



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

The Police Department kept busy this June investigating 26 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On June 4th members of the Port Huron Police Department found graffiti on the front of the Municipal Office Center and SCCCC Fieldhouse. Police detectives and MCU were able to develop suspects that resulted in the confession/arrests of a 17 year old Brockway Twp. resident and a 18 year old Emmett Twp. resident.

On June 6th members of the Port Huron Police Department responded with rescue crews to the Black River near 17th and Water Street for a person in distress. It was discovered a small boat operator, 47 year old Port Huron resident, was in distress in the water and a 32 year old Clinton Twp. resident jumped off another boat to rescue him. Both males did not surface. Their bodies were located a few hours later.

On June 11th, members of the Port Huron Police Department received a call from a Port Huron resident from the 1100 block of Lapeer who stated she was at Children's Hospital in Detroit with her 3 month old child. The child had a head injury and was having trouble breathing. The mother suspected a babysitter caused the injury. The investigation is ongoing.

On June 15th Central Dispatch aired a possible drunk driver near Pine Grove and 10th Ave. Members of the Port Huron Police Department located the suspect vehicle nearby and found the driver to be in possession of analogues and a handgun. The driver, a 20 year old Port Huron resident, was arrested and charged.

On June 19th we took a Domestic Violence, Strangulation, and Assault with a Deadly Weapon report from a 26 year old Port Huron resident who responded to the Police Department. A search warrant was later obtained. Patrol, detectives, Major Crimes Unit and the Special Response Team responded to the 900 block of Stanton Street where a 32 year old Port Huron resident was arrested on these charges. Firearms were seized as well. The victim and suspect are married and had two small children in the home during this altercation.

On June 23rd members of the Port Huron Police Department responded to the 2300 block of 12th Street on a report of a man down. A 43 year old Port Huron resident had severe injury to his head and torso and was transported to the hospital. Detectives worked this case completing a search warrant and interviewed probable suspects in this Aggravated Assault. The investigation is ongoing.

The number of reported drug overdoses in the month of June was nine (9). All were related to heroin. Of the nine (9) overdoses, one (1) of them resulted in death which was suspected to be related to heroin. Toxicology reports are pending.

During the month of June, the Port Huron Police Department welcomed to their family: Officer Darrin Tenbusch of Fort Gratiot who graduated from the Oakland Police Academy and was hired as a Police Officer this month. We gave conditional job offers to Samantha Chauvin for the DB Secretary/Property Technician position and Aaron De La Rosa for the Crime Analyst position. A background investigation is underway.

A conditional job offer was given to Kevin Dombek, Anthony Salamone, Benjamin Rzothiewicz and Austin Mansoor who are currently in the background phase for Police Officer. Many more candidates have been tested and interviewed for additional vacancies. Ashley Marcano and Casey Nickerson are also finishing the background phase for Police Officer and are slated to attend the Macomb Police Academy in August under the Hometown Hero grant through the Community Foundation. Sgt. Lee Heighton retired this month after serving the citizens of Port Huron for 25 years as a road patrol officer, K9 officer with Boris, Britt, and Atlas, Corporal and Sergeant. He will be greatly missed.

Calls for service overall in June 2018 (2716) decreased by 3% from May 2018 (2785).

In the month of June the Fire Department responded to 185 medical emergencies, 15 fire calls for service and 107 miscellaneous calls which include: rescues, false alarms, downed power lines, unauthorized burning, and related public assistance.

Fire calls for the month of June included a dwelling fire at 2509 Woodstock Drive, a mutual aid request by Port Huron Township for a dwelling fire, a roof fire at Domtar Paper, an oil fire within ductwork at Mueller Brass, and lastly an industrial fire at the former Chicory.

Fire companies were called to 1125 12th Ave on June 22nd, 2018 at approximately 10 PM. Crews were met with heavy fire conditions on arrival. Eventually, four alarms were struck, resulting in aerial ladders and tower ladders begin brought in from the City of Marysville, Port Huron Township, and Fort Gratiot Township. Over 1.5 million gallons of water were utilized to place the fire under control in eight hours, and finally extinguished over the course of four days. The fire required the immediate razing of the remaining structure in order to extinguish hidden fire, eliminate the risk of collapse onto adjacent structures, and control hazards related to building components (asbestos). This was the largest fire fought within the City since the Algonquin Hotel Fire of 2000.

Fire Department companies were called back to the Chicory Site on June 29th, 2018 for a reported oil sheen on the Black River. It was determined that a pipe fitting on one of six below grade liquid storage tanks had failed, allowing a petroleum product to leak into a storm drain, which had a direct outlet on the banks of the Black River. Fire Department Haz-Mat crews secured the leak in the basement, placed absorbent materials at the storm outlet, and placed 400 feet of floating boom in the Black River, which was provided by St. Clair County Haz-Mat. United States Coast Guard secured a contractor for marine clean-up, while the City of Port Huron contracted Marine Pollution Control for immediate remediation and evaluation of the removal of remaining product in the basement storage tanks.

Battalion Chief Corey Nicholson was promoted to Fire Chief on June 22nd, replacing the outgoing Fire Chief Dan Mainguy. Kyle Brunk was promoted to Fire Marshal, replacing the retiring Larry Warren. Battalion Chief Jeff Finnegan retired at the end of the month, replaced by Captain Jim Hayes. Additionally, Lieutenant Terry Blackmer was promoted to Captain, and Firefighter Kevin Robinson was promoted to Lieutenant. The Fire Department also welcomed Probationary Firefighters Jackie Martin and Steve Poore to the ranks.

The Clerk's office started the month of June by hosting an "Are You Election Ready" event at St. Clair County Community Mental Health. Staff was available to talk with individuals about the upcoming election, how to vote and to help with the voter registration process. Individuals also had the opportunity to practice voting using the new voter assist terminal. Preparations have also begun for the August Primary election with our office sending out over 1000 absentee ballot applications.

The Spirit of Port Huron event was held on Monday, June 11. This year's event was a huge success and was attended by over 200 people. The next event that the clerk's office is preparing for is the Mayor's Exchange. The City of Holland will be visiting the City of Port Huron on Monday, July 30. Responsibilities include arranging hotel accommodations, coordinating catering services, preparing an itinerary and creating an informational booklet detailing the day's events.

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

- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Pine Street resurfacing from 7th to Military.
- Military Street, Pine Street and 6th Street parking lot resurfacing,
- 4th Street additional angled parking.

The large pavilion went out for bid (for the Recreation Dept.) on June 18th and should be submitted for Council approval in August.

Trike path for the Recreation Department was completed in June.

The Mausoleum roof was approved by Council on June 11th and work is scheduled to begin in September. This work is scheduled for completion in October.

The Water Filtration Plant Maintenance Garage bid will be on July 25th. It should be submitted for Council approval in August.

The Roselawn street project was started in May and is scheduled for completion in July.

The new solid waste contract starts July 2nd with Emterra.

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 303 cu. yards. Closed roads for 2 special events, closed some roads and set up lane tapers for Utilities division. Crews graded many alleys. Crews cut grass and trimmed bushes at several locations, repaired asphalt at eight locations using 100 tons of asphalt. Placed radar trailers at different locations throughout the City. Crews also helped the traffic section install bollards on Gratiot Avenue, north of Holland numerous times. Crews also removed graffiti from 7th Street and Military Street bridge tunnels.

The motor vehicle pool crew rebuilt the undercarriage on sweeper #153, responded to several road calls on the gator, as well as replacing the intake manifold on #104. Maintained the PM list.

The traffic section was busy working on the Lakeside beach traffic control project as well as installing gateway signs and began painting parking tees in the City.

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. The contractor for the 2018 Sewer Lining contract returned the contract books with the required bonds and insurance. This project will be underway in the next month or so. Staff is in the process of coordinating with DTE to hold or remove an existing electrical pole which will allow City staff to repair a section of sewer prior to the lining project. Staff also completed multiple catch basin repairs and installation for both City owned catch basins as well as MDOT under the annual trunkline maintenance agreement.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and engineering consultant met to discuss the biosolids tank cleaning and pipework installation projects that are included in the FY2018-19 budget. These projects will be advertised in July so that the projects can be underway this fall and early winter when the tanks are at their emptiest. With the recent approval of the purchase of the main electrical switchgear and consultant agreement, design has begun as well as a meeting schedule with DTE to discuss the project and seek input on their requirements. The City's engineering consultant submitted the final report with the results from the ultrasonic pipe testing that took place back in May. The City's engineering consultant is in the process of reviewing the shop drawing submittals for the Elmwood Street Sanitary Pump Station rehabilitation project. The contractor is anticipated to start working in August. WWTP staff has completed the first round of the PFAS Source Evaluation and Reduction requirements as directed by the MDEQ.

The Water Filtration Plant (WFP) and DPW administrative staff completed and submitted the City's response letter to the MDEQ for the final version of the City's *Water System Sanitary Survey* as required. The contractor for the ground storage tank painting completed their work and the tank has been placed back into service. As a result of a retirement and a voluntary resignation, two new employees started this month.

During the month of June, the Human Resources Department accepted employment applications for the following full-time positions: Police Officers, Water Plant Operators, Police

Services Coordinator/Analyst, Detective Secretary/Property Technician, Rental Certification Inspector and an Administration Clerical Assistant. During the month of July we continue to accept employment applications for Police Officers and Water Plant Operators. We have also added an Environmental Quality Technician II as well as an Equipment Operator II – Utilities. The majority of these job openings are from employees that are retiring.

We continue to take part-time applications into the month of July for School Crossing Guards and part-time Building Supervisors for Recreation.

Union negotiations were held with the Utility Workers, Local 532 on June 6, 2018. We were unable to reach a tentative agreement and ultimately are at impasse. We filed for Mediation with the State and that is scheduled for August 7, 2018.

The Human Resources Department is very busy processing many employee retirements for June and July. Additionally we are processing many new employees to fill these vacancies.

The last week of June and first week of July marks the time for us to make all wage and benefit changes for all full-time employees. These changes are based on the new Collective Bargaining Agreements that are effective, July 1, 2018.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. AED training was held for several employees to include the Clerk's Office, Recreation and the Waste Water Plant. Backhoe & Excavations training was held at Parks & Recreation (Cemetery) and the Streets Division. Hi-lo, Aerial Lift, Haz. Com/Right-To-Know and Bloodborne Pathogens training was held for several employees at McMorran as well.

The Code Enforcement Unit had 200 new complaints opened. The Administrative Hearing Bureau heard 47 cases. \$340.00 was collected in payments this month. Staff continued to work with residents to gain compliance for the Project Brush-up program and extended fix-it tickets if necessary.

The Rental Inspection Division completed 107 inspections and certified 35 rental units in June. Staff responded to 14 rental complaints and continued to focus on those properties that appear to be rentals but that are not registered nor certified.

In June, the Inspection Department collected \$28,948.00 in permits fees and inspectors responded to 28 inspection complaints throughout the month. Four sets of plans were reviewed.

In Community Development, three Urban Pioneer grants were awarded to first time homebuyers and \$20,869 was expended for the façade grant program.

The Planning Department had a busy month working on the normal day to day activities that included, but not limited, the following:

- A map for neighborhood revitalization for the area east of Gratiot between Sanborn and Elmwood.
- A map depicting locations of Qualified Opportunity Zones.

- Preliminary review of a proposed air handler and other modifications to the building at 1720 Dove Street.
- A zoning verification letter for the Arbors at 3201 Military Street.
- Proposed floor plan for the remodel by the Port Huron Neighborhood Housing Corporation at 918 Vanderburgh.
- Worked on possible parking lot in existing 4th Street to accommodate Harrington Hotel.
- Zoning ordinance changes to accommodate RV's on double frontage lots.
- SONS property rezoning on Electric Avenue.
- Processed four lot combinations
- Possible changes to zoning ordinance to define nursing homes, memory care, assisted and independent living facilities and to allow them in certain zones.
- Soliciting bids for a new large format copier/printer/scanner for the Planning/Inspection and Engineering Departments.
- Creating maps for the Recreation Department for grants for Optimist Park, 11th and Division Street Tot Lot, & Audrey Pack Park.
- Processed two Use Certificates for new uses, an art gallery downtown and a medical office building behind Lake Huron Medical Center.

June has seen a lot of movement here at the Recreation Department. Sprout City opened this month and has seen a huge influx of people wanting to get their kids outside for play. The Parks Department worked to make this opening a reality through install of our Sprout City slide and buildings as well as ground restoration. Forestry also assisted with the launch by cutting and installing logs into the sand pit area as well as general assistance. Recreation employee training began and is ongoing. Our programs are officially up and running. Swim lessons have started, getting kids ready for summer water fun. Our free backyard karate program has started here at Palmer and events are underway. The Dulhut and Knox Park Splash Pad Fun Days started this month as well as our Toddler Time and Family Fest. Some other special events that started this month were: Walk MI, Big Screens in the Park, Bonfires on the Beach, and Popsicles in the Pool. These events are ongoing throughout the month of July.

Ongoing at Parks is a full grass-cutting schedule as well as park equipment repair and inspection. June has also seen beach prep, readying splash pads, and management of all city baseball diamonds. The Parks Department also worked on irrigation and installed new sheds at lakeside and Palmer Park.

Summer prep and improvements have also been at the forefront for the Cemetery Department with trees being elevated along Gratiot and overgrown shrubs getting removed in sections C, D, E, L, M, and N. Seasonal staff picked up and stored 3,100 US flags placed previously on Veteran's graves for Memorial Day. June also saw the approval of the Mausoleum Roof Bid by City Council. Construction will begin in August through Reasonable Roofing. The cemetery had 24 total services in June, 21 of those services being cremains services, and 3 of them full burials.

The Forestry Department has been performing services of their own kind with brush pickup as well as work in zone 2 behind the Double Tree. Regular brush drop began and occurs every

month on the last Saturday. Forestry also installed new signs at all beaches and parks in the month of June.

The Information Technology Department was involved in a number of activities. Of note were: preparing the 2018 Summer Tax Bills; installing display monitors in the Public Meeting Room; releasing improvements to the vendor payment process; releasing an upgraded Lakeside Cemetery Search application; and performing the required fiscal year-end processes.

During the past month the Income Tax Division finished processing all of the annual tax returns filed to date. We began reconciling withholding payments with the annual information returns filed by employers and sending correspondence on any inconsistencies. We continued the preliminary process of converting our data to the new windows based program 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 also worked on the reimbursement request to the State for the lost personal property tax revenue, which we completed and filed with the State during the month.

The Assessing Division have continued 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 560 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. We continue to process boat launch receipts several times per week. Property Tax bills were sent out on June 28th for the entire 12,088 City parcels.

Sincerely,



James R. Freed
City Manager
Chief Administrative Officer