



**LOWELL CITY ADMINISTRATION**  
**INTER OFFICE MEMORANDUM**

**DATE:** January 9, 2018  
**TO:** Michael T. Burns *mb*  
**FROM:** Suzanne M. Olin  
**RE:** Striking Taxes

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As treasurer of the City of Lowell, I have exercised due diligence in an effort to collect the personal property taxes listed on the attached exhibit A.

The business known as Digital Image, located at 508 W. Main, moved suddenly. I tried contacting them by placing phone calls, sending out past due notices and personal calls. I am requesting the amount of \$112.50 (the city and museum portion) be stricken from the rolls.

**Recommended Motion: That the Lowell City Council approves striking the 2012 personal property taxes from the roll.**

09:27 AM

DB: Lowell

By: solin

Tax Year: 2012 Calculated As of: 12/31/2016

POPULATION: All Records

## SCHOOL: 41170 YEAR: 2012

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
LOWELL AREA OPER	School Operating	9.00000	1,079.10	1,037.10	42.00
LOWELL AREA DEBT	School Debt	3.50000	1,258.95	1,209.95	49.00
STATE EDUCATION	State Educ. Tax	6.00000	907.20	865.20	42.00
SCHOOL OPER FC	School Operating	4.50000	0.00	0.00	0.00

TOTALS: SCHOOL 41170 2012			3,245.25	3,112.25	133.00
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## UNIT: 00000 YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
LOWELL CITY	15.83000	2,393.44	2,282.63	110.81
LOCAL ADMIN	0.00000	77.00	73.66	3.34
LOCAL INTRST	0.00000	356.77	340.25	16.52

TOTALS: UNIT 00000 2012		2,827.21	2,696.54	130.67
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## County Tax YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
KENT COUNTY	4.28030	879.25	841.50	37.75

TOTALS: County Tax 2012		879.25	841.50	37.75
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## College Tax YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
GRAND RAPIDS CC	1.78650	270.05	257.55	12.50

TOTALS: College Tax 2012		270.05	257.55	12.50
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## I.S.D. Tax YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
KENT INTERMEDIAT	4.69030	709.10	676.27	32.83

TOTALS: I.S.D. Tax 2012		709.10	676.27	32.83
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## Library Tax YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
KENT DIST LIBRAR	0.88000	183.41	177.25	6.16

TOTALS: Library Tax 2012		183.41	177.25	6.16
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## Other 1 YEAR: 2012

TAX NAME	MILLS	BILLED	PAID	DUE
LOWELL MUSEUM	0.24240	36.57	34.88	1.69

TOTALS: Other 1 2012		36.57	34.88	1.69
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TOTALS (24 PARCELS)		8,150.84	7,796.24	354.60
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# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** City of Lowell Planning Commission  
**Date:** January 12, 2018  
**From:** Andy Moore, AICP  
**RE:** Zoning Ordinance Text Amendments

With this memorandum, please find proposed zoning amendments to update Chapter 22 – Administration and Enforcement and draft language to regulate short-term rentals as a special land use in the City. Both amendments were recommend approval by the Planning Commission at their meeting on January 8.

### **Administration and Enforcement**

The amendment to Chapter 22 includes a new subsection C within Section 22.02 that addresses zoning compliance permits. The City has issued zoning permits for some time, so these permits should be supported by enabling language within the Zoning Ordinance. We also clarified the language for zoning amendments and provided review criteria for the Planning Commission and City Council when reviewing amendment requests.

We have also included a new section on public hearing and notice requirements that comply with the Michigan Zoning Enabling Act and a new section which provides a basis for fees and escrow accounts for all zoning applications and appeals. These practices have been ongoing for some time and should have supporting language in the Zoning Ordinance.

### **Short-Term Rentals**

Also included is an amendment regulating short-term rentals. It includes a proposed definition for “short-term rental” and adds short-term rentals as a special land use to the SR Suburban Residential, R-1 Residential, and C-2 Central Business districts. We have also included site design standards for short-term rentals in Chapter 17 – Special Land Uses, which address a number of regulatory concerns. These standards include length of stay, maximum occupancy, parking requirements, public safety notification, host contact information, and in-unit postings.

Please note that this amendment language does not address “homestays,” or the renting out of a single room or rooms within an owner-occupied dwelling while the owner is present. In conjunction with addressing short-term rentals, the Planning Commission adjusted the definition for “bed and breakfast” to clarify that bed and breakfasts are owner-occupied. This will help to avoid confusion and regulatory conflict with short-term rentals in the City.

As always, please feel free to contact us if there are questions or comments.

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN**

**ORDINANCE NO. 18-01**

**AN ORDINANCE TO AMEND CHAPTER 22, "ADMINISTRATION AND  
ENFORCEMENT," OF APPENDIX A, "ZONING," OF THE CODE OF  
ORDINANCES OF THE CITY OF LOWELL**

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,

moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Amendment of Chapter 22.** Chapter 22 of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended in its entirety to read as follows:

**CHAPTER 22. - ADMINISTRATION AND ENFORCEMENT**

**SECTION 22.01. - ZONING ENFORCEMENT OFFICER.**

- A. Authority. Except where herein otherwise stated, the provisions of this ordinance shall be administered by the zoning enforcement officer, or such other official or officials as may be designated by the city council. The zoning enforcement officer shall have the power to:
1. issue certificates of occupancy;
  2. make inspections of buildings and premises necessary to carry out the duties of administration and enforcement of this ordinance;
  3. issue and serve appearance tickets on any person with respect to any violation of this ordinance where there is reasonable cause to believe that the person has committed such an offense;
  4. maintain and safely keep copies of all plans other than for single-family dwellings and fees submitted with such application, and the same shall form a part of the records of his office and shall be available to the council and all other officials of the city; and
  5. perform such other functions necessary and proper to enforce and administer the provisions of this ordinance.

**SECTION 22.02. - PERMITS.**

- A. Building permits.

1. No building, structure, or commercial sign shall be erected, altered, moved, or substantially repaired unless a building permit shall have been first issued for such work.
2. No building permit shall be issued for the erection, alteration, or use of any building or structure or for the use of any land which is not in accordance with all provisions of this ordinance.
3. The holder of every building permit for the construction, erection, alteration, repair, or moving of any building or structure shall notify the building inspector immediately upon completion of the work authorized by the permit for a final inspection.

B. Certificate of occupancy.

1. No vacant land shall be used and no existing use of land shall be changed to a different class of use unless a certificate of occupancy is first obtained for the new or different use.
2. No building or structure which is hereafter erected or altered shall be occupied or used unless and until a certificate of occupancy shall have been issued for such building or structure.
3. Certificates of occupancy, as required by the currently adopted Building Code for the city, shall also constitute certification of compliance with the zoning ordinance.
4. A record of all certificates of occupancy issued shall be kept on file in the office of the zoning enforcement officer and copies shall be furnished upon request to any person owning or renting the property which is the subject of the Certificate.
5. Applications for certificates of occupancy shall be made in writing to the building inspector on a form furnished by the city. Certificates shall be issued within ten (10) days after receipt of such application if the building or structure or use of land is in accordance with the provisions of this ordinance and the other applicable ordinances of the city.

C. Zoning Compliance Permits.

1. No permit or approval shall be issued for any use, building, construction, work, alteration, addition, or improvement to land or land division, until a zoning compliance permit has been issued by the zoning enforcement officer under the terms and provisions of this ordinance.
2. The issuance of any other approval or certification of a site plan, variance, special land use permit, planned unit development, or other discretionary permit by any board or body under this ordinance, shall not supersede or lessen compliance with this ordinance and that any use, development, construction, improvement or work allowed under the discretionary permit, shall in all cases be further conditioned on compliance with this ordinance and shall not be allowed until the issuance of the zoning compliance permit in accordance with this chapter.

3. An application for a zoning compliance permit shall be signed by the owner of the land, or the owner's duly authorized agent and be accompanied by a site plan, where required under other provisions of this ordinance, or a drawing, that provides the following information:
  - a. scale, date and north point;
  - b. location, shape and dimensions of the lot;
  - c. legal description, tax parcel number and address of the lot;
  - d. location, outline and dimensions of all existing and proposed structures and the location and extent of all uses not involving structures;
  - e. a clear description of existing and intended uses of all structures; and
  - f. additional information as required by the zoning enforcement officer for purposes of determining compliance with this ordinance.
4. A zoning compliance permit shall be signed and issued by the zoning enforcement officer.
  - a. The application and all supporting documentation shall be considered a part of the permit.
  - b. Any alteration, false statement, change or other variation between the application and its supporting documents, and the use, construction, work, development, alteration, addition, or improvement authorized by the permit, shall render the permit null and void.
  - c. Any change, variation or alteration of the application and supporting documents, shall require resubmission to the zoning enforcement officer and the re-issuance of a new zoning compliance permit.
5. All fees due under this ordinance, or under other ordinances or policies of the City for municipal services and development of the work, must be paid in full prior to the issuance of the zoning compliance permit, unless exception is made by the appropriate board authorized to waive or delay the payment of the fees. The applicant shall furnish to the zoning enforcement officer, upon request, a title insurance policy or other acceptable evidence of ownership.
6. The zoning enforcement officer is authorized to prepare and furnish to the public, from time to time forms for application for a zoning compliance permit.
7. The zoning enforcement officer is authorized to affix to the face of any zoning compliance permit any condition authorized by this ordinance or under any discretionary permit issued by any board under this ordinance, or under other ordinances or promulgated policies of the city, pertaining to the use, work or occupancy of the land and premises. Failure to comply with any condition shall render the zoning compliance permit null and void.

- D. Fees for the inspection and issuance of building permits, certificates of occupancy, zoning compliance permits, or copies required or issued under the provisions of this ordinance, may be collected by the city in advance of issuance. The amount of such fees shall be established by resolution of the city council and shall cover the cost of inspection and supervision resulting from the enforcement of this ordinance.

#### **SECTION 22.03. - ENFORCEMENT.**

A. Violations.

1. A violation of this ordinance shall be a civil infraction subject to a fine. Increased civil fines will be imposed for repeated violations that occur within a six (6) month period. The civil fine for a first offense is fifty dollars (\$50.00). The civil fine for the first repeat offense is two hundred and fifty dollars (\$250.00). The civil fine for the second repeat offense is five hundred dollars (\$500.00). The city shall also be entitled to equitable relief to abate the violation and to such other relief as may be available to the city pursuant to chapters 83 and 87 of the Michigan Revised Judicature Act, as amended.
2. Each day on which any violation of this ordinance occurs shall constitute a separate offense.

- B. Any building or structure which is erected, altered, or converted, or any use of premises or land which is begun or changed subsequent to the time of passage of this ordinance and is in violation of any of the provisions thereof, is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

#### **SECTION 22.04. - PERFORMANCE GUARANTEES.**

- A. As a condition of approval of a site plan review, special land use, or planned unit development, the planning commission or zoning enforcement officer, whichever is designated as the approving authority, may require a financial guarantee of sufficient sum to assure the installation of those features or components of the approved activity or construction which are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include, but shall not be limited to, streets, curbing, landscaping, fencing, walls, screening, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items.
- B. Performance guarantees shall be processed in the following manner:
1. Prior to the issuance of a certificate of occupancy, the applicant shall submit an itemized estimate of the cost of the required improvements which are subject to the performance guarantee, which shall then be reviewed by the zoning enforcement officer. The amount of the performance guarantee shall be one hundred percent (100%) of the cost of purchasing of materials and installation of the required

improvements, plus the cost of necessary engineering and a reasonable amount for contingencies.

2. The required performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the city.
3. Upon receipt of the required performance guarantee, the zoning enforcement officer shall issue a building permit for the subject development or activity, provided it is in compliance with all other applicable provisions of this ordinance and other applicable ordinances of the city.
4. The zoning enforcement officer, upon the written request of the obligor, shall rebate portions of the performance guarantee upon determination that the improvements for which the rebate has been requested have been satisfactorily completed. The portion of the performance guarantee to be rebated shall be in the same amount as stated in the itemized cost estimate for the applicable improvements.
5. When all of the required improvements have been completed, the obligor shall send written notice to the zoning enforcement officer of completion of said improvements. Thereupon, the zoning enforcement officer shall inspect all of the improvements and approve, partially approve, or reject the improvements with a statement of the reasons for any rejections. If partial approval is granted, the cost of the improvement rejected shall be set forth. Where partial approval is granted, the obligor shall be released from liability pursuant to relevant portions of the performance guarantee, except for that portion sufficient to secure completion of the improvements not yet approved.
6. A record of authorized performance guarantees shall be maintained by the zoning enforcement officer.

## **SECTION 22.05. - ZONING AMENDMENTS**

### **A. Procedure.**

1. Written applications for the adoption of a rezoning or amendment to this ordinance may be initiated by:
  - a. any public agency;
  - b. any interested person;
  - c. the planning commission; or
  - d. the city council.
2. If said application is for a rezoning, an "interested person" shall either be the city or the owner of the property which will be considered for the rezoning, or, if not the owner of the property, the applicant shall submit a written statement from the property owner indicating his or her permission to submit such application.
3. Application for a zoning amendment shall consist of:



- a. a written statement from the property owner indicating his or her permission to submit such application, if applicable;
  - b. payment of a fee, as established from time to time by the city council;
  - c. a map clearly showing the property to be considered for the zoning change, including all properties within one quarter (¼) mile of the subject property and the current zoning of all such properties; and
  - d. a legal description of the property to be considered for the zoning change.
- 4. Following receipt of the completed application, the planning commission shall hold a public hearing. Notice of the public hearing shall be provided pursuant to Section 22.05 of this ordinance and Act 110 of the Public Acts of Michigan of 2006, as amended.
- 5. Following the public hearing, the planning commission shall forward the application, along with its recommendation, to the city council for a final decision.
- 6. Review Criteria. In making a decision on a zoning amendment, the planning commission and city council shall consider the following standards:
  - a. if the proposed zoning amendment is consistent with the goals, policies, and future land use map of the city's master plan; or, if conditions have changed significantly since the master plan was adopted, if the zoning amendment is consistent with recent development trends in the area;
  - b. if the zoning amendment is compatible with existing or future land uses in the vicinity; and
  - c. if the site is capable of accommodating all uses allowed by the zoning change, considering existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting.
- 7. The city's decision of a zoning amendment may not be appealed to the board of zoning appeals.

#### **SECTION 22.06. – PUBLIC HEARING AND NOTICE REQUIREMENTS.**

- A. Where this ordinance requires the City to provide notice of a public hearing for any decision or action permitted, authorized or required by this ordinance or under Act 110 of the Public Acts of Michigan of 2006, as amended, notice of the public hearing shall be given as follows:
- B. The notice shall be published once, at least fifteen (15) days prior to the date of the public hearing, in a newspaper of general circulation in the city.
- C. Except as provided in subsection E below, a notice of public hearing shall also be mailed or personally delivered to the following persons, at least fifteen (15) days prior to the date of the public hearing:
  - 1. the applicant;

2. the owner or owners of the subject property;
  3. all persons to whom real property is assessed within three hundred (300) feet of the property that is the subject to the application or request, even if the three hundred (300) feet extends outside of the city's boundaries; and
  4. the occupants of all structures within three hundred (300) feet of the property that is the subject of the application or request, even if the three hundred (300) feet extends outside of the city's boundaries. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.
- D. The notice of public hearing shall include the following information:
1. A description of the nature of the proposed amendment, application or request.
  2. An identification of the property that is the subject of the application or request, if applicable. Except as provided in subsection E below, the notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property and another means of identification of the property shall be used.
  3. When and where the application or request will be considered.
  4. When and where written comments will be received concerning the application or request.
- E. When a proposed zoning amendment involves the text of the Zoning Ordinance or if a rezoning involves eleven (11) or more adjacent properties, or when a petition to the board of zoning appeals involves an interpretation of the Zoning Ordinance or an appeal of an administrative decision that does not involve a specific parcel, the mailing or delivery requirements of subsections C(2), C(3) and C(4), of this section are not required, and the listing of individual property addresses under subsection D(2) is not required.
- F. With respect to a zoning ordinance amendment, including rezoning of property, the notice shall be given by first-class mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating within the district or zone affected, and the airport manager of each airport, that registers its name and mailing address with the city for the purpose of receiving the notice of public hearing.
- G. After providing the notice required under this section and without further notice, except that as required under the Act 267 of the Public Acts of Michigan of 1976, as amended, the body holding the public hearing may adjourn from time to time a duly called public hearing by passing a motion specifying the time, date, and place of the continued public hearing.

## **SECTION 22.07. FEES AND APPLICANT ESCROW ACCOUNTS**

- A. The city council may establish, fees for appeals, application for amendments, special uses, site plan reviews, zoning compliance permits, signs, and other matters pertaining to this ordinance. The schedule of fees shall be posted in city hall and may be altered only by resolution of the city council. Until all applicable fees, charges and expenses have been paid in full, no permits shall be issued related to any application or appeal.
- B. If the planning commission or board of zoning appeals determines that the basic fees provided under subsection A above will not cover the actual costs of the application review or appeal, or if the planning commission or board of zoning appeals determines that review of the application and/or participation in the review process or appeal by qualified professional planners, engineers, attorneys, or other professionals is necessary, then the planning commission or board of zoning appeals may require the applicant to deposit with the city treasurer such additional fees in an amount sufficient to cover the estimated additional costs.
- C. These additional fees shall be held in escrow in the applicant's name and shall be used solely to pay these additional costs. If the amount held in escrow becomes less than ten percent (10%) of the initial escrow deposit or less than ten percent (10%) of the latest additional escrow deposit and review of the application or decision on the appeal is not completed, then the zoning enforcement officer may require the applicant to deposit additional fees into escrow in an amount determined by the zoning enforcement officer to be equal to the estimated costs to complete the review or decide the appeal. Failure of the applicant to make any escrow deposit required under this ordinance shall be deemed to make the application incomplete or the appeal procedurally defective thereby justifying the denial of the application or the dismissal of the appeal. Any unexpended funds held in escrow shall be returned to the applicant following final action on the application or the final decision on the appeal. Any actual costs incurred by the city in excess of the amount held in escrow shall be billed to the applicant and shall be paid by the applicant prior to the issuance of any permit or the release of a final decision on an appeal.

**Section 2. Publication.** After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 3. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YEAS: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NAYS : Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**ORDINANCE DECLARED ADOPTED.**

Dated: January 16, 2018

\_\_\_\_\_  
Susan Ullery  
City Clerk

**CERTIFICATION**

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on January 16, 2018, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on \_\_\_\_\_, 2018. I further certify that the above ordinance was entered into the Ordinance Book of the City on \_\_\_\_\_, 2018, and was effective \_\_\_\_\_, 2016, ten (10) days after publication.

Dated: January 16, 2018

\_\_\_\_\_  
Susan Ullery  
City Clerk

GRAPIDS 60857-994 484108v4

CITY OF LOWELL  
KENT COUNTY, MICHIGAN

ORDINANCE NO. 18-02

AN ORDINANCE TO AMEND SECTION 2.03, "DEFINITIONS-B," AND SECTION 2.19, "DEFINITIONS-S," OF CHAPTER 2, "DEFINITIONS," SECTION 5.03, "SPECIAL LAND USES" OF CHAPTER 5, "SR – SUBURBAN RESIDENTIAL DISTRICT," SECTION 6.03 "SPECIAL LAND USES" OF CHAPTER 6 "R-1 RESIDENTIAL DISTRICT," SECTION 11.03 "SPECIAL LAND USES" OF CHAPTER 11 "C-2 CENTRAL BUSINESS DISTRICT," AND SECTION 17.04, "SITE DESIGN STANDARDS" OF CHAPTER 17, "SPECIAL LAND USES" OF APPENDIX A, "ZONING," OF THE CODE OF ORDINANCES OF THE CITY OF LOWELL

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_,

moved the adoption of the following ordinance:

**THE CITY OF LOWELL ORDAINS:**

**Section 1. Amendment to Section 2.03 of Chapter 2.** Section 2.03, "Definitions-B," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by amending the following definition:

*Bed and breakfast establishment.* A house, or portion thereof, containing the principal residence of the operator, where short-term lodging rooms and meals are provided as a commercial operation, but this definition does not include short-term rentals as defined by this ordinance.

**Section 2. Amendment to Section 2.19 of Chapter 2.** Section 2.19, "Definitions-S," of Chapter 2, "Definitions," of Appendix A, "Zoning," of the Code of Ordinance of the City of Lowell is amended by adding the following definition:

*Short-term rental.* The rental or subletting of any dwelling for a term of thirty (30) days or less, but the definition does not include the use of campgrounds, hotel rooms, bed and breakfast establishments, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental-health facility, or other health-care related clinic.

**Section 3. Amendment to Section 5.03 of Chapter 5.** Section 5.03, "Special Land Uses," of Chapter 5, "SR – Suburban Residential District," of Appendix A, "Zoning," of the Code

of Ordinances of the City of Lowell is amended to include the following subsection K, which reads as follows:

K. *Short-Term Rental*

**Section 4. Amendment of Section 6.03 of Chapter 6.** Section 6.03, "Special Land Uses," of Chapter 6, "R-1 Residential District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection H, which reads as follows:

H. *Short-Term Rental*

**Section 5. Amendment of Section 11.03 of Chapter 11.** Section 11.03, "Special Land Uses," of Chapter 11, "C-2 Central Business District," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection H, which reads as follows:

H. *Short-Term Rental*

**Section 6. Amendment to Section 17.04 of Chapter 17.** Section 17.04, "Site Design Standards," of Chapter 17, "Special Land Uses," of Appendix A, "Zoning," of the Code of Ordinances of the City of Lowell is amended to include the following subsection EE, which reads as follows:

EE. *Short-Term Rental*

1. Exemptions: Any member of a family, as well as that family member's guests, may occupy a dwelling as long as that family member's family owns the dwelling. Also exempted are family guests, exchange students, visitors, medical caregivers, and child caregivers, without remuneration to the owner.
2. A short-term rental is permitted with special land use approval only in the SR, R-1 and C-2 districts.
3. A short-term rental shall require a minimum stay of three (3) days and the duration of a stay shall not exceed thirty (30) days.
4. A short-term rental shall meet the dimensional requirements for the zone district in which it is located.
5. The maximum occupancy for a short-term rental is two (2) guests per bedroom, but in no case shall occupancy exceed fifteen (15) guests per dwelling. The planning commission

may permit additional occupancy, up to two (2) additional guests per finished floor, if all of the following requirements are determined to be met:

- a. the short-term rental affords sufficient visual privacy and/or screening from adjacent residential properties;
  - b. the short-term rental is located on a lot of two (2) or more acres; and
  - c. the short-term rental provides sufficient off-street parking to accommodate the additional vehicles.
6. One (1) off-street parking space shall be provided for each bedroom. Except for short-term rentals in the C-2 zone district, all parking shall be off-street and provided on the lot where the short-term rental is located.
  7. A host shall notify, in writing, the fire department and police department of the dates and number of guests for each unique stay.
  8. A host shall provide the city with a 24-hour telephone number with which the host or host's agent can be reached in case of emergency and/or an enforcement matter.
  9. A host shall provide an in-unit notice in a conspicuous place that includes the property address, a 24-hour telephone number with which the host or host's agent can be reached, all applicable rules and ordinances related to the short-term rental, and the maximum occupancy of the dwelling unit as permitted by this subsection.
  10. Short-term rentals shall be conducted in a manner that is consistent with the customary use of a single-family dwelling. The unit shall provide safe, reasonable, and adequate sleeping arrangements in traditional bedrooms with proper egress or as consistent with law. The use of campers, tents or similar arrangements to provide additional occupancy on the premises is prohibited.
  11. Occupants shall not encroach on neighboring properties.
  12. The host shall provide sufficient waste receptacles substantially screened from view; and the premises shall be maintained free of debris and unwholesome substances. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.
  13. The appearance of the short-term rental shall not conflict with the residential character of the neighborhood. The dwelling shall be properly maintained pursuant to all applicable laws, rules and regulations, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.
  14. The host or host's agent must be available to accept telephone calls at all times that the short-term rental is rented. The host or host's agent must have a key to the unit and be capable of being physically present at the unit within sixty (60) minutes to address issues, unless arrangements are made for a substitute person to address issues within the same timeframe.

**Section 7. Publication.** After its adoption, the City Clerk shall publish this ordinance or a summary thereof, as permitted by law, along with its date of adoption in the *Lowell Ledger*, a newspaper of general circulation in the City, at least ten (10) days before its effective date.

**Section 8. Effective Date.** This ordinance shall take effect ten (10) days after it, or a summary thereof, as permitted by law, along with the date of its adoption, is published in the *Lowell Ledger*, a newspaper of general circulation in the City.

YES: Councilmembers \_\_\_\_\_

\_\_\_\_\_

NO: Councilmembers \_\_\_\_\_

ABSTAIN: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers \_\_\_\_\_

**ORDINANCE DECLARED ADOPTED.**

Dated: January 16, 2018

\_\_\_\_\_  
Susan Ullery  
City Clerk

**CERTIFICATION**

I, the undersigned City Clerk of the City of Lowell, Michigan (the "City"), certify that the above ordinance is a true and complete copy of an ordinance adopted at a regular meeting of the Lowell City Council held on January 16 2018, pursuant to notice given in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended, and notice of its adoption, including a summary of its contents and its effective date, was published in the *Lowell Ledger*, on \_\_\_\_\_, 2018. I further certify that the above ordinance was entered into the Ordinance Book of the City on \_\_\_\_\_, 2018, and was effective \_\_\_\_\_, 2018, ten (10) days after publication.

Dated: January 16, 2018

\_\_\_\_\_  
Susan Ullery  
City Clerk

GRAPIDS 60857-994 484103v3





# LOWELL CITY COUNCIL

## MEMORANDUM

**DATE:** January 12, 2018

**TO:** Mayor DeVore and the City Council

**FROM:** Michael T. Burns, City Manager *MTB*

**RE:** Website Redevelopment

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In October we received proposals for the redevelopment of the City's website. The intent of doing so was to have a modernized website that is capable of addressing the needs of the public in today's day and age. I was also interested in having a website designed by a firm that focuses solely on municipal government websites.

We accepted the following proposals from the following firms.

- Aha Consulting (Oregon) \$8600
- Revize (Troy, MI) \$9,700
- Addorio Technologies (Lowell) \$16,700
- Civic Plus (Manhattan KS) \$20,297
- Ivers Design (Grand Rapids) \$24,000

City staff consisting of Sue Ullery, Steve Bukala, Rich LaBombard and I thoroughly reviewed the proposals based on what we thought best fit what we were looking for. During the initial review of the proposals, the team all thought that Aha Consulting and Revize, (the two lowest bidders); best fit what we were looking for in a product.

Resulting from this, we held conference call interviews with project leaders from both Revise and Aha Consulting in early December. We gained a better knowledge of each entities product and found both had services we wanted to see implemented in our system. After further discussion, the team believed we need to see online demos from each in order to determine the product we would recommend to the City Council.

This week, the demos were held. It was apparent to the team, that Revise would be best suited to provide a website that served our needs. City Administration believes that hiring Revise will allow us to provide a more citizen friendly website to our residents, businesses, visitors, and future residents and businesses. While the Aha Consulting proposal was the lowest bidder by a few hundred dollars and was a good product, we had more confidence in Revize. Revise is a Michigan based company. Aha is a subsidiary to Municode but operates both in Florida and Oregon. Customer Service was in Oregon, and three hours behind, if issues arise. In addition, during our review of Aha, some of the items we would have liked to have had (which Revise provided) were not provided and would have been "a la carte" if they were selected.

I attached their proposal that met the specifications we requested.

If selected, website development will take 12 to 16 weeks before coming online. We intend to change the internet handle for the City during this process.

Revise is the second lowest bidder. However during the first year hosting and support would be included in the package. In year 2 through year 4, the hosting fee is \$1800 annually.

**I recommend the Lowell City Council select Revise for the redevelopment of the City Website at a cost not to exceed \$9,700 and after an annual hosting fee of \$1,800 during the 2019, 2020 and 2021 calendar years.**

# PROPOSAL FOR The City of Lowell, Michigan

Prepared by Thomas J. Jean

Thomas.Jean@revize.com

1890 Crooks Rd, Troy, MI 48084

Ph: 248-269-9263 x14 Fax: 866-346-8880

www.revize.com October 10, 2017



Dear Website Committee,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

**Some of our great clients here in Michigan include:**

- Independence Township, MI      [www.twp.independence.mi.us](http://www.twp.independence.mi.us)
- Milford Township, MI      [www.milfordtownship.com](http://www.milfordtownship.com)
- Plymouth Township, MI      [www.plymouthtwp.org](http://www.plymouthtwp.org)
- Springfield Township, MI      [www.springfield-twp.us](http://www.springfield-twp.us)
- City of Auburn Hills, MI      [www.auburnhills.org](http://www.auburnhills.org)
- City of Berkley, MI      [www.berkleymich.org](http://www.berkleymich.org)
- City of Birmingham, MI      [www.bhamgov.org](http://www.bhamgov.org)
- City of Troy, MI      [www.troymi.gov](http://www.troymi.gov)
- And Nearly 200 More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

### **Government clients select Revize because we can help them**

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

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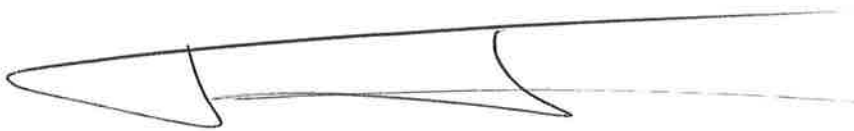
**“Revize Websites build engagement  
with your constituents.”**

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We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas J. Jean', with a long horizontal stroke extending to the right.

Thomas J. Jean  
Project Manager  
248-269-9263 x14  
[Thomas.Jean@revize.com](mailto:Thomas.Jean@revize.com)

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# Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

## About Us

With more than 1,200 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

1200  
SITES  
20 year  
80%  
LOCALS  
20%  
COUNTY

## Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

## Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

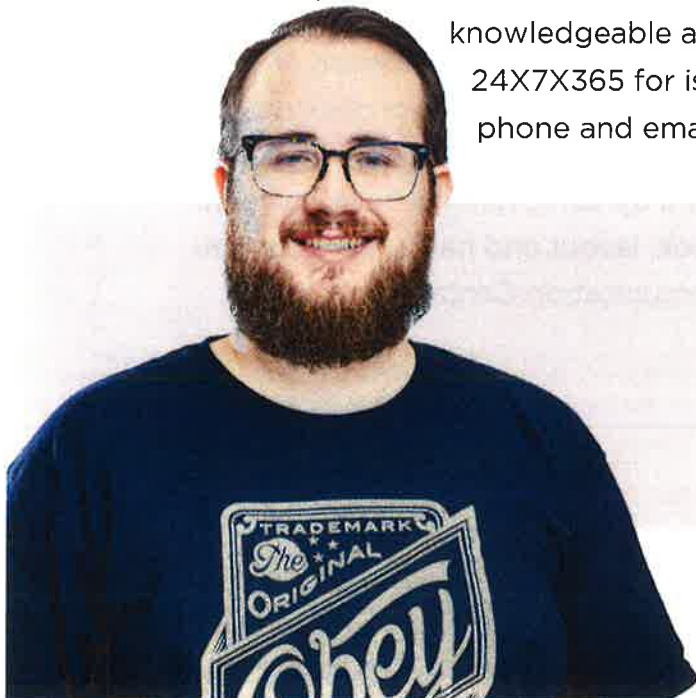
## Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

## Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive,

knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



### Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!



# Company Background

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	1890 Crooks Road, Troy, MI 48084	248-269-9263	<a href="http://www.revize.com">www.revize.com</a>

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

---

**“The empowerment of people  
through simplified information  
management technologies.”**

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Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

---

“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”

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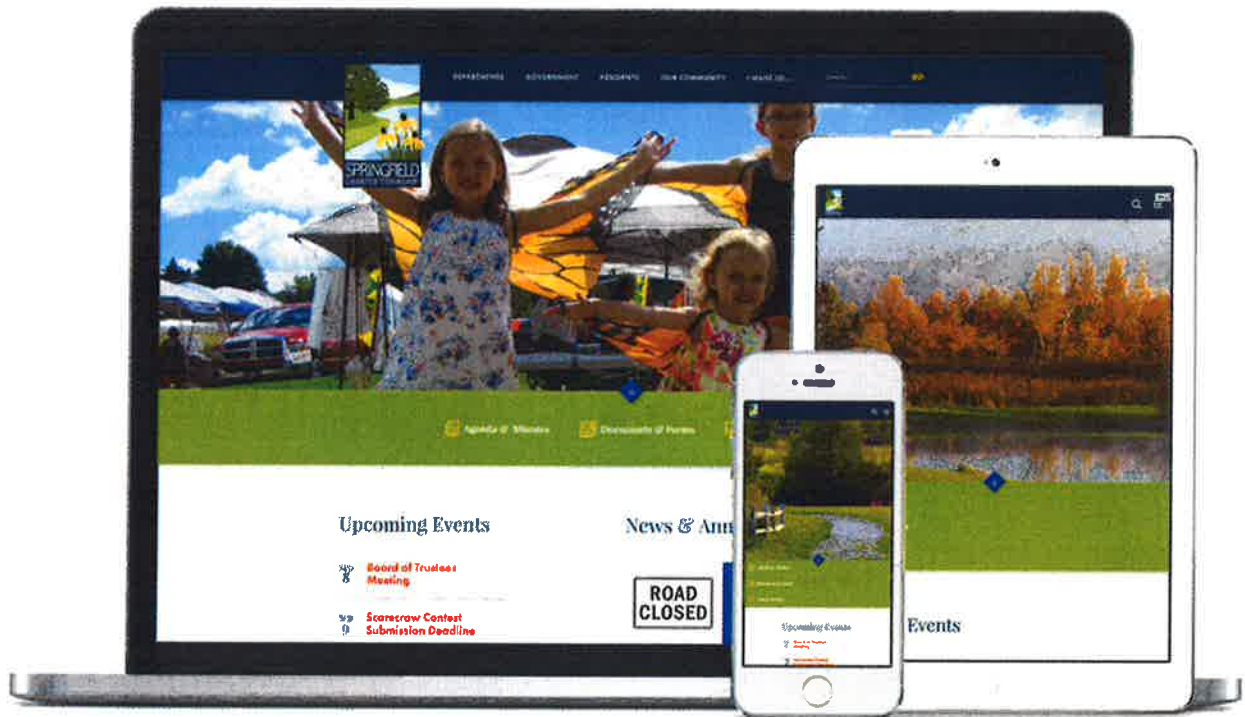
**Did you know?**

Revize will submit your website to website grading agencies after go live!

# Experience in Developing Municipal Websites

## Springfield Township, Michigan

[www.springfield-twp.us](http://www.springfield-twp.us)

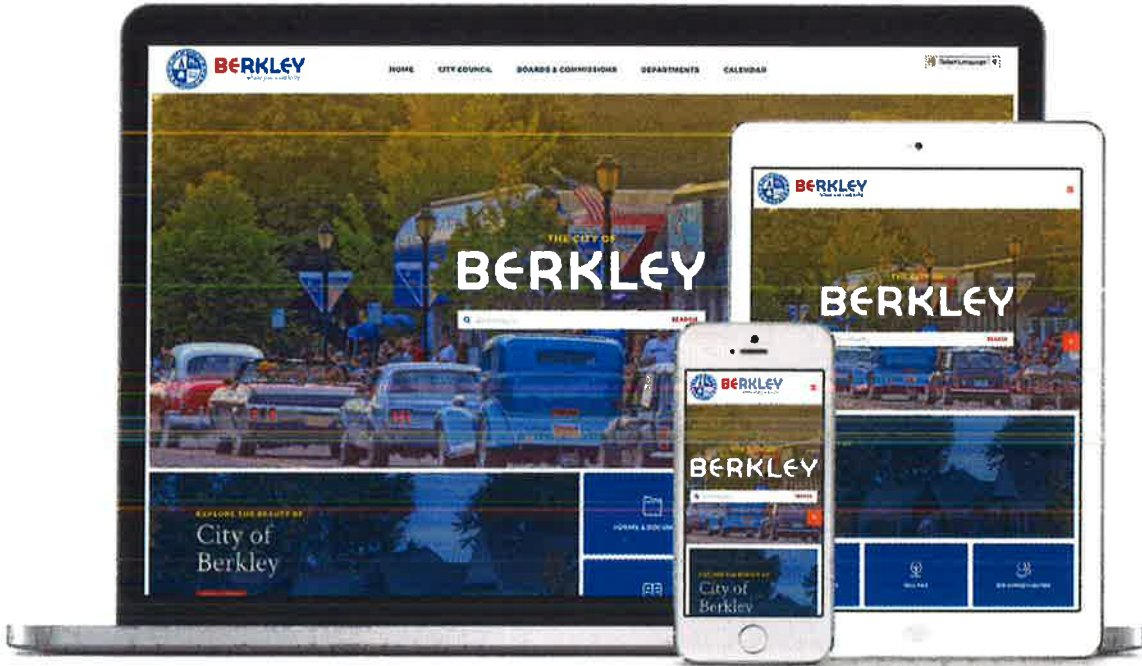


## Details:

This Township website was built to highlight the amazing natural environment of Springfield. The design does not overburden the user with too much content. It separates that content into different focus areas. This lets the residents get information in a way that is much more of an experience. The straightforward news and events feature images that promote click-through. With the Revize CMS this Township is able to quickly and easily update the website in just a few clicks!

## Berkley, Michigan

[www.berklemich.org](http://www.berklemich.org)



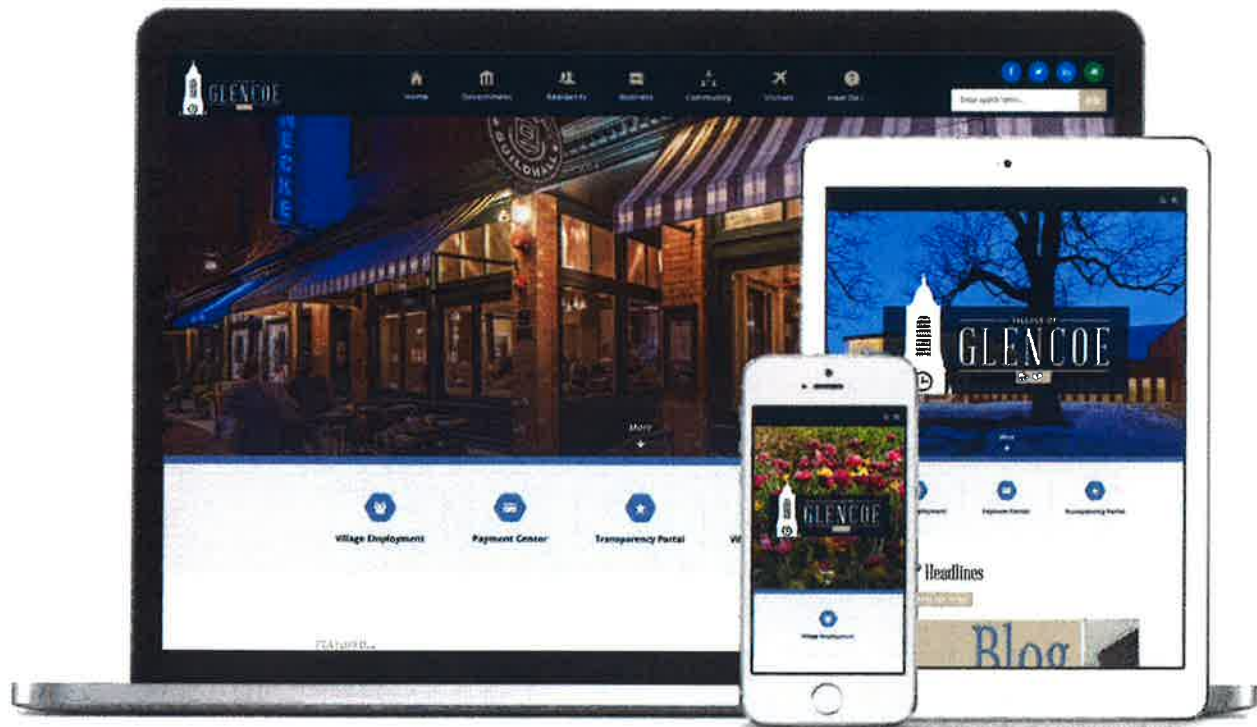
### Details:

The City of Berkley, Michigan located on in Metro Detroit is a community with varying needs. The website is built to accommodate each of these needs. Residents are able to submit a public service request from the mobile app and receive a response from the city within minutes. Although this City does have a lot of information on the website, the design does not overpower you with that information. Instead, the homepage invites you into the website with image tiles that intuitively lead you to useful information. This website is an excellent representation of the full ability of the Revize build team!



## The Village of Glencoe, Illinois

[www.villageofglencoe.org](http://www.villageofglencoe.org)



### Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

## The City of Logan, Utah

[www.loganutah.org](http://www.loganutah.org)



### Details:

Logan, Utah wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

## The City of St. Petersburg, Florida

[www.stpete.org](http://www.stpete.org)



### Details:

As Florida's 5<sup>th</sup> largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

## The City of Seguin, Texas

[www.seguintexas.gov](http://www.seguintexas.gov)



### Details:

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- [www.seguintexas.gov](http://www.seguintexas.gov)
- [www.seguinedc.com](http://www.seguinedc.com)
- [library.seguintexas.gov](http://library.seguintexas.gov)
- [www.visitseguin.com](http://www.visitseguin.com)



## Flagler County, Florida

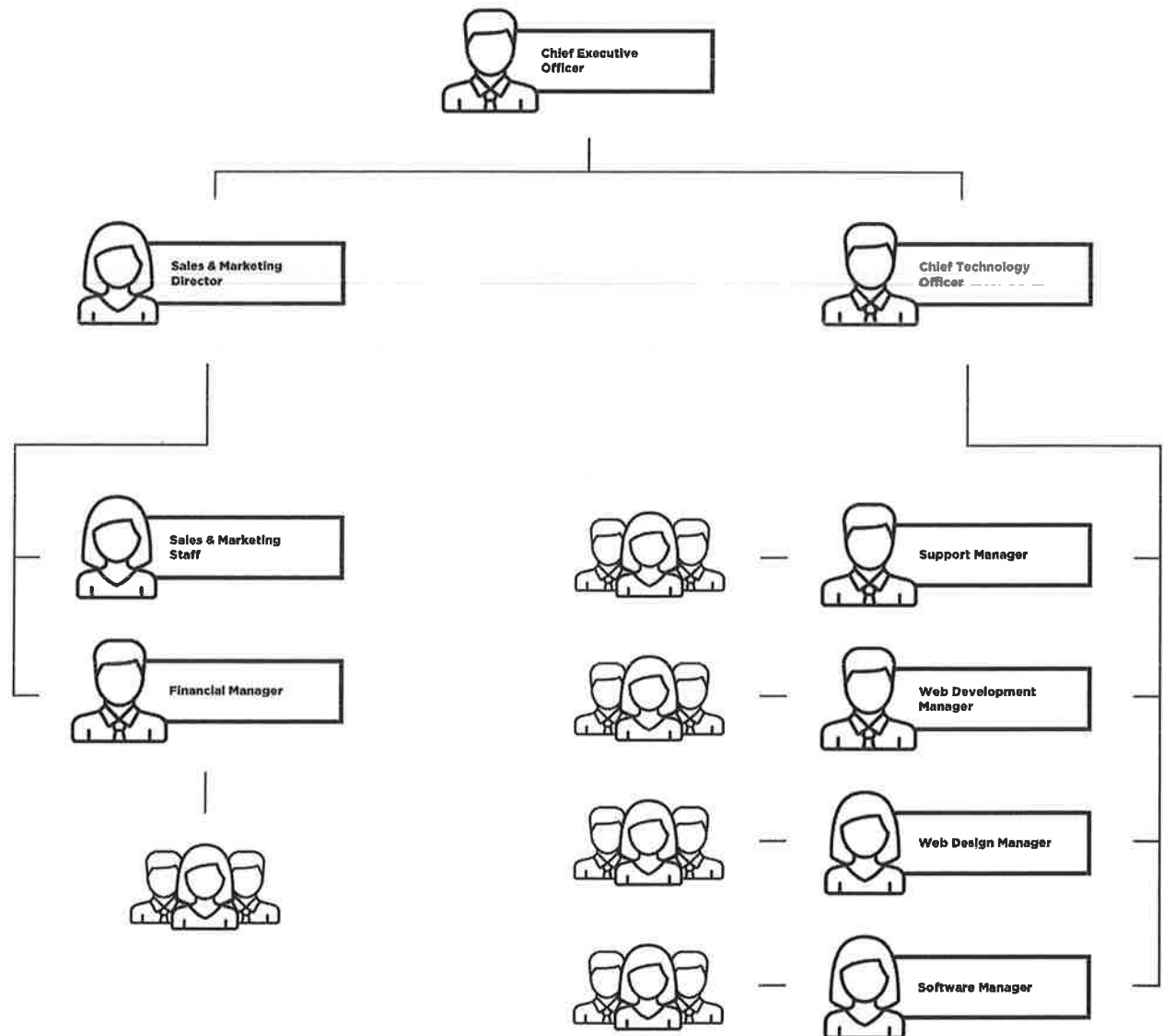
[www.FlaglerCounty.org](http://www.FlaglerCounty.org)



### Details:

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. Also, the Revize HR application was added into this website for a seamless hiring process. All 3<sup>rd</sup> party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!

# Revize Organization Chart



# Why Choose Revize?

## **We Have Government Specific Experience and Outstanding Client Testimonials**

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

## **We Will Build a Government Communication Center that Works for Your Community!**

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

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**“We Build Superior Technology  
into Every Website with CMS  
Performance & Reliability That’s  
Second to None.”**

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What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

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## **“We Always Provide Knowledgeable, Friendly and Responsive Service!”**

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All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

## Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- 1,200+ satisfied government clients Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

---

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX

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### Did you know?

Revize CMS is the most advanced CMS in the government web design industry with over 15 years of development.





# Awards & Accolades

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We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Stephanie Teoli Kuhls, Township Manager, Middletown Township

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# Implementation Plan and Timeline

## Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

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We don't use a "one size fits all" approach because it doesn't make sense.

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However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

**Dedicated Accounts Manager:** Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

**Dedicated Project Manager:** Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

**24/7/365 Project Portal Access:** From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

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“We guarantee the best support in the industry  
that’s 24/7 365 by the trained developers &  
technicians”

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**Did you know?**

Revize has launched nearly 200 Municipal websites just here in Michigan!.



# Timeline

Project Timeline		
Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks



## Did you know?

Revize was the first to bring Responsive Modern Web Practices to the government industry.

# Revize Project Life Cycle

## **Phase 1: Initial Meeting, Communication Strategy, SOW**

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

### **The questionnaire addresses various issues such as:**

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

## **Phase 2: Discovery & Design**

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

## **Revize Design Principles**

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

## Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

**#1 Responsive Web Design** - The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

**#2 Liquified Content** - This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

**#3 Image Tiles** - This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

**#4 Parallax Scrolling** - This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

**#5 Innovative Typography** - This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

**#6 Social Feeds** - With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

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“Over the past 20 years, Revize has mastered the art of designing government websites.”

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## **Key Phase Objectives & Deliverables:**

**The following steps are followed while designing new sites**

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe\*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.



#### Did you know?

Revize is one of the fastest growing web design companies.



# Wire Frame to Concept

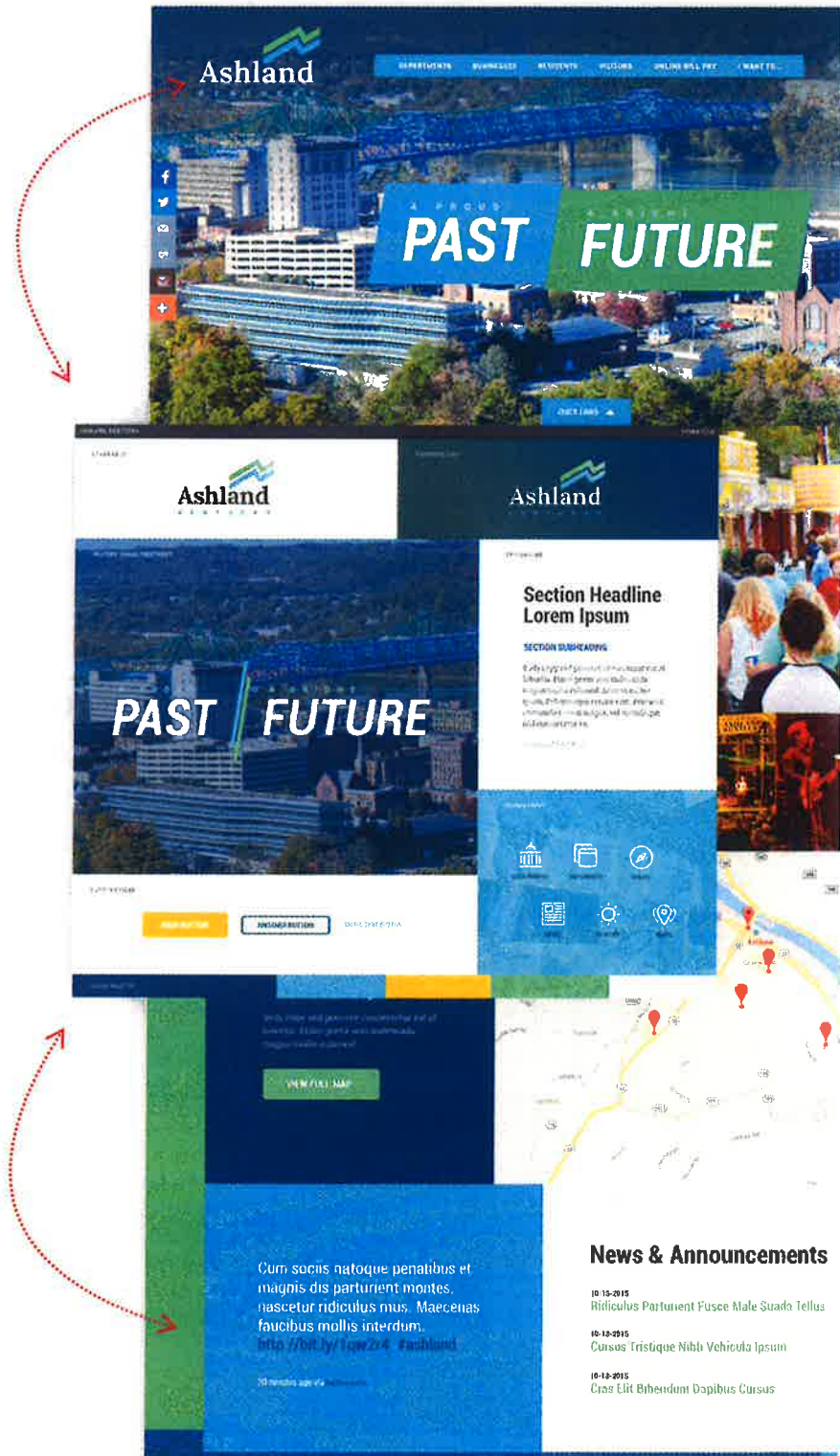
- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:**

When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:**

When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



### **Phase 3: Template Development, CMS Integration**

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

### **Phase 4: CMS Modules Setup**

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

### **Phase 5: Custom Functionality Development**

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

### **Phase 6: Quality Assurance Testing**

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.



## **Phase 7: Content Development / Content Migration**

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

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**There are no limits to the number of pages you can create after you have gone through training.**

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Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

## **Phase 8: Training Your Staff (in-person or web based training)**

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

## Standard Training Agendas

### **Basic Administrator Training (How to)**

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

### **Content Editor Training (How to)**

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

### **Advanced Administrator Training (How to)**

- Run back-end reports
- Run Google Analytics reports

### **Training on use of specific Modules included, such as**

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions

- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

### **Revize Maintenance Covers**

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



### **Did you know?**

Revize has launched over municipal 1000 websites both small and large.

# Support and Maintenance

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



## Did you know?

Revize updates your Content Management System 4 times per year!

# Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

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**“Revize provides clients with unlimited data storage server space for each website.”**

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Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

## **Final Phase: You Go Live!**

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

## **Marketing & Ongoing Consultation**

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

## **Search Engine Registration and Marketing**

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

## **Security**

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.



## Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

## Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
  - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



### Did you know?

Revize will host your website in multiple server locations!

### Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

### Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

### Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

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“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”

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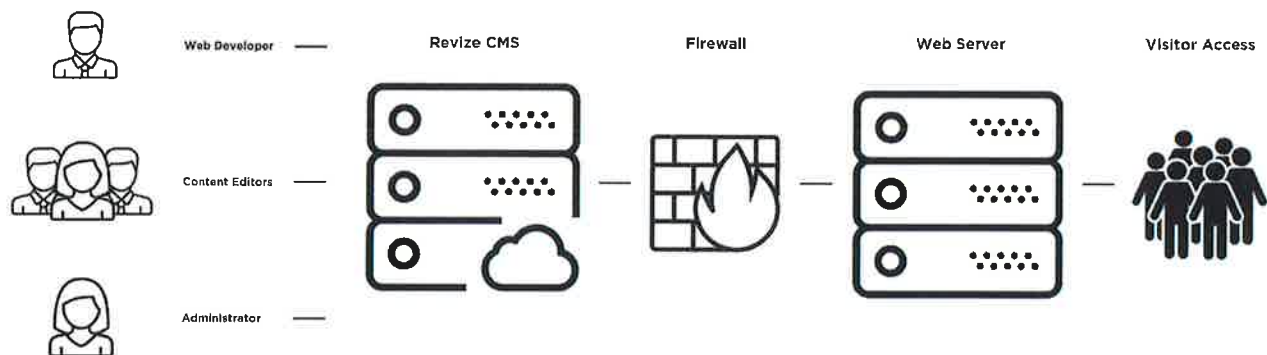




# Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

## Revize Intelligent Publishing WCM



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“Security, Performance,  
Redundancy”

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# Client References

**Client: City of Wylie, TX**

*Craig Kelly, Public Information Officer*

Office: (972) 516-6016

Email: [craig.kelly@wylietexas.gov](mailto:craig.kelly@wylietexas.gov)

Website: [www.ci.wylie.tx.us](http://www.ci.wylie.tx.us)

**Client: Independence Township, MI**

*Pat Kittle, Township Supervisor*

Phone: (248) 625-5111

Email: [pkittle@indetwp.com](mailto:pkittle@indetwp.com)

Website: [www.indetwp.com](http://www.indetwp.com)

**Client: City of Auburn Hills, Mi**

*Kyle Scislowicz, Media Communications Assistant*

Office: (248) 364-6726

Email: [kscislowicz@auburnhills.org](mailto:kscislowicz@auburnhills.org)

Website: [www.auburnhills.org](http://www.auburnhills.org)

**Client: City of Berkley, Mi**

*Chelsey Humphrey, Communications Coordinator*

Phone: (248) 658-3330

Email: [communications@berkleymich.net](mailto:communications@berkleymich.net)

Website: [www.berkleymich.org](http://www.berkleymich.org)

# Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

## Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

## Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

## Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge

- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

## Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

## Tom Gooden

Website Developer / Graphic Designer, Illustrator

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

## Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

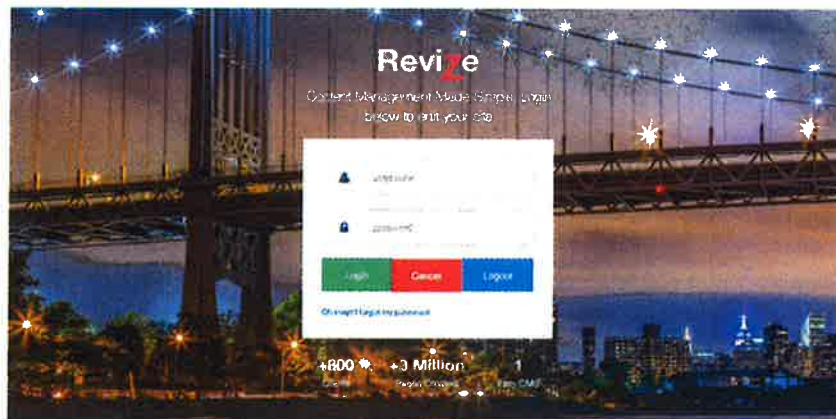
- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager





# Revize Government CMS User Interface

## 1. Revize CMS User Interface Home Page



2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.



3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a “Word Like” editor.



After the page is “saved”, the page can be sent to an approver for review or immediately published to the web site.

# Contract Terms and Conditions

**Revize provides a free website redesign during year four of service!**

**“Pay as we Build”**

The “Pay as we Build” payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for 1/3<sup>rd</sup> of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

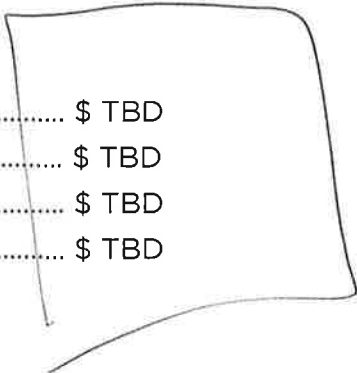
**Optional Payment Plan - The Revize Client First Plan**

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

**The Revize Client First Plan Annual Recurring Fees - Interest Free**

First Year (Annual hosting/maintenance included at no charge).....	\$ TBD
Second Year.....	\$ TBD
Third Year.....	\$ TBD
Fourth Year.....	\$ TBD



**Additional Services (Optional – not required)**

On-Site Training Program: Two day on-site training, classroom style. Content editor and administrator training, all travel expenses	Included
Content Migration: If needed, additional content migration "as is" available at \$3 per web page or document	Included
On-Site Consulting: On-site consulting and thought gathering sessions, requirements gathering, survey creation, all travel	Included

**Included Features:**

The Following Applications & Features will be integrated into Your Website:  
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

**Citizen's Communication Center Apps**

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs

- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

### **Citizen's Engagement CENTER Apps**

- Citizen Request Center with Captcha
- Citizen Connect (Community Blog)
- Online Bill Pay
- RSS Feed

### **Staff Productivity Apps**

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

### **Site Administration and Security Features**

- Audit Trail
- Auto Site Map Generator
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

### **Mobile Device and Accessibility Features**

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

# Cost Quotations

## CITY OF LOWELL WEBSITE RFP BID FORM

TO BE COMPLETED BY SUBMITTING FIRM.

Firm/Bidder Name: Revize Government Websites

Both Unit Price and Total Bid Price must be fully completed in order to be considered.

Item	Total
Concept	\$ 1,500
Design/ Development	\$ 4,300
Conversion/Implementation	\$ 3,300
Training	\$ 600
TOTAL BID AMOUNT	\$ 9,700
Support (per year)	\$ 1,800
ALTERNATE = Maintenance (per year)	\$ 1,200

### BIDDER'S AGREEMENT

In submitting this proposal, as herein described, the bidder agrees that:

1. They have carefully examined the specifications and all other provisions of this form and understand the meaning, intent, and requirement of same.
2. They will enter into written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

SIGNED BY: 

TITLE: Project Manager

COMPANY/FIRM: Revize Government Websites

ADDRESS: 1890 Crooks Rd. Troy, MI 48064

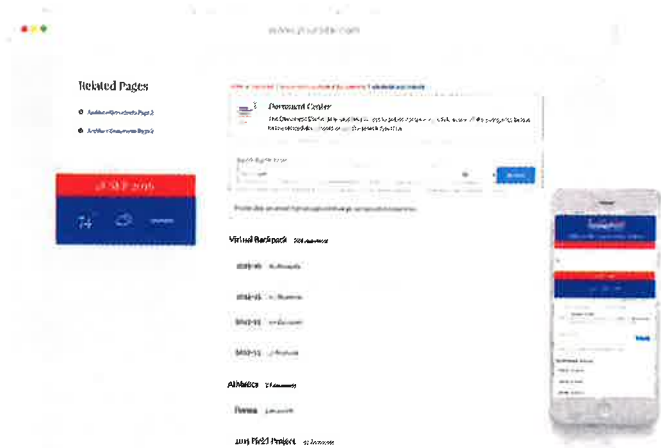
DATE: 10/10/2017



# Citizen's Communication Center Apps

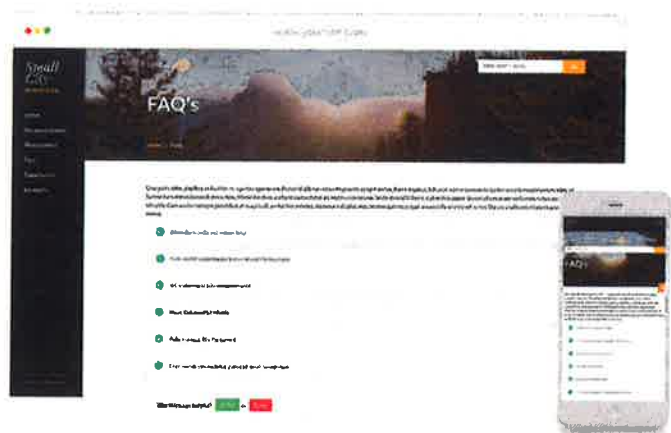
## DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



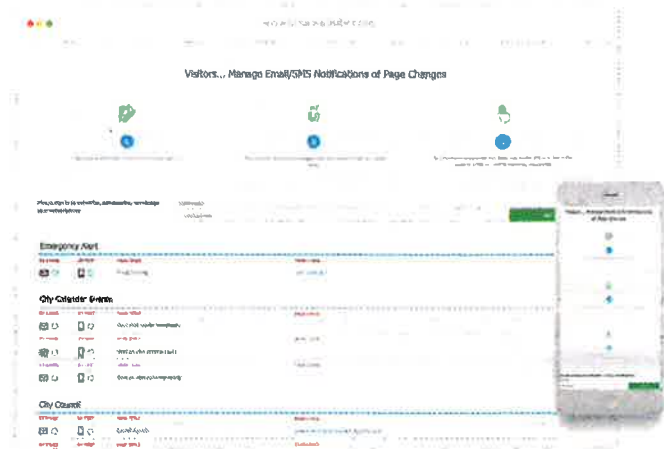
## FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



## E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



## JOB POSTING

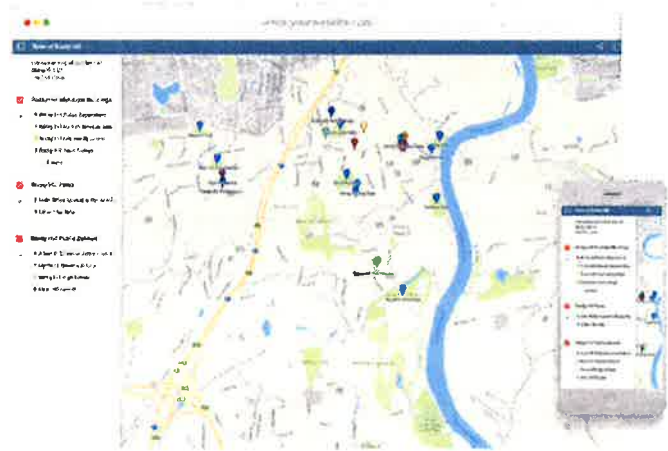
Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.





## INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



## CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



## **NOTIFICATION CENTER**

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

## **BID POSTING**

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

## **BUSINESS DIRECTORY**

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

## **NEWS CENTER WITH FACEBOOK INTEGRATION**

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

## **ONLINE FORMS**

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



# Citizen's Engagement Center Apps

## **PUBLIC SERVICE REQUEST APP**

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

## **CITIZEN REQUEST CENTER**

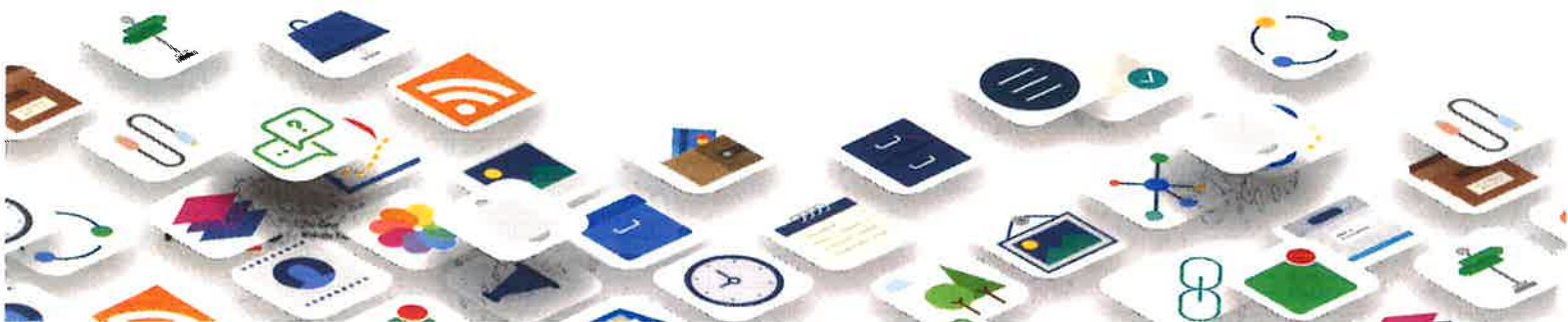
This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

## **PUBLIC RECORDS REQUEST TRACKER**

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

## **CITIZEN CONNECT**

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).







# Staff Productivity Apps

## **AGENDA POSTING CENTER**

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

## **JOB POSTING APP**

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

## **IMAGE MANAGER**

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

## **INTRANET**

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

## **LINK CHECKER**

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.





## **MENU MANAGER**

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

## **NEWS LETTER APP**

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

## **ONLINE FORM BUILDER**

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

## **WEB CONTENT ARCHIVE**

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

## **WEB CONTENT SCHEDULE**

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



## **AUDIT TRAIL**

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

## **AUTO SITEMAP TOOL**

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

## **HISTORY LOG**

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

## **ROLES/PERMISSION SETUP**

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

## **SECURE SITE GATEWAY**

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

## **WEBSITE STATISTICS**

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

## WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

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“Our innovative solutions are custom-tailored to meet the needs of each individual client.”

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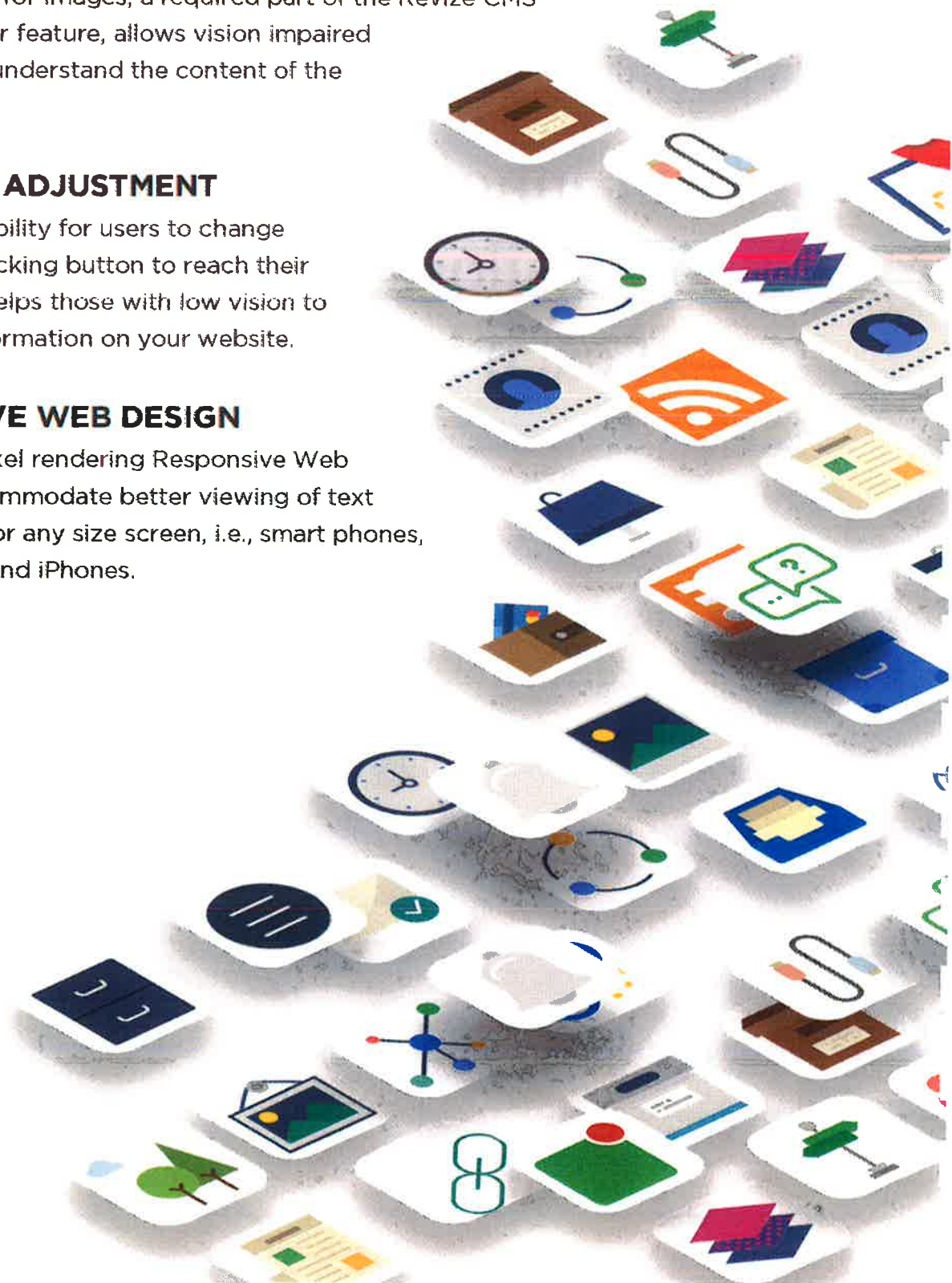
### Did you know?

Revize introduced responsive web design to the government industry

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.





**LOWELL POLICE DEPARTMENT  
MONTHLY REPORT SUMMARY  
CALENDAR YEAR 2017**

Complaint Book Total		171	352	548	746	964	1173	1389	1601	1820	2063	2211	2380	
Activity		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year Total
Total Arrests		27	16	26	26	27	19	30	20	54	23	28	11	307
Alcohol (MIP/Open Intox)		2	1	0	1	1	0	1	0	4	0	3	0	13
Drug Law Violations		2	2	4	6	4	1	2	2	7	2	2	2	36
Drunk Driving		0	1	4	0	2	0	2	2	6	0	0	1	18
Suspended License		5	2	7	3	2	1	6	1	9	1	2	1	40
Warrant Arrest		16	7	7	7	8	11	10	7	16	10	18	3	120
Other Arrests		2	3	4	9	10	6	9	8	12	10	3	4	80
Assault		2	0	1	0	3	1	0	1	3	2	2	3	18
Assault (Civil/Verbal)		3	4	1	3	4	4	8	1	4	10	8	7	57
Assault (Domestic)		3	2	0	1	2	0	4	7	1	6	2	3	31
Assist from Other Agency		5	7	5	4	10	12	9	4	13	10	5	6	90
Assist to Other Agency		10	14	7	14	15	10	24	20	13	23	7	15	172
Assist to Citizen		44	50	35	40	41	46	43	41	47	60	30	56	533
Breaking & Entering		0	0	0	2	1	1	0	1	1	3	1	1	11
Disorderly Conduct		2	2	4	2	5	6	3	5	8	5	5	1	48
Dog/Animal		1	1	4	4	3	2	3	6	7	3	5	1	40
Larceny		3	9	7	2	7	13	11	7	8	7	6	5	85
Malicious Destruction		1	1	3	2	1	3	3	0	1	3	2	2	22
Motorist Assist		7	4	7	10	13	5	6	6	13	11	9	11	102
Ordinance Violations		10	2	8	7	13	15	16	16	9	7	3	8	114
Accident Total		9	14	9	12	14	12	13	13	13	19	10	10	148
{Property Damage}		9	14	8	12	12	10	10	12	10	19	10	9	135
{Personal Injury}		0	0	1	0	2	2	3	1	3	0	0	1	13
Citations Issued		23	35	55	50	38	27	31	38	48	29	25	22	421
Traffic Stops: Warned		93	72	161	159	132	115	116	98	110	126	115	149	1446
Total # of Traffic Stops		102	88	203	186	142	119	128	112	129	141	133	159	1642

**MONTHLY COMPARISON TOTALS  
DECEMBER 2016 AND 2017**

ACTIVITY	DECEMBER	2016 YEAR-TO-DATE	DECEMBER	2017 YEAR-TO-DATE
Total Arrests	19	281	11	307
Alcohol (MIP/Open Intox)	2	24	0	13
Drug Law Violations	4	39	2	36
Drunk Driving	4	24	1	18
Suspended License	2	44	1	40
Warrant Arrest	3	74	3	120
Other Arrests	4	76	4	80
Assault	0	9	3	18
Assault (Verbal)	3	54	7	57
Assault (Domestic)	2	28	3	31
Assist from Other Agency	7	91	6	90
Assist to Other Agency	8	136	15	172
Assist to Citizen	48	462	56	533
Breaking & Entering	2	21	1	11
Disorderly Conduct	1	43	1	48
Dog Complaints	3	37	1	40
Larceny	5	78	5	85
Malicious Destruction	2	32	2	22
Motorist Assist	19	157	11	102
Ordinance Violations	17	210	8	114
Accident Total	11	144	10	148
{Property Damage}	11	129	9	135
{Personal Injury}	0	15	1	13
Citations Issued	28	268	22	421
Traffic Stops: Warned	98	1001	149	1446
# of Traffic Stops Made	113	1130	159	1642
<b>TOTAL COMPLAINTS</b>	<b>204</b>	<b>2505</b>	<b>169</b>	<b>2380</b>



**AGENCIES ASSISTING  
LOWELL POLICE DEPARTMENT  
DECEMBER 2017**

<b>COMPLAINT #</b>	<b>DATE</b>	<b>INCIDENT TYPE</b>	<b>DEPARTMENT</b>	<b>STATUS</b>
<b>17-2223</b>	<b>12/2/17</b>	<b>STOLEN VEHICLE</b>	<b>IONIA CO</b>	<b>ASSISTED</b>
<b>17-2243</b>	<b>12/8/17</b>	<b>VERBAL DOMESTIC</b>	<b>KCSD</b>	<b>BACK-UP</b>
<b>17-2271</b>	<b>12/11/17</b>	<b>FLEEING &amp; ELUDING</b>	<b>KCSD</b>	<b>BACK-UP</b>
<b>17-2288</b>	<b>12/13/17</b>	<b>CHILD ABUSE</b>	<b>CPS</b>	<b>ASSISTED</b>
<b>17-2296</b>	<b>12/14/17</b>	<b>FELONIOUS ASSAULT</b>	<b>KCSD</b>	<b>BACK-UP</b>
<b>17-2314</b>	<b>12/19/17</b>	<b>DOMESTIC</b>	<b>KCSD</b>	<b>BACK-UP</b>

**LOWELL POLICE DEPARTMENT  
ASSISTING OTHER AGENCIES  
DECEMBER 2017**

COMP. #	DATE	INCIDENT TYPE	DEPARTMENT	ACTION	VENUE
17-2212	12/1/2017	SUICIDAL SUBJECT	KCSD	ASSIST	CITY OF LOWELL
17-2229	12/3/2017	NOISE COMPLAINT	KCSD	ASSIST	LOWELL
17-2246	12/8/2017	DOMESTIC ASSAULT	KCSD	BACK-UP	VERGENNES
17-2255	12/9/2017	PD ACCIDENT	MSP	ASSIST	LOWELL
17-2263	12/10/2017	RECKLESS DRIVING / OWI ARREST	IONIA CO	ASSIST	CITY OF LOWELL
17-2267	12/10/2017	RESIDENTIAL ALARM	KCSD	BACK-UP	VERGENNES
17-2273	12/11/2017	DOMESTIC ASSAULT	KCSD	BACK-UP	VERGENNES
17-2309	12/17/2017	UNKNOWN ACCIDENT	KCSD	ASSIST	LOWELL
17-2312	12/18/2017	VERBAL ARGUMENT	KCSD	ASSIST	LOWELL
17-2316	12/19/2017	MISSING PERSON	KCSD	ASSIST	LOWELL
17-2321	12/20/2017	EVICITION	COURT OFFICER	ASSIST	CITY OF LOWELL
17-2364	12/28/2017	FIGHT	KCSD	BACK-UP	LOWELL
17-2366	12/28/2017	SUICIDAL SUBJECT	KCSD	BACK-UP	VERGENNES
17-2367	12/28/2017	STAND-BY AS PEACE OFFICER	KCSD	BACK-UP	LOWELL
17-2370	12/29/2017	THREATENING MESSAGES	KCSD	BACK-UP	LOWELL

# Lowell Area Fire Dept.

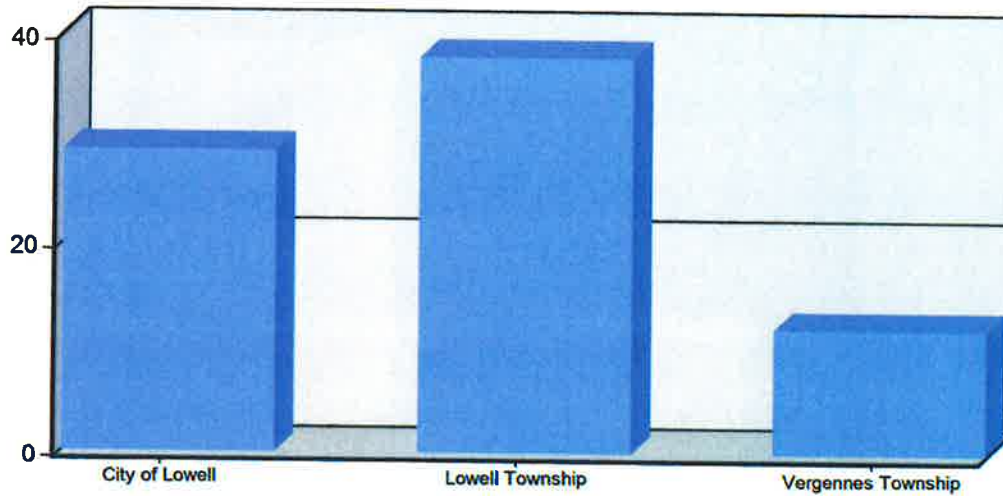
Lowell, MI

This report was generated on 1/2/2018 9:14:46 AM



## Incident Count per Zone for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017



ZONE	# INCIDENTS
City of Lowell - City	29
Lowell Township - Lowell Township	38
Vergennes Township - Vergennes Township	12
TOTAL:	79

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



**EMERGENCY  
REPORTING**

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Doc Id: 270

Page # 1

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/2/2018 9:10:27 AM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
City of Lowell - City	29	35:57
Lowell Township - Lowell Township	38	94:38
Vergennes Township - Vergennes Township	12	19:28
<b>TOTAL</b>	<b>79</b>	<b>150:03</b>

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



**EMERGENCY  
REPORTING**

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Doc Id: 1306

Page # 1

# Lowell Area Fire Dept.

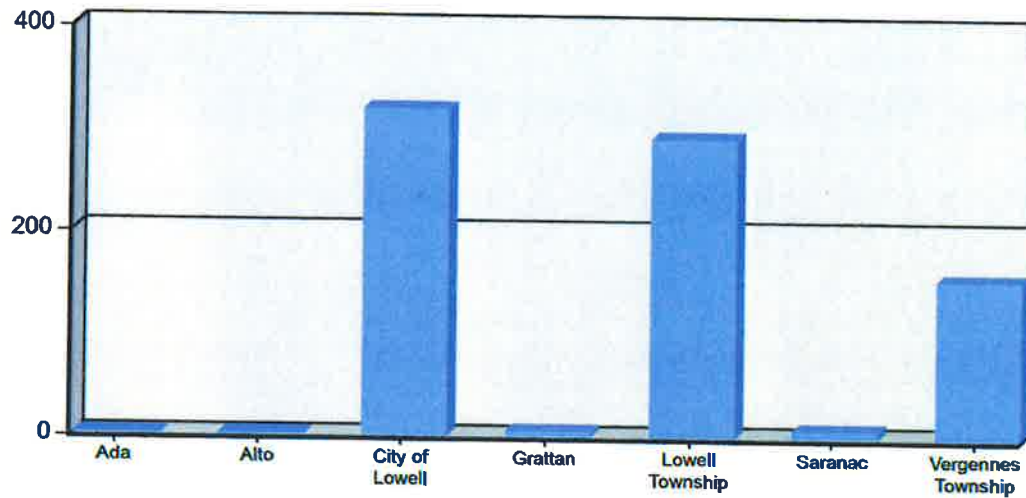
Lowell, MI

This report was generated on 1/2/2018 9:12:27 AM



## Incident Count per Zone for Date Range

Start Date: 01/01/2017 | End Date: 12/31/2017



ZONE	# INCIDENTS
Ada - Ada Township	1
Alto - Bowne Township	1
City of Lowell - City	319
Grattan - Grattan Township	5
Lowell Township - Lowell Township	291
Saranac - Saranac	7
Vergennes Township - Vergennes Township	154
<b>TOTAL:</b>	<b>778</b>

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.



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REPORTING**

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Doc Id: 270

Page # 1

# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/2/2018 9:09:22 AM



## Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2017 | End Date: 12/31/2017

ANSWERS	# INCIDENTS
<b>USER-DEFINED FIELD: SCBA (Required)</b>	
0	77
2	1
o	1

<b>USER-DEFINED FIELD: Hose 1.5 inch Feet used (Required)</b>	
0	79

<b>USER-DEFINED FIELD: Hose 3 inch Feet used (Required)</b>	
0	79

<b>USER-DEFINED FIELD: Hose 5 inch feet used (Required)</b>	
0	79

<b>USER-DEFINED FIELD: Hand Tools Used (Required)</b>	
'0	1
0	71
1	1
2	1
2 TIC, 1 Batt Fan	1
Gas meters	1
lock out kit	1
Them Camera	1
TIC	1

<b>USER-DEFINED FIELD: Rescue Tools Used (Required)</b>	
0	79

<b>USER-DEFINED FIELD: Water used (gal) (Required)</b>	
0	79

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.



# Lowell Area Fire Dept.

Lowell, MI

This report was generated on 1/2/2018 9:11:23 AM



## Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2017 | End Date: 12/31/2017

ZONE	INCIDENT COUNT	MAN-HOURS
Ada - Ada Township	1	38:15
Alto - Bowne Township	1	0:03
City of Lowell - City	319	431:23
Grattan - Grattan Township	5	32:34
Lowell Township - Lowell Township	291	761:52
Saranac - Saranac	7	80:55
Vergennes Township - Vergennes Township	154	355:03
<b>TOTAL</b>	<b>778</b>	<b>1700:05</b>

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



**EMERGENCY  
REPORTING**

emergencyreporting.com  
Doc Id: 1306  
Page # 1

CITY OF LOWELL  
REPORT FOR : DECEMBER  
FOR: Michael Burns

DRINKING WATER TREATMENT AND FILTRATION PLANT

A TOTAL OF: 14.81628 MILLION GALLONS OF RAW WATER WAS TREATED FOR THE  
MONTH OF: DECEMBER TOTAL PUMPING TIME, TREATMENT AND THE DISTRIBUTION  
OF THE FINISHED WATER TO THE SYSTEM REQUIRED 232.58 HOURS, WHICH RESULTED IN  
325 MAN HOURS FOR THE OPERATION.

CHEMICAL COST PER MILLION GALLONS: \$ 198.98

ELECTRICAL COST PER MILLION GALLONS: \$ 340.81

TOTAL COST PER MILLION GALLONS: \$ 539.79

---

WATER PRODUCTION

DAILY AVERAGE: 0.478 MILLION GALLONS

DAILY MAXIMUM: 0.628 MILLION GALLONS

DAILY MINIMUM: 0.000 MILLION GALLONS

THE AVERAGE PLANT OPERATION TIME WAS 7.5027 HOURS PER DAY.

# **STREETS DEPARTMENT**

## **DECEMBER 2017**

### **Major & Local Streets**

#### **Snow and Ice Control**

#15 – 793 miles – 95.5 hrs      #16 – 769 miles – 78.5 hrs.  
#9 – 70.5 hrs      #32 – 22 hrs  
Hauled sand and salt into foreman

#### **Pot holes:**

1 Tons - pot holes filled with cold patch  
Tons - of hot mix put down

#### **Storm drains and ditches:**

#### **Parking Lots**

Plowed & hauled snow out

#### **Public Works:**

Plowed snow

#### **Airport:**

#### **Sidewalks:**

Plowed snow

#### **Trees, bushes, shrubs trimming and removal:**

Took down 3 dead trees at 628 Riverside, 325 Hunt & 403 N. Washington

#### **Traffic & Signs:**

Put up two No Parking signs on Main Street

#### **Misc:**

Weekly Park Trash, D.D.A. Pickup (twice a week)  
Set up City Hall weekly  
Worked on ice rink  
Worked on plow equipment

**Dept. of Public Works, City of Lowell**

217 S. Hudson

Lowell, MI 49331

Phone: 616-897-5929 Fax: 616- -

**Posted Totals by Invoice Number**

Report Date: 12/22/2017

Period From: 12/01/2017 To: 12/22/2017

Invoice Number	Date	Name	Tax	Total	Balance Due
001220	12/01/2017	Equipment	0.00	1,547.83	
001221	12/07/2017	Equipment	0.00	770.00	
001232	12/04/2017	Equipment	0.00	35.25	
001233	12/05/2017	Equipment	0.00	658.14	
001234	12/06/2017	Equipment	0.00	1,477.97	
001235	12/06/2017	Equipment	0.00	47.25	
001236	12/07/2017	Equipment	0.00	204.75	
001237	12/07/2017	Equipment	0.00	189.00	
001238	12/07/2017	Equipment	0.00	31.50	
001239	12/08/2017	Equipment	0.00	65.88	
001240	12/12/2017	Equipment	0.00	1,527.41	
001241	12/13/2017	Equipment	0.00	110.25	
001242	12/15/2017	Equipment	0.00	157.50	
001243	12/15/2017	Equipment	0.00	218.89	
001244	12/15/2017	Equipment	0.00	141.45	
001245	12/15/2017	Equipment	0.00	85.08	
001246	12/18/2017	Equipment	0.00	1,437.00	
001247	12/19/2017	Equipment	0.00	594.26	
001248	12/19/2017	Equipment	0.00	224.11	
001249	12/20/2017	D.P.W., Organization.	0.00	218.97	
001250	12/20/2017	Equipment	0.00	97.49	
001252	12/20/2017	Equipment	0.00	140.14	
001253	12/22/2017	Police	0.00	120.65	
<b>Grand Totals:</b>			<b>0.00</b>	<b>10,100.77</b>	<b>0.00</b>

**Time Allocation Per Department**

Week	Straight time					Overtime					Emergency Call Out					Standby				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
City Hall																				
Cemetery																				
Public Works	1	5.25	5.75																	
Sidewalks																				
Parks																				
Library																				
Fire																				
Maj. Maint.																				
Maj. Traffic																				
Maj. Winter(Plowing)			0.75																	
Loc. Maint.																				
Loc. Traffic																				
Loc. Winter (Plowing)		0.5	2																	
D.D.A.																				
WW Plant																				
Sewer Mains																				
Water Plant																				
Water Mains	0.25	0.25	0.75																	
Equip. Maint.	6.75	34	30.8					0.5												
Sick Leave																				
Vacation				24										9.5						
PPH																				
Holiday				16																
Totals Hrs. Per Week	8	40	40	40		0.5					9.5									
	<u>Straight time</u>					<u>Overtime</u>					<u>Call Out</u>					<u>Stand By</u>				

## December 2017 Sexton's Report

Total of Burials: 5 of those were: full: 5 cremations: 0 Year to date 40

Oakwood: Spent 93.25 hr's and 5.25 ot

- Side note of the 40 burials this year 25 were cremations
- More hours chewing leaves..
- Normal paper work...

City Hall – LPD: Spent 5 hrs taking snow away off walks changing bulbs

Englehardt Library: Spent 6.75 hrs

- Brought over a box of toilet paper.
- Filled soap dispensers.
- Chewing a few more leaves.
- Had a few bulbs to change.
- Put up another shelf for storage purposes.

D.D.A. Spent 25 hr's and 7.25 hr's ot

- Moved snow

Museum: Spent 4.5 hr and .5 ot

- Snow removal..
- Made a shield to protect pvc pipes from being hit by ice from roof..

D.P.W. Spent 6.25 hrs. and 1.75 ot Daily meetings, chewing leaves, moving snow.

Water Plant: .25 Moving snow and 1 hr ot

Fire Barn >5 moving snow and .5 ot

Equipment Maint. 5.5 hr's : Sent Ron for stuff Ralph needed filled fuel truck's tanks

## November 2017 Sexton's Report

Total of Burials: 1 of those were: full: 0 cremations: 1 Year to date 35

Oakwood: Spent 193.25 hrs.

- Mowing and chewing oaks leaves.
- Helped some folks find there relatives.
- I chewed and collected as many of the good leaves I could
- Kept having to pick up lot of sticks and small branches.

City Hall – LPD: Spent 9.5 hrs mowing and trimming once each week, and weeding. We also tried to remove the berries off sidewalks nd chew up leaves.

Englehardt Library: Spent 11 hrs

- Mowing and trimming as needed.
- Spent time trimmimg bushes.
- Chewing and collecting leaves..

D.D.A. Spent 108 hr's

- Mowing and trimming once each week
- Began to get flower beds ready for winter.
- Swept up lots of leaves took them to cemetery to be chewed up.
- Cut ornamental grasses back.
- Took 3 young Pear trees out of tree grates and planted them in the fair grounds, saving future mess due to their berries.
- Had 2 wrong sex ginkgo trees removed and flowering trees with no berries planted.

Museum: Spent 5.5 hr's

- Mowed and trimmed once each week, raked up the leaves and got gutters cleaned out.

D.P.W. Spent 10.25 hr's cleaning up the signs and chewing up leaves. Also going to morning meetings.

Local Maint. .75 hr removing leaves in catch basions

Parks: 48 hr's chewing leaves and blowing out skating rink.

Water Mains:. 4.5 hr's Chewing leaves at north well.



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TAXES		1,977,996.52	1,634,614.76	39,235.65	343,381.76	82.64
STATE GRANTS		466,576.00	191,441.79	120,253.96	275,134.21	41.03
LICPER		40,100.00	24,245.82	140.00	15,854.18	60.46
CHARGES		316,850.00	(1,201.06)	4,274.40	318,051.06	(0.38)
INT		2,000.00	335.18	0.00	1,664.82	16.76
OTHER		16,000.00	21,830.98	512.09	(5,830.98)	136.44
TRANSIN		148,022.00	0.00	0.00	148,022.00	0.00
FINES		5,250.00	4,701.62	1,937.00	548.38	89.55
LOCAL		12,100.00	8,708.64	2,902.88	3,391.36	71.97
TOTAL REVENUES		2,984,894.52	1,884,677.73	169,255.98	1,100,216.79	63.14
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
101	COUNCIL	16,141.00	12,903.32	8,587.64	3,237.68	79.94
172	MANAGER	110,850.00	49,618.74	7,625.42	61,231.26	44.76
191	ELECTIONS	7,760.00	2,475.45	44.96	5,284.55	31.90
209	ASSESSOR	54,000.00	24,550.38	3,905.78	29,449.62	45.46
210	ATTORNEY	40,000.00	27,552.69	2,355.00	12,447.31	68.88
215	CLERK	117,620.00	53,610.30	8,470.42	64,009.70	45.58
253	TREASURER	211,128.00	86,533.74	10,490.19	124,594.26	40.99
265	CITY HALL	170,970.00	59,043.26	6,740.69	111,926.74	34.53
276	CEMETERY	124,485.00	60,024.41	6,867.80	64,460.59	48.22
294	UNALLOCATED MISCELLANEOUS	5,000.00	109,024.02	250.00	(104,024.02)	2,180.48
301	POLICE DEPARTMENT	676,280.00	319,562.93	45,452.37	356,717.07	47.25
305	CODE ENFORCEMENT	94,660.00	34,047.23	5,281.14	60,612.77	35.97
336	FIRE	125,000.00	31,097.25	519.86	93,902.75	24.88
371	BUILDING INSPECTION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
400	PLANNING & ZONING	60,090.00	39,554.21	9,366.39	20,535.79	65.82
426	EMERGENCY MANAGEMENT	0.00	0.00	0.00	0.00	0.00
441	DEPARTMENT OF PUBLIC WORKS	275,900.00	105,250.95	11,619.45	170,649.05	38.15
442	SIDEWALK	26,385.00	799.66	186.80	25,585.34	3.03
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
523	TRASH	0.00	0.00	0.00	0.00	0.00
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00
672	SENIOR CITIZEN CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
728	ECONOMIC DEVELOPMENT	21,100.00	8,523.98	1,232.41	12,576.02	40.40
747	CHAMBER/RIVERWALK	4,000.00	1,192.84	201.10	2,807.16	29.82
751	PARKS	162,680.00	69,063.38	6,596.13	93,616.62	42.45
757	SHOWBOAT	8,100.00	286.22	46.28	7,813.78	3.53
758	DOG PARK	0.00	0.00	0.00	0.00	0.00
774	RECREATION CONTRIBUTIONS	2,500.00	0.00	0.00	2,500.00	0.00
790	LIBRARY	86,950.00	41,414.36	7,204.68	45,535.64	47.63
803	HISTORICAL DISTRICT COMMISSION	165.00	15,461.14	0.00	(15,296.14)	9,370.39
804	MUSEUM	42,275.00	13,840.10	658.41	28,434.90	32.74
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	511,046.00	0.00	0.00	511,046.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES						
		2,955,085.00	1,165,430.56	143,702.92	1,789,654.44	39.44
TOTAL REVENUES						
TOTAL EXPENDITURES						
		2,984,894.52	1,884,677.73	169,255.98	1,100,216.79	63.14
		2,955,085.00	1,165,430.56	143,702.92	1,789,654.44	39.44
NET OF REVENUES & EXPENDITURES						
		29,809.52	719,247.17	25,553.06	(689,437.65)	2,412.81

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
INT	INTEREST AND RENTS	200.00	0.00	0.00	200.00	0.00
OTHER	OTHER REVENUE	208,200.00	95,424.42	22,111.94	112,775.58	45.83
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		208,400.00	95,424.42	22,111.94	112,975.58	45.79
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	120,600.00	60,591.92	0.00	60,008.08	50.24
463	MAINTENANCE	60,560.00	16,309.74	9,157.26	44,250.26	26.93
474	TRAFFIC	9,330.00	5,338.52	19.31	3,991.48	57.22
478	WINTER MAINTENANCE	43,100.00	14,443.60	6,868.96	28,656.40	33.51
483	ADMINISTRATION	13,200.00	500.00	0.00	12,700.00	3.79
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
		246,790.00	97,183.78	16,045.53	149,606.22	39.38
TOTAL REVENUES						
		208,400.00	95,424.42	22,111.94	112,975.58	45.79
TOTAL EXPENDITURES						
		246,790.00	97,183.78	16,045.53	149,606.22	39.38
NET OF REVENUES & EXPENDITURES						
		(38,390.00)	(1,759.36)	6,066.41	(36,630.64)	4.58

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	80,000.00	35,648.61	8,441.28	44,351.39	44.56
TRANSIN	TRANSFERS IN	180,000.00	0.00	0.00	180,000.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		260,000.00	35,648.61	8,441.28	224,351.39	13.71
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	17,900.00	0.00	0.00	17,900.00	0.00
463	MAINTENANCE	63,750.00	30,554.43	9,668.53	33,195.57	47.93
474	TRAFFIC	11,900.00	5,552.59	288.92	6,347.41	46.66
478	WINTER MAINTENANCE	60,800.00	21,164.92	9,388.59	39,635.08	34.81
483	ADMINISTRATION	16,900.00	500.00	0.00	16,400.00	2.96
906	DEBT SERVICE	75,205.00	73,705.00	1,056.25	1,500.00	98.01
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		246,455.00	131,476.94	20,402.29	114,978.06	53.35
TOTAL REVENUES		260,000.00	35,648.61	8,441.28	224,351.39	13.71
TOTAL EXPENDITURES		246,455.00	131,476.94	20,402.29	114,978.06	53.35
NET OF REVENUES & EXPENDITURES		13,545.00	(95,828.33)	(11,961.01)	109,373.33	707.48

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDOT USED
Fund 238 - HISTORICAL DISTRICT FUND						
Revenues						
INT	INTEREST AND RENTS	100.00	0.00	0.00	100.00	0.00
OTHER	OTHER REVENUE	50,000.00	50,000.00	0.00	0.00	100.00
TOTAL REVENUES		50,100.00	50,000.00	0.00	100.00	99.80
Expenditures						
000		50,000.00	50,715.00	0.00	(715.00)	101.43
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	50,715.00	0.00	(715.00)	101.43
TOTAL REVENUES		50,100.00	50,000.00	0.00	100.00	99.80
TOTAL EXPENDITURES		50,000.00	50,715.00	0.00	(715.00)	101.43
NET OF REVENUES & EXPENDITURES		100.00	(715.00)	0.00	815.00	715.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
TAXES		420,000.00	402,779.49	5,000.00	17,220.51	95.90
STATE GRANTS		0.00	8,201.79	8,201.79	(8,201.79)	100.00
INT	INTEREST AND RENTS	400.00	0.00	0.00	400.00	0.00
OTHER	OTHER REVENUE	0.00	72.98	0.00	(72.98)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		420,400.00	411,054.26	13,201.79	9,345.74	97.78
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	100,000.00	9,845.00	0.00	90,155.00	9.85
463	MAINTENANCE	88,050.00	60,743.71	8,829.33	27,306.29	68.99
483	ADMINISTRATION	32,400.00	7,750.88	1,135.25	24,649.12	23.92
740	COMMUNITY PROMOTIONS	65,000.00	11,339.78	0.00	53,660.22	17.45
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	161,364.00	0.00	0.00	161,364.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		446,814.00	89,679.37	9,964.58	357,134.63	20.07
TOTAL REVENUES		420,400.00	411,054.26	13,201.79	9,345.74	97.78
TOTAL EXPENDITURES		446,814.00	89,679.37	9,964.58	357,134.63	20.07
NET OF REVENUES & EXPENDITURES		(26,414.00)	321,374.89	3,237.21	(347,788.89)	1,216.68



REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDC USED
Fund 260 - DESIGNATED CONTRIBUTIONS						
Revenues						
INT	INTEREST AND RENTS	700.00	510.00	20.00	190.00	72.86
OTHER	OTHER REVENUE	0.00	8,719.60	0.00	(8,719.60)	100.00
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		5,700.00	9,229.60	20.00	(3,529.60)	161.92
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
265	CITY HALL	0.00	0.00	0.00	0.00	0.00
276	CEMETERY	0.00	0.00	0.00	0.00	0.00
301	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
442	SIDEWALK	0.00	0.00	0.00	0.00	0.00
443	ARBOR BOARD	0.00	0.00	0.00	0.00	0.00
751	PARKS	5,000.00	4,717.50	0.00	282.50	94.35
758	DOG PARK	0.00	361.00	361.00	(361.00)	100.00
759	COMMUNITY GARDEN	700.00	415.03	(123.00)	284.97	59.29
790	LIBRARY	0.00	0.00	0.00	0.00	0.00
		0.00	1,697.71	0.00	(1,697.71)	100.00
TOTAL EXPENDITURES		5,700.00	7,191.24	238.00	(1,491.24)	126.16
TOTAL REVENUES		5,700.00	9,229.60	20.00	(3,529.60)	161.92
TOTAL EXPENDITURES		5,700.00	7,191.24	238.00	(1,491.24)	126.16
NET OF REVENUES & EXPENDITURES		0.00	2,038.36	(218.00)	(2,038.36)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 351 - GENERAL DEBT SERVICE ( NON-VOTED BONDS)						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSIN	TRANSFERS IN	296,046.00	0.00	0.00	296,046.00	0.00
TOTAL REVENUES		296,046.00	0.00	0.00	296,046.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
906	DEBT SERVICE	296,046.00	60,522.51	0.00	235,523.49	20.44
TOTAL EXPENDITURES		296,046.00	60,522.51	0.00	235,523.49	20.44
TOTAL REVENUES		296,046.00	0.00	0.00	296,046.00	0.00
TOTAL EXPENDITURES		296,046.00	60,522.51	0.00	235,523.49	20.44
NET OF REVENUES & EXPENDITURES		0.00	(60,522.51)	0.00	60,522.51	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 581 - AIRPORT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	12,216.00	6,936.53	255.85	5,279.47	56.78
INT	INTEREST AND RENTS	46,050.00	15,860.00	4,330.00	30,190.00	34.44
OTHER	OTHER REVENUE	1,000.00	1,025.00	0.00	(25.00)	102.50
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		59,266.00	23,821.53	4,585.85	35,444.47	40.19
Expenditures						
000		78,500.00	25,028.09	3,023.99	53,471.91	31.88
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		78,500.00	25,028.09	3,023.99	53,471.91	31.88
TOTAL REVENUES		59,266.00	23,821.53	4,585.85	35,444.47	40.19
TOTAL EXPENDITURES		78,500.00	25,028.09	3,023.99	53,471.91	31.88
NET OF REVENUES & EXPENDITURES		(19,234.00)	(1,206.56)	1,561.86	(18,027.44)	6.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 590 - WASTEWATER FUND						
Revenues						
STATE	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
CHARGES	CHARGES FOR SERVICES	1,063,000.00	541,622.75	156,882.58	521,377.25	50.95
INT	INTEREST AND RENTS	3,000.00	0.00	0.00	3,000.00	0.00
OTHER	OTHER REVENUE	3,000.00	186.03	0.00	2,813.97	6.20
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
LOCAL	LOCAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
FED	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>1,069,000.00</b>	<b>541,808.78</b>	<b>156,882.58</b>	<b>527,191.22</b>	<b>50.68</b>
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
550	TREATMENT	646,600.00	317,320.91	54,505.74	329,279.09	49.08
551	COLLECTION	455,350.00	111,065.09	11,532.02	344,284.91	24.39
552	CUSTOMER ACCOUNTS	77,850.00	24,454.30	3,724.75	53,395.70	31.41
553	ADMINISTRATION	270,568.00	114,118.75	150.00	156,449.25	42.18
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>1,450,368.00</b>	<b>566,959.05</b>	<b>69,912.51</b>	<b>883,408.95</b>	<b>39.09</b>
<b>TOTAL REVENUES</b>		<b>1,069,000.00</b>	<b>541,808.78</b>	<b>156,882.58</b>	<b>527,191.22</b>	<b>50.68</b>
<b>TOTAL EXPENDITURES</b>		<b>1,450,368.00</b>	<b>566,959.05</b>	<b>69,912.51</b>	<b>883,408.95</b>	<b>39.09</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(381,368.00)</b>	<b>(25,150.27)</b>	<b>86,970.07</b>	<b>(356,217.73)</b>	<b>6.59</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	1,033,700.00	675,020.07	168,602.71	358,679.93	65.30
INT	INTEREST AND RENTS	5,540.00	8,732.69	1,456.80	(3,192.69)	157.63
OTHER	OTHER REVENUE	1,024,659.00	15,498.84	1,422.78	1,009,160.16	1.51
TRANSIN	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,063,899.00	699,251.60	171,482.29	1,364,647.40	33.88
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
552	CUSTOMER ACCOUNTS	0.00	0.00	0.00	0.00	0.00
570	TREATMENT	574,510.00	182,600.11	28,089.29	391,909.89	31.78
571	DISTRIBUTION	1,367,254.00	80,493.99	7,026.16	1,286,760.01	5.89
572	CUSTOMER ACCOUNTS	83,500.00	24,359.23	3,724.58	59,140.77	29.17
573	ADMINISTRATION	435,845.50	52,175.04	1,247.00	383,670.46	11.97
906	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		2,461,109.50	339,628.37	40,087.03	2,121,481.13	13.80
TOTAL REVENUES						
TOTAL EXPENDITURES		2,063,899.00	699,251.60	171,482.29	1,364,647.40	33.88
NET OF REVENUES & EXPENDITURES		2,461,109.50	339,628.37	40,087.03	2,121,481.13	13.80
		(397,210.50)	359,623.23	131,395.26	(756,833.73)	90.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 636 - DATA PROCESSING FUND						
Revenues						
INT	INTEREST AND RENTS	78,700.00	0.00	0.00	78,700.00	0.00
OTHER	OTHER REVENUE	0.00	2.45	0.00	(2.45)	100.00
TOTAL REVENUES		78,700.00	2.45	0.00	78,697.55	0.00
Expenditures						
000		73,000.00	48,140.71	321.80	24,859.29	65.95
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		73,000.00	48,140.71	321.80	24,859.29	65.95
TOTAL REVENUES		78,700.00	2.45	0.00	78,697.55	0.00
TOTAL EXPENDITURES		73,000.00	48,140.71	321.80	24,859.29	65.95
NET OF REVENUES & EXPENDITURES		5,700.00	(48,138.26)	(321.80)	53,838.26	844.53



GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 661 - EQUIPMENT FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	160,050.00	88,291.41	20,464.07	71,758.59	55.16
INT	INTEREST AND RENTS	50.00	0.00	0.00	50.00	0.00
OTHER	OTHER REVENUE	0.00	396.58	0.00	(396.58)	100.00
TRANSIN	TRANSFERS IN	48,342.00	0.00	0.00	48,342.00	0.00
TOTAL REVENUES		208,442.00	88,687.99	20,464.07	119,754.01	42.55
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
895	FLEET MAINT. & REPLACEMENT	264,070.94	81,307.58	15,744.68	182,763.36	30.79
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		264,070.94	81,307.58	15,744.68	182,763.36	30.79
TOTAL REVENUES		208,442.00	88,687.99	20,464.07	119,754.01	42.55
TOTAL EXPENDITURES		264,070.94	81,307.58	15,744.68	182,763.36	30.79
NET OF REVENUES & EXPENDITURES		(55,628.94)	7,380.41	4,719.39	(63,009.35)	13.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDT USED
Fund 711 - CEMETERY FUND						
Revenues						
CHARGES	CHARGES FOR SERVICES	0.00	2,250.00	0.00	(2,250.00)	100.00
INT	INTEREST AND RENTS	0.00	4.50	0.00	(4.50)	100.00
TOTAL REVENUES		0.00	2,254.50	0.00	(2,254.50)	100.00
Expenditures						
000		140,000.00	0.00	0.00	140,000.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		140,000.00	0.00	0.00	140,000.00	0.00
TOTAL REVENUES		0.00	2,254.50	0.00	(2,254.50)	100.00
TOTAL EXPENDITURES		140,000.00	0.00	0.00	140,000.00	0.00
NET OF REVENUES & EXPENDITURES		(140,000.00)	2,254.50	0.00	(142,254.50)	1.61

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 714 - LEE FUND						
Revenues						
INT	INTEREST AND RENTS	4,000.00	668.72	166.30	3,331.28	16.72
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,000.00	668.72	166.30	3,331.28	16.72
Expenditures						
000						
965	TRANSFERS OUT	4,000.00	0.00	0.00	4,000.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
TOTAL REVENUES		4,000.00	668.72	166.30	3,331.28	16.72
TOTAL EXPENDITURES		4,000.00	0.00	0.00	4,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	668.72	166.30	(668.72)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 715 - LOOK FUND						
Revenues						
INT	INTEREST AND RENTS	18,000.00	(16,614.64)	(18,785.73)	34,614.64	(92.30)
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		18,000.00	(16,614.64)	(18,785.73)	34,614.64	(92.30)
Expenditures						
000		18,000.00	4,000.00	0.00	14,000.00	22.22
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		18,000.00	4,000.00	0.00	14,000.00	22.22
TOTAL REVENUES		18,000.00	(16,614.64)	(18,785.73)	34,614.64	92.30
TOTAL EXPENDITURES		18,000.00	4,000.00	0.00	14,000.00	22.22
NET OF REVENUES & EXPENDITURES		0.00	(20,614.64)	(18,785.73)	20,614.64	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 716 - CARR FUND						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF LOWELL  
 PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE	% BDGT USED
Fund 718 - CARR FUND II						
Revenues						
INT	INTEREST AND RENTS	0.00	0.00	0.00	0.00	0.00
OTHER	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
000		0.00	0.00	0.00	0.00	0.00
965	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
999	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		7,726,847.52	3,825,915.55	547,826.35	3,900,931.97	49.51
		8,735,938.44	2,667,263.20	319,443.33	6,068,675.24	30.53
		(1,009,090.92)	1,158,652.35	228,383.02	(2,167,743.27)	114.82



# **Annual Operating Report**

for the . . .

## **Contract Operation**

of the . . .



**Wastewater Treatment Plant**

**Calendar Year 2017**





January 11, 2018

Mr. Mike Burns  
City Manager  
City of Lowell  
301 East Main Street  
Lowell, MI 49331

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the 2017 Annual Summary Report for the City's Wastewater Treatment Plant. Plant performance has been very good. All NPDES permit limits were met for the entire year.

#### HIGHLIGHTS

Several noteworthy events occurred in 2017. In July we celebrated the 28<sup>th</sup> anniversary of me and Suez running the plant. Construction was completed on the new Valley Vista Lift Station as well as the new Main Lift Station and related gravity piping. Both of these lift stations have been performing very well.

#### PLANT PERFORMANCE

Approximately 506 million gallons of wastewater was treated. This is down from last year's total of 545 million gallons. The average daily flow was 1.39 million gallons. This is down from last year's average daily flow of 1.49 million gallons. Appendix A contains a graph showing the daily flows for the year. Another graph showing the average daily flows from 1990 through 2017 is also included in the appendix.

Contained within the 506 million gallons of wastewater was 480,968 pounds of organic material. The treatment process removed 96.2% of this material, up from 94.8% the previous year. This is an excellent removal rate and is far above what is required in the discharge permit.

This year over 6.74 million gallons of Waste Activated Sludge were thickened down to a volume of approximately 1.1 million gallons of biosolids using the Rotating Drum Thickener. These biosolids were applied to local agricultural fields as outlined in our Biosolids Management Plan. Biosolids applied to farmland act as both a nutrient source for the crops and as a soil conditioner. The farmers participating in this program see a great benefit from these biosolids. As a result our list of participating sites grew again this past year.

#### MAINTENANCE BUDGET

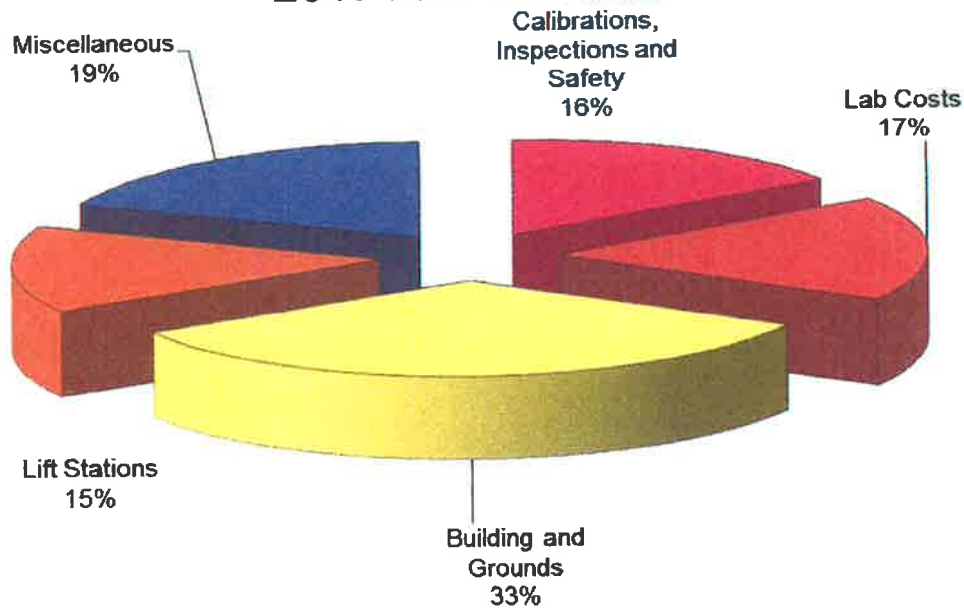
Maintenance activities paid for directly by Suez and costing more than \$1500 were as follows:

- Building & Grounds- Includes replacing two valves on the thickened sludge lines, building painting, lawn mower repair and service, fertilizer, purchasing a new push mower, replacing the rooftop exhaust fan for the grit room, replacing one of the sprinkler pump motors, sprinkler parts, new seats for the riding mowers, replacing the lights in the chemical room with LED lights, etc.

- **Lab Costs-** Includes purchasing new a chlorine probe and pH probe, replacing the thermocouple and two heating elements on the muffle furnace, purchasing a new lab refrigerator, etc.
- **Calibrations, Inspections and Safety-** Includes annual calibrations of the flow meters and lab balances, safety inspections on the hoists, the arc flash gloves and fire extinguishers as well as replacing some safety signs and the eye washes in the chemical feed room
- **Miscellaneous Costs (<\$700)-** Includes parts for various maintenance activities including; bearings, plumbing fittings, filters, lubricants, spare parts, new tools, electrical parts, fasteners, belts, etc.

Over \$1,700 worth of miscellaneous maintenance purchases from local businesses including: Bernard's Ace Hardware, Self-Serve Lumber, Tractor Supply and Showboat Automotive.

## 2017 MAINTENANCE COSTS



### CITY BUDGET ITEMS

Maintenance related expenses paid for directly from the City's wastewater budget were as follows: parts to rebuild one of the waste pumps, cleaning the grit chamber, repairing the circuit board for the influent sampler, servicing both generators, purchasing lubricants, purchasing parts to rebuild both sanitary pumps, and purchasing a new gantry crane and hoist assembly for the new Main Lift Station.



### STAFF UPDATE

Brian Vander Meulen has now been at the plant for over 7 years and continues to be an asset to our operation. As announced in December, I intend to retire at the end of March 2018. Brian will then step up to be the Superintendent. We are in the process of finding a replacement for the position Brian currently holds.

Sjana Gordon continues as our part time/weekend employee. As such she does lab work, equipment checks, meter readings and housekeeping activities.

### INDUSTRIAL PRETREATMENT PROGRAM

For 2017 the only permitted industrial user was Fullers Septic. They were issued a discharge permit in 2012 for their onsite septic waste treatment system. The treatment system came online in 2013 and has been operating very well ever since. They were issued a new 5 year discharge permit that began in 2016. With just a couple of minor exceptions, they were in compliance with their discharge permit for 2017 and no operational problems were experienced at the plant as a result of their discharge.

### REGULATORY

Inspections by the MDEQ last year included the annual audit of our Industrial Pretreatment Program, Residuals Management Program, a lab inspection and an operational inspection. No significant issues were detected during these inspections.

The new NPDES permit was received in 2015. Contained within the permit is a new requirement for us to develop an Asset Management Plan requirement. In 2015 the City began working with Prien and Newhoff to help put the plan together and to apply for a grant to help with this effort. The City was notified in the fall of 2016 that they had been one of the communities selected to receive a SAW grant. Work on this is ongoing.

### MERCURY MONITORING

Monitoring for Mercury continued this past year. Analysis still indicates that we have very low levels (parts per trillion) of mercury entering and leaving the plant. Effluent levels are well within the limit in the permit.

For 2017, testing for Mercury in the collection system continued as well. Unfortunately this did not produce any revelations. In 2008 we began using a different analytical technique on the collection system samples. This technique allows us to look for mercury at much lower concentrations than the old technique. Although we can see the presence of mercury in the collection system, we continue to not have much luck identifying the source(s).

### COMMUNITY INVOLVEMENT

Community involvement is part of the Suez philosophy. This past year we were a sponsor for the Sizzlin' Summer Concert Series and sponsored a hole at both the Chamber of Commerce Golf Outing and Rotary Golf Outing. We also had a booth at the Community Expo.





We continued our memberships with the Chamber of Commerce and the Lowell Rotary Club, where I finished my term as president.

#### CONCLUSION

Suez and I have now operated the Lowell Wastewater Plant for over 28 years. The facility continues to be one of which we can all be proud. Operating and maintaining the plant continues to challenge and reward plant staff on a daily basis. Cooperation between other City departments and ours continues to be the norm. Combined, this is the type of work environment that makes us all look forward to coming to work every day.

The purpose of this report was to give a brief overview of the operation and maintenance of the City's Wastewater Treatment Plant. If you or any of the Council members would like additional information about any items contained in this report do not hesitate to contact me at your convenience.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Mark Mundt', written in a cursive style.

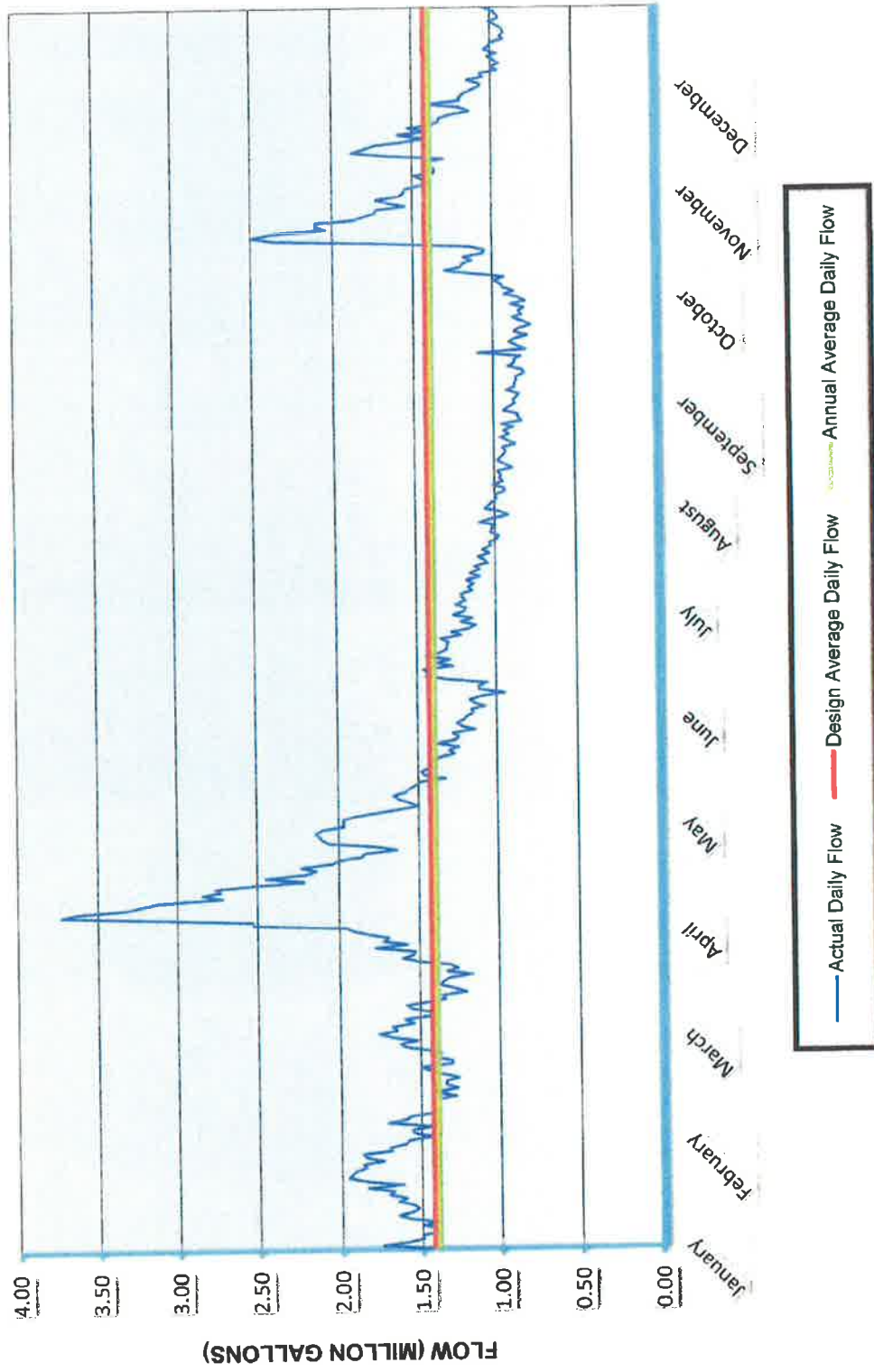
Mark Mundt  
Plant Manager

## Appendix A

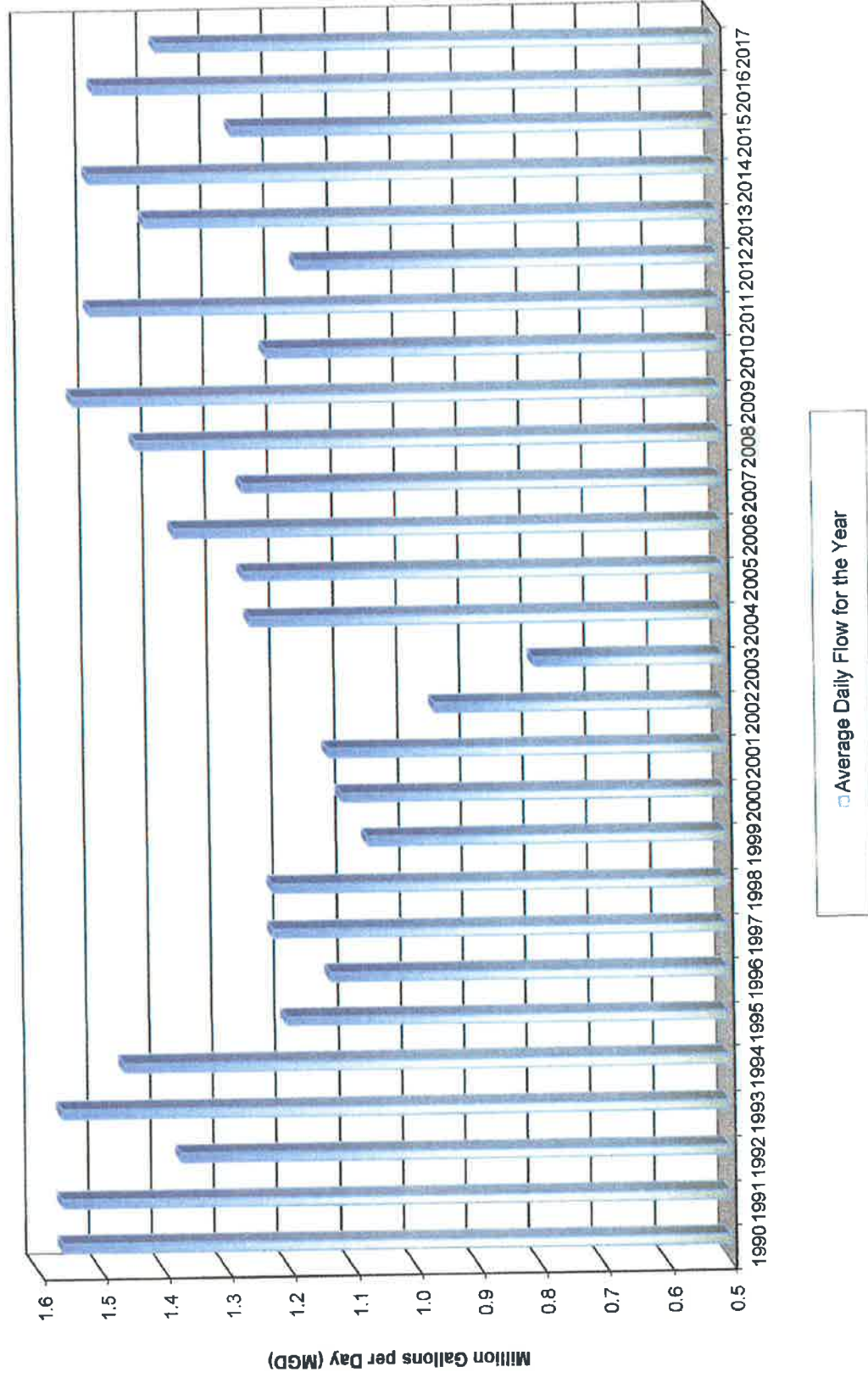




## 2017 DAILY FLOWS



# HISTORIC PLANT FLOWS (1990-2017)





# Monthly Operating Report

for the . . .

## Contract Operation

of the . . .



Wastewater Treatment Plant

December 2017





January 11, 2018

Mr. Mike Burns  
City Manager  
City of Lowell  
301 East Main Street  
Lowell, MI 49331

Dear Mr. Burns:

On behalf of Suez I am pleased to submit the December Monthly Operating Report for the Lowell Wastewater Treatment Plant. During the month 32.41 million gallons of wastewater were treated, down from 45.60 million gallons the month before.

All NPDES Permit requirements were satisfied. Copies of the Monthly Operating Reports for December can be seen in Appendix A. Appendix B contains graphs representing how the actual lab results compared to the limits in the NPDES Permit and how the actual plant flows compared to the design flow.

Our new DEQ District contact toured the plant.

#### INDUSTRIAL PRETREATMENT PROGRAM

The Fullers Septic December report was not received in time for this report. No operational problems were experienced at the plant from this discharge.

#### MAINTENANCE COST REPORT

Date	Vendor	Cost
12/7	Eyewash Direct.com (1)	\$ 359.94
12/7	Tractor Supply (2)	19.06
12/7	Amazon (3)	63.32
Beginning Balance of the Annual Maintenance Allowance (Including carryover \$\$ from FY15-16)*		\$ 11,980.04
Maintenance Allowance Spent YTD		4,860.06
Balance of Maintenance Allowance		\$ 7,119.98

\*The maintenance spending for FY 16-17 exceeded the annual allotment by \$19.96. That amount was deducted from the beginning balance on July 1<sup>st</sup>. That makes the beginning balance \$11,980.04 (\$12,000-\$19.96).

In addition to the preventive maintenance the following corrective maintenance activities occurred:

- Replaced both eye wash stations in the chemical feed room (1)
- Purchased inner tubes for the lawn cart (2)
- Indicator lights for stock and an oil mat for under the stationary generator (3)
- Purchased a gantry and hoist for the new Main Lift Station

#### PROJECTS FOR THE FUTURE

- Continue painting projects

If you have any questions or would like additional information, please feel free to call me at your convenience.

Respectfully submitted,

**SUEZ**

A handwritten signature in dark ink, appearing to read "Mark Mundt", written in a cursive style.

**Mark Mundt**  
Plant Manager

#### DECEMBER EFFLUENT ANALYSIS OVERVIEW

The daily average for CBOD was 5.7 mg/l, 77% under the NPDES limit of 25 mg/l. The worst 7-day average was 7.1 mg/l, 82% under the NPDES limit of 40 mg/l.

The daily average for Suspended Solids was 7.2 mg/l, 76% under the NPDES limit is 30 mg/l. The worst 7-day average was 11.3 mg/l, 75% under the NPDES limit is 45 mg/l.

The monthly average for Phosphorus was 0.66 mg/l, the limit is 1.0 mg/l.

The average removal rate for BOD was 96%; a minimum of 85% is required. The average removal rate for Suspended Solids was 95%; a minimum of 85% is required.

The geometric average for fecal coliform bacteria was 100 colonies/100 mls, the limit is 200 colonies/100 mls. The worst 7-day average was 223 colonies/100 mls, the limit is 400 colonies/100 mls.

The highest chlorine residual was 0.036 mg/l; the limit is 0.038 mg/l. The monthly average was 0.008 mg/l.



## Appendix A



State of Michigan  
Department of Environmental Quality

# Plant Influent Sheet

R4607 4/74  
4833-6040

Lowell, Michigan

Plant No.  
410049

Month  
December

Year  
2017

Superintendent's Signature

Mark Mundi, Supt.

Weather Code	
1. Clear	6. Warm
2. Partly Cloudy	7. Cold
3. Cloudy	8. Windy
4. Rain	9. Melting Snow
5. Snow	

WEATHER			FLOW			RAW SEWAGE QUALITY											
D	Type Code	Precip Inches	Total MGD	Peak MGD	Temp F	pH SU	BOD mg/l	LBS	SS mg/l	LBS	Total-P mg/l	VSS mg/l	NH3-N mg/l	Mercury ng/l		D	
A																A	
Y																Y	
PN	0033	0045	50050	50051	00011	00400	00310	85001	00530	85002	00665	00535	00610	71900		PN	
SF																SF	
1	278	0.00	1.14	1.60	57	7.1	101	960	76	723		74		*G		1	
2	26	0.00	1.19	1.60												2	
3	26	0.00	1.41	1.60												3	
4	2468	0.16	1.20	1.50	57	6.8	134	1341	104	1041		88				4	
5	278	0.00	1.20	1.50												5	
6	2578	0.00	1.17	1.50	57	7.2	118	1151	98	956	19.5	92	9.8			6	
7	27	0.00	1.12	1.50												7	
8	357	0.11	1.07	1.60	56	7.3	118	1053	88	785		76				8	
9	357	0.11	1.07	1.50												9	
10	27	0.00	1.15	1.50												10	
11	257	0.15	1.05	1.40	57	7.1	147	1287	100	876		92				11	
12	278	0.00	1.07	1.40												12	
13	2578	0.39	0.96	1.30	57	7.3	113	905	88	705	20.0	76	12.1			13	
14	257	0.00	1.00	1.30												14	
15	357	0.32	0.95	1.40	56	7.2	118	915	104	824		96				15	
16	378	0.00	0.99	1.40												16	
17	27	0.00	1.02	1.30												17	
18	2469	0.03	0.96	1.30	56	6.9	296	2370	298	2386		278				18	
19	26	0.00	1.04	1.40												19	
20	27	0.00	1.01	1.40	55	7.1	238	2005	298	2510	29.5	244	11.1			20	
21	257	0.04	1.00	1.30												21	
22	37	0.00	0.92	1.30	55	7.1	128	982	92	706		72				22	
23	37	0.00	0.94	1.30												23	
24	357	0.20	0.92	1.20												24	
25	3578	0.14	0.93	1.30												25	
26	257	0.00	0.97	1.30	55	7.0	247	1998	246	1990		238				26	
27	27	0.00	1.01	1.30	55	7.1	115	969	76	640	18.5	72	9.7			27	
28	257	0.03	0.95	1.30												28	
29	2578	0.09	0.96	1.30	54	7.3	171	1369	150	1201		128				29	
30	278	0.00	0.99	1.40												30	
31	2578	0.01	1.05	1.40												31	
TL	XXXX	1.78	32.41	XXXX	XXXX	XXXX	XXXX	41314	XXXX	36586	XXXX	XXXX	XXXX	XXXX		TL	
ME	XXXX	XXXX	1.05	XXXX	56	7.1	157	1333	140	1180	2.6	125	10.7	XXXX		ME	
MAX	XXXX	0.39	1.41	1.60	57	7.3	296	2370	298	2510	3.5	278	12.1	XXXX		MAX	
MIN	XXXX	XXXX	0.92	1.20	54	6.8	101	905	76	640	2.0	72	9.7	XXXX		MIN	

# Activated Sludge Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

PM Code  
1. Conventional  
2. Step Feed  
3. Complete Mix  
4. Extended Aeration  
5. Contact Stabilization  
6. Other

Plant No. Month Year  
410049 December 2017

Superintendent's Signature  
Mark Mundi, Supt.

AERATION SYSTEM					MIXED LIQUOR					SECONDARY SLUDGE			Process Modification see code 80889	REMARKS
D	Aeration Volume KCF	Detention Time Hours	Sludge Age Days	Organic Loading F/M	MLSS mg/l	MLVSS mg/l	Settle. %	SDI %	DO mg/l	SVI %	SS %	VSS %	Waste Kgal	
Y	80993	81001	80990	80992	70323	70324	81004	81007	00300	8100	81006	70325	80991	
PN														
SF														
1	96	15.1	14.5	0.12	1751	1378	18	0.97	4.2	103	0.30	0.24	24.5	1
2		14.5											0.0	2
3		12.2											0.0	3
4		14.4	11.3	0.15	1959	1544	20	0.98	2.7	102	0.26	0.20	100.8	4
5		14.4											27.8	5
6		14.7	9.7	0.16	1547	1222	15	1.03	4.7	97	0.26	0.20	0.0	6
7		15.4											0.0	7
8		16.1	13.6	0.12	1789	1423	17	1.05	5.0	95	0.30	0.24	24.0	8
9		16.1											0.0	9
10		15.0											0.0	10
11		16.4	13.5	0.14	1979	1566	20	0.99	3.9	101	0.30	0.23	0.0	11
12		16.1											103.7	12
13		18.0	12.9	0.13	1515	1194	15	1.01	4.2	99	0.31	0.24	0.0	13
14		17.2											0.0	14
15		18.1	14.3	0.10	1969	1566	17	1.16	4.6	86	0.34	0.27	25.4	15
16		17.4											0.0	16
17		16.9											0.0	17
18		18.0	5.4	0.23	2167	1730	20	1.08	2.6	92	0.38	0.31	23.5	18
19		16.6											33.7	19
20		17.1	5.0	0.20	2104	1696	18	1.17	3.4	86	0.39	0.32	102.8	20
21		17.2											27.6	21
22		18.7	13.6	0.13	1607	1259	15	1.07	4.6	93	0.28	0.22	0.0	22
23		18.3											0.0	23
24		18.7											0.0	24
25		18.5											0.0	25
26		17.8	6.7	0.19	2214	1754	19	1.17	5.9	86	0.36	0.28	0.0	26
27		17.1	21.9	0.09	2346	1883	20	1.17	5.7	85	0.41	0.33	0.0	27
28		18.1											79.4	28
29		18.0	10.2	0.14	2043	1648	18	1.14	6.1	88	0.37	0.29	0.0	29
30		17.4											0.0	30
31		16.4											0.0	31
TL	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	573.2	TL
ME	96	16.5	11.7	0.14	1922	1528	18	1.08	4.4	93	0.33	0.26	18.5	ME
MAX	XXXX	18.7	21.9	0.23	2346	1883	20	1.17	6.1	103	0.41	0.33	103.7	MAX
MIN	XXXX	12.2	5.0	0.09	1515	1194	15	0.97	2.6	85	0.26	0.20	XXXX	MIN

Remarks:

4833-5034  
R4609 4/74

# Final Effluent Sheet

State of Michigan  
Department of Environmental Quality

Lowell, Michigan

Fecal	Total
ME	31616
MPW	31615
	31505

Plant No. 410049 Month December Year 2017 Sampling Point Code 001  
Superintendent's Signature Mark Mundt, Supt. R 4610 4/74 4833-5468

D	A	Y	PN	SF	CBOD	SS	Total - P	VSS	pH	DO	F.Coli	NH3	Cl2	Mercury
mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	mg/l	LBS.	% Rem	SU	mg/l	#/100ml	mg/l	mg/l	ng/l
80082	85001	80091	00530	85002	81011	00665	85004	81012	00400	00300	31616	00610	50060	71900
4.0	38	96	5.4	51	93				7.3	10.5	192		0.011	*G
3.7	37	97	5.4	54	95				7.4	11.5	240		0.017	
6.0	59	95	5.8	57	94	0.59	5.76	71	7.4	10.8	240	0.05	0.019	
4.4	39	96	5.0	45	94				7.5	11.1	192		0.017	
7.6	67	95	6.0	53	94				7.3	11.0	240		0.011	
4.9	39	96	5.2	42	94	0.73	5.84	71	7.6	10.6	112	0.15	0.019	
6.3	50	95	7.2	57	93				7.5	10.6	76		0.001	
6.2	50	98	8.4	67	97				7.2	10.9	49		0.031	
6.1	51	97	7.4	62	98	0.57	4.80	84	7.2	10.7	136	0.06	0.016	
4.2	32	97	3.8	29	96				7.6	11.2	25		0.036	
7.4	60	97	8.4	68	97				7.3	11.6	55		0.014	
7.0	59	94	12.4	104	84	0.74	6.23	66	7.5	10.9	92	0.06	0.035	
6.8	54	96	13.2	106	91				7.5	11.0	29		0.001	
TL	XXXX	1514	XXXX	1895	XXXX	XXXX	175.4	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
ME	5.7	49	7.2	61	95	0.66	5.66	73	7.4	11.0	100	0.08	0.018	XXXX
WA	7.1	58	11.3	93	90	XXXX	XXXX	XXXX	7.5	10.7	223	0.15	0.028	XXXX
MAX	7.6	67	13.2	106	98	0.74	6.23	84	7.6	11.6	240	0.15	0.036	XXXX
MIN	3.7	32	3.8	29	84	0.57	4.80	66	7.2	10.5	25	0.05	0.001	XXXX

Remarks: Fecal Coli for December 4, 6, 11, are actually "Greater Than"  
C12 Residuals for December 15, 29, are actually "Less Than"

# Miscellaneous Sheet

Lowell, Michigan

R 4607 4/74  
4833-6040

Plant No. 410049  
Month December  
Year 2017

Superintendent's Signature

Mark Mundt, Supt.

ID	Grit	Aux Fuel	Power Consumption	Chemicals Applied	
				CL2	FeCL2
A	CF	Nat. Gas	KWH	LBS	GAL
PN					
SF					
1	1	2	3	8	30
2	1	0	1.6	8	30
3	1	0	1.6	6	30
4	1	0	1.6	8	30
5	1	0	1.6	10	30
6	1	0	1.6	9	30
7	1	0	1.6	8	25
8	1	0	1.4	11	30
9	1	0	1.6	2	30
10	1	0	1.6	10	30
11	1	0	1.6	9	30
12	1	0	1.8	7	30
13	1	0	1.4	12	30
14	1	0	1.6	9	25
15	1	10	1.6	13	25
16	1	0	1.4	10	30
17	1	0	1.6	9	30
18	1	20	1.6	11	30
19	1	18	1.6	10	30
20	1	18	1.6	11	30
21	1	18	1.6	11	25
22	1	14	1.6	10	30
23	1	10	1.4	6	30
24	1	21	1.4	8	25
25	1	36	1.6	9	30
26	1	40	1.8	7	25
27	1	41	1.8	10	30
28	1	34	1.6	10	25
29	1	27	1.6	10	30
30	1	22	1.4	8	15
31	1	50	1.6	8	30
TL	31	359	49.0	278	880
ME	1	12	1.6	9	28
MAX	1	41	1.8	13	30
MIN	1	0	1.4	2	15

Manpower						
Position Title	Full Time	Part Time	Total Hours	No. of Vac.	No. of Separations	No. of New Hires
Superintendent	1	0	168	0	0	0
Shift Operator	1	1	188	0	0	0
Total	2	1	356	0	0	0
Weekday Hrs.	9					
Saturday Hrs	4					
Sunday Hrs	4					
Holiday Hrs.	4					



**PERMITTEE NAME/ADDRESS** (Include Facility Name/Location if Different)

**NAME:** LOWELL WWTP  
**ADDRESS:** 301 EAST MAIN STREET  
 LOWELL MI 49331

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**

**DISCHARGE MONITORING REPORT (DMR)**  
 MINOR (SUBR GG)  
 F-FINAL  
 001 MUN.WASTEHD20--FLAT RIVER

**FACILITY:** LOWELL WWTP

**LOCATION:** LOWELL

**ATTN:** MARK MUNDT

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
2017	12	01	2017	12	31

\*\*\* NO DISCHARGE \*\*\*

NOTE: Read instructions before completing this form.

PARAMETER	QUANTITY OR LOADING		QUALITY OR CONCENTRATION		NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
	AVERAGE	MAXIMUM	MINIMUM	AVERAGE			
FLOW, IN CONDUIT OR THRU TREATMENT PLANT	1.05	1.41	*****	*****	-	7/7	RECORD FLOW
50050 1 0 0 EFFLUENT GROSS VALUE	REPORT MONTHLY AVG	REPORT DAILY MAX	*****	*****		WEEKDAYS	RECORD FLOW
SOLIDS, TOTAL SUSPENDED	61	93	*****	7.2	0	3/7	24 HR COMP
00530 B 0 0 PRIOR TO DISINFECT	360 MONTHLY AVG	530 7 DAY AVG	*****	30 MONTHLY AVG		WEEKDAYS	24 HR COMP
BOD, CARBONACEOUS	49	58	*****	5.7	0	3/7	24 HR COMP
05 DAY, 20C	300 MONTHLY AVG	470 7 DAY AVG	*****	25 MONTHLY AVG		WEEKDAYS	24 HR COMP
80082 B 0 0 PRIOR TO DISINFECT	*****	*****	*****	*****	0	1/7	24 HR COMP
NITROGEN, AMMONIA TOTAL (AS N)	*****	*****	*****	0.15		WEEKLY	24 HR COMP
00610 B 1 0 PRIOR TO DISINFECT	*****	*****	*****	REPORT DAILY MAX		WEEKLY	24 HR COMP
PHOSPHORUS, TOTAL (AS P)	5.7	6.23	*****	0.66	0	1/7	24 HR COMP
00665 B 0 0 PRIOR TO DISINFECT	12 MONTHLY AVG	REPORT DAILY MAX	*****	1.0 MONTHLY AVG		WEEKLY	24 HR COMP
CHLORINE, TOTAL RESIDUAL	*****	*****	*****	*****	0	3/7	GRAB
50060 P 0 0 SEE COMMENTS BELOW	*****	*****	*****	0.036		WEEKDAYS	GRAB
MERCURY, TOTAL	*****	*G	*****	*****	0	1/90	GRAB
71900 B 0 0 PRIOR TO DISINFECT	*****	Report Max Monthly Avg	*****	Report Max Monthly Avg		QUARTERLY	GRAB

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	PHONE NUMBER		DATE	
	(616) 897-8135		2018 1 10	
Mark Mundt, Supt.	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		AREA CODE	
			(616)	
TYPED OR PRINTED	NUMBER		YEAR MO DAY	
	897-8135		2018 1 10	

**COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)**

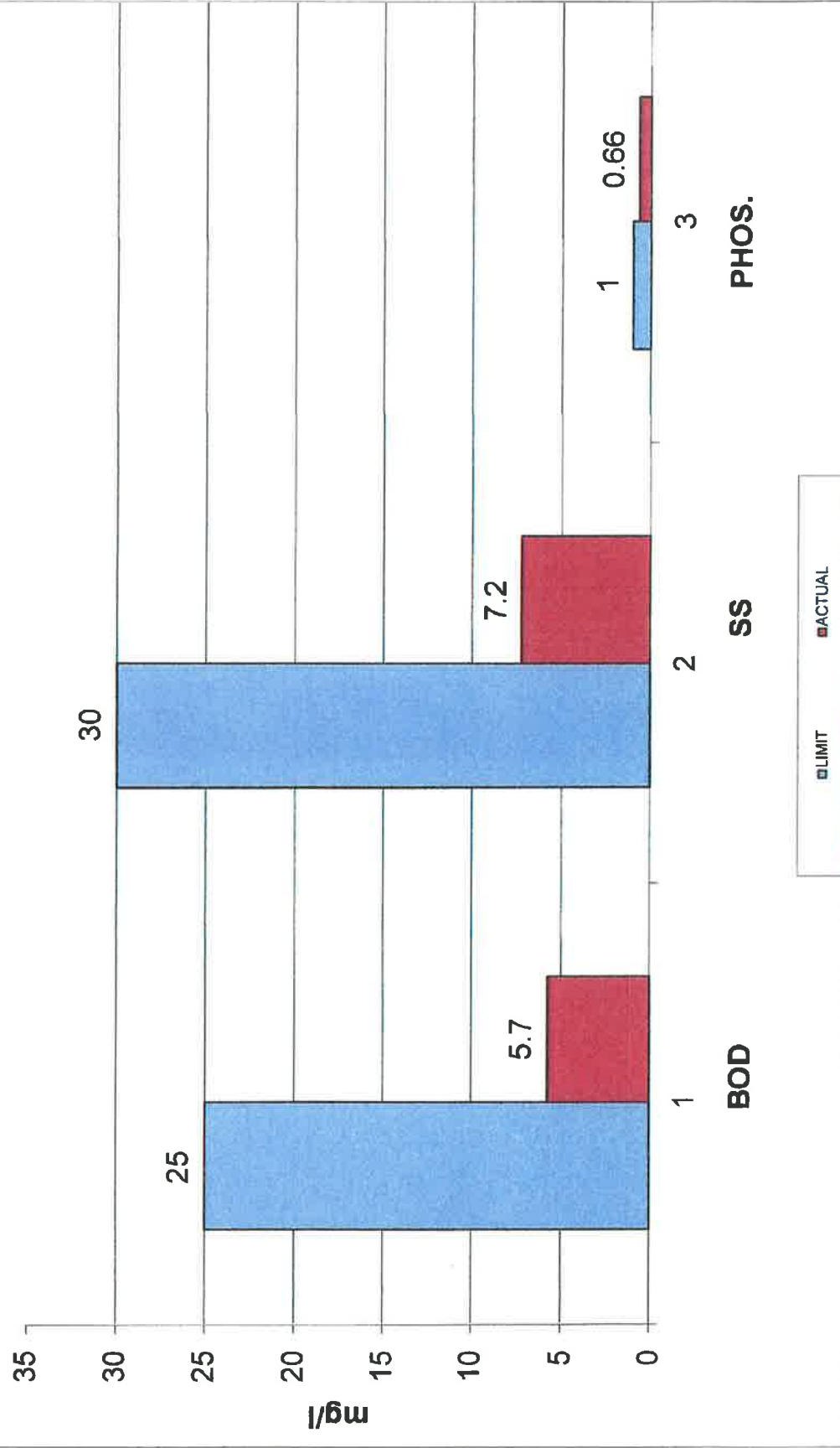




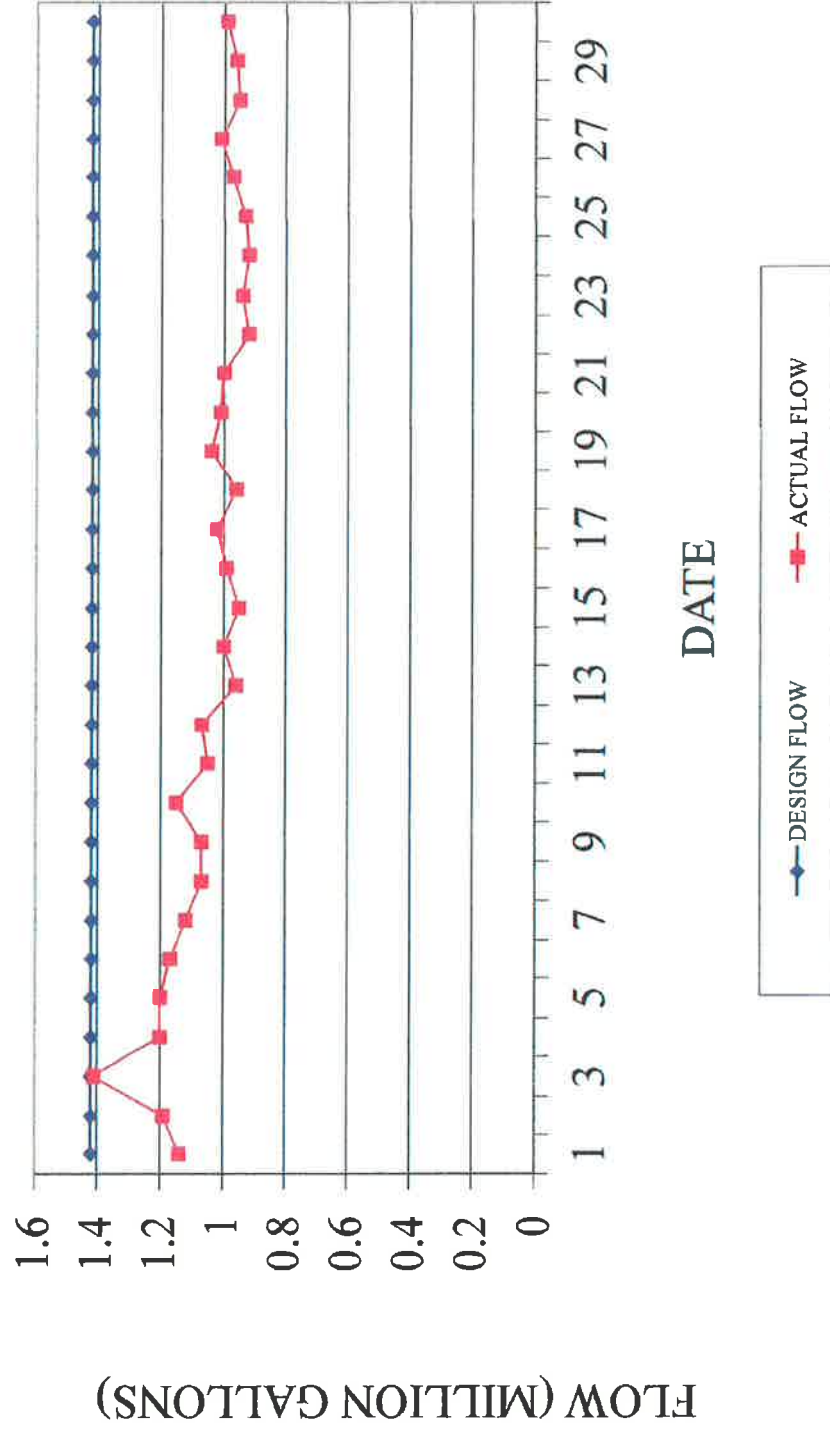
## Appendix B



# EFFLUENT LIMIT vs ACTUAL



DESIGN FLOW vs ACTUAL FLOW





## APPOINTMENTS

	Expires
Downtown Development Authority Vacancy (April McClure – currently serving)	01/01/2018
Parks and Recreation Commission Vacancy (Nancy Anderson – Resigned)	01/01/2018
Planning Commission Vacancy (Commissioner Gerard resigned)	06/30/2019
Vacancy (Commissioner Salzwedel recently elected to Council)	06/30/2018

## CITY OF LOWELL

### Application for Board or Commission Appointment

Name: Theresa mundt  
Address: 800 Bowes Rd. Lowell  
Telephone Numbers: Home 897-4209 Cell 616-914-4918  
Email: Theresa.mundt@att.net  
Board or Commission Position Desired: Parks & Rec

Please give a brief resume of your qualifications for the desired position (you may attach additional information):

I have been a member of this community for many years and have three children that grow up using all the parks in the area. Our family also participated in the building of Creekside Kingdom, which was a great experience.

I would like to see our Parks grow and be a wonderful place for children to enjoy.

Theresa Mundt  
Signature

Please return application to:

City of Lowell  
Attn: City Clerk  
301 East Main Street  
Lowell, MI 49331

Or by email to:

[sullery@ci.lowell.mi.us](mailto:sullery@ci.lowell.mi.us)