



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

The Port Huron Police Department was busy this May with 16 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On May 4th, Port Huron Police Department officers received a call to the Freighters parking lot at 800 Harker Street on a report of a suicidal male with a gun in his vehicle. Officers located the 22 year old Port Huron resident inside the vehicle. He stated he wasn't suicidal, but a gun was located. He was lodged in the St. Clair County Intervention Center for Carrying a Concealed Weapon.

On May 8th, Port Huron Police Department officers responded to the Shell Gas Station at 2856 Pine Grove Avenue for a counterfeit hundred dollar bill complaint. Officers recognized a suspect passing the bills through surveillance video. Officer Finnie, the Major Crimes Unit, and Detective Bureau worked together to conduct a search warrant for a residence in the 2800 block of Cooper Avenue. Officers located evidence, methamphetamines, and a 25 year old female resident who was a suspect. A traffic stop in the county led to the arrest of a 34 year old male resident of that house for Possession of Meth with Intent to Delivery and Counterfeiting. He was lodged in the St. Clair County Intervention Center.

On May 8th, Port Huron Police Department officers responded to a call of someone kicking in the door of an apartment in the 1300 block of 8th Street. The suspects left prior to the officers' arrival. One of the suspects was a 14 year old Port Huron resident who was later lodged in the Macomb County Juvenile Detention Facility for Home Invasion. The adult friend that accompanied him was identified and a warrant was sought for his arrest.

On May 16th, Port Huron Police Department officers responded to the 1000 block of 16th Street on a report of a suicidal subject who was armed with a knife inside a garage. It was found the 53 year old male resident had previously assaulted the 49 year old female resident. The male was highly intoxicated and armed, but officers managed to get him to kick the knives away. He was ultimately lodged in the St. Clair County Intervention Center for Domestic Violence.

On May 23rd, the Major Crimes Unit responded to the 1400 block of Riverview Street after receiving a tip that a 28 year old male resident planned on running his vehicle into officers causing a suicide by cop situation. The male said he did make statements like that, but he was high of pills at the time. He said he went to the hospital afterwards and got his stomach pumped. He apologized to officers for the ordeal. Officers also interviewed him about a stolen motorcycle helmet and jacket which he did admit to taking. The property was recovered, returned to the owner, and the suspect was released pending issuance of a warrant.

On May 23rd, Port Huron Police Department officers received a call that a 30 year old male resident had smashed a glass bottle over his friend's head in the 900 block of St. Clair Street. The suspect had left that location, but officers were later called to the 800 block of Wall Street from a woman stating her son was out of control in front of the house. Officers located her son/the suspect

in the felonious assault with the glass bottle and arrested him. He fought with officers and had to be taken to the ground to be handcuffed. He was lodged in the St. Clair County Intervention Center for Felonious Assault and Resisting Arrest.

On May 28th, Port Huron Police Department officers responded to the 2800 block of Conner Street on a Domestic Violence call. Officers discovered a 38 year old female resident had a shotgun pointed at her by the 45 year old male resident. Major Crimes Unit members arrested the male half for Felonious Assault and lodged him in the St. Clair County Intervention Center. The Major Crimes Unit detective wrote a search warrant for the residence and did remove all guns from the home, including the shotgun believed to be used in the felonious assault.

On May 29th, officers responded to a call of several people fighting in the 1000 block of Chestnut Street. A 30 year old male Port Huron resident was found stabbed in the back by a possible male Port Huron resident in his 20's. No one in the area was cooperative with the investigation, including the victim. No weapon was found and the victim was transported to Lake Huron Medical Center in stable condition. The Major Crimes Unit has been assigned to the investigation.

On May 31st, Port Huron Police Department officers were called to the 1200 block of Minnie Street on a report of an unresponsive 34 year old Port Huron resident. Officers provided the female Narcan and she became responsive, refusing EMS or hospital treatment.

On May 31st, Port Huron Police Department officers responded to shots fired in the 2500 block of Manuel Street. Two 23 year old male Port Huron residents were involved in a physical altercation and each produced handguns. One of the males were shot and responded to Lake Huron Medical Center for treatment. The other male has not been located. The Major Crimes Unit is investigating and is seeking warrants on both male suspects.

On May 31st, Port Huron Police Department officers responded to a single car serious personal injury accident in the 1000 block of Division Street. Officers found the 41 year old male driver had struck a tree and had labored breathing. He was treated at a local hospital and transferred to a hospital in Macomb for further treatment because of his injuries. The driver is suspected of being under the influence of alcohol and drugs. Because of the injuries to the driver, Accident Investigators were called to the scene.

The number of reported drug overdoses in the month of May was thirteen (13) compared to nine (9) last month. Six were from heroin, five were from prescription drugs, and two were from unknown causes. Calls for service overall in May 2019 (2762) increased 11% from April 2019 (2463).

In the month of May, the Port Huron Fire Department responded to 275 calls for service, including five (5) fires, 191 medical emergencies, seven (7) vehicle accidents, and 10 hazardous conditions.

Fire companies completed over 1100 hours of in-house and instructor provided training during the month of May. Fifteen Fire Department members, as well as participants from the St. Clair County Dive team completed a 32-hour Dive Rescue Critical Skills/Rapid Intervention Team Training conducted at Marysville High School's indoor pool facility. Dive Rescue International provided dive instructors from Maui County, HI Fire Department and Montgomery, AL Fire Department. This training covered topics such as underwater entanglement, equipment failure, buddy breathing, and contingency air supply, as well as stress inducers under these circumstances. Fire companies also completed high rise firefighting evolutions at Northport Towers, TECC active shooter training, and pump operations.

Fire companies completed 22 life safety and pre-fire inspections. Over 150 public education contacts were made at multiple special events this month, including smoke detector and carbon monoxide installations.

Firefighter Matt Oleaga was promoted to the rank of Lieutenant. Lt. Oleaga has been with the Fire Department since 2005. Lt. Oleaga will be assigned to Engine Co. 1 at Central Station.

Aside from our daily responsibilities, throughout the month of May the Clerk's Office has been working on numerous projects. Staff spent two weeks updating and preparing the necessary materials (lists, maps, instructions, binders, etc.) used by volunteers to place American flags on veterans graves in Lakeside Cemetery prior to Memorial Day. Staff also assisted with the placement of flags on four (4) blocks within the Cemetery.

The initial review of all cemetery forms has begun. Various improvements were made to the foundation order form, niche plaque purchase forms and the City's website. An informational sheet was created to assist families with their options for ordering niche plaques along with sample pictures. The location of Lakeside Columbarium was added to the block map and a new map was created for the Veteran's Columbarium. These various updates will continue to help us provide families with the best service possible. We also processed 32 FOIA requests from Philip Risner.

For Mayor and Council activities, staff set up for the annual Mayor's Prayer Breakfast at the beginning of the month and prepared the appropriate invoices to send to the 96 attendees following the event. Staff also created a brochure for a third grade student at Fraley Hill Elementary School in Pickney Michigan. She is doing a class project on the City of Port Huron and needed historical and present information on the City. Along with the brochure, we included a City of Port Huron pencil and pin.

The engineering 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 McMorran 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 with a bid opening date of June 25th.

Contractor continues to work on phase two and three of the Quay and Michigan Street Reconstruction project; phase two and three should be finished in mid-July. Ongoing projects

include the Pine Grove Park Restrooms Facility and the Knox Field Gazebo. Painting of the DPW Warehouse and Salt Storage Buildings was completed.

At the River Street Marina, some of the low docks have already been raised and attempts are being made to get a marine contractor to raise the remaining adjustable docks. This is being done as a result of high river levels.

The streets maintenance staff continued to perform the typical month-to-month duties which included the repair of potholes with approximately 40 tons of cold patch throughout the City and street sweeping 15 days with 347 cubic yards of material being removed from the streets. Calcium chloride was applied to the cemetery and all gravel roads. Many alleys and road were graded. Radar trailers were placed at different locations for the Police Department each week. Streets were closed for two special events. The asphalt crew repaired 14 locations.

The motor vehicle pool staff finished prepping all biosolids land application equipment as well as maintaining the preventative maintenance list. Staff assisted the traffic department with traffic control device installations.

The traffic section fabricated signs for Lakeside Beach traffic control. Pedestrian signs were installed, as well as painting and installing traffic channelizers at Lakeside Beach. They also assisted with MISS DIG requests.

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 water main breaks as well as assisted the contractors with water main shutdowns and tie-ins for the Michigan and Quay Street Reconstruction Project. DPW Administration and Utilities staff have been meeting periodically to discuss the new Michigan Lead and Copper Rule. The City has new requirements as part of the upcoming 13th Street Reconstruction which include water main replacement. Public notification documents, including educational material, is currently being developed.

The Waste Water Treatment Plant (WWTP) staff continues their normal operation and maintenance procedures. The instrument technician has been successful at transferring communications at the pump stations to communicate wirelessly with cellular telemetry, omitting the cost and maintenance of hard lines serviced by AT&T. The land application process will begin once the fields dry out. The Elmwood Street sanitary pump station rehabilitation is complete. 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. Murray Underground was awarded the Northern Pump Station replacement project. An easement

has been accepted by the school for the sanitary sewer that serves school and adjacent property. DTE is scheduled to 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 by Tetra Tech 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 redone at the cost of the contractor while the City funds the roof redesign cost. The garage has been temporarily secured, including shoring the roof, and work has been ordered to cease until the weather improves. The south elevated tank wet interior painting and repairs project has been completed. The tower was drained and the interior sand blasted and painted. The tank is back in operation. Project documents and plans for roof replacements on the plant main building, floc building, and low lift building have been advertised. A mandatory pre-bid meeting was held and bids are due on June 6th.

During the month of May, the Human Resources Department accepted employment applications for full-time Police Officers, as well as all of our part-time summer Parks and Recreation positions.

We continue to accept applications in June for the following part-time positions: Lifeguards, Pool Maintenance, School Crossing Guards and Police Cadets.

The H.R. Director conducted interviews for a full-time Income Tax Administrator to replace our current Administrator who is retiring July 1, 2019. Interviews were also conducted for a part-time Cashier and a part-time Community Development Specialist during the month of May for upcoming vacancies. All positions have been filled.

The H.R. Director and Director of Finance met with our agent to discuss the Excess Workers' Compensation renewal, effective July 1, 2019.

On May 2, 2019, a second Mediation session was held with the State Mediator, the City and the Utility Workers, Local 532 union. No agreement was reached at that time. The next step in the negotiations process is Fact Finding. On May 9, 2019 the City applied for Fact Finding, in an effort to reach a new Collective Bargaining Agreement with the Utility Workers, Local 532 union. No dates have been scheduled at this time.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. Additional AED training was conducted at the Wastewater Treatment Plant.

Code enforcement opened 306 new enforcements and held 26 Administrative Hearings. Single-lot assessments totaled \$6,966.80 and \$840.00 was received in collections.

The Rental Inspection Department completed 217 inspections and certified 84 rental units in March. One new rental property was registered during the month. Staff responded to five rental complaints during the month.

The Inspection Division issued 168 permits with a revenue of \$56,072.50. Fifty complaints were responded to throughout the month and twelve sets of building plans were reviewed.

In April, Community Development put the property at 502 15th Street out for rehab bid. The environmental review record was completed for 2019 funding and the CDBG expenditures deadline was met. Tax foreclosed properties were purchased from the County. These properties will either be rehabilitated or demolished with grant funding. Staff prepared for the Rock the Block event on June 8. This event is in partnership with Habitat for Humanity and is in correlation to the two new houses built on Howard Street. The property at 2432 Forest Street was split and sold. Three Urban Pioneer Program applications were closed and four 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 work 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.

In the Recreation Department, May begins our pre-summer rush. With registration opening May 7th and 8th, and some early summer programs starting, the Recreation Department has seen much activity. Palmer Park itself has seen the continuation of various updates and projects. Our office has also seen some updates with the adoption of RecPro, a new and improved registration system that should hopefully make signing up for Rec programs much easier for patrons. Our building has hosted the Michigan Virtual Charter Academy for testing which wrapped up this month and our Port Huron Chess Club and Karate programs continually utilize the Recreation Center as well. We are in the final stretch of summer prep. Our summer brochure is available and classes are filling up rapidly. The Recreation Department will continue to prepare as we move into June and the start of our summer season.

In the month of May, McMorran Place hosted the Mayor's Prayer Breakfast, SC4 Graduation, Port Huron Civic Theatre – Mama Mia, Dance Company Recital, Blue Water Middle College Graduation and the Garden Bros. Circus.

Parks Department staff is starting to cut grass on a regular basis, whenever it's not raining. Staff is also in the parks doing spring cleanup of sticks and debris from winter months. We are in the process of turning on water to the parks and irrigation to flower beds through all city locations that have beds. Mulch was delivered all over the City of Plant Day. Parks crews worked with

Keller-Williams, whose staff volunteered a day of their time to cleaning up downtown. Crews turned on both splash pads and prepared the beaches to get ready for Memorial Day weekend. Crews also installed a new scoreboard at Pine Grove Park.

In the Cemetery for the month of May we had 18 services with 5 being full burials and 13 being cremains services. Volunteers placed flags on all Veteran's graves on May 17th for Lakeside Cemetery and May 25th at Allied Veterans Cemetery for Memorial Day. Spring footings were poured on May 15th with a total of 31 footings being poured. Community Service workers were in on weekends beginning April 27th and continued until May 19th raking leaves and picking up sticks. Water service has been turned on in the Cemetery as well as the Allied Veterans portion of the cemetery for the season.

The Forestry Department has been very busy with brush pickups from residents cleaning up their yards in preparation for summer. The tree removal contractor finished up List 5 of trees to be removed that are deemed dead or dangerous. Tree trimmers pruned and trimmed all trees downtown, from McMorran Boulevard to Court Street, as part of Keller-Williams volunteer day. Crews have had to pull boat docks back at Riverside and Water Street ramps due to the rising water levels. They also have been pulling logs from water as boaters have dragged them to the ramp.

The Information Technology Department was involved in a number of activities. Of note were: Delivering the first set of data files to begin data conversion process for the Finance, Payroll and Human Resources software upgrade; approving the web site upgrade design; and selecting BS&A timekeeping software.

During the past month the Income Tax Division continued to focus primarily on the thousands of 2018 tax returns we have received so far. We have finished processing all of the request for refund returns and there is currently a two week 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 been working on the reimbursement request to the State for the lost personal property tax revenue. In addition, we have been assisting with preparing financial information for several grant reports.

The Assessing Division has begun the process of updating the sales history and entering it into our computer files in anticipation of our 2020 sales study. In addition, we have begun the fifth year in a process of verifying assessing information for all City properties. This program will ultimately take several 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 142 houses to date during 2019.

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 2019 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