

# MEMORANDUM

**To:** Mayor and City Councilmembers

**From:** Curtis Holt, City Manager

**Date:** February 4, 2010

**Re:** Council Work Session

The City Council has agreed to hold a work session Monday, February 8, 2010 at City Hall in the Council Chambers, at 7:00 P.M. The agenda will be as follows:

1. Public Comment on Agenda Items (3 minute limit per person)
2. Oriole Park Redevelopment Project Bid Recommendation
3. Aquinas College Lease Agreement
4. Primary Clarifier Odor Control Project
5. Water Treatment Plant Raw Watermain and Carbon Feed Facility
6. Annual Street and Utility Capital Improvement Program
7. Application for Class C Liquor License from Lindo Mexico Restaurant, Inc.
8. Financial Advisory Services from DW Associates, LLC
9. Grand Rapids – Wyoming Dispatch Partnership
10. Any Other Matters
11. Acknowledgement of Visitors/Public Comment (3 minute limit per person)

The City Clerk has posted the appropriate notice.

CLH:lj

## **Memo**

**To:** Curtis Holt, City Manager  
**From:** Rebecca Rynbrandt, Director of Community Services  
**CC:** Barb VanDuren, Deputy City Manager  
**Date:** February 1, 2010  
**Re:** Oriole Park Redevelopment Project Bid Recommendation

---

### **Previous experience, references result in recommendation of lowest bidder for award**

The redevelopment of Oriole Park, including the addition of a Splashpad, walking trails, new tennis and basketball courts, and new playground is a highly anticipated project. Our construction estimate for this project was \$768,905.

Ten contractors bid on the project, including all alternates, pricing ranged from a low of \$662,549.83 to a high of \$936,965.95. A detailed bid tab is attached for your review.

The low bidder, Wolverine Building Inc., presents with excellent references and detailed experience for this and similar scope projects. Please see attached reference evaluation by our consultant MC Smith and Associates. To this end, I recommend that Wolverine Building Inc. be awarded the bid.

Funds for this project are being provided by the dedicated parks and recreation operational millage, an Access to Recreation Grant, and a Michigan Department of Natural Resources Trust Fund Grant. Funds are located in account number 208-752-75600-975.111.

For your review and approval, please find attached a resolution for the February 15, 2010 Regular Meeting of the City Council, reference check documentation, bid tabulation, and contract. Please call me at extension 520 to answer any questions or concerns you may have.



Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

January 27, 2010

Rebecca L. Rynbrandt, CPRP  
Director of Community Service  
City of Wyoming  
P.O. Box 905  
1155 - 28th Street SW  
Wyoming, MI 49509

**Re: Oriole Park Improvements  
MNTRF #08-001**

Dear Ms. Rynbrandt:

M. C. Smith has reviewed the Bids from the January 26, 2010 opening for Oriole Park Improvements.

Review of the proposals indicates Wolverine Building Inc. of Grand Rapids, Michigan is the low bidder with a base bid of \$630,836.14. A review of this bid indicated it was complete and the math correct. We recommend that alternates A1, and AA1 through AA5 totaling \$31,713.69 be accepted for a project total of \$662,549.83. We discussed the bids with Brandon Hartel, the project manager for this project and he stated he is comfortable with the bid and wants to do the work.

We obtained and contacted references from Wolverine Building, Inc. for projects similar in scope to the Oriole Park Improvements. All references contacted were impressed with the quality of work, cooperation, communication, prompt completion of Wolverine Building, Inc.

Mr. Joe Camp, P.E., of Moore & Bruggink, Inc. stated that the elevated boardwalk and non-motorized trail along Reeds Lake in East Grand Rapids was completed ahead of schedule and that Wolverine went above and beyond the work that was expected over them, specifically with close out documents. In addition, Mr. Camp stated that Wolverine anticipated any potential issues and provided solutions.

Mr. Ron Baker the City Engineer for the City of Owosso stated that the elevated boardwalk project through a City park that the work Wolverine completed of good quality. He also stated that the carpentry work was of excellent quality and that weekly project meetings were held of-site to assist in communication on the project. In addition, Mr. Baker stated that Wolverine provided suggestions on more economical better quality methods of construction.



Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

Rebecca L. Rynbrandt, CPRP  
City of Wyoming  
January 27, 2010  
Page -2-

Mr. Peter Baldwin of AMDG Architects stated that the work that Wolverine Builders for the MVP projects which involved pools, water parks and playgrounds was completed on time and that the overall team at Wolverine from the supers to the office was cohesive and provided a good working relationship. In addition, he stated that Wolverine worked well with changes on the various projects and he hoped to have the opportunity to do further work with Wolverine

In addition Fred Bunn, Parks & Recreation Director of the City of East Grand Rapids and David Hohmeyer, President of Soils and Structures spoke highly of Wolverine Builders, Inc.

It is our recommendation that Wolverine Builders, Inc. be awarded the contract for Oriole Park Improvements.

Enclosed is a Bid Document Distribution List detailing where all Bid Documents were sent and the Bid Tabulation, which lists all companies from which bids were received. Also enclosed are the references provided by Wolverine Building for Park Jobs as well as Qualification Statement for 5 Playground and 5 Splashpad references. Finally, enclosed is the "Notification of Contractor Vendor Selection and Bid Tabulation Form" required by Grants Management at the Michigan Department of Natural Resources.

Should you have additional questions regarding this recommendation, please feel free to contact me at any time.

Sincerely,

M. C. Smith Associates and Architectural Group, Inc.

A handwritten signature in blue ink, appearing to read "Tiffany A. Smith".

Tiffany A. Smith  
Vice President

Enclosures  
cc: Michael C. Smith

# **BID TABULATION**

PROJECT: Oriole Park Improvements

PROJECT NO. 1779

BID DATE: Tuesday, January 26, 2010 at 11:00 a.m.

**M.C. SMITH ASSOCIATES AND  
ARCHITECTURAL GROUP, INC.**  
Landscape Architecture • Park & Recreation Planning • Architecture  
Downtown Planning • Interior Design • Sports Facility Planning  
529 Greenwood Avenue S.E. • East Grand Rapids, MI 49506  
616-451-3346 • FAX 616-451-1935



CONTRACTOR	BID BOND	ADDENDA 1 & 2	BASE BID	A1 POLION Custom 28' Hexagonal Shelter (Base Bid ICON)	AA1 Stone Veneer Columns	AA2 Gametime Fun-Semble	AA3 Accent X-wave 2	AA4 Gametime One-Piece Platform Whirl	AA5 Wabash Valley 46" Round Table	Total Including Alternates
WOLVERINE BLDG.	X	X	\$630,836.14	\$32,435.00 (\$26,898.68)	\$6,804.00	\$2,149.35	\$9,316.15	\$5,599.35	\$2,308.52	\$662,549.83
VISSER BROS.	X	X	\$642,500.00	\$42,654.00 (\$30,312.00)	\$4,200.00	\$1,500.00	\$7,300.00	\$5,000.00	\$2,250.00	\$675,092.00
APEX	X	X	\$678,486.46	\$37,000.00 (\$30,000.00)	\$9,350.00	\$1,460.00	\$7,800.00	\$4,640.00	\$2,332.00	\$711,068.46
LAKWOOD	X		\$696,527.83	\$37,474.88 (\$43,449.00)	\$9,124.01	\$1,529.85	\$6,956.82	\$4,843.63	\$2,646.79	\$715,654.81
TERHORST & RINSEMA	X		\$700,422.00	\$44,730.00 (\$31,605.00)	\$9,480.00	\$1,650.00	\$7,700.00	\$5,350.00	\$3,000.00	\$740,727.00
DYKSTRA EXC.	X	X	\$711,494.45	\$32,000.00 (\$30,000.00)	\$9,100.00	\$1,570.00	\$8,135.00	\$5,650.00	\$2,860.00	\$740,809.45
KATERBERG VERHAGE	X		\$713,969.90	\$38,265.00 (\$40,050.00)	\$9,045.00	\$1,735.00	\$8,080.00	\$5,060.00	\$2,640.00	\$735,744.90
RON MEYER	X	X	\$755,831.14	\$42,804.88 (\$32,550.68)	\$8,400.00	\$1,570.00	\$8,850.00	\$6,100.00	\$1,320.00	\$792,325.34
JARAN CONST.	X	X	\$765,192.09	\$42,800.00 (\$31,030.00)	\$3,745.00	\$1,498.00	\$7,704.00	\$4,601.00	\$2,461.00	\$796,971.09
DAN HOE EXC.	X	X	\$906,715.95	\$38,000.00 (\$30,000.00)	\$5,000.00	\$3,000.00	\$8,000.00	\$3,250.00	\$3,000.00	\$936,965.95

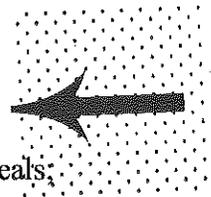
## AGREEMENT FORM

THIS AGREEMENT made this 9th day of February in the year 2010, by and between the **City of Wyoming**, Party of the First Part, hereinafter called the Owner, and **Wolverine Building, Inc.**, hereinafter called the Contractor, Party of the Second Part.

WITNESSETH that in consideration of the covenants of agreements hereinafter mentioned, to be performed by the parties hereunto and of the payments herein agreed to be made, it is mutually agreed as follows: The Contractor shall furnish all the materials, superintendence, labor, equipment, and transportation, and shall execute, construct, and finish, in an expeditious, substantial, and workmanlike manner to the satisfaction and acceptance of M. C. Smith Associates and Architectural Group, Inc., Landscape Architects and Designers, hereinafter called the Landscape Architect, the **Oriole Park Improvements – MNRTF #08-001**, on which he has proposed a price. The above referred to work shall be executed from materials furnished in accordance with the accompanying plans, which it is agreed are with the Proposal, General Conditions, and Technical Specifications herein enclosed, and made a part of this Contract.

The work covered by this Contract shall be commenced no later than five (5) days from the date this Contract is signed by the Owner. All work must be completed in accordance with the Information for Bidders.

And in consideration of the conclusion of the work herein and the fulfillment of all stipulations of this agreement to the satisfaction and acceptance of the Landscape Architect, said Owner shall pay or cause to be paid to said Contractor, the amounts due the Contractor, based on the prices named on the preceding proposal in the complete amount of **\$662,549.83** for those proposal items as accepted by the Owner and listed on Page A - 2 of this Agreement Form.



**SIGN  
HERE**

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals,  
dated the day and year first written.

OWNER – City of Wyoming

By \_\_\_\_\_  
Party of the First Part

\_\_\_\_\_  
Witness to Signature of                      Date  
Party of the First Part

CONTRACTOR – Wolverine Building, Inc.

By \_\_\_\_\_  
Party of the Second Part

\_\_\_\_\_  
Witness to Signature of                      Date  
Party of the Second Part

Bid Proposal Items accepted by the Owner:

Proposal Item No. 1 through Proposal Item No. 173, Alternate A1 and Alternates AA1 through AA5,  
accepted as bid.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AWARD A CONTRACT FOR  
THE ORIOLE PARK REDEVELOPMENT PROJECT

WHEREAS, the City of Wyoming is a staunch advocate for the development and operation of facilities to improve the health and wellness of the community; and

WHEREAS, the City of Wyoming, through its 5-Year Community Recreation Master Plan and citizen survey has identified areas for facility and programming improvement necessary to meet the changing needs of the community, with particular emphasis in broadening service and leisure opportunities for persons with disabilities; and

WHEREAS, the 5-Year Community Recreation Master Plan identifies the need to develop play environments, such as splash parks and playgrounds, which are universally accessible for children and families of all abilities; and

WHEREAS, the City of Wyoming is now presented with an opportunity to redevelop Oriole Park including creating the community's third universally accessible Splashpad and second universally accessible playground; and

WHEREAS, on January 26, 2010, the City received 10 bids for the Oriole park construction project with staff and consultants recommending a bid award to low bidder Wolverine Building Inc. submitting a total bid including all alternates in the amount of \$662,549.83 and

WHEREAS, the cost of this project can be financed out of the parks and recreation operational millage fund in account number 208-752-75600-975.111; now, therefore,

BE IT RESOLVED that the City Council hereby awards the bid to Wolverine Building Inc. for the Oriole Park Redevelopment project in the amount of \$662,549.83 and hereby approves the attached contract.

Councilmember \_\_\_\_\_ moved, seconded by Councilmember \_\_\_\_\_, that the above Resolution be adopted.

Motion carried: \_\_\_\_\_ Yeas, \_\_\_\_\_ Nays.

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan, at a \_\_\_\_\_ session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
HEIDI A. ISAKSON  
Wyoming City Clerk

# Memo

To: Curtis Holt, City Manager  
From: Rebecca L. Rynbrandt, Director of Community Services  
CC: Barb Vanduren, Deputy City Manager  
Date: February 1, 2010  
Re: Aquinas College Lease Agreement

---

Aquinas College seeks to lease Kimble Field

Aquinas College has rented the use of Kimble Field for its baseball team home field and practice facility in excess of 30 years. Since 2000, we have enjoyed a Recreation Facilities Use Agreement relationship whereby the City of Wyoming has maintain Kimble Field as a baseball facility and provided for its maintenance, while Aquinas College benefited from a priority use status. During this time Aquinas also assisted in funding minor capitol improvements by providing additional monies (\$3,000) annually, beyond their normal rental charges. We are now presented with an opportunity to enhance and strengthen our relationship with Aquinas College to the mutual benefit of both the college and City.

Aquinas College proposes to lease Kimble Field at an annual rate of \$6,000. The attached lease has been developed through negotiation with Terry Bocian of Aquinas, Jack Sluiter our City Attorney, and me. Consultation in its development also occurred with Tom Yore of our Assessing Department. As the lessee, Aquinas College would assume all expenses related to the facility's care (turf care, water, electric, field preparation, etc) and shall have exclusive rights to its use. An exception to exclusive use is noted in the lease for local school and government use. Please see the attached proposed lease for detailed information.

In FY 2009 the Wyoming Parks and Recreation Department provided 1,059 hours of maintenance manpower to Kimble Field at a value of \$18,465. When factoring in equipment fees of \$6,029 for the year and product cost for stone dust, bases, Turfuss, etc. annual expense for Kimble Field approaches \$30,000. The City of Wyoming shall reallocate the manpower and cost savings resulting from the lease to other park properties. Timing is perfect as the redevelopment of Oriole Park will necessitate an increase in staffing need due to the expansion of recreation facilities.

The lease was reviewed by the Parks and Recreation Commission at their January 2010 meeting unanimously indicating their support.

By seeking out and developing new and creative funding sources, the Parks and Recreation Department shall continue to provide and expand upon our limited resources to the benefit of our community.

Following your approval, it is my request that this information be placed on the Council work session agenda for February 8, 2010.

Attachment: Lease Agreement

JRS/rlr  
02/15/10

LEASE

This Lease made this \_\_\_\_\_ day of \_\_\_\_\_, 2010, between the City of Wyoming, a Michigan Municipal Corporation of 1155 - 28th Street S.W., Wyoming, Michigan 49509, hereinafter referred to as "Lessor", and Aquinas College, of 1607 Robinson Rd., Grand Rapids, Michigan, 49506, hereinafter referred to as "Lessee", the terms of which are as follows:

1. The property covered by this Lease is located in the City of Wyoming, Kent County, Michigan, and described as follows:

Kimble Field, a baseball stadium, which is a fully enclosed facility by cyclone fencing, a part of Permanent Parcel Numbers 41-17-02-201-002 and 41-17-02-201-004, commonly referred to as 1414 Nagal Avenue, Wyoming, MI 49509, including related press box, scoreboard, lighting, public address system, batting cage, concession, and storage building.

2. The term of this Lease shall be for three years commencing on the 1st day of January, 2010, and ending on the 31st day of December, 2012.

3. The rental for the term of the lease shall be payable in semi-annual installments, the first being due on the 20th day of February, 2010, and the second six months thereafter as follows:

First year: \$6,000 (Payable in two installments, \$3,000.00 due February 20, and July 20)

Second year: Rate of year one plus the rate of year 1 times the percentage increase for property values as established by the State of Michigan Tax Commission effective December 31, 2009, which shall not be less than 2% nor greater than 4%.

Third year: Rate of year two plus the rate of year 2 times the percentage of increase for property values as established by the State of Michigan Tax Commission effective December 31, 2010, which shall not be less than 2% nor greater than 4%.

4. Lessee shall have exclusive use of the leased premises and all structures located on said premises and said structures shall remain property of the Lessee, except as provided in paragraphs 9, 11, 15, 16 and 17.

5. Lessee shall be responsible for all maintenance and upkeep of the leased premises, except as expressly provided herein. The Lessee shall be responsible for all upkeep to maintain in good repair the structures located at the leased premises including painting, fence repair, etc. The Lessee shall maintain a level and standard of service reflective in all park settings, including but not limited to, parking, landscaping, mowing, trash removal, and sanitary provisions. Lessee shall be responsible for lawn, ball field, seating, and pathway maintenance on the property. Any signage as erected by the Lessee, with the approval of the Lessor, shall be maintained in good repair by the Lessee.

6. Lessee shall be responsible for all utilities, including but not limited to trash removal, gas, electric and water and sewer service for the leased premises. The Lessor shall be responsible for maintaining the irrigation system.

7. Lessee and Lessor will work together in providing a suitable area for storage of equipment within the maintenance shed and concession facility. No such materials shall be kept outdoors in direct visibility of park users.

8. No alcoholic beverages shall be sold, consumed or kept on the premises during the terms of this Lease and violation of this provision shall be sufficient cause for termination thereof.

9. Lessee shall maintain all improvements currently on the premises and all permanent improvements shall become the property of the Lessor upon termination of the lease. No additions to these facilities shall be made without prior written approval of Lessor.

10. The use of the leased premises shall be limited to use for baseball practices, and games, including tournament play with use of accessory concession, press box, storage, and batting cage facilities by the Lessee only. Lessee shall establish safety rules and regulations, which shall be observed and strictly enforced at all times the leased premises are used. Fundraising activities, appropriate to the use of the facility with the sole purpose of raising funds for the Aquinas College's athletic programs shall be permitted with the advanced, written approval by the Lessor whose approval shall not be unreasonably withheld. It shall be considered reasonable for the Lessor to consider the size of the activity, impact to the neighborhood, including traffic and parking, and frequency of requested activities in making its decision. No other use of these facilities shall be

allowed without the written approval of Lessor.

11. With the approval of the Lessee, the Lessor may permit other public school, including charter school, and government organizations to use said premises. The Lessor shall provide for all clean-up and maintenance required as a result of said use. The Lessor shall reimburse Lessee for any out-of-pocket expenses incurred by Lessee as a result of any other use of the premises with the Lessor's permission providing those costs are over and above normal maintenance activities.

12. Lessee shall maintain personal property insurance coverage at its own expense. Lessee shall, at its expense, maintain \$1,000,000 of primary insurance with a \$1,000,000 Umbrella Insurance policy for a total of \$2,000,000 of liability insurance naming Lessor, its officers, agents and employees as additional insured. Lessee shall further indemnify, defend and hold harmless the Lessor, its officers, agents and employees from any and all liability arising out of the use of the leased premises and shall indemnify Lessor for any loss suffered by it, including the costs of defending any suit arising out of Lessee's use and occupation of the premises. Lessee shall provide Lessor with copies of all applicable insurance policies or certificates which shall name Lessor as a certificate holder together with any amendments and/or renewals of said policies.

13. Both the Lessee and Lessor shall have the reasonable right of ingress and egress to the structures located on said premises from Nagel Street S.W. Lessee acknowledges that the Lessor shall have equipment located within leased facilities that shall not be infringed upon.

14. Lessee may have non-exclusive use of the parking area for patrons of Marquette Park and Kimble Field with the following exceptions: Lessee may not use parking area immediately adjacent to the Grand Rapids Rifle and Pistol Club, located within Marquette Park, nor any area signed for restricted use.

15. Lessee shall not transfer or assign this Lease or sublet the premises without prior written approval of Lessor. In the event the Lessor agrees to an assignment or sublease of the premises, all terms of this agreement shall be binding on any successor or assign hereto.

16. This Lease shall terminate and the rights and obligations of the parties shall cease in the event of any one of the following:

- (a) The expiration of the term of the Lease;
- (b) Voluntary surrender of the premises by the Lessee;
- (c) Violation of any of the terms and conditions stated herein. In the event of such violation, Lessor shall notify Lessee, and Lessee shall have thirty days to correct said violation if said violation is of a nature that corrective measures may be taken.

Upon termination, Lessee may remove all furniture, maintenance equipment and other property specifically purchased by Lessee related to Lessee's activities on the premises (except essential building fixtures, e.g. lighting fixtures, etc) as provided for in paragraph 9 of this lease.

17. Upon termination of this lease by voluntary surrender of the premises by the Lessee or upon violation of the terms and conditions of this lease not timely corrected by Lessee, the facilities and any improvements shall become the property of Lessor and Lessee shall cooperate in providing any necessary documents to confirm this status, except as provided for in paragraph 16.

18. Lessee shall be responsible for any environmental clean up or other remedy deemed necessary as a result of Lessee's use and operation of the leased premises whether required under city ordinance, state or federal statute or any rule or regulation adopted pursuant to same.

19. Lessee acknowledges that the facilities may not be in full compliance with the standards of the Americans with Disabilities Act (ADA) or any regulations and agrees to defend, indemnify, and hold harmless Lessor, its officers, agents, and employees for any claims arising during use by lessee pursuant to the terms of this lease.

20. Lessee shall at all times maintain its non-profit status under Michigan law. At the request of Lessor, Lessee shall verify its current non-profit status in a manner acceptable to Lessor.

21. All notices required under the terms of this Lease shall be given either in person or by first class mail, postage prepaid, to the required post office address of the respective parties. Notices to Lessor shall be sent to: City Manager, City of Wyoming, 1155 - 28th Street S.W., Wyoming, Michigan 49509. Notices to Lessee shall be sent to: Aquinas College, of 1607 Robinson Rd., Grand Rapids, Michigan, 49506.

22. This Agreement shall be binding upon the heirs, successors and assigns hereto and shall contain the full agreement between the parties, any oral agreements to the contrary notwithstanding.

This Agreement may be amended only in writing signed by both parties.

CITY OF WYOMING

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jack A. Poll  
Its Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
Heidi A. Isakson  
Its City Clerk

Aquinas College

Dated: \_\_\_\_\_

\_\_\_\_\_  
Its President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Its Secretary

Approved as to form:

\_\_\_\_\_  
Jack R. Sluiter  
Wyoming City Attorney

RR:rr  
2/15/10

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHROIZE THE MAYOR AND CITY CLERK TO EXECUTE A  
LEASE AGREEMENT WITH AQUINAS COLLEGE

WHEREAS, Aquinas College currently has a Recreation Facilities and Use Agreement on the property located at 1414 Nagel S.W., Wyoming, Michigan, 49509 known as Kimble Field; and

WHEREAS, Aquinas College desires to change the agreement to a lease; and

WHEREAS, a Lease Agreement has been prepared providing for the Lease payments and other terms and conditions of said Lease from January 1, 2010 through December 31, 2012; now therefore,

BE IT RESOLVED, that the Mayor and City Clerk are hereby authorized to execute the attached Lease Agreement with Aquinas College.

Motion carried: \_\_\_\_\_ Yeas, \_\_\_\_\_ Nays.

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a \_\_\_\_\_ session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Resolution No. \_\_\_\_\_

## MEMORANDUM

**TO:** Curtis Holt, City Manager  
**FROM:** Craig Smith, Clean Water Plant Superintendent  
**DATE:** February 2, 2010  
**SUBJECT:** Primary Clarifier Odor Control Project

---

The Clean Water plant staff has identified our Primary Clarifiers as the remaining source of significant odors within the plant. During 2008, we undertook an intensive sampling regime along with a chemical feed trial to try and reduce these odors without success. After exhausting the capabilities that are currently in place to reduce odors, and in our commitment to being a good neighbor, while also being fiscally responsible, a contract with Black & Veatch was signed in April of 2009 to provide design engineering services for the Primary Clarifier Odor Control Improvements Project. A general description of the project follows:

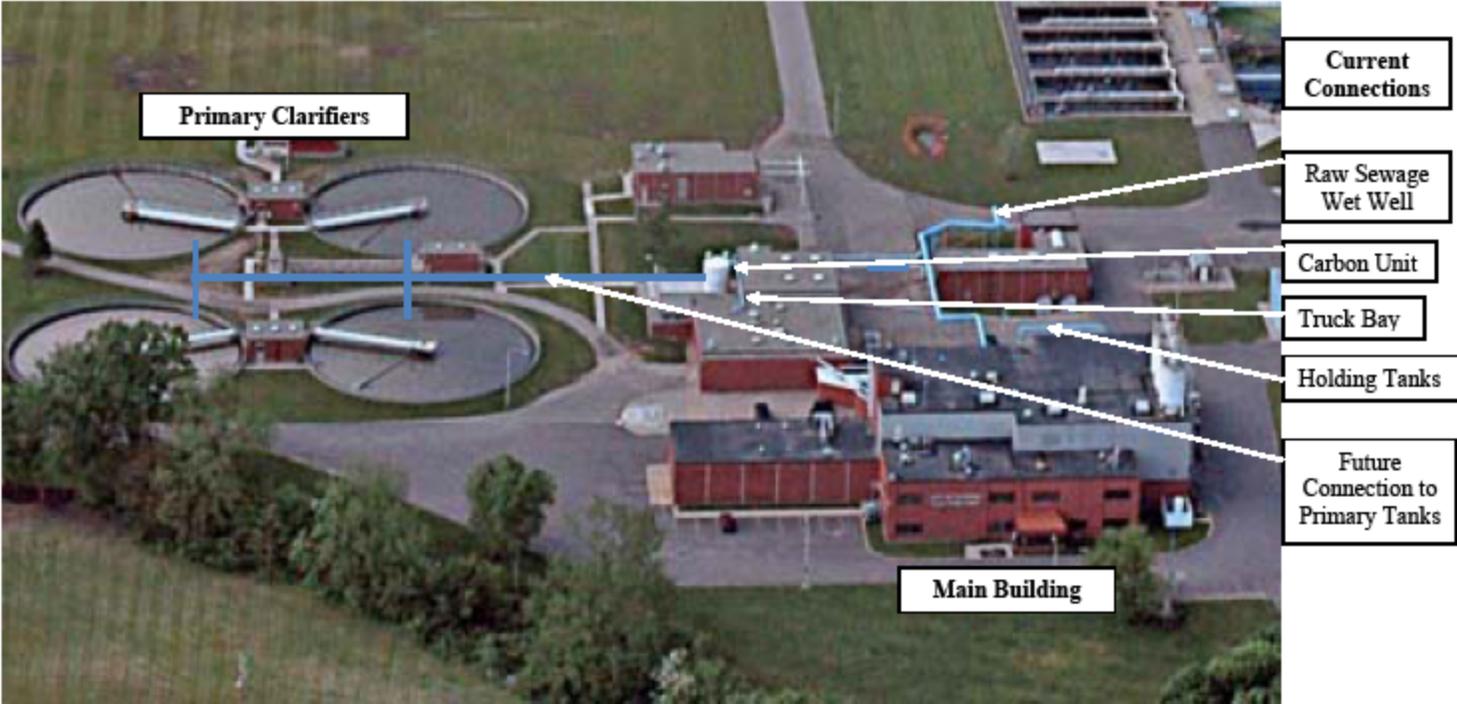
- Means of containment (full covers) of the foul air emanating from the clarifiers.
- Routing of the collected foul air to the existing carbon absorber unit located nearby.
- Installation, modification, and/or replacement of materials and components that will be affected by the addition of foul air containment to the facilities, such as concrete corrosion protection, electronic and electric component protection.

The design of the project was completed January 14, 2010 and bids were advertised on January 26<sup>th</sup>. A required pre-bid meeting will be held on February 4<sup>th</sup> at the Clean Water Plant, where interested contractors and vendors will meet with City Staff and the engineers for a question and answer time to make sure they all understand the bidding requirements. Bids will be opened on Tuesday, February 16. The updated engineers estimate for the construction of this project is \$2.4 million. We have budgeted \$2.5 million in our current fiscal year capital outlay which will come from our working capital account. It is anticipated that a recommendation for award of bid will be ready, with your concurrence, for the March 8<sup>th</sup> City Council Work Session with final approval at the March 15 Council meeting.

Below I have included some photo's to help show the extent of the project. Should you or any member of the City Council have any questions concerning this project I will make myself available at the Council Work Session on February 8.

cc: Bill Dooley, Director of Public Works

**Wyoming Clean Water Plant  
Odor Control System Layout**





Two of the four Primary Clarifiers



This is what the covers will look like

## MEMORANDUM

DATE: February 3, 2010  
TO: Curtis L. Holt, City Manager  
FROM: William D. Dooley, Director of Public Works  
SUBJECT: Water Treatment Plant Raw Watermain and Carbon Feed Facility

The Water Treatment Plant raw watermain and carbon feed facility project involves the construction of a second pipeline from the lakeshore to the Water Plant and the construction of a facility at the lakeshore for adding activated carbon to the water to address seasonal taste and odor concerns. These facilities are necessary to increase the water treatment capacity to 120 million gallons per day. Construction activities began this past fall and are progressing on schedule toward completion in October.

The construction contract was awarded to Pioneer Construction in the amount of \$5,350,000. A \$400,000 contingency was provided to address unforeseen issues, which is Wyoming's practice on all street and utility projects. Black and Veatch, Wyoming's consulting engineer for this project, recommends that the contract amount be increased by approximately \$65,000 to address six necessary changes. These are explained in the attached memorandum.

We would like to briefly discuss this information with the City Council at their February 15, 2010 Study Session. If the City Council agrees, we will have Black & Veatch prepare the necessary change orders for the City Council's execution.

lmb

Attachment

BLACK & VEATCH

MEMORANDUM

Wyoming, Michigan  
Donald K. Shine WTP  
Raw Water Main and  
Carbon/Transformer Facility

B&V Project 162517  
B&V File G-1.9  
January 27, 2010

To: G. Caron, City of Wyoming WTP

From: D. Koch, B&V

This memorandum provides information related to several changes to the construction scope of work for the Raw Water Main and Carbon/Transformer Facility project at the Wyoming WTP. Since the start of the construction of the project, several items have been identified that are outside the scope of the work included in the Contract between the City of Wyoming and Pioneer Construction, and for which justifiable impacts can be identified affecting the Contract Price. These changes are recommended to be implemented via Change Order as indicated herein. In addition, an issue under the Contractor's responsibility has resulted in additional construction phase engineering efforts outside the scope of the Contract between the City of Wyoming and Black & Veatch. In this case, the Contractor's responsibility includes reimbursement to the City for the additional costs of Black & Veatch as noted herein.

Utility Crossings of Lakeshore Avenue – Ottawa County Road Commission Requirements

The project includes three utilities serving the Wyoming Water Supply facilities that cross Lakeshore Avenue near the City's Low Service Pumping Station: 66" diameter raw water main, power supply/communication duct banks, and 6" potable water main. Several factors dictated the layout and alignment of these utilities in the planned crossing, primarily among these the location and extent of City owned properties in which the utilities can be installed, and the location of the existing 60" diameter raw water main in Lakeshore Avenue. As called for in the Contract Documents, the new 66" raw water main was to have approximately five feet of cover, the 6" potable water main was to have approximately four feet of cover, and the power supply/communication duct bank was to have approximately three feet of cover. The factor dictating the limited amount of cover for the duct bank was the need to avoid the existing raw water main, with the intent to route the duct bank over the top of the existing raw water main. The duct bank crosses the existing raw water main since the available space within the Lakeshore Avenue right of way south of the existing raw water main is intended to be occupied by the new second raw water main and the potable water main. In initial review of the project by the Ottawa County Road Commission (OCRC), with jurisdiction over the Lakeshore Avenue right of way, the depth of cover of the utilities was not noted as a concern.

Upon submittal of the construction drawings and permit application by the Contractor to the OCRC, OCRC staff indicated that all utilities within the right of way must be installed so as to maintain a minimum of five feet of cover over the utilities. Feasible alternative alignments for the proposed utilities were evaluated to determine how best to comply with this requirement. Due to limitations on the physical space available for installation of the new utilities, it is unavoidable that the proposed duct bank will need to cross the existing 60" raw water main. Since the existing 60" raw water main is installed with about five feet of cover, in order to comply with the OCRC requirement the proposed duct bank must be routed under the existing raw water main. This change in routing involves deeper excavation and installation of the proposed duct bank than called for in the Contract Documents, from approximately five feet to approximately fourteen feet. To accomplish the installation under the existing raw water main, a section of duct bank approximately 165 feet long will be installed deeper than originally planned. The revised alignment will require additional, deeper excavation, possible dewatering, and support of the existing raw water main for construction of the new duct bank underneath.

Wyoming, Michigan  
Donald K. Shine WTP  
Raw Water Main and  
Carbon/Transformer Facility

B&V Project 162517  
January 27, 2010

We have reviewed the necessary changes with the Contractor and have solicited and reviewed cost information related to the changes in the amount of \$44,812, and believe these costs to be reasonable for the required changes.

#### Motor Starter Wiring Changes

In review of Contractor submittals for motor control centers and variable frequency drives, it was determined that a change is required to ensure consistency with similar equipment already installed at the WTP. We are currently awaiting cost information from the Contractor for these changes, and estimate the changes to total approximately \$3,000.

#### Lighting Fixture Changes

A review of the lighting fixture selection and arrangement has resulted in several minor changes to fixture types and locations. Although these changes are minor, it is possible there may be costs incurred by the Contractor in making these revisions. We are currently awaiting detailed cost information from the Contractor, but have had verbal indication that the changes could amount up to \$3,100. This figure and the details thereof have not been reviewed as of the date of this memo, so is subject to change; however, we do not believe it will exceed this amount.

#### Duct Bank Alignment/Configuration Adjustments

During construction of the east end (on the WTP site) of the new power supply/communications duct bank, several alternations were made in the alignment of the duct bank and the configuration (cross-section) of the duct bank in order to avoid existing underground utilities whose depth were not known with certainty at the time of design or bidding of the project and to limit impacts to recently constructed surface improvements installed under the Phase IB Expansion project also under construction on site. At the time of these field changes (October 2009), no notice was provided by the Contractor or their subcontractor of any cost impacts of the field changes. However, at the January 2010 monthly progress meeting, the Contractor advised that a cost change request was made by their subcontractor for the filed modifications. The Contract Documents require notification to be made within a 30 days of the event giving rise to any such change in the Contract, and this notification was not made within that window. The Contractor is currently reviewing the claim from their subcontractor to determine if additional costs were incurred by the subcontractor. Following that determination, the Contractor may decide to request consideration (through B&V) of such costs by the City. As of the date of this memo, no detail of the costs has been provided to B&V. At the January 2010 monthly progress meeting, the Contractor noted that the subcontractor requested approximately \$12,000 in additional costs.

#### Trap Primers

Floor drains in the proposed carbon/transformer facility building were designed with non-primed traps (i.e., not provided with outside water source to ensure traps are always filled, but instead relying on normal water introduction from maintenance activities). The floor drain system was designed this way since the system does not collect sanitary waste, and thus the need to avoid movement of sewer gases through the system does not exist. The plumbing code does require trap primers in building sanitary drainage systems, however, we interpret this only to be in cases where the system drains to a sanitary or septic system and the plumbing fixture (usually a floor drain) typically will not see any water flow and thus is subject to evaporation. A requirement for trap primers was not identified in the initial review of

Wyoming, Michigan  
Donald K. Shine WTP  
Raw Water Main and  
Carbon/Transformer Facility

B&V Project 162517  
January 27, 2010

the Contract Documents by the City's Building Inspections Department and in issuance of the building permits for the construction. However, upon detailed inspection during construction, the City's plumbing inspector made note of the requirement and advised of an interpretation requiring trap primers for this facility. Therefore, we are currently reviewing the potential cost of this change with the Contractor, and estimate the impact to be approximately \$5,000.

Please note that in lieu of proceeding with the addition of the trap primers, the Utilities Department may want to consider pursuing an official interpretation and/or variance from the Building Inspections Department. If doing so, please note the following additional information applicable to such a request:

The wastewater in the system will be comprised of clear water waste (groundwater leakage or washdown from a potable water source), which drains to a sump. The sump pumps then discharge the clear water waste to a holding tank that serves only clear water waste from this building. The holding tank will be periodically pumped by the City. Considering the nature of the waste, there is no potential source of odor or hazard. The purpose of a water seal trap is to prevent any odors from a sanitary or septic system from returning back into the space via the plumbing fixtures. In addition, for this particular installation, deep seal traps have been provided and, due to the nature of this facility, it is anticipated that periodic washdown will be required due to the accumulation of carbon dust, making evaporation of the water in the trap seal unlikely.

#### PCCP Quality Issues

In the early stages of installation of the prestressed concrete cylinder pipe (PCCP) being utilized for the new 66" diameter raw water main, several pipe quality issues were discovered, resulting in rejection of some pipe segments, and the start of discussions with the Contractor, subcontractor, and supplier on the extent of the issues, required repair, long-term performance of the pipe, etc. This situation eventually led to a stoppage of the pipe installation work until the extent and severity of the issues could be evaluated. The evaluation and resolution of these issues resulted in several weeks of meetings with the Contractor, subcontractor and supplier, engagement of additional specific pipe and structural expertise, review and negotiation of conditions for repair and replacement of pipe materials, and negotiation of long-term assurances for the City in relation to the performance of the pipe. In addition, on-site monitoring and inspection of authorized pipe repair procedures were required to ensure compliance with agreed-upon standards. Both B&V and Materials Testing Consultants (MTC) professionals provided expertise and support to these efforts, with these efforts being beyond the scope of services included in our authorization from the City. In this case, the City is due reimbursement by the Contractor, as the responsible contracting party under which the pipe is supplied, of costs incurred from B&V/MTC to the City for these efforts associated with supplier quality issues. Notice was made to the Contractor in December 2009 of this, including detail of the costs totaling \$22,318.05.

In the issuance of a Change Order to the Contractor for additional costs previously described herein, a credit will be included to the City in the amount of the documented B&V/MTC costs. In doing so, B&V also requests authorization of these excess costs as an addition to our scope of services. Note that the combination of the credit to the City within the construction contract and the addition of cost in the engineering services contract results in no net change to the project cost for this particular item.

BLACK & VEATCH

MEMORANDUM

Page 4

Wyoming, Michigan  
Donald K. Shine WTP  
Raw Water Main and  
Carbon/Transformer Facility

B&V Project 162517  
January 27, 2010

The estimated net impact of the project changes described herein is as summarized below:

- Net potential increase to Construction Contract (Pioneer Construction): \$45,593.95 (\$64,912 potential addition and \$22,318.05 credit)
- Net increase to Engineering Services Contract (B&V): \$22,318.05
- Net potential increase to Project cost: \$64,912

Upon concurrence of the City, and pending additional detail and information on certain items described herein, we will prepare Change Order documents for the execution of the changes.

Please contact me should you have any questions on this information.

MEMORANDUM

DATE: February 3, 2010  
TO: Curtis L. Holt, City Manager  
FROM: William D. Dooley, Director of Public Works  
SUBJECT: Annual Street and Utility Capital Improvement Program

We are forwarding the following items to you for inclusion on the City Council's February 8, 2010 Study Session:

- 2010 Street and Utility Capital Improvement Program (draft)
- Street Sewer Water Improvement Millage Utilization
- Basis for Long-term Street Resurfacing Amount

During the past 30 to 40 years, Wyoming's focus has been primarily on street and utility system expansion. The majority of Wyoming's streets were improved or widened and the city's water and sewer systems installed and expanded. The Street Sewer Water Improvement millage provided the necessary funding for these improvements, in addition to federal transportation funding and utility revenue bonds. Wyoming has also enjoyed the benefits of a relatively new infrastructure. The next 30 to 40 years will be very different. Instead of system expansion, Wyoming is now faced with the long-term preservation of an aging infrastructure and has taken steps to identify the anticipated costs as part of its asset management program. The annual amounts needed over the next 10 years are as follows:

	<u>Annual Amount</u>	<u>Funding Source</u>
• Street system	\$ 3,400,000	SSWI millage
• Sewer system	\$ 100,000	Sewer revenues or SSWI millage
• Water system	\$ 1,000,000	Water Revenues or SSWI millage

The 2010 Street and Utility Capital Improvement Program reflects these long-term costs. The annual amount needed for street preservation is included beginning in fiscal year 2012. This work is dependent on \$9 million in federal transportation funding, and while this source of funding has been very stable in the past, its future is somewhat uncertain. If Michigan fails to provide the required matching funds, Wyoming may not receive future federal transportation funds.

The Street and Utility Capital Improvement Program is a nine-year financial plan. It includes the current fiscal year and the next eight fiscal years. The total revenues and expenditures can be briefly summarized as follows:

**Revenues**

• Property taxes	\$35.5 million	49%
• Water & Sewer Funds	21.8 million	30%
• Federal funds	9.9 million	14%
• Water & Sewer bonds	4.2 million	6%
• Interest	<u>0.4 million</u>	1%
	\$71.8 million	

**Expenses**

• Street system	\$37.4 million	52%
• Sewer system	13.3 million	18%
• Water system	12.8 million	18%
• General Fund	<u>8.3 million</u>	12%
	\$71.8 million	

A new expense category has been added to the CIP summary page titled “General Fund Operations”. The amounts included in this category are in addition to the annual amounts transferred to General Fund to support administrative activities. This additional money will be available to support General Fund activities should Wyoming voters authorize the use of the Street Sewer Water Improvement millage for General Fund operations. The annual amounts of \$650,000 and \$850,000 are based upon the following formula:

$$\mathbf{GFO = M + I + FF - SDS - SS - GFF}$$

Where,	GFO	=	Amount available for General Fund operations
	M	=	Millage revenue
	I	=	Interest revenue
	FF	=	Federal funding (tentative)
	SDS	=	Street debt service
	SS	=	Street system expenses
	GFF	=	General Fund fee

This breakdown is easier to see on the attached table titled “Street Sewer Water Improvement Millage Utilization”. The table illustrates the revenues and expenses through fiscal year 2025.

CAPITAL IMPROVEMENT PROGRAM SUMMARY  
Revenues and Expenditures (\$000)

	Fiscal Year												Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18				
	Fund	CP 2009	CP 2010	CP 2011	CP 2012	CP 2013	CP 2014	CP 2015	CP 2016	CP 2017			
	Millage Rate	1.87	1.87	1.87	1.87	1.87	1.87	1.87	1.87	1.87			
<b>REVENUES AND OTHER SOURCES</b>													
Other Revenue												0	
SSWI millage (10% SEV Reduction)		4,300	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900		35,500	
Interest		40	40	40	40	40	40	40	40	40		360	
ISTEA Funding (STP and EDFC)		0	0	2,290	1,570	1,000	1,000	1,400	1,000	1,000		9,260	
Federal / State Grants (Burlingame Bridge)		0	0	0	600	0	0	0	0	0		600	
Other Revenues		0	0	0	0	0	0	0	0	0		0	
Special Assess Bonds		0	0	0	0	0	0	0	0	0		0	
City Share LTGO bonds		0	0	0	0	0	0	0	0	0		0	
Motor Transportation Fund (MTF) Bonds		0	0	0	0	0	0	800	100	100		1,000	
Sewer Revenue Bonds		0	0	0	0	0	0	900	900	1,400		3,200	
Water Revenue Bonds		0	0	0	0	0	0	0	0	0		0	
Development Fees - Stormwater System		1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,372	1,083		12,265	
Sewer Fund Contribution for debt service		1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,063	1,063		9,591	
Water Fund Contribution for debt service		0	0	0	0	0	0	0	0	0		0	
Other Financing		6,808	6,408	8,698	8,578	7,408	7,408	9,508	8,375	8,585		71,776	
<b>Total Revenues and Sources</b>													
		720	160	200	320	650	290	850	430	370		5,150	
<b>EXPENDITURES</b>													
General Fund Operations		0	200	0	0	0	0	0	0	0		200	
Administration Fee to General Fund		1,950	2,220	3,510	3,170	2,120	2,120	2,220	2,120	2,000		21,430	
Major Streets - MDOT		0	0	0	1,000	1,400	1,400	1,300	1,400	1,400		7,900	
Major Streets		0	0	450	400	0	0	50	90	0		990	
Local Streets		0	0	0	0	0	0	800	100	100		1,000	
Stormwater Systems		0	0	0	0	0	0	900	900	1,400		3,200	
Sanitary Sewer		1,468	1,471	1,074	727	604	496	418	308	306		6,872	
Water Main		1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,372	1,083		12,265	
Debt Service (Street Projects)		1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,063	1,063		9,591	
Debt Service (Sewer Projects)		6,606	6,519	8,352	8,735	7,612	7,424	9,296	8,633	8,571		71,748	
Debt Service (Water Projects)													
<b>Total Expenditures</b>													
Excess, -Deficiency		202	(111)	346	(157)	(204)	(16)	212	(258)	14		28	
Fund		CP 2009	CP 2010	CP 2011	CP 2012	CP 2013	CP 2014	CP 2015	CP 2016	CP 2017			
Fund Balance		0	202	91	437	280	76	60	272	14		28	

Bonding Rate: 6% Bonding Terms: Street 15 years and Sewer / Water 20 years

Project Expenditures (\$000)

Project Number/Title	Fund	Fiscal Year										Total	
		09-10 CP 2009	10-11 CP 2010	11-12 CP 2011	12-13 CP 2012	13-14 CP 2013	14-15 CP 2014	15-16 CP 2015	16-17 CP 2016	17-18 CP 2017			
1 36th St / US131 Interchange	200												200
<p>Because MDOT is in charge of these projects, the amounts shown are only Wyoming's share of the project costs.</p>													
TOTALS	0	200	0	0	0	0	0	0	0	0	0	0	200
ISTEA Funding													0
Federal/State Grants													0
Other Revenues													0
Special Assessments													0
City Share LTGO Bonds													0
General Obligation Bonds													0
Revenue Bonds													0
Other Financing													0
City Share Cash	0	200	0	0	0	0	0	0	0	0	0	0	200

Project Expenditures (\$000)

Project Number/Title	Fiscal Year											Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	CP 2017		
Fund	CP 2009	CP 2010	CP 2011	CP 2012	CP 2013	CP 2014	CP 2015	CP 2016	CP 2017	CP 2017		
1 Resurfacing (Federal Funding Amount)	1,700	2,100	1,100	800	1,000	1,000	1,000	1,000	1,000	1,000	9,700	
2 Mast Arm & Box Span Signals	150	120	2,290	1,570	1,000	1,000	1,000	1,000	1,000	1,000	7,860	
3 Intersection Turn Lanes (54th / Clay LT Lane)	100				120	120	120	120	120	120	870	
4 Burlingame Bridge over Buck Creek (52nd / Clyde Pk Decel Lane)				800							800	
5 44th Street, Stafford - Division							2,100				2,100	
Resurfacing Includes: FY 2012 1,280 Clyde Park, 28th to 54th												
Avail 10/11 530 54th, Clyde Park to Division												
480 36th, Division to Eastern												
FY 2013 290 Ivanrest, NCL to 56th												
Avail 10/12 570 Division, 28th to 36th												
710 Division, 44th to 54th												
Resurfacing: Typically use the following year money (ie. FY 09-10 in July 2009)												
TOTALS	1,950	2,220	3,510	3,170	2,120	2,120	2,220	2,120	2,000	2,000	21,430	
ISTEA Funding												
Federal/State Grants			2,290	1,570	1,000	1,000	1,400	1,000	1,000	1,000	9,260	
Local Bridge				600							600	
Other Revenues											0	
Special Assessments											0	
City Share LTGO Bonds											0	
General Obligation Bonds											0	
Revenue Bonds											0	
Other Financing											0	
City Share Cash	1,950	2,220	1,220	1,000	1,120	1,120	820	1,120	1,000	1,000	11,570	

CAPITAL IMPROVEMENT PROJECTS

LOCAL STREETS

Project Expenditures (\$000)

Project Number/Title	Fiscal Year										Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18		
Fund	CP 2009	CP 2010	CP 2011	CP 2012	CP 2013	CP 2014	CP 2015	CP 2016	CP 2017		
1 Resurfacing (see Major Streets)	0	0	0	1,000	1,400	1,400	1,300	1,400	1,400	7,900	
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;"> <p>2007 PCI Unimproved Local Streets:</p> <ul style="list-style-type: none"> <li>60th St, Kenowa - Canal</li> <li>60th St, Burlingame to Clyde Park (KCRC)</li> <li>Roy's Ave, Porter to Chicago Dr.</li> <li>Eden, West of Byron Center</li> <li>Belfield, Martindale - Johanna</li> <li>Martindale, Burton - Belfield</li> <li>Fisher, South of 54th</li> <li>Lee, West of Roys</li> <li>Louisiana, North of 44th</li> <li>Plaster Ck Area, West of Division</li> <li>Hook, North of 28th</li> <li>Leestma, Lee to Chicago Drive</li> <li>Antwerp, South of Burton</li> </ul> </div>											
TOTALS	0	0	0	1,000	1,400	1,400	1,300	1,400	1,400	7,900	
ISTEA Funding										0	
Federal/State Grants										0	
Other Revenues										0	
Special Assessments										0	
City Share LTGO Bonds										0	
General Obligation Bonds										0	
Revenue Bonds										0	
Other Financing										0	
City Share Cash	0	0	0	1,000	1,400	1,400	1,300	1,400	1,400	7,900	







CAPITAL IMPROVEMENT PROJECTS

DEBT SERVICE - STREETS

Project Expenditures (\$000)

Bond Type: Issue Year: Construction Year	Fiscal Year											Total	
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	CP 2017			
CP 2009	49	0	0	0	0	0	0	0	0	0	0	0	49
LTGO 1996 (Street) 1995 Construction													0
<del>MTF 1996 (Street) 1995 Construction</del>													0
LTGO 1997 (Street) 1996 Construction	62	59	0	0	0	0	0	0	0	0	0	0	121
<del>MTF 1997 (Street) 1996 Construction</del>													0
LTGO 1998 (Street) 1997 Construction	69	69	66	0	0	0	0	0	0	0	0	0	204
<del>MTF 1998 (Street) 1997 Construction</del>													0
<del>MTF 1999 (Street) 1998 Construction</del>													0
MTF 2001 (Street) 2000 Construction	75	73	75	78	80	87	0	0	0	0	0	0	468
MTF 2002 (Street) 2001 Construction	113	115	122	123	124	125	125	0	0	0	0	0	847
MTF 2010 (Street) 2009 Construction	117	181	253	264	281	280	290	305	305	305			2,276
MTF 1996-1999 (Street) Refinanced Debt	978	969	552	256	114								2,869
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">                     Motor Transportation Fund Bonds:                      6% interest over 15 years                      Uniform Series Factor = .10296                 </div>													
Bond payment agent fees	5	5	6	6	5	4	3	3	1				38
<b>TOTALS</b>	<b>1,468</b>	<b>1,471</b>	<b>1,074</b>	<b>727</b>	<b>604</b>	<b>496</b>	<b>418</b>	<b>308</b>	<b>306</b>	<b>306</b>	<b>306</b>	<b>306</b>	<b>6,872</b>
Cash	1,468	1,471	1,074	727	604	496	418	308	306	306	306	306	6,872

CAPITAL IMPROVEMENT PROJECTS

DEBT SERVICE - SANITARY SEWER

Project Expenditures (\$000)

Bond Type: Issue Year: Construction Year	Fiscal Year										Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18		
LTGO 1996 (Sewer) 1995 Construction	17	17	17	17	17	17	17	0	0	0	119
Revenue 1996 (Sewer) 1995 Construction	83	83	83	83	83	83	83	0	0	0	581
LTGO 1997 (Sewer) 1996 Construction	39	39	39	39	39	39	39	39	0	0	312
Revenue 1997 (Sewer) 1996 Construction	260	260	260	260	260	260	260	260	0	0	2,080
LTGO 1998 (Sewer) 1997 Construction	62	62	62	62	62	62	62	62	62	62	558
Revenue 1998 (Sewer) 1997 Construction	388	388	388	388	388	388	388	388	388	388	3,492
Revenue 1999 (Sewer) 1998 Construction	66	66	66	66	66	66	66	66	66	66	594
Revenue 2000 (Sewer) 1999 Construction	38	38	38	38	38	38	38	38	38	38	342
Revenue 2001 (Sewer) 2000 Construction	5	5	5	5	5	5	5	5	5	5	45
Revenue 2002 (Sewer) 2001 Construction	39	39	39	39	39	39	39	39	39	39	351
Revenue 2003 (Sewer) 2002 Construction	61	61	61	61	61	61	61	61	61	61	549
Revenue 2004 (Sewer) 2003 Construction	26	26	26	26	26	26	26	26	26	26	234
Revenue 2005 (Sewer) 2004 Construction	81	81	81	81	81	81	81	81	81	81	729
Revenue 2006 (Sewer) 2005 Construction	84	84	84	84	84	84	84	84	84	84	756
Revenue 2007 (Sewer) 2006 Construction	46	46	46	46	46	46	46	46	46	46	414
Revenue 2008 (Sewer) 2007 Construction	4	4	4	4	4	4	4	4	4	4	36
Revenue 2009 (Sewer) 2008 Construction	94	94	94	94	94	94	94	94	94	94	846
Revenue 2010 (Sewer) 2009 Construction											
Revenue 2011 (Sewer) 2010 Construction											
Revenue 2012 (Sewer) 2011 Construction											
Revenue 2013 (Sewer) 2012 Construction											
Revenue 2014 (Sewer) 2013 Construction											
Revenue 2015 (Sewer) 2014 Construction											
Revenue 2016 (Sewer) 2015 Construction											
Revenue 2017 (Sewer) 2016 Construction								70	70	70	140
Revenue 2018 (Sewer) 2017 Construction											
Revenue 2019 (Sewer) 2018 Construction											
Revenue 2020 (Sewer) 2019 Construction											
Revenue 2021 (Sewer) 2020 Construction											
Bond payment agent fees	9	9	9	9	9	9	9	9	9	10	78
<b>TOTALS</b>	<b>1,402</b>	<b>1,372</b>	<b>1,083</b>	<b>12,256</b>							
Sewer Fund Contribution	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,372	1,083	12,256

Assumptions: Sewer Revenue Bonds:  
6% interest over 20 years.  
Uniform Series Factor = .087185

	Available	Utilized
Revenue 2016 (Sewer) 2015 Construction	\$1,200,000 (\$105,000 DS)	\$800,000 (\$70,000 DS)
Revenue 2017 (Sewer) 2016 Construction	\$3,400,000 (\$296,000 DS)	\$100,000 (\$9,000 DS)
Revenue 2018 (Sewer) 2017 Construction	\$5,200,000 (\$453,000 DS)	\$100,000 (\$9,000 DS)
Revenue 2019 (Sewer) 2018 Construction	\$800,000 (\$70,000 DS)	\$100,000 (\$9,000 DS)
Revenue 2020 (Sewer) 2019 Construction	\$400,000 (\$35,000 DS)	\$100,000 (\$9,000 DS)

CAPITAL IMPROVEMENT PROJECTS

DEBT SERVICE - WATER

Project Expenditures (\$000)

Bond Type: Issue Year: Construction Year	Fiscal Year											Total
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18			
L.TGO 1996 (Water) 1995 Construction	2	2	2	2	2	2	2	0	0	0	0	14
Revenue 1996 (Water) 1995 Construction	80	80	80	80	80	80	80	0	0	0	0	560
L.TGO 1997 (Water) 1996 Construction	2	2	2	2	2	2	2	2	2	0	0	16
Revenue 1997 (Water) 1996 Construction	77	77	77	77	77	77	77	77	77	0	0	616
L.TGO 1998 (Water) 1997 Construction	20	20	20	20	20	20	20	20	20	20	20	180
Revenue 1998 (Water) 1997 Construction	104	104	104	104	104	104	104	104	104	104	104	936
Revenue 1999 (Water) 1998 Construction	50	50	50	50	50	50	50	50	50	50	50	450
Revenue 2000 (Water) 1999 Construction	25	25	25	25	25	25	25	25	25	25	25	225
Revenue 2001 (Water) 2000 Construction	22	22	22	22	22	22	22	22	22	22	22	198
Revenue 2002 (Water) 2001 Construction	50	50	50	50	50	50	50	50	50	50	50	450
Revenue 2003 (Water) 2002 Construction	70	70	70	70	70	70	70	70	70	70	70	630
Revenue 2004 (Water) 2003 Construction	77	77	77	77	77	77	77	77	77	77	77	693
Revenue 2005 (Water) 2004 Construction	34	34	34	34	34	34	34	34	34	34	34	306
Revenue 2006 (Water) 2005 Construction	109	109	109	109	109	109	109	109	109	109	109	981
Revenue 2007 (Water) 2006 Construction	101	101	101	101	101	101	101	101	101	101	101	909
Revenue 2008 (Water) 2007 Construction	78	78	78	78	78	78	78	78	78	78	78	702
Revenue 2009 (Water) 2008 Construction	157	157	157	157	157	157	157	157	157	157	157	1,413
Revenue 2010 (Water) 2009 Construction												
Revenue 2011 (Water) 2010 Construction												
Revenue 2012 (Water) 2011 Construction												
Revenue 2013 (Water) 2012 Construction												
Revenue 2014 (Water) 2013 Construction												
Revenue 2015 (Water) 2014 Construction												
Revenue 2016 (Water) 2015 Construction												
Revenue 2017 (Water) 2016 Construction								78	78	78	78	156
Revenue 2018 (Water) 2017 Construction												
Revenue 2019 (Water) 2018 Construction												
Revenue 2020 (Water) 2019 Construction												
Revenue 2021 (Water) 2020 Construction												
Bond payment agent fees	9	9	9	9	9	9	9	9	9	9	9	78
<b>TOTALS</b>	<b>1,067</b>	<b>1,063</b>	<b>9,513</b>									
Water Fund Contribution	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,063	9,513

Assumptions: Water Revenue Bonds:  
6% interest over 20 years.  
Uniform Series Factor = 0.087185

Available	Utilized
\$900,000 (\$78000 DS)	\$900,000 (\$78000 DS)
\$900,000 (\$78,000 DS)	\$900,000 (\$78,000 DS)
\$1,400,000 (\$122,000 DS)	\$1,400,000 (\$122,000 DS)
\$300,000 (\$26,000 DS)	\$300,000 (\$26,000 DS)
\$400,000 (\$35,000 DS)	\$400,000 (\$35,000 DS)

**SSWI Millage Utilization**  
(2010 Street and Utility Capital Improvement Program)

Fiscal Year	Cash Revenue				Cash Expenses						
	Millage Rate	Millage Revenue (\$2.1 M per mil)	Interest and Fed Funding	General Fund Operations	General Fund Fee (8% prior year exp)	Bond Payments	Bridge, Storm, & Safety Improve	Street Resurfacing			
2009-10	1.87	\$4,300,000	\$40,000	\$0	\$720,000	\$1,470,000	\$250,000	\$1,700,000			
2010-11	1.87	\$3,900,000	\$40,000	\$0	\$160,000	\$1,470,000	\$320,000	\$2,100,000			
2011-12	1.87	\$3,900,000	\$2,330,000	\$650,000	\$200,000	\$1,080,000	\$570,000	\$3,390,000			
2012-13	1.87	\$3,900,000	\$2,210,000	\$650,000	\$320,000	\$730,000	\$1,200,000	\$3,370,000			
2013-14	1.87	\$3,900,000	\$1,040,000	\$650,000	\$370,000	\$610,000	\$120,000	\$3,400,000			
2014-15	1.87	\$3,900,000	\$1,040,000	\$650,000	\$290,000	\$500,000	\$120,000	\$3,400,000			
2015-16	1.87	\$3,900,000	\$1,440,000	\$850,000	\$290,000	\$420,000	\$170,000	\$3,400,000			
2016-17	1.87	\$3,900,000	\$1,040,000	\$850,000	\$430,000	\$310,000	\$210,000	\$3,400,000			
2017-18	1.87	\$3,900,000	\$1,040,000	\$850,000	\$370,000	\$310,000	\$0	\$3,400,000			
2018-19	1.87	\$3,900,000	\$1,040,000	\$850,000	\$360,000	\$330,000	\$0	\$3,400,000			
2019-20	1.87	\$3,900,000	\$1,040,000	\$800,000	\$360,000	\$340,000	\$0	\$3,400,000			
2020-21	1.87	\$3,900,000	\$1,040,000	\$800,000	\$360,000	\$360,000	\$0	\$3,400,000			
2021-22	1.87	\$3,900,000	\$1,040,000	\$800,000	\$360,000	\$380,000	\$0	\$3,400,000			
2022-23	1.87	\$3,900,000	\$1,040,000	\$800,000	\$360,000	\$400,000	\$0	\$3,400,000			
2023-24	1.87	\$3,900,000	\$1,040,000	\$800,000	\$360,000	\$420,000	\$0	\$3,400,000			
2024-25	1.87	\$3,900,000	\$1,040,000	\$1,100,000	\$360,000	\$0	\$0	\$3,400,000			

Totals \$11,100,000 \$5,670,000 \$9,130,000 \$2,960,000 \$51,360,000

Long Term Street Resurfacing Amounts  
2/3/2010

	Lane Miles (LM)	Cost per LM	Total Amount	Average Life	Annual LM	Annual Amount
Major Streets	300	\$ 100,000	\$ 30,000,000	15	20	\$ 2,000,000
Local Streets	350	100,000	35,000,000	25	14	\$ 1,400,000
	----- 650		----- \$ 65,000,000		----- 34	----- \$ 3,400,000

**MEMORANDUM**  
City of Wyoming, Michigan

TO : Curtis L. Holt, City Manager

cc: Barbara VanDuren, Deputy City Manager  
Jack Sluiter, City Attorney

FROM: Heidi A. Isakson, City Clerk

DATE: February 2, 2010

RE: Lindo Mexico Restaurant, Inc. Application for Class C Liquor License

I would like to present four resolutions to the City Council at the work session on February 8, 2010, relating to the liquor license application described above. I will recap the history of this business and its several proposed locations, and the need for the resolutions.

Gricelda Mata operated the Lindo Mexico Restaurant on Clyde Park Avenue for a number of years, with no liquor license. Apparently, due to issues with the lease, she decided to relocate.

**Resolution #1:** On July 28, 2008, the City Council approved a new Class C license for Camso, Inc. to operate the Lindo Mexico Restaurant at 950 28<sup>th</sup> Street SW, Suite 12B (a suite in Roger's Plaza). The business never opened at that location, and the approval needs to be rescinded.

**Resolution #2:** On August 3, 2009, the City Council approved a new Class C license for Lindo Mexico Restaurant, Inc. to operate the restaurant at 1742 28<sup>th</sup> Street SW (the former Ponderosa restaurant). Ms. Mata purchased the building but was not able to obtain the funding to open the restaurant. The approval for this location needs to be rescinded.

**Resolution #3:** On December 9, 2009, Ms. Mata applied for a new Class C license for Lindo Mexico Restaurant, Inc. to operate the restaurant at 1292 28<sup>th</sup> Street SW (the former Fazoli's restaurant). She has provided a copy of the lease for the building, and has asked the City Council to waive the requirements of Section 14-179(2)(b) to allow seating for 120 persons at 15 square feet per person, rather than 150 persons at 15 square feet per person. Waivers cannot be granted in the same resolution as approval for the license itself, per the Michigan Liquor Control Commission.

**Resolution #4:** This resolution would recommend issuance of the Class C license for Lindo Mexico at 1292 28<sup>th</sup> Street SW to the Liquor Control Commission.

The first two resolutions are necessary to clarify that those locations are no longer planned to be used for the Lindo Mexico Restaurant.

The second two resolutions should only be adopted if the City Council wishes to grant the waiver requested and recommend issuance of the Class C license to the Liquor Control Commission.

The Police Department and Treasurer have both recommended approval, and the Chief Building Official has pointed out the necessity for a waiver.

Depending on the City Council's wishes after a discussion at the February 8, 2010 work session, the appropriate resolutions will be forwarded to the regular session on February 15, 2010.

02/15/10  
hai

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO RESCIND RESOLUTION #23009  
AND WITHDRAW APPROVAL FOR A CLASS C LIQUOR LICENSE FOR  
CAMSO, INC. AT 950 28<sup>TH</sup> STREET SW, WYOMING, MICHIGAN

WHEREAS, on July 28, 2008, the City Council of the City of Wyoming, Michigan adopted Resolution #23009, approving and recommending for issuance a new Class C licensed business at 950 28<sup>th</sup> Street SW, Suite 12B, Wyoming, Kent County, Michigan, for Camso, Inc.; and

WHEREAS, the applicant business never opened at that location, and the owner of Camso, Inc., Gricelda Mata, has since pursued approval for a Class C licensed business at other locations; now, therefore,

BE IT RESOLVED that Resolution #23009 is hereby rescinded.

Councilmember \_\_\_\_\_ moved, seconded by Councilmember \_\_\_\_\_, that the above Resolution be adopted.

Motion carried: \_\_\_\_\_ Yeas \_\_\_\_\_ Nays

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan, at a regular session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Resolution No. \_\_\_\_\_

02/15/10  
hai

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO RESCIND RESOLUTION #23372  
AND WITHDRAW APPROVAL FOR A CLASS C LIQUOR LICENSE FOR  
LINDO MEXICO RESTAURANT, INC AT  
1742 28<sup>TH</sup> STREET SW, WYOMING, MICHIGAN

WHEREAS, on August 3, 2009, the City Council of the City of Wyoming, Michigan adopted Resolution #23372, approving and recommending for issuance a new Class C licensed business at 1742 28<sup>th</sup> Street SW, Wyoming, Kent County, Michigan, for Lindo Mexico Restaurant, Inc.; and

WHEREAS, the applicant business never opened at that location, and the owner of Lindo Mexico Restaurant, Inc., Gricelda Mata, has since pursued approval for a Class C licensed business at another location; now, therefore,

BE IT RESOLVED that Resolution #23372 is hereby rescinded.

Councilmember \_\_\_\_\_ moved, seconded by Councilmember \_\_\_\_\_, that the above Resolution be adopted.

Motion carried: \_\_\_\_\_ Yeas \_\_\_\_\_ Nays

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan, at a regular session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Resolution No. \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION TO WAIVE CERTAIN REQUIREMENTS OF  
THE CODE OF THE CITY OF WYOMING  
FOR LINDO MEXICO RESTAURANT, INC. IN  
APPLICATION FOR A CLASS C LIQUOR LICENSE

WHEREAS, Lindo Mexico Restaurant, Inc. has made application for a new Class C licensed business at 1292 28<sup>th</sup> Street SW in the City of Wyoming; and

WHEREAS, Sections 14-179 (2) and (3) of the Code of Ordinances requires that a liquor license be operated in conjunction with a restaurant, and establishes criteria for the size and seating of such a restaurant; and

WHEREAS, Section 14-179(5) of the Code of Ordinances permits City Council to waive the requirements of Sections 14-179 if it is deemed that such waiver is in the best interest of the City; and

WHEREAS, the applicant location has proposed seating for 120 persons at 15 square feet per person, while Section 14-179(2)(b) requires seating for 150 persons at 15 square feet person; and

WHEREAS, the applicant Lindo Mexico Restaurant, Inc. has requested a waiver of Section 14-179(2)(b) of the Code of the City of Wyoming; now, therefore,

BE IT RESOLVED the City Council determines that waiving the requirements of Sections 14-179(2)(b) will benefit the applicant, help create a viable business in the City, and is in the best interest of the City, and

BE IT FURTHER RESOLVED that Sections 14-179(2) are hereby waived for the purposes of considering an application for a new Class C license at that location.

Councilmember \_\_\_\_\_ moved, seconded by Councilmember \_\_\_\_\_, that the above resolution be adopted.

Motion carried: \_\_\_\_\_ yes \_\_\_\_\_ nays

I hereby certify that the foregoing resolution was adopted by the City Council for the City of Wyoming at a regular session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk

Resolution No. \_\_\_\_\_

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

RESOLUTION NO. \_\_\_\_\_

At a \_\_\_\_\_ regular \_\_\_\_\_ meeting of the \_\_\_\_\_ City Council \_\_\_\_\_  
(Regular or Special) (Township Board, City or Village Council)

called to order by \_\_\_\_\_ Mayor Poll \_\_\_\_\_ on \_\_\_\_\_ February 15, 2010 \_\_\_\_\_ at \_\_\_\_\_ 7:00 \_\_\_\_\_ P.M.

The following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

**That the request from:**

Lindo Mexico Restaurant, Inc. for a new Class C licensed business to be located at 1292 28<sup>th</sup> Street SW,  
Wyoming 49509, Kent County, Michigan.

be considered for \_\_\_\_\_ Approval \_\_\_\_\_ "above all others"  
(Approval or Disapproval)

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this legislative body that the application be:

\_\_\_\_\_ Recommended \_\_\_\_\_ for issuance  
(Recommended or not Recommended)

State of Michigan )

County of Kent )

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ City Council \_\_\_\_\_ at a \_\_\_\_\_ Regular \_\_\_\_\_  
(Township Board, City or Village Council) (Regular or Special)

meeting held on \_\_\_\_\_ February 15, 2010 \_\_\_\_\_ .  
(Date)

SEAL

(Signed) \_\_\_\_\_  
(Township, City or Village Clerk)

Heidi A. Isakson, City Clerk  
City of Wyoming, Michigan  
1155 28<sup>th</sup> Street SW  
Wyoming, MI 49509-0905

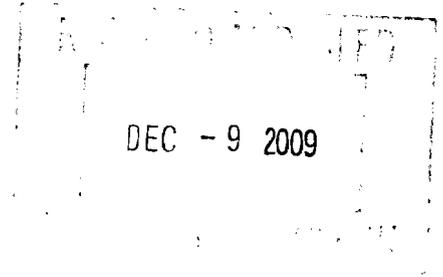
Resolution No. \_\_\_\_\_

# Lindo Mexico Restaurant Inc

7218 22<sup>nd</sup> Avenue, Jenison, MI 49428  
616-885-3208

December 9, 2009

City of Wyoming  
1155 28<sup>th</sup> Street, SW  
Wyoming, MI 49509



Dear Council Members:

In May of 2009, I purchased a property at 1742 28<sup>th</sup> Street SW in Wyoming (old Ponderosa) to open Lindo Mexico Restaurant. In August of 2009, the City of Wyoming Council approved a Class C liquor license for this location. Unfortunately, due to the economic situation I was not able to obtain all the funding needed to complete my project.

I am currently negotiating a lease with Chris Muller from M Retail for the property located at 1292 28<sup>th</sup> Street, Wyoming, MI (old Fazolis). This property has a square footage of 3,592 including storage and walking coolers. The current Plans state the building is 3,492 sq ft including walk in coolers, but part of the storage was not included in this measurements.

I would like ask the council to approve a transfer of the Class C liquor license I currently have for my original location at 1742 28<sup>th</sup> Street to my new location at 1292 28<sup>th</sup> Street in Wyoming. The seating Capacity for this new location will be approximately for 120.

Please feel free to contact me with any questions. You may reach me at 616-885-3208.

Thanks you for your time.

Sincerely,

Gricelda Mata  
Lindo Mexico Restaurant Inc.  
President

CITY OF WYOMING, MICHIGAN  
APPLICATION FOR LIQUOR LICENSE

APPLICANT: Lindo Mexico Restaurant Inc	<input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION
BUSINESS ADDRESS: 7218 22 <sup>nd</sup> Avenue Jenison MI 49428	TELEPHONE: (616) 885-3208 FAX: (616) 261-3380
LICENSE REQUESTED: <input type="checkbox"/> TAVERN <input checked="" type="checkbox"/> CLASS C / Transfer <input type="checkbox"/> CLASS B HOTEL	LOCATION OF THE PROPOSED BUSINESS: OLD: 1742 28 <sup>th</sup> ST SW, Wyoming MI NEW: 1292 28 <sup>th</sup> ST SW Wyoming MI
WILL THE PROPOSED BUSINESS OCCUPY A(N): <input checked="" type="checkbox"/> EXISTING BUILDING <input type="checkbox"/> NEW BUILDING	DO YOU: <input type="checkbox"/> OWN BUILDING <input checked="" type="checkbox"/> LEASE BUILDING
ARE FURNITURE & FIXTURES: <input checked="" type="checkbox"/> OWNED <input type="checkbox"/> LEASED	BUILDING OWNER: Loeks Theaters, Inc
FURNITURE & FIXTURE OWNER: Lindo Mexico Restaurant Inc	
NAME OF PERSON RESPONSIBLE FOR DAILY OPERATION OF BUSINESS: Gricelda Mata	
NAME OF BANK FOR BUSINESS ACCOUNT: Huntington Bank	
FIRM, ACCOUNTANT OR PERSON RESPONSIBLE FOR FINANCIAL RECORDS: NAME: Gricelda Mata ADDRESS: 7218 22 <sup>nd</sup> Ave Jenison, MI 49428	
NAME OF PERSON COMPLETING APPLICATION: Gricelda Mata	TITLE OF PERSON COMPLETING APPLICATION: President
SIGNATURE: <i>Gricelda Mata</i>	DATE: 12-7-2009

ATTACH:

1. A SCALED DRAWING WHICH SHOWS THE TOTAL SQUARE FOOTAGE, DINING SQUARE FOOTAGE, KITCHEN SQUARE FOOTAGE, TOTAL TABLE SEATING, AND TOTAL COUNTER SEATING.
2. A PERSONAL INFORMATION SHEET FOR EACH OWNER, PARTNER, CORPORATE OFFICER OR MANAGER.
3. APPLICATION FEE OF \$300 PAYABLE TO THE CITY OF WYOMING.

COPY AND COMPLETE THIS PAGE FOR EACH OWNER, PARTNER, CORPORATE OFFICER OR MANAGER

NAME: <u>Gricelda Mata</u>	TITLE: <u>President</u>
RESIDENT ADDRESS: <u>7218 22<sup>nd</sup> Ave Jenison MI 49428</u>	PHONE: <u>616-885-3208</u>
SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
RESIDENT OF THE STATE OF MICHIGAN? <input checked="" type="checkbox"/> YES <u>15</u> YEARS <input type="checkbox"/> NO	
Describe similar business ventures or related experience: <u>My family owned Lindo Mexico Restaurant on Clyde Park, for nine years. I worked there as cashier, <del>waitress</del> waitress, manager, human Resources, payroll, accounts payable, advertising and menu design and implementation.</u>	
Do you, a member of your family or your corporation hold a license for the sale of alcoholic beverages at the present time: <input type="checkbox"/> Yes - List type and location of each <input checked="" type="checkbox"/> No	
Have you, a member of your family or your corporation previously held a license for the sale of alcoholic beverages in the State of Michigan? <input type="checkbox"/> Yes - List type and location of each <input checked="" type="checkbox"/> No	
Have you ever been convicted of any criminal act? <input type="checkbox"/> Yes - describe state, county and date of conviction <input checked="" type="checkbox"/> No	

I hereby authorize City officials to investigate any or all information supplied, related to, or implied by this application. I further authorize City officials to secure additional information necessary to complete this application. I understand that this information will be considered by the Wyoming City Council in review of this application, and that the information contained herein may be subject to public disclosure under the Freedom of Information Act.

Signature of owner, partner, corporate officer or manager: X *Gricelda Mata*

State of Michigan  
Kent County

Subscribed and sworn to before me on this 9<sup>th</sup> day of December, 2009. **ISIS M. JONES**  
**Notary Public, Kent County, MI**  
**My Commission Expires 10-13-2012**

X *Isis M. Jones*  
 Signature of Notary  
Isis M. Jones  
 Printed Name

My commission expires: 10-13-2012

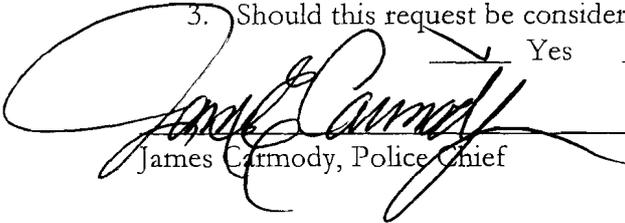
LIQUOR LICENSE APPLICATION - DEPARTMENT REVIEW

APPLICANT(S): <i>Lindo Mexico Restaurant Inc</i>	PROPOSED LICENSE LOCATION: <i>1292 28<sup>th</sup> St SW, Wyoming, MI</i>
LICENSE TYPE: <i>Class C</i>	

POLICE DEPARTMENT

I have investigated the application and the applicant(s) listed above and make the following recommendation as provided in Section 14-182 of the City Code.

1. Is the applicant qualified to conduct this business in the City of Wyoming if licensed?  
 Yes     No
2. Is the proposed location satisfactory for this business?  
 Yes     No
3. Should this request be considered for approval by the City Council?  
 Yes     No



James Carmody, Police Chief

Date: *01-27-2010*

CITY TREASURER

I have reviewed the financial records of the City of Wyoming as provided in Section 14-182 of the City Code and find the application(s) are in good standing with the City.

Yes     No

The applicant(s) have the following outstanding obligations with the City of Wyoming (list)

---



---



---

\_\_\_\_\_ Date: \_\_\_\_\_  
 Andrea Boot, Treasurer

BUILDING INSPECTOR

I have inspected the location of the proposed liquor license or reviewed plans for the proposed location and have determined that the location IS \_\_\_\_\_ IS NOT \_\_\_\_\_ in compliance with Section 14-177 through 14-179 of the City Code.

\_\_\_\_\_ Date: \_\_\_\_\_  
 James DeLange, Chief Building Inspector

LIQUOR LICENSE APPLICATION - DEPARTMENT REVIEW

APPLICANT(S): <i>Lindo Mexico Restaurant Inc</i>	PROPOSED LICENSE LOCATION: <i>1292 28<sup>th</sup> St SW, Wyoming, MI</i>
LICENSE TYPE: <i>Class C</i>	

POLICE DEPARTMENT

I have investigated the application and the applicant(s) listed above and make the following recommendation as provided in Section 14-182 of the City Code.

- Is the applicant qualified to conduct this business in the City of Wyoming if licensed?  
 Yes  No
- Is the proposed location satisfactory for this business?  
 Yes  No
- Should this request be considered for approval by the City Council?  
 Yes  No

\_\_\_\_\_ Date: \_\_\_\_\_  
James Carmody, Police Chief

CITY TREASURER

I have reviewed the financial records of the City of Wyoming as provided in Section 14-182 of the City Code and find the application(s) are in good standing with the City.

Yes  No

The applicant(s) have the following outstanding obligations with the City of Wyoming (list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Andrea Boot* Date: *1/4/2010*  
Andrea Boot, Treasurer

BUILDING INSPECTOR

I have inspected the location of the proposed liquor license or reviewed plans for the proposed location and have determined that the location IS \_\_\_\_\_ IS NOT \_\_\_\_\_ in compliance with Section 14-177 through 14-179 of the City Code.

\_\_\_\_\_ Date: \_\_\_\_\_  
James DeLange, Chief Building Inspector

## LIQUOR LICENSE APPLICATION - DEPARTMENT REVIEW

APPLICANT(S): <i>Lindo Mexico Restaurant Inc</i>	PROPOSED LICENSE LOCATION: <i>1292 28<sup>th</sup> St SW, Wyoming, MI</i>
LICENSE TYPE: <i>Class C</i>	

### POLICE DEPARTMENT

I have investigated the application and the applicant(s) listed above and make the following recommendation as provided in Section 14-182 of the City Code.

1. Is the applicant qualified to conduct this business in the City of Wyoming if licensed?  
       \_\_\_\_\_ Yes      \_\_\_\_\_ No
2. Is the proposed location satisfactory for this business?  
       \_\_\_\_\_ Yes      \_\_\_\_\_ No
3. Should this request be considered for approval by the City Council?  
       \_\_\_\_\_ Yes      \_\_\_\_\_ No

Date: \_\_\_\_\_

\_\_\_\_\_ James Carmody, Police Chief

### CITY TREASURER

I have reviewed the financial records of the City of Wyoming as provided in Section 14-182 of the City Code and find the application(s) are in good standing with the City.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

The applicant(s) have the following outstanding obligations with the City of Wyoming (list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Andrea Boot, Treasurer

### BUILDING INSPECTOR

I have inspected the location of the proposed liquor license or reviewed plans for the proposed location and have determined that the location IS \_\_\_\_\_ IS NOT X in compliance with Section 14-177 through 14-179 of the City Code.

*seating = 122 requires waiver from 14-179(2) regarding minimum 150.*

Date: 11/7/10

*James W DeLange*  
 \_\_\_\_\_ James DeLange, Chief Building Inspector

**Isakson, Heidi**

---

**From:** Delange, Jim  
**Sent:** Monday, January 04, 2010 2:50 PM  
**To:** Isakson, Heidi  
**Subject:** 1292 -28th st, Lindo Mexico Restr.

Hello Heidi

- The plan submitted for the requested transfer of the Lindo Mexico Inc. liquor license to 1292--28<sup>th</sup> st has been reviewed by this office.
- The submittal will require a City Council variance from City Code section 14-479(2) for waiving the minimum seating capacity from 150 required to 122 proposed.
- The signed application form will be returned to you.

**James W. De Lange**  
**Chief Building Official**  
**City of Wyoming, MI.**  
**616-530-7292**  
[delangej@wyomingmi.gov](mailto:delangej@wyomingmi.gov)

## MEMORANDUM

TO: Mayor and City Council members

FROM: Curtis Holt, City Manager

DATE: February 2, 2010

SUBJECT: DW Associates LLC

Over the past several months various members of City Staff have met with Doug Wilterdink and Brian Rudy, representatives of DW Associates LLC. DW Associates is a consulting company that specializes in restructuring and turnaround for private industry.

Over the past several years we have taken various steps in an attempt to “leave no stone unturned” relative to financial solutions for the City of Wyoming. In the past, I have met with various industrial leaders in our community and presented our budget to the Chamber of Commerce in an effort to enlist private business leaders in our search for financial sustainability. In all cases, these efforts have been learning experiences for me and very worthwhile, however, the results have been limited when applied to City finances. In fact, it is fair to indicate that in each case, the private business representatives were amazed and perplexed by the range and complexity of financial requirement with which we must adhere.

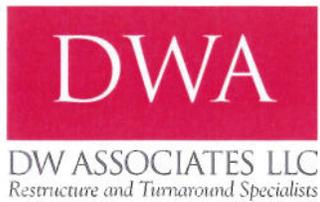
Ultimately, a sustainable financial model is our goal; however, our tools to accomplish that task are limited. Unfortunately, the State of Michigan continues to solve its budgetary issues based upon one-year fixes, including solutions like utilizing federal stimulus funding to fill budget holes or proposals to cut employees pay, pension or benefits. Each of us is aware that these fixes do not solve the problems the State faces financially, as they continue to ignore the larger structural problem. Until the larger structural problem is fixed, they will be stuck with these one-year budgets with no vision for the future.

Because of our State’s lack of action, the City of Wyoming is left with no other alternate course of action but to continue our service reductions or eliminations, and to see if we can conduct our business in a different way. With that in mind, I became aware of DW Associates. Although I am familiar with Mr. Wilterdink, as he is a City resident and his children attended the same school as mine, I was unfamiliar with his expertise and that of his firm.

DW Associates specializes in working with companies that are in “survival” mode. As a result, they specialize in finding cash to supplement cash flow and get people through short-term financial obstacles with an eye toward ultimate sustainability. They do not tell us, or recommend to us, a specific business practice, as they consider the staff and the Council the experts in municipal services. However, through their interview, review of financial statements and preliminary conversations with us, they believe they can add value to our organization and provide recommendations or suggestions that will be beneficial and assist us in getting through the current economic times.

I have also forwarded this proposal to BDO Seidman, our auditors. Although they indicated that they are unsure of what the results would be to such a review they did indicate that another set of eyes is always useful in such a review. Mr. Wilterdink and Mr. Rudy have indicated that they are committed to an independent review that would generate the greatest value for the City. They believe they will provide actionable recommendations that will exceed whatever fees are charged. Finally related to the cost they stress that it is a “not to exceed” cost that they will work very diligently to provide the best value.

The proposal from DW Associates LLC is attached. I will require a budget amendment to engage them. Representatives from DW Associates LLC will be in attendance and can answer any questions you may have.



**PERSONAL AND CONFIDENTIAL**

January 20, 2010

Mr. Curtis Holt  
City of Wyoming  
1155 28<sup>th</sup> Street SW  
PO Box 905  
Wyoming, MI 49509-0905

Dear Curtis:

It was a pleasure for Brian and me to meet with you, Barb, and Jim. Thank you for taking the time to meet with us, and for allowing DW Associates, LLC (“DWA”) the opportunity to discuss your operations and the ways that we might be of service to the City of Wyoming (“City” or “Wyoming”). This is our response to your request for a proposal to provide financial advisory services for the City.

Our proposal is based on our understanding that the City of Wyoming provides a wide range of services to the City’s 70,000 residents, including public safety (police and fire), utilities (water and wastewater treatment), infrastructure (streets, sewers, water, lights, and signals & signage), property tax assessment and collection, community services (parks & recreation, building inspections, and planning), district court, economic development, and general government.

Wyoming has experienced recent decreases in property assessed values and decreases in state shared revenue. This has resulted in projected budget shortfalls of more than \$1 million. The City has decided to place a 1.25-mill, five-year public safety levy on the May ballot for consideration by voters. Further, the City desires to assess its General Fund operations and related asset utilization to identify opportunities to improve cash flow. As the next fiscal year budget is due this spring, the goal is to complete an assessment as quickly as possible so that the findings can be considered for budget purposes. Therefore, we propose to provide financial advisory services through a limited assessment of the financial and non-financial processes and activities of the City’s General Fund and related asset utilization, along with advice and assistance regarding communication with constituents regarding the assessment and actionable recommendations.

Again, thank you for your interest. We provide a more detailed proposal in the pages that follow and look forward to assisting you on this matter.

Best regards,

Douglas A. Wilterdink  
Managing Director

## **Proposal for Financial Advisory Services**

City of Wyoming

### **Nature and Scope of Work**

Our limited assessment will enable us to draw conclusions regarding the City's General Fund current situation and future prospects with respect to cash flow, based upon an understanding of related asset utilization, capacity to serve, total cost of service, and service levels. We will be assessing strengths, weaknesses, opportunities, and threats to cash flow through the following activities:

- Observation of the City's General Fund operations and related assets, including facilities, real estate, equipment, vehicles, processes, and operating indicators.
- Analysis of the City's General Fund financial and non-financial management information, including, but not limited to, general government, police, fire, and related internal services. This will include, but not be limited to a review of information pertaining to historical performance, the current situation and recent performance, and forecasts and budgets contemplating future performance.
- Interviews with key management and decision makers regarding the City's General Fund operations and related asset utilization, capacity to serve, and service levels, including the following:
  - Jack Poll, Mayor
  - Bill VerHulst, Council Member
  - Curtis Holt, City Manager
  - Barb VanDuren, Deputy City Manager
  - Jim Kohmescher, Director of Administrative Services
  - Tim Smith, Finance Director
  - Karen Sterk, Accountant
  - Kim Oostindie, Human Resources Supervisor
  - Andrea Boot, Treasurer
  - Brad Schutter, Police Captain
  - Julie Pease, Police Account Clerk
  - Bob Austin, Fire Chief
  - Bill Dooley, Director of Public Works
  - Lisa Barnes, Public Works Office Manager
  - Becky Rynbrandt, Director of Community Services
- A review of other information that may be relevant to the circumstances.

At the conclusion of this process, we will provide a report that will include our findings and actionable recommendations. We will review our recommendations with you and assist in determining appropriate next steps.

**Timing**

We will begin planning and scheduling our work on this engagement immediately upon acceptance of this proposal. The project duration will be dependent on coordinating our schedules with yours, and the availability and quality of the requested information. Typically, our engagements take from four to eight weeks. We will consider the engagement complete when we have reviewed our findings with management and addressed any of your questions or concerns.

**Fees and Terms**

With the limited information that we have, it is impossible for us to commit to a fixed fee. Projects such as this often result in changing events to which we must adapt, and circumstances that we find, which we did not anticipate at the outset. In addition, we often encounter difficulties with data quality and availability. With that said, we will attempt to keep our engagement focused on the limited issues described here, and initiate timely discussions with you if and when we encounter difficulties.

Our fees for this assessment are based on time expended at rates of \$275 per hour for myself and Mr. Rudy, and \$225 per hour for other staff. We anticipate the fees for this engagement will range between \$40,000 and \$48,000, not to exceed \$48,000. DWA will invoice monthly, with payment due upon receipt of invoice.

**Team**

I will have primary responsibility for this engagement, with assistance from Brian Rudy and others as necessary. Brief background information on these individuals follows:

*Doug Wilterdink* has more than 25 years of experience in corporate finance, public accounting, management consulting, and restructuring and turnaround. Mr. Wilterdink earned his B.A. from Michigan State University. He is the founder of DW Associates and serves as its managing director.

*Brian Rudy* has more than 25 years of experience in management consulting, senior financial management, corporate development, treasury, and public accounting. Mr. Rudy holds CPA and CMA designations and earned his B.A. in accounting from Michigan State University. His focus is on assisting our clients with financial analysis and the development and use of effective financial models and decision tools.

If this is consistent with your understanding, we will proceed as outlined. Otherwise, please let me know if something needs to change and we will adapt accordingly.

**Acceptance / Agreement**

If you are in agreement with the scope and terms as proposed, please indicate your understanding and acceptance by signing below and returning a copy to us. Upon receipt, we will contact you to coordinate our work.

ACCEPTED AND AGREED TO BY:

\_\_\_\_\_  
Curtis Holt  
City of Wyoming

\_\_\_\_\_  
Date

## MEMORANDUM

TO: Mayor and City Council members

FROM: Curtis Holt, City Manager

DATE: February 2, 2010

SUBJECT: Grand Rapids – Wyoming Dispatch Partnership

As you are aware, representatives of the City of Wyoming and the City of Grand Rapids have been meeting for the past year to work out the details of a consolidated dispatch service. What started as a desire to purchase service from the City of Grand Rapids has evolved into a recommendation for a partnership with the City of Grand Rapids that is modeled after the Grand Valley Regional Biosolids Authority.

In this case, the most intense of the discussions has centered on the development of the “cost methodology”. After significant discussion, we have created a model that appears to have application in other areas and is scaleable if we want to add partners. Central to our discussion was the notion of partnership. In this case, we have developed a governance model that we believe is both cost efficient and provides ample control of the operation to the partners.

One of the most common complaints in these circumstances is the idea that if we consolidate or contract we lose control of the service. In this case we have created a governance model that is based upon a partnership where control and oversight of the dispatch operation is provided by the Partnership Team as identified in the dispatch framework. All employees will be employees of the City of Grand Rapids and therefore subject to their union agreements, policies and procedures. However, the staffing and standards will be governed by the Partnership Team. The current dispatch supervisor for Grand Rapids will serve as the staff to the Partnership Team and technical expertise will be drawn on to support the Partnership Team from the staff of both communities.

I have attached the “Draft Governance Framework” document and the Cost Methodology for your review. It is my anticipation that we will discuss these more in depth at the Council Work Session.

# Dispatch Partnership Framework

January, 2010

---

## **1. Dispatch System:**

The Dispatch System shall consist of the equipment housed in the dispatch center located at the Grand Rapids Police Department, software, hardware, radio transmission and reception equipment and such other towers and facilities required to provide dispatch service to the partners.

## **2. Dispatch Service:**

Dispatch Service shall consist of call taking, police and fire dispatching, communications support for public safety personnel, LEIN traffic and all other services as determined by the partners.

## **3. Dispatch Partners:**

Dispatch Partners shall consist of those member communities that have signed the partnership agreement and take Dispatch Service from the Dispatch System.

## **4. Governance:**

The dispatch partnership shall be governed by a Partnership Team and an Operations Team.

The membership of the Partnership Team shall consist of the City Manager or Chief Administrative Officer (collectively, "the Manager") of each partnership community and one additional delegate of each partnership community appointed by the Manager. Each Manager shall also designate one alternate member to serve in case of the absence of a regular member. The Partnership Team shall develop a governance framework to guide its affairs.

The Partnership Team will be responsible for developing and maintaining the partnership framework, adoption of the annual budget, reporting to partnership communities, reviewing operational performance and considering policy recommendations from the Operations Team.

Membership of the Operations Team shall consist of the Police Chief and Fire Chief of each partnership community, or their designees as confirmed by the Manager, and one alternate member appointed by the Manager of each partnership community. The Operations Team shall be responsible for developing and recommending management and operational policies to the Partnership Team; collaborating in the development of the annual budget; development of dispatch protocols; ensuring interoperability; promoting collaboration, development of a capital plan, and ensuring operational status of equipment, software and technology deployed by the Dispatch Partnership. The Operations Team shall develop a governance framework to guide its affairs that shall be reviewed and approved by the Partnership Team.

**5. Dispatch Manager:**

The Dispatch Manager shall be appointed by the Grand Rapids City Manager. The Dispatch Manager has responsibility for the day to day operation and performance of the dispatch center under the direction of the Grand Rapids Police Chief. The Dispatch Manager shall work directly with the Partnership Team and Operations Team in the preparation of their agendas. Both the Partnership Team and the Operational Team will participate in the annual evaluation of the Dispatch Manager.

**6. Operation and Maintenance Responsibility:**

The City of Grand Rapids shall be the partner primarily responsible for executing the operation and maintenance of the dispatch center and provision of dispatch service to all of the partner communities. This shall include all elements of the dispatch service, maintenance of the dispatch system and all related administrative, financial and accounting services.

**7. Employment:**

As the partner primarily responsible for operation and maintenance of the dispatch center and dispatch system, Grand Rapids shall be the employer of the staff providing dispatch service. Initial staffing shall consist of existing dispatch employees of the City of Grand Rapids. This initial staffing shall be supplemented to achieve the full complement of dispatch personnel authorized by the Dispatch Partnership budget by selecting first from those dispatch staff members then employed by other partner communities. Thereafter, dispatch employment shall follow normal City of Grand Rapids procedures.

**8. Annual Budget:**

The fiscal year of the Dispatch Partnership shall be July 1 through June 30 of each year. The Dispatch Manager will prepare and present a budget to the Partnership Team in accordance with a schedule that provides ample time before the beginning of the fiscal year and generally in conformance with the process established by the City of Grand Rapids from time to time. The Dispatch Manager shall seek the input of the Operations Team and Partnership Team as the annual budget is developed. The budget shall incorporate all normal and customary allocations for the operation of a modern, CALEA certifiable, call taking and dispatch center including but not limited to: intergovernmental revenues, payments from partners, total personnel costs, supplies, service contracts, contractual services, charges for service, capital acquisitions, debt service, allocated costs, and space rental.

**9. Payment of Dispatch Partnership Costs:**

One twelfth (1/12) of each partner's share, as determined in accordance with this agreement, of (a) the Partnership's annual operating budget and (b) any annual debt service incurred by the partners, shall be invoiced monthly to the partners by the City of Grand Rapids during the fiscal year. Grand Rapids shall invoice the partners on or before the first day of each month.

### **10. Allocation of Partnership Costs:**

Each Partner's share of annual costs shall be determined based upon the average of the following three components of each community in the partnership : (a) units in service per 24 hour period; (b) population; and (c) 911 calls for service determined per Partner. Each characteristic will be weighed against the total combined number for all the communities represented in the partnership. The percentage of each partner's share of each metric shall be calculated first and then averaged together to determine the Partner's share of the annual costs.

9-1-1 Calls for Service as referred to in the operating metrics shall include each 9-1-1 call received by the Dispatch Center. These calls shall be tallied and a report provided to both the Partnership and Operations Team on a (monthly/quarterly/annual?) basis utilizing the reporting module within the Customer Premise Equipment (CPE) 9-1-1 Telephone System. This report shall separate the 9-1-1 Calls for Service based on their Emergency Service Number which is used to identify specific geographical/jurisdictional areas.

The resulting percentage shall be known as the Partner's Percentage. The Partner's Percentage shall then be applied to the Total Direct Costs of the approved Dispatch Partnership budget.

The total direct costs for each of the partners shall be offset proportionately by KCDA Revenues received for services provided to the KCDA, and also by other revenues so received. The Revenues shall also be split based upon the Partner's Percentage.

The Dispatch Partnership budget is determined based upon the operating metrics of the Grand Rapids Dispatch Center as of December 31, 2009. These metrics include the number of employees (40), cost per employee (\$122,499.66), 9-1-1 calls for service (131,827) and operator work stations (8). These metrics are utilized to determine the base operating metrics. The total budget utilizes the base operating metrics to determine the total number personnel needed for the partnership. The dispatch partnership shall employ the number of personnel necessary to meet, but not exceed, the base operating metrics.

An Underutilization Charge shall also be assessed to partners to account for the minor extra cost associated with staffing for each partner's operational needs. Utilizing criteria that determines the base operating metrics and understanding that those metrics shall never exceed the base, an Underutilization Charge was created to reimburse the City of Grand Rapids for operating at a level that did not meet their level of efficiency before the partnership was established. The Underutilization charge shall be credited to the City of Grand Rapids share and applied as indicated to other partner shares.

The resulting total for each partner shall be billed to the partner in twelve equal installments during the fiscal year as provided for in Paragraph 9, Payment of Dispatch Partnership Costs.

The estimated initial Allocation of Partnership Costs is calculated in the work sheet included as Attachment A and will also be the foundation of the rate study used to calculate annual partner contributions.

**Asset Management Plan:**

The partners understand that at times during this partnership it may be necessary to undertake minor and major repairs, replacements, additions or renovations to the Dispatch System because of the use of its components or new technology. The Partnership Team with the assistance of the Operations Team shall be responsible for developing, approving and from time to time as appropriate, updating an Asset Management Plan that shall present a program of investments to be used for budgeting purposes. The Partnership Team shall recommend the method of financing for elements of the Asset Management Plan. The financing options may include funding in the annual operating budget, installment purchase financing or such other financing mechanism as may be recommended from time to time. In making such recommendations, the Partnership Team shall consider the size of the investment, the scheduled duration of the Partnership Agreement, interest cost, life of the asset and such other factors as may be appropriate. The Partners shall include the amount required for any annual debt service in the annual operating budget recommendation.

**11. CALEA Standards:**

The Dispatch Partnership shall initially conform to CALEA Standards for dispatch service in order to assure continued accreditation of those partners that have achieved CALEA certification. The Operations Team shall consider and may recommend pursuit of CALEA certification for the Dispatch Partnership to the Partnership Team at such time or times as may be appropriate.

**12. Term:**

The Partnership Agreement shall be effective for an initial term of 30 years commencing from the date of the Agreement's approval. Not more than 90 days and not less than 30 years prior to each successive five year anniversary of the Agreement, the Partners agree to consider the approval of a five year extension of the term of the Partnership Agreement on the same terms and provisions or other mutually agreeable terms and provisions.

**13. Insurance:**

The annual budget shall include an allocation for appropriate insurance coverage for the Dispatch System and members of the Dispatch Partnership as determined by the Partnership Team in consultation with such experts as may be necessary.

Metrics					Cost Allocation				
	Wyoming	Grand Rapids	GR + Wyom			Grand Rapids Share	Wyoming Share		
				Total Costs					
Units in Service per 24 hour period	35.6	111.26	146.86			75.76%	24.24%	100.00%	
Population	69,368	197,800	267,168			74.04%	25.96%	100.00%	
Work Station		8	9						
Staff		40	49						
Calls for Service	40,657	188,314	228,971			82.24%	17.76%	100.00%	
Additional Dispatch Costs	\$1,550,880	\$5,612,984	\$ 894,488	\$ 6,507,472	<b>Average</b>	77.35%	22.65%	100.00%	
Calls Per Work Station		23,539	25,441		<b>Total Direct Costs</b>	\$ 5,033,284	\$ 1,474,189	\$ 6,507,472	
Calls Per Employee		4,708	4,673		State Surcharge Revenue Distribution	\$ -	\$ -	\$ -	
Calls Per hour		0.54	0.53		KCDA Reimbursement for Call Takers	\$ (1,160,193)	\$ (339,807)	\$ (1,500,000)	
Calls per hour per Work Station		2.69	2.90						
Calls per Hour per Employee		0.54	0.53		<b>Total cost Per Unit</b>	\$ 3,873,090	\$ 1,134,382	\$ 5,007,472	
Costs Per Employee		\$140,324.61	\$132,805.56		Underutilization Cost + Wyoming	\$ (4,933)	\$ 4,933		
Costs per Call		\$29.81	\$3.91		Underutilization Cost + Grandville				
Costs per Hour		\$640.75	\$102.11		Underutilization Cost + Walker				
Peak Demand per hour	3	35	38		<b>Total Cost GR + Wyom</b>	\$ 3,868,158	\$ 1,139,315		
Total Call Duration in Hours		5,865.98	7,132.45						
Peak Call Duration in Hours		9,550.59	10,369.21						
Available Hours	-	83,200.00	101,920.00						
Active time at Peak as a Percentage of the Total		7.05%	7.00%						
Underutilization Factor		0.00%	0.74%						
Underutilization Cost			\$ 4,932.76						

System Revenues			
KCDA	\$ 1,500,000		
Kent County Total Call Volume	300,803		
% of Total Volume	76%		

Staffing Breakdown		
Director		1
Supervisor	1	5
Dispatch		
Call Takers	3	15
Police North	1	5
Police South	1	5
Police		
Wyom/Grandville	1	5
Fire	2	10
Overflow	0.6	3
LEIN Operators	0	0
Total		49

	Grand Rapids	GR + Wyom	+ Grandville	+ Walker	+Kentwood
Fixed Costs	\$ 1,637,481.56	\$ 1,637,481.56	\$ 1,637,481.56	\$ 1,637,481.56	\$ 1,637,481.56
Variable Costs	\$ 3,975,502.80	\$ 4,869,990.93	\$ 5,068,766.07	\$ 5,267,541.21	\$ 5,863,866.63
Total	\$ 5,612,984.36	\$ 6,507,472.49	\$ 6,706,247.63	\$ 6,905,022.77	\$ 7,501,348.19
Total Personnel	40	49	51	53	59
Ave Cost/Emp	\$ 140,324.61	\$ 132,805.56	\$ 131,495.05	\$ 130,283.45	\$ 127,141.49

Total Call Volume in Ave. Hours	Available Hours	Vacation, Sick and Training Hours	Busy Hours as a percentage of Total Time	
7,124	31,200	3,000	32%	Proposed
5,859	20,800	2,000	38%	Current GR