



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

The Port Huron Police Department was busy this April, but only had 11 (eleven) crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On April 1st, Port Huron Police Department officers received a call of shots being fired in the 200 block of 13th Street. Witnesses advised the suspect left in an older model GMC Sierra pickup or Yukon, gold or pewter in color. Spent shell casings were found outside the residence and bullet holes in the house. The owner was uncooperative. He eventually allowed police to make contact with the intended victim who was firing his own weapon from inside the house. A 30 year old Hamtramck resident was arrested for being a felon in possession of a firearm. MCU and road patrol processed the scene, luckily there were no injuries.

On April 4th, Port Huron Police Department along with Marysville, MSP, and Sheriff Deputies responded to City Limits Tavern at 2410 Conner St on a report of a stabbing that occurred in their parking lot. The suspect, a 32 year old male Port Huron resident fled to a home in the 2500 block of Conner Street after a physical altercation between himself and a 21 year old male Port Huron resident and a 22 year old male Port Huron Township resident. The suspect was arrested, treated at Lake Huron Medical Center and lodged in the St. Clair County Intervention Center for Assault with Great Bodily Harm and Possession of Cocaine. One of the victims had a small laceration to his hand and the other had to undergo surgery at Port Huron McLaren Hospital. The Major Crimes Unit investigated.

On April 10th, officers responded with the Port Huron Fire Department for a 3 month old infant not breathing. The infant, who lived in the home, was found to be deceased. Detectives were called to the scene and found the infant's airway may have been obstructed by an unhealthy sleep position. The Medical Examiner's Office was called to the scene and the infant was transported to Port Huron McLaren Hospital morgue.

On April 11th, Lake Huron Medical Center called the Port Huron Police Department after a 28 year old male Port Huron resident entered the ER with a stab wound to his mid back. It is unknown how this occurred as the victim was uncooperative with officers.

On April 23rd, Port Huron Police Department Officers responded to the 2000 block of Moak Street for Domestic Violence incident. The 22 year old female resident advised she was pushed and her phone was taken from her by the suspect. This female went outside to retrieve her phone while the suspect was leaving in a vehicle. The female told officers that the suspect continued to drive running over her torso. Although she was walking and talking she was taken to Lake Huron Medical Center for evaluation and was released from the hospital the same morning. A report was forwarded to the St. Clair County Prosecutor's Office.

On April 24th, an officer with the Major Crimes Unit observed a 45 year old female, who just moved to Port Huron a month ago, flagging down vehicles in the area of 10th & Chestnut. As the undercover officer approached he was solicited for sex. The female was arrest for Prostitution

3rd Offense and lodged in the St. Clair County Intervention Center.

On April 25th, Port Huron Police Department officers were called to the rear of Lynch's Tavern for a disorderly subject refusing to leave the bar and parking lot. The 45 year old male Port Huron resident was punching vehicles as the officers arrived. He was arrested and placed in the rear of a patrol car where he spit at officers and kicked one in the side of the head. He was lodged in the St. Clair County Intervention Center for disorderly and assaulting a police officer.

The number of reported drug overdoses in the month of April was nine (9) compared to zero (0) last month. Four were from prescription drugs, four were from heroin, and one was from methamphetamines. Calls for service overall in April 2019 (2463) increased 6% from March 2019 (2323).

In the month of April, the Port Huron Fire Department responded to 266 calls for service, including 11 fires, 192 medical emergencies, 11 vehicle accidents, and 11 hazardous conditions.

Calls for service included an early morning dwelling fire on April 4th in the 2100 block of Military Street. A large, multi-family dwelling under renovation suffered roof damage after fire extended through the balloon frame construction. One occupant was rescued via ladder by the first arriving engine company. Engine Co. #4 in South Park responded to the City of Marysville for a dwelling fire on April 6th. On April 23rd, a vehicle drove into a medical office building and required extrication, as well as stabilization of the building.

Fire companies completed over 400 hours of in-house training during the month of April. Members toured the Blue Water Bridge Plaza for an anticipated update of the emergency plan for the facility. Companies also completed EMS continuing education, vehicle extrication, high angle rescue, and hazardous materials training.

Fire companies completed 27 life safety and pre-fire inspections. Over 500 public education contacts were made at multiple special events this month.

Firefighter Steve Conard retired from the Port Huron Fire Department effective May 1, 2019. Firefighter Conard served with the City since 1998. Firefighter Roger Howison was promoted to the rank of Fire Lieutenant effective April 27, 2019. Lt. Howison has been with the Fire Department since 2003.

The Clerk's office continued with record management activities this month. Staff continued inputting historical information into current and new record keeping database programs as time permits with heavy emphasis being placed on updating our cemetery records and City ordinances. We also experienced a large increase in request for public records (FOIA), with the Clerk's office processing 21 requests for the month of April.

Other areas of special emphasis this month included staff preparing for the annual Mayor's Prayer Breakfast to be held the first week of May, preparing five proclamations for the Mayor, assisting the Beautification Commission with their spring planting order, scheduling 12 burial

services and implementing various changes to election policies/procedures due to the passage of Proposal 3.

The Engineering Department staff continues to work on the design for the replacement of the master water meter located at Gratiot Avenue and Keewahdin Road as well as the McMorrان Boulevard Reconstruction Project (Huron Avenue to Merchant Street). Plans and bid documents have been completed for the Riverside Boat Launch Parking Lot Reconstruction and Bathroom Renovation project.

The contractor continues to work on phase one of the Quay and Michigan Street Reconstruction project, phase one should be finished in mid-May. Ongoing projects include the Pine Grove Park Restrooms Facility, painting of the DPW Warehouse and Salt Storage Buildings, and the Knox Field Gazebo.

The mouth of the Black River Canal was dredged and the material was placed in the water at Holland Beach as well as to the south. Dredging was not needed at the River Street Marina, however there was about \$5,500 worth of damage to the boat slips during the ice flow. The required repairs will occur in May.

The streets maintenance staff continued to perform the typical month-to-month duties which included the repair of potholes with approximately 50 tons of cold patch throughout the City and street sweeping with 248 cubic yards of material being removed from the streets. All the City gravel roads and the cemetery roads were graded and stone added where necessary. Also, many alleys were graded. The salters were cleaned and lubed for summer storage. Crews repaired mailboxes damaged from snow plowing season. Radar trailers were placed at different locations for the Police Department each week.

The motor vehicle pool staff finished rebuilding the engine for Vactor #246. The salt box for #401 is nearly completed with all new bearings, chain and gear box. Major repairs to Parks tractor #73 was completed. The Diesel Exhaust Fluid system for Salter #126 was rebuilt. Preseason work to the land application equipment used by the WWTP (Gators, semi-trucks and tankers) was completed as well as maintaining the preventative maintenance list.

The traffic section repaired and replaced many damaged posts and signs. They also assisted with MISS DIG requests. New signs are being made for use at Lakeside Beach.

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 also repaired a water main break as well as assisted the contractors with water main shutdowns and tie-ins for the Michigan and Quay Street Reconstruction Project and the Pine Grove Park Bathroom Facility. A new 3-inch water meter and equipment has been ordered for the City Flats Hotel. Staff continues to work cooperatively with the IT department to complete the ITRON software/hardware upgrade project. This is the software that is used for our automated water meter reading system. The completion date has been moved from the end of April to the end of May. Utilities Staff along with our contractor assisted with the Parks and Recreation Department with reshaping the sand at Lakeside Beach. After the winter

weather, there was a four to five foot drop-off near the water edge that needed to be addressed for safety reasons.

The WWTP staff continues their normal operation and maintenance procedures. The land application process will begin once the fields dry out. The Elmwood Street sanitary pump station will be complete when the lawn restoration takes place. Landscaping options are being presented to the home owner and completion will occur in the spring. Shop drawings were submitted and approved by J. Ranck Electric for the stationary gas standby generators at the Scott/Poplar and Water Street pump stations. SEMCO Energy will provide new gas services from the main to the meter. The generators were purchased at a 26% cost savings through Sourcewell. The lead time on the generators is approximately 14 weeks. An allowance for a 6' privacy fence at the Scott/Poplar station was included in the contract. 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 and DTE with the work for the Quay and Michigan Street Reconstruction Project. Five (5) bids were received for the Northern Pump Station replacement project with Murray Underground being the low bidder. An easement has been accepted by the school for the sanitary sewer that serves school and adjacent property. DTE will provide a new pole and service for the station. The new pump station will be located within the Black River Canal right-of-way. Research and design work continue on the Grit Channel Rehabilitation and Odor Control Replacement project. An engineering firm visited the plant to inspect the air supply lines to the aeration process in the secondary building. A recommendation will be made for replacing corroded and rusted out supply lines.

Dean Marine, Inc. is contracted to stabilize the raw water intake pipes for the Water Filtration Plant in late summer. They will use a barge and bucket to place rock on the river bottom to stabilize and protect the pipe supports from the river current and wave action. City staff, BMJ, and Sanctum Contracting have agreed on final plans that BMJ drafted for the WFP Maintenance Garage. The City negotiated the brick work be re-done at the cost of the contractor while the City funds the roof re-design cost. The garage has been temporarily secured, including shoring the roof, and work has been ordered to cease until the weather improves. A pre-construction meeting was held with L&T Painting Inc. for the south elevated tank wet interior painting and repairs project. The tower was drained and the interior sand blasted. Repairs and paint will occur in the next month and the tank will be back in operation. Project documents and plans for roof replacements on the plant main building, floc building, and low lift building will be advertised the beginning of May.

During the month of April, the Human Resources Department accepted employment applications for full-time Police Officers, an Income Tax Administrator and a Detective Secretary/Property Technician.

Additionally, we continued to accept part-time applications for 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 them for part-time positions

at McMorran Place and they include: Box Office, Concessions and General Cleaning. We have also added Police Cadet to our list.

The Human Resources Department participated in the SC4 Career Fair on Thursday, April 11, 2019. We were one of 100 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.

The Human Resources Director and Director of Finance met with Blue Cross Blue Shield & Brown and Brown to discuss our upcoming July 1st renewal.

We continue to negotiate with the Utility Workers, Local 532 union in an effort to reach an agreement. We are scheduled for a special council meeting to review current status with legal counsel.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. Respirator refresher training was conducted for a Water Plant Supervisor and AED training was conducted at the Wastewater Treatment Plant.

Code enforcement opened 200 new enforcements. Door hanging tags have been created for complaints such as grass, vehicles, etc., in order to expedite the process.

The Rental Inspection Department completed 222 inspections and certified 82 rental units in March. Five new rental properties were registered during the month. Staff responded to five rental complaints during the month.

The Inspection Division issued 195 permits with a revenue of \$44,838. Thirty-eight complaints were responded to throughout the month and eight sets of building plans were reviewed.

In April, Community Development awarded the rehab of 1804 17th Street to the contractor. 1309 15th Street was listed for sale for \$100,700 and is now pending. The final annual action plan and semi-labor standards report was submitted to HUD and the Blight Elimination Grant quarterly report was submitted to MSHDA. Major League was contracted as the Port Huron Neighborhood Housing Corporations for mowing season. Two Urban Pioneer Program applications were closed and eight are in pending status.

The Planning Department prepared lot split variance documents for the Zoning Board of Appeals. Documents were also prepared for the vacation of Alley 171 and site plan review for a wireless communication tower at 1620 Kearney Street. Both items will be reviewed and voted on at the May Planning Commission meeting. A NEZ (Neighborhood Enterprise Zone) application was received for 216, 218, 220 Huron Avenue. Maps and backup documentation were prepared and the application will be presented to Council at the May 13, 2019 meeting. Planning staff had the opportunity to have several preliminary meetings for possible developments within the City. Cemetery maps and a map of County foreclosures were created as well as hiring posters for the Human Resource Department's job fair. Staff has been working on many possible ordinance

changes to streamline zoning and rental violations. A lot of research is being conducted on the new recreational marihuana law prior to the City making a decision stance.

For the Recreation Department, April begins our spring season and consequently our spring cleanup. While we prepped our programs and parks, we also readied for multiple incoming summer projects. Our “Summer Super Slide” plans continue as construction of this newest attraction is imminent. The Recreation Department was also awarded a grant which funds a brand new nutrition program. Prep for this new program included the ordering of materials and the building, by our Parks Department, of many raised garden beds. Spring Sprout City prep took place this month. With the weather turning warmer, Sprout City’s opening is not far behind as the Recreation Department continually gathers more materials for the hundreds of patrons the park will host this summer season. Interviews for summer positions took place at the rec this month as well. We also began to the opening processes at Court Street and Sanborn Pool, along with Lakeside and Lighthouse beach. The beaches are set to open Memorial Day. All summer prep is in full swing as we approach May, the last month before summer programs begin.

In the month of April, McMorran Place hosted the Stars of the 60’s Concert, Fashion Show, Dinner Theatre, WNFA – Tim Hawkins, Wolverine Productions Oldies Show, Radio First Concert – Morgan Evans, Master of Soul Tribute Concert, ISO – Bold & Brassy, and the Blue Water Holistic Meeting.

The Port Huron Prowlers hosted the playoff game on April 12th.

The Parks Department is in the process turning on water to all City locations for irrigation and parks. Crews have been going to all parks and doing the spring cleaning of leaves and sticks from the winter months. With grass beginning to grow, crews have been doing some mowing and bagging. We also have been grooming diamonds at Pine Grove for college softball and at other fields for practices.

Crews have been working at Palmer Park, redoing all flower beds and landscaping in the front and side of the building. We also have been working on the Tyke Track, getting it ready for the summer by making all repairs and improvements. Parks crews are redoing all fall zones in parks, leveling soil under all swings and reinstalling new safety surfacing.

In the Cemetery, for the month of April we had 12 services with six being full burials and six being cremains services. Winter wreaths, grave blankets and illegal items were removed starting April 1st and continued the first two weeks of April. Water service has been turned on for the season in Lakeside Cemetery and the Allied Veterans portion of the Cemetery. Community service workers will be utilized on weekends beginning April 27th and continue until Memorial Day to cleanup branches and leaves, and trim around headstones until seasonal staff starts May 6th. Spring footing orders are being accepted until May 1st and a tentative pour date is set for May 15th.

In the Forestry Division, crews started brush drop off on the last Saturday of every month, and have been picking up brush more regularly from residents. All parks had brush and branch

pickups from winter. The tree contractor has finished List 5 of removing dead or dangerous trees. City Forestry crews continue their many tree inspections and have begun a regular trim schedule.

The Information Technology Department was involved in a number of activities. Of note were: began the planning process for the implementation of the Finance, Payroll and Human Resources software upgrade; kicked off the web site upgrade design process; and began the review of timekeeping software options.

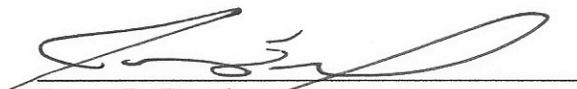
During the past month the Income Tax Division continued to focus primarily on the thousands of 2018 tax returns we have received so far. There is currently a five day lag on processing of refund returns and a four day backlog in the processing of tax due returns.

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 2019 assessing year. The assessing database has been rolled over to begin work on the 2020 assessing year. Discrepancies in the database 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