

CITY OF DETROIT

Michigan Freedom of Information Act (FOIA) Request for NON-POLICE RECORDS

Please note that failure to complete certain fields on this form may result in a denial of your request.

1. Today's date: 12/31/20
2. Individual making this request: Cyndi Roper
3. Street Address: 500 Butterfield Dr.
4. City/State/Zip: East Lansing, MI 48823
5. Telephone number: 517-388-8363 Fax number: _____
6. Your client or insured (optional): Natural Resources Defense Council
7. Description of the record: Please see attached titled "Request for Records Concerning the City of Detroit's Public Water and Wastewater Systems." If the records exist in electronic format, please send by email to croper@nrdc.org
8. Date and time or time period, if applicable: _____
9. Identify City department or agency: Detroit Water and Sewer Department
10. Any other information that will assist the department/agency in locating the requested record:

Signature: *Cyndi Roper*

- NOTE:**
- 1) Failure to complete this form may result in a denial of your request.
 - 2) For Buildings, Safety Engineering and Environmental Department record, please identify the address.
 - 3) For contract or RFP/RFQ, please identify contract number or RFP/RFQ number and a description.
 - 4) If the requested record pertains to an individual other than the requestor, a notarized authorization to release the record may be required from the person who is the subject of the request.
 - 5) If the request is too broad, depending on the description of your request, we may deny your request; or request that you submit a deposit payment, prior to searching for the requested record.
 - 6) Medical record requests (e.g., EMS run sheets or billings) must comply with HIPAA and the Michigan Medical Records Access Act.

HAND-DELIVER OR MAIL THIS REQUEST TO:

City of Detroit FOIA Coordinator
City of Detroit Law Department
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 500
Detroit, Michigan 48226-3437

Request for Records Concerning the City of Detroit Public Water and Wastewater Systems

Please provide the records described on the list below. If you believe that most or all of the requested information is included in one or more reports previously prepared by or on behalf of the City of Detroit (the "City"), we would be pleased to receive copies of those reports first and then confer with you to determine whether any further search is necessary to identify records containing other information covered by this request.

1. Any document containing the following information for the three most recent completed fiscal years regarding the City's public water system:

A. Customer charges and billing

- (1) The rates and charges in effect on July 1 of 2018, 2019, and 2020, including any distinctions among categories of customer, between retail and wholesale customers, and among customers in different geographic areas within the water service area.
- (2) The date on which the rates and charges referenced above in item (1) took effect.
- (3) A list and definitions of the categories of billed customers and exempt users of the water system, such as commercial, residential, nonprofit, and exempt users.
- (4) The number of retail customers in each rate category.
- (5) The frequency of customer billing, by category of customer.
- (6) The number of retail water service connections without meters, broken down by category of customer, and the basis for billing such users.
- (7) The median or average monthly water usage and monthly bill for all retail single-family residential accounts.
- (8) The 10 largest non-residential customers of the water system, and the annual volume of water delivered and the dollar amount billed to each.

B. Revenues and Transfers

- (1) Total dollar amounts billed to and received from retail customers, including any breakdown by retail customer categories.
- (2) Total dollar amounts billed to and received from wholesale customers, including any breakdown by wholesale customer categories.
- (3) Amounts collected from customers as late fees.
- (4) Other revenues received by the system, not derived from water customer bills.
- (5) The amount of any transfer of funds collected by the system to other governmental accounts, including the municipal general fund, for payments in lieu of taxes, rent, service fees, or any other purpose.

C. Water System Operations

- (1) The total volume of water produced in each month of the year.
- (2) The total volume of water purchased in each month of the year, the amounts paid for that water, and to whom those amounts were paid.

- (3) The total volume of retail water deliveries to customers, in each month of the year, by category of customer.
- (4) The total volume of wholesale water deliveries, if any, in each month of the year, and to whom those sales were made.
- (5) The total volume of water losses from the retail water distribution system, and the basis for this estimate, including any water loss audit report prepared using the method adopted by the American Water Works Association in the most recent version of "Water Audits and Loss Control Programs", Manual M36 and in the AWWA's free Water Audit Software.
- (6) Identification of any water utility functions or services carried out by other parties under contract.

2. Any document containing the following information for the three most recent completed fiscal years regarding the wastewater collection and (if applicable) treatment system owned by the City:

A. Customer charges and billing

- (1) The rates and charges in effect on July 1 of 2018, 2019, and 2020, including any distinctions among categories of customer, between retail and wholesale customers, and among customers in different geographic areas within the sewer service area.
- (2) The date on which the rates and charges referenced above in item (41) took effect.
- (3) A list and definitions of the categories of billed customers and exempt users of the system, such as commercial, residential, nonprofit, and exempt users.
- (4) The number of retail customers in each rate category.
- (5) The frequency of customer billing, by category of customer.
- (6) The number of retail wastewater service connections without water meters, broken down by category of customer, and the basis for billing such customers.
- (7) The median or average monthly sewer usage volume and monthly bill for all retail single family residential accounts.
- (8) The number of non-residential customers required to provide pre-treatment of their discharges to the collection system.
- (9) The 10 largest non-residential customers, the annual volume of wastewater discharged to the collection system by each, and the dollar amount billed to each.

B. Revenues and Transfers

- (1) Total dollar amounts billed to and received from retail customers, including any breakdown by retail customer categories.
- (2) Total dollar amounts billed to and received from wholesale customers, including any breakdown by wholesale customer categories.
- (3) Amounts collected from customers as late fees.
- (4) Other revenues received by the system, not derived from customer bills.
- (5) The amount of any transfer of funds collected by the system to other governmental accounts, including the municipal general fund, for payments in lieu of taxes, rent, service fees, or any other purpose.

C. Wastewater System Operations

- (1) The total volume of wastewater collected in each month of the year.
- (2) The volume of wastewater collected in each month of the year, by each category of customer.
- (3) Identification of any wastewater utility functions or services carried out by other parties under contract.

If it is anticipated that a complete response will take more than 15 business days, please provide the requested records on a rolling basis as they are identified.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$200. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the condition of their community water systems and the steps being taken to maintain or improve those systems to ensure delivery of safe water to all customers. This information is not being sought for commercial purposes.