temperatures have caused a slight uptick in unauthorized burning calls with crews having responded to 8 such incidents. As a reminder to residents, please check the City of Port Huron Web Site for a review of our ordinance regulating outside fires.

Fire Chief Dan Mainguy formally announced his retirement from the department effective July 1, 2018. Port Huron Fire Department Battalion Chief Corey J. Nicholson has been selected to replace Chief Mainguy. Additionally, Fire Marshal Larry Warren will also be retiring and interviews are being conducted to name a replacement. Battalion Chief Jeff Finnegan has also announced his retirement, with a replacement to be promoted from current fire Captains. Interviews of new firefighter candidates are currently being conducted to replace these retiring command officers. The department has taken delivery of a new Sutphen Fire Pumper. The vehicle is being outfitted and will be in service soon.

Fifty-two inspections of commercial businesses have been completed to date this month and the Fire Marshal has attended 11 School Drills.

Throughout the month of April, the Clerk's office prepared for the annual Mayor's Prayer Breakfast to be held on Thursday, May 3, 2018. Responsibilities for the breakfast included reserving McMorran Lounge, coordinating catering services, sending out over 100 invitations and working with Operation Transformation to ensure a successful event for 91 individuals. Staff also received Spirit of Port Huron nominations with 14 winners selected by the committee. Coordinating the recognitions and the awards ceremony will be our priority next month with the award ceremony scheduled for June 11th at 4:30 p.m. in the McMorran Lounge.

Other areas of special emphasis this month included preparing seven proclamations for the Mayor, assisting the Beautification Commission with their spring planting order, scheduling 20 burial services and implementing the new Qualified Voter File (QVF) software. We have also begun scanning in legal opinions and reviewing and updating our internal index. Once completed we will be able to search for legal opinions in a timely and efficient manner.

The 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.);
- Finished placing gravel and received bids for the children's trike path at Palmer Park (for the Recreation Dept.);
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Received one proposal for the mausoleum roof (for the Recreation Dept.);
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Sent out a bid to recoat the Sanborn Pools and received no bids. It will be rebid in the early summer for a fall start. (for the Recreation Dept);
- Roselawn Area resurfacing bids were taken to council and recommended contract was approved. A pre-construction meeting slated for May, followed by a later spring start date.
- Solid Waste Contract bids (new five (5) year contract for services starting 1 July 2018) were received and opened. There were two bidders. Bids were taken to council and the contract for the Unlimited Option was awarded to Emterra.

Ward Construction set the forms to pour concrete 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 been completed. Final payment to Otis Elevator was approved at the first Council meeting in April.

Anlaan completed work on the \$1.4 million 10th Street Bridge Rehabilitation project and the bridge opened to vehicular traffic the first week in April. Minor punch list items remain.

Draft Capital Improvement Program was completed and submitted to council. It will be sent to the Planning Commission and City Council for final approval in May.

The streets maintenance crews continue to perform the typical month to month duties. These duties include the repair of pot holes with hot and cold patch at various locations, Crews plowed and salted one snow event and applied 48 tons of salt. Crews swept streets for 5 days and removed 76 cu. yards. Removed salt boxes from dump trucks for summer. Crews filled in low spots with stone and graded all gravel roads and graded many alleys. Crews leveled out the sand at Lakeside Beach with the loader. Repaired damaged yards and or grass from the snow plowing season. Saw cut many locations in preparation of asphalt season and added stone and graded the cemetery. Crews also finished adding stone, leveled and rolled tricycle track at Palmer Park.

The motor vehicle pool completed repairs on Vactor #236, switched all equipment from winter to summer mode, finished all bio solids equipment maintenance, completed inspections and serviced the drawbridges, and stayed on top of the PM list

The traffic section finished repairs on most winter damaged signs and began fabrication of several signs for the parks division as well as bridge inspections for the summer.

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. DPW administrative and the Utilities Services Foreman met to finalize the bid documents for the 2018 Sewer Lining Contract. The bid opening date is has been set for May 17th. Water metering equipment that was previously ordered for the new McLaren south tower has been delivered and provided to the contractor for installation. The City of Monroe made a site visit to discuss our automated meter reading system as well as how we migrated from a physical read system.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and engineering consultant met to review the final draft version of the City's Asset Management Plan for the wastewater system. This is a requirement of WWTP NPDES permit. As stated last month, the bid opening for automatic transfer switch replacement project at the 16th Street sanitary pump station was on March 28, 2018, at which time we received no bids. DPW administration did a direct mailing to various electrical contractors and received three quotes. A recommendation to City Council will be forthcoming. Also, the City's engineering consultant that specialized in pipe and tank painting completed the ultrasonic pipe testing of various piping that has become as concern based on surface corrosion. The report of the test results has not yet been received. The WWTP and DPW administrative staff along with our consultant conducted held a preconstruction meeting with the contractor for the Elmwood pump station rehabilitation project. The contractor anticipates to start the beginning of August and will take approximately 4 weeks to complete. An internal candidate was selected for the Lead Operator position as a result of the upcoming retirement of the current Lead Operator who has worked for the City for 30 years.

The Water Filtration Plant (WFP) and DPW administrative staff met with MDEQ staff to review a draft version of the City's *Water System Sanitary Survey*. This document is routinely updated to reflect changes for both operations as well as MDEQ requirements. The contractor for the ground storage tank painting project has started working and should be finished sometime in May.

During the months of April and May the Human Resources Department continues to accept employment applications for all of our spring and summer job openings. These positions include: Concession Workers, Kids Day Out to Play Leader/Assistant Leader, Lifeguards, Parking Booth Attendants, Summer Day Camp Leader 1 & 2, Summer Sports Aides, Seasonal Laborers and Police Cadets.

We are also accepting employment applications for full-time Police Officers, Clerical Assistant/Marketing Specialist, Recreation Activities Coordinator, Solids Systems Operator and Wastewater Treatment Plant Operator. We continue to have many job openings primarily created from employees that are retiring.

The Human Resources Department participated in the SC4 Career Fair on Thursday April 19th. We were one of 82 businesses that were present and it was located at the SC4 Fieldhouse. This allowed us to share local government job opportunities with students and interested candidates.

New three (3) year Collective Bargaining Agreements were approved by City Council on Monday, April 23, 2018 for the Port Huron Fire Fighters, Command Officers Association (COAM), Port Huron Police Clerical and the Utility Workers Supervisory Unit. The only

bargaining unit that we are still negotiating with is the Utility Workers, Local 532. We expect to have an agreement with this union prior to their contract expiration date of June 30, 2018.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. Backhoe refresher training as well as hi-lo refresher training was conducted for the Parks and Cemetery employees during the month of April.

The Code Enforcement Unit had 207 new enforcements opened and the Administrative Hearing Bureau heard 33 cases. \$1,300.00 was collected in payments this month. Much of April was spent trying to get new employees, Code Enforcement Clerk Stacey Husson and Code Enforcement Inspector Tom Urban up to speed. Paint Letters w/vouchers and brochures on the Community Development programs were sent out, which accounts for 81 of the new enforcements. Inspectors have also been quite busy knocking on doors handing out brochures when they observe RVs or boats on the property. So far, we have handed out 191 flyers in an attempt to notify property owners of the new rules.

The Rental Inspection Division completed 128 inspections and certified 85 rental units in April. Staff responded to four rental complaints and continued to focus on those properties that appear to be rentals but that are not registered nor certified. Eight new rentals properties were registered during the month.

The Inspection Division collected \$22,261.00 was collected in permits fees and inspectors responded to 14 inspection complaints throughout the month. Inspection staff also worked on a guidebook for decks and four sets of building plans were reviewed.

In Community Development, the project brush-up paint voucher program began and staff refreshed the Code Enforcement Unit on the home repair grants available and provided them with brochures to send out with fix-it tickets. One Urban Pioneer grant was awarded with five pending and once closed, funding will be gone for the current program year. Staff finalized the Annual Action Plan, awarded the grass contract to MJM Maintenance for the PHNHC properties, and awarded the rehab contract for 733 White Street. Two demolitions were completed through the blight elimination grant.

The Planning Department prepared items for the May Zoning Board of Appeals and Planning Commission meetings. These included two zoning ordinance changes, site plan review for a parking lot at 1416 Vacant Lot Military Street, and variances for projects at 830 Griswold Street, 318 LaSalle Boulevard, and 2301 – 16th Street. The process of verifying streets and addresses for the 2020 Census began. Planning staff also assisted various departments with the following items:

- Elevation sketch for proposed garage at the Water Filtration Plan;
- Letters for a scheduled meeting regarding relocation of sand;
- Port Huron Progress poster for the MOC lobby;
- Job fair posters;
- Interior/exterior plans for a PHNHC remodel at 913 Michigan;
- Various economic development projects including City Flats, The Harrington Hotel, and 306 Huron;

- Research/background information for a Principal Shopping District.

In the Cemetery for the month of April we had 20 total services with 11 being full burials and 9 being cremains services. Winter decorations including wreaths and grave blankets were removed beginning April 2nd and continued throughout the month. Community Service workers have been utilized for spring cleanup blowing leaves and raking up sticks on weekends. Staff is currently checking water lines for repairs with water expected to be turned on the first week of May. Spring foundation orders close at the end of April and the planned pouring date will be May 15th weather permitting. Seasonal staff consisting of laborers and grass cutters will start May 7th and continue until November 6th to fulfill our landscaping needs.

Springtime at the Recreation Department is always full of prep for our summer programs and this April has been no different. We've finalized our summer brochure (in mailboxes now) which features all our programs and classes. The website is up to date and Sprout City is on its way. Habitat for Humanity has been working hard and the Sprout City structures are completed! Our crews are working right now to finalize the buildings and paint them for the site. Meanwhile our building has been hosting the Michigan Virtual Learning Academy for the duration of their testing. We are happy to provide them with a space to challenge young minds! The Big Give is on the agenda, a campaign designed to inspire locals to give back in their community. With the Big Give June 12th date approaching faster than it seems, we're working hard to spread the word. The weather is (finally) turning warmer and we are ready for registration on May 8th for residents and 9th for non-residents! We have also begun the process of opening up our facilities that had been winterized as well as turning the water on in these locations.

At McMorran, Werth Productions began the month with two dinner/theatre performances. The Prowlers played two playoff games. A Bob Seger Tribute band performed to a crowd in the theatre. Over 900 seats were sold for the comedic performance of "One Funny Mother". The Berenstain Bears performed two shows on Saturday, April 21st to a great family audience. Wolverine Productions brought in "Peggy March" to perform on April 25th. WNFA radio station had a huge Christian concert with "Skillet" that utilized the entire building. The International Symphony Orchestra performed their final concert of the series to celebrate their 60th Anniversary.

The parks guys are starting to get into full swing with baseball for the college girls and boys team, we have been working on fields regularly due to very wet spring that we have had. The parks guys have been busy assembling and painting buildings, removing sod and putting down gravel for the black top pavement for the Little Sprout Tyke Track at Palmer Park. The Guys have also been cleaning all parks from winter debris. They have been removing sticks, leaves, trash and anything else from the parks. We have been cleaning the sand from fence lines and smoothing the beaches out for summer. They installed new bike racks at lakeside beach as well. The parks guys also repaired all the docks at riverside boat launch by replacing wood, installed new rub rails, and painted the ends. They also installed a new ramp to make them more accessible.

The Forestry department has been working at north service center removing dead trees, and grinding stumps. They also are at lakeside beach removing dead oak trees at the beach line and near houses. They have been inspecting tree reports and we are all set for the first zone of the

summer for general tree care. They have also been busy with brush pickups and the brush drop off is getting busy as well. The tree crew also removed art from the old Times Herald building and relocated it to the museum. Lastly we were able to celebrate Arbor Day at Cleveland Elementary planting an Autumn Blaze Maple tree with the 4th grade classes.

The Information Technology Department was involved in a number of activities. Of note were: processing the bulk of City Income Tax returns for the 2017; providing the required conversion files for the upgrade of the Income Tax Software, completing needed changes to Payroll processing software for retirement matching rules to comply with contract requirements, based on new collective bargaining agreements.

During the past month the Income Tax Division continued to focus primarily on the thousands of 2017 tax returns we have received so far. There is currently a ten day lag on processing of refund returns and a three day backlog in the processing of tax due returns.

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. We have also completed work on the proposed budget and the City Manager has delivered it to the City Council. We also updated our analysis of upcoming construction projects and compared CIP projects to budgeted amounts.

The Assessing Division finished all reports to the City, County and State for the 2018 assessing year. The assessing data base has been rolled over to begin work on the 2019 assessing year. Discrepancies in the data base master files have been analyzed and corrected. A good deal of file maintenance was done because of the changeover of years, both physical files and computer files. We are also updating the sales history and entering it into our computer files. In addition, we have started the process of our State AMAR (Audit of Michigan Assessment Requirements) properties that we will be field reviewing this summer.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees and water payments. We are particularly busy processing income tax mail and the related payments. We also continue to perform the monthly accounting for BWATC.

Sincerely,



James R. Freed

City Manager

Chief Administrative Officer