CITY OF SAGINAW THE SAGINAW MARK

Employee Newsletter

DEC. 2011/JAN. 2012

From the Desk of the City Manager

Thanksgiving has just passed and our thoughts now turn to the holidays and what the new year will bring.

Thanksgiving is the kickoff of the holiday season and a time to stop and reflect on what we are thankful for in our lives. At this time, it is appropriate to thank every employee for their commitment, dedication, and services provided to the City of Saginaw. Your skills, talents, and achievements often do not receive the recognition they deserve. The failing economy and the alarming loss of jobs have led to finger pointing and outright bashing of public sector employees. I encourage you to stay strong, remain focused, and continue to serve the citizens of Saginaw. Everyone's contributions are valued and necessary to the success of Saginaw as we face the challenges of the new year together.

In closing, I would like to wish all of you and your families a Merry Christmas and health, happiness and prosperity in the New Year!

Darnell Earley
City Manager

City Hall Update

On November 8th the owners of city hall (51,508 citizens) were given an opportunity to invest a nominal amount into the renovation, restoration, and preservation of City Hall. A very small fraction of the voters rejected the millage proposal. Our city hall has long been at a point where just patching the roof is not the answer, and many other major renovations unrelated to the roof are just as critical to its continued occupation by city employees.

The City Hall Renovation Committee will continue to meet to discuss options and act to address the condition of City Hall. As more information is available, future updates will be shared

Darnell Earley, City Manager

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Wasting Water is Wasting Money!

Did you know the water we use today is the same water that was used at the start of time, we will never have any more.

Wasting water is wasting money. If you live in the City of Saginaw, and allowed the water in your toilet to run for 24 hours a day, just the smallest hole of 1/16" for one month would amount to a bill of apx. $183.27 for the leaked water, not including other usage (see 3 mo. scale below). Take a closer look at your plumbing, check for leaks, and if you need help checking for leaks you can call your water department. You would be surprised what you may save.

Quick Tip: Place a few drops of food coloring in the tank of the toilet at night and in the morning see if it leaked into the toilet bowl overnight. This is one sign you have a leak and are wasting water.

Water costs money... don't waste it!

A dripping faucet or fixture can waste 3 gallons a day...a total of 1095 gallons a year.

	U.S. Equivalent	Metric Equivalent
Fluid oz.	8 fl. drams (1.804 cu. inches)	29.573 milliliters
Pint	16 fl. oz. (28.875 cu. inches)	0.473 liter
Quart	2 pints (57.75 cu. inches)	0.946 liter
Gallon	4 quarts (231 cu. inches)	3.785 liters

Waste per quarter at 60 psi water pressure

Diameter of stream	Gallons	Cubic Feet	Cubic Meters
¼"	1,181,500	158,000	4,475
3/16"	666,000	89,031	2,521
⅛"	296,000	39,400	1,115
1/16"	74,000	9,850	280

A continuous leak from a hole this size would, over a three month period, waste water in the amounts shown above.

Courtesy Ed Brown, Chief Foreman, City of Saginaw

Santa's Elves Have Something Special Planned!

It's the **Annual Christmas Potluck** on Thursday, December 15, 2011 at City Hall in the Council Chambers. The time for the potluck is from 11:30 a.m. to 2:00 p.m. to accommodate staggered lunch breaks. Bring your favorite dish to pass and the cost is free, or come and enjoy the delicious food for a donation of only $7. There will be lots of fun, games, laughter, and good food. Hope to see you there. For more information call Valley at ext. 1479.

Announcements

- City of Saginaw Offices will be **CLOSED:**

  Friday, December 23 and Monday, December 26, *Christmas*

  Monday, January 2, *New Years*

  Monday, January 16, *Martin Luther King, Jr. Day*

Water Treatment Plant Fire Safety Training

Recently employees at the **Water Treatment Plant** were given a Fire Extinguisher Demo by *Deputy Fire Marshal Ralph Martin*. This training provided everyone with a chance to use a fire extinguisher to actually put out a fire. This doesn't sound like the most exciting thing in the world to do, but it is astonishing how many people have never had the chance to use a fire extinguisher. One of the scariest things for people that end up having to face a small fire is trying to use a fire extinguisher in a "panic situation" and for the first time. By giving everyone the chance to use one in a fun and controlled situation, hopefully when it's for real, it will be more second nature and a lot safer.

As for the extinguishers that were used, the Water Plant had to replace some of their fire extinguishers that had become "out of compliance" because they were too old. Instead of discarding them, they were taken out of service and labeled as *Demonstration Only* and will be used for training sessions.

Deputy Fire Marshal Martin also showed an excellent movie and shared many interesting stories dealing with fire safety. This training can be very useful for employees in any department within the City.

Courtesy Mark Krawczak, Equipment and Safety Specialist, Saginaw Water Treatment Plant

Winter Driving - Emergency Car Kit

Winter travel can be tough on car and driver, to prepare:

· Check your tires. Check tire pressure during cold weather. Remember service shops and mechanics are busiest just before and during winter storms.

· Get a vehicle winter maintenance check-up. Don't wait to check your battery, fluid levels, belts, hoses, radiator, lights, brakes, heater/defroster and wipers.

· Keep your fuel tank full. Don't let it fall below half a tank on winter trips.

· Program your radio for traffic reports and emergency messages.

What to carry on winter trips:

· Keep a basic winter survival kit in your vehicle: flashlight, batteries, blanket, snacks, water, gloves, boots, first aid kit and keep your cell phone fully charged.

· Load your car with winter travel gear: ice scraper/snowbrush, jumper cables, road flares, small shovel, flat cardboard and a supply of rock salt/ice melter.

If you find yourself stranded, be safe, stay in your car, put on your flashers, and call for help on your cell phone and wait until help arrives.

Operators of **City of Saginaw** equipment need to make sure that they complete the daily pre-trip and post-trip inspections in accordance with DOT regulations.

Courtesy Al Orr, Fleet Manager, City of Saginaw

Phishing, Fraud and Identity Theft

There have been a number of attempts to obtain confidential personal information through city e-mails and cell phones. Responding to these attempts can be hazardous to the intended recipient. Following are some examples of these frauds.

The Nigerian Scam: The recipient receives an e-mail either from an embassy official or someone claiming to represent a legal firm. The notification is that there is a large sum of money waiting to be claimed. The intent is to get the recipient to contact the sender and supply specific identity information, and in some cases even bank account numbers. By posting a small percentage of the amount waiting to be claimed, the target of this scam can guarantee that the process will proceed and they will ultimately end up with the large sum of cash. The greed of the recipient of the notification drives them to deliver sensitive information and deposit money into an account from their personal savings. The results are always that the victim will find that there is no big payoff, just a loss of sometimes thousands of their own dollars.

Credit Card Scam: This one involves a phone call to a card holder from someone identifying themselves as security for the card company. The caller establishes their credibility to the card holder by asking the caller to verify their name, account number, expiration date, and date of last purchase. The caller will typically inform the card holder that they should expect to see a charge that they cannot identify, usually less than $500, on their next statement, but not to worry as it is under investigation and will be removed within 60 to 90 days. The card holder is then asked for one more piece of information, the three digit number on the back of the card. In reality what has happened is the caller, posing as security, has obtained all the information they need to make a cash withdrawal of an amount less than would normally alert most identity theft programs. The time delay in realizing that they have been scammed makes the investigation of the crime extremely difficult for the credit card company's real security people.

Money Card Scam: Similar to the above, the victim of this will be the holder of a money card who receives an e-mail from what appears to be an internet fraud investigation company. They will see that an investigation is being conducted involving their checking account. The e-mail will direct the victim to either contact a phone number or supply pertinent information via a return e-mail. Fearing that their bank account has been tampered with, the victim will be tricked into supplying enough information to allow the perpetrator to actually access their personal bank account and withdraw funds.

Solutions: Avoiding becoming a victim of these scams can be as simple as realizing that:
-If you don't know anyone in Nigeria, it is highly unlikely that you are being designated as the recipient of money originating from that or any other country.
-If someone calls claiming to be a representative of a bank or a credit card company, who doesn't have all of your pertinent information, they really are not a representative of that organization. Anyone who is legitimately employed by the organization has access to all of your personal information and does not need you to supply it.
-If you receive notification via e-mail of irregularities in your bank account, call the bank and ask before communicating with anyone claiming to represent them.
-Anytime anyone calls attempting what you think may be a questionable effort to obtain pertinent information that may compromise your identity, simply ask for a return phone number and tell them you will call them back after you have verified the number is actually to that bank or credit card security division. These numbers are usually on the back of the card.

Courtesy of Gerald Cliff, Police Chief

City Hall Blood Drive

Tuesday, January 24, 2012
9:00 a.m. to 3:00 p.m. in Council Chambers

Employee Services

Hires

Welcome to the following full-time employees:

Kyle J. Brandon, Police Officer – Kyle obtained his Associate degree in Criminal Justice from Mott Community College and is a graduate of the Flint Police Academy. He previously served as a Police Officer with City of Flushing and City of Flint police departments.

Patrick J. Busch, Police Officer – Patrick is currently attending Mott Community College. He previously worked for the Lapeer County Sheriff Department, and as a Firefighter/Emergency Medical Technician for the City of Novi Fire Department. He most recently worked as a Police Officer for the City of Flint.

Jeremy S. Holden, Police Officer – Jeremy received his Associate degree in Criminal Justice from Delta Community College and is a graduate of the Delta College Police Academy.

Kyle E. McGraw, Police Officer – Kyle received her Bachelor degree from Central Michigan University concentrating in Criminal Justice and a minor in Spanish. She most recently served as an intern with the Saginaw County Juvenile Center.

Brian L. Wilson, Police Officer – Brian graduated with high honors with an Associate degree in Criminal Justice from Washtenaw Community College and attended the Washtenaw Police Academy. He previously served as a Police Officer for both City of Midland and City of Bay City.

Promotions

Congratulations to the following City of Saginaw employees on their recent promotions:

Katie R. Birchmeier to Biologist, Water Treatment – Katie obtained her Bachelor's degree in Bio-Medical Science from Grand Valley State University. She joined the City as a Wastewater Treatment Laboratory Technician in 2007.

Joseph A. Gombar to Filtration Plant Maintenance Person III, Water Treatment – Joe is certified in welding and fabricating through the Delta College School of Skilled Trades. He joined the City as a Filtration Plant Maintenance Person I in 2004 and was promoted to a Filtration Plant Maintenance Person II in 2006.

Mary E. Hart to Block Grant Accountant, Development – Mary received her Bachelor's degree in Accounting from Davenport University and is nearing completion of her Master's degree. She joined the City as an Income Tax Auditor in 2007 and was promoted to SEDC Loan Support in 2009.

Leticia C. Trevino to Block Grant Specialist, Development – Leticia is pursuing a dual bachelor's degree in Business Management/Administration at Northwood University. She started with the City as a part-time Secretary within the City Attorney's Office in 1991 and was promoted to Legal Assistant I in 1995.

News from the Green Team

Christmas Door Decorating Contest

The **Green Team** is promoting the use of reusable and recyclable materials to decorate office doors this holiday season. Products may include items from office or home.

The deadline for door decorating is December 9, 2011. Doors will be judged on December 13. Contest winners will be announced at City Hall's Christmas Luncheon on December 16. Prizes will be awarded.

Watch your mailbox for your formal invitation. The actual invitation *is required* to be incorporated into your door theme.

Use your imagination and have fun!

Green Team Members

Evelyn McGovern – 1662
Linda Armintrout – 1475
Tyrone Harge – 1391
Sherry Schoen – 1635
Jen Tafel – 1556
Amanda Kiel – 1646
Tracy LeFevre - 1416

Christmas Tree Facts

Michigan is ranked fourth among all states in the production of real Christmas trees, but grows a larger variety (13) of Christmas trees than any other state.

More than one million acres of land have been planted in Christmas trees. The industry employs over 100,000 people.

Christmas trees take an average of 7 - 10 years to mature. 2-3 seedlings are planted for every harvested Christmas tree.

98 percent of all Christmas trees are grown on farms.

Christmas trees remove dust and pollen from the air.

Artificial trees will last for six years in your home, but for centuries in a landfill.

One acre of Christmas trees provides for the daily oxygen requirement of 18 people.

In the first week, a tree in your home will consume as much as a quart of water per day.

Courtesy The City of Saginaw Green Team

If you have comments, questions or suggestions regarding the Saginaw Employee Newsletter, please contact:
Matthew Schuknecht: Mschuknecht@saginaw-mi.com (989) 759-1406
Debbie Buck: Dbuck@saginaw-mi.com (989) 759-1403

DECEMBER 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 City Council	6	7 Zoning Board of Appeals	8	9	10
11	12	13	14	15 Historic District Commission Employee Christmas Potluck	16	17
18	19 City Council	20 Riverfront Planning Commission	21 Winter Begins	22	23 City Offices CLOSED	24
25 Christmas	26 City Offices CLOSED	27 Downtown Development Authority	28	29	30	31

JANUARY 2012

SUN	MON	TUE	WED	THU	FRI	SAT
1 New Year's Day	2 City Offices CLOSED	3	4 Zoning Board of Appeals	5	6	7
8	9 City Council	10	11	12	13	14
15	16 Martin Luther King, Jr. Day City Offices CLOSED	17 Riverfront	18	19	20	21
22	23 City Council	24 DDA Planning Commission	25	26 Historic District Commission	27	28
29	30	31				