

City Manager's Office
Status and Information
November 18, 2016



*** *Of Note* ***

Sundays in the City November 13–December 18 – Downtown Bay City

Santa's Arrival Friday, November 25th Wenonah Park–7 pm

Santa's Arrival New Location!

Come guide Santa & Mrs. Clause to the new holiday tree at the main entry to Wenonah Park, 7pm. Meet the Clause's immediately following the show at the Delta College Planetarium until 9pm.



Battery Park Christmas Tree Lighting Ceremony – November 22, 2016

The public is invited to attend the Battery Park Christmas Tree Lighting Ceremony November 22nd @ 6:30 pm.

This project was spearheaded by the Bay Veterans Foundation in partnership with Bay County and the City of Bay City. AT&T is sponsoring the tree lighting and Mayor Newsham will be present to throw the switch to light the tree. The American Legion Post 18 is providing cookies and hot chocolate. Please bring your family and friends to participate in the lighting ceremony and take part in the celebration.



Manager's Office

Business View Magazine

City Manager Finn interviewed for an article regarding Bay City for the publication *Business View Magazine*. Attached is the link to the digital version. The paper copy has not been distributed as of yet.

Article about Bay City in November's Business View Magazine, pages 98-103.

<https://www.businessviewmagazine.com/digital-magazines/nov-2016/>

Demolition of Water Treatment Plant

The Bay County Water and Sewer began the demolition of the City's formerly owned Water Treatment Plant this week. Per the approved Agreement between the City and the County, the County took over ownership of the Water Treatment Plant and the County is responsible for the demolition (all costs).

City Clerk

Election Day Recap

The Clerk's Office would like to extend a thank you to all Election Inspectors, various city departments, and voters for a great Election Day! On November 8th there were 14,135 ballots cast between polling locations and the Absentee Voter Counting Board. While the 59% turnout is down 2% from the 2012 General Election, we actually had the same amount of voters!

There were slight wait times at a few of the polling locations during peak hours, however, there were no problems or issues to speak of and everyone was on their best behavior. On average, 1.5 voters were processed per minute at each precinct. We appreciate the voter's patience, as it is a long day for Election Inspectors doing their best to get the voters in and out as quickly as possible.

Clerk staff is looking forward to the next election here in the city, as we are hoping to have new updated equipment to speed up the process!

GENERAL ELECTION - NOVEMBER 8, 2016					
WARD & PRECINCT	# of Registered Voters	Election Day	Absentee Ballots	Total	% Voted
Ward 1 Precinct 1	2,575	1159	395	1554	60%
Ward 2 Precinct 1	2,609	1234	418	1652	63%
Ward 3 Precinct 1	2,582	1080	300	1380	53%
Ward 4 Precinct 1	2,725	1122	311	1433	53%
Ward 5 Precinct 1	2,880	1305	560	1865	65%
Ward 6 Precinct 1	2,644	1151	297	1448	55%
Ward 7 Precinct 1	2,602	1296	298	1594	61%
Ward 8 Precinct 1	2,586	1273	277	1550	60%
Ward 9 Precinct 1	<u>2,628</u>	<u>1289</u>	<u>370</u>	<u>1659</u>	<u>63%</u>
Grand Total	23,831	10,909	3,226	14,135	59%

Electric Department

Fall Education

Electric Department staff visited fourteen 4th grade classrooms during the week of October 24-28, to teach students about energy efficiency and energy sources. The visit included a participatory discussion of non-renewable and renewable energy sources, an interactive story to show the impact of using LED lighting instead of incandescent and how purchasing Energy Star[®] appliances relates to efficiency.



Each student received a take home kit containing an energy efficiency activity book, crayons, stickers, tattoos and a calendar contest submission sheet. Parents also received materials in the take home kit which included a letter explaining BCEL P's visit, information regarding the calendar contest and data on Energy Smart programs.



More than 140 calendar contest submission sheets were returned. Four winners were selected and will be featured in a 2017 calendar. The winning students will receive five calendars each to share with family and friends.

Three classrooms had 100% of their students turn in coloring contest forms. A participation prize was awarded to Mrs. Bertapelle's 4th grade class at Bay City Academy (pictured). Each student received an Energy Smart backpack filled with goodies.

RWC



Utility crews completed work for RWC to provide assistance with upgrades to the existing RWC owned substation. Tree crews cleared trees and branches that interfered with distribution lines and replaced utility poles and hardware. Within their substation, crews installed electrical upgrades and replaced utility poles.

Crews found issues with tree branches burning in the wires, faulty insulators and poles that had rotted off at ground level.

These upgrades will assist in substation reliability, increase safety within the substation, and improve the overall electrical system performance.

Information Technology (IT)

This week IT staff working with a vendor and the Utility Customer Service and Treasurer switched to a new phone system. This has many additional features that will enable the City to provide better customer service. A few of the new features are an automatic call back so that our customers do not have to wait on hold, auto dialer to send out recorded messages and a new menu tree to help with directing calls to the person they need to talk with.

This week IT staff replaced 5 PCs as part of the annual replacement for FY 2017.

Public Safety

Fire Operations Division

The department's annual food drive kicked off earlier this month; once again benefiting the Good Samaritan Rescue Mission of Bay City. TV5 recently requested an interview with organizer Sr. Administrative Assistant Ellenore Pringle for a piece they were doing about the project. The interview took place and was televised on November 15th, to further promote the importance of this cause. Non-perishable food items will be collected until December 1st, with collection boxes located at:

- Fire Station 1: 1401 Center Avenue
- Fire Station 2: 1000 Fremont Street
- Fire Station 4: 212 S. Dean Street
- Fire Station 5: 1209 E. Smith Street
- Law Enforcement Center: 501 3rd Street
- City Hall: 301 Washington Avenue (1st floor)
- Bay City Electric Light & Power: 900 S. Water Street



Community Policing Unit

On Saturday, November 19, 2016, from 8:00 a.m. to 10:00 a.m. community policing officers will be at the Bay City Mall during the Breakfast with Santa event to provide children's identification cards. Proceeds from Breakfast with Santa will benefit Santa's Cupboard, a non-profit organization that provides holiday presents for hospitals, homeless shelters, women's centers and families that have ill children at home.

Tickets are available for \$2 per person and will include treats and juice with Santa provided by Cops and Doughnuts as well as an activity for kids to make their own color-in snow globe provided by Bay City Mall.

Public Works

Parks

Concrete walkway repairs have been completed on the Riverwalk near the bleachers in Veterans Park. A large section of the walkway had settled several inches due to a washout along the adjacent seawall. The condition created a hazard and the walkway section was removed and replaced by Parks Maintenance employees.



Installation of the irrigation pump at the Kantzler Arboretum has been completed. Following delivery of the pump, a new intake pipe was connected and plumbed into the Davidson Cut, which is the water supply for the irrigation system. Contractors completed both the plumbing and electrical work last week. A representative of the pump manufacturer was on-site to

provide instruction for operating the pump and to test the system on Monday of this week. The testing was successful and the system is currently being drained and winterized.

Graffiti removal maintenance was recently performed at the Infinity Skate Park. The most recent incident is one of several that have occurred this year. The recently acquired power washer was used for removal, along with a soda injection attachment. A variety of removal methods are being tested including hot water washes combined with soap and baking soda products and using different types of spray nozzles. A baking soda wash is being considered as the primary method for removing graffiti because of its inert characteristics that make it environmentally friendly and safe to use.



Water Distribution

Water Metering Division

Providing quality customer service is a primary function of the Water Metering Department. Customer service includes related work orders such as high bill complaints, low pressure, non-payment, customer request for shut/turn on for repair or seasonal shut/turn on, water meter repairs, obtaining special water meter reads and changing larger commercial type water meters and frozen meters.

AMI Meter Change

AMI meter changes are still taking place, just at a slower rate. As new owners are taking ownership of vacant houses, we are able to enter the house and get the water meters upgraded to the new AMI meter. As it stands, we are at about 407 meters left to change with the majority of that number being vacant homes.

Water Distribution

In the months of October to November, the Water Dept. has had a number of excavations:

- 6-Water Main Breaks
- 14-Lead service replacement
- 1- 6" Valve replacement
- 1- 4" Valve replacement
- 2- Fire Hyd. Repairs
- 2 – Shut and cut lead services

Fire Hydrant Winterization

The first week of November the Water/Metering Division will be out winterizing all 1500 City owned Fire Hydrants. This consists of checking all caps, chains, operation nuts, paint and the overall operation of the fire hydrant. This semi-annual process is to ensure every fire hydrant is in working order for the safety of all. As employees check each fire hydrant, it is recorded and logged into a database for DEQ purposes and a colored sticker is placed on each hydrant indicating it's been pumped dry and/or winterized. Fire hydrant winterization was completed and recorded by November 15, 2016.

Valve Exercising

The DEQ requires that we have a valve exercising program/procedure that tracks all information/activity for that specific valve. This is a daunting task and requires a fair amount of time and personnel to meet DEQ standards. We focused on the south end of Bay City working in a particular area where valves have not been exercised for a while. This area consists of approximately 194 valves. This has been completed and recorded for our valve exercising program. Of the 1066 valves exercised the past 3 years, 151 of the valves were "service" valves and the remaining 915 were "control" valves.

Year	Valves	Exercised
2014	246	282
2015	264	333
2016	405	451
Total	915	1066

Water Main Projects

Water Department personnel assisted Shaw Contracting on two different water main projects in the City limits. One being the Mulholland Street project consisting of a new water main (water quality sampling) and all service connections and reconstruction of the street. The area of the project runs from Columbus Avenue to 15th Street on the west side of McLaren Bay Regional Hospital. Water infrastructure replacement has been completed.

The second project is the Madison Avenue project which consisted of abandonment of an old 8" water main that has had several water main breaks with only five (5) service connections which were relocated. Water infrastructure for this project has also been completed.

Water Quality Monitoring & Testing

Several types of tests are performed to assure our customers that our drinking water meet the federal guidelines of the Safe Drinking Water Act. Test results are included in the Consumer Confidence Report which will be delivered to customers in June. Additional information will be on our website available to all water customers of Bay City and the public.

- **Lead & Copper Testing:**

In the early 1990's, EPA established Lead and Copper Rule to test these levels of metal in drinking water. In March 1997, samples were collected for the entire Bay Metropolitan Water System, of which 37 were in Bay City, to be tested specifically for lead and copper. Results ranged from ND (non-detect) to 90 ppb (parts per billion) with the 90th percentile result of 12 ppb. Although seven (7) locations exceeded the 15 ppb action level, test results of the 90th percentile below 15 ppb are considered in compliance with the Lead and Copper Rule. To ease customer concerns, recent tests for lead and copper demonstrate that the Bay Metropolitan Water System, including the City of Bay City, are in compliance with federal lead and copper rules.

Test results have been received and have been delivered to the 37 sample sites in Bay City. Results will include public education information on methods to reduce lead exposure in drinking water. Additional information will be included in the Consumer Confidence Report and on our website available to all water customers of Bay City.

- **Service Replacement Lead Sampling:**

The DEQ has recently reviewed and accepted the Water Department Lead Service Replacement Procedure, which is briefly defined below. Water employees are in the process of following procedures, which entail sampling the customers water in their home when "any" work/changes to either side of a water service have been performed. There are three (3) different scenarios that have three (3) different ways of needing to sample the customers' water when any work/changes/upgrades to the water service have been performed. They are outlined below.

1. **City has lead and the customer has lead.** This will result in a pre-notification with a pre - sample along with a post sample and a notification to the owner with the results and a notification to the tenant if that exists.
2. **City has lead and the customer has Iron.** This is the same as a lead service on the customer side due to the amount of scale inside of the pipe and something could dislodge and move up stream.

3. **City has lead and the customer has copper.** This would result in notification only. Samples are not required.

The customer is *not* required to participate, but it would be greatly appreciated. This is something the Water Department is moving forward with. As we move forward, there will be modifications to the newly implemented procedure. Currently, the Water Department is only changing out water services for maintenance purposes. When the customer changes their service or when there is a leak during construction, lead upgrades/replacement are being performed.

- **Painting of the Water Tower**

Dixon Engineering along with Horizon Brothers have finished painting both the wet interior and the dry exterior of the City owned water tower. The tower has an all-new look about it with both the City logo and new color on the exterior. The job has taken approximately 120 day's from start to finish, including rain days and high winds. The project has come to its finished stages with having the tower filled with 2,000,000 gallons of water. On October 18, 2016, all samples came in negative and the water tower was put back on line.



Street/Sanitation/Fleet Department

Brush has been completed for the season on the East Side and will end on November 30th on the West Side.



As the temperature continues to drop, residents are encouraged to place their yard waste in yard waste bags as materials that are frozen in barrels is not able to be collected. We are requesting people remove parked cars, trailers & basketball hoops (or any other obstructions) from the right away in the street to increase effectiveness of leaf collection programs. **Yard Waste pick up ends for all on Friday, December 2, 2016.** Also please do not push leaves into roadway, as we do not pick them up and it is against City Ordinance.

Websites to encourage mulching vs bagging of leaves:

http://msue.anr.msu.edu/news/smart_gardeners_mulch_fallen_leaves_into_lawn_to_save_money

<http://www.scotts.com/smg/goART2/InfoHowTo/how-to-grass-clippings/16200018>

Thanksgiving Holiday Refuse Pick Up

Resident's normal scheduled trash, recycling and yard waste pick-up will be **one day late** for both, November 24th & 25th. Thursday's pick up will be on Friday, November 25th and Friday's pick up will be collected on Saturday, November 26th.

Also a reminder, Brush Collection on the West Side ends November 30th, the East Side ended November 15th and Yard Waste ends December 2, 2016 for all.

For further collection information please call the Sanitation Department at 894-8312.

Engineering

The Madison Road Project is nearing completion and the roadway will be opened to traffic.

Wastewater Treatment Plant

The monthly operating report (MOR) for the month of October was submitted to the Michigan Department of Environmental Quality (MDEQ).

All twenty (20) tertiary carbon units came back non-detect for PCB contamination. This was the last permit required testing for this year and all four (4) test this year have come back non-detect.

The south grit screw has been repaired and brought back on site. Maintenance will have to coordinate with the Electric Department to install the screw back into the South Detritor channel.

Operations and Maintenance personnel performed a walk-through of #5 Retention Basin. The purpose was to check the inlet (60 inch) pipe from the raw sewage pump station and the chlorine contact chamber. The inspection revealed that three (3) of the seven check valves on the contact chamber were not sealing shut, allowing water to enter the contact chamber while the basin is filling. The check valves will need to be repaired before the next rain event.

Having problems with raw sewage composite sampler, the sampler line continues to plug up with debris. Exploring options to possibly move the suction line to another spot in the influent wet well or at the surge chamber outside near the plant's entrance.