



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

As of December 21st, the Fire Department has responded to 146 medical emergencies, eight fire calls for service, and 50 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance.

Fire calls included the residence at 2849 Canal Drive sustaining extensive damage to the attic and exterior wall due to a fire caused from a deteriorating chimney which allowed radiated heat from the fireplace to ignite structural members of the home. Residents were able to evacuate due to being alerted by smoke alarms. A storage shed containing several kayaks at 1704 Howard Street was extensively damaged from a fire that appears suspicious in nature. The entire contents were destroyed and there were no injuries.

In addition, since last month's report was published, crews responded to a house fire at 1529 Oak Street that sustained extensive damage from an electrical issue. Two dogs were rescued and resuscitated. No one was home and there were no human injuries. On November 29th, a garage and three vehicles were destroyed at 1621 - 6th Street from a fire which started from electrical equipment in the garage. The adjoining house sustained radiated heat damage and there were no injuries.

The Fire Department welcomed a third newly hired firefighter, Kevin Dittenber. He was sworn in on December 4th and upon completing his initial training schedule, was assigned to his shift rotation effective December 17th, where he will continue to receive ongoing training and become familiar with the City of Port Huron and our agency.

Thirty-five inspections of commercial businesses have been completed this month. The Fire Marshal has conducted three plans reviews of development and construction projects. Approval of the first floor sprinkler installations at the McLaren Hospital expansion project have been completed.

On behalf of all the members of the Port Huron Fire Department, we would like to wish our community a Merry Christmas and a Happy and Safe New Year!

Beyond the normal routine responsibilities, the Clerk's office has continued to reorganize the office and has started working on new projects. With the assistance of the I.T. Department, staff has started inputting information into a new intranet-based database creating a historical listing of past City Councilmembers and Mayors. Staff has also been reviewing the 21,000 voter master cards to ensure each one has been filed properly and to confirm that all cancelled cards have been pulled. This project will assist the Clerk's office in preparing for the busy upcoming election year.

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

- Small and large pavilion for Lakeside Park (for the Recreation Dept.);
- Developing a plan for a kid trike path at Palmer Park (for the Recreation Dept.);
- Working with the DDA on a plan and permit for Christmas lights downtown;
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Recoat the Sanborn Pools (for the Recreation Dept);
- Roselawn Area resurfacing.

Ward Construction placed the steel on the footings for the small pavilion at Lakeside Park. The structure will be finished in spring of 2018.

Refurbishment of the MOC's west-side elevators has been completed with the passing of the State inspection. A few punch list items remain. A sum of \$15,350 is still remaining for completion of these items.

Vanderburgh Place reconstruction and Moak Street reconstruction work has been halted for the winter. In the spring we will have the contractor raise the manhole and water boxes and finish placing top coat of asphalt.

Anlaan was awarded the contract for the sum of \$1.4 million and has started work on a few of the work items for the 10th Street Bridge not requiring a road closure. The bridge closure is planned to start in January 8, 2018, and be completed by late April. 10th Street Bridge will be closed to thru vehicular traffic during this construction project.

The streets maintenance crews continue to perform the typical month to month duties. These duties include the repair of pot holes with cold patch at various locations, Crews plowed and salted 13 snow events and applied 1165 tons of salt. Crews shoveled and salted the sidewalks on the bridges and after each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event. Crews helped install new, decorative LED lights over Huron/Military with the help of the Forestry Department.

The motor vehicle pool kept busy maintaining snow removal equipment with one major breakdown with rear springs in unit #122. The mechanics were vacant from the shop driving plow equipment on a regular basis.

The traffic section assisted in the completion of the downtown light project. Responded to several damaged signs and lights due to road conditions. Crews also assisted in snow removal operations.

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. Utilities Services staff also repaired multiple water main breaks throughout the City as a result of the cold weather and frost entering the ground.

Water Filtration Plant (WFP) and DPW Administration staff worked with our consultant to finalize the Water Asset Management Plan which was submitted to the MDEQ on Dec 15, 2017. This submittal was due to the MDEQ by January 1, 2018.

The Waste Water Treatment Plant (WWTP), DPW administrative staff and the City's engineering consultant met to finalize the plans and specs for the Elmwood Street sanitary pump station rehabilitation project. The project was advertised and the plans and specs will be available for purchase by prospective bidders on January 3rd. After learning that parts for the broken valves within the biosolids tanks are no longer available, staff met with our consultant to develop plans and specs for the installation of manifold pipework in tanks numbers 5 and 7. This project has since been advertised and the bids were opened on December 20th. Contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator Improvements submitted their finding in writing. Because of the condition of some of the existing electrical equipment, they have requested not to proceed with any additional testing fearing that their work could cause an electrical failure to the plant. WWTP and DPW administration will meet to discuss their concerns in the first week of January and decide how to proceed with project. As a result of last month's MIOSHA visit, the City received a final document which included citations. WWTP staff began addressed many of the issues that were identified in the final document from MIOSHA. DPW Administration submitted a *Petition for Modification of Abatement Dates* seeking an extension of time to address the few items that could not be completed. This also included documentation of the items that have been corrected thus far.

During the month of December and continuing into January, the Human Resources Department is accepting employment applications for full-time Wastewater Treatment Plant Operators, an Instrument Technician as well as a Residuals Specialist. Additionally, applications are being accepted for a part-time Cashier, Police Cadets and Temporary Laborers.

Medical Incentive payments were issued in December to employees and retirees that elect not to participate in our healthcare program because they have dual medical coverage with their spouse. Employees and retirees that participate in the Medical Incentive Program receive a credit of \$250 per month in lieu of healthcare coverage and the special payment is issued in December of each year. This plan reduces overlapping of medical coverage and helps lower the City's healthcare costs. There is approximately forty employees / retirees that participate annually in this program.

Annually, the City adopts a Christmas Family through the Professional Counseling Center. This year's family consisted of Four (4) children, 10 years old and younger. Throughout the year, City employees donated close to \$1,000 from casual Fridays and special casual days. Our volunteer shoppers along with other employees' donations were able to obtain most everything from the "Wish List" like coats, boots, clothing, toys, and games. A new crib was also donated for the baby. In addition we were able to provide a \$350 Kroger gift card.

Health & Safety training is ongoing. Training continues for new employees as they come on board at the City.

In the Planning Department, staff prepared a rezoning request in the Jenkinson/Johnstone area and a minor ordinance change for the January Planning Commission meeting. Staff also worked with the City Attorney to rewrite the sign ordinance to allow freedom of speech signs. As a result of a FOIA request, the number of single family dwellings was determined through GIS mapping and a filter was created in the building program to correlate with the GIS map. Planning continued to work on the disposal of non-buildable City owned lots. Seven adjacent property owners are interested in the vacant lots and a resolution will be sent to City Council in January for their disposal. Updates were made to the City's organizational chart and the liquor control chart for the Police Department.

The Rental Inspection Department completed 76 inspections and certified 42 rental units in December. Staff responded to five rental complaints during the month. Inspectors continued to focus on those properties that appear to be rentals but are not registered nor certified with the City's Rental Inspection Program.

The Inspection Division issued 117 permits with a revenue of \$28,077. Staff responded to nine inspection/zoning complaints and one each of commercial and residential plans were reviewed.

In Community Development, five Urban Pioneer Program applications were closed and staff worked throughout the month doing end of year closeouts, reports, files, etc. 2018 Annual Plans were started.

In Recreation, the Stockings for Soldiers were shipped out to several different bases overseas. Responses have been received from some of the bases confirming that they made it in time for Christmas. The coordinators are currently getting plans together for the winter season starting in January. The winter brochure went out in mailboxes this month and registration opened. Brochure and registration options can be found online at www.porthuronrec.com. Staff is also gearing up for summer to get the lineup out to the City in advance this year. The department is making plans for the Chillyfest event where recreation will be hosting the kids' activities. This winter weather has made for perfect sledding conditions for Palmer Park. Therefore, the park has been busy with lots of sledding already this early in the season. McMorran and the Parks department have been working together along with Recreation staff to prepare an outdoor ice rink for Palmer. The year ended with the popular sock war events at Palmer. This free event was held after Christmas for kids to get out of the house for a little while during their vacation. Stations were set up throughout the building, forts were made and socks were flying. It was a great way to end the year!

At the Cemetery, there were 10 services with five being full burials and five being cremains services. The total number of services for 2017 is 203 with 87 being full burials and 116 being cremains services. Over 900 wreaths were placed on veteran's graves at Allied Veterans and Old Soldiers portions of the cemetery by volunteers through a program with Wreaths Across America. This event has grown every year and we are proud to be involved and many thanks should be given to Lisa Fountain and Ed Weishler for making it so special. Community service workers were in on weekends of December 2nd - 3rd and December 9th - 10th to rake and blow leaves finishing all but two sections before heavy snow stopped work.

At McMorran, there were three Prowler games to start the month and activity at the St. Clair County Community College Fieldhouse picked up this month. There were three more Prowler games on December 8, 9 and 15. The annual performance of Nutcracker happened on Friday, Saturday and Sunday December 1, 2, and 3. Port Huron Civic Theatre performed Nutcracker on December 8, 9 and 10. Port Huron Town Hall presented author Katie Brown on December 11. The Mooseltoe show performed for audiences on December 13 and 14. Allan Turner performed a Christmas program on December 15. The dance studios of Art In Motion from Richmond and Shannon Dance from Rochester Hills performed shows on December 16 and 17. High School Hockey had a tournament on December 20, 21, 22 and 23. Nature Guy performed a Christmas break show on December 27th and Detroit Circus returned for a performance on December 29. We finished the month with two more Prowler games December 29 and 30.

The Parks department has been working on blowing and picking up leaves in parks, tamarack and aspen. They also helped pick up leaves in cemetery. The parks guys have also been coming in salting parking lots and crosswalks downtown. Fire halls and police ramps. We also have been coming in early to snowplow all lots and sidewalks from first snow storm.

Maintenance of the Christmas lights was a priority this month. The staff also assisted the crew with hanging cables from buildings downtown to hang lights on the midnight shift. Maintenance continues on the normal trash pickups downtown on the parkways and the parks. The Forestry Department has continued to pick up brush piles and tree reports, which include mostly trims due to the weather. They have also been helping with salting and snow removal when needed.

The Information Technology Department was involved in a number of activities. Of note were: Completing year-end accounting and payroll activities, including a number of one-time payment activities in preparation of W-2 and 1099 distribution. We also added 2017 Income Tax forms to the web-site, and activated the fiber network connection to Fire Station 4; and completed the annual reconciliation between State and City Income Tax filings for the Income Tax Division.

During the past month the Income Tax Division has been mainly focused on our annual compliance efforts using information received from the State of Michigan. We received the compliance information from the State later than usual so we have only begun our efforts within the last month. We have also made the 2017 tax forms available on the City's website. In addition, we are attempting to clean up any open items from the 2016 tax year before December 31.

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. Year-end adjustments were made to employee payroll history as needed. Several annual items were filed this month including the Single Audit, Act 51 Report, Qualifying Statement, Bond Disclosures and the Form F-65 Report.

The Assessing Division completed the canvassing for personal property and statements will be mailed out by December 29th. The Board of Review met on December 12th. We have also been updating the computer for changes in the residential neighborhood values based on our sales

study ratios. Permits, combinations and lot splits are still in progress and should be completed in January.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. We also continue to perform the monthly accounting for BWATC. In addition we are collecting payments from the December 2016 tax bills which, except for the recycling and leaf pick up fee, consists entirely of taxes levied by the County which we collect on their behalf. We are also making the adjustments necessitated by the Board of Review changes.

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