

City Manager's Office Status and Information September 30, 2016



**** Of Note ****

Downtown Restaurant Week

Thursday-Sunday
October 13-22, 2016



City Manager

The City of Bay City's Wellness Committee will be hosting a Flu Shot Clinic on October 17th at City Hall and October 24th at the Electric Department. The shots will be given by Covenant Occupational Health and offered to all City Employees.

Electric Department

26th Street Substation

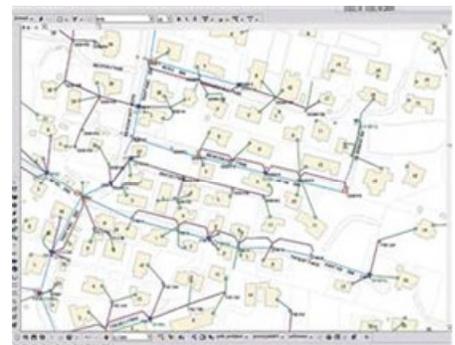
Work is underway to add another circuit to split load from the 26th Street Substation. This will be an underground feed leading to the overhead feed. The new circuit will tie into Saginaw Street Substation Circuit 2 to help alleviate the demand on the load. Work is expect to conclude by the end of 2016.

System Planning

System Planning is the support for the Electric Department field crews. System Planning employees are responsible for maintaining system prints/plans, supporting Supervisory Control and Data Acquisition (SCADA), developing and maintaining the electric Geographic Information Systems (GIS), introducing the mobile workforce software and managing System Dispatch functions. Metering Substation and System Planning Interim Supervisor, Greg Merrow oversees system planning.

Lead Power System Planner – Adam Webster

- Oversees System Planner and System Dispatcher
- Generates and reviews electrical system prints/plans
- Develops and maintain utility GIS



- Implements mobile workforce management
- Manages substation SCADA communications

Power System Planner – Laura Anderson

- Generates electrical system prints/plans
- Works on substation SCADA communications
- Assists in maintaining utility GIS
- Assists in the implementation of the mobile workforce management
- Performs back-up dispatcher duties

System Dispatcher – Sarah Chevalier

- Assigns work orders
- Dispatches crews to areas that need work
- Works in conjunction with operations supervisors on streetlight, line clearance/tree maintenance and distribution outages
- Fields all customer calls from our dispatch line



Information Technology (IT)

This week IT staff upgraded the switches on each floor of City Hall. This was done to increase the speed of the connection to each PC and other network equipment from 100MB to 1000MB.

IT staff working with ITI installed the new phone system and phones for Utility Customer Service. This new system is to replace failing equipment and to add many new features to improve our ability to better serve our customers

Public Safety

Patrol Operations Division

Officer Scott Close was sworn in September 29, 2016. Officer Close is the latest officer to be hired in the Department of Public Safety. He grew up in Essexville and graduated from Garber High School. He attended college at Muskegon Community College and completed the Police Academy at Delta College. He comes to us with two years of police experience having left his position with Gladwin Police Department.



Dustin O'Connor was hired as the newest Crossing Guard. He is a resident of Bay City and resides on the west side of the city. After completing his training he will be assigned to the McKinley/Johnson Street area to assist school children in safely crossing the street.

Fire Operations Division

Station #1 fire suppression personnel conducted two tours for the Head Start program on September 29, 2016. Employees spoke with nearly 40 pre-school aged children about fire safety while demonstrating equipment to them.

On September 24th, Jim Casper was promoted to Lieutenant for Engine 4 on the B-shift. He has been working his way up the ranks in the Fire Operations Division for 21 years now.

Congratulations, Jim! Wishing you much success in your new position.



Public Works

Parks

Vandals sprayed graffiti on the shelter facilities in Nate Doan Park last weekend. Parks maintenance employees immediately removed the graffiti on Monday using the new power washing unit. This equipment is meeting performance expectations and has enabled employees to respond more quickly and complete the work over a shorter period of time, while eliminating the need for solvents and chemicals previously used. In an effort to determine the best methods of removing graffiti on different surfaces, a variety of soap and soda additives are being used with the system, which injects them into the water stream.



The Parks Division has also begun a project to remove weeds and groom the existing tree planting pockets along Johnson Street through the business district. The project is an additional right-of-way enhancement to complement the recently completed street resurfacing project and improve the attractiveness of the business corridor.



Street/Sanitation/Fleet Department

Fleet was not able to make the repairs to the rusted cab from dump truck #184 due to the structural deficiencies discovered during sand blasting. A search for a good used cab was unsuccessful; however, the engine, drive train and dump box were in good shape so a new cab was purchased. The cab is being shipped to us and it will be painted and reinstalled so the truck will be ready for winter duties. We have since purchased one other new cab, as unit #185 has similar rusted cab issues.

Staff has purchased scrapers, plow jacks and wear pads for the snow plows to be ready for Mother Nature this winter. The City's Salt contact's for both early and late season delivery came back with more favorable rates than anticipated. Earlier fill salt cost for this year is \$43.49/ ton, late season cost is \$51.04/ton compared to last year's cost of \$59.29 and \$62.29, respectively. The same amount of salt was ordered this year as last year, approximately 1,500 tons. Each community submits their requested tonnage to the State of Michigan early in the year and then the State bids out the contract for pricing. It is always a guessing game on how much to budget for salt as it has been running in the \$59-\$62 range since 2014, prior to that it was in the mid \$40/ton.

Street crews have been working under the MDOT maintenance contract to crack seal, spray patch and mill/resurface areas of Jenny Street from Henry Street to Euclid Avenue. Expect lane closures as work will continue next week on both Jenny Street and Thomas Street.

Crews have made temporary repairs to the rutting area in the right, south bound lane of Henry between Jenny Street and Jane Street. Permanent repairs for the rutting issues are being evaluated.

Per MDOT request, our Sewer Division installed a new catch basin on the north side of Thomas Street, just west of Henry Street to reduce the puddling of water in the left turn lane. Our Street crews poured the concrete last week to finish the job.



Wastewater Treatment Plant

Maintenance is troubleshooting the Boys & Girls lift pump station. The hour meter on the pumps is indicating only one pump is running. The pumps are programmed to alternate. Checking to see if the problem is the hour meter or the alternator program.

Republic Services was on site to repair the lift cable on the roll-off truck used to lift full cans from out the solids handling building, unload the full can, pick up an empty can from behind the tertiary building and unload the empty can back into the solids handling building. The cable had become frayed and unsafe to use.

KEI has finished installing the new level sensor at Retention Basins #2 and #3. The level sensors that were replaced were the original sensors install almost 40 years ago. Crews will replace the level sensors at the remaining three basins also in the near future.

Took the south grit screw out of service for repairs.

Tetra Tech has submitted a professional service proposal to assist the City's IT department in upgrading the WWTP's Supervisory Control and Data Acquisition (SCADA) Wonderware InTouch software. The current software was installed with the major plant upgrade in 2002.