



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

With the warm weather and a busy Memorial Day weekend calls for service increased significantly during the month of May. The Police Department kept busy investigating 25 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On May 6th, members of the Police Department were dispatched to the 2700 block of 19th Avenue regarding a Breaking and Entering of a garage. The caller advised that they heard noises inside of the garage and believed the suspect was still on location. While in route, the caller advised that a white male suspect was observed fleeing the area on foot. Port Huron Police Officers responded and set up a perimeter in attempt to locate the suspect. Police Officers did confirm that there was an actual B&E of at least one garage, possible more break-ins in the area. After a period of time, a citizen contacted police advising that the suspect was now walking in the area of 18th Avenue and Elmwood Street. Police Officers made contact and arrested a 22 year old male from Port Huron. During the investigation, it was determined that seven homes and vehicles had been broken into by this suspect. The suspect was lodged at the St. Clair County Intervention Center and charged with Attempted Home Invasion 1st Degree, Breaking and Entering a Building with Intent (four counts), Receiving and Concealing Stolen Property, Possession of Methamphetamine, Possession of Marijuana with Intent to Deliver, Habitual Offender 2nd, and Habitual Drug Offender 2nd. This was great team work by the citizens of Port Huron who contacted the police and members of the Port Huron Police Department.

On May 10th, members of the Major Crimes Unit (MCU) received a credible tip of a wanted person hiding out in an old store in the City of Emmett, MI. On April 21, 2018, the wanted subject attempted to steer a vehicle off of I-94 in an attempt to harm his girlfriend and the child. The wanted subject then assaulted his girlfriend in the median of the expressway while committing other crimes before fleeing on foot prior to Michigan State Police (MSP) arrival. With this being a MSP investigation and the fact the MSP has a member assigned to the Major Crimes Unit, MSP requested assistance from MCU to locate the wanted person who had an eight count felony warrant for his arrest regarding this assault. MCU responded to the area and located the wanted person inside of an apartment. The wanted person initially refused to exit the apartment, but after a period of time, the wanted person exited the apartment, was arrested by members of the Major Crimes Unit, and then was turned over to a uniformed Michigan State Trooper.

On May 11th, Port Huron Police Officers received a call of a domestic disturbance in the 2600 block of Gratiot Avenue. While officers were in route, dispatch advised that the suspect has kicked in the door to the residence, an assault occurred, and the suspect fled the area in a vehicle with a shotgun in the trunk. Officers were able to locate the suspect/vehicle in the area of Palmer Street and Stone Street where a felony stop was conducted. The suspect was taken into custody without incident and a shotgun was located in the trunk. The suspect was charged with Domestic Violence, Felon in Possession of a Firearm, and Felon in Possession of Ammunition. The suspect was lodged at the St. Clair County Intervention Center.

On May 11th, Port Huron Police Officers received a call to a local hotel in the 1700 block of Hancock Street regarding staff members advising of suspicious activity in one of the hotel rooms. Officers made contact with several occupants in the room and noticed in plain view evidence of drug sales. PHPD Road Patrol Officers requested assistance with the investigation from the Major Crimes Unit. After a search warrant was obtained, a search of the hotel room was completed. A large quantity of Crystal Methamphetamine and Fentanyl, along with Heroin was discovered. A total of nine (9) people were arrested and charged on various crimes including Possession with Intent to Deliver Methamphetamine, Fentanyl, and Heroin, Smuggling Contraband into Jail, Obstructing Police, Parole Violation, Maintaining a Drug House, and Frequenting a Drug House. Just prior to this investigation, a person who had just purchased heroin from this location had overdosed in a restaurant in the 1700 block of Hancock Street and was transported by EMS to a hospital for medical treatment.

On May 27th, a Port Huron Police Officer observed a vehicle speeding in the area of Military Street and Union Street. When the officer attempted to stop the vehicle, the driver speed up and fled. A vehicle pursuit ensued, but when the officer noticed the erratic driving of the driver, the officer immediately terminated the pursuit. The suspect vehicle struck a curb, which caused both passenger side tires to go flat. The suspect vehicle came to a stop and all occupants of the vehicle fled on foot. Responding officers were initially able to locate the passenger of the vehicle. It was determined that the passenger of the vehicle had just stole the vehicle from his parents in Burtchville Township. The St. Clair County Sheriff's Office did respond to the address in Burtchville Township and did confirm that the vehicle had been stolen. The passenger identified the driver and the driver was eventually located at a residence in the 500 block of 15th Street. Both the driver and passenger, who are juveniles, were lodged at the Macomb Juvenile Center by members of the Day Treatment/Night Watch program. The driver of the vehicle was charged with Fleeing and Eluding and the passenger was charged with Unauthorized Driving Away of an Automobile (UDAA).

The number of reported drug overdoses in the month of May was eight (8). Five (5) of the overdoses were related to heroin, one (1) pills, and two (2) were unknown. Of the eight (8) overdoses, one (1) of them resulted in death which was suspected to be related to heroin. Toxicology reports are pending. An overdose that was reported in the April 2018 City Manager Report died on May 1, 2018.

During the month of May, the Port Huron Police Department welcomed to their family Officer Jason Burge, a recent graduate of Ferris State University, Officer Carter Reichle, a recent graduate of the Macomb Police Academy and Police Cadets Justin Hartman, Morgan McCarty, and April Seavolt. A conditional job offer was given to Melissa Jacobs for police officer. Melissa is currently a police officer working for the Dallas County Community College District in Dallas, Texas, but was born and raised in Port Huron. Melissa is looking forward to moving back to Port Huron with her family and working for the Port Huron Police Department. Gale Kicinski was appointed to Records Supervisor.

Calls for service overall in May 2018 (2785) increased by 17 percent from April 2018 (2308).

In the month of May the Fire Department responded to 195 medical emergencies, 11 fire calls for service, and 112 miscellaneous calls which included false alarms, downed power lines, unauthorized burning, and related public assistance. The increase in miscellaneous calls was attributed to a high wind event on May 4th where the department responded to 49 calls in this 24 hour period.

Included in the fire calls was a residential fire at 1111 Howard Street. A discarded cigarette into combustible materials caused damage to the basement. Batteries in contact with coins caused extensive damage to a home at 1107 Miller Street. The basement of 1031 Pine Street sustained damage, cause of the fire is undetermined. There were no injuries reported at any of these dwelling fires.

As the Fire Department prepares for upcoming retirements, Battalion Chief Corey Nicholson and Firefighter Kyle Brunk were assigned to 40 hour schedules to train with Chief Mainguy and Fire Marshal Warren in preparation to assume their duties. Additionally, the following staff were promoted and assigned to their new roles: Captain Dale Minard was promoted to Battalion Chief, Lieutenant Kurt McFarlane was promoted to Captain, and Firefighters Rick Bartley and Nathan Johnston were each promoted to the rank of Lieutenant. The Department also welcomed newly hired Firefighters Matthew Chambers, Sean Dalton, and Robert May. Each candidate has completed initial training and have been assigned to suppression shifts. Twenty inspections of commercial businesses and three plans reviews were completed in May.

Beyond the normal day-to-day activities, the City Clerk's office spent a week preparing the necessary materials (lists, maps, instructions, binders, etc.) used by volunteers to place American flags on veteran graves in Lakeside Cemetery prior to Memorial Day. The Clerk's office also assisted the cemetery division to prepare for the spring pouring of foundations for 41 headstones. There has been a large increase in cemetery inquires and scheduled 19 burials this month.

For Mayor and Council activities, staff set up for the annual Prayer Breakfast at the beginning of the month and prepared the appropriate invoices to send to attendees following the event. Staff is also gearing up for the Spirit of Port Huron Awards that will be held on Monday, June 11. Responsibilities include reserving McMorran Lounge, coordinating catering services, preparing and sending out over 200 invites to winners, past winners and nominators and creating an event program that contains a summary of each winner who is receiving an award. Invitations were responded to and numerous proclamations and letters were prepared throughout the month. Wedding arrangements were also coordinated for the Mayor to officiate at during the month.

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

- Large pavilion for Lakeside Park (for the Recreation Dept.);
- Finished placing asphalt 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.);
- Reviewing the 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;
- Roselawn Area resurfacing contract – The pre-construction and public meeting was held and work should start in early June and be finished mid-July;
- Solid Waste Contract bids (new five (5) year contract for services starting 1 July 2018) were received and are working on the insurance paperwork to give them a notice to proceed.

Ward Construction poured the concrete for the small pavilion at Lakeside Park.

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 swept streets for 13 days and removed 150 cubic yards, closed roads for two special events, closed some roads for wind storm/wires down, and set up lane tapers for Utilities division. Crews applied calcium chloride in the cemetery and gravel roads and graded all gravel roads/many alleys. Crews cut grass and trimmed bushes at several locations and repaired asphalt at six locations using 106 tons of asphalt. Radar trailers were placed at different locations throughout the City. Crews also prepped and paved additional entrance and exit at Lakeside beach and installed delineators in the road at Lakeside.

The motor vehicle pool crew went through and prepared both street sweepers for the sweeping season as well as working on normal break downs and stayed on top of the PM list

The traffic section installed gateway signs, striped parking lots, fabricated signs for the beaches, and replaced light poles as well as normal day to day sign and signal issues.

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 administration performed interviews for the Utility Service System Supervisor position as well as Utilities Foreman III as a result of a recent retirement. Both positions were filled with internal candidates. Crews also performed repairs and cleaning to MDOT catch basins as part of annual maintenance agreement.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and engineering consultant completed the City's Asset Management Plan for the wastewater system. It was submitted to the MDEQ on May 24th ahead of the June 1st deadline. City staff completed the installation of the fiber optic line between the MOC and WWTP. The City's engineering consultant that completed the ultrasonic pipe testing of various piping that has almost completed the final report. The report should be received the first week of June. A third party completed the testing and calibration of the three sanitary flow measuring devices for Kimball Township. These devices tested within parameter but it was found that the sewers adjacent to the devices need to be cleaned as the debris is causing a false read. Both Port Huron and Kimball Townships have been notified that cleaning is necessary. Maintenance staff obtained a quote for the repair of 3 overhead cranes located in the WWTP.

The Water Filtration Plant (WFP) and DPW administrative staff received the final version of the City's *Water System Sanitary Survey* from the MDEQ. There was one deficiency noted as well as a few recommendations. A response to the MDEQ will be provided by June 11th. The contractor for the ground storage tank painting is nearly completed with their work. The tank should be placed into service by mid-June.

During the month of May the Human Resources Department accepted employment applications for all 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 continue to take part-time applications into the month of June for Lifeguards, School Crossing Guards and Seasonal Laborers.

Human Resources is also accepting employment applications for the following full-time positions Police Officers, Police Services Coordinator/Analyst, Detective Secretary/Property Technician, Rental Certification Inspector and an Administration Clerical Assistant. There continues to be many job openings primarily created from employees that are retiring.

Union negotiations will continue on June 6, 2018, with the Utility Workers, Local 532. It is expected to have an agreement with this union prior to their contract expiration date of June 30, 2018.

Employee benefit meetings were conducted by the H.R. Director and Director of Finance for all non-union employees on May 1st and 2nd. These were informational meetings to go over the upcoming changes to pensions and healthcare plans. Additionally, MERS Employee Education Sessions were held on May 8th & 9th to discuss the July 1st changes on the Defined Benefit Plan. All employees that participate in the Defined Benefit Plan were encouraged to attend.

Letters outlining the upcoming healthcare changes were mailed on May 18th to City retirees affected by the July 1st changes. Benefits at a glance updates were provided as part of the mailing. The H.R. Director and Director of Finance met with Brown & Brown and Blue Cross on our annual healthcare renewal. They continue to look for ways to reduce healthcare costs with active employees as well as retirees.

Health & Safety training is ongoing. New employees continue to be trained as they come on board at the City. Hi-lo refresher training and Overhead Crane training was conducted for the Streets Division employees during the month of May.

The Code Enforcement Unit had 238 new complaints opened of which 100 were high grass and 22 were additional paint letters/tickets mailed out. The Administrative Hearing Bureau heard 23 cases. \$440.00 was collected in payments this month and an additional \$2,128.70 was declared as single lot assessments. Code Enforcement staff participated in "Use of Force Training" through the Police Department and training of new staff continued.

The Rental Inspection Division completed 100 inspections and certified 50 rental units in May. Staff responded to ten rental complaints and continued to focus on those properties that appear to be rentals but that are not registered nor certified.

In May, the Inspection Department collected \$28,693.00 in permits fees and inspectors responded to 22 inspection complaints throughout the month. Clerical staff worked on creating a report and procedure for meth lab clean-up bases on the City of Kalamazoo's process. Two commercial sets of plans and three residential sets of plans were reviewed.

In Community Development, two Urban Pioneer grants were awarded to first time homebuyers and 11 facade grant applications were accepted. Through CHDO rehab funds provided from the City, St. Clair Non-Profit Housing completed a rehab project at 718 Johnstone Street. Rehab specs were also completed for 913 Michigan and the project is out for bid. The Annual Action Plan was submitted and environmental review record was completed for 2018 program year funds. Both Annual Action Plan and Environmental Review publications were in the newspaper. All program information booklets/packets, etc. were updated with new income guidelines effective June 1st.

Planning staff worked on required paperwork for two rezonings scheduled at the June 5th Planning Commission meeting. This paperwork includes maps, staff reports, property owner lists and notification, and letters for the rezoning locations, 2240 – 10th Street and 3001 Electric Avenue. The same items were also completed for variances being requested at 805 Pine Grove Avenue that will be presented at the June Zoning Board of Appeals meeting. Staff continues to work on the 2020 Census, verifying the address list and maps, and economic development packages for projects such as an Amendment to the OPRA for 802 Military Street. Items were created for the following:

- An exterior sketch and site plan proposed Water Filtration Plant garage addition.
- Maps for a grant at Optimist Park.
- Prelim logo design for Neighborhood Briefing meetings.
- Neighborhood Revitalization map of the area bound by Gratiot, Sanborn, Lake Huron, and Elmwood.

Summer is finally here at the Recreation Department! The beaches are officially open including splash pads. If you get hungry while you're there, you'll be happy to know our concessions are also open. Lakeside and Lighthouse beaches were both packed with residents and visitors for the Memorial Day weekend. The finalizing of our newest addition, Sprout City, occurred in May. This addition at Palmer Park is an inclusive park that features five little buildings and fun features for all kids. The Sprout City comes equipped with braille signs and doorways big enough for any child, wheelchair bound, or otherwise. Sprout City will be officially open on June 7th! The process of opening up Court Street and Sanborn pools has begun. Summer employment interviews took place and staff is very pleased with the teams we have lined up for this season.

At McMorran, two free performance of "Crash Boom Bang" was held on May 3rd, one for schools and one for the general public. It is graduation season and St. Clair County Community College was the first to hold theirs on May 4th. Radio station WSAQ held their annual spring concert of "Lindsey Ell" on Saturday, May 5. There was a sold out crowd in the theatre. Port

Huron Civic Theatre performed “Guys and Dolls” on May 11, 12 and 13. It is also the start of Dance Recitals with Dance Company having performances on May 19 and 20. Garden Bros. Circus had two shows on May 22nd. The month ended with “Beauty and the Beast on May 25, 26 and 27. The ice was removed from the arena and staff is gearing up for some inside summer projects.

Parks and Forestry staff worked on the Tyke Track by installing cut logs, getting sand to build sandboxes, roofed and painted buildings, and ground preparation. The parks and city properties are on a regular mowing schedule. The crew worked on cleanup for the Memorial Holiday weekend at boat ramps and downtown properties. We had a plant day and cleanup of the flower beds in downtown. Trash is now a seven day operation. Paid brush clean up continues for spring with residents. The Forestry staff has been picking up limbs and branches after the storm and have been helping with the Tyke Trak and hanging signs at Lakeside Park.

There were 20 total services with two being full burials and 18 being cremains services at the Cemetery. Spring footings were poured on May 16th with 41 footings being poured and all stones were reset back in place. Summer seasonal help started on May 7th and will continue until November for trimming, mowing and other landscaping duties. Water lines have been turned on and will be available until October. Volunteers have placed flags on the graves of all veterans in Lakeside Cemetery as well as the Allied Veterans portion of the Cemetery for Memorial Day and will be picked up the week of June 4th.

The Information Technology Department was involved in a number of activities. Of note were modifying City and Police Department web sites to provide secure (https, ssl) connectivity, replacing a network switch, and completing fiber connection between the MOC and Waste Water Facility.

During the past month the Income Tax Division continued to focus primarily on the thousands of 2017 tax returns that have received. All of the request for refund returns have been processed and there is currently a two week backlog in the processing of tax due returns. The process of converting data to the new windows based program has begun. The new windows based program was approved by the City Council in March.

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 been working on the reimbursement request to the State for the lost personal property tax revenue. In addition, we are working with the credit card company to be able to have credit card payments taken at the Treasurer’s office, as well as working with HUD to ascertain the new accounting requirements for the Section 108 loan.

The Assessing Division has begun the process of updating the sales history and entering it into our computer files in anticipation of our 2019 sales study. In addition, we have begun 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 documenting other information including fences, sheds, sidewalks, pools and patios. We have visited 360 houses to date during 2018.

The Treasurer's Office and Water Office continue to be busy with collection of rental inspection fees, income tax payments and water payments. We also continue to perform the monthly accounting for BWATC. Our volume of mail processed is now reduced somewhat because of the end of the Income Tax filing season April 30th. However, now that the boat launches have opened we are processing those receipts several times per week. We have begun making preparations to send out the 2018 Summer Taxes. In addition, we have sent out notices regarding delinquent personal property taxes.

Sincerely,

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

James R. Freed

City Manager

Chief Administrative Officer