



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

The Port Huron Police Department investigated 18 (eighteen) crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On February 4th, Port Huron Police Department officers were dispatched to the 1300 block of 9th Street after a neighbor witnessed a 38 year old Port Huron resident assaulting his girlfriend, a 27 year old Harrison Township resident, on the front lawn. The victim had just tried to escape being held inside the home after she was deprived of her phone to call for help. The male fled the scene and later turned himself in on Domestic Violence, Unlawful Imprisonment, and Interfering with Telecommunications charges.

On February 7th, two cars collided at 10th Street and Beard. One of the vehicles hit a 16 year old Port Huron resident who was walking on the sidewalk. That driver, a 43 year old Kimball Township man, then failed to stop at the scene of an accident causing serious impairment to the victim. The St. Clair County Sheriff Department located the vehicle and the driver failed to stop and a chase ensued with the Sheriff Department. He was eventually arrested and lodged in the St. Clair County Jail for Failure to Stop at an Accident Scene Resulting in Serious Impairment and Fleeing & Eluding. The victim has serious injuries and is still recovering.

On February 10th, an 18 year old Port Huron resident walked into McLaren Hospital stating he was just robbed at Pine Grove Park by subjects who were giving him a ride. The suspects allegedly took his phone and assaulted him. The investigation was turned over to the Major Crimes Unit.

On February 20th, Port Huron Police Department officers was dispatched to the 2600 block of Locust for a 30 year old resident who shot off a firearm in the front yard. Officer arrived and found the 30 year old deceased. A death investigation was initiated and turned over to the Medical Examiner's Office.

On February 23rd, Port Huron Police Department officers were dispatched to the 1300 block of Division Street for a 30 year old male resident and a 30 year old female resident arguing. The female advised the male had left partially running her over with a motor vehicle. A warrant was sought Domestic Violence and Felonious Assault with a Motor Vehicle.

On February 24th, the Port Huron Police Department received a call from the 300 block of Superior Mall for an employee who left her vehicle running unattended. The employee discovered someone drove away in the vehicle. The St. Clair County Sheriff Department heard the vehicle description and located the vehicle on Lapeer outside the city. The 30 year old driver was arrested for Unlawfully Driving Away of an Automobile, Operating a Vehicle while Intoxicated and Driving while Suspended.

On February 25th, a neighbor called in a suspicious vehicle near the 1100 block of Garfield. The driver was a 42 year old male who used to date the victim and was found to be damaging her

vehicle. He was arrested for Aggravated Stalking and Malicious Destruction of Property and lodged in the St. Clair County Jail.

The number of reported drug overdoses in the month of February was ten (10). Five (5) were related to prescription drugs and five (5) were related to heroin. Two of the overdoses resulted in death.

Calls for service overall in February 2019 (1977) decreased 11% from January 2019 (2187).

In the month of February, the Port Huron Fire Department responded to 250 calls for service, including five (5) fires, 179 medical emergencies, nine (9) vehicle accidents, and 16 hazardous conditions.

Calls for service included an early morning dwelling fire on February 25th in the 3200 block of 30th Street. An unoccupied single story dwelling suffered heavy fire damage as the result of downed electrical wires energizing the structure during a high wind event.

Fire companies completed over 500 hours of in-house training during the month of February. Members continued over-winter training on the new Rapid Diver Units at the YMCA pool. Companies also completed EMS continuing education, ice rescue evolutions on the Black River, high angle rescue, and hazardous materials training.

The Fire Marshal conducted eight plan reviews, 15 fire inspections, two fire investigations, and completed NFPA Inspector II certification. Fire companies completed forty-five life safety and pre-fire inspections.

Aside from our daily responsibilities, throughout the month of February the Clerk's Office has been working on numerous projects. We began initial preparations for the Mayor's Prayer Breakfast that will be held on Thursday, May 2. Responsibilities for the breakfast include reserving McMorran Lounge, coordinating catering services, updating the invitation list, securing a speaker and arranging hotel accommodations. The Beautification Commission will begin meeting again next month. Contact was made with the greenhouse for the 2019 flower and price listings, and new order forms were created for each member's flowerbed orders.

We continued working on completing our 2018-19 goals. We updated two cemetery blocks and began uploading all City Ordinances. Once all of our ordinances have been uploaded, we will work with the I.T. department to design an intranet-based database. We registered the Mayor and Council for multiple events, fulfilled seven FOIA requests, prepared two proclamations and issued multiple peddlers permits.

The Engineering staff continues to work on the design and development of contract documents for 13th Street Reconstruction Project (Lapeer Avenue to Water Street) and the Blue Water Bridge Plaza Area CSO Project. The design work was started for the replacement of the master water meter located at Gratiot Avenue and Keewahdin Road, Riverside Boat Launch Parking Lot Reconstruction Project and the McMorran Boulevard Reconstruction Project (Huron Avenue to Merchant Street). The City has been working with the County and providing comments on future bicycle path routes

Bids were opened for the Quay and Michigan Street Reconstruction Project, the 2019 Annual Sidewalk Contract, DPW Bancroft Painting, Lawn Mowing/Snow Removal, Knox Field Gazebo, and the Black River Canal Dredging.

The streets maintenance staff continued to perform the typical month-to-month duties which included the repair of potholes with cold patch throughout the City. Staff applied 1,250 tons of salt to the trunk lines and majors during 17 snow events, as well as removed snow and salted the sidewalks on three bridges. After each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event. Staff continued cleaning and painting the interior walls of the DPW Warehouse.

The motor pool staff completely rebuilt the salt box for #72 with all new bearings, chain and gear box. Staff continued to work on rebuilding the engine for Vactor #246 and unfitting new pater car #10.

The traffic section repaired and replaced many damaged signs, and assisted with snow removal.

The Waste Water Treatment Plant staff continues their normal operation and maintenance procedures. The Elmwood Street sanitary pump station is running independently and using cellular service for communication to the WWTP. The site restoration and project close out will be completed in the spring. J. Ranck Electric was awarded the bid for stationary gas standby generators at the Scott/Poplar and Water Street pump stations. The bid includes an allowance to procure the generators through Sourcewell and an allowance for a 6' privacy fence at the Scott/Poplar station. Tetra Tech and City staff continue to work with DTE for a new electrical feed for new electrical switchgear at the plant. The City accepted a proposal from CE Power to store the switchgear until the City constructs the building that it will be housed in. Engineering staff will coordinate new conduit installation for the switchgear with DTE for the Quay and Michigan Street Reconstruction project. The sanitary sewer that serves Northern High School was televised as part of the Northern Pump Station rehabilitation project. The consultant is drafting temporary construction and permanent utility easements for the sanitary sewer and pump station that serves the school and the adjacent property. The pump station and sewer line are currently on school property. The new pump station will be located within the Black River right-of-way and an easement granted for the sewer. The 16th Street pump station automatic transfer switch had a successful startup on February 7th. Research and design work continue on the Grit Channel rehabilitation and Odor Control Replacement project.

A pre-construction meeting is scheduled with Dean Marine, Inc. for the raw water intake pipe stabilization project. BMJ began assisting with engineering services for the re-design and construction of the maintenance garage roof and drainage. The City and the Contractor have met twice to discuss the project and both parties are working cooperatively on resolving the outstanding issues. The brick work will be redone in the spring at no cost to the City while the City will be responsible for the cost for any work required for the roof redesign. New plans are being generated at this time so the additional cost to the City is unknown at this time. The garage has been temporarily secured, including shoring the roof, and work has been ordered to cease until a roof design is agreed upon and the weather improves. A Notice to Proceed was issued to L&T Painting Inc. for the south elevated tank wet interior painting and repairs project. A pre-construction

meeting will be scheduled next month. Bids were received for the annual supply of aluminum sulfate and liquid sodium hypochlorite. The aluminum sulfate price came in 11.5% higher than the previous year as did sodium hypochlorite which had a 4% price increase.

During the month of February and into March, the Human Resources Department is accepting employment applications for full-time Fire Fighters, Police Officers, Streets Equipment Operator and a Tree Trimmer.

Additionally, we are accepting part-time applications for the upcoming Spring/Summer positions and they are as follows: Beach Maintenance workers, 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 applications for part-time positions at McMorran and they include: Box Office, Concessions and General Cleaning. We have also added Police Cadet to our list.

We continue to negotiate with the Utility Workers, Local 532 union in an effort to reach an agreement. We met on February 14, 2019 and are working on scheduling additional dates to continue the process.

The Human Resources Director and Director of Finance met with Brown & Brown and Blue Cross to review the upcoming July 1, 2019 renewal.

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

Code enforcement opened 130 new enforcements, with \$487.50 in collections received. Forty cases were also held at the Administrative Hearings Bureau.

The Rental Inspection Department completed 187 inspections and certified 64 rental units in February. Three new rental properties were registered during the month. Staff responded to five rental complaints during the month.

The Inspection Division issued 89 permits with a revenue of \$38,502. Eight sets of building plans were reviewed and 18 complaints were responded to throughout the month

In February, Community Development completed rehab specs for project at 1804 17th Street and the Port Huron Neighborhood Housing Corporation's insurance renewal. Research was completed for the annual action plan. Mailings and notices were also sent for the annual action plan and the draft annual action plan was completed. Additional mailings and postings were also completed for Minority and Women Enterprises as required annually by HUD. One façade grant was completed during the month with another three contracts signed.

The Planning Department worked on the following items for the Planning Commission meeting:

- Rezoning of 723 Court Street/1103 Seventh Street to CBD (Central Business District) from an R-zoning district (Single-Family Residential District).
- The vacation of a portion of Fourth Street to expand the parking lot at the Harrington Inn.

- Zoning ordinance changes to allow existing single-family homes to remain if destroyed in the CBD district.
- Zoning ordinance changes to revise waterfront uses allowed in the CBD zoning district.

Maps were also updated/created for a parking lot at 310 Huron Avenue, the cemetery, zoning maps from approved rezoning request from the previous month, downtown apartment locations, and parks and McMorran for recreation grants. Organizational charts were also updated to reflect changes in personnel.

In the Recreation Department, many class offerings were held at Palmer Park Recreation Center this February. The babysitting class helped teens prepare for future positions while our genealogy course taught participants to discover their family tree. Scheduling and planning continued this month in preparation for our summer season. This prep includes a recruiting effort for our summer staff. While laying the groundwork for a successful summer, our department offered multiple winter events including: Cabin Fever, Daddy-Daughter Dance, Kid's Cookoff, as well as our program Play with the Pros. Our next event is fast-approaching and we are adding the finishing touches to our early-March event, the Princess Tea.

In the Month of February McMorran Place hosted the Harlem Globetrotters, Fleetwood Mac "Rumours" Tribute Band, Blue Water Women, Brass Transit Chicago Tribute Band, Town Hall speaker Mike Emrick, and the Flames Gymnastics Meet.

The Port Huron Prowlers had home games on February 8th, 10th, 15th, 16th and 17th. The front plaza project was presented to the McMorran Commission and Chairman Mark Neal stated it has the capability to be the City's focal point all year round.

In the Parks Department, we have been coming in regularly to plow snow and salt, all downtown parking lots, parks, McMorran Place, and all police and fire stations. We removed all snowflakes and banners from holidays, and we reinstalled pub crawl banners and shamrocks on all light poles downtown. We also helped install and remove floor at McMorran for the Harlem Globetrotters, gymnastics competition, and figure skating. We have started park inspections between snow fall events and found broken swings which are now being prepared.

In the month of February in the Cemetery we had eight (8) services with five (5) being full burials and three (3) being cremains services. A new main entrance sign was made to replace the one destroyed by a car with repairs to be completed in the spring when a new brick column can be installed. Staff is currently in the process of servicing all lawn maintenance equipment to get ready for spring.

In the Forestry Department, we continue to inspect trees from old reports for removal and trimming. We also had a couple emergency removals of trees due to weather. A high wind storm caused us to be called out due to many limbs and some trees down. Tree crews assisted in removing winter banners and snowflakes, and installing shamrocks and pub crawl banners.

The Information Technology Department was involved in a number of activities. Of note were: printing and mailing the Assessment Change Notices, creating initial department worksheets as part of the budget process, deploying the redesigned City and Police web sites as well as creating

a new Port Huron Fire Department web site, and finally the 2018 PACER Street Rating information was placed in the Open Government section of the web site in accordance with the 2018-2019 goals.

During the past month the Income Tax Division shifted to primarily focusing on 2018 tax returns that have begun to be filed. Additionally, we are reconciling tax withheld with the informational returns filed and performing other annual compliance as time permits.

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. In addition, we have begun to work on the annual property tax closeout. We also began our analysis of the budget worksheets. This is a process that will continue into the month of April.

The Assessing Division has finalized all assessments, lot splits and combinations. Assessment change notices have been mailed out. The Board of Review has been scheduled for the second week of March. Personal property statements have been finalized and recorded. Assessment rolls have been completed and the required reports have been prepared.

The Treasurer's Office and Water Office continue to be busy with collection of water payments and especially tax payments, this being the last month before delinquent taxes are turned over to the County. We also continue to perform the monthly accounting for BWATC. Because of the extremely cold weather in the last month, we have had to extend due dates and shut-off dates.

Sincerely,



James R. Freed

City Manager

Chief Administrative Officer