

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, MARCH 2, 2015, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation** – Pastor Ryan Peters, Resurrection Life Church
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the regular meeting of February 16, 2015
- 7) Approval of Agenda**
- 8) Public Hearings**
7:01 p.m. To Confirm the Special Assessment Roll for the Division Avenue Sidewalk
Between 54th Street and 60th Street
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
- 13) Budget Amendments**
- 14) Consent Agenda**

(All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Council member, that member may request removal from the Consent Agenda.)

 - a) Of Appreciation to Elizabeth Taylor for her Service as a Member of the Community Enrichment Commission of the City of Wyoming
 - b) To Approve Traffic Control Orders No. 1.02-15, 1.03-15 and 4.01-15
- 15) Resolutions**
 - c) To Confirm the Special Assessment Roll for the Division Avenue Sidewalk Between 54th Street and 60th Street, Special Assessment Roll 15-793
 - d) To Seek Revocation of Industrial Facilities Exemption Certificate and to Seek Payment of Abated Taxes
 - e) To Authorize Payment for Redemption of Building Authority Bonds
 - f) To Authorize Redemption of 2005 Sewage Disposal System Revenue Refunding Bonds
 - g) To Authorize Redemption of 2005 Water Supply System Revenue Refunding Bonds
 - h) To Authorize Redemption of 2005 Special Assessment Limited Tax General Obligation Bonds

- i) To Establish the Polling Place for Precinct 14 in the City of Wyoming, Kent County, Michigan
- j) To Accept Grant Funding Received Through the City of Grand Rapids – MET Multi-Jurisdictional Task Force
- k) To Authorize the Mayor and City Clerk to Execute a Conservation Agreement with the Michigan Department of Environmental Quality (MDEQ) for the Regional Stormwater Retention Basin in the Rivertown Valley Plat

16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts

- l) To Authorize the Mayor to Enter into a Memorandum of Understanding with the City of Grand Rapids and County of Kent and to Authorize the City Manager to Execute a Related Budget Amendment to Provide for Professional Planning Services in the Development of a Regional Consolidated Housing and Community Development Plan 2016 – 2020 (Budget Amendment No. 42)
- m) To Authorize the Mayor and City Clerk to Execute an Agreement with the City of Kentwood for the Reconstruction of Division Avenue from 54th Street to 60th Street (Budget Amendment No. 43)
- n) To Authorize the Reassignment of a Freightliner Truck to the Walker Department of Public Safety
- o) To Concur with the Emergency Repair of Analytical Instrumentation (ICP-OES) and Authorize Payment for the Repairs
- p) To Accept a Quotation for Ice Water Rescue Team Packages & Assorted Safety Equipment
- q) To Purchase a Police K9
- r) For Award of Bid
 - 1. Fertilizer

17) Ordinances

- 2-15 To Amend Section 90-32 of the Code of the City of Wyoming by Adding Subsection (100) Thereto to Rezone 6.9 Acres from R-2 Single Family Residential to R-4 Multiple Family (5.6 Acres) and B-1 Local Business (1.3 Acres) (Northeast Corner of Burlingame Avenue and 36th Street) (First Reading)

18) Informational Material

- a) Wyoming Planning Commission's 2014 Annual Report

19) Acknowledgment of Visitors

20) Closed Session (Labor Contract Negotiations)

21) Adjournment

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO ELIZABETH TAYLOR FOR HER SERVICE
AS A MEMBER OF THE COMMUNITY ENRICHMENT COMMISSION
OF THE CITY OF WYOMING

WHEREAS:

1. Elizabeth Taylor has served faithfully and effectively as a member of the Community Enrichment Commission since May 5, 2014.

NOW, THEREFORE, BE IT RESOLVED:

1. Councilmembers and citizens of the City of Wyoming wish to express their deep appreciation to Elizabeth Taylor for her dedicated service as a member of the Community Enrichment Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO APPROVE
TRAFFIC CONTROL ORDERS NO. 1.02-15, 1.03-15 AND 4.01-15

WHEREAS:

1. Traffic Control Orders No. 1.02-15, 1.03-15 and 4.01-15, as set forth in the exhibits attached hereto and made a part of this Resolution, have been proposed in the City of Wyoming.
2. It is recommended by the City Traffic Engineer, as required by the Uniform Traffic Code for Cities, Townships and Villages, Part 2, Section R 28.1153, issued in October 2002 by the Commissioner of the Michigan State Police and adopted by the City of Wyoming, that said Traffic Control Orders should be approved by the City Council as permanent.

NOW, THEREFORE, BE IT RESOLVED:

1. That such final approval be and is hereby granted that the aforesaid Traffic Control Orders No 1.02-15, 1.03-15 and 4.01-15 be made a permanent part of the Traffic Control Order files of the City of Wyoming.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Traffic Control Order No. 1.02-15, with map
Traffic Control Order No. 1.03-15, with map
Traffic Control Order No. 4.01-15, with map



Traffic Department
2660 Burlingame Ave SW • Wyoming, Michigan 49509
Telephone (616) 530-7263 • Fax (616) 249-3487



www.wyomingmi.gov

March 2, 2015

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- AT-LARGE COUNCILMEMBER
Dan Burrell
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

PERMANENT
TRAFFIC CONTROL ORDER NO. 1.02-15

Pursuant to provisions of Wyoming City Code, Chapter 78, Article II, adopting Sections R 28.1125 and R 28.1153 of the Michigan Uniform Traffic Code, the following regulatory order has been issued and shall take effect immediately:

1. LOCATION:

Buchanan Ave at 44th St SW

2. REGULATION:

All traffic on Buchanan Ave shall stop before entering the intersection of 44th St SW

3. SIGNS:

"Stop"

4. EFFECTIVE:

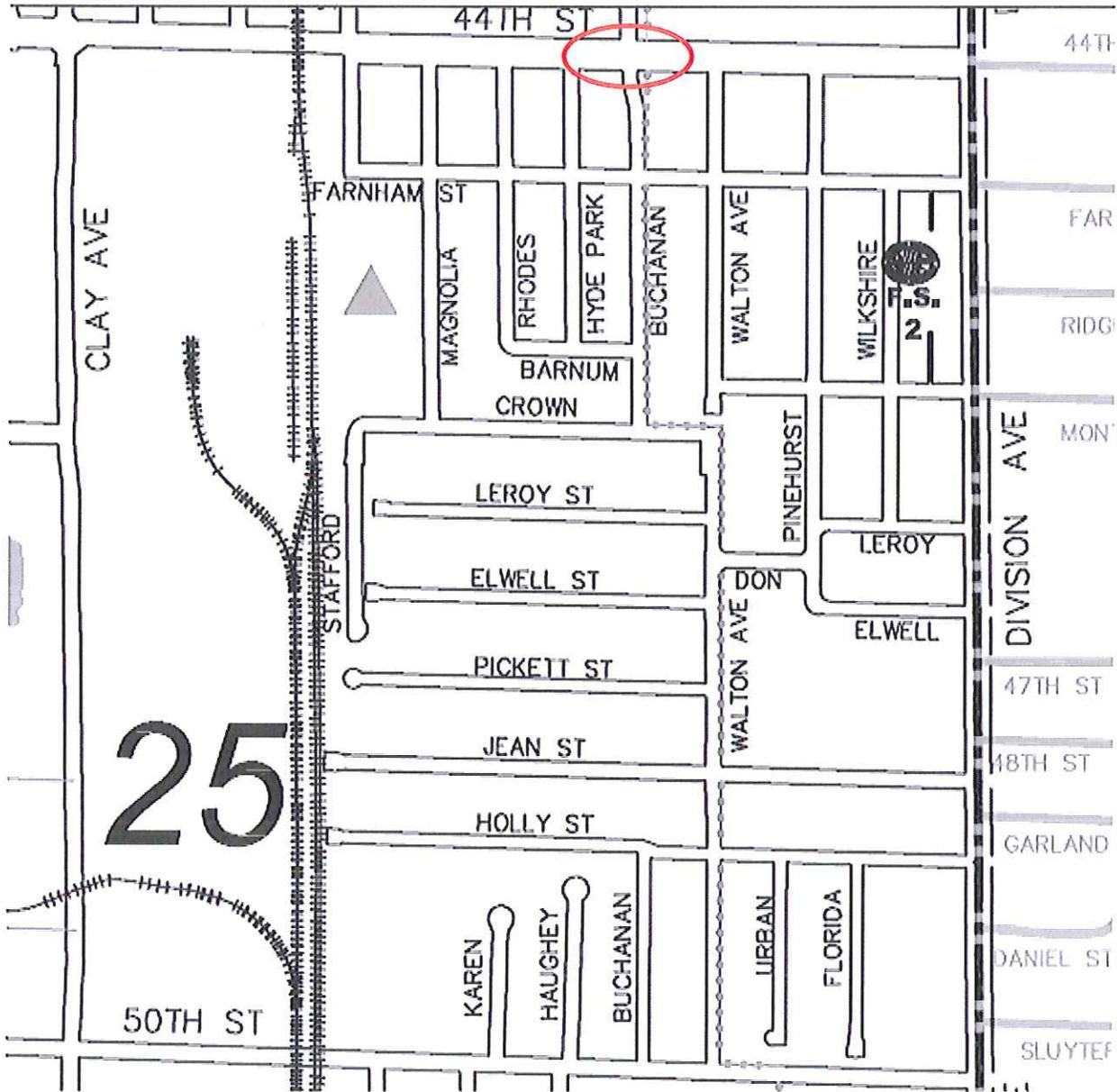
Immediately

Authority,

William D. Dooley, PE
Traffic Engineer

WDD:ks

cc: Police Services





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www.wyomingmi.gov

March 2, 2015

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
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Kent Vanderwood
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Dan Burrell
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

PERMANENT
TRAFFIC CONTROL ORDER NO. 1.03-15

Pursuant to provisions of Wyoming City Code, Chapter 78, Article II, adopting Sections R 28.1125 and R 28.1153 of the Michigan Uniform Traffic Code, the following regulatory order has been issued and shall take effect immediately:

1. LOCATION:

Pinehurst Ave at 44th St SW

2. REGULATION:
 - A. Section 1-22 of Traffic Control Order No. 13 (1.05-59), dated November 20, 1959, is hereby amended
 - B. Remove existing stop sign

3. SIGNS:

Remove existing stop sign

4. EFFECTIVE:

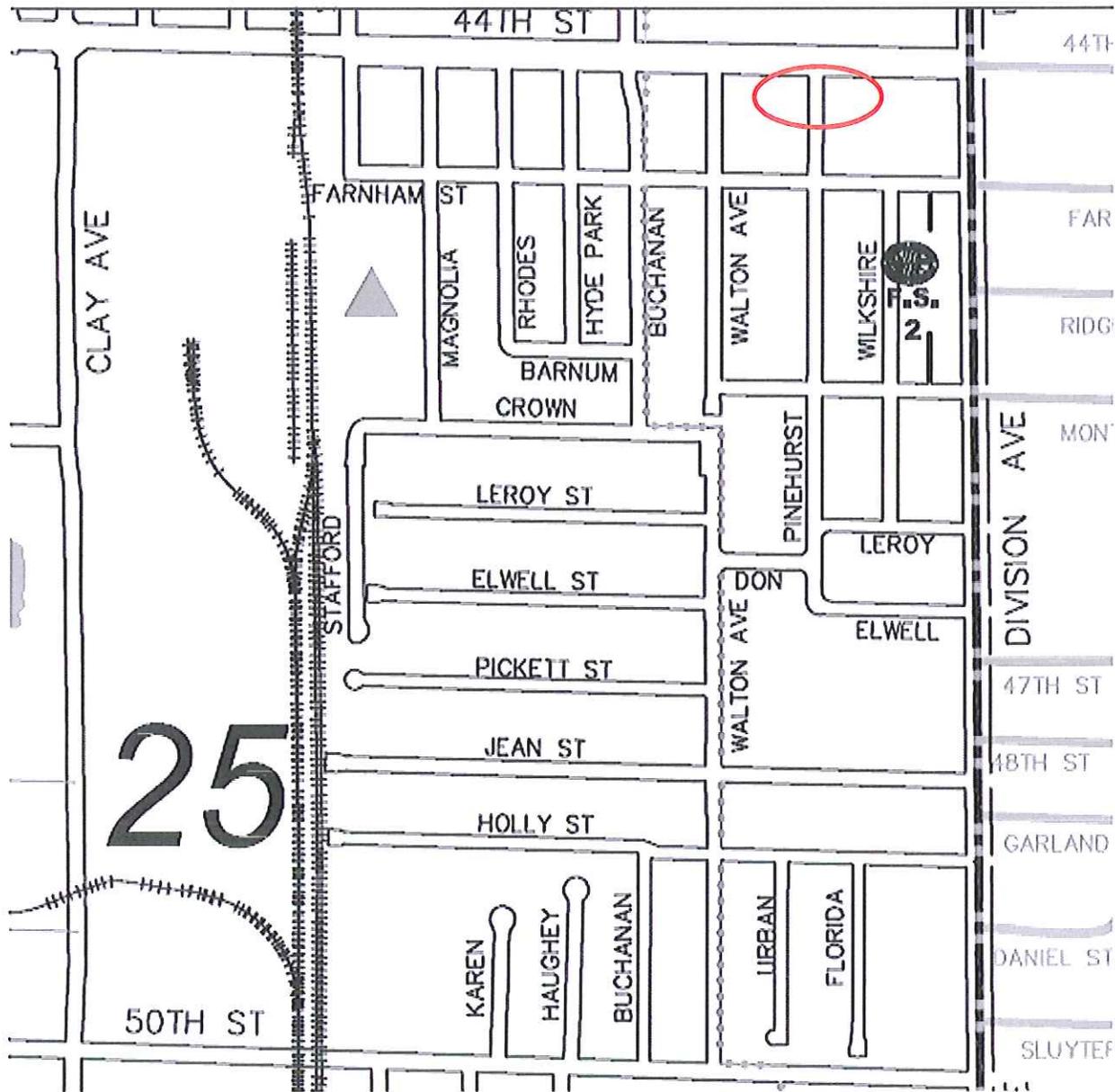
Immediately

Authority,

W D Dooley
William D. Dooley, PE
Traffic Engineer

WDD:ks

cc: Police Services





Traffic Department
2660 Burlingame Ave SW • Wyoming, Michigan 49509
Telephone (616) 530-7263 • Fax (616) 249-3487



www.wyomingmi.gov

March 2, 2015

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- AT-LARGE COUNCILMEMBER
Dan Burrell
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

PERMANENT
TRAFFIC CONTROL ORDER NO. 4.01-15

Pursuant to provisions of Wyoming City Code, Chapter 78, Article II, adopting Sections R 28.1125 and R 28.1153 of the Michigan Uniform Traffic Code, the following regulatory order has been issued and shall take effect immediately:

1. LOCATION:

44th St at its intersection with Buchanan Ave SW

2. REGULATION:

A. Section 1-24 of Traffic Control Order No. 14 (4.01-59), dated November 23, 1959, is hereby revoked

B. Remove existing traffic signal

3. SIGNS:

Remove existing traffic control devices

4. EFFECTIVE:

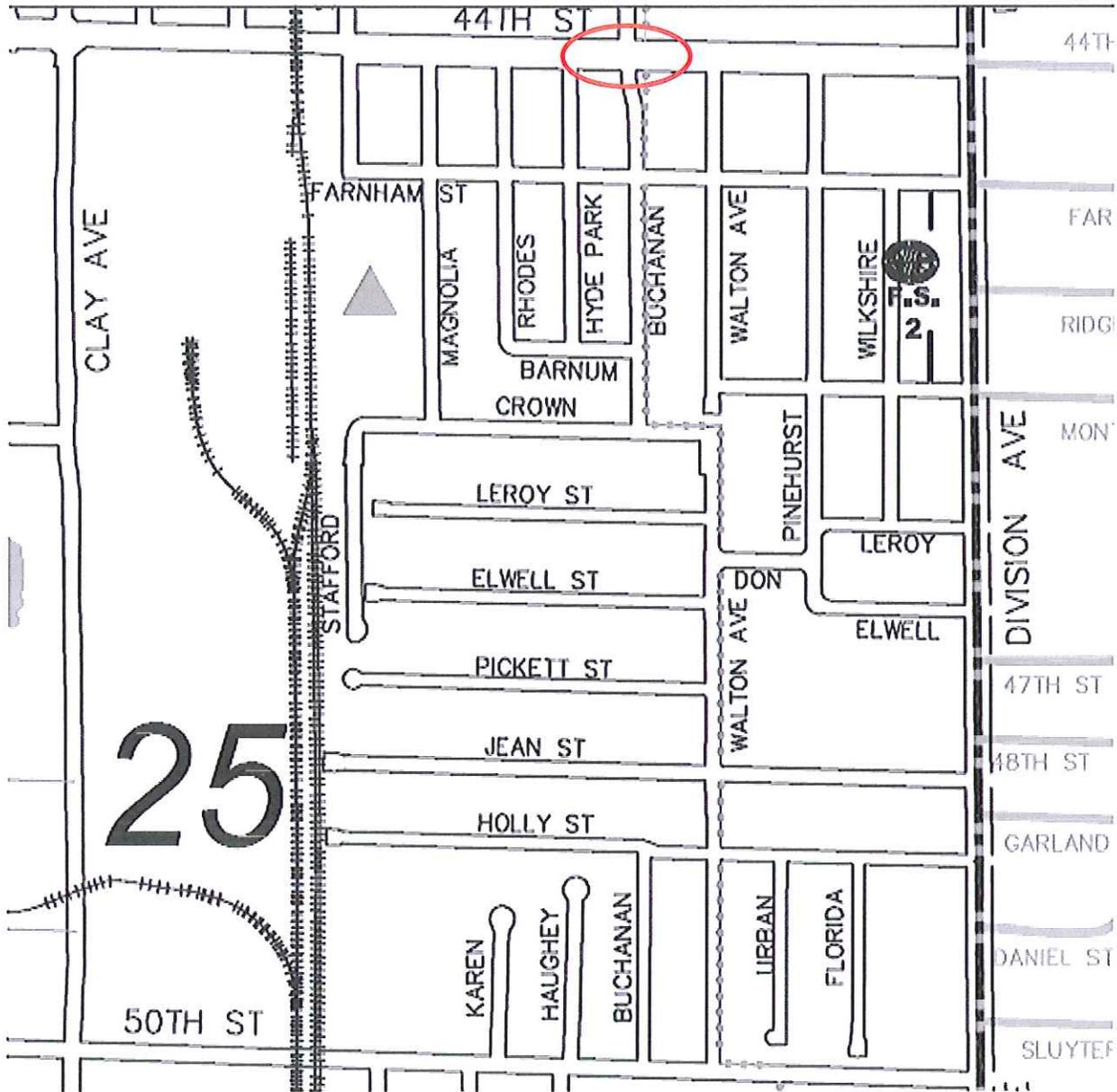
Immediately

Authority,

William D. Dooley, PE
Traffic Engineer

WDD:ks

cc: Police Services



RESOLUTION NO. _____

RESOLUTION TO CONFIRM THE SPECIAL ASSESSMENT ROLL
FOR THE DIVISION AVENUE SIDEWALK BETWEEN
54TH STREET AND 60TH STREET, SPECIAL ASSESSMENT ROLL 15-793

WHEREAS:

1. The City Council has reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvements: Division Avenue sidewalk, between 54th Street and 60th Street, Special Assessment Roll 15-793.
2. Following a public hearing, the Council deems the special assessment roll to be appropriate, and that the assessments in the special assessment roll are in accordance with the benefits to the parcels of land assessed.

NOW, THEREFORE, BE IT RESOLVED:

1. The special assessment roll, as prepared by the City Assessor, in the amount of **\$84,705.66** is hereby confirmed as Special Assessment Roll No. 15-793.
2. The special assessment roll shall be divided into fifteen (15) equal annual installments, the first installment to be due and payable on **October 1, 2015**, and the balance of the installments to be due and payable on the first day of October each and every year thereafter.
3. Interest shall be charged on the unpaid balance of special assessment at a rate not to exceed **Three (3.00%)** percent per annum on the installments of said special assessment and shall be payable without interest through September 30, 2015.
4. The City Clerk shall endorse the date of confirmation with said special assessment roll, and the City Treasurer shall issue an initial statement on the first day of September 2015, which statement shall include the total assessment and shall advise the property owner that they may pay in a single installment or multiple installments without interest prior to September 30, 2015. The statement shall be mailed by First Class mail to each property owner in the special assessment district as shown on the current tax assessment rolls of the City, to the address shown on the current tax assessment rolls.
5. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are hereby rescinded.
6. Property owners may appeal the assessment to the Michigan Tax Tribunal within 30 days after confirmation of the assessment roll. Appearance and protest at the local hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal. An owner or party in interest, or their agent, may appear in person at the hearing, or may file their appearance or protest by letter and his personal appearance shall not be required.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. Vandenberg, Wyoming City Clerk

ATTACHMENTS:
Special Assessment Table

Resolution No. _____

**Division Avenue Sidewalk, 54th St to 60th St
Special Assessment No. 15-793**

Parcels Numbers (Parent Parcel Number)

41 – 17 – 36 – 277 – 036
41 – 17 – 36 – 277 – 037
41 – 17 – 36 – 277 – 025
41 – 17 – 36 – 277 – 023
41 – 17 – 36 – 277 – 038 (006)
41 – 17 – 36 – 277 – 040 (009)
41 – 17 – 36 – 476 – 043
41 – 17 – 36 – 476 – 007
41 – 17 – 36 – 476 – 031
41 – 17 – 36 – 476 – 048 (010)
41 – 17 – 36 – 476 – 046 (018)
41 – 17 – 36 – 476 – 056 (019)
41 – 17 – 36 – 476 – 058 (013)
41 – 17 – 36 – 476 – 050 (037)
41 – 17 – 36 – 476 – 060 (036)
41 – 17 – 36 – 476 – 063 (041)
41 – 17 – 36 – 476 – 052 (040)
41 – 17 – 36 – 476 – 054 (035, 044)
41 – 17 – 36 – 476 – 045 (033)

**CITY COUNCIL
CITY OF WYOMING
(Kent County, Michigan)**

RESOLUTION NO. _____

**RESOLUTION SEEKING REVOCATION OF INDUSTRIAL FACILITIES
EXEMPTION CERTIFICATE AND SEEKING PAYMENT OF ABATED
TAXES**

Minutes of a regular meeting of the City Council of the City of Wyoming held in the Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan 49509, on March 2, 2015, at 7:00 p.m. local time.

PRESENT: Council Members: _____

ABSENT: Council Members: _____

Council Member _____, supported by Council Member _____ moved the following resolution:

WHEREAS, on November 17, 2008, the Wyoming City Council approved an application for an industrial facilities exemption certificate for a facility owned by Profile Industrial Packaging, Inc. and located at 1701 Porter Street SW, Wyoming, Michigan, which is within the Industrial District Number 226; and

WHEREAS, on April 20, 2009, the State Tax Commission issued Industrial Facilities Exemption Certificate No. 2009-007 to Profile Industrial Packaging, Inc. for a term of eleven (11) years set to expire on December 31, 2019; and

WHEREAS, Profile Industrial Packaging, Inc. is in the process of relocating its operations from the facility at 1701 Porter Street SW, Wyoming, Michigan to a location outside the City; and

WHEREAS, section 15(2) of 1974 PA 198, as amended, MCL 207.565(2), provides that the legislative body of the governmental unit that approved the application for an exemption certificate may request that the State Tax Commission revoke the certificate if it finds that the purposes of the certificate are not being fulfilled because the holder of the certificate is not operating the facility in good faith as a manufacturing facility in a manner consistent with the purposes of the Act, in the absence of circumstances that are beyond the control of the holder; and

WHEREAS, an agreement dated December 4, 2008 between the City and Profile Industrial Packaging, Inc. (the "IFT Agreement") authorizes the City to require full repayment of an amount equal to the total taxes abated under Industrial Facilities Exemption Certificate No. 2009-007 if Profile Industrial Packaging, Inc. discontinues operations at the facility located at 1701 Porter Street SW, Wyoming, Michigan prior to the expiration of the certificate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Wyoming City Council finds that the purposes of Industrial Facilities Certificate No. 2009-007 are not being fulfilled because Profile Industrial Packaging, Inc. plans to no longer operate the facility located at 1701 Porter Street SW, Wyoming, Michigan as a manufacturing facility in a manner consistent with the purposes of the Act, having located its operations outside of the City.

2. The Wyoming City Council further finds that: (a) the planned relocation is not the result of events or conditions which were unforeseeable by the City or Profile Industrial Packaging, Inc. as of the date of the IFT Agreement that make it impossible or impractical to continue operations at the facility; and (b) Profile Industrial Packaging, Inc. has not substantially complied with the requirements of the IFT Agreement.

3. The City requests that the State Tax Commission revoke Industrial Facilities Certificate No. 2009-007.

4. The City Treasurer shall bill Profile Industrial Packaging, Inc. for an amount equal to the total taxes abated pursuant to Industrial Facilities Certificate No. 2009-007 as of the date of revocation, and such bill shall become due and owing 30 days after issuance.

5. All resolutions and parts of resolution in conflict with this resolution are rescinded.

YEAS: Council Members: _____
NAYS: Council Members: _____
ABSTAIN: Council Members: _____

STATE OF MICHIGAN
COUNTY OF KENT

As the duly qualified and acting City Clerk of the City of Wyoming (Kent County, Michigan) I certify this is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming at a meeting held on March 2, 2015, the original of which is on file in my office. Public notice of that meeting was given in compliance with applicable law.

IN WITNESS WHEREOF, I have affixed my official signature this 2nd day of March, 2015.

Kelli A. VandenBerg, City Clerk
City of Wyoming

**CITY COUNCIL
CITY OF WYOMING
(Kent County, Michigan)**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING PAYMENT FOR REDEMPTION OF BUILDING
AUTHORITY BONDS**

Minutes of a regular meeting of the City Council of the City of Wyoming held in the Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan 49509, on March 2, 2015, at 7:00 p.m. local time.

PRESENT: Council Members: _____
ABSENT: Council Members: _____

Council Member _____ and supported by Council Member _____ moved the following resolution:

WHEREAS, the City of Wyoming Building Authority (the "Authority") issued its Building Authority Refunding Bonds, Series 2005, dated June 7, 2005 (the "2005 Bonds"), which are to be repaid from funds the City is contractually obligated to pay the Authority pursuant to a full faith and credit lease (the "Lease"); and

WHEREAS, the following maturities of the 2005 Bonds remain outstanding:

\$1,210,000 maturing on May 1, 2015
\$1,275,000 maturing on May 1, 2016
\$1,345,000 maturing on May 1, 2017
\$1,400,000 maturing on May 1, 2018
\$1,005,000 maturing on May 1, 2019
\$500,000 maturing on May 1, 2020; and

WHEREAS, the outstanding maturities of the 2005 Bonds are subject to redemption prior to maturity at the par amount thereof without a premium; and

WHEREAS, the Lease allows the City to prepay the rental payments owed by the City pursuant to the Lease; and

WHEREAS, if the City pays the Authority funds sufficient to redeem the outstanding 2005 Bonds those bonds can be redeemed May 1, 2015, at significant savings to the City; and

WHEREAS the City has determined that it is therefore in the best interest of the City for the Authority to redeem the 2005 Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Treasurer is authorized and directed to immediately pay to the Building Authority rental payments sufficient to redeem the 2005 Bonds.
2. The Building Authority is directed to redeem the 2005 Bonds at their earliest possible redemption date.
3. The Mayor, Clerk, Treasurer and Manager are hereby authorized to execute all documents, agreements and certificates and to take all actions necessary to complete the redemption.
4. All resolutions or parts of resolutions in conflict herewith shall be and the same are rescinded.

YEAS: Council Members: _____
NAYS: Council Members: _____
ABSTAIN: Council Members: _____

STATE OF MICHIGAN
COUNTY OF KENT

As the duly qualified and acting Clerk of the City of Wyoming (Kent County, Michigan) I certify this is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming (Kent County, Michigan) at a meeting held on March 2, 2015, the original of which is on file in my office. Public notice of said meeting was given in compliance with applicable law.

IN WITNESS WHEREOF, I have affixed my official signature this 2nd day of March, 2015.

Kelli A. VandenBerg, Clerk
City of Wyoming, Michigan

GRAPIDS 57721-2 351917v1

**CITY COUNCIL
CITY OF WYOMING
(Kent County, Michigan)**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING REDEMPTION OF 2005
SEWAGE DISPOSAL SYSTEM REVENUE REFUNDING BONDS**

Minutes of a regular meeting of the City Council of the City of Wyoming held in the Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan 49509, on March 2, 2015, at 7:00 p.m. local time.

PRESENT: Council Members: _____
ABSENT: Council Members: _____

Council Member _____, supported by Council Member _____ moved the following resolution:

WHEREAS, the City of Wyoming (the "City") issued its Sewage Disposal System Revenue Refunding Bonds, Series 2005, dated June 7, 2005 (the "2005 Bonds"); and

WHEREAS, the following maturities of the 2005 Bonds remain outstanding:

\$590,000 maturing on June 1, 2015
\$600,000 maturing on June 1, 2016
\$540,000 maturing on June 1, 2017
\$345,000 maturing on June 1, 2018

WHEREAS the City has funds on hand sufficient to redeem the outstanding 2005 Bonds; and

WHEREAS, the outstanding maturities of the 2005 Bonds are subject to redemption prior to maturity at the par amount thereof without a premium; and

WHEREAS the City has determined that it is in the best interest of the City to redeem the 2005 Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City calls for redemption prior to maturity all of the outstanding 2005 Bonds subject to redemption prior to maturity on the earliest available call date.
2. The City Manager and Deputy City Manager or either one of them acting alone (the "Authorized Officers") are authorized to notify the paying agent, bond registrar and transfer agent (the "Paying Agent") for the 2005 Bonds of the City's direction to call the Bonds prior to maturity.
3. In order to effectuate the redemption, the Authorized Officers are authorized to give irrevocable instructions to the Paying Agent to give such notices as may be required for the redemption of the 2005 Bonds and to approve the form of any notices.

4. The Authorized Officers are hereby authorized to execute all documents, agreements and certificates and to take all actions necessary to complete the redemption.

5. All resolutions or parts of resolutions in conflict herewith shall be and the same are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

STATE OF MICHIGAN
COUNTY OF KENT

As the duly qualified and acting City Clerk of the City of Wyoming (Kent County, Michigan) I certify this is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming at a meeting held on March 2, 2015, the original of which is on file in my office. Public notice of that meeting was given in compliance with applicable law.

IN WITNESS WHEREOF, I have affixed my official signature this 2nd day of March, 2015.

Kelli A. VandenBerg, City Clerk
City of Wyoming

GRAPIDS 57721-2 352546v1

**CITY COUNCIL
CITY OF WYOMING
(Kent County, Michigan)**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING REDEMPTION OF 2005
WATER SUPPLY SYSTEM REVENUE REFUNDING BONDS**

Minutes of a regular meeting of the City Council of the City of Wyoming held in the Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan 49509, on March 2, 2015, at 7:00 p.m. local time.

PRESENT: Council Members: _____
ABSENT: Council Members: _____

Council Member _____, supported by Council Member _____ moved the following resolution:

WHEREAS, the City of Wyoming (the "City") issued its Water Supply System Refunding Bonds, Series 2005, dated June 7, 2005 (the "2005 Bonds"); and

WHEREAS, the following maturities of the 2005 Bonds remain outstanding:

\$205,000 maturing on June 1, 2015
\$205,000 maturing on June 1, 2016
\$140,000 maturing on June 1, 2017
\$75,000 maturing on June 1, 2018

WHEREAS the City has funds on hand sufficient to redeem the outstanding 2005 Bonds; and

WHEREAS, the outstanding maturities of the 2005 Bonds are subject to redemption prior to maturity at the par amount thereof without a premium; and

WHEREAS the City has determined that it is in the best interest of the City to redeem the 2005 Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City calls for redemption prior to maturity all of the outstanding 2005 Bonds subject to redemption prior to maturity on the earliest available call date.
2. The City Manager and Deputy City Manager or either one of them acting alone (the "Authorized Officers") are authorized to notify the paying agent, bond registrar and transfer agent (the "Paying Agent") for the 2005 Bonds of the City's direction to call the Bonds prior to maturity.
3. In order to effectuate the redemption, the Authorized Officers are authorized to give irrevocable instructions to the Paying Agent to give such notices as may be required for the redemption of the 2005 Bonds and to approve the form of any notices.

4. The Authorized Officers are hereby authorized to execute all documents, agreements and certificates and to take all actions necessary to complete the redemption.

5. All resolutions or parts of resolutions in conflict herewith shall be and the same are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

STATE OF MICHIGAN
COUNTY OF KENT

As the duly qualified and acting City Clerk of the City of Wyoming (Kent County, Michigan) I certify this is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming at a meeting held on March 2, 2015, the original of which is on file in my office. Public notice of that meeting was given in compliance with applicable law.

IN WITNESS WHEREOF, I have affixed my official signature this 2nd day of March, 2015.

Kelli A. VandenBerg, City Clerk
City of Wyoming

GRAPIDS 57721-2 352544v1

**CITY COUNCIL
CITY OF WYOMING
(Kent County, Michigan)**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING REDEMPTION OF 2005 SPECIAL
ASSESSMENT LIMITED TAX GENERAL OBLIGATION BONDS**

Minutes of a regular meeting of the City Council of the City of Wyoming held in the Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan 49509, on March 2, 2015, at 7:00 p.m. local time.

PRESENT: Council Members: _____
ABSENT: Council Members: _____

Council Member _____, supported by Council Member _____ moved the following resolution:

WHEREAS, the City of Wyoming (the “City”) issued its 2005 Special Assessment Limited Tax General Obligation Bonds, dated November 1, 2005 (the “2005 Bonds”); and

WHEREAS, the following maturities of the 2005 Bonds remain outstanding:

\$575,000 maturing on February 1, 2016
\$575,000 maturing on February 1, 2017
\$575,000 maturing on February 1, 2018
\$545,000 maturing on February 1, 2019
\$540,000 maturing on February 1, 2020

WHEREAS the City has funds on hand sufficient to redeem the outstanding 2005 Bonds; and

WHEREAS, the outstanding maturities of the 2005 Bonds are subject to redemption prior to maturity at the par amount thereof without a premium; and

WHEREAS the City has determined that it is in the best interest of the City to redeem the 2005 Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City calls for redemption prior to maturity all of the outstanding 2005 Bonds subject to redemption prior to maturity on the earliest available call date.

2. The City Manager and Deputy City Manager or either one of them acting alone (the “Authorized Officers”) are authorized to notify the paying agent, bond registrar and transfer agent (the “Paying Agent”) for the 2005 Bonds of the City’s direction to call the Bonds prior to maturity.

3. In order to effectuate the redemption, the Authorized Officers are authorized to give irrevocable instructions to the Paying Agent to give such notices as may be required for the redemption of the 2005 Bonds and to approve the form of any notices.

4. The Authorized Officers are hereby authorized to execute all documents, agreements and certificates and to take all actions necessary to complete the redemption.

5. All resolutions or parts of resolutions in conflict herewith shall be and the same are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

STATE OF MICHIGAN
COUNTY OF KENT

As the duly qualified and acting City Clerk of the City of Wyoming (Kent County, Michigan) I certify this is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming at a meeting held on March 2, 2015, the original of which is on file in my office. Public notice of that meeting was given in compliance with applicable law.

IN WITNESS WHEREOF, I have affixed my official signature this 2nd day of March, 2015.

Kelli A. VandenBerg, City Clerk
City of Wyoming

GRAPIDS 57721-2 352547v1

RESOLUTION NO. _____

RESOLUTION TO ESTABLISH THE POLLING PLACE FOR PRECINCT 14
IN THE CITY OF WYOMING, KENT COUNTY, MICHIGAN

WHEREAS:

1. State law requires the legislative body of each city to designate and prescribe the place or places of holding an election in the city.
2. The current polling location for Precinct 14 is Wyoming Junior High School.
3. This facility is no longer suitable for use as a polling location due to school security concerns.
4. The City Clerk recommends that Precinct 14 be relocated to Beverly Reformed Church, located at 2141 Porter Street SW, as this building meets ownership and accessibility standards and is of a suitable size and location to serve the voters of Precinct 14.

NOW, THEREFORE, BE IT RESOLVED:

1. The polling location for Precinct 14 shall be established at Beverly Reformed Church, 2141 Porter Street SW.
2. The polling location for Precinct 14 shall be effective for the May 5, 2015 election and thereafter, unless changed by a future resolution of the City Council.
3. The City Clerk shall notify the Secretary of State of the State of Michigan, the Kent County Clerk, and, in accordance with State law, all affected voters of the new precincts and polling locations established.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO ACCEPT GRANT FUNDING RECEIVED THROUGH THE CITY OF
GRAND RAPIDS – MET MULTI-JURISDICTIONAL TASK FORCE

WHEREAS:

1. The City of Wyoming has requested to participate in the "BYRNE Memorial Justice Grant" MET – City of Grand Rapids Multi-Jurisdictional Task Force, as appointed by the United States Department of Justice.
2. The City of Wyoming would accept \$18,333 in grant funds designated towards the salary of one Wyoming Department of Public Safety Detective participating in the Multi-Jurisdictional Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming Department of Public Safety is authorized to receive said grant funds from the City of Grand Rapids, where their Police Department is serving as host agency for the Multi-Jurisdictional Task Force.
2. Chief James Carmody shall serve on the Board of Directors of the Task Force.
3. The City of Wyoming Finance Director shall submit the monthly financial status reports to be submitted to the City of Grand Rapids for reimbursement.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Program Budget Summary

**MICHIGAN STATE POLICE
GRANTS MANAGEMENT DIVISION
PROGRAM BUDGET - COST DETAIL SCHEDULE
MSP PROJECT # 70973-5-M.E.T.-15**

PROGRAM	BUDGET PERIOD		DATE PREPARED
	From:	To:	
Metropolitian Enforcment Team (M.E.T.)	10/01/2014	09/30/2015	10/13/2014
CONTRACTOR NAME	BUDGET AGREEMENT		AMENDMENT #
City of Grand Rapids	ORIGINAL	AMENDMENT	N/A
1. SALARY & WAGES POSITION DESCRIPTION	COMMENT	POSITIONS REQUIRED	TOTAL SALARY
Grand Rapids Police Department	1 D/Sgt, 2 Detectives	3	\$66,000.00
	1. TOTAL SALARY & WAGES:		\$66,000.00
2. FRINGE BENEFITS (Specify)			
X FICA	LIFE INS.	DENTAL INS.	COMPOSITE RATE N/A
X UNEMPLOY INS.	VISION INS.	WORK COMP.	AMOUNT %
X RETIREMENT	HEARING INS.		
X HOSPITAL INS.	OTHER (specify)		
2. TOTAL FRINGE BENEFITS:			\$44,004.00
3. TRAVEL			
			\$0.00
3. TOTAL TRAVEL:			\$0.00
4. SUPPLIES & MATERIALS			
			\$0.00
4. TOTAL SUPPLIES & MATERIALS:			\$0.00

5. CONTRACTUAL (Specify Subcontracts/Subrecipients)			
<u>Name</u>	<u>Address</u>	<u>Amount</u>	
Michigan State Police	333 South Grand Ave Lansing Michigan 48909	\$36,666.00	\$36,666.00
City of Wyoming Police Department	2300 Dehoop Ave Sw Wyoming Michigan 49509	\$18,333.00	\$18,333.00
Kentwood Police Department	4742 Walma Ave Kentwood Michigan 49512	\$18,333.00	\$18,333.00
Kent County Sheriff's Dept	701 Ball Ave Grand Rapids Michigan 49503	\$18,333.00	\$18,333.00
Metropolitan Enforcement Team	One Monroe Center Grand Rapids Michigan 49503	\$18,333.00	\$18,333.00
5. TOTAL CONTRACTUAL:			\$219,996.00
6. EQUIPMENT (Specify items)			
6. TOTAL EQUIPMENT:			
7. OTHER EXPENSES			
			\$0.00
7. TOTAL OTHER:			\$0.00
8. TOTAL DIRECT EXPENDITURES (Sum of Totals		8. TOTAL DIRECT EXPENDITURES:	
		\$330,000.00	
9. TOTAL EXPENDITURES (Sum of lines 8-9)			\$330,000.00
Use Additional Sheets as Needed			

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK
TO EXECUTE A CONSERVATION EASEMENT AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ) FOR THE
REGIONAL STORMWATER RETENTION BASIN IN THE RIVERTOWN VALLEY PLAT

WHEREAS:

1. TMGB Wilson, LLC, developer of the Rivertown Valley plat, constructed a regional detention basin as part of the storm water master plan on behalf of the City of Wyoming.
2. The construction of the regional detention basin included the mitigation of affected wetlands for the construction of Wilson Avenue and the Rivertown Valley plat in 2006.
3. Subsequent to the construction of the regional basin, the City of Wyoming acquired the pond property from TMGB Wilson, LLC.
4. Due to the mitigated wetlands constructed within the pond area, the MDEQ requires the wetlands be protected by a Conservation Easement to ensure that the area remains undeveloped and a pristine wetland in perpetuity.
5. The attached Conservation Easement identifies the terms and obligations of the MDEQ and the City of Wyoming for the protection of the mitigated wetlands within the storm water detention basin.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the Mayor and City Clerk to execute the attached Conservation Easement Agreement with the MDEQ ensuring a regional detention basin remains undeveloped in perpetuity in the Rivertown Valley plat.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

Staff Report

Date: February 25, 2015
Subject: Conservation Easement - Rivertown Valley Plat storm water detention basin
From: Russ Henckel, Assistant Director of Public Works - Engineering
Meeting Date: March 2, 2015

Recommendation:

Staff recommends creating a conservation easement with the Michigan Department of Environmental Quality (MDEQ) for mitigated wetlands within the regional storm water detention basin in the Rivertown Valley plat. The conservation easement will ensure no future development occurs within the area of the conservation easement.

Sustainability Criteria:

Environmental Quality – The Conservation Easement Agreement will ensure a regional detention basin and associated wetlands remain in a natural and undeveloped state in perpetuity, enhancing the environmental quality within Wyoming.

Social Equity – The Agreement will not impact social equity.

Economic Strength – The Agreement will not impact the Economic Strength of the City of Wyoming.

Discussion:

During the construction of the Rivertown Valley plat, developers TMGB Wilson, LLC agreed to incorporate wetland mitigation required for the widening of Wilson Avenue, into the wetlands created as part of a regional detention basin within the plat. Subsequent to the construction of the pond, the City acquired the regional detention basin property from the developer. The MDEQ requires that mitigated wetlands are protected under a conservation easement agreement which stipulates that the area remains undeveloped forever. The conservation easement outlines the terms and obligations of the City of Wyoming and the MDEQ to keep the area a pristine wetland forever.

It is recommended that the City Council hereby authorize the Mayor and City Clerk to execute the attached Conservation Easement Agreement with the MDEQ for the protection of mitigated wetlands constructed in the regional detention basin within the Rivertown Valley plat.

Budget Impact:

There are no costs associated with the Conservation Easement Agreement.

Attachments: Agreement

AGREEMENT FOR CONSERVATION EASEMENT

(This instrument is exempt from County and State transfer taxes
pursuant to MCL 207.505(a) and MCL 207.526(a), respectively)

This CONSERVATION EASEMENT is created on _____, 20____, by and between the City of Wyoming, a municipality, whose address is P.O. Box 905, Wyoming, Michigan 49509-0905 or 1155 28th St SW, Wyoming, Michigan 49509 (Grantor) and the Michigan Department of Environmental Quality (DEQ), whose address is P.O. Box 30458, Lansing, Michigan 48909-7958 or Constitution Hall, 3rd Floor South, 525 West Allegan Street, Lansing, Michigan 48933 (Grantee);

The Grantor is the fee simple title holder of real property located in the City of Wyoming and Byron Township, Kent County, and State of Michigan, legally described in Exhibit A.

The DEQ is the agency charged with administering Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and

Permittee, TMGB Wilson LLC, 2221 Health Drive Suite 2200, Grand Rapids, MI 49519 has applied for a Permit (DEQ File Number 14-41-0030-P), pursuant to Part 303, to authorize activities that will impact regulated wetland. The DEQ evaluated the permit application and determined that a permit could be authorized for certain activities within regulated wetlands provided certain conditions are met, and

As a condition of the above-referenced permit, Grantor (*on behalf of Permittee, if applicable*) has agreed to grant the DEQ a Conservation Easement that protects the wetland mitigation site and/or the remaining wetlands on the property and restricts further development to the area legally described in Exhibit B (Conservation Easements #1 and #2). The Conservation Easement (the Easement Premises) consists of approximately 20.61 acres. A survey map depicting the Easement Premises is attached as Exhibit C. The DEQ shall record this Agreement with the county register of deeds.

ACCORDINGLY, Grantor hereby conveys unto the Grantee, forever and in perpetuity, this Conservation Easement as set forth in this Agreement pursuant to Subpart 11 of Part 21, Conservation and Historic Preservation Easement, of the NREPA, MCL 324.2140 et seq., on the terms and conditions stated below.

COVENANTS, TERMS, CONDITIONS AND RESTRICTIONS

1. The purpose of this Agreement is to protect the functions and values of existing or established wetlands and its natural resource values on the Easement Premises, consistent with the Permit, and the protection of the benefits to the public derived from wetlands and integral habitat, by requiring Grantor to maintain the Easement Premises in its natural and undeveloped condition.
2. Except as authorized under DEQ Permit Number 14-41-0030-P, issued on 9/18/2014 or as otherwise provided in this Agreement, Grantor shall refrain from, and prevent any other person from, altering or developing the Easement Premises in any way. This includes, but is not limited to:
 - a) Alteration of the surface topography;
 - b) Creation of paths, trails, or roads;
 - c) The placement of fill material as defined in Part 303 of the NREPA, MCL 324.30301 et seq., as amended;
 - d) Dredging, removal or excavation of any soil or minerals;
 - e) Drainage of surface or groundwater;
 - f) Construction or placement of any structure;
 - g) Plowing, tilling, mowing or cultivating the soils or vegetation;
 - h) Alteration or removal of vegetation, including the planting of non-native species;
 - i) Ranching, grazing, farming;
 - j) Use of chemical herbicides, pesticides, fungicides, fertilizers, spraying with biocides, larvicides or any other agent or chemical treatments, unless as part of an DEQ-approved Management Plan;
 - k) Construction of unauthorized utility or petroleum lines;

- l) Storage or disposal of ash, garbage, trash, debris, abandoned equipment or accumulation of machinery, bio-solids or other waste materials, including accumulated vegetative debris, such as grass clippings, leaves, yard waste or other material collected and deposited from areas outside the Easement Premises;
 - m) Use or storage of automobiles, trucks or off-road vehicles including, but not limited to, snowmobiles, dune buggies, all-terrain vehicles, and motorcycles;
 - n) Placement of billboards or signs, except as otherwise allowed in the Permit or this Agreement;
 - o) Actions or uses detrimental or adverse to water conservation and purity, and fish, wildlife or habitat preservation.
3. Cutting down, burning, destroying, or otherwise altering or removing trees, tree limbs, shrubs or other vegetation, whether living or dead, is prohibited within the Easement Premises, except with the written permission of Grantee, expressly for the removal of trees or limbs to eliminate danger to health and safety, to reduce a threat of infestation posed by diseased vegetation, invasive non-native plant species that endanger the health of native species or as otherwise provided in the DEQ-approved Management Plan for the Easement Premises.
 4. Grantor is not required to restore the Easement Premises due to alterations resulting from causes beyond the owner's control, including, but not limited to, unauthorized actions by third parties that were not reasonably foreseeable; natural causes or natural disasters, such as unintentional fires, floods, storms, or natural earth movement.
 5. Grantor, Permittee or its authorized agents or representatives may enter the Easement Premises to perform activities within the Easement Premises consistent with the Permit or the mitigation requirements. Grantor or Permittee shall provide 5 days notice to the Grantee of undertaking any mitigation activity, even if the mitigation project has been conceptually approved. Any activities undertaken pursuant to the Permit, a mitigation project or this Agreement, shall be performed in a manner to minimize the adverse impacts to existing wetland or mitigation areas.
 6. Grantor warrants that Grantor has good and sufficient title to the Easement Premises described in Exhibit B.
 7. Grantor warrants that any other existing interests or encumbrances in the Easement Premises have been disclosed to the DEQ.
 8. Grantor warrants that to the best of Grantor's knowledge no hazardous substances or hazardous or toxic wastes have been generated, treated, stored, used, disposed of or deposited in or on the property.
 9. This Agreement does not grant or convey to Grantee or members of the general public any right to possession or use of the Easement Premises.
 10. Grantor shall continue to be responsible for the upkeep and maintenance of the Easement Premises to the extent it may be required by law.
 11. Grantee and its authorized employees and agents, as shown in Exhibit C, may enter the Easement Premises at reasonable times to determine whether the Easement Premises are being maintained in compliance with the terms of this Agreement, mitigation, or other conditions of the Permit; and for purposes of taking corrective actions for failure to comply. If Grantee is entering the Easement Premises for purpose of taking corrective actions, Grantor shall be provided with 14 days notice to provide the opportunity to cure the failure to comply.
 12. This Agreement shall be binding upon the successors and assigns of the parties and shall run with the land in perpetuity, unless modified or terminated by written agreement of the parties.
 13. This Agreement may be modified only in writing through amendment of the Agreement. Any modification shall be consistent with the purpose and intent of the Agreement.
 14. In addition to the right of the parties to enforce this Agreement, it is also enforceable by others against the owner of the land, in accordance with Part 21, Subpart 11 of the NREPA, MCL 324.2140 *et seq*, as amended.
 15. Grantor shall indicate the existence of this Agreement on all future deeds, mortgages, land contracts, plats, and any other legal instrument used to convey an interest in the Easement Premises.
 16. A delay in enforcement shall not be construed as a waiver of the Grantee's rights to enforce the conditions of this Agreement.

17. This Agreement shall be liberally construed in favor of maintaining the purpose of the Conservation Easement.
18. If any portion of this Agreement is determined to be invalid by a court of law, the remaining provisions will remain in force.
19. This Agreement will be construed in accordance with Michigan law. All legal action related to this conservation easement must be filed and pursued in Michigan state courts.
20. In addition to the terms of the Permit issued by Grantee, this document sets forth the entire agreement of the parties. It is intended to supersede all prior discussions or understandings.
21. Within 90 days after this Agreement is executed, Grantor shall place and maintain, at Grantor's expense, signs, fences, or other suitable markings along the Easement Premises to clearly demarcate the boundary of the Easement Premises, or as otherwise provided in the Permit.
22. The terms 'Grantor' and 'Grantee' wherever used in this Agreement, and any pronouns used in place thereof, shall include, respectively, the above-named Grantor and their personal representatives, heirs, successors, and assigns, and the above-named Grantee and their successors and assigns. .

LIST OF ATTACHED EXHIBITS

- Exhibit A:** A legal description of the Grantor's property, inclusive of the Easement Premises.
- Exhibit B:** A legal description of the Easement Premises.
- Exhibit C:** A survey map depicting the Easement Premises that also includes identifiable landmarks, such as nearby roads, to clearly identify the easement site.
- Exhibit D:** A legal description that provides a path of legal access to the Easement Premises and a map that indicates this access site that DEQ staff will use for ingress and egress to and from the Easement Premises or, if the Easement is directly connected to a publicly accessible point, such as a public road, a statement is required that authorizes DEQ staff ingress and egress to and from the Easement Premises with a map that clearly indicates the connection of the public access site to the Easement Premises.
- Exhibit E:** Allowance for the treatment and control of invasive species within the regional detention basin held on property of City of Wyoming.

GRANTEE:

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION

William Creal, Division Chief

STATE OF MICHIGAN}) ss
COUNTY OF INGHAM}

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,
by William Creal, Division Chief, Water Resources Division, State of Michigan, on behalf of the Michigan
Department of Environmental Quality.

(Signature of Notary Public)

(Typed or Printed name of Notary Public)

Acting in: Ingham County, Michigan

My Commission is in _____ County, Michigan

My Commission Expires: _____

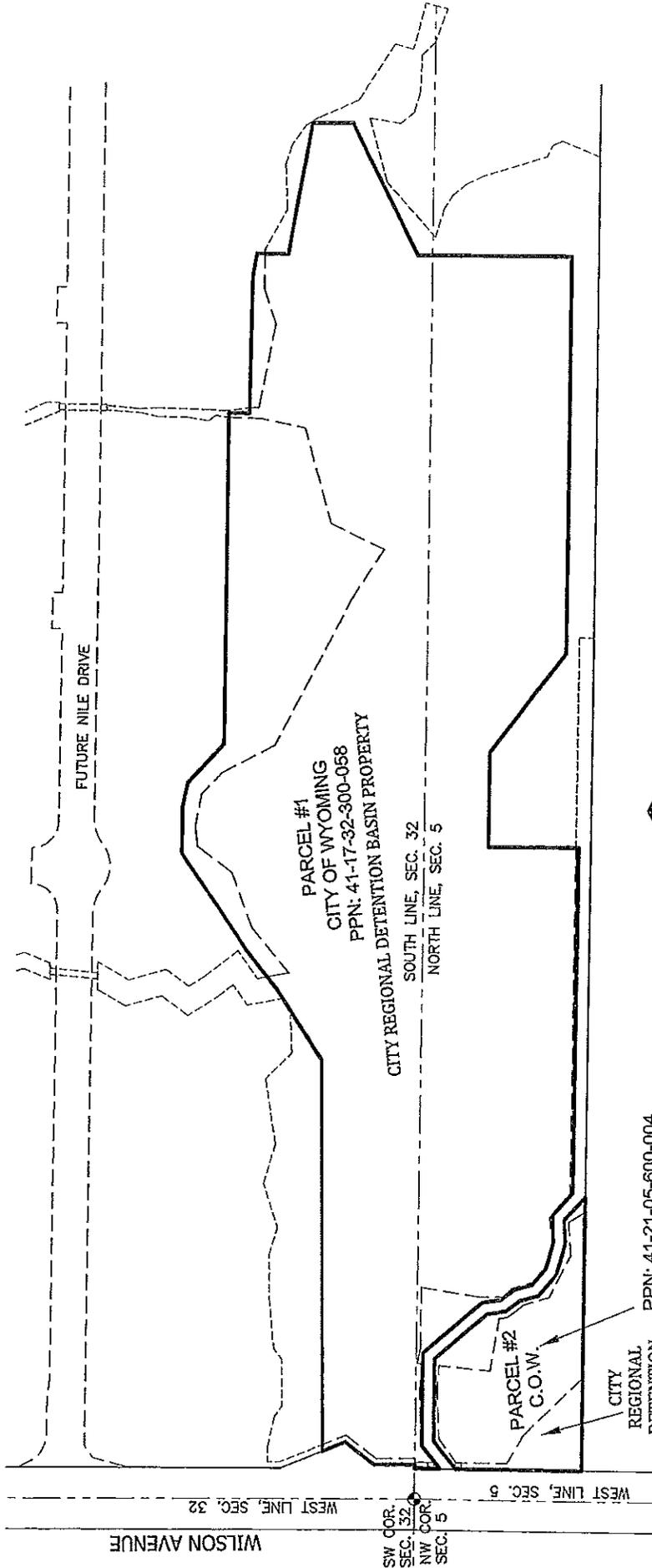
AFTER RECORDING, RETURN TO:

Form Drafted By:
The Honorable William Schuette,
Attorney General
Department of Attorney General
Environment, Natural Resources, and
Agriculture Division
P.O. Box 30755
Lansing, Michigan 48909

**Michigan Department of Environmental Quality
Water Resources Division
Constitution Hall, 3rd Floor South
P.O. Box 30458
Lansing, Michigan 48909-7958**

(March 13, 2011)

EXHIBIT A



REV: 1-8-15

PROPERTY SKETCH AND DESCRIPTION

PART OF SECTION 32,
CITY OF WYOMING, MICHIGAN
PART OF SECTION 5,
BYRON TOWNSHIP, MICHIGAN
PREPARED FOR:
TMGS WILSON, LLC



Engineering, Inc.
Byron Center, MI 49915
795 Clyde Court S.W. Suite "C"
Phone 1-616-878-3885 Fax 1-616-878-4559

DATE 11-18-14
PROJECT NO. 13093
SHEET NO. 1 OF 2

SUBMITTALS: EXHIBITATION SUBMITTAL 1/4/2015 4:52:21 PM EST

EXHIBIT A

DESCRIPTION-PARCEL #1:

PART OF THE SW 1/4 OF SECTION 32, T6N, R12W, CITY OF WYOMING, AND PART OF THE NW 1/4 OF SECTION 5, T5N, R12W, BYRON TOWNSHIP, KENT COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE SW CORNER OF SAID SECTION 32 (COMMON CORNER WITH NW CORNER SAID SECTION 5); THENCE S89°03'22"E 56.00 FEET ALONG THE SOUTH LINE OF SAID SECTION 32 (NORTH LINE SAID SECTION 5) TO PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N00°30'42"E 67.07 FEET; THENCE N37°08'53"E 61.44 FEET; THENCE N20°57'58"W 41.62 FEET; THENCE S89°59'59"E 646.88 FEET; THENCE N57°16'21"E 141.62 FEET; THENCE N51°25'18"E 82.57 FEET; THENCE N56°10'58"E 192.21 FEET; THENCE S89°04'08"E 78.37 FEET; THENCE S77°12'44"E 40.33 FEET; THENCE S46°50'27"E 87.16 FEET; THENCE S89°05'48"E 545.98 FEET; THENCE S00°55'52"W 35.20 FEET; THENCE S88°22'48"E 225.95 FEET; THENCE S79°14'20"E 39.28 FEET; THENCE S00°55'52"W 53.06 FEET; THENCE S79°08'21"E 220.27 FEET; THENCE S00°09'52"W 69.00 FEET; THENCE S64°00'47"W 244.37 FEET; THENCE S00°55'52"W 260.14 FEET; THENCE N89°03'22"W 656.30 FEET PARALLEL WITH THE SOUTH LINE SAID SECTION 32 (NORTH LINE SAID SECTION 5); THENCE N51°09'35"W 207.91 FEET; THENCE N89°03'19"W 156.51 FEET; THENCE S00°56'41"W 152.46 FEET; THENCE N89°03'22"W 570.41 FEET PARALLEL WITH SOUTH LINE SAID SECTION 32 (NORTH LINE SAID SECTION 5); THENCE N47°29'32"W 50.61 FEET; THENCE S88°14'37"W 44.28 FEET; THENCE N73°54'42"W 45.81 FEET; THENCE N49°22'44"W 35.55 FEET; THENCE N13°39'09"W 31.33 FEET; THENCE N36°18'05"W 27.99 FEET; THENCE N08°04'56"W 33.22 FEET; THENCE N40°00'36"W 129.11 FEET; THENCE N89°16'09"W 152.92 FEET; THENCE S51°57'16"W 48.07 FEET TO THE EAST RIGHT-OF-WAY LINE OF WILSON AVENUE; THENCE N01°18'49"E 41.41 FEET ALONG THE SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE; THENCE S89°03'22"E 6.00 ALONG THE SOUTH LINE OF SAID SECTION 32 (NORTH LINE SAID SECTION 5) TO THE PLACE OF BEGINNING. DESCRIPTION CONTAINS 22.18 ACRES MORE OR LESS.

DESCRIPTION-PARCEL #2:

PART OF THE NW 1/4 OF SECTION 5, T5N, R12W, BYRON TOWNSHIP, KENT COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE NW CORNER SAID SECTION 5; THENCE S89°03'22"E 50.00 FEET ALONG THE NORTH LINE SAID SECTION 5 TO THE EAST RIGHT-OF-WAY OF WILSON AVENUE; THENCE S01°18'49"W 67.28 FEET ALONG SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE TO PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N51°57'16"E 57.43 FEET; THENCE S89°16'09"E 136.72 FEET; THENCE S40°00'36"E 114.22 FEET; THENCE S08°04'56"E 32.52 FEET; THENCE S36°18'05"E 29.01 FEET; THENCE S13°39'09"E 33.77 FEET; THENCE S49°22'44"E 46.34 FEET; THENCE S73°54'42"E 53.30 FEET; THENCE N88°14'37"E 39.71 FEET; THENCE S46°59'48"E 49.61 FEET; THENCE N89°03'22"W 452.39 FEET PARALLEL WITH THE NORTH LINE SAID SECTION 5; THENCE N01°18'49"E 212.40 FEET ALONG THE SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE TO THE PLACE OF BEGINNING. DESCRIPTION CONTAINS 1.59 ACRES MORE OR LESS.

REV: 1-8-15

PROPERTY SKETCH AND

DESCRIPTION

PART OF SECTION 32,
CITY OF WYOMING, MICHIGAN
PART OF SECTION 5,
BYRON TOWNSHIP, MICHIGAN

PREPARED FOR:
TMGB WILSON, LLC

Pathfinder
Engineering, Inc.

795 Clyde Court S.W. Suite "C" Byron Center, MI 49315
Phone 1-616-978-9885 Fax 1-616-978-0559

SALES/OPERATIONS/INQUIRY/RESERVATION/EXCERPT 1-616-978-9885 1/16/2015 4:05:21 PM EST

DATE
11-18-14
PROJECT NO.
13093
SHEET NO.
2 OF 2

EXHIBIT B

CONSERVATION EASEMENT #1
PART OF THE SOUTHWEST 1/4 OF SECTION 32, T6N, R12W, CITY OF WYOMING, KENT COUNTY, MICHIGAN AND PART OF THE NORTHWEST 1/4 OF SECTION 5, T5N, R12W, BYRON TOWNSHIP, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE SW CORNER OF SAID SECTION 32 (NW CORNER SECTION 5); THENCE S 89°03'22" E 50.00 FEET TO THE EAST RIGHT-OF-WAY LINE OF WILSON AVENUE AND THE PLACE OF BEGINNING OF THIS DESCRIPTION; S 89°03'22" E 6.00 FEET; THENCE N 00°30'42" E 63.84 FEET; THENCE N 37°08'53" E 63.68 FEET; THENCE N 20°57'58" W 43.34 FEET; THENCE S 89°59'59" E 636.17 FEET; THENCE N 57°16'21" E 141.62 FEET; THENCE N 51°25'18" E 24.78 FEET; THENCE S 10°03'13" E 36.72 FEET; THENCE N 50°22'18" E 97.27 FEET; THENCE N 69°27'02" E 97.78 FEET; THENCE N 37°18'33" E 70.94 FEET; THENCE N 83°24'08" E 33.09 FEET; THENCE S 79°42'39" E 55.32 FEET; THENCE S 46°00'10" E 49.27 FEET; THENCE S 26°26'51" E 99.86 FEET; THENCE S 61°34'52" E 271.73 FEET; THENCE S 56°12'29" E 100.00 FEET; THENCE N 25°42'04" E 100.00 FEET; THENCE N 74°44'47" E 163.66 FEET; THENCE N 12°16'22" E 76.15 FEET; THENCE S 89°05'48" E 7.29 FEET; THENCE S 00°55'52" W 35.20 FEET; THENCE S 88°22'48" E 8.61 FEET; THENCE S 03°10'27" E 16.23 FEET; THENCE S 78°10'02" E 141.40 FEET; THENCE N 71°26'30" E 59.64 FEET; THENCE S 89°13'42" E 59.79 FEET; THENCE S 00°55'52" W 39.52 FEET; THENCE S 79°08'21" E 220.27 FEET; THENCE S 00°09'52" W 69.00 FEET; THENCE S 64°00'47" W 244.37 FEET; THENCE S 00°55'52" W 260.14 FEET; THENCE N 89°03'22" W 656.30 FEET; THENCE N 51°09'35" W 207.91 FEET; THENCE N 89°03'19" W 156.51 FEET; THENCE S 00°56'41" W 148.39 FEET; N 88°59'14" W 574.32 FEET; N 46°59'39" W 50.39 FEET; THENCE S 84°23'38" W 47.87 FEET; THENCE N 73°32'21" W 38.85 FEET; THENCE N 49°19'27" W 28.13 FEET; THENCE N 15°31'08" W 41.16 FEET; THENCE N 43°23'46" W 19.99 FEET; THENCE N 00°22'39" W 39.18 FEET; THENCE N 09°32'38" E 100.00 FEET; THENCE N 89°14'25" W 100.00 FEET; THENCE N 77°53'18" W 26.19 FEET; THENCE S 11°18'24" W 9.14 FEET; THENCE N 82°25'00" W 35.95 FEET; THENCE S 89°59'06" W 96.35 FEET; THENCE S 52°18'46" W 37.94 FEET TO SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE; THENCE N 01°18'49" E 32.13 FEET ALONG SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE TO THE PLACE OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD. CONTAINS 19.51 ACRES MORE OR LESS.

REV: 1-8-15

CONSERVATION EASEMENT #1

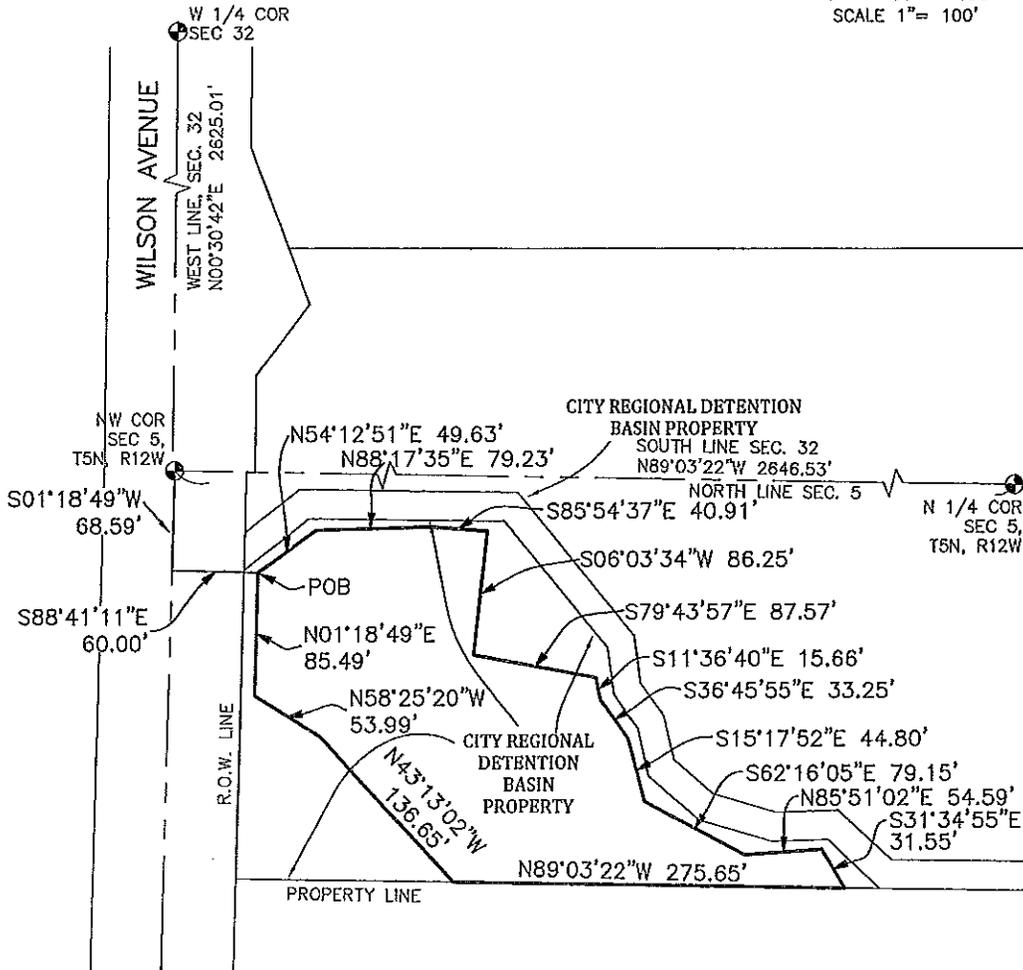
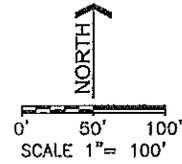
Pathfinder
Engineering, Inc.
795 Clyde Court S.W., Suite "C" Byron Center, MI 49315
Phone 1-616-876-3885 Fax 1-616-876-4859
SUBSERVING/UNDER CONSERVATION EASEMENT 1-4-15-049 1/4/2015 4:03:01 PM CST

PART OF SECTION 32,
CITY OF WYOMING, MICHIGAN
PART OF SECTION 5,
BYRON TOWNSHIP, MICHIGAN
PREPARED FOR:
TMGB WILSON, LLC

DATE
11-18-14
PROJECT NO.
13093
SHEET NO.
2 OF 2

EXHIBIT B

BEARING BASE:
RIVERTOWN VALLEY I AS RECORDED
IN LIBER 116, PAGES 34-39, KENT
COUNTY REGISTER OF DEEDS.



DESCRIPTION OF CONSERVATION EASEMENT #2:

PART OF THE NW 1/4 OF SECTION 5, T5N, R12W, BYRON TOWNSHIP, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE NW CORNER SAID SECTION 5 (COMMON CORNER SW CORNER, SECTION 32, T6N, R12W); THENCE S01°18'49"W 68.59 FEET ALONG THE WEST LINE OF SAID SECTION 5; THENCE S88°41'11"E 60.00 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N54°12'51"E 49.63 FEET; THENCE N88°17'35"E 79.23 FEET; THENCE S85°54'37"E 40.91 FEET; THENCE S06°03'34"W 86.25 FEET; THENCE S79°43'57"E 87.57 FEET; THENCE S11°36'40"E 15.66 FEET; THENCE S36°45'55"E 33.25 FEET; THENCE S15°17'52"E 44.80 FEET; THENCE S62°16'05"E 79.15 FEET; THENCE N85°51'02"E 54.59 FEET; THENCE S31°34'55"E 31.55 FEET; THENCE N89°03'22"W 275.65 FEET; THENCE N43°13'02"W 136.65 FEET; THENCE N58°25'20"W 53.99 FEET; THENCE N01°18'49"E 85.49 FEET PARALLEL TO SAID WEST LINE OF SECTION 5 TO THE PLACE OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD. CONTAINS 1.1 ACRE MORE OR LESS.

REV: 1-8-15

CONSERVATION EASEMENT #2



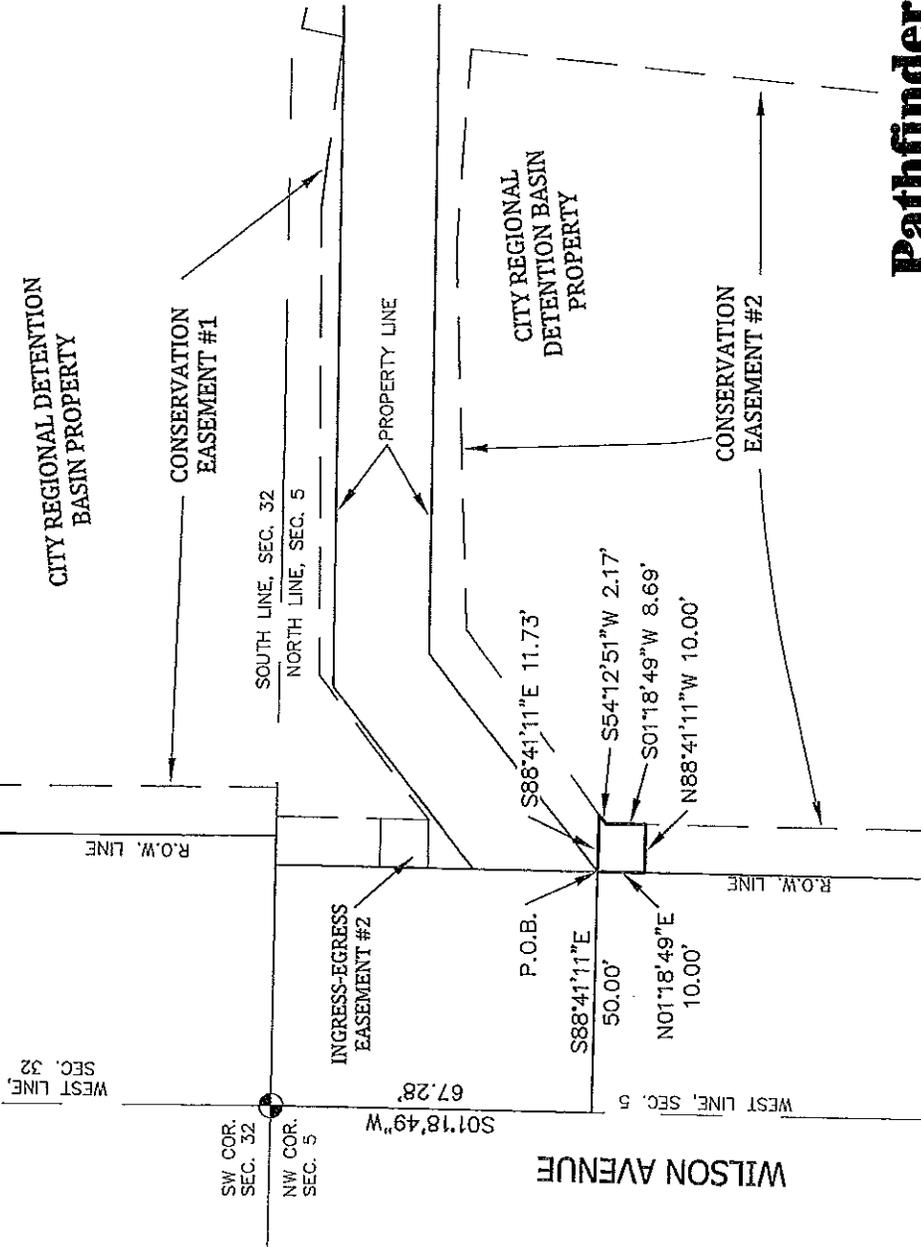
795 Clyde Court S.W., Suite "C" Byron Center, MI 49315
Phone 1-616-878-3585 Fax 1-616-878-4559

PART OF SECTION 5,
BYRON TOWNSHIP, MICHIGAN

PREPARED FOR:
TMGB WILSON, LLC

DATE
11-18-14
PROJECT NO.
13093
SHEET NO.
1 OF 1

EXHIBIT D



INGRESS-EGRESS EASEMENT #1:
 PART OF THE NW 1/4 OF SECTION 5, T5N,
 R12W, BYRON TOWNSHIP, KENT COUNTY,
 MICHIGAN DESCRIBED AS COMMENCING AT
 THE NW CORNER SAID SECTION 5; THENCE
 S01°18'49"W 67.28 FEET ALONG THE WEST
 LINE SAID SECTION 5; THENCE S88°41'11"E
 50.00 FEET TO THE EAST RIGHT-OF-WAY
 LINE OF WILSON AVENUE AND THE PLACE
 OF BEGINNING OF THIS DESCRIPTION;
 THENCE S88°41'11"E 11.73 FEET; THENCE
 S54°12'51"W 2.17 FEET; THENCE
 S01°18'49"W 8.69 FEET; THENCE
 S88°41'11"W 10.00 FEET TO SAID EAST
 RIGHT-OF-WAY LINE OF WILSON AVENUE;
 THENCE N01°18'49"E 10.00 FEET ALONG
 SAID EAST RIGHT-OF-WAY LINE OF WILSON
 AVENUE TO THE PLACE OF BEGINNING.
 DESCRIPTION CONTAINS 101 SQUARE FEET
 MORE OR LESS.

INGRESS-EGRESS
 EASEMENT #1

PART OF SECTION 5,
 BYRON TOWNSHIP, MICHIGAN

PREPARED FOR:
 TMGB WILSON, LLC

DATE
 1-8-15
 PROJECT NO.
 13093
 SHEET NO.
 1 OF 1

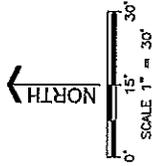
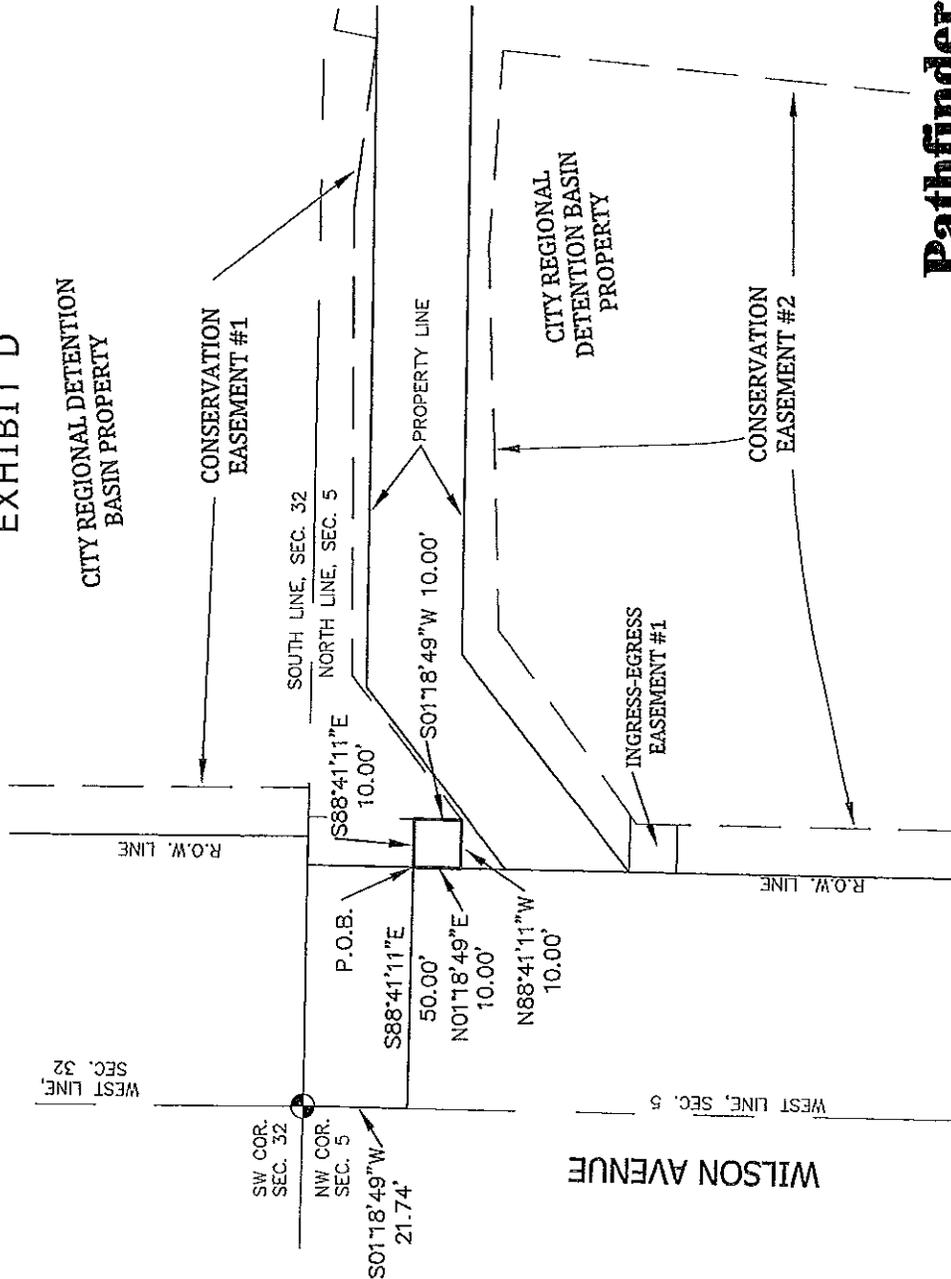
Pathfinders
 Engineering, Inc.

795 Clyde Court S.W., Suite "C"
 Phone 1-616-878-3885 Fax 1-616-878-4559

STATE OF MICHIGAN CONSERVATION EASEMENT 1-4-15.dwg 1/15/2015 4:52:31 PM CDT

BEARING BASE:
 RIVERTOWN VALLEY 1 AS RECORDED
 IN LIBER 116, PAGES 34-36, KENT
 COUNTY REGISTER OF DEEDS.

EXHIBIT D



INGRESS-EGRESS EASEMENT #2:
 PART OF THE NW 1/4 OF SECTION 5, T5N, R12W, BYRON TOWNSHIP, KENT COUNTY, MICHIGAN DESCRIBED AS COMMENCING AT THE NW CORNER SAID SECTION 5; THENCE S01°18'49"W 21.74 FEET ALONG THE WEST LINE SAID SECTION 5; THENCE S88°41'11"E 50.00 FEET TO THE EAST RIGHT-OF-WAY LINE OF WILSON AVENUE AND THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE S88°41'11"E 10.00 FEET; THENCE N88°41'11"W 10.00 FEET TO SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE; THENCE N01°18'49"E 10.00 FEET ALONG SAID EAST RIGHT-OF-WAY LINE OF WILSON AVENUE TO THE PLACE OF BEGINNING. DESCRIPTION CONTAINS 100 SQUARE FEET MORE OR LESS.

INGRESS-EGRESS
 EASEMENT #2

DATE 1-8-15
 PROJECT NO. 13093
 SHEET NO. 1 OF 1

PART OF SECTION 5,
 BYRON TOWNSHIP, MICHIGAN

PREPARED FOR:
 TMGB WILSON, LLC

Pathfinder
 Engineering, Inc.

795 Clyde Court S.W. Suite "C" Byron Center, MI 49315
 Phone 1-616-878-3885 Fax 1-616-878-4559

Submittal/revision description: 1-6-15:amp 1/4/2015 4:52:21 PM EST

BEARING BASE:
 RIVERTOWN VALLEY I AS RECORDED
 IN LIBER 116, PAGES 34-36, KENT
 COUNTY REGISTER OF DEEDS.

Exhibit E

The City of Wyoming (Grantor) agrees to allow the DEQ Permittee, T.M.G.B. Wilson, LLC and its authorized agents or representatives to conduct invasive species control activities within the Conservation Easement Premises in accordance with DEQ Permit 14-41-0030-P requirements which may be further defined as part of a DEQ approved vegetation management plan for the Easement Premises.

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF GRAND RAPIDS AND COUNTY OF KENT AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE A RELATED BUDGET AMENDMENT TO PROVIDE FOR PROFESSIONAL PLANNING SERVICES IN THE DEVELOPMENT OF A REGIONAL CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT PLAN 2016 - 2020

WHEREAS:

1. The City must adopt and have on file a new Consolidated Housing and Community Development Plan (HCP) by June 30, 2016 in order to receive Community Development Block Grant funding from the U.S. Department of Housing and Urban Development (HUD).
2. The City believes it is in its best interest to partner with the City of Grand Rapids and the County of Kent to meet its HUD obligation by participating in a Regional Consolidated Housing and Community Development Planning process.
3. The City of Grand Rapids, on behalf of all partners, solicited proposals from professional planning firms to develop the Regional HCP. Three respondents were evaluated by the participating jurisdiction's Community Development staff, with a unanimous recommendation to award the professional services contract to The Cloudburst Group.
4. The contract for the work, in the amount of \$83,900 shall be held by the City of Grand Rapids. The attached Memorandum of Understanding (MOU) commits the City of Wyoming to pay its equitable share, an amount not to exceed of \$27,967, to the City of Grand Rapids for this consultant work.
5. Project funds of \$5,000 are budgeted in FY 2015 for this work and are available in the following account: Community Development Block Grant fund in account 256-400-17515-801.000. The remaining \$23,000, to be posted in the Planning Department account number 101-400-40000-801.000, requires a budget amendment using General Fund Fund Balance to complete payment for this work.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby authorize the Mayor to enter into an MOU with the City of Grand Rapids and County of Kent for Regional Consolidated Housing and Community Development Planning.
2. The Wyoming City Council does hereby authorize the City Manager to execute a Budget Amendment to transfer up to \$23,000 from the General Fund Fund Balance to the Planning Department account 101-400-4000-801.000 to provide for payment to the City of Grand Rapids for professional planning services.

03/02/2015
RR:rr

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT

Date: March 2, 2015

Budget Amendment No. 042

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$23,000 of budgetary authority to provide additional funding for professional planning services in the development of a regional Consolidated Housing and Community Development Plan for 2016-2020.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>General Fund</u>				
Planning - Planning - Professional Services 101-400-40000-801.000	\$26,600	\$23,000		\$49,600
Fund Balance (101)				\$23,000

Recommended: Kate Bradford
Accountant

[Signature]
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2014-2015 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

STAFF REPORT

Date: February 23, 2015

Subject: Regional Consolidated Housing and Community Development Plan, 2016-2020

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: March 2, 2015

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a Memorandum of Understanding (MOU) with the City of Grand Rapids and County of Kent to provide for professional services to complete a Regional Consolidated Housing and Community Development Plan for the period of July 1, 2016 through June 30, 2020; additionally, to authorize the City Manager to execute a budget amendment to provide for the final payment of this work.

SUSTAINABILITY CRITERIA:

Environmental Quality – The development of a Consolidated Housing and Community Development Plan (HCP) is essential to ensure an environment of equity and equality in making community planning decisions, development of city regulations, administrative policies, procedures and practices; and targeting investments of CDBG funds and other housing and blight remediation efforts; and advocating for housing development projects and strategies, for both for-profit and non-profit developments throughout the community.

Social Equity – The HCP will provide community direction and tools to promote housing development and blight remediation throughout the City of Wyoming. The expansion of housing choice and/or the availability of housing choices in the city are an outcome of this work. .

Economic Strength – The HCP is required to obtain our annual entitlement of Community Development Block Grant funds from HUD. The plan shall assist social service agencies, advocacy groups, government leaders, developers, appraisers and bankers in decision making regarding housing development within the City of Wyoming.

DISCUSSION:

The City of Wyoming has been an entitlement City for Community Development Block Grant (CDBG) funds since the inception of the program in 1974. The development of a Consolidated Housing and Community Development Plan (HCP) is required to be prepared and submitted to the U.S. Department of Housing and Urban Development every five years. Our ConPlan was set to expire June 30, 2015; however, the City made application to HUD and received approval to extend our current ConPlan to June 30, 2016. This application was made to allow for a Regional Consolidated Housing and Community Development Plan (Regional HCP) to be developed in partnership with the City of Grand Rapids and the County of Kent.

The opportunity to partner with Grand Rapids and Kent County on a Regional HCP was first recommended in 2013 as an outcome of the Grand Rapids, Wyoming, Kent County Community Development EVIP supported Consolidation Study. Our application to HUD requesting approval to align Wyoming's, Kent County's HCP with that of Grand Rapids was approved in 2014. This approval allows for a Regional HCP to be developed in 2015 for application beginning July 1, 2016. Outcomes from the Regional HCP shall include:

- a. Regional Planning considerations shall be recognized while identifying and maintaining individual jurisdiction priorities.
- b. Annual action plans shall be specific to individual jurisdictional needs.
- c. Adopting a Regional HCP does not consolidated department's nor does it reduce individual community grant awards.
- d. Utilizing a single consultant to complete a Regional HCP provides for in-kind cost savings (bidding, etc.) of the three jurisdictions. Cash costs for the consultant services are equitable to what the City of Wyoming would pay should we have bid the work separately.

The City of Grand Rapids, on behalf of all partners, solicited Request for Qualification proposals from professional planning firms to develop the Regional HCP. Three firms submitted proposals:

1. McKenna Associates at \$145,000
2. The Cloudburst Group at \$98,744
3. City consultants and Research, LLC at \$13,270

It was determined that The Cloudburst Group was most qualified to do the work. Meetings were held with The Cloudburst Group to ascertain their understanding of the scope of work (number of public meetings, resources already available within each jurisdiction such as Land Use plans, Community Recreation Plans, etc.). The outcome from this meeting was a refined bid price of \$83,900.

FINAL NEGOTIATED AMOUNT:

It is a unanimous recommendation to the City of Grand Rapids, of the three jurisdiction's staff, to award the professional services contract to The Cloudburst Group in the amount of \$83,900.

MOU REQUIREMENT:

Before the City of Grand Rapids will proceed with awarding the contract to The Cloudburst Group, it is requesting the each participating jurisdiction enter into an MOU, committing to pay the City of Grand Rapids its equitable share, or \$27,967, for this work.

BUDGET IMPACT:

When preparing the FY 2015 budget request, staff anticipated this work to cost \$10,000. To this end, \$5,000 was budgeted in the CDBG budget and \$5,000 was budgeted in the Planning budget. In this current year, City Council awarded a consultant contract to Wade Trim in the amount of \$26,600 to perform the Zoning Code Codification. This was a higher than anticipated amount than budgeted for the work and consumed the \$5,000 initially set aside in the Planning Department Budget for the HCP plan. Subsequently, we have determined that, should the City directly contract for this work, a revised cost estimate of \$20,000 to \$35,000 is more accurate. This is based upon a recent phone survey requesting quotes for the work and was done to affirm that Wyoming's share of \$27,976 was fiscally appropriate.

Due to HUD regulated limits on maximum expense allowed to CDBG Administrative allowances, funding for this work, as has been historically done to accommodate these limits, must be split between the Community Development and Planning Department budgets.

In light of staffing constraints within the Finance Department a Council budget amendment is unable to be created in time for the March 2, 2015 Regular meeting. To this end, we request the City Council delegate their authority to approve such a use of the General Fund Fund Balance to the City Manager, in an amount not to exceed \$23,000. Please see the following table.

	FY 2015 Authorized Budget	Additional Funding Requested (General Fund Fund Balance)	Amended Budget
Community Development 256-400-17515-801.000	\$13,000 (includes \$5,000 for this specific work)		
Planning 101-400-40000-801.000	\$26,600 (originally included \$5,000 for this specific work; however was used for the Wade-Trim Consulting Contract)	\$23,000	\$49,000
General Fund Fund Balance			(\$23,000)

ATTACHMENTS:

Memorandum of Understanding
The Cloudburst Group Proposal for Professional Services
Resolution

MEMORANDUM OF UNDERSTANDING

Regional Consolidated Housing and Community Development Planning

This Memorandum of Understanding (MOU) is entered into this ____ day of _____, 2015, by and between the County of Kent (hereinafter referred to as "Kent County"), through its Community Development Department, a Michigan Corporation, whose principal address is 300 Monroe Avenue NW, Grand Rapids, Michigan 49503; the City of Grand Rapids (hereinafter referred to as "Grand Rapids"), a Michigan Municipal Corporation, whose principal address is 300 Monroe Avenue NW, Grand Rapids, Michigan 49503; and the City of Wyoming (hereinafter referred to as "Wyoming"), a Michigan home rule city, whose principal address is 1155 28th Street SW, Wyoming, Michigan 49509.

WHEREAS, Kent County, Grand Rapids, and Wyoming (collectively, the "jurisdictions") are required to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) for approval a Federal Fiscal Year (FFY) 2016 – 2020 Housing and Community Development (HCD) Plan and FFY 2016 Annual Action Plans; and

WHEREAS, Kent County, Grand Rapids, and Wyoming desire to prepare a regional FFY 2016 – 2020 HCD Plan for the jurisdictions and individual FFY 2016 Annual Action Plans for each of the three (3) entities; and

WHEREAS, Grand Rapids has solicited statements of qualification from consultant firms for professional services to prepare: 1) a regional FFY 2016 – 2020 HCD Plan for the jurisdictions, and 2) an individual FFY 2016 Annual Action Plan template for each of the three (3) entities; and

WHEREAS, the jurisdictions collectively reviewed qualifications and mutually agree to the selection of Cloudburst Consulting Group, Inc. (hereinafter referred to as "Consultant") to provide the desired professional services; and

WHEREAS, the jurisdictions shall enter into this MOU to clearly identify the roles and responsibilities of each party related to professional services to be provided by the Consultant, including payment of all costs incurred.

NOW, THEREFORE, it is hereby agreed by and between the parties as follows:

I. PERIOD OF PERFORMANCE

The activities described in this MOU shall begin March 1, 2015, and continue through July 1, 2016, or the date the HCD Plan is approved by HUD and all costs are paid according to Section V. Budget and Method of Payment.

II. RESPONSIBILITIES

A. Grand Rapids shall enter into a Professional Services Agreement with the Cloudburst Consulting Group, Inc. for delivery of services outlined in Exhibit A.

B. Grand Rapids shall serve as the primary contact with the Consultant regarding performance of activities under the Professional Services Agreement.

C. The jurisdictions shall participate in Consultant conference calls, and/or project meetings as necessary.

D. The jurisdictions shall coordinate a joint, consistent timeline for the required 30-day public comment period for the regional HCD Plan.

E. Each jurisdiction's legislative body shall adopt the regional HCD Plan and their respective Annual Action Plan prior to submission to HUD.

F. Kent County shall serve as the "lead agency," and Grand Rapids and Wyoming shall serve as "participating agencies" for purposes of the regional HCD Plan submittal to HUD via its Integrated Disbursement and Information System (IDIS).

G. Kent County shall submit the HCD Plan to HUD via IDIS no later than May 6, 2016, and shall advise Grand Rapids and Wyoming of plan submission immediately upon completion.

H. The jurisdictions shall adhere to applicable federal, state, and local laws, rules, and regulations.

III. RECORD KEEPING AND REPORTING

Grand Rapids shall monitor the Consultant's progress regarding the timeline for deliverables as outlined in Exhibit A, The Cloudburst Group's 'Request for Qualification Statement for Professional Services for Consolidated Housing and Community Development Plan Preparation' document.

IV. BUDGET AND METHOD OF PAYMENT

A. Grand Rapids shall enter into a Professional Services Agreement in the amount of Eighty Three Thousand Nine Hundred (\$83,900) Dollars with the Consultant for preparation of a regional FFY 2016 – 2020 HCD Plan for the jurisdictions and individual FFY 2016 Annual Action Plans for each of the three (3) entities.

B. Each of the three (3) parties to this MOU is responsible for an equal share of the total cost of eligible and allowable charges from the Consultant. This amount shall not exceed Twenty Seven Thousand Nine Hundred Sixty Seven (\$27,967) Dollars per party.

C. Grand Rapids shall pay all Consultant invoices in full within 30 days of receipt, after review and approval by Kent County and Wyoming. Kent County and Wyoming shall review and approve payment of invoices provided by Grand Rapids within seven (7) business days. Kent County and Wyoming shall reimburse Grand Rapids for their share of Consultant costs within 28 days of receipt of invoice.

V. AMENDMENTS

The parties to this MOU understand that modifications may be needed to ensure the success of the Agreement. Any party may propose changes to the Agreement and its Attachments at any time. Amendments may be approved where all three parties agree to the change(s) evidenced in writing signed by each party, and the amendment does not violate applicable federal, state, and local laws, rules, and regulations.

VI. LIABILITY AND INDEMNIFICATION

Each party shall indemnify and defend the other party, its officials, officers, agents, employees and assigns, from and against all loss, damage or injury, and reasonable costs and expenses, including attorney fees and costs of any suit related thereto, associated with its performance under this MOU.

VII. NOTICE

All notices, demands or other writings permitted or required by the terms of this Agreement shall be deemed to have been fully given, made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed to the Contract Administrators as follows:

County:	Linda Likely Community Development and Housing Commission Director 82 Ionia Avenue NW Grand Rapids, Michigan 49503
Grand Rapids:	Connie M. Bohatch Managing Director of Community Services 300 Monroe Avenue NW Grand Rapids, MI 49503
Wyoming:	Rebecca Rynbrandt Director of Community Services 1155 – 28 th Street SW – PO Box 905 Wyoming, MI 49509

The address to which any notice, demand or other writing may be given or sent to any party may be changed by written notice given to the other party.

VIII. ATTORNEY REVIEW

The parties represent that they have carefully read this MOU and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this MOU and sign it as their free act and deed.

IX. GOVERNMENTAL IMMUNITY

Neither parties waives its governmental immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this MOU.

X. GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Michigan.

XI. ATTACHMENT

Exhibit A – The Cloudburst Group's 'Request for Qualification Statement for Professional Services for Consolidated Housing and Community Development Plan Preparation' document.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as the day and year first written above.

COUNTY OF KENT

Dan Koorndyk
Chair, Board of Commissioners

Date

Attest

Mary Hollinrake
Kent County Clerk

Approved as to form

Sangeeta Ghosh, Assistant Corporate Counsel

CITY OF GRAND RAPIDS

George K. Heartwell
Mayor

Date

Attest

Darlene O'Neal
Grand Rapids City Clerk

CITY OF WYOMING

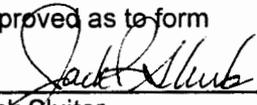
Jack A. Poll
Mayor

Date

Attest

Kelli Vandenberg
Wyoming City Clerk

Approved as to form



Jack Sluiter
City Attorney, City of Wyoming



The Cloudburst Group

Request for Qualification Statement for Professional Services for Consolidated Housing and Community Development Plan Preparation:

FFY 2016 – FFY 2020 Consolidated Housing and Community Plan and FFY 2016 Annual Action Plans; County of Kent, and the Cities of Grand Rapids and Wyoming, Michigan

December 22, 2014

Submitted to:

***Erin Banchof, Community Development Manager
300 Monroe Avenue, NW
Suite 460
Grand Rapids, MI 49503***

Submitted by:

***Cloudburst Consulting Group, Inc.
8400 Corporate Drive, Suite 550
Landover, MD 20785-2238***

Patrick Moynahan, President

Telephone: (301) 918-4400

Fax: (301) 918-4900

Email: patrick.moynahan@cloudburstgroup.com



The
Cloudburst
Group

December 18, 2014

Erin Banchoff
Community Development Manager
300 Monroe Avenue, NW, Suite 460
Grand Rapids, Michigan 49503

Dear Ms. Banchoff,

Cloudburst Consulting Group, Inc. (Cloudburst) is pleased to submit this proposal in response to the "Request for Qualification Statement for Professional Services for Consolidated Housing and Community Development Plan Preparation" issued by the City of Grand Rapids.

Cloudburst's proposal is predicated upon the terms and conditions of the RFQ and is firm for a period of 90 days from the date of receipt.

We welcome the opportunity to discuss our proposal and look forward to assisting you in this effort.

Sincerely,



J. Patrick Moynahan
President

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Personnel/Professional Qualifications 13
Specialized Knowledge and Technical Competence 17
Project Approach 20

Attachments

Certificate of Good Standing Attachment 1
Resumes Attachment 2

1. Background and Experience

a. Respondent's Name and Background Information

Cloudburst Consulting Group, Inc. (Cloudburst), established 2005, is a small, for-profit (S-corp) business located in Landover, MD. Cloudburst provides a full range of consulting services to federal, state and local governments, and nonprofit agencies in planning, design, implementation and evaluation of programs for socially and economically disadvantaged persons, both domestically and abroad. Cloudburst's three practice areas — Housing and Community Development, Land Tenure/Natural Resource Management, and Public Health — provide customers and communities with proven, innovative, and holistic solutions in affordable housing, homelessness, community and economic development, environmental compliance, job creation, public and behavioral health, and competencies in performance measurement and data analytics, knowledge management and communications, and information technology. Our firm's mission is to improve the effectiveness of policies and programs that advance public health goals, develop sustainable communities, increase access to housing, and improve economic opportunities, with an overarching focus on underserved and vulnerable populations.

Cloudburst DUNS number is 602539111.

Cloudburst website is <http://www.cloudburstgroup.com/>

Cloudburst's Certificate of Good Standing is included as Attachment 1.

The focus of Cloudburst's Housing and Community Development business unit is to improve the effectiveness of community-based social programs that create and support housing, economic opportunities, and viable living environments for our most vulnerable citizens. We do this by providing responsive, timely, cost-effective, and outcomes-driven strategic planning, technical assistance, environmental compliance impact assessments, health and safety regulation analysis, economic analysis, policy analysis/development, training, research and program evaluation. Our staff comprises skilled former senior administrators of community development, homeless, and public housing programs, housing developers, economic development specialists, industrial hygienists, economists, environmental engineers, and government officials with years of direct experience working in nonprofit, local, State, and Federally-funded social service organizations. With this uniquely extensive "in-the-trenches" experience as a foundation, we are able to offer expert applied guidance on statutory and regulatory requirements, program design, and project implementation – and bring a rich experiential perspective to the challenges of translating policy into practice, and generating outcomes-based data on effectiveness. Our teams are recognized as national experts on public and affordable housing, community and economic development, and the homeless. Our primary clients include the Department of Housing and Urban Development and the Department of Health and Human Services.

The Housing and Community Development business unit prides itself on our collaborative nature, working in harmony with our clients and their targeted customers towards enhancing the capacities of local systems and communities to implement effective housing and social service programs. To this end, our work is focused in the following domains:

- Preventing and ending homelessness;
- Providing comprehensive support to affordable and supportive housing and economic development initiatives; and
- Designing and implementing cost-effective strategies to develop, strengthen, and revitalize sustainable, healthy, and livable communities.

The Cloudburst staff has decades of experience in completing both Consolidated Plans and Analyses of Impediments to Fair Housing Choice. Beyond our on the ground experience, members of our project team are nationally recognized Subject Matter Experts on the eCon Planning Suite and Fair Housing regulations and have served as HUD national trainers and developed associated resources on both subjects. Examples of our areas of national expertise and responsibilities are highlighted below. This practical and technical expertise gives our team a unique perspective to the Consolidated Planning and Fair Housing planning and analysis processes, and the ability to work closely with Kent County, Grand Rapids City, and Wyoming City (the "Region") to identify specific housing and community development needs within those jurisdictions.

**Cloudburst Consolidated Plan
National Perspective**

- Staff/team members helped HUD introduce and roll out the first Consolidated Plan process and requirements across the nation;
- Serve as HUD's principal *eCon Planning Suite* grantee resource: we deliver HUD's national training sessions, develop the guidebooks and tutorials;
- Provided grantees with market-based analysis and collaboration technical assistance that informed components of the eCon Planning Suite;
- Serve as a lead HUD TA Provider addressing the collaboration of local jurisdictions and Continuum of Care planning in responding to new Con Plan and ESG rules.

Cloudburst Partners

In this proposal, Cloudburst is partnering with Mullin & Lonergan Associates (M&L), and Richard G. Ballard, LLC. Cloudburst has a long history of collaboration with both M&L and Richard Ballard in technical assistance projects across the country. In addition to our recent partnerships in developing Consolidated Plans and Analyses of Impediments to Fair Housing Choice for both entitlement and state programs, we have collaborated on many strategic planning, housing needs assessments, organizational development and extensive CDBG, HOME and ESG technical assistance. Our experience, coordination, and knowledge of each person's qualifications and capacity in various contracts brings a unique and effective practiced approach to tasks, and an overall comfortable working relationship with our clients.

❖ **Mullin & Lonergan Associates (M&L)**

M&L is a small housing and community development consulting firm located in Pittsburgh, PA. M&L works with numerous region, county, and state clients in housing, community development, economic development, and fair housing planning. On this project, M&L will support all components of the consolidated planning process, with an emphasis on developing the Needs Assessment. M&L and Cloudburst have developed a seamless partnership over multiple community development and planning projects, exploiting a broad range of expertise and flexible resources to achieve effective results.

M&L clients include local units of government (cities, counties, and states), HUD CDBG entitlements, HOME PJs, Continuums of Care, public housing authorities, nonprofit organizations, planning agencies, state housing finance

Cloudburst's history of partnering with M&L on many technical assistance and Consolidated Planning projects has developed strong, data-driven plans that have been implemented in communities across the country. Together, we recently developed housing needs and market analyses, which were used to inform strategic planning for community and economic development in San Antonio, TX and for the Commonwealth of Puerto Rico. We are currently collaborating on the development of the five year Consolidated Plan and the Analysis of Impediments to Fair Housing Choice for the State of Iowa.

agencies and economic development organizations. M&L's 20 employee workforce includes housing specialists, community planners (six of whom are AICP certified), local government specialists, and finance specialists.

❖ **Richard G. Ballard, LLC**

Richard Ballard is a Principal of Richard G. Ballard, LLC, and North Coast Community Consultants, LLC (NC3). Since 2010 Mr. Ballard has engaged in training, technical assistance, and development consultation engagements nationwide, assisting clients in the use of NSP, HOME, CDBG, and LIHTC resources. Prior experience includes 21 years of service to the Michigan State Housing Development Authority (MSHDA, 1989-2010), including work from 1993-1996 as the States Consolidated Plan Coordinator. From 2003-2010, he served as Director of the Office of Community Development at MSHDA, guiding the Authority's community-based interventions in urban neighborhoods. Since 2010, Richard's work has included contributions to the content of HUD's Consolidated Plan website, as well as training materials and desk guides and the "Ask-A-Question" Website for the eCon Planning Suite. At the time of his retirement from MSHDA, Richard was President of the Council of State Community Development Agencies (COSDA). He has a B.A. degree from Earlham College (1971) and a Master of Divinity Degree from Chicago Theological Seminary (1974). He currently serves on the Board of Directors of the Michigan Community Development Association and the Capital Area Housing Partnership, an East Lansing-based CHDO. Mr. Ballard's experience is focused on adapting programs to meet community needs, understanding the priorities of state and local governments as communicated at the executive level, translating these programs into effective programs, developing program documentation forms and systems, and achieving results while maintaining program compliance.

Cloudburst's history of partnering with Richard Ballard on many technical assistance and consolidated planning projects has developed strong, data-driven plans that have been implemented in communities across the country. For instance, along with M&L, we recently developed a housing needs and market analysis, which were used to inform strategic planning for community and economic development in San Antonio, TX. Mr. Ballard has worked on HUD-sponsored Cloudburst TA teams focusing on capacity building and strategic planning for CDBG, HOME and ESG grantees in places as diverse as Brownsville, TX and Dunkirk NY, and throughout Michigan (Flint, Oakland County, Pontiac, and Detroit), as well as on numerous other NSP TA teams. Mr. Ballard has also served as a trainer on Cloudburst's HUD-sponsored program for conducting in-person and remote eCon Planning Suite trainings across the nation for the past three years.

As documented in this submission, our team has unparalleled experience in completing data-driven, outcome-focused Consolidated, housing and other strategic community development plans. Our team includes decades of on-the-ground experience as well as national subject matter experts in Consolidated Plans, fair housing, eCon Planning Suite and community-based planning practices.

b. Examples of prior engagements in which the Respondent assisted a HUD entitlement community(ies) in preparing a Consolidated Housing and Community Development Plan and/or Annual Action Plan.

Collectively, our team has contributed to the development of over 75 Consolidated Plans since 2005. Our team's experience includes plans prepared for regional, consortia, state and entitlement grantees. Our team has completed more than 15 Consolidated Plans in the eCon Planning Suite.

As demonstrated in the specific project examples below, our team works closely with states and cities to ensure that the planning process meets each jurisdiction's unique needs by leveraging the community's strengths to address the community's needs. Described in greater detail in Section 4 of this submission, our process emphasizes both in-depth data analysis as well as comprehensive engagement with key stakeholders to both better understand the needs "on the ground," and to also build a coalition of support behind the Consolidated Plan that can continue to be leveraged and used during the implementation of the Strategic Plan and associated Action Plans for the ensuing years.

Consolidated Plan Experience – Cloudburst and M&L

HUD Field Office	Columbus, OH	San Antonio, TX	Fort Worth, TX	Denver, CO
Clients	Youngstown, OH Springfield, OH Dayton/Kettering, OH	Williamson County, TX Round Rock, TX	Waco, TX	Rapid Region, SD
HUD Field Office	Richmond, VA	Buffalo, NY	New York, NY	Baltimore, MD
Clients	Hampton, VA Harrisonburg, VA	Rochester, NY Buffalo, NY	Yonkers, NY New Rochelle, NY	Hagerstown, MD Bowie, MD Annapolis, MD
HUD Field Office	Pittsburgh, PA	Philadelphia, PA	Newark, NJ	Boston, MA
Clients	Erie, PA Johnstown, PA Beaver County, PA Washington County, PA Westmoreland County, PA Millcreek Township, PA McKeesport, PA Pittsburgh, PA	Allentown, PA Easton, PA Hazelton, PA New Castle County, PA Wilmington, DE York, PA Chester, PA Lower Merion Township, PA Berks County, PA Reading, PA Carlisle, PA Montgomery County, PA Dauphin County, PA Delaware County, PA Bucks County, PA Bensalem County, PA Cumberland County, PA Abington Township, PA Lehigh County, PA Norristown, PA Williamsport, PA	Camden County, NJ Atlantic Region, NJ Bloomfield, NJ Ocean Region, NJ Gloucester Twp., NJ Passaic County, NJ Wayne Twp., NJ Paterson, NJ Monmouth Cty, NJ Jersey Region, NJ	North Suburban Consortium, MA Springfield, MA Hartford, CT
HUD Field Office	Atlanta, GA	Raleigh, NC	Chicago, IL	Omaha, NE
Clients	Henry County, GA	Cumberland County, NC Fayetteville, NC High Point, NC	Oak Park, IL McHenry County, IL Berwyn, IL	State of Iowa, IA Iowa Region, IA Waterloo, IA Cedar Falls, IA
HUD Field Office	Kansas Region, MO	Montgomery, AL	Los Angeles, CA	New Orleans, LA
Clients	State of Kansas	Birmingham, AL Montgomery, AL	Palmdale, CA Corona, CA Rialto, CA Compton, CA	Lake Charles, LA

Regional Consolidated Plans and Planning

Our team has assisted grantees with creating regional Consolidated Plans and conducting regional housing and strategic planning activities. In doing so, our team has worked closely with grantees to identify regional needs, while still recognizing unique needs and conditions within the respective jurisdictions. This approach enabled us to address both regional and localized priority needs with goals and proposed projects that both served the region, but were also implementable at the local level. Cloudburst and M&L are currently or have recently developed regional (HOME Consortia) Consolidated Plans for Dayton/Kettering, OH, Waterloo, IA, and North Suburban Consortium, MA.

M&L has also conducted large *regional fair housing planning initiatives*, providing our team with the logistical and project management experience necessary to complete this project.

- 2014: Nearing the completion of a Regional Assessment of Fair Housing for the 12- county Piedmont Triad Region in North Carolina (pop. 1,641,142).
- 2011: Prepared a Regional Analysis of Impediments for the Region of Baltimore and four surrounding counties – Anne Arundel, Baltimore, Harford and Howard (pop. 1,881,823).
- 2010: Completed the Regional AI for the State of Delaware, New Castle County, and the cities of Wilmington, Dover and Newark (pop. 917,092).

Kent County Regional Technical Assistance

In 2013, Richard Ballard led a team from North Coast Community Consultants (NC3) to assist Grand Rapids, Kent County and Wyoming in (a) investigating options for increased collaboration and cooperation among the three jurisdictions and (b) recommending a course for future action. The team facilitated meetings of a workgroup of staff, officials, and citizens representing the three local governments that considered nine options for collaboration, ranging from the submission of a regional consolidated plan to a full merger of the HUD grantees into the urban county. The NC3 team recommended that the jurisdictions explore the creation of a nonprofit subrecipient that would administer programs and implement projects on behalf of the two cities and Kent County while preserving their entitlement status for CPD program funding. The team quantified the savings that could be realized, but emphasized that service consolidation should go forward only insofar as the three local governments concur that deeper collaboration would likely result in improved program quality and more effective regional strategic focus.

City and County of Sacramento, California

By introducing market-based comprehensive community development plans to improve targeting of CDBG funds, Cloudburst assisted the Sacramento (CA) Housing Redevelopment Authority (SHRA) with identifying priority investment areas using a more strategic market- and data-based approach as an alternative to the community's historic methodology of pro-rata distribution of funds across Region Council Districts. This helped focus diminished resources where they might provide maximum impact, benefit, and leverage independent of the political district as Sacramento City and County collaborated through SHRA to implement a regional Consolidated Plan. Cloudburst supported SHRA's Consolidated Planning process by demonstrating the use of eCon Planning Suite tools and other new data sets, advising staff on possible missing or additional data, enhancing the soundness of their approach regarding geographic targeting, program outcomes, administration of program activities, and designing action steps for implementation of a data-based methodology. This approach was then analyzed by Cloudburst's sub-contractor, The Reinvestment Fund (TRF), for its potential economic impacts. Work included a review of the literature for examples of spatial clustering of investment, and presentation of projected economic impacts of the proposed CDBG allocation method. This engagement demonstrated the positive economic impacts and strategic advantages of a market- and data-based regional CDBG allocation method not only to SHRA staff, but to Councilors and Commissioners who adopted the new methodology. This new method built the region's capacity to more effectively assess current conditions in the affordable segment of their local housing and commercial real estate markets, identify key business and employment trends, and design and implement more strategic community development investments in the future.

Market-based Strategic and Consolidated Planning

In addition to our team's experience in completing the Consolidated Plans highlighted above, we have provided concentrated technical assistance and consulting services to communities to develop market-based Strategic and Consolidated Plans. These activities have also included the development of data-driven performance metric systems to both inform future investments as well as track outcomes of project performance.

Cloudburst assisted the State of Massachusetts, New Orleans, LA, Detroit, MI, San Antonio, TX, and Sacramento, CA to develop market-based community development plans and strategies, and participate in HUD's Consolidated Planning Pilot using the new eCon Planning Suite. The assistance included implementation of Market Value Analyses (MVA), facilitation of planning sessions among broad stakeholders, and guidance on inclusion of new targeting and leveraging criteria into Consolidated Plans, allocation methodology, and program design. Our work informed the development of both Consolidated Plan enhancement tools, which will help grantees across the nation to better target, align, and leverage their CPD funds.

The Region of Detroit has used its MVA to identify three specific transitional neighborhoods to target investment that builds from adjacent strong market areas, a redesigned housing rehabilitation program that targets stronger areas (and avoids the weakest markets), and is integrating the approach into its Consolidated Plan.

In addition to these targeted assignments in strategic and consolidated planning, Cloudburst has developed and delivered national trainings to hundreds of HUD grantees on Basically CDBG, Economic Development, IDIS, Environmental Reviews, and the eCon Planning Suite.

City of San Antonio Texas

The San Antonio region had historically developed its Consolidated Plan in isolation from other local plans and was not using market-driven data in the formulation of its funding decisions. The region used technical assistance to develop the capacity for data gathering, coordination of plans and studies, and involvement of other stakeholders, in order to develop a more strategic approach to investing its resources. Cloudburst, led by RJ Stidham, and with assistance of M&L and Richard Ballard, provided guidance and best practices regarding the development of a community revitalization strategy that supported the Region's goals of effectively targeting and coordinating resources (Federal, State, local, and foundations). This strategic approach has been incorporated into the Region's existing processes for developing Reinvestment Plans, Neighborhood Plans, Visioning Plans, Consolidated Plans, and Comprehensive Master Plan. The major accomplishment was the development of a Housing Needs Assessment report that contributed to a unified Comprehensive Housing Needs Assessment and Strategic Housing Plan for policy decision making for the period FY 2012–2016. The process involved a review of the Region's existing housing policies and programs against the backdrop of current market conditions. An analysis of the existing inventory of sales and rental housing, net housing demand, and economic trends, defined the supply and demand characteristics of the Region's housing market. These projections will shape San Antonio's housing policy for the next five years. Key final recommendations presented included:

- ✓ Creating opportunities for new mixed-income housing throughout the region by promoting aggressive acquisition, demolition, land banking, and new construction initiatives;
- ✓ Promoting the furthering of fair housing by creating affordable housing opportunities for members of the protected classes outside of predominantly low income, minority neighborhoods;
- ✓ Creating opportunities for new affordable housing in the downtown area and within Loop 410; providing incentives to major employers who create employer-assisted housing programs for homebuyers;

- ✓ Pursuing San Antonio Housing Authority's Choice Neighborhood Implementation initiative by designating the Wheatley neighborhood as a HUD Neighborhood Revitalization Strategy Area (NRSA);
- ✓ Developing a Neighborhood and Site Selection policy to guide development of affordable rental housing outside of predominantly lower income minority neighborhoods; and
- ✓ Targeting limited resources in strategic locations over a sustained period, to significantly increase the likelihood of converting a neighborhood from "marginal" to "marketable."

Cloudburst guided San Antonio to adopt a more targeted strategic approach to its utilization of HUD funds with greater oversight, efficiency, management, and accountability leading to the following accomplishments:

- ✓ Developed and published a market-based strategic community development plan that will inform the Consolidated Plan and related strategies;
- ✓ Developed a comprehensive Policies and Procedures manual that will guide the efficient management and administration of the CDBG and HOME programs;
- ✓ Rewrote its Housing Rehabilitation program (rental and owner occupied) to respond more effectively to market conditions and to increase unit production;
- ✓ Invested HUD program funds more strategically and with greater oversight, management, and accountability in San Antonio neighborhoods; and
- ✓ Increased and enhanced the program management capacity of Region staff.

City of St. Louis, Missouri

According to the HUD Field Office, St. Louis had historically distributed HUD grant funds evenly across the wards of the 28-member Board of Aldermen, without regard to any validated housing and community development needs of its residents. In addition to those challenges, the Region's Community Development Agency (CDA) suffered years of recurring monitoring findings. With the engagement of HUD Field Office staff, Cloudburst, led by RJ Stidham, facilitated meetings with key stakeholders, including the Mayor's Office, Board of Aldermen, Washington University, and St. Louis University, and several community development intermediaries engaged in redevelopment initiatives. Strategies for identifying and using data to drive planning and funding decision were introduced. A Region wide housing market study was completed, culminating in a Market Value Analysis (MVA) document to guide future investment decisions to key neighborhoods.

Cloudburst assisted the Region with developing a Neighborhood Conditions Index (NCI) tool that serves as a companion to the MVA to inform public and private investments targeting Quality of Life gaps or deficiencies in low-income neighborhoods. Using the MVA and NCI tools, Cloudburst has helped the Region to further secure broad endorsement and active support from the public and private sectors, including developers and funders, for a data-informed planning process. Data-informed decisions can guide housing and community development investments in St. Louis and create Regionwide consensus regarding the targeting and placement of those investments. Specific accomplishments include:

- ✓ Publication of the first city wide data-driven Housing Production RFP, early 2014;
- ✓ Publication of the first city wide data-driven Public Services RFP, July of 2014;
- ✓ Increased engagement with financial institutions, public agencies, academic institutions, and community development intermediaries in the development and publication of the City's first MVA;
- ✓ Publication of the MVA on the City's Planning Department website, for real-time use by developers and investors in decision making; and
- ✓ Development of the St. Louis 2015–2019 Consolidated Plan using the newly-published MVA to inform Housing Needs and Strategies, and the Neighborhood Conditions Index to inform non-housing Community Development and Public Service Needs and Strategies.

Prince George's County, Maryland

Department of Housing and Community Development (DHCD) came under new leadership in 2012 and immediately sought assistance to overcome substantial challenges in running its CPD-funded programs and to identify ways to maximize its effectiveness in revitalizing neighborhoods, including those neighboring jurisdictions requiring a higher level of planning and coordination. The new leadership struggled to establish new direction while also addressing issues created by the previous administration.

The Cloudburst team, began its approach by addressing urgent needs, including IDIS guidance to set up project activities. Cloudburst utilized process mapping to assess DHCD's existing organizational structure, which then informed the development of an outline for a new Policies and Procedures Manual for CDBG and HOME. The team worked with the DHCD Deputy Director and key grants management staff to identify and address obligation and expenditure issues for CDBG and HOME. Throughout the engagement, Cloudburst worked to identify and implement crosscutting measures to streamline County procedures and to improve timeliness in meeting federal expenditure requirements. In 2014, the technical assistance team assisted three working groups to analyze housing, economic development and quality of life data and aggregate it to identify trends or patterns in neighborhoods that will ultimately inform housing and community development funding decisions. Specific accomplishments include:

- ✓ Improved efficiency of programmatic and administrative operations for both the CDBG and HOME programs, as documented in the County's new Policies and Procedures;
- ✓ Improved organizational effectiveness in using CPD resources through a reorganization; and
- ✓ Met both its CDBG expenditure deadline and a HOME commitment and expenditure deadline through a newly designed project management process.

State of Iowa

Cloudburst and M&L are currently engaged by the State of Iowa to develop the State's five-year Consolidated Plan and Analysis of Impediments to Fair Housing Choice. Our team designed a comprehensive stakeholder outreach strategy that included a series of interviews, round table meetings, web-based survey and additional invitations for comment and input on the Consolidated Plan and Annual Action Plan. Using input from these stakeholders, interviews with key State staff, and analysis of American Community Survey (ACS), Comprehensive Housing Affordability Strategy (CHAS), Longitudinal Household-Employer Dynamics (LEHD), and HUD homeless, public housing and special needs databases, our team assisted the State to identify the most pressing priority needs in the State and develop a series of Strategic and Annual goals and projects to address those needs. The document is pending HUD's FY2015 funding allocations before it is finalized and submitted to HUD.

- c. **A sample of completed work that is similar to what is described under Scope of Work. This may be provided as a hard copy, electronic file, web link, etc.**

Our most recent project, the draft for public comment for the State of Iowa's five year Consolidated Plan is available on the Iowa Economic Development Authority's web site. This draft is pending HUD's FY 2015 funding allocations before it is finalized and submitted to HUD.

<http://www.iowaeconomicdevelopment.com/Search/consolidated%20plan>

d. The names, phone numbers, and emails of contact persons for at least three (3) organizations for whom projects referenced in this section were conducted.

Leslie Leager

Division Coordinator, Community Development Division
Iowa Economic Development Authority
leslie.leager@iowa.gov
515.725.3071

John M. Dugan

Director, Region of San Antonio, Dept. of Planning & Community Development
John.dugan@sanantonio.gov
210.207.7833

Geoffrey Ross

Redevelopment Manager, Sacramento Housing & Redevelopment Authority
gross@shra.org
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e. The Respondent's capacity to accomplish the work within the required timeframe.

Cloudburst's record of results in technical assistance engagements in a nation-wide demand-response system demonstrates exceptional organizational capacity (with many staff having prior "on-the-ground" CPD grantee experience) and effective TA approaches that produce positive outcomes for grantees consistent with HUD's strategic goals and objectives. Cloudburst focuses on innovative and tailored approaches that build skills, increase compliance, enhance capacity to provide meaningful outcomes, and increase the reach and impact of HUD resources.

We live by deadlines, and we have never missed one. The Cloudburst team will be managed by Jon Kunz and quality control by Marjorie Williams and RJ Stidham, all experienced in organizing and tracking multiple staff on multiple assignments. The Cloudburst team are familiar with each other's capacity, schedules, and work loads, and work together in a unified process that provides deliverables on time and often early. Coordinating these schedules with our client's needs and keeping everyone informed of weekly and even daily progress is critical to our success.

2. Personnel/Professional Qualifications

- a. All persons who would perform work for the project. Specify the functions to be performed by each, and indicating the project lead(s).

❖ The Cloudburst Group

Jon Kunz, Director, Project Manager, MCP, leads Cloudburst's Community Planning and Development practice, and has more than twenty years of technical experience in improving the capacity of public agencies and nonprofit organizations to effectively provide affordable housing and community development services to their constituents. A certified HOME specialist, he has led strong multi-disciplinary teams providing planning, program design, and organizational assessments and capacity building services to community development agencies around the country. Mr. Kunz's work has included a strong focus on community planning, having started his career as a planner at the Metropolitan Planning Council of Boston and receiving his Masters in City Planning. He has served on the forefront of HUD's efforts to improve local community development planning efforts, including serving as an advisor and trainer on HUD's initial rollout of the Consolidated Plan in 1995 as well as the Continuum Care in 1997. He has since provided HUD sponsored technical assistance and training on successive consolidated plan mapping and data systems, including the eCon Planning Suite, and is an expert on HUD financial and performance reporting systems, including IDIS. He has substantively contributed to the development of over a 30 Consolidated Plans, Action Plans, and CAPERs. At Cloudburst, he has worked on teams developing market value analysis, targeting and investment strategies, and consolidate plans for communities such as New Orleans, Detroit, St. Louis, San Antonio, and Prince Georges County. These engagements all included a focus on market and data driven decision making to improve the effectiveness of HUD CPD grants.

As Project Manager, Mr. Kunz will be the Point of Contact for this project and will be responsible for coordination, management, execution, and timely submittal of all documents. Mr. Kunz will also participate in most Public Hearings and consultations with stakeholders, assist the team and Region/County staff with the data analysis, and identifying needs and setting goals.

R.J. Stidham, Senior Advisor, Team Lead, is a national expert in community development finance and affordable housing development, specializing in regulatory compliance, strategic planning, and mixed-income, mixed-use project management, with over 30 years' experience. He has provided advice, counsel, and technical assistance to Federal agencies, State and local governments, public housing authorities, lenders, and community-based organizations for more than 20 years. He has developed Consolidated Plans for 15 Entitlement Jurisdictions, including Alexandria, Louisiana, Little Rock, Arkansas, and Montgomery, Alabama. Mr. Stidham is also an expert in fair housing and developing data-driven consolidated plans. While at Cloudburst, Mr. Stidham has served as team leader in providing technical assistance under HUD's College of Experts and One CPD programs to Detroit, New Orleans, St. Louis, and San Antonio. Mr. Stidham worked with the White House Office of Urban Policy regarding the development of the Strong Cities/Strong Communities (SC2) program. Prior to joining Cloudburst, Mr. Stidham was an advisor to Albany, GA following Tropical Storm Alberto and project manager from 2006-2008 for rebuilding of Lake Charles, LA after Hurricanes Katrina and Rita. He also served as a consultant to the state of Louisiana following Hurricane Katrina. He is a recipient of two Special Commendations from the Department of Justice, a Special Commendation from the United States Congress, and HUD's Award for Outstanding Individual Achievement. He has also earned three HUD Best Practice Awards for his exemplary work with CDCs and for developing an Analysis of Impediments for Cuyahoga County, Ohio. Mr. Stidham has also formed NRSAs and CRSAs in Arkansas, Louisiana, Ohio, and Pennsylvania. He has a J.D. from the University of Akron College of Law, Akron, Ohio.

Mr. Stidham will focus his broad expertise on analysis of housing needs and the market analysis data. Mr. Stidham will also participate in (but not limited to) the development of the non-housing community development needs, community revitalization, affirmatively furthering fair housing, and strategic plan sections of the Consolidated Plan and Annual Action Plans. Mr. Stidham's considerable expertise in neighborhood revitalization will be critical to the identification of Targeted Areas for Strategic Investment. Further, Mr. Stidham will lead the development of the Outcome Performance Measurement System. Finally, as Team Lead, Mr. Stidham will provide quality assurance on all final deliverables.

Christopher Andrews, Senior Planning Analyst, MCP, LEED Green Associate, has worked with cities and states across the country in designing, managing and assessing housing and community development programs. Mr. Andrews is a national expert on the Consolidated Plan and eCon Planning Suite and has served as project manager for Cloudburst's national technical assistance, training and resource development associated with the eCon Planning Suite. In this capacity, he has overseen and contributed to the development of the eCon Planning Suite Desk Guides and Toolkits on Citizen Participation and Data-Driven Planning. He has also trained over 400 grantees on the eCon Planning Suite. In addition to training and resource development, Mr. Andrews has worked with six grantees in the past year to develop their Consolidated Plans. Mr. Andrews has worked with multiple jurisdictions to conduct housing market and economic studies and analyses, develop policies and procedures, and create targeted, place-based housing and community development strategies. Mr. Andrews is also an expert in the NEPA environmental review process and most recently acted as lead author for developing the HUD Environmental Review Online System (HEROS) Desk Guide. Mr. Andrews has a Master of Region Planning at the University of California-Berkeley with a concentration in affordable housing and economic development as well as a certificate in Real Estate Development from the Haas School of Business.

Mr. Andrews is a nationally recognized expert and trainer in the eCon Planning Suite and CPD Maps Tools as well as an accomplished and skilled user of mapping and data visualization tools using ArcGIS and the Adobe Creative Suite. Mr. Andrews will also be the primary person to develop customized web-based stakeholder surveys and soliciting and collecting all public comments. He will be actively involved in developing and quality control of data and narrative in the IDIS templates and contribute to the Strategic Plan. Mr. Andrews will collaborate with Mr. Stidham to develop the Outcome Performance Measurement System.

Sage Hales-Ho, Analyst, provides technical assistance to municipalities using HUD funds to develop affordable housing and revitalize their communities. Sage also works as a part of a TA Team providing HUD's Office of Recapitalization assistance as they reach out to property owners to encourage preservation of HUD financed affordable housing. Prior to this, Sage served as the Executive Director of Hamilton County Area Neighborhood Development, Inc. (HAND) – a county-wide serving nonprofit Community Housing Development Organization in Noblesville, Indiana. During her time with HAND, Inc. Sage developed both multi and single family properties utilizing a variety of state, local, federal and private funding sources. This work included gathering community input on developments and working with the County to update a housing needs assessment for its Consolidated Plan. Previously, Sage interned with several foundations during graduate school and worked as the Director of Member Services for two years with the Community Economic Development Association of Michigan where she coordinated community based real estate development trainings and conducted a statewide accomplishments survey of community development corporations. Sage earned her BA in Anthropology from the University of Michigan and her MA in Philanthropic Studies from Indiana University.

Mrs. Hales-Ho will be involved in all aspects of developing the Consolidated Plan and Annual Action plans, and coordinating public hearings and consultation meetings. She will be also responsible for collecting and summarizing public and stakeholder comments, and ensuring a robust citizen participation process.

❖ Mullin & Lonergan Associates

Marjorie Williams, AICP is a Principal of M&L. She began her career as an intern with Mullin & Lonergan Associates while completing her Master's Degree in Urban and Regional Planning from the University of Pittsburgh in 1991. Upon graduation, she assumed a full-time position in the firm's Philadelphia office where she prepared comprehensive plans, zoning ordinances and worked extensively with HUD entitlement communities in the eastern U.S. As a community planner, she assisted HUD entitlements with the preparation of Comprehensive Housing Affordability Strategies (CHAS), Analyses of Impediments to Fair Housing Choice (AI), budgeting annual allocations, assessing annual performance and preparing environmental review record requirements.

From 1997 through 2001, Ms. Williams served as the county planning director in Putnam County, WV. During her tenure, she oversaw the expansion of water service to rural areas in one of the fastest-growing counties in the state. Ms. Williams returned to Mullin and Lonergan Associates in August 2004 where she currently is a partner in the firm's Pittsburgh office. She is highly active in housing policy analysis, housing needs assessments and fair housing analyses. Currently, she is overseeing the completion of Consolidated Plans for Iowa City, IA; McHenry County, IL; Cumberland County, PA; Burlington, NC, Colorado Springs, CO; and, Wilmington, DE.

Mrs. Williams will manage M&L's activities and coordinate M&L staff's work with Mr. Kunz. Her extensive experience in data analysis, developing Consolidated Plans, needs assessments, and market analyses will be invaluable. Although M&L's primary role will be developing the Needs Assessment and sections of the Market Analysis of the Consolidated Plan and the neighborhood revitalization strategies for the Annual Action Plans, M&L staff will be involved in all aspects of the project including review of all deliverables. Mrs. Williams will also assist in providing quality assurance in the development of the Consolidated Plan and Annual Action Plans.

Ira Mabel, Associate, has contributed to urban planning projects across the Midwest ranging from rural farming communities to growing college towns to post-industrial cities. Primarily working on long-range comprehensive plans, he also gained experience in neighborhood planning, downtown planning, corridor planning, urban design, and public outreach and community engagement for municipalities, counties, and other organizations. Mr. Mabel has worked on a number of housing studies at state, county, and community scales. He has managed and analyzed large datasets from sources including past and forecasted demographic, economic, real estate, and mortgage lending data. He is one of the firm's primary graphic designers, coordinating many of the firm's finished work products such as reports, illustrations, and maps. He was the primary author of the Analysis Impediments to Fair Housing Choice for the State of Iowa.

Mr. Mabel has researched and written best practices and implementation actions for numerous projects. For the City of Traverse City, Michigan, he helped develop a toolkit of urban design techniques for commercial corridor redevelopment. He authored chapters of the Master Plan for the City of Flint, Michigan, detailing best practices and implementation strategies for parks and open space as well as community health and safety. Mr. Mabel has developed implementation components for many comprehensive and neighborhood plans around the country.

Before becoming a planner, Mr. Mabel was an electrical engineer at a federal research lab. His work required designing and directing field experiments, as well as administering and analyzing the resulting very large datasets. This role required precise execution of detailed procedures in unique, challenging environments and conditions. His technical background in things like computer programming, website development, and data management create a unique approach in his writing, research, and design. Mr. Mabel received a Master's Degree in Urban Planning from the University of Illinois at Urbana-Champaign, and a BS in Electrical Engineering from Boston University. His current projects include the Consolidated Plan and the AI for the State of Iowa, and

a Housing Needs Assessment for the State of Washington.

Mr. Mabel's primary focus will be data analysis and development of the needs assessment and market analysis component of the Consolidated Plan, neighborhood revitalization, and mapping activities using CPD Maps and ArcGIS.

❖ **Richard G. Ballard, LLC**

Four years ago, Richard Ballard founded his technical assistance and consultation practice based on a commitment to the vital role of state and local governments in advancing the public interest by improving the quality of life in the community setting. Low-income households are too often stranded in neighborhoods characterized by lack of opportunity, poor commercial and public services, substandard housing, and few amenities. Similarly, because of lack of disposable income, they often have few opportunities to escape these conditions. Richard G. Ballard, LLC, continues Richard's professional work of the past 30 years, supporting the efforts of state and local government to maximize the effectiveness of resources deployed to improve housing and neighborhood conditions. Since 2010, Richard has provided 36 separate training, technical assistance and consultation engagements in support of NSP, CDBG, HOME and LIHTC funded programs and projects, to state and local governments, nonprofit organizations, and for profit developers.

In his work in MSHDA's Office of Community Development, including his appointment as Director from 2003-2010, Richard was responsible for MSHDA's Community Development initiatives with local governments throughout Michigan. In 2009, he assembled the Michigan NSP2 Consortium, comprised of 12 local governments, including the Region of Detroit, and 8 local land banks, and the Michigan Land Bank. Throughout this period Richard worked closely with personnel from the Detroit Planning and Neighborhood Development Department to identify NSP2 target areas and develop and submit a proposal on behalf of the Detroit metropolitan area. The successful proposal brought over \$50 million for demolition and development to the region from 2010-2013. Throughout his work with MSHDA's Office of Community Development Richard worked closely and constructively with CPD staff at the Detroit Field Office. In his role as a consultant since 2011, Richard has worked with the Detroit Field Office in the course of engagements with Flint, Pontiac, Oakland County, Warren, Macomb County, Grand Rapids, Kent County, Wyoming, and Dearborn.

Mr. Ballard's primary activity will be will be participation in on site public hearings and stakeholder consultations, data collection and analysis for the Needs Assessment and Strategic Plan components of the Consolidated Plan. He will also work with the team in developing the Outcome Performance Measurement framework, and work on the Annual Action Plans.

- c. **Resumes of each such staff member identified above, including name, position, education, and years and type of experience.**

Resumes are included as Attachment 2.

3. Specialized Knowledge and Technical Competence

a. Respondent's knowledge of HUD's Consolidated Planning Requirements

Cloudburst has extensive knowledge of the Community Development Block Grant (CDBG) program, HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), McKinney-Vento Homeless Assistance programs, Homeless Management Information Systems (HMIS), Neighborhood Stabilization Program (NSP), Economic Development Initiatives, Housing Opportunities for Persons with AIDS (HOPWA), Affordable Housing Preservation, Public and Indian Housing, and Fair Housing. Further, Cloudburst understands how each of these programs interacts with the requirements set forth in 24 CFR Part 91. Under national HUD cooperative agreements, we serve in a variety of roles in developing and delivering training materials, providing expert advice, and delivering on-site technical assistance related to all of these programs.

Comprised of seasoned community development "practitioners", Cloudburst also works directly with individual grantees across the country. Cloudburst is successfully providing, and has consistently pioneered, comprehensive, place-based technical assistance — often in jurisdictions with complex, systemic or programmatic challenges, and/or politically sensitive environments. In small communities and large urban areas alike, Cloudburst staff have applied creative thinking, expertise, and program fluency to assess community needs and define strategies for building local leadership and stakeholders' capacity to address programmatic barriers and implement evidence-based practices for immediate impact and long-term sustainability.

Some brief examples of work that illustrates both program knowledge and its relation to consolidated planning — emphasizing market analysis, strategic community development and investment planning include:

City of Brownsville Texas

Adhering to a Memorandum of Agreement between HUD and the Region of Brownsville, and under the HUD OneCPD Technical Assistance vehicle, the Cloudburst team, including Richard Ballard, has been providing technical assistance to the Region of Brownsville for over a year. Following up on accomplishments in Phase 1 technical assistance that focused almost exclusively on Brownsville's HOME Program, TA under Phase 2 is addressing systemic staff capacity and programmatic issues for both the CDBG and HOME programs, including IDIS cleanup, data entry, and reporting for each program.

Additionally, the Cloudburst team is tasked by HUD to build Brownsville's technical proficiency so new inexperienced staff can perform basic tasks in the Consolidated Plan template in IDIS and CPD Maps, including: setting up and submitting a plan, entering data and customizing plan content, reviewing the structure of the Consolidated Plan in IDIS, relationship between priority needs, geographic priorities, goals and projects, and using CPD Maps to do basic geospatial analysis. Cloudburst will also familiarize Brownsville staff with planning data provided in the Consolidated Plan template and CPD Maps and how this data relates to community affordable housing and economic conditions.

Neighborhood Revitalization Strategy Areas/Housing Assessments

As part of the consolidated plan process, and key to the "Targeted Areas for Strategic Investment" component of the RFQ, the Cloudburst team is particularly adept at gathering and analyzing data to make evidence-based housing and community development decisions from high level state and municipal policies down to the neighborhood level. Cloudburst is currently assisting Oakland, CA and Prince George's County, MD to analyze data and leverage other strategic initiatives within their jurisdiction to target CDBG funding through Neighborhood Revitalization Strategy Areas (NRSA). In 2011, Cloudburst assisted Pine Bluff, AR successfully

create an NRSA to target HUD funding. In addition to assisting cities to develop NRSAs, Cloudburst has decades of experience in conducting and applying Housing Needs Assessments and Market Analyses to inform housing and community development programs. Most recently, Cloudburst has completed comprehensive housing needs assessments in San Antonio, TX and for the Commonwealth of Puerto Rico to better assess and direct the allocation of HUD funding. Cloudburst has also applied a data-driven planning framework to Sacramento, CA, Detroit, MI and Saint Louis, MO to create comprehensive market-based housing analyses to characterize local market conditions in distressed communities and to intelligently and efficiently target investments. Specific project examples are provided below:

Commonwealth of Puerto Rico

In partnership with M&L, Cloudburst worked with the Commonwealth to develop a market-based, comprehensive housing plan for the entire island. The Cloudburst team, led by TJ Martzial, along with a team of Spanish-speaking consultants, conducted a broad assessment of the Puerto Rico Housing Task Force and related State agencies to determine both agency and staff skill capacity gaps, and each department's program management and implementation capabilities. With assistance from the Puerto Rico Department of Housing and the HUD Field Office, Cloudburst met with program directors, managers, and staff of each agency responsible for grants and financial management, reporting, program monitoring, financial monitoring, program design, and procurement. Cloudburst obtained additional input from the Puerto Rico Housing Task Force on the initial identification of capacity gaps, and presented a summary of funding, activities, and training needs.

With guidance from Cloudburst and using the data from the Housing Needs Assessment, the Puerto Rico Housing Task Force developed Puerto Rico's first Commonwealth-wide Housing Plan. In September 2011, the Governor unveiled the data- and market-based plan at the annual Puerto Rico Housing Conference. This Housing Plan, including NSP developments, continues to drive Puerto Rico's housing policies and investments. Based on this initial State agency capacity assessment and recommendations, Cloudburst continues to provide CDBG support to Puerto Rico's Office of the Commissioner of Municipal Affairs in program implementation.

City of Pine Bluff, Arkansas

Cloudburst, led by RJ Stidham conducted a drilldown Economic Market Analysis in the Historic University Park Neighborhood of Pine Bluff, in collaboration with the Region of Pine Bluff, the University of Arkansas at Pine Bluff, and the Pine Bluff Housing Authority, to produce an economic development strategy in a historic, African American neighborhood. The market analysis assessed economic development, housing, transportation, and demographic indicators to identify growth areas in the neighborhood. Cloudburst supported the Region and its public and private partners by facilitating a two-day retreat to present this information to community leaders and stakeholders and to establish the basic goals and objectives for a Neighborhood Revitalization Strategy Area (NRSA) plan for University Park. Cloudburst then assisted the Region in producing an NRSA application for submission to the Arkansas HUD Field Office as an amendment to the 2010-2014 Pine Bluff Consolidated Plan. The NRSA, which identified methods to leverage federal, state, and local funds, was approved. This effort resulted in the publication of the market study and updating of the University Park Master Plan needed to support revamped CDBG program investments.

b. Respondent's experience with HUD's Consolidated Plan and Annual Action Plan submission templates in IDIS.

Beyond an extensive knowledge and understanding of HUD programs and requirements, Cloudburst's team includes national experts in the Consolidated Plan and eCon Planning Suite. Since 2012, Cloudburst has collaborated with HUD as the national lead for providing technical assistance, trainings and resource

development for the eCon Planning Suite. Cloudburst's national eCon Planning Suite work is led by Chris Andrews. In this capacity, Cloudburst has:

- ✓ Trained over 500 grantees on the requirements of the eCon Planning Suite;
- ✓ Developed the *Con Plan in IDIS* and *CPD Maps* desk guides;
- ✓ Developed the *Guide to the Data-Driven Planning Toolkit* and *Citizen Participation and Consultation Toolkit*;
- ✓ Responded to over 1,500 eCon Planning Suite questions submitted through the HUD Exchange Ask-a-Question website; and
- ✓ Provided technical assistance to more than 25 states and cities in the Consolidated Plan process.

Through these activities, Cloudburst complements its decades of housing and community development planning expertise with unmatched knowledge of the eCon Planning Suite and the development of the Consolidated Plan within the system. In the past year, Cloudburst has worked directly with six HUD grantees to prepare their 2015 – 2019 Consolidated Plans in the eCon Planning Suite, most recently, partnering with M&L to complete the State of Iowa's Consolidated Plan and Analysis of Fair Housing Choice.

c. Respondent's ability to prepare maps using: 1) HUD's CPD Maps tool, and 2) ArcGIS or another mapping application.

As noted above, Cloudburst's team includes three national eCon Planning Suite trainers, Chris Andrews, Richard Ballard and Jon Kunz, whom together have trained hundreds of grantees on the use and application of CPD Maps. Further, Mr. Andrews was the lead author and continues to update the CPD Maps Desk Guide; requiring him to have a current and comprehensive understanding of both the system as well as the underlying databases.

Mr. Andrews has developed specific webinars and other in-person trainings on the application of CPD Maps to the Consolidated Plan process and has incorporated data analytics and maps from CPD Maps in Consolidated Plans.

Mr. Andrews and Ira Mabel are both trained users in ArcGIS and are skilled in developing maps and other data visualization products using housing, demographic, economic and other community development data to convey complex data sets and issues in simple maps that can be both incorporated into the Consolidated Plan as well as in public and community hearings.

4. Project Approach

a. Brief statement of the Respondent's understanding of the scope of the work to be performed.

Cloudburst understands that many communities are challenged by colliding forces of increasing demands for affordable housing, job opportunities, social services, and concentrations of poverty on the one hand, and declining HUD resources -- including staff time -- to address these conditions, on the other. Cloudburst brings tools and approaches to address these challenges through the consolidated planning process to help communities improve the impact of their programs and create more viable neighborhoods. Our approach helps cities target resources in a sustainable, accurate manner that exploits market forces and catalyzes private investments. When working with communities to complete Consolidated Plans, Cloudburst believes in a comprehensive, evidence-based approach to inform housing and community development investments.

Cloudburst believes that Consolidated Plans are not simply an application for Federal funding, but, a powerful tool to engage partners, utilize data, and establish impactful and measurable strategic plans. This ethos guides all of Cloudburst's Consolidated Plan and local planning efforts and will assist the region of Kent County produce a Consolidated Plan that simultaneously leverages additional funding sources and partners while identifying projects to address the region's most pressing needs.

Through the process, Cloudburst manages all the requirements, steps, and schedule, but through regularly scheduled check-ins, ensures the cities and county remain engaged and informed to make vital decisions related to their goals and projects. Using housing, demographic and economic data, Cloudburst will be able to better understand the root causes of needs and market conditions across the region. Cloudburst will then complement this analysis with a robust consultation process – gathering feedback from a variety of stakeholders and perspectives of on-the-ground knowledge of the needs and conditions of neighborhoods in Wyoming, Grand Rapids, and Kent County. Combining these inputs, Cloudburst will present qualitative and quantitative data to the region to inform needs and build consensus on more effective targeting of resources through the 5-year Strategic Plan and Annual Action Plans.

Finally, Cloudburst recognizes that city and county departments and stakeholders all engage in different planning and assessment activities, many of which overlap with the Consolidated Plan such as Comprehensive Plans, Parks and Recreation Plans, Continuum of Care Plan, or Capital Improvement Plans. Cloudburst will work with these partners to establish opportunities for alignment and leverage between these other plans and the Consolidated Plan, as well as assist to establish structured relationships in which the region can continue to collaborate and align future activities.

Cloudburst's team will be directed by Senior Advisor RJ Stidham. Mr. Stidham, located in Memphis, TN, has decades of housing and community development experience and has participated in the development of more than 15 Consolidated Plans and Analyses of Impediments to Fair Housing Choice. Mr. Stidham will work closely with Project Manager Jon Kunz. Mr. Kunz, located in Cedar, MI, has decades of HUD housing and community development program management experience working with HUD grantees across the country. Mr. Stidham and Mr. Kunz have included a small, experienced project team to support in the completion of the Consolidated Plan.

Merging the practical experience of our team's decades of experience developing Consolidated Plans with more recent experience of statistical analysis, the eCon Planning Suite, and problem solving and strategic planning, creates synergies that provide our clients with the ability to increase opportunities to develop local collaborations and data-driven solutions to develop and preserve affordable housing, create economic opportunities, and reduce homelessness.

Mr. Stidham, Mr. Kunz and Chris Andrews have worked with grantees in establishing data-driven, comprehensive performance measurement systems, most recently assisting St. Louis, MO to create a Neighborhood Conditions Index to measure both the Goal Outcome Indicators required by HUD, but also measure changes in the overall conditions of neighborhoods including public safety, health, access to transit/jobs, public education, and availability of affordable housing. The Cloudburst team will work with Grand Rapids, Wyoming and Kent County to implement a regional performance metric that meets all CAPER reporting requirements as well as guiding and informing future Annual Action Plan projects and activities and even serve as a basis for the next Consolidated Plan cycle.

The Cloudburst team will assist Kent County and the Cities of Grand Rapids and Wyoming in preparing a Five-Year Regional Consolidated Plan in the Consolidated Plan template, and three Annual Action Plan templates for submission to HUD no later than December 15, 2015. The Consolidated Plan will be prepared in a manner that incorporates HUD's eCon Planning Suite in IDIS. In preparing this document, we will be guided by the April 1, 2012 update of the Part 91, Subpart C regulatory requirements, our general background and experience in preparing Consolidated Plans, and the region's CP planning procedures that have worked well in the past. Working closely with the region, this work shall include an Outcome Performance Measurement Framework by July 31, 2015.

Given the Cloudburst team's familiarity with the Consolidated Plan process and eCon Planning Suite, the team is confident in its ability to operate in the eCon Planning Suite and provide training and technical assistance to City/County staff to ensure they will be prepared to enter subsequent Action Plans, complete CAPERs, and amend the Consolidated Plan as necessary.

b. A project work plan that includes benchmarks and timetable for completing the scope of work.

We offer this work plan as a suggested approach to the assignment. Anticipated dates are calculated assuming a contract execution of February 27, 2015, and maximum two week review and comment periods by City/County staff. We are flexible and prepared to adjust the work plan based on input from the Cities and the County. Proposed milestones and deliverables are outlined below.

Proposed Project Schedule

Task	Completion Date
Project Mobilization	March 31, 2015
Public Participation and Consultation	Substantially complete by May 15, 2015; results submitted by May 31, 2015
Draft Outcome Performance Measurement Framework	June 30, 2015
Final Outcome Performance Measurement Framework	July 31, 2015
Needs Assessment	August 31, 2015

Market Analysis	August 31, 2015
Strategic Plan	September 30, 2015
Draft Consolidated Plan	October 31, 2015
Draft Annual Action Plans (3)	November 15, 2015
Final Consolidated Plan	December 15, 2015
Final Annual Action Plans (3)	December 15, 2015

c. A complete Work Breakdown Structure of the scope of work, number of hours, and associated cost

Task 1. Project Mobilization

Estimated Total Hours for Cloudburst Team: 127

Cost: \$17,084

1.1 Initial Project Planning with Region Staff

This task involves a series of initial organizational steps that will ensure the timely execution of subsequent tasks. This includes gathering key documents, obtaining IDIS access for the eCon Planning Suite template, finalizing project schedule, developing a timeline of key activities and deliverables, identifying stakeholders, and scheduling an on-site kick-off meeting.

1.2 Review of Key Documents

Cloudburst will review key documents including, but not limited to Consolidated Plans, Annual Action Plans, CAPERs, Analysis of Impediments, Citizen Participation Plans, CoC Plan, PHA Plans, and Capital Improvements Plans. These documents will provide better context for stakeholder interviews and market research. Concurrently, Cloudburst will review and comment on the Citizen Participation Plans. As required by HUD, these plans must be reviewed with each Five-Year Consolidated Plan, amended if necessary, then placed on public display with the Consolidated Plan and submitted to HUD for approval. Cloudburst has previously contracted with HUD to develop the "Citizen Participation Toolkit" for use by all CPD entitlements, the firm is uniquely qualified to review and offer recommendations for improvements to a regional Citizen Participation Plan.

1.3 Identification of Stakeholders

Cloudburst will work with staff of each jurisdiction to refine the list of stakeholders whose input would be sought during the preparation of the plan and establish a timeline for those interviews and outreach. Key stakeholders will consist of public and private entities whose input can assist in generating a comprehensive profile relative to housing and community development needs for lower income residents. The manner in which outreach to stakeholders can be conducted includes in-person interviews, telephone interviews, written questionnaires, and online surveys, among other methods. Based on HUD requirements, the following stakeholder consultations will be sought:

- Public and private agencies that provide assisted housing, health services, and social and fair housing services, including those focusing on services to:
 - Children

- Elderly persons
- Persons with disabilities
- Persons with HIV/AIDS and their families
- Immigrants and persons with limited English proficiency
- Homeless persons and families
- Health and child welfare agencies concerning lead-based paint hazards
- The Continuum of Care lead entity to address the allocation of ESG funds among eligible activities, the development of policies, performance standards and program evaluation
- Public and private agencies that address housing, health, social services, victim services, employment, and education needs of low-income, homeless, and special needs populations
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs
- Business and civic leaders

1.4 Finalize Planning for Stakeholder Outreach

Once the general approach to the outreach and consultation process is established, Cloudburst will prepare a suggested Master Interview Schedule to supplement the timeline. We would require the assistance of staff in contacting stakeholders and providing meeting space for the interviews. We will provide a Letter of Introduction for staff to distribute to all stakeholders for which interviews are sought.

1.5 Participation in Initial Meeting with City and County Staff

Our initial trip to the region will be 2-3 days in duration and will include no less than two individuals from our team. At the initial meeting, we will become acquainted with staff and discuss the prior Consolidated Plan planning process in an effort to build upon past successes, overcome any perceived shortcomings and improve upon the process and the end product. We recommend the region establish a lead point of contact for the Consolidated Plan, and individual points of contact for each jurisdiction. We will also discuss the process through which each jurisdiction's housing and community development priorities will be defined.

1.6 Bi-Weekly Conference Calls to Discuss Progress, Answer Questions

Once the project is underway, we can establish a schedule for bi-weekly conference calls with the Cloudburst team and staff from the region. During these calls, we will provide an overview of where we are in the overall process, review the schedule for the next two weeks, and address any issues that have arisen. A brief memo highlighting the agenda and topics covered during each call will be circulated following the call.

Task 2. Public Participation and Consultation

Estimated Total Hours for Cloudburst Team: 193

Cost: \$23,759

Cloudburst believes that robust consultation and citizen participation can provide valuable feedback on priority needs and increase stakeholder and community buy-in and support of the Consolidated Plan process. Based on input from the Region during the project kick-off meetings, Cloudburst will work with the Region to design an outreach strategy that will meet the needs of the Region. These activities may include:

- Face-to-face interviews with appropriate local agencies and stakeholders in the Region
- Focus groups with key stakeholders
- Web-based survey designed for stakeholders to evaluate the quality of services provided and the level of unmet need of services provided
- Web-based and paper-based survey designed in English and Spanish for Region residents to evaluate the quality of services provided and the level of unmet need of services provided
- Use of Region's existing social media presence for marketing the Consolidated Plan process
- Leveraging key stakeholders contact lists
- Facilitation of two public hearings
- Preparation and facilitation of neighborhood meetings (targeting existing target areas including potential target areas, areas with concentration of low- and moderate-income households, and other places, as identified by the Region)
- Solicitation of public comment on the Draft Consolidated Plan and Annual Action Plan via the Region's website
- A 30-day public display and comment period on the draft documents

Specific activities will be finalized during project mobilization and incorporated into the project schedule. All citizen participation and stakeholder outreach activities will be conducted in accordance with the each grantee's Citizen Participation Plan. If needed, Cloudburst will provide feedback and comments on each grantee's Citizen Participation Plan.

2.1 Conduct Stakeholder and Resident Surveys

Cloudburst will work closely with staff to establish finite goals and objectives for consultation and citizen outreach. Based on these goals, the team will develop two surveys. One to be distributed to stakeholders and the other to be made available to all citizens of the applicable region. The team will compile and analyze the survey results, present them to staff for review and comments, and incorporate the results into the Consolidated Plan.

2.2 Conduct Face-to-Face Stakeholder Interviews/Focus Groups

Much of the stakeholder outreach will be conducted during our initial site visit. We will conduct face-to-face interviews in accordance with the Master Stakeholder Schedule. After each consultation, we will prepare a written summary of the comments and issues discussed and information exchanged. Through these consultations, we expect to gain an understanding of the agency or organization, their function in the administration of HUD CPD-funded programs, priority needs of their clients, and other relevant information. This activity will include up to eight interviews/focus groups with community agencies, Mayors' offices, Board of Commissioners, City Councils, business community, housing agencies, social service agencies, CHDO representatives and other organizations and or individuals deemed appropriate in each jurisdiction.

2.3 Participate in Public Hearings

Prepare public hearing notices for publication in local newspapers. This would include both the initial Public Needs hearing to identify housing and community development needs as well as the final public hearing to present the Consolidated Plan and Annual Action Plan documents and total eight public meetings among the three grantees. Cloudburst anticipates that the Region will be responsible for translation services and

publication of public hearing notices. If necessary, Cloudburst can amend its proposal to include these tasks. Cloudburst will develop and provide all handouts at the hearings in English. Members of our project team will be in attendance at all hearings. As required, we will prepare PowerPoint presentations and other presentation aids to assist in facilitating these hearings, if needed.

2.4 Notification of Availability of Draft Documents for Review

Provide a press release to publicize the availability of the draft documents through normal channels of distribution (i.e., databases, email alerts, etc.).

2.5 Solicit Public Comment via Website

Provide Adobe PDF files of the draft documents for uploading to the Cities' and County's websites for public review and comment.

2.6 30-day Public Display and Comment Periods

Provide staff with a reader-friendly versions of the documents appropriate for the required 30-day public display and comment period.

2.7 Provide Written Summary of All Stakeholder Consultations and Public Comment

Upon completion of all stakeholder outreach, Cloudburst will provide a written summary from each interview to staff in each jurisdiction. As part of the summary, we will list the major housing and community development needs identified through the outreach process.

Task 3. Outcome Performance Measurement Framework

Estimated Total Hours for Cloudburst Team: 106

Cost: \$14,446

Cloudburst will conduct an analysis of the existing framework for Outcome Performance Measurement Systems currently employed by each jurisdiction and facilitate a meeting to determine the region's specific needs and goals for this system.

Based on this input, Cloudburst will collaborate with the grantees to develop a draft Outcome Performance Measurement System that is both compliant with HUD reporting requirements and provides the region and each grantee with valuable information on outcomes for HUD-funded projects.

Following comment and edits suggested by the region, Cloudburst will finalize the Outcome Performance Measurement System and provide technical assistance to each grantee in implementing it.

Task 4. Housing and Homeless Needs Assessment (24CFR Part 91.205; NA 05-50)

Estimated Total Hours for Cloudburst Team: 62

Cost: \$ 8,196

The Consolidated Plan Housing and Homeless Needs Assessment (NA) section will describe the region's estimated housing needs, and needs for supportive services projected for the next five years. Housing data will include the most recently available ACS data (2008-2012 Five-Year Estimates) and any properly conducted local study, or other reliable source of data available. Housing data will also reflect consultations conducted by Region staff with housing provider agencies, nonprofit organizations and social service agencies (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and homeless persons) that provide assisted housing, health services and social services.

The Needs Assessment will profile both the region, but also provide basic analysis of any key variations among the three grantees' geographies.

Categories of Persons Affected

The Consolidated Plan will describe the region's need for assistance for extremely low income, very low income, low income and moderate income families, for renters and owners, elderly persons, large families and persons with disabilities. The description of housing needs will also include a discussion of the degree of cost burden and severe cost burden, overcrowding (especially for large families), and substandard housing conditions being experienced by extremely low income, very low income, low income and moderate income renters and owners.

For any of the categories of households enumerated above, to the extent that any racial or ethnic group is identified to have a disproportionately greater need in comparison to the needs of that category of household as a whole, an assessment of that specific housing need will be included. (Disproportionately greater need exists when the percentage of persons in a category of housing need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.)

The Consolidated Plan will also identify the size and characteristics of the population with HIV/AIDS and their families residing within the region.

Public Housing Residents

Cloudburst will communicate directly with the local Public Housing Authorities in preparing this element of the Consolidated Plan. The Consolidated Plan will describe the needs of public housing residents and families on public housing and Section 8 housing choice voucher program waiting lists.

Homeless Needs

The Consolidated Plan will describe the nature and extent of homelessness within the region. Cloudburst will meet with Homeless Coordinator and representatives of the applicable Continuum of Care, and utilize the relevant Continuum of Care documents and available local data for this purpose. The Consolidated Plan will include an estimate of the special needs of various categories of families and individuals who are chronically homeless or are threatened with homelessness (such as persons with mental illness or with substance abuse problems). The Consolidated Plan will also contain a narrative description of the nature and extent of homelessness by racial and ethnic group, to the extent that information is available.

Non-Housing Community Development Needs

Based primarily on stakeholder and resident input as well as local data sources, Cloudburst will assess the needs of public services, public facilities and public improvements across the region.

Draft of Needs Assessment (NA-05 to NA-50)

Cloudburst will provide a draft of the Needs Assessment section to staff for review and comment on or about August 31, 2015.

Task 5. Housing Market Analysis (24 CFR Part 91.210; MA 05-50)

Estimated Total Hours for Cloudburst Team: 63

Cost: \$ 7,201

The Consolidated Plan Market Analysis (MA) section will describe the region's estimated housing conditions, costs, and type as well as an assessment of market conditions for homeless, special needs and economic programs and activities. Housing data will include the most recently available ACS data (2008-2012 Five-Year Estimates) and any properly conducted local study, or other reliable source of data available. Housing data will also reflect consultations conducted with housing provider agencies, nonprofit organizations and social service agencies (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and homeless persons) that provide assisted housing, health services and social services.

The Market Analysis will profile both the region, but also provide basic analysis of any key variations among the three grantees' geographies.

General Characteristics

The Consolidated Plan Market Analysis) section will describe the significant characteristics of the region's housing market, including such aspects as the supply, demand, condition and cost of housing, including lead-based paint hazards. The Consolidated Plan will identify and describe any areas within the region with concentrations of racial/ethnic minorities and/or low-income families as defined by the Region. These terms will be consistent with the definitions used in the Analysis of Impediments to Fair Housing Choice (AI). The purpose of the Market Analysis is to provide a clear picture of the environment in which the jurisdiction must administer its programs over the course of the Consolidated Plan. In conjunction with the Needs Assessment, the Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered.

Public and Assisted Housing

Cloudburst will communicate directly with the local Public Housing Authorities in preparing this element of the Consolidated Plan. We will describe the number of public housing units, the physical condition of these units, the restoration and revitalization needs, results from the Section 504 needs assessments and the PHA's strategy for improving the management and operation of public housing. The Consolidated Plan will include the authorities' strategy for improving the living environment of low and very low-income families residing in public housing. The Plan will also identify the public housing residential communities that will be improved with Capital Fund resources from HUD. Activities covered by the Consolidated Plan that are being coordinated or jointly funded with the Capital Fund Program will be identified by project and referenced to the approved Capital Fund Program.

Homeless Facilities

The Consolidated Plan will include a brief inventory of facilities and services that meet the emergency shelter, transitional housing, permanent supportive housing and permanent housing needs of homeless persons within the region.

Barriers to Affordable Housing

The Consolidated Plan will explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing in the region are affected by local public policies, including tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and the policies that affect the return on residential investment. It is expected that information collected and analyzed as part of each jurisdiction's Analysis of Impediments to Fair Housing Choice (AI) will be incorporated in this section of the Consolidated Plan.

Non-Housing Community Development Assets

Cloudburst will provide a concise summary of the region's priority non-housing community development needs that are eligible for assistance. If available, the Capital Improvement Plans (CIPs) from the cities and county will be analyzed for CDBG-eligible activities.

Draft of Market Analysis (MA-05 to MA-50)

Cloudburst will provide a draft of the Housing Market Analysis section to Region staff for review and comment on or about August 31, 2015.

Task 6. Strategic Plan (24 CFR Part 91.215; SP 05-80)

Estimated Total Hours for Cloudburst Team: 71

Cost: \$ 9,359

The Consolidated Plan Strategic Plan section must identify the priority needs of the region, and describe strategies that the jurisdiction will undertake to serve the priority needs. Cloudburst will prepare the Strategic Plan in accordance with 24 CFR Part 91.215. This section will include priorities, objectives, actions, and benchmarks for affordable housing, homeless and other special needs populations. It will also include sections related to barriers to affordable housing, lead-based paint hazards, and reducing poverty. This section of the Consolidated Plan requires in depth discussions with staff of each jurisdiction and will specifically include the following requirements at 91.215.

General Characteristics

Based on input received through outreach efforts and based on the identified needs and statistical analysis of the market, Cloudburst will define priority needs. For each of the priority needs identified, the Consolidated Plan will include:

- The reasons for the choice of priority needs, describing the choice in terms of housing need (income, tenure, housing problems) and identifying obstacles for addressing the underserved needs;
- The specific objectives with each objective identifying the key goals in quantitative terms along with numeric and other measurable indicators of progress and a target date for completion; and
- A description of the resource allocation geographically and among different activities.

Anticipated Resources

Cloudburst will describe the full range of federal and other resources that are available to assist the region in meeting its housing and community development needs.

- Federal Resources – The Consolidated Plan will describe the expected federal resources to be available to address the needs identified within the Consolidated Plan; and
- Other Resources – The Consolidated Plan will indicate the resources from private and non-federal public sources that are reasonably expected to be available to address the needs identified in the Consolidated Plan. The Plan will include an explanation of how federal resources will leverage additional resources, including a description of how matching requirements of HUD programs will be satisfied.

Priority Needs

Based on Consultation, Citizen Participation, Needs Assessment and Market Analysis, Cloudburst will develop a set of Priority Needs for the region, and, as applicable associating those needs as regional needs or needs targeted to a single jurisdiction or target area. Priority Needs will be sorted as either “High Priority” or “Low Priority” in alignment with the requirements of the eCon Planning Suite.

Geographic Priorities

Grantees have the option of setting funding priorities on a geographic basis. This approach recognizes that a neighborhood’s economic and social needs are interconnected and focuses on the neighborhood as a whole. In effect, a place-based priority will require a comprehensive, place-based strategy that will require coordinated action between the grantee and other stakeholders and resources. In response to the Scope of Work section of the RFQ relative to “Targeted Areas For Strategic Investment”, and building on the Region’s previous collaborative efforts with local stakeholders, the Cloudburst team will assist the Region with developing funding strategies, and identifying geographic areas the Region could consider investing CDBG funds in. Long-term and short-term objectives expressed in terms of outputs and outcomes will be discussed.

Goals

Based on the Priority Needs, Anticipated Resources and overall Public/Stakeholder Outreach, Staff Interviews, Needs Assessment, and Market Analysis, Cloudburst will establish a series of 5-year goals for the Regional Plan. These goals will align with the Regional Performance Measurement System as well as the Goal Outcome Indicators required by HUD. These goals will serve as the basis for each grantee’s Annual Action Plan.

Affordable Housing

The Consolidated Plan will include the estimated number of families to whom the region will provide affordable housing. Cloudburst will base this projection on the amount of CPD funds projected to be budgeted by each jurisdiction for affordable housing activities. In addition, the strategy will cover any other types of affordable housing that would meet the needs identified in the priority needs table. The Consolidated Plan will describe the basis for assigning the relative priority given to a particular group’s needs and indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units.

Homelessness

The Plan will include a description of the region’s strategy for identifying resources to be used for the following:

- Helping low income families avoid homelessness;
- Reaching out to homeless persons and assessing their individual needs;
- Addressing the emergency shelter and transitional housing needs of homeless persons; and
- Helping homeless persons make the transition to permanent housing and independent living.

Non-Housing Community Development Needs

The Consolidated Plan will describe the priority non-housing community development needs eligible for assistance under HUD's CPD programs by CDBG eligibility category. This needs statement will reflect the needs of persons or households, as appropriate, in terms of dollar amounts estimated to meet the priority need for the type of activity. The community development plan component of the Consolidated Plan will state the long-term and short-term community development objectives within the Region. The community development component of the Plan will identify the Region's specific long-term and short-term community development objectives including economic development activities that create jobs.

Barriers to Affordable Housing

The Consolidated Plan will describe the region's strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing. Cloudburst will review each jurisdiction's most recent AI for this purpose.

Actions to Affirmatively Further Fair Housing

Although not a clearly stated requirement of the eCon Planning Suite template, Cloudburst will review the current AI's and consult with Region and County staff to update any information to include any new impediments and revise strategies to alleviate the barriers.

Lead-Based Paint Hazards

The Consolidated Plan will outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards, and a description of how lead-based paint hazard reduction will be integrated into housing policies and programs.

Anti-Poverty Strategy

The Consolidated Plan will describe the Region's goals, programs and policies for reducing the number of poverty level households and how the goals, programs and policies for producing and preserving affordable housing will be coordinated with other programs and services for which the region is responsible and the extent to which they will reduce or assist in reducing the number of households with incomes below the poverty line. How the Region's initiatives will be coordinated with other programs will be concisely summarized.

Institutional Structure

The Consolidated Plan will describe the Regional collaboration and strategy to overcome the gaps in the institutional structure for carrying out its strategy for addressing its priority needs.

Coordination

The Consolidated Plan will describe the Region's activities to enhance coordination between the Public housing Authorities, assisted housing providers and private and governmental health, mental health, and service agencies. The Consolidated Plan will describe the means of cooperation and coordination among the region and any units of general local government in the implementation of its strategy, including activities to encourage public housing residents to become more involved in management and participate in homeownership. We will begin by defining the various public agencies, nonprofit organizations and private developers that play a role in the creation of affordable housing. We will then identify opportunities for enhanced communication and coordination between the various participants.

Monitoring

The Plan will describe the standards and procedures which the Region will use to monitor activities to be carried out in furtherance of the Consolidated Plan. These standards and procedures will ensure long-term compliance

with requirements of the programs involved.

Initial Draft of Five-Year Consolidated Plan

Based on data analysis, the results of staff interviews, stakeholder outreach, and the requirements of 24 CFR Part 91, Cloudburst will prepare an initial draft of the Five-Year Consolidated Plan in eCon Planning Suite using IDIS Online no later than October 31, 2015. Staff will be asked to review the document and provide comments within two weeks.

Task 7. Revisions to Consolidated Plan Document

Estimated Total Hours for Cloudburst Team: 12

Cost: \$ 1,328

Based on feedback from Region and County staff, Cloudburst will make revisions to the draft Consolidated Plan and prepare the document for eventual public display. We normally exchange information via day- to-day email and telephone conversations. We will provide content in MS Word format and Adobe Acrobat. A final draft of the Consolidated Plan will be submitted no later than December 15, 2015.

Task 8. Preparation of Annual Action Plans (AP 15-90)

Estimated Total Hours for Cloudburst Team: 61

Cost: \$ 7,188

Following staff's approval of the Draft Consolidated Plan, Cloudburst will prepare three draft Annual Action Plans (AAP) in the template and a Word Document, and prepare the document for public display using the following methodology:

Expected Resources

The AAP will include a concise summary of the federal resources projected to be available including grant funds, anticipated program income, and other resources such as private and non-federal public sources that are reasonably expected to be available to each Region to carry out its Strategic Plan over the course of the program year. Cloudburst will explain how federal funds will leverage these additional resources, including a description of how matching requirements of the HUD programs will be satisfied.

Annual Goals and Objectives

Cloudburst will summarize the specific goals each jurisdiction intends to initiate and/or complete within the program year.

Allocation Priorities

Cloudburst will describe the reasons for each jurisdiction's allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the Strategic Plan.

Method of Distribution

Cloudburst will describe all the criteria that will be used to select grant applications, the relative importance of these criteria, how resources will be allocated among funding categories, threshold factors and grant size limits,

and outcome measurements expected as a result of the method of distribution.

Projects

Cloudburst will provide a concise summary of the eligible programs or activities that will take place during the program year in each jurisdiction to address the priority needs and specific objectives identified in the Strategic Plan.

Geographic Distribution

Cloudburst will describe the geographic areas of each jurisdiction in which it will direct assistance during the program year and provide the rationale for its priorities in allocating investment geographically.

Affordable Housing

The Annual Action Plan will specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year. The AAP will also indicate the number of affordable housing units that will be provided by program type, including rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units.

Public Housing

Cloudburst will describe what actions each jurisdiction will take in the program year to carry out the public housing portion of the Strategic Plan.

Homeless and Other Special Needs Activities

Cloudburst will describe each jurisdiction's one-year goals and the specific actions steps it will undertake in the program year to carry out the homeless strategy outlined in SP-60 Homelessness Strategy. The AAP will also describe the one-year goals and specify the activities each jurisdiction will undertake to serve the housing and supportive service needs of non-homeless populations who require supportive housing.

Barriers to Affordable Housing

Cloudburst will describe planned actions to remove or ameliorate the negative effects of local policies that serve as barriers to affordable housing, such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

Actions to Affirmatively Further Fair Housing

Although not a clearly stated requirement of the eCon Planning Suite template, a summary of each jurisdiction's proposed strategies to eliminate impediments to fair housing will be included in the Annual Action Plan.

Other Actions

The AAP will describe each jurisdiction's planned actions to carry out the strategies outlined in the Consolidated Plan relative to fostering and maintaining affordable housing, evaluating and reducing lead-based paint hazards, reducing the number of poverty-level families, developing institutional structure, enhancing coordination and identifying obstacles to meeting underserved needs and propose actions to overcome those obstacles.

Program-Specific Requirements

The AAP will include, where applicable, the following:

- CDBG Program:
 - The method of distribution, including all selection criteria for funding, how resources will be allocated among funding categories, the threshold factors and grant limits to be applied.

- HOME Program:
 - Homebuyers – Resale or recapture guidelines will be discussed.
 - Refinance of existing debt for multi-family housing rehabilitation – refinancing guidelines will be included.

- ESG Program:
 - A description of the process for awarding grants to local sub-recipients and how the Region intends to make grants available to nonprofit organizations.

Task 9. Revisions to Draft Annual Action Plans

Estimated Total Hours for Cloudburst Team: 42

Cost: \$ 4,672

Based on feedback from each jurisdiction’s staff, Cloudburst will make revisions to the draft AAP documents and prepare the documents for public display no later than November 15, 2015. We normally exchange information via day-to-day email and telephone conversations. We will provide content in MS Word format and Adobe Acrobat.

Overall Cost Proposal

The Cloudburst team proposes to complete this assignment for a total of **\$98,744.00**. This price includes all labor, travel, printing, postage, etc. Additional breakdown of the cost proposal beyond what is provided in Part 4.C above can be provided upon request.

- d. Provide a fee-per-additional meeting/interview in the event more than 8 stakeholder focus group meetings and/or interviews are warranted.

\$ 1,730 per meeting/interview on site

\$ 1,020 per meeting/interview remote

STATE OF MARYLAND
Department of Assessments and Taxation

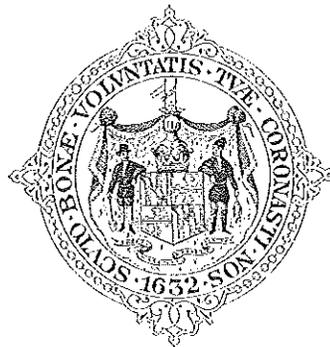
I, PAUL B. ANDERSON OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT CLOUDBURST CONSULTING GROUP, INC., INCORPORATED JULY 22, 2005, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS DECEMBER 11, 2014.



Paul B. Anderson
Charter Division



301 West Preston Street, Baltimore, Maryland 21201
Telephone Balto. Metro (410) 767-1340 / Outside Balto. Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice
Fax (410) 333-7097

RONALD STIDHAM, Senior Advisor



Cloudburst Consulting Group, Inc.
8400 Corporate Drive, Suite 550
Landover, MD 20785
301-918-4400

EDUCATION

J.D., University of Akron College of Law, Akron, Ohio
B.A., History and Secondary Education, Baldwin-Wallace College, Berea, Ohio

SUMMARY OF EXPERIENCE

Mr. Stidham is a highly respected national provider of affordable housing and community-based development, training, and technical assistance for more than 20 years. Member of HUD's and NAHRO's Colleges of Experts and Chair of the Congressional Black Caucus's Housing Braintrust. Certified HOME Specialist. Experienced synthesizer and catalyst with a history of developing and sustaining productive relationships and partnerships with communities and citizens. Committed to providing integrated approaches to community and economic development needs that reflect the values, diversity, aspirations and priorities of the community. Concentrated expertise in six critical areas: Community Development; Affordable Housing Finance Fair Housing/Fair Lending; Economic Development; Construction Management; Program Compliance & Monitoring.

PROFESSIONAL EXPERIENCE

Strategic Planning and Fair Housing

- Has completed Community/Economic Development Strategic Plans (including Consolidated Plans) for 22 communities in 14 states across the country since 1995.
- Received HUD Best Practice Award for the Cuyahoga County Entitlements Group ConPlan/Analysis of Impediments.
- Trained more than 300 jurisdictions regarding the conduct of Consolidated Plan/Analysis of Impediments and the process of affordable housing development.
- Developed 2005-2009 Consolidated Plan and Analysis of Impediments to Fair Housing Choice for Montgomery, AL.
- Developed Consolidated Plans for fifteen Entitlements, including Alexandria, LA; Little Rock, AR; and the State of Arkansas.
- Conducted Birmingham, AL mandatory fair housing audit in 2009.
- Designed and conducted community-building initiatives in 5 Delta communities for the Walton Family Foundation and the Foundation For The Mid South.
- Consultant to HOPE VI Projects in South Carolina and Upstate New York.

Community-Based Planning Activities

- Coordinated 6 month effort to create a \$20 million urban redevelopment plan in Memphis, Tennessee for the revitalization of the Greenlaw-Manassas neighborhood. Convened 10 focus groups of more than 50 public sector, private sector, and non-profit agencies and more than 100 public housing residents. Designed charettes and organized partnerships necessary

for the development and implementation of the project. Resulted in 2 successful HOPE VI applications and the redevelopment of central Memphis neighborhoods.

- Served as training coordinator for the largest redevelopment project in the country - the Chicago Housing Authority Plan for Transformation. Coordinated training needs of the 26 incorporated resident advisory councils, which represented more than 200,000 housing authority residents. Designed and facilitated the resident workshops on topics including community development, economic development and affordable housing.
- Organized \$21 million dollar public-private redevelopment effort for the Cedar/Central neighborhood of Cleveland, Ohio as consultant to and co-founder of the Fairfax Renaissance Development Corporation. Developed partnerships between the Cleveland Clinic, other local hospitals and universities, 4 major lending institutions, the City, and 3 community-based organizations to design and develop an award-winning central city shopping mall with 92 residential units attached.

Economic and Community Development

- Prepared development plan for 300+ townhouse units along Cleveland's lakeshore on the northern border of the downtown area. Prepared the title and environmental feasibility study and planning documents for the City of Cleveland Division of Community Development and Zaremba Cleveland Communities, Inc., a private developer.
- Currently serve as Special Assistant to the Mayor of Selma, Alabama and project manager for the financing, acquisition and redevelopment of the Good Samaritan Center, a rural health clinic and national center for the study of chronic diseases afflicting minorities.
- Conducted community development department reorganization and restructuring for the cities of Wilmington, DE; and Shreveport, LA.
- National Consultant and Trainer for AARP's "Livable Communities" Initiative.

Project Management/Development Consultant

- Project Manager for the rebuilding of Lake Charles, LA, as a result of Hurricane Rita.
- LIHTC Consultant to Caleb Community Development Corporation for the development of Beechgrove Subdivision, a 166-unit single-family rental subdivision in Gonzales, LA.
- Project Manager for the rehabilitation of Capital City Apartments, a 72-unit Section 8 complex that was acquired by the Louisiana Housing Finance Agency via Mark2Market.

EMPLOYMENT HISTORY

Senior Advisor	Cloudburst Consulting Group, Landover, MD	2009-present
President	R.J. Stidham & Assocs, Memphis, D.C.	2003 -present
HUD Programs Dir.	Development Training Institute, Baltimore, MD	2000-2002
Sr. Dev. Specialist	McAuley Institute, Silver Spring, MD	1997-2000
Manager	D.B. Eager & Associates, Inc., Little Rock, AR	1994-1997
COO	All County Title Corporation, Akron, OH	1990-1994

AWARDS AND COMMENDATIONS

- Appointed to HUD/NAHRO Colleges of Experts
- Certificate of Special Congressional Recognition (U.S. Congress)
- HUD Best Practice Award: New Road Housing Development
- HUD Best Practice Award: Cuyahoga County AI

- Ohio Fair Housing Congress Award for Outstanding Achievement
- Ohio Association of Real Estate Brokers Fair Housing Award
- U.S. Dept. of Housing & Urban Development Award for Individual Achievement
- United States Attorney General, Special Commendation
- State of Ohio, Division of Real Estate, Blue Ribbon Panel
- Cuyahoga Plan Fair Housing Award
- President's Award, Akron Fair Housing Contact Service
- United States Attorney General, Special Commendation
- United States Attorney General, Special Commendation



JONATHAN D. KUNZ, Director

Cloudburst Consulting Group, Inc.
8400 Corporate Drive, Suite 550
Landover, MD 20785
301-918-4400

EDUCATION

MCP, Urban Studies and Planning, Massachusetts Institute of Technology, 1991
B.A., Economics, St. Lawrence University, 1985, magna cum laude, Phi Beta Kappa

SUMMARY OF EXPERIENCE

Mr. Kunz has over twenty years' experience in improving the capacity of public agencies and nonprofit organizations to effectively provide affordable housing and community development services to their constituents. Provided evaluative, management, training and technical assistance services on a wide array of Federal housing and community development programs. Proven leadership, management and supervisory capacity. Developed and led strong multi-disciplinary teams to accomplish project goals in dynamic environment on national and local level. Mr. Kunz has strong analysis, strategic planning, communication, and program and financial management skills. Since serving as a national trainer during HUD's initial rollout of the Consolidated Plan in 1995, he has provided training on several consolidated plan mapping and data systems - including the eCon Planning Suite - and contributed to the development of over a 20 Consolidated Plans, Action Plans, and CAPERs.

EMPLOYMENT HISTORY

2008 - Present: Director, Community Planning and Development Programs, Cloudburst Consulting Group Inc., Landover, MD.

Mr. Kunz leads Cloudburst's Community Planning and Development practice, overseeing a broad range of planning, training, technical assistance and evaluation activities related to HUD funded community development, affordable housing, and economic development programs. He is responsible for ensuring quality service delivery on schedule and within budget across multiple Federal and local government contracts and cooperative agreements. In addition to leading on-site technical assistance engagements on cross-program topics in communities throughout the nation, he actively oversees or participates in the development and delivery of both live and web-based curriculum, system and data evaluation, national "Ask-A-Question" responses for HUD, and the development of consolidated plans and Analysis of Impediments to Fair Housing Choice" studies.

A nationally recognized expert on HUD systems including the eCon Planning Suite and the Integrated Disbursement and Information System (IDIS), Mr. Kunz oversees several HUD technical assistance and training projects on these systems, including "Ask A Question" help desks, training, and web-based resources, and data cleanup. He actively participates in the development of market-based investment strategies and plans for revitalizing divested communities, and in supporting the realignment of often at-risk community development agencies to better implement such strategies. A Certified HOME Specialist, Mr. Kunz also provides training and technical assistance to CDBG and ESG grantees.

ESG Data Cleanup and Analysis; Provide support to HUD's Office of Special Needs Assistance Programs (SNAPs) to improve the quality of program financial and performance data, especially related to the Emergency Shelter Block Grant (ESG) and Homelessness Prevention and Rapid Re-Housing Program (HPRP). The project is part of an extensive, ongoing modernization project for the Office of Community Planning and Development's (CPD) Integrated Disbursement and Information System (IDIS). This system allows for program grantees to receive grant funds to implement local projects, and to report local program accomplishments. Responsibilities include data analysis, developing data integrity tests, providing technical assistance to HUD field offices and grantees, and developing programmatic guidance documents. Develop business rules and provide Quality Assurance testing for the IDIS OnLine, a re-engineered version of the legacy IDIS. (2008-present)

2002 - 2008: Kunz and Associates, Cedar, MI.

Responsibilities included providing affordable housing and community development management consulting services, with emphasis on strategic planning and program management for Entitlement Communities. Grants Management services include preparation of Consolidated Plans and Action Plans, Performance Measurement, development of Consolidated Annual Performance and Evaluation Reports (CAPER), IDIS training and technical assistance, CDBG Program policies and procedures, and OMB requirements. Other services have included Community Development Program Design, and the development and management of multi-disciplinary Homeownership and Affordable Housing Conferences.

2004 - 2008: The QED Group, LLC, Washington, DC/Cedar, MI.

Provide on-going analysis, system design, technical assistance and other support services to HUD's Office and HIV/AIDS Housing and Office of Block Grant Assistance, with an emphasis on improving performance outcome measurements.

1999 - 2002: Program Director/Managing Director, Housing and Community Development Practice, TONYA, Incorporated, Washington, DC.

Mr. Kunz was responsible for leading a team of 20 staff members, supplemented by a national network of consultants, to provide project management, facilitation, conference management, training and technical assistance services to HUD, state and local government agencies, nonprofit organizations, and PHAs throughout the nation. He managed a multi-disciplinary team to carry out result-oriented training and technical assistance programs through a variety of contracts with HUD and state and local governments. Practice focused on affordable housing, homelessness services, economic and community development, and program management. Served as principal client liaison. Mr. Kunz managed project planning, and budgeting, and delegated and monitored work assignments. Responsible for ensuring projects were successfully completed on-time and within budget. In addition, he worked with Executive Team on company strategic planning, and in developing innovative products and approaches. He actively participated in business development, including proposal development and client marketing. Mr. Kunz served as Project Director for multi-tasked Consolidated Planning contract with HUD. Tasks included providing guidance and training to Entitlement Communities, with an emphasis on conducting an effective consolidating planning process and developing a submission that both met regulatory requirements and served as a valuable planning tool. He also served as Project Director on the development of consolidated plan submissions for several Entitlement Communities and States.

1997 - 1999: Project Manager, Integrated Disbursement and Information System (IDIS) Training, TONYA, Incorporated, Washington, DC.

Mr. Kunz was responsible for overseeing training project to convert over 1,000 HUD Entitlement Communities and State Grantees to IDIS, an on-line system used by grantees to draw down over \$7 billion annually and to report accomplishments to HUD and Congress. He served as lead trainer of a 12-person team. In addition, he conducted hands-on training and technical assistance in all 50 States and US Territories for over 4,000 IDIS Users. Training workshops focused on system navigation and processing, understanding relevant regulatory and programmatic requirements, and using IDIS as a management tool. Mr. Kunz was responsible for developing the curriculum, preparing all training materials and exercises, scheduling, interacting with HUD officials to ensure training reflected evolving policy and system enhancements, recruiting and training new trainers, and overseeing conference management and computer logistics. He led team in development of interactive computer-based training application that was distributed to all CPD Entitlement grantees.

1994 - 1997: Field Service Manager, TONYA, Incorporated, Washington, DC.

Mr. Kunz managed and implemented a variety of HUD funded community development projects. He managed technical assistance awards from HUD Community Planning and Development Division. Responsible for the coordination and delivery of technical assistance for assigned HUD field offices and their constituents on a variety of topics related to the HOME and CDBG program (e.g., program and financial management, strategic planning, housing program design, project feasibility analysis). Responsibilities included developing technical assistance plans with field offices, conducting workshops and technical assistance sessions, assigning and monitoring subcontractors, and reporting to field offices on achievements relative to technical assistance plans. He managed HUD's Consolidated Plan Implementation Workshops. Served as a trainer/facilitator as part of HUD's national effort to introduce states and local communities to the Consolidated Planning Process and Submission.

In addition, Mr. Kunz conducted Consolidated Plan software training sessions (CPS/Community 2020). He managed HUD's CPD's national "Building on Best Practices" symposium. Assisted HUD in the design and convening of the 1997 and 1998 Building on Best Practices symposium, which showcased exemplary community development programs serving low- to moderate-income citizens nationwide. Attendance included approximately 500 participants from State and local community development agencies, lenders, and community-based nonprofit organizations. Mr. Kunz managed the continuum of Care Homeless Assistance. Led intensive effort in cooperation with HUD Field staff to deliver 19 workshops to launch new \$1 billion annual Continuum of Care Homeless Assistance initiative designed to develop coordinated systems to combat homelessness. He managed the policy analysis of HUD Programs. Authored and contributed to policy analysis studies on the effectiveness of Federal Homeless programs, HUD's Consolidated Plan approach, and a comparative analysis of technical assistance and training approaches. Mr. Kunz was responsible for the training Material Development for HUD Programs. Developed materials and/or conducted training and technical assistance on Consolidated Planning, the Consolidated Planning Software/MapInfo, IDIS, HOME, CDBG, SHP, LIHPHRA, HOPE III, system integration, and strategic planning.)

1991 - 1994: Program Specialist/Budget Analyst, Community Based Organization and Affordable Housing Training and Technical Assistance Project, TONYA, Incorporated, Washington, DC.

Mr. Kunz researched and developed training curriculum and materials to introduce community-based nonprofit organizations to opportunities and responsibilities under the 1990 National Affordable Housing Act (NAHA), including CDBG, HOME, LIHPRHA, HOPE III. He coordinated short-term technical assistance programs for community-based organizations and resident councils. Developed technical assistance plans with measurable objectives to be achieved. Monitored and reported on progress in meeting these objectives. Mr. Kunz conducted cost-benefit analysis on technical assistance modes, including mentor-peer demonstration projects. He developed and maintained integrated financial tracking system for budgeting, analyzing and reporting budgeted and actual costs on HUD contract (multiple cost centers and tasks).

**1985 - 1988: Project Manager Economic Development/Demographics:
Metropolitan Area Planning Council, Boston, MA.**

Mr. Kunz conducted research and published reports on regional development and planning issues, including Business and Residential Growth in Metropolitan Boston. He projected population and employment for municipality members and regional transportation planning. Mr. Kunz was responsible for analyzing residential, office and industrial markets, land use, and socio-economic factors. He produced thematic maps of development trends and projections. He presented results at meetings with municipalities and other planning agencies. He provided analysis and represented Council on transportation planning committee for the Third Harbor Tunnel/Central Artery Project. He designed, programmed, and maintained a database system for tracking business and residential developments. Evaluated and catalogued summaries of vacant sites zoned for commercial and industrial use. Mr. Kunz provided technical assistance to community officials and developers on land use and development issues, and reviewed state Industrial Revenue Bond applications.

RICHARD G. BALLARD

1428 Somerset Close, East Lansing, MI 48823-2436

Phone: 517-230-9155 (Office/Mobile); 517-332-1848 (Home)

E-mail: richard.g.ballard@gmail.com

Professional Experience:

January 2011-present. Principal, Richard G. Ballard, LLC, and Founding Member, North Coast Community Consultants, LLC. I serve as a consultant to state and local governments and nonprofit organizations, as well as to companies providing technical assistance and program administration, in areas relating to affordable housing and community development, including:

- Program design and compliance in HUD Community Planning and Development (CPD) programs, including the HOME Investment Partnership, Neighborhood Stabilization Program (NSP) and Community Development Block Grant (CDBG);
- Program administration, including management and evaluation of local partners, documentation systems, and compliance;
- Neighborhood revitalization, including the identification of strategic target areas and the development of community renewal strategies;
- Development of affordable rental housing using low-income housing tax credits;
- Homebuyer development projects, including rehabilitation, underwriting and marketing;
- Capacity building for Community Housing Development Organizations (CHDOs) and other nonprofits.

Clients include:

- City of Dearborn, MI. Due diligence, underwriting and documentation of HOME funding for City Hall Art Lofts, November 2014-
- US Department of Housing and Urban Development, conduct of web-based training in the eCon Planning Suite submission of the Consolidated Plan, under contract from the Cloudburst Consulting Group, August-November, 2014
- MDG Consulting, Rancho Cucamonga, CA, development/updating of manuals and checklists for 2013 HOME compliance, November 2013-
- City of Brownsville, TX, OneCPD Technical Assistance, under contract from the Cloudburst Consulting Group, July 2013-
- City of Detroit, MI, OneCPD Technical Assistance, under contract from the Cloudburst Consulting Group, July-August 2013
- Kent County/Grand Rapids/Wyoming, MI, Consultation on countywide consolidation of housing and community development program delivery, April 2013-January 2014
- US Department of Housing and Urban Development, consultation on desk guides and manuals for HUD eCon Planning Suite, under contract from the Cloudburst Consulting Group, November 2012-January 2014
- US Department of Housing and Urban Development, consultation on user questions for OneCPD Resource Website on HUD Consolidated Plan issues, under contract from the Cloudburst Consulting Group, November 2012-
- City of Pontiac, MI, HOME and CDBG Housing Needs Assessment and Technical Assistance, under contract from the Cloudburst Consulting Group, June 2012-October 2014

- Oakland County, MI, HOME and CDBG Housing Needs Assessment and Technical Assistance, under contract from the Cloudburst Consulting Group, June 2012-October 2014
- US Department of Housing and Urban Development, consultation on design of HUD Consolidated Plan website, under contract from the Cloudburst Consulting Group, April-June 2012
- Great Lakes Capital Fund, CDBG Economic Development program design consultation, January-March 2012
- Commonwealth of Puerto Rico, NSP Technical Assistance delivery, under contract from the Cloudburst Consulting Group, October 2011-April 2012.
- Sacramento City and County, Consolidated Plan Technical Assistance, under contract from the Cloudburst Consulting Group, April-August 2011

April 1989-December 2010. Michigan State Housing Development Authority (MSHDA),
735 E. Michigan Avenue, P. O. Box 30044, Lansing, MI 48909

I held progressively responsible positions designing and administering affordable housing and community development programs and projects statewide; built relationships with nonprofit organizations and local governments using various funding sources, including US Department of Housing and Urban Development (HUD) funds from the HOME Investment Partnership (HOME), the Community Development Block Grant (CDBG), the Neighborhood Stabilization Program 1 and 2 (NSP1 and NSP2) and Emergency Shelter Grants (ESG), as well as MSHDA and State General Funds. Major accomplishments include:

- Assembling and leading a team of staff and consultants to develop a competitive proposal for NSP2 funding which was awarded \$223 million from NSP2 (the largest single NSP2 grant in the nation);
- Leading the Council of State Community Development Agencies (COSCDA) in the development and start-up of a successful national training academy for State-level housing and community development officials;
- Developing and implementing an online project management system for HOME and CDBG, permitting real-time tracking of projects throughout the State, successfully migrating this system to NSP to develop what MSHDA's NSP TA provider has identified as a national model for accountability;
- Serving as an original co-coordinator for Michigan's first HOME Program Statement in 1993; creating homebuyer development models that have led to the production of over 3000 HOME homebuyer units.

Positions held at MSHDA are as follows:

2003-2010. Director, Office of Community Development. Responsible for 32 staff implementing over \$25 million in HOME, CDBG housing, NSP1 and nonfederal grants annually to nonprofits and local governments for affordable housing projects, neighborhood revitalization, and technical assistance statewide. Manage the Authority's support for related statewide and interdepartmental initiatives. Serve as member of the Authority's Senior Management team.

2005. Interim Deputy Director. Served as Interim Deputy Director of the Authority working at the request of the Executive Director assisting in all areas of Authority

management, including strategic planning, information technology, human resources, and intergovernmental relations.

1998-2003. Director of Operations, Office of Community Development. Served as Deputy Division Director, overseeing internal and field operations. Supervised four managers and other professional and technical staff implementing affordable housing programs statewide.

1996-1998. Regional Manager, Office of Community Development. Supervised implementation of state and federally funded affordable housing programs in 29 counties of the State of Michigan through a team of five Community Development Specialists.

1993-96. HOME Coordinator, Office of Community Development.

1991-93. Grant Manager, Office of Community Development.

1989-91. Project Director, Michigan Neighborhood Corps, Neighborhood Builders Alliance.

1983-1989. Executive Director, Michigan Community Action Agency Association

Current and Recent Professional Certifications/Affiliations:

Council of State Community Development Agencies, Board of Directors
President, 2009-2010; Vice Present, 2007-2009; Treasurer, 2005-2007

Michigan Community Development Association, Board of Directors, 2011-

Capital Area Housing Partnership, East Lansing, Board of Directors, 2012-

The Chicago Theological Seminary Visiting Committee, 2008-

Education:

B.A., Earlham College, 1971, *magna cum laude*: Major in religion and sociology.
Phi Beta Kappa

M. Div., The Chicago Theological Seminary, 1974

Further study, The Chicago Theological Seminary, theology and ethics (1974-75)

Further study, University of Chicago, political science (1974-75)

Further study, Lansing Community College, real estate development and finance (1990-1992) and landscape architecture (1996-1998)

Christopher Andrews, LEED Green Associate, Senior Planning Analyst



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EDUCATION

M.C.P., University of California – Berkeley, 2014
B.A., Economics, Colby College, 2007, distinction in major

SUMMARY OF EXPERIENCE

Mr. Andrews has ten years of housing and community development experience, during which time he has worked with numerous cities, states, and organizations to improve both regulatory implementation of housing and community development programs as well as to develop data-driven, market-based plans. Mr. Andrews is a national expert in the eCon Planning Suite and is a lead author of resource materials and delivers frequent in-person and web-based trainings on the topic as well as work directly with HUD grantees to complete the Consolidated Plan.

Examples of Chris Andrews's project experience are provided below.

Iowa Consolidated Plan and Analysis of Impediments, Senior Planning Analyst, Employer: Cloudburst Consulting Group.

Mr. Andrews is part of a team developing the Consolidated Plan and Analysis of Impediments for the State of Iowa. Mr. Andrews developed and implemented stakeholder and citizen outreach surveys, conducted the housing and non-housing community development needs assessment and act as team lead on the eCon Planning Suite. *Contact: Marjorie Williams, Mullin & Lonergan Associates, (412) 323-1950*

eCon Planning Suite Trainings, Lead Trainer, Employer: Cloudburst Consulting Group.

Mr. Andrews has developed in-person and web-based training content for the eCon Planning Suite and delivered training to more than xx trainings. The trainings provide comprehensive guidance to grantees on how to use the eCon Planning Suite to complete data-driven, HUD-compliant Consolidated Plans. *Contact: Meg Barclay, Department of Housing and Urban Development, (202) 402-3669.*

Prince George's County Technical Assistance, Senior Planning Analyst, Employer: Cloudburst Consulting Group.

Mr. Andrews is currently collaborating with the County of Prince George's to create a Neighborhood Conditions Index to inform housing and community development funding decisions, primarily through the Consolidated Plan. Mr. Andrews is the primary technical assistance provider for three working groups gathering and analyzing data associated with housing, economic development and quality of life. *Contact: Eric Brown, Prince George's County, (301) 883-5531.*

Finance Implementation Toolkit for Transit-Oriented Development, Lead Author and Developer, Employer: San Francisco Foundation.

Mr. Andrews created a set of basic pro forma tools for a group of transit-oriented advocates to use to support the development of affordable and mixed-use projects in targeted TOD sites. Mr.

Andrews also established a database of federal, state and local funding sources for TOD-related activities. *Contact: Elizabeth Wampler, San Francisco Foundation, (415) 733-8573.*

eCon Planning Suite Desk Guides, Lead Author, Employer: Cloudburst Consulting Group. Mr. Andrews developed the desk guides for the Con Plan in IDIS and CPD Maps and has updated both desk guides to reflect system updates and changes. The Desk Guides are the primary instructional tool for all grantees in using the eCon Planning Suite. *Contact: Meg Barclay, Department of Housing and Urban Development, (202) 402-3669.*

Consolidated Plan Development, Role: Project Coordinator and eCon Planning Suite lead, Employer: MDG Associates
Mr. Andrews developed a process manual to guide a team of six consultants in completing Consolidated Plans for ten jurisdictions in southern California. Mr. Andrews facilitated kick-off meetings and oversaw the consultation and citizen participation process for six Consolidated Plans. *Contact: Clint Whited, MDG Associates, (949) 232-8869.*

"HUD Environmental Review Online System" Training Materials, Lead Developer, Employer: Cloudburst Consulting Group.
Mr. Andrews developed a Desk Guide describing the process of using the HUD Environmental Online System (HEROS) to complete a HUD-compliant Environmental Review Record. The Desk Guide is the primary instructional tool for all HEROS users. Mr. Andrews also developed content for xx number of web-based tutorials that provide instruction on key components of HEROS. *Contact: Lauren McNamara, Department of Housing and Urban Development, (202) 402-4466.*

EMPLOYMENT HISTORY

6/14 – present: Senior Planning Analyst, Cloudburst Consulting Group Inc., Landover MD.

Responsibilities include developing training and resource materials associated with the Consolidated Plan and delivering in-person and web-based trainings; assisting HUD grantees to produce data-based, regulatory compliant planning documents; and collaborating with states and cities to incorporate data-driven, market-based research into housing and community development planning.

7/12 – 6/14: Independent Housing and Community Development Consultant, San Francisco, CA.

Responsibilities included supporting six jurisdictions develop Consolidated Plans; creating a financial implementation toolkit for transit-oriented development advocates; and developing and delivering training curricula for the eCon Planning Suite and HUD Environmental Review Online System.

9/12 – 6/13: Graduate Student Researcher, University of California – Berkeley, Berkeley, CA.

Responsibilities included analyzing the effectiveness of housing and community development investments in two San Francisco neighborhoods using GIS and other data visualization techniques; developing a case study that assessed the effectiveness of a mixed-use development in downtown Oakland; and providing technical assistance on data analysis to transit-oriented development advocates.

**12/09 – 7/12: Junior Analyst and Analyst, Cloudburst Consulting Group Inc.,
Landover MD.**

Responsibilities included developing policy and procedure systems for NSP grantees; developing Housing Market Analyses; conducting programmatic Needs Assessments; facilitating project team meetings and monitoring team activities; and developing internal social media tools.

**9/07 – 9/09: Peace Corps Volunteer Leader and Small Enterprise Development
Advisor, US Peace Corps Senegal, Nioro du Rip**

Responsibilities included overseeing the submission of all Peace Corps Volunteer grant proposals for the region of Kaolack; managing the Kaolack Regional Strategy; working as a business teacher and business counselor at a girl's vocational school; and assisting local organizations increase their organizational and management capacity.

PRESENTATIONS AND TRAINING CURRICULA

2011-2014: eCon Planning Suite: IDIS and CPD Maps: Presented at: multiple on-site and remote trainings across the country.

COMPUTER SKILLS

Adobe Creative Suite, ArcGIS, social media platforms, Microsoft Office

Sage Hales-Ho, Analyst



Cloudburst Consulting Group, Inc.
8400 Corporate Drive, Suite 550
Landover, MD 20785
301-918-4400

EDUCATION

B.A. in Anthropology, University of Michigan, Residential College, 2001
M.A. in Philanthropic Studies, Indiana University, 2007

SUMMARY OF EXPERIENCE

Ms. Hales-Ho has worked in community development and affordable housing for over 10 years. She has a wide range of experience in Community Development and Affordable Housing, both in the field running a Community Housing Development Organization (CHDO) and as a technical assistance provider through her work at a statewide community development association and as a technical assistance provider to municipalities that administer HUD funds. In addition to her work in community development, Ms. Hales-Ho has done fundraising, grant writing, grant review, communications, and events management for other nonprofit organizations.

Detroit OneCPD and NSP TA, Analyst, Employer: Cloudburst Consulting Group. Ms. Hales-Ho provided direct on site and remote technical assistance and project support to subject matter experts for 2.5 years in Detroit. Ms. Hales-Ho worked with a team to provide direct technical assistance to the Detroit Planning and Development Department staff on HUD Community Planning and Development (CPD) funded programs. This included TA on project management and oversight, grants management, reporting, and underwriting processes. Ms. Hales-Ho worked directly with City staff to use new tools, documents and procedures in their daily work.

8th Street Redevelopment, Roper Lofts, Executive Director/Project Manager. Employer: Hamilton County Area Neighborhood Development, Inc. (HAND, Inc.). Ms. Hales-Ho was the project manager for this project and oversaw the entire process. With the assistance of a team, Ms. Hales-Ho identified the building, worked to acquire the properties out of foreclosure, and applied for Neighborhood Stabilization Program (NSP) funds and local funding sources to rehabilitate the properties into office space and 8 apartments for those at 50% and below the area median income. During construction, Ms. Hales-Ho oversaw the development team and worked through obstacles to completion.

Spicewood Garden Apartments Phase I & Plum Tree Garden Apartments, Director of Housing Development/Project Manager. Employer: HAND, Inc. Ms. Hales-Ho was the project manager for these projects and oversaw the entire funding application and development process for both projects. Spicewood Garden Apartments Phase I is a 25 unit senior affordable housing development that was funded with Low Income Housing Tax Credits, HOME funds, Affordable Housing Program funds from the Federal Home Loan Bank of Indianapolis (AHP), and Community Development Block Grant Funds (CDBG). Plum Tree Gardens is a 9 unit senior affordable housing development that was funded with HOME funds, AHP, and CDBG. During construction of both projects, Ms. Hales-Ho oversaw the development team and worked through obstacles to completion. Once the projects were complete Ms. Hales-Ho worked with a property manager to oversee the property budgets and maintenance to ensure compliance with funding requirements.

Marie Court Single Family Development, Project Manager/Director of Housing Development. Employer: HAND, Inc. Ms. Hales-Ho was the project manager for this project and oversaw the entire funding, development and homebuyer approval processes. Marie Court was funded with HOME and CDBG funds and consisted of 3 single family homes for sale to those at 80% of the area median income and below. Ms. Hales-Ho applied for the funds, and oversaw the construction of the properties. Ms. Hales-Ho took applications and approved homebuyers, provided 8 hours of homebuyer training and other homebuyer

counseling to the purchasers as needed. Ms. Hales-Ho ensured that all necessary documents were in place to bring properties to closing with qualified homebuyers.

EMPLOYMENT HISTORY

8/2011-present: Analyst, Cloudburst Consulting Group, Inc., Lansing, MI.

- Provides technical assistance to municipalities receiving HUD CPD funds including NSP, HOME, and CDBG. Communities have included Detroit and Flint, MI; Clearwater and Davie, FL; and Milwaukee, WI.
- Provides technical assistance to HUD's Office of Recapitalization as they reach out to and educate owners to encourage preservation of affordability of HUD financed multifamily properties.
- Coordinates technical assistance and manages projects through budgeting, work plan development and reporting.

6/2007-8/2011: Director of Housing Development/Executive Director, HAND, Inc., Noblesville, IN.

- Managed all organizational operations of CHDO.
- Oversaw all affordable housing development projects including securing funding and conducting community engagement for input regarding specific developments.
- Managed new construction and rehabilitation of multi- and single family affordable housing, and oversaw a down payment assistance program.
- Worked with Hamilton County as they conducted a housing needs assessment to inform the 2010 Consolidated Plan.

12/2006-6/2007: Development Assistant, Center on Philanthropy at Indiana University, Indianapolis, IN.

- Assisted with fund development through writing targeted fund appeal letters, conducting prospect research, reviewing and editing publications.

5/2006-8/2006: Graduate Intern, W.K. Kellogg Foundation, Battle Creek, MI.

- Conducted proposal reviews and conducted interviews, site visits and communicated with grantees.

3/2003-8/2005: Director of Member Services, Community Economic Development Association of Michigan, Lansing, MI.

- Managed member services and communications including coordinating all real estate development training programs, writing newsletter and website content, and creating/updating databases.
- Developed and conducted a statewide needs assessment and accomplishments survey for community development corporations and created a report on findings.
- Coordinated the development of the Michigan statewide micro-enterprise coalition association formation and other collaborative efforts.

COMPUTER SKILLS

MS Office

CERTIFICATIONS AND EXPERIENCE

Affordable Housing Advisory Council Member, Federal Home Loan Bank of Indianapolis - January 2010-August 2011

Graduate of Hamilton County Leadership Academy - June 2011

Certified Homebuyer Counselor with NeighborWorks - 2008

Housing Development Finance Professional Certification from the National Development Council - 2008

Chair of Economic Restructuring Committee, Lansing's REO Town Commercial Association - 2003-2004

Marjorie Williams, AICP

- **Education:**
 - Master of Urban and Regional Planning
University of Pittsburgh
1991
 - B. A. History
University of New Orleans
1989

- **Professional Experience:**
 - Principal, Mullin & Lonergan Associates, Inc
Planning and Development Consultants
Harrisburg - Pittsburgh, PA
2004 - Present
 - Benatec Associates
Senior Planner
2001 – 2004
 - Independent Grant Writer
1998 – 2001
 - Putnam County, WV Office of Planning and Infrastructure
Director
1997 – 2001
 - City of Huntington, WV Department of Development and Planning
Community Planner
1995 – 1997
 - Mullin & Lonergan Associates, Inc.
Planning and Development Consultants
Urban Planner
1991 – 1994

- **Affiliations:**
 - American Institute of Certified Planners
 - American Planning Association
 - National Fair Housing Alliance
 - Pennsylvania Planning Association
 - Ohio Planning Association

Ira Mabel

■ **Education:**

Master of Urban and Regional Planning
University of Illinois at Urbana Champaign
2012

Bachelor of Science, Electrical Engineering
Boston University
2006

■ **Professional
Experience:**

Mullin & Lonergan Associates, Inc.
Planning and Development Consultant
Harrisburg - Pittsburgh, PA
2013 - present

Houseal Lavigne Associates
Associate Planner
Chicago, IL
2012 - 2013

US Army Corps of Engineers, Construction Engineering Research Lab
Graduate Researcher
Champaign, IL
2011 - 2012

MIT Lincoln Laboratory
Assistant Staff, Chemical and Biological Defense Systems Group
2006 - 2009

■ **Affiliations:**

American Planning Association
Pennsylvania Planning Association
Morningside Area Community Council

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO
EXECUTE AN AGREEMENT WITH THE CITY OF KENTWOOD
FOR THE RECONSTRUCTION OF DIVISION AVENUE
FROM 54TH STREET TO 60TH STREET

WHEREAS:

1. On February 6, 2015, the Michigan Department of Transportation (MDOT) opened bids for the Division Avenue Reconstruction project from 54th Street to 60th Street bordering the City of Kentwood and the City of Wyoming.
2. The \$3,100,000 project will reconstruct Division Avenue from 54th Street to 60th Street adding a center turn lane, on street bike lanes and sidewalk along the Wyoming side.
3. The project is being administered through the City of Kentwood and includes federal funding for the street reconstruction.
4. The attached Agreement identifies the costs and obligations of each City.
5. The City of Wyoming's share of the project is estimated to be \$853,000 and can be financed out of the Major Street Fund, but a budget amendment is necessary.

NOW, THEREFORE, BE IT RESOLVED:

1. The Mayor and City Clerk are hereby authorized to execute the attached City-City Agreement with the City of Kentwood for the reconstruction of Division Avenue from 54th Street to 60th Street.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment
City-City Agreement

Resolution No. _____

AGREEMENT

Division Avenue from 54th Street to 60th Street

THIS AGREEMENT is made this _____ day of _____, 2015, by and between the City of Wyoming, a Michigan Municipal Corporation located at 1155 - 28th Street, S.W., Wyoming, Michigan 49509 (“Wyoming”), and the City of Kentwood, a Michigan Municipal Corporation located at 4900 Breton Avenue, S.E., Kentwood, Michigan 49508 (“Kentwood”).

WITNESSETH

WHEREAS, Wyoming and Kentwood desire to reconstruct Division Avenue from 54th Street to 60th Street in 2015, including widening of the street to a five-lane cross-section with bike lanes and sidewalks (the “Project”); and

WHEREAS, the Project required significant work be performed prior to construction, and Kentwood was designated as the lead agency performing the preliminary engineering and design in connection with the Project, the costs of which were shared according to a separate agreement between Kentwood and Wyoming dated June 11, 2013; and

WHEREAS, the Project will be financed in part by State and Federal Funds and Kentwood will be designated as the requesting party pursuant to agreements between Kentwood and the Michigan Department of Transportation (MDOT) in connection with the Project; and

WHEREAS, Division Avenue from 60th Street to 54th Street is a borderline street between Wyoming and Kentwood, and it is now necessary for the parties to agree to the cost sharing of the construction and construction engineering, as set forth below.

NOW, THEREFORE, in consideration of the respective covenants contained herein and the aforesaid MDOT agreement, the parties agree as follows:

1. Kentwood, on behalf of Kentwood and Wyoming, will provide the construction engineering and inspection services, construction administration and staking services for the project.
2. The total cost and cost sharing for the Project is estimated as shown in Exhibit A. Each party's costs will be based on the actual construction and construction related costs prorated in the manner shown on Exhibit A.
3. Each City shall be responsible for obtaining their own respective right-of-way acquisitions for the Project, if any. Wyoming and Kentwood will not share the costs of any necessary right-of-way acquisitions.
4. Kentwood will invoice Wyoming for their share of the project costs providing the necessary receipts, invoices and supporting calculations for the same. Wyoming agrees to promptly pay within 30 days of receipt of invoice.
5. Kentwood shall maintain liability insurance for the Project consistent with the requirements of the Michigan Department of Transportation, and Wyoming shall be named as an additionally insured party for the Project.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year above first written.

WITNESSED

City of Wyoming
A Michigan Municipal Corporation

By. _____
Jack Poll, Mayor

Attest. _____
Kelli A. Vandenberg, City Clerk

WITNESSED

City of Kentwood
A Michigan Municipal Corporation

By. _____
Stephen C. N. Kepley, Mayor

Attest. _____
Dan Kasunic, City Clerk

APPROVED AS TO FORM:

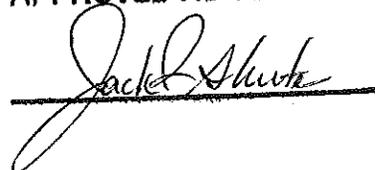


EXHIBIT A

	Estimated Total Cost	Estimated Federal Share	Estimated Wyoming Share	Estimated Kentwood Share
Construction (Participating)	\$2,544,762.82	\$1,525,700.00	\$588,071.41	\$430,991.41
Construction (Non-Participating)	\$46,782.00	-	\$30,872.00	\$15,910.00
Construction Engin- eering & Admin. (8%)	\$208,000.00	-	\$104,000.00	\$104,000.00
Contingencies (10%)	\$260,000.00	-	\$130,000.00	\$130,000.00
Estimated TOTAL, Construction Phase	\$3,059,544.82	\$1,525,700.00	\$852,943.41	\$680,901.41

The costs shown are estimates only, based on bid pricing. Actual share of cost for each category will be based on the actual amount in accordance with this Agreement.

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE REASSIGNMENT
OF A FREIGHTLINER TRUCK TO THE
WALKER DEPARTMENT OF PUBLIC SAFETY

WHEREAS:

1. As detailed in the attached Staff Report, a 2005 Freightliner cargo truck was purchased by the City of Wyoming to be used by the Regional Urban Search and Rescue Team (USAR).
2. It has been determined that continuing involvement in the USAR team is not the most efficient use of staff time.
3. The Walker Department of Public Safety continues to remain on the USAR and it is recommended the City reassign the 2005 freightliner truck to the Walker Department of Public Service.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby authorize the reassignment of a freightliner to the Walker Department of Public Service.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

ATTACHMENTS:
Staff Report
Asset Disposal Form

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

Interdepartmental Correspondence

TO: Curtis Holt – City Manager
FROM: Chief James E. Carmody
DATE: February 23, 2015
SUBJECT: Asset Disposition – Fire Service



Public Safety
Administration

Curtis;

Roughly 17 years ago, the Wyoming Fire Department joined with a number of other local fire departments in the formation of a regional urban search and rescue team. The purpose of the team was to place specialized rescue equipment closer to the local areas as opposed to the larger regional districts. Specialized training was also provided to department personnel with the usual requirements of annual training refreshers and advanced training when needed.

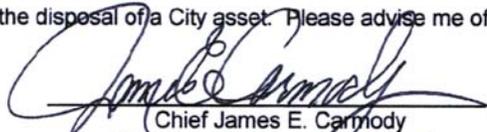
Most of the specialized equipment, such as jacks, cribbing for shoring up collapsed structures, ropes and pulleys, pneumatic tools etc., was purchased through grants provided by a number of State and Federal programs. As part of Wyoming's commitment a previously owned 2005 Freightliner cargo truck was purchased by the City of Wyoming to hold this equipment. It was also determined that the truck would be housed in the Gezon Fire Station (#3).

Over the years, the lack of internal support for the program had a negative impact on our participation. With the exception of one or two firefighters, all of our personnel dropped their certifications. The truck has sat idle in the Gezon station, and – to my knowledge – has only been moved once from its current location.

In recent discussion with fire staff, most believed that there was never enough time for training in the basics of firefighting, least of all in the more exotic areas of rescue service. USAR being one of those areas. The only known case where that training would have been beneficial would have been during the recent tornado. Unfortunately, all of the WYDPS staff were tied up with conventional rescue and recovery work, and so the regional team was called in to check some of the homes that had been damaged the most.

After lengthy discussions, I have determined that continuing involvement in the MichiganUSAR team is not the most efficient use of staff time - too much training for so little need. As a consequence, I am requesting the reassignment of the 2005 Freightliner truck to the Walker DPS. They will remain on the team and have the room to store the truck and its contents.

I have attached the necessary paperwork for the disposal of a City asset. Please advise me of your preferences beyond this point.


Chief James E. Carmody
Director of Police and Fire Services

cc: BC Ubbink

HONOR - COURAGE - DUTY - TRUST

CITY OF WYOMING
ASSET DISPOSAL FORM

Please complete and return to the Finance Department

EQUIPMENT DETAILS:

Asset Number FBK-000
Description 2005 FREIGHTLINER CARGO TRUCK
Capital Amount EST \$31,900.00
Acquisition Date 5/13/2009
VIN # 1FVACWDD45HU68614

METHOD OF DISPOSAL

- Sold - Complete Section 1
- Traded - Complete Section 2
- Damaged, Stolen or Missing
- Scrapped
- Donated to WALKER DEPARTMENT OF PUBLIC SAFETY

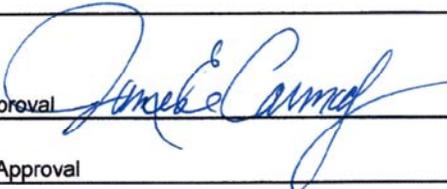
Section 1 - SOLD

Sale Price \$ DONATED
Sale Date _____
Sold To WALKER DPS/MUSAR TEAM

Section 2 - TRADED

Traded Price \$ _____
Traded Date _____
Traded To _____

APPROVAL:

Department Head Approval  Date: 2/23/15
Finance Department Approval _____ Date: _____

RESOLUTION NO. _____

RESOLUTION TO CONCUR WITH THE EMERGENCY REPAIR OF
ANALYTICAL INSTRUMENTATION (ICP-OES) AND
AUTHORIZE PAYMENT FOR THE REPAIRS

WHEREAS:

1. As detailed in the attached Staff Report it is recommended that emergency repair services are required for analytical instrumentation (ICP-OES) in the Clean Water Plant laboratory. Perkin Elmer was contacted to complete repair in the estimated amount of \$17,120.00.
2. Funds for the emergency repair are available in account number 590-590-54400-986.444.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the emergency repair of the analytical instrumentation (ICP-OES) and authorizes payment to Perkin Elmer for the work performed.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

ATTACHMENTS:
Staff Report
Quotations

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: February 24, 2015

Subject: Emergency Repair – Clean Water Plant Analytical Instrumentation (ICP-OES)

From: Jaime Petrovich, Utilities Laboratories Manager

Meeting Date: March 2, 2015

Recommendation:

It is recommended that emergency repair services be allowed for analytical instrumentation (ICP-OES) in the Clean Water Plant laboratory, in the estimated amount of \$17,120.

Sustainability Criteria:

Environmental Quality – The Clean Water Plant is actively engaged in the protection of Michigan’s natural water environment and the public health of Wyoming’s citizens. A large part of this work is conducting laboratory analysis to: quantifiably document our compliance with permit limitations, ensure our success of our biosolids program, guide treatment process control decisions, and monitor permit compliance of our industrial sewer users.

Social Equity – The Utility function within the City of Wyoming provides the same high quality service to all areas of the City without regard to income level or socio-economic status. All of Wyoming’s residents enjoy equal access to the benefits of our state-of-the-art wastewater and drinking water treatment technologies.

Economic Strength – By maintaining our own independent laboratories in the Utilities Department, we are able to keep our costs as low as possible, while generating more analytical data in which we have higher confidence. Repair of the ICP-OES instrument prevents the need to procure expensive services through a contracted laboratory.

Discussion:

An inductively coupled plasma- optical emission spectrophotometer (ICP-OES) is a specialized analytical instrument used to determine the concentration of heavy metals in water samples. The testing results, along with the data from other tests, are the basis of treatment process control, documenting our compliance with discharge permit limitations, ensuring industrial user compliance, calculating fees and rates, and characterizing biosolids samples.

The ICP-OES is one of the most heavily used analytical instruments in the Clean Water Plant lab. It is used to analyze an average of 120 samples per month. These include: plant influent and effluent samples, samples collected from industrial users, samples from the Kentwood and Byron sewer trunk lines, biosolids, and the occasional sample related to a drinking water quality complaint.

During the recent renovation of the Clean Water Plant laboratory, the ICP-OES had to be placed in storage for the duration of the project. Operation of the instrument requires electrical connections, a bulk gas source for argon, and ventilation that were not available in a temporary location. Storage of analytical instrumentation is not ideal; any amount of time spent sitting idle can create mechanical issues. However, in this instance, there was not an appropriate alternative to keep the ICP-OES in use. When the ICP-OES was re-installed in the laboratory, it could not be operated. It has experienced failure of several major components and these must be repaired before the instrument can be put back into service. Due to the age of the instrument, replacement parts are becoming hard to find and are expensive. In addition, some repairs require upgraded components in order for them to be compatible with the replacement parts.

During the laboratory project, heavy metals analysis was provided by a contract laboratory. These services are expensive and the turnaround time for receiving data is about twice as long as samples run in the Clean Water Plant lab. At \$120 per sample, it is cost prohibitive to continue to pay for contracted laboratory analysis. Therefore, repair of the instrument as soon as possible was needed.

Budget Impact:

Based upon the initial assessment of the service technician, the attached estimate was provided. A purchase order was issued so that parts could be ordered and service could be scheduled.

Funds for these repairs are available in budget account 590-590-54400-986.444.



Inductively Coupled Plasma Spectrophotometer



PerkinElmer
 710 Bridgeport Avenue
 Shelton, CT. 06484
 Phone: 800-762-4000
 Fax: 203-944-4904
 Office Email:

Service Quotation

Quote Number: LEE39793

Use this quote number when referring to this quote.

Application Code:
 Delivery Method:

Ship To:

CITY OF WYOMING
 TOM KOOISTRA
 LAB
 2350 IVAN REST SW
 GRANDVILLE, MI 49418

Phone: x
 Fax:
 Email:

Model: AS93

Serial Number:

Service Rep: Luis E Espinel Flores
 Email:

Quote Date: 02/10/2015 Expiration Date: 03/12/2015

Item	Qty	Part Number	Part Description	Unit Price	Net Price
1	1	SRV-UPG	Service Upgrade Warranty - US24028	0	0
2	1	B314-4034	CABLE	\$264.00	\$264.00
3	1	B314-0339	ARM	\$1,381.00	\$1,381.00
4	1	B314-4023	PCB CONTROLLER	\$1,312.00	\$1,312.00
5	2	168-0001	LABOR	\$415.00	\$830.00
6	2	168-0002	TRAVEL	\$415.00	\$830.00
				Sub Total	\$4,617.00
				Total	\$4,617.00
				Net Price	

Signature of Authorized Person

Date

P.O. Number

Notes: THIS IS FOR THE REPIAR OF AS 93 , PRICES MAY CHANGE

This is a Preliminary Quotation and is issued for budgetary purposes only. Prices and terms may differ from those appearing on this form. Taxes will be applied to your invoice if applicable. Any Orders resulting from this Preliminary Quotation are subject to acceptance by PerkinElmer - Shelton, CT, USA.

For service contracts, the total net pricing/contract period reflects the total amount of the contract for the full period quoted. Additional payment plans (Monthly, Quarterly, Semi-Annually) are available at a 4.00% surcharge.

ACCEPTANCE OF THIS QUOTATION IS LIMITED TO THE ATTACHED TERMS AND CONDITIONS.



SERVICE QUOTATION

Quote Number: LEE45883

PerkinElmer
 710 Bridgeport Avenue
 Shelton, CT. 06484
 Phone: 800-762-4000
 Fax: 203-944-4904
 Email:

Application Code:
 Delivery Method:

Ship To:
 CITY OF WYOMING
 TOM KOOISTRA
 CHEMISTRY
 2350 IVAN REST SW
 GRANDVILLE, MI 49418

Phone: 616-261-3556 x
Fax:
Email: KOOISTR@WYOMINGMI.GOV

Model: ICP 2100 **Serial Number:**

Service Rep: Luis E Espinel Flores **Quote Date:** 02/10/2015 **Expiration Date:** 03/10/2015

Email:

Item	Qty.	Part No.	Part Description	Unit Price	Net Price
1	1	N077-9614	RF CONTROLLER	\$2,501.00	\$2,501.00
2	1	0999-8261	3000 POWER SUPPLY	\$6,200.00	\$6,200.00
3	1	N077-0557	HARNES INTERFACE	\$1,727.00	\$1,727.00
4	3	168-0001	LABOR	\$415.00	\$1,245.00
5	2	168-0002	TRAVEL	\$415.00	\$830.00
				Sub Total	\$12,503.00
				Total Net Price	\$12,503.00

 Signature of Authorized Person Date

 Customer P.O. Number

Notes: REPAIR FOR ICP 2100 , LOGS READING MAY INDICATE THAT POWER SUPPLY MAY BE THE PROBLEM , BUT ALSO PROBLEM CAN BE RELATE TO RF PCB OR HARNESS

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A QUOTATION
FOR ICE WATER RESCUE TEAM PACKAGES & ASSORTED SAFETY EQUIPMENT

WHEREAS:

1. As detailed in the attached Staff Report, NRS has provided the City with a quotation for ice/water rescue team packages and assorted safety equipment in the total estimated amount of \$23,325.28.
2. Funds for the purchase of the ice water rescue team packages and assorted safety equipment are available with the State of Michigan CGAP grant.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby accept the quotation from NRS for the purchase of ice/water rescue team packages and assorted safety equipment in the total estimated amount of \$23,325.28.
2. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

ATTACHMENTS:

Staff Report
Quotations

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: February 23, 2015

SUBJECT: Ice/Water Rescue Team Packages & Assorted Safety Equipment

FROM: Lt. Dennis Van Tassell

MEETING DATE: March 2, 2015

RECOMMENDATION:

The City of Wyoming requested quotes for six (6) ice/water rescue team packages and assorted safety equipment to be used in the collaborative ice and water rescue response team consisting of the Grandville, Kentwood and Wyoming Fire Departments.

The ice/water rescue team packages and assorted safety equipment quoted were those recommended by local personnel deemed experts in the ice and water rescue fields. The NRS style suit has the capabilities of being used for both applications instead of having separate suits for ice rescue and water rescue. This style of suit will be able to be used interchangeably between the two rescue needs.

It is recommended the City Council accept the low quote received from NRS.

		NRS			Rock-N-Rescue		
Item	Est. Qty	Make & Model	Unit Price	Total Bid Price for Est. Qty.	Make & Model	Unit Price	Total Bid Price for Est. Qty.
Drysuit	6	NRS Extreme SAR	\$760.75	\$4,564.50	NRS Kokotat Front Entry Dry suite M-XL	\$850.50	\$5,103.00
Tow Tether	6	NRS	\$25.46	\$152.76	NRS	\$26.96	\$161.76
Pick of Life Ice Awls	6	NRS	\$18.66	\$111.96	Pick-Of-Life	\$18.33	\$109.98
Dry Liner	19	Kokatat Polartec Power	\$136.00	\$2,584.00	NRS Polartec Power	\$144.00	\$2,736.00
Gloves	19	NRS Reactor Rescue	\$42.46	\$806.74	NRS Water Rescue	\$44.96	\$854.24
Workboot Wetshoe	19	NRS - Black	\$67.96	\$1,291.24	NRS Work Boot	\$71.96	\$1,367.24
Storm Hood	19	NRS - Mystery - Black	\$29.71	\$564.49	NRS - Mystery	\$31.45	\$597.55
Duffel Bag	19	NRS Quick-Change Mesh	\$59.46	\$1,129.74	R-N-R Classic Mesh Duffel	\$40.63	\$771.97
Personal Flotation Devices	45	NRS Rapid Rescuer	\$195.46	\$8,795.70	NRS Rapid Rescuer- Yellow	\$206.96	\$9,313.20
Whistle	45	Fox 40 Safety	\$5.91	\$265.95	Fox 40 Classic	\$5.95	\$267.75
Rescue Helmets	45	WRSI Current Rescue with Vents	\$67.96	\$3,058.20	WRSI Current Rescue with Vents	\$79.95	\$3,597.75
S&H							\$600.00
Total			\$1,409.79	\$23,325.28		\$1,764.65	\$25,480.44

SUSTAINABILITY CRITERIA:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – The implementation of this type of rescue team will positively impact the life safety of the residents and visitors of Wyoming. A rapid response to near drowning incidents has shown an increased likelihood of full recovery of any injuries or medical issues that a person may have suffered when placed in this situation.

Economic Strength – Supplementing the City of Wyoming's ability to respond to a broader spectrum of life saving incidents.

DISCUSSION:

In 2014, the municipalities of Grandville, Kentwood, and Wyoming saw the impact of collaborating together in order to form an Ice and Water Rescue Response Team. A State of Michigan CGAP grant was awarded to the collaborating municipalities to achieve this goal. This is the first cache of equipment needed in order to facilitate the initial training and immediate response for ice rescues.

BUDGET IMPACT:

Cost for the ice/water rescue team packages and assorted safety equipment is estimated to total \$23,325.28. Funding needed to purchase the ice/water rescue equipment is fully reimbursed by the State of Michigan CGAP Grant. Funds are available in the Fire Fighting Operating Supply account number 101-337-33900-740000.

Cart Details

Web Order #: B405510
Customer #: 587607
Order Notes:
 (for your use)
Order Owner: Admin
Created: 2/24/2015
Last Modified: 2/24/2015 4:13:46 AM

Cart Items: Web Order #: B405510

Item ▼	In Stock	Price ▼	Pricing	Quantity ▼	Total
 <p> <u>WRSI Current Rescue Helmet with Vents</u> Item #: 43007.01.103 , Size: S/M, Color: Yellow </p>	Yes	\$67.96	Non-prof/Gov	<input type="text" value="45"/>	\$3,058.20
 <p> <u>Kokatat Men's Polartec Power Dry Liner</u> Item #: 11500.02.100 / 25334 LK , Size: L, Color: Black </p>	Yes	\$136.00	Non-prof/Gov	<input type="text" value="19"/>	\$2,584.00
 <p> <u>NRS Extreme SAR Drysuit</u> Item #: 22529.02.104 / 2251 LY , Size: M/L, Color: Yellow </p>	Yes	\$760.75	Non-prof/Gov	<input type="text" value="6"/>	\$4,564.50
 <p> <u>NRS Reactor Rescue Gloves</u> Item #: 25032.01.101 / 24391 M , Size: M, Color: Yellow/Black </p>	Yes	\$42.46	Non-prof/Gov	<input type="text" value="19"/>	\$806.74
 <p> <u>NRS Workboot Wetshoe</u> Item #: 30037.01.100 / 2338 10K , Size: 10, Color: Black </p>	Yes	\$67.96	Non-prof/Gov	<input type="text" value="19"/>	\$1,291.24
 <p> <u>NRS Rapid Rescuer PFD</u> Item #: 40025.01.100 / 2149 , Size: Universal, Color: Yellow </p>	Yes	\$195.46	Non-prof/Gov	<input type="text" value="45"/>	\$8,795.70
 <p> <u>NRS Tow Tether</u> Item #: 50005.01.100 / 2190 , Size: 33" </p>	Yes	\$25.46	Non-prof/Gov	<input type="text" value="6"/>	\$152.76
<p> <u>NRS Mystery Storm Hood</u> Item #: 15030.01.100 / 2029 L , Size: </p>	Yes	\$29.71	Non-prof/Gov	<input type="text" value="19"/>	\$564.49



L/XL, Color: Black



Fox 40 Safety Whistle

Item #: 45301.01.100 / 1814 , Color: Orange

Yes

\$5.91

Non-prof/Gov

\$265.95



NRS Quick-Change Mesh Duffel Bag

Item #: 55004.01.100 / 3076 , Item: Bag with Pad

Yes

\$59.46

Non-prof/Gov

\$1,129.74



Pick-of-Life Ice Awls

Item #: 45310.01.100 / 2245.5 , Color: Orange

Yes

\$18.66

Non-prof/Gov

\$111.96

Subtotal: \$23,325.28

ROCK-N-RESCUE / J.E. Weinel, Inc.

300 Delwood Road
Butler, PA 16001
Phone: (724) 256-8822 Fax: (724) 256-8888

Quotation# 009009

Account ID *C	Contact Eric Campbell	
Customer PO None	Telephone (616) 249-3417	Facsimile

Bill To:

Wyoming Dept. of Public Safety

Ship To:

Special Order Drop Ship

Quote Date	Comments			Special Instructions			Terms
02/16/2015							NET 30
Ship Via	Date Required	FOB	Shipping Point	Prepared By	Order#	Salesperson	
FEDEX GRD	02/16/2015			TONY		HOUSE	
Quantity	Item#	Description			Price	Total	
6 EACH	SPLB-SROB-L	OSS SARR SURFACE WATER DRYSUIT BREATHABLE LARGE			\$702.000	\$4,212.00	
6 EACH	NW	OSS NECK WRAP ADDED TO DRYSUIT NEOPRENE W/ZIPPER			\$56.000	\$336.00	
19 PR	2338-10	NRS WORK BOOT SIZE 10			\$71.960	\$1,367.24	
19 PR	25032-XL	NRS WATER RESCUE GLOVES REACTOR X-LARGE			\$44.960	\$854.24	
19 EACH	FOX40C	WHISTLE FOX 40 CLASSIC			\$5.950	\$113.05	
6 EACH	NONSTOCK	11500.02 NRS Polartec Power Dry Liner M-XL XXL is \$180.00			\$144.000	\$864.00	
45 EACH	2149-Y	NRS RAPID RESCUER PFD YELLOW			\$206.960	\$9,313.20	
6 EACH	2190	NRS TOW TETHER SHORT			\$26.960	\$161.76	
19 EACH	NONSTOCK	15030.01 NRS Mystery Storm Hood			\$31.450	\$597.55	
19 EACH	RCMDB	R-N-R CLASSIC MESH DUFFEL BAG			\$40.630	\$771.97	
45 EACH	CFE-R-L	CASCADE WATER RESCUE HELMET RED LARGE			\$46.700	\$2,101.50	
50 EACH	95277-21	6" CHEMICAL LIGHTSTICK YELLOW 12 HOURS			\$1.750	\$87.50	
6 PR	POL-1	PICK-OF-LIFE			\$18.330	\$109.98	
6 EACH	DTL75	R-N-R WATER RESCUE THROW BAG DELUXE WITH 75' OF 3/8" ULTRALINE			\$97.750	\$586.50	
2 EACH	SRRB035	STERLING 1/2" ROPE & RNR ROPE BAG YELLOW 200' (61M) AND GRAND STANDARD ROPE BAG YELLOW			\$240.340	\$480.68	
1 EACH	1800	NRS RESCUE/CARGO NET 60" X 80"			\$67.460	\$67.46	

ROCK-N-RESCUE / J.E. Weinel, Inc.

300 Delwood Road
 Butler, PA 16001
 Phone: (724) 256-8822 Fax: (724) 256-8888

Quotation# 009009

Account ID *C	Contact Eric Campbell	
Customer PO None	Telephone (616) 249-3417	Facsimile

Bill To:

Wyoming Dept. of Public Safety

Ship To:
Special Order Drop Ship

Quote Date 02/16/2015	Comments		Special Instructions			Terms NET 30
Ship Via FEDEX GRD	Date Required 02/16/2015	FOB Shipping Point	Prepared By TONY	Order#	Salesperson HOUSE	
Quantity	Item#	Description			Price	Total
6 EACH	NONSTOCK	23012.02 NRS Kokotat Front Entry Drysuit M-XL			\$850.500	\$5,103.00
1 EACH	FREIGHT	FREIGHT Shipping not to exceed \$600.00			\$600.000	\$600.00

Comments

This Quote may include optional equipment which will be included in the total cost shown.
 This Quotation is good for 30 Days from the Date Required listed above.
 Standard ground shipping can be up to 6% of your total order. Delivery can be stock to 6 weeks from time of order.
 Please forward a copy of your final bid results to our customer service so that we can better service you in the future.
 BUSINESS HOURS ARE M - F, 8AM - 5PM ET

Sub Total	\$27,727.63
EXMT 0% Tax	\$0.00
Freight	\$0.00
Grand Total	\$27,727.63
Deposit	\$0.00
Balance	\$27,727.63

Approved By: _____ Date _____

MENU



Current Rescue with Vents

\$79.95

To provide high-visibility safety for rescue technicians and open-water boaters, we've added large reflective panels to our classic Current. With its 3-Layer Impact Absorption,

Interconnect Retention System and O-Brace harness, the Current Rescue provides advanced safety technology at an affordable price. [MORE](#)

Color: Yellow



FIND A STORE

BUY ONLINE

FEATURES

3-Layer Impact Absorption with Carbon Composite Shell: A lightweight, high-impact carbon composite shell combines with an EVA foam liner and a polyurethane sub-shell to effectively dissipate impacts.

Interconnect Retention System: Interconnected straps securely hold the helmet in place under hydraulic forces. As the force of water pushes the helmet back, the interconnect system self-adjusts to hold the helmet firmly in place.

O-Brace Harness: The adjustable O-brace harness comfortably conforms to the back of the head to help keep the helmet safely positioned.

Custom Fit Kit: Nine custom-fit EVA foam pads let you dial in the outfitting for comfort and security.

Flow-through Visor: The hinged visor guards your eyes from sun and rain with a flow-through design that helps reduce the effect of hydraulic forces.

High-Visibility Reflective Panels: 1" x 3.5" reflective panels increase visibility for low-light rescues and paddling.

Vented Shell: Vents molded into the shell help water drain from the helmet and keep you cooler on warm paddling days

Shell Material: ABS plastic with a polyurethane sub-shell

Liner Material: Customizable EVA foam pads

Adjustment: Interconnect Retention System

Ear Coverage: No

Features: 1" x 3.5" reflective strips on sides and back / Vented shell

helmets story team dealers contact

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RESOLUTION NO. _____

RESOLUTION TO PURCHASE A POLICE K9

WHEREAS:

1. As detailed in the attached Staff Report from the Department of Public Safety, a police K9 is being retired from duty.
2. It is recommended the City purchase a replacement K9 from Vohne Liche Kennels in the amount of \$8,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby authorize the purchase of a K9 from Vohne Liche Kennels in the amount of \$8,000.
2. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

ATTACHMENT:
Staff Report

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: February 20, 2015

SUBJECT: Purchase of Replacement Police K-9

FROM: Lt. Joseph Steffes

MEETING DATE: March 2, 2015

RECOMMENDATION:

It is recommended the City Council approve the purchase of a replacement patrol dog to be assigned to our newest canine handler, Ofc. Ryan Patterson, who replaces Ofc. Robert Aungst. Ofc. Aungst served as a handler for nearly a decade and will soon be promoted to sergeant. Ofc. Aungst's current K9 Chico will be retired upon the promotion of Ofc. Aungst. This purchase will maintain our K9 team at four dogs.

SUSTAINABILITY CRITERIA:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – The K9 Unit's primary functions are to respond to calls of incidents with armed or dangerous suspects, in-progress felonies, tracking missing persons or suspects, building searches, searches for articles or evidence (including narcotics), and are used as a public relations tool. Often the presence of a K9 at public events is the icebreaker that makes our officers approachable and helps build community relationships.

Economic Strength – Police dogs vary in price but a fully trained, certified dog will cost many thousands of dollars. \$10,000 - \$15,000 would not be uncommon. This particular dog is 'green' which means it has minimal training, and is being offered from Vohne Liche Kennels at a cost of \$8,000. Our very capable in-house trainer, Ofc. Aungst, and K9 Supervisor, Sgt. Jeff Bylsma, will evaluate several dogs to assure we purchase one that is best suited for our community's needs.

DISCUSSION:

The Wyoming Police K9 unit has been an integral part of delivering the most progressive, capable, and responsive police service in the region. This replacement will insure this continues.

BUDGET IMPACT:

Sufficient funds are available in the Patrol Other Services K9 Program 101-305-31500-956012.

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BID

WHEREAS:

1. Formal bids have been obtained on the below listed item.
2. The bids received have been reviewed and evaluated as per the attached Staff Report.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the listed item as recommended in the attached Staff Report and summarized below.

Item	Recommended Bidders	Cost
Fertilizer	BFG Supply and Tri-Turf	Bid prices as shown on the attached tabulation sheet

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on March 2, 2015.

ATTACHMENTS:
Staff Report
Tabulation Sheet

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: February 18, 2015
SUBJECT: Fertilizer
FROM: Jeff Anderson, Parks & Facilities Supervisor
CC: Rebecca Rynbrandt, Director of Community Services
MEETING DATE: March 2, 2015

RECOMMENDATION:

It is recommended that the bid for fertilizer be split and awarded to BFG Supply Company and Tri-Turf indicated on the attached tabulation sheet.

SUSTAINABILITY CRITERIA:

Environmental Quality – The City uses fertilizer to maintain the City’s parks and property.

Social Equity – Does not significantly impact social equity.

Economic Strength – Well maintained properties have a positive direct impact on property values.

DISCUSSION:

On February 10, 2015 four (4) bids were received to provide fertilizer for the City’s Parks and Facilities. Forty-three invitations to bid were sent to prospective bidders.

The bids received are as shown on the attached tabulation sheet and it is recommended the bid be awarded to the low bidders BFG Supply Company and Tri-Turf based on the type of fertilizer, analysis, square foot per bag, minimum truckload and delivery charges.

BUDGET IMPACT:

Funds for the purchase of the fertilizer are budgeted in various departmental accounts with the appropriate account being charged at the time of requisition. It is estimated the annual expenditure for fertilizer will total approximately \$7,500.00.

	Michigan Turf & Ornamental					Tri-Turf					Eco Green Supply					BFG Supply					John Deere Landscapes					
	Mfg. of Fertilizer Bid	Analysis	Weight (per bag)	Sq. Ft. (per bag)	Bid Price (per bag)	Mfg. of Fertilizer Bid	Analysis	Weight (per bag)	Sq. Ft. (per bag)	Bid Price (per bag)	Mfg. of Fertilizer Bid	Analysis	Weight (per bag)	Sq. Ft. (per bag)	Bid Price (per bag)	Mfg. of Fertilizer Bid	Analysis	Weight (per bag)	Sq. Ft. (per bag)	Bid Price (per bag)	Mfg. of Fertilizer Bid	Analysis	Weight (per bag)	Sq. Ft. (per bag)	Bid Price (per bag)	
22-16-6 100% RxN (Stabilized/slow Release Fertilizer) or equivalent						The Andersons	18-12-6 NS-54 w/avail., SOP, SGN 215	50 lb.	12,500	\$17.60	EC Grow	22-16-6 100% RXN	50 lb.	12,500	\$22.67	Turf Care Supply	22-16-6 100% RXN	50 lb.	11,000	\$17.40						
24-0-15 100% RxN (Slow Release) or equivalent						EC Grow	22-00-11 50% Uflexx, MOP, 3% FE, SGN 220	50 lb.	12,500	\$16.84	EC Grow	24-0-15 100% RXN	50 lb.	12,500	\$18.40	Turf Care Supply	24-0-12 100% All N	50 lb.	12,500	\$15.44	Lesco	30-0-7 94% Poly Plus 2 FE	50 lb.	15,000	\$21.85	
25-1-4 with 50% Duration AMS, Organics and SOP (Slow Release) or equivalent						The Andersons	25-0-3, 50% Nutrisphere-N, MOP, SGN 215	50 lb.	14,000	\$14.28	EC Grow	25-1-4 50% PCSCU 4% SOP	50 lb.	12,500 - 14,500	\$21.50	Turf Care Supply	25-1-4 50% Duration	50 lb.	12,500	\$20.14						
0-0-51 Sulfate of Potash SOP						EC Grow	0-0-51 Sulfate of Potash - SGN 220, Award	50 lb.	21,500	\$29.07	EC Grow	0-0-51 SOP	50 lb.	21,500	\$40.94	Knox Fertilizer	0-0-50	50 lb.	25,000	\$28.88						
16-0-6 with Surge 25% PCPCU 3-Way Herbicide or equivalent						The Andersons	15-0-8, 25% NS-54, w/.869% Millennium, SOP, SGN	50 lb.	12,500	\$20.96	EC Grow	16-0-6 25% PCPCU Surge	50 lb.	12,500	\$22.44	Knox Fertilizer	15-0-5 1.58 Viper 25% XRT	40 lb.	10,000	\$19.14	Lesco	Lockup Extra 18-0-4 30% Poly Plus	50 lb.	6,250	\$23.09	
16-0-5 with 0.125% Dimension, 100% RxN or equivalent	E.C. Grow	17-0-4 .125% Dimension 100% STN	50 lb.	4,000	\$17.95	The Andersons	18-0-4, 25% NSN, 0.103% Dimension, SGN 215	50 lb.	12,500	\$16.97	EC Grow	16-0-5 100% RXN .125% Dimension	50 lb.	14,500	\$19.00	Knox Fertilizer	35% XRT 19-0-5, .1 Dimension	50 lb.	12,500	\$19.74	Lesco	Dimension 15% 13-0-5 30% Poly Plus	50 lb.	4,348	\$19.56	
27-0-8 60% PCSU 3% Fe Micros or equivalent	E.C. Grow	28-0-4 65% PCSCU 2% FE w/Organics	50 lb.	5,500	\$18.45	EC Grow	30-0-10 50% Uflexx, MOP, 3% FE, Sgn 220	50 lb.	17,000	\$20.10	EC Grow	27-0-8 60% PCSCU	50 lb.	15,000	\$20.00	Knox Fertilizer	30-0-6 50% XRT	50 lb.	20,000	\$17.79	Lesco	25-0-6 50% Poly Plus MOP SFE	50 lb.	12,500	\$17.89	
Number of days required for deliveries from date of receipt of Purchase Order	3-5 (on stocked products - otherwise 7 days)					5 days					7 days					7-10 days					3-7 days					
Minimum Truckload Quantity deliveries required (# of bags per delivery)	40					1					20					1					40					
Additional delivery charge for deliveries that fall below the minimum requirements	\$35.00					\$20.00					\$50.00					\$50.00/stop					\$25.00					

ORDINANCE NO. 2-15

AN ORDINANCE TO AMEND SECTION 90-32 OF THE CODE OF THE
CITY OF WYOMING BY ADDING SUBSECTION (100) THERETO

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-32 of the Code of the City of Wyoming is hereby amended by adding Subsection (100) thereto, to read as follows:

- (100) To rezone 6.9 acres from R-2 Single Family Residential to R-4 Multiple Family (5.6 acres) and B-1 Local Business (1.3 acres)

LEGAL DESCRIPTION:

Description of Parcel to be Rezoned from R-2 to R-4: Part of the SW ¼, Section 14, T6N, R12W, City of Wyoming, Kent County, Michigan described as: commencing at the SW corner of said Section; thence N00°02'07"E 258.73 feet along the West line of said SW ¼ to the point of beginning; thence continuing N00° 02'07"E 214.27 feet along said West line to the North line of South 473 feet of said SW 1/4; thence S87°54'00"E 247.00 feet along said North line to the East line of the West 247 feet of said SW 1/4; thence N00° 02'07"E 159.99 feet along said East line to the South line of Millennium Plat; thence S87°54'00"E 414.00 feet along said South line to East line of West 1/4 of the SW 1/4 of said SW 1/4, said line also being the West line of Parkwood Plat; thence S00°02'33"W 415.99 feet along said West line of Parkwood Plat to the North line of the South 217.0 feet of said SW 1/4; thence N87°54'00"W 200.49 feet (previously described as 200.00 feet) along said North line; thence S00°02'07"W 217.00 feet parallel with West line of said SW 1/4 to South line of said SW 1/4; thence N87°54'00"W 169.98 feet along said South line; thence N02°06'00"E 269.37 feet; thence N89°57'53"W 300.00 feet to point of beginning.

Description of Parcel to be Rezoned from R-2 to B-1: Part of the SW ¼, Section 14, T6N, R12W, City of Wyoming, Kent County, Michigan described as: beginning at the SW corner of said SW 1/4; thence N00° 02'07"E 258.73 feet along West line of said SW ¼; thence S89°57'53"E 300.00 feet; thence S02°06'00"W 269.37 feet to South line of said SW 1/4; thence N87°54'00"W 290.48 feet along said South line to point of beginning; EXCEPT commencing 40.00 feet East along South Section line and 40.0 feet North parallel with West Section line from Southwest corner of section; thence North parallel with West section line 25.0 feet; thence Southeasterly 35.36 feet more or less to a point 25.0 feet East from the point of beginning; thence West 25.0 feet to the point of beginning.

Section 2. This ordinance shall be in full force and effect on the ____ day of April, 2015.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a regular session of the City Council held on the _____ day of March, 2015.

Kelli A. Vandenberg
Wyoming City Clerk



February 23, 2015

Ms. Kelli Vandenberg
City Clerk
Wyoming, MI

Subject: Request to rezone 6.9 acres from R-2 Single Family Residential to R-4 Multiple Family (5.6 acres) and B-1 Local Business (1.3 acres). The property is located at the northeast corner of Burlingame Avenue and 36th Street.

Recommendation: To deny proposed rezoning.

Dear Ms. Vandenberg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on February 17, 2015. A motion was made by Hegyi, supported by Micele, to recommend to City Council denial of the subject rezoning. After discussion, the motion passed unanimously.

Of note was the following:

- The City's Land Use Plan calls for density to be 3.5-6 units per acre. Proposed project density is 12.85 units per acre.
- Established character of the area is Single Family Residential.
- Established apartment buildings within a ½ mile radius of the proposed site are limited to 4 and 6 units. The proposed project is 72 units.

A more detailed review of the Planning Commission's deliberations is available in the Planning Commission minutes. The following is provided as additional, basic background information:

The petitioners have optioned this property from the Wyoming Public School District and propose to rezone this site to construct an apartment complex of up to 72 units on 5.6 acres. In addition, 1.3 acres at the corner of the street intersection would be rezoned to permit a commercial development. The petitioner has voluntarily proposed to enter into a development agreement as a condition of rezoning, but this has not yet been provided. Development agreements are offered to the City Council, and when entered into, guarantee that specific aspects of the proposal such as density, building styles, site design and amenities are adhered to. If the rezoning is approved by the City Council, a detailed site plan for

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- AT-LARGE COUNCILMEMBER
Dan Burrill
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

construction of the project would then be submitted for approval to the Planning Commission.

The apartment development is shown to be comprised of three 2-story 12 unit buildings and two 2 ½ story 18 unit buildings. The units are shown to be two bedroom / two bath and approximately 1050 square feet. The plan shows 34 garages, with an overall 123 parking spaces. With this plan additional parking, or a parking waver, would need to be considered at the time of site plan review. The RAPID bus route system may be accessed from this site on Burlingame Avenue.

The proposed drive through restaurant within the proposed B-1 Local Business zoning district is conceptual, as there is no known use at this time. A drive through restaurant would be a Special Use Approval in a B-1 Local Business district. A wide range of commercial or office uses would be allowable with the B-1 zoning.

The proposed driveways to the public streets, and the proposed storm water detention area, have been conceptually approved through the Engineering Department. A Traffic Impact Analysis, to identify any appropriate traffic management improvements, would be required at the time of site plan review.

Staff Comments:

1. The City of Wyoming Land Use Plan 2020 was adopted in 2006. It identifies this site (see attached) as being appropriate for Low-Medium Density Residential (3.5 to 6 units per acre). This is the same designation as the surrounding neighborhoods. At the time of development of the Land Use Plan, the elementary school was in operation and no additional consideration was given to this property. The proposed apartment development would have a density of 12.85 units per acre.
2. Under the current R-2 Single Family Residential zoning, the property could be developed as a single family subdivision with lot sizes of a minimum 8400 square feet and 65 feet in width. The property would be difficult to develop and market as a subdivision given the location at a major intersection, the adjacency of commercial developments, the lack of connectivity to adjoining subdivisions, the irregular property boundary, and the limited property area.
3. The adopted Analysis of Impediments and Housing Needs Assessment 2013 specifically identifies (see attached) that this property could be developed in a variety of ways, "including senior housing, apartments, townhomes, or other housing options. It could also have a retail or institutional component to provide a mix of uses at the busy intersection." The rezoning proposal for a mix of

apartments and commercial complies with the Analysis of Impediments land use recommendation.

4. The City of Wyoming 2035 Thoroughfare Plan showed a 2009 daily traffic volume of 14,300 trips on Burlingame Avenue, with 21,300 trips on 36th Street, adjoining this property. The volumes are projected to increase slightly by 2035 to 14,500 trips on Burlingame Avenue and 21,600 trips on 36th Street. The projected 2035 traffic volumes can be readily accommodated under the current street design with a volume/capacity ratio of 0.55 and 0.62 respectively. The proposed development can be accommodated with the existing streets.

Conformance with the City of Wyoming Sustainability Principals:
Sustainability: The advancement and promotion, with equal priority, of environmental quality, economic strength, and social equity so that a stable and vibrant community can be assured for current and future generations.

This area of Wyoming is predominantly single family residences. There are two comparable apartment developments (see attached) located ½ mile to the east on 36th Street, with other smaller complexes. Significantly larger apartment complexes are located at Prairie Parkway and at 44th Street. The Development Review Team is concerned that an apartment complex of the proposed size would be substantially out of character with the surrounding single family neighborhoods. The DRT believes that this site is suitable for a multi-family development, but not to the density (12.85 units/acre) proposed. A development of low-rise senior housing, townhomes or attached condominiums would integrate more suitably with the existing neighborhood character. In addition, the single family developed, but commercially zoned property across 36th Street may not be suited for either purpose. It is conceivable that eventually the City will consider an alternative land use on that property. Land use decisions on the proposed rezoning site will influence the future land use of that property. It is this concern over changing the essential character of this neighborhood, and thereby social equity, that leads the DRT to not recommend the proposed rezoning.

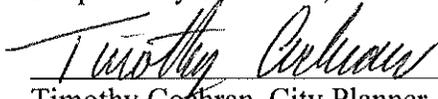
The Development Review Team suggested the Planning Commission recommend to the City Council denial of the rezoning.

At the public hearing there were four speakers in opposition to the proposed rezoning. Their concerns pertained to the perceived negative impacts of apartments and additional traffic.

A motion was made by Hegyi, supported by Micele, to recommend to City Council denial of the proposed rezoning. During discussion, the Commission identified that the property may be unsuitable for a single family subdivision,

however development of the property should be more in character with the surrounding area and of a lesser density than proposed. The motion carried unanimously.

Respectfully submitted,



Timothy Cochran, City Planner
Planning and Development Department

cc: Curtis Holt, City Manager
Rebecca Rynbrandt, Director of Community Services

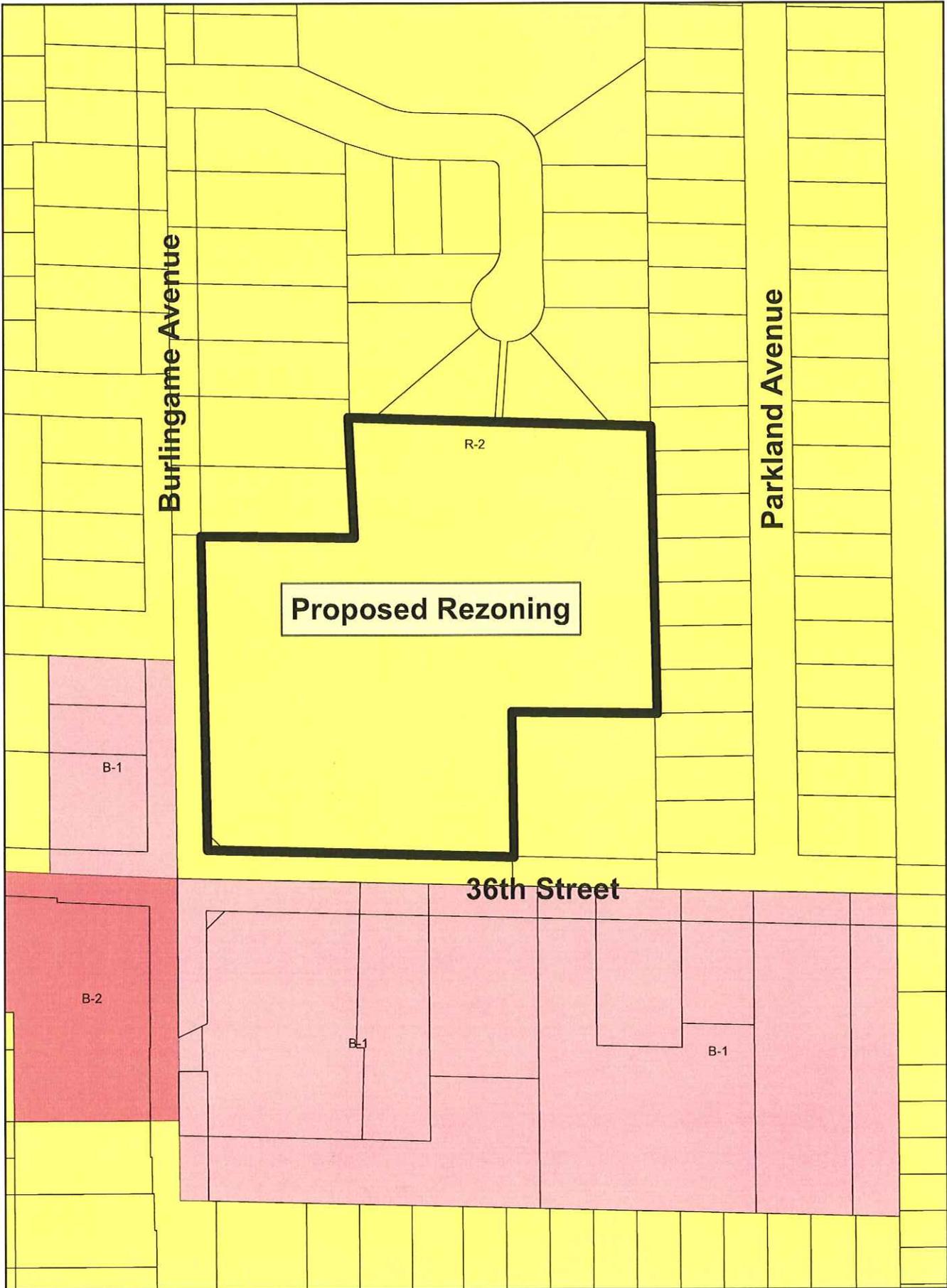


Burlingame Avenue

Parkland Avenue

Proposed Rezoning

36th Street



Burlingame Avenue

Parkland Avenue

R-2

Proposed Rezoning

B-1

36th Street

B-2

B-1

B-1



Centertown Homes



Omega Architects

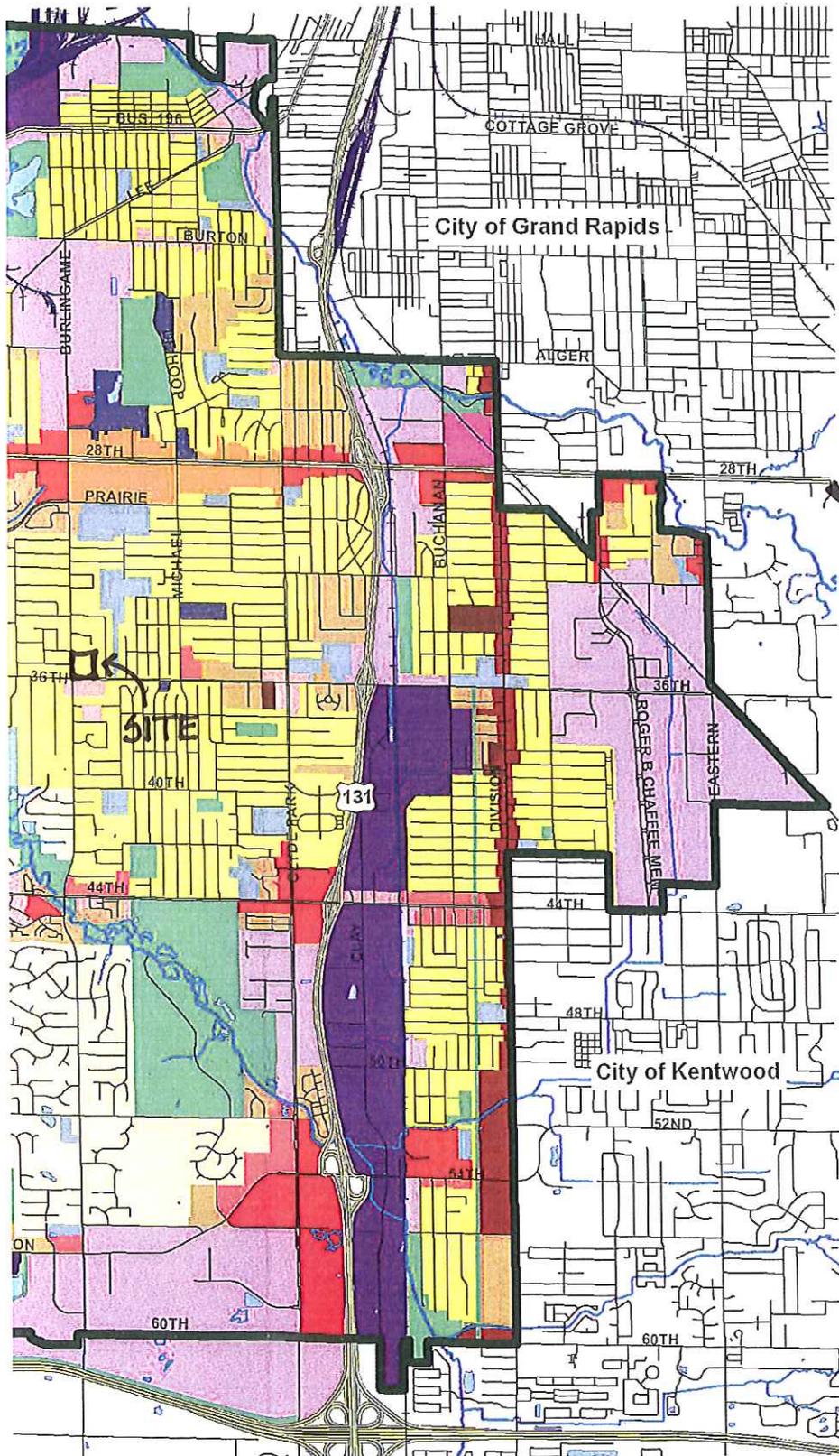


Centertown Homes

 Omega Architects

Future Land Use

City of Wyoming
Kent County, MI



Future Land Use Categories

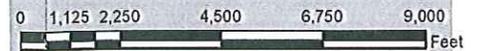
- Low Density Residential (up to 3.5 units/ac.)
- Mixed Residential (up to 4 units/ac.)
- Low-Medium Density Residential (3.5 to 6 units/ac.)
- Medium-High Density Residential (6 to 16 units/ac.)
- High Density Residential (16+ units/ac.)
- Neighborhood Commercial
- Office Service
- Community Commercial
- Downtown Center
- Mixed Use
- Division Avenue Commercial
- Medical Village
- Business Industrial
- General Industrial
- Parks & Open Space
- Schools
- City Buildings

December 2008



LSL Planning, Inc.

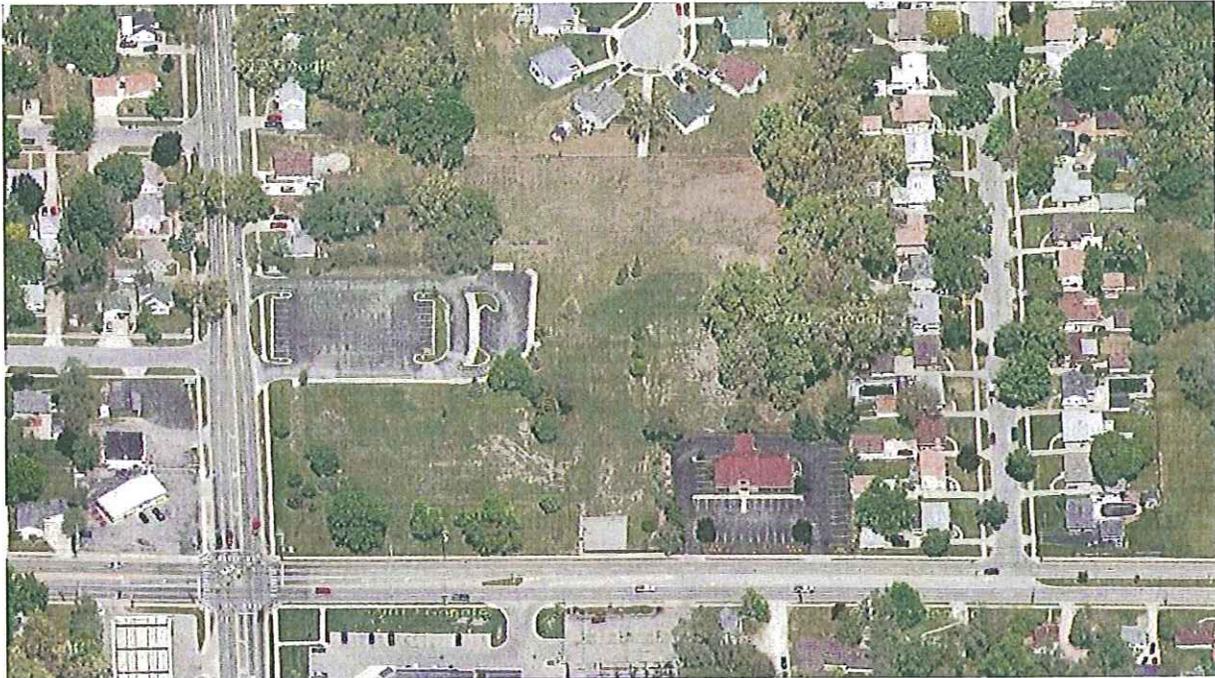
Data Sources:
REGIS
Michigan Center for Geographic Information

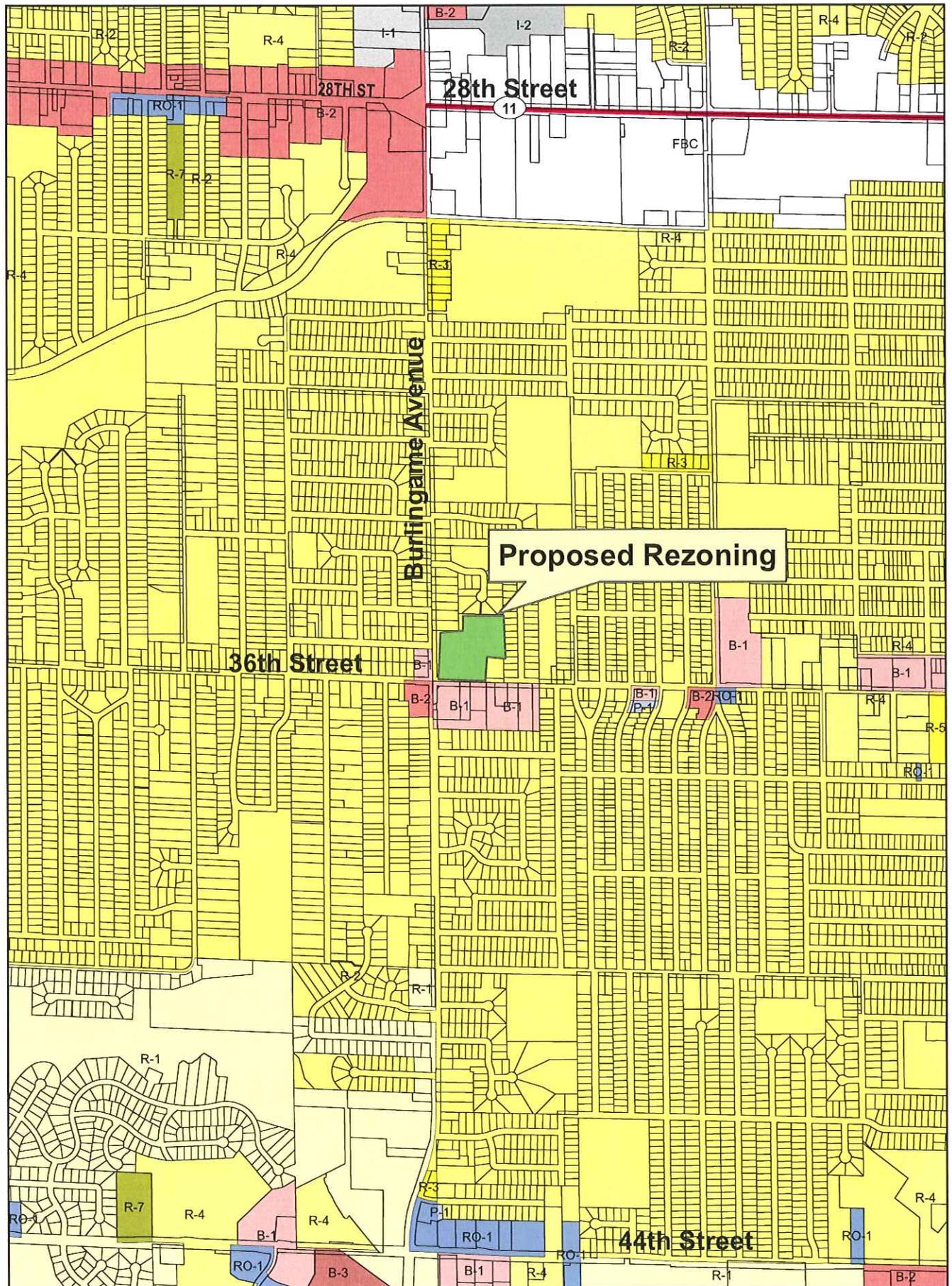


36th/Burlingame

The corner of 36th Street and Burlingame Avenue is a vacant lot that used to hold a school and is one of the few large redevelopment sites away from the 28th Street and Division Avenue corridors. Surrounded by Post-War Community typology housing, the site could be redeveloped in a number of ways, including senior housing, apartments, townhomes, or other housing options. It could also have a retail or institutional component to provide a mix of uses at the busy intersection.

Figure VI.4: Potential Infill Site at 36th Street and Burlingame Avenue







Planning & Development Department
 Telephone (616) 530-7258
 1155 28th Street SW, Wyoming, Michigan 49509
www.wyomingmi.gov



- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- AT-LARGE COUNCILMEMBER
Dan Burrill
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

February 23, 2015

Ms. Kelli Vandenberg
 City Clerk
 Wyoming, MI

Subject: Wyoming Planning Commission Annual Report

The Wyoming Planning Commission reviewed the attached 2014 Annual Report at their regular meeting on February 17, 2015. The Michigan Planning Enabling Act (Act 33 of 2008) stipulates that:

“The Planning Commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

A motion was made by Postema, supported by Goodheart, to approve the Wyoming Planning Commission Annual Report and forward it to City Council. After discussion, the motion carried unanimously. The report is provided to the City Council for information purposes.

Respectfully submitted,

Timothy Cochran
 Planning and Development Department

Cc: Curtis Holt
 Rebecca Rynbrandt

WYOMING PLANNING COMMISSION
2014 ANNUAL REPORT

Site Plan Reviews

- 3/18/14 Approved Site Plan for Metro Health Village Senior Living at 2252 Health Drive, SW. (Section 34) (MHV Senior Living LLC)
- 5/20/14 Approved Site Plan for Rieth-Riley Batch Plant reconstruction at 2020 Chicago Drive. (Section 3) (Rieth-Riley Construction Co.)
- 7/15/14 Approved Site Plan for an addition to Adams Plastics at 5955 Crossroads Commerce Parkway. (Section 34) (A.J. Veneklasen, Inc.)
- 10/21/14 Approved Site Plan for Allied Mechanical Services at 5920 Clyde Park Avenue, SW. (Section 36) (Allied Mechanical Services)

Special Use Reviews

- 1/21/14 Approved Special Use for AmeriGas Propane Truck Terminal at 2700 Remico Street, SW. (Section 16) (AmeriGas) (Included Site Plan Approval)
- 2/18/14 Approved Special Use for Goddard Day Care at 5811 Byron Center Avenue, SW. (Section 33) (First Companies) (Included Site Plan Approval)
- 3/18/14 Approved Special Use for The PIER Church at 4669 Division Avenue, SW. (Section 25) (Immanuel Christian Reformed Church) (Included Site Plan Approval)
- 4/15/14 Approved Special Use for Flames Sports (athletic training facility) at 425 – 36th Street, SW. (Section 13) (Chad Kryska) (Included Site Plan Approval)
- 4/15/14 Approved Special Use for Advance America (secondhand business) at 4130 Division Avenue, SW. (Section 19) (Advance America) (Included Site Plan Approval)
- 4/15/14 Approved Special Use for Sky Antiques (secondhand business) at 4457 Division Avenue, SW. (Section 25) (Van Ly) (Included Site Plan Approval)

- 8/19/14 Approved Special Use (drive through restaurants) for Wyoming Village Pad Site at 1216 – 28th Street, SW. (Section 14) (Continental Construction) (Included Site Plan Approval)

- 10/21/14 Approved Special Use for Car City Supercenter expansion at 1409 – 28th Street, SW, 1425 – 28th Street, SW, and 2701 Hook Avenue, SW. (Section 11) (Integrated Architecture) (Included Site Plan Approval)

- 10/21/14 Approved Special Use for Chateau Center Drive Through Restaurant at 1740 – 44th Street, SW. (Section 27) (Chateau Village Partners) (Included Site Plan Approval)

- 10/21/14 Tabled Special Use for Dewey-Wedgwood House at Beckmaze Community Center at 2551 Oaklane Drive, SW. (Section 21) (Beckmaze Historical Society) (Included Site Plan Approval)

- 12/16/14 Approved Special Use for Panera Bread Drive Through Restaurant at 5500 Clyde Park Avenue. (Section 36) (Jeffrey Parker Architects) (Included Site Plan Approval)

- 12/16/14 Approved Special Use for Express Auto Used Car Sales at 2046 – 28th Street, SW. (Section 15) (Joseph Giannloa) (Included Site Plan Approval)

Plat Recommendations

- 2/18/14 Recommended to City Council approval of the request for Preliminary Plat – Tentative Approval for Rivertown Valley III located along Nile Drive extended and Chestnut Ridge Drive extended. (Section 32) (TMBG Wilson)

- 4/15/14 Recommended to City Council approval of the request for Preliminary Plat – Final Approval for Rivertown Valley III located along Nile Drive extended and Chestnut Ridge Drive extended. (Section 32) (TMBG Wilson)

- 10/21/14 Recommended to City Council approval of the request for Final Plat Approval for Rivertown Valley III located along Nile Drive extended and Chestnut Ridge Drive extended. (Section 32) (TMBG Wilson)

Condominium Plan Amendment

6/17/14 Amended the Condominium Plan for Metro Health Village Planned Unit Development at the northeast corner of M-6 and Byron Center Avenue. (Section 34) (Granger Group)

Rezoning Recommendations

1/21/14 Recommended to City Council approval of the request to rezone the 28th Street corridor from Clyde Park Avenue to Burlingame Avenue from DC Downtown Center, B-3 Planned Business, B-2 General Business and R-2 Single Family Residential to Form Based Code. (Sections 11 and 14) (City of Wyoming)

5/20/14 Recommended to City Council approval of the request to rezone 1.2 acres from DC Downtown Center and B-2 General Business to I-2 General Industrial at 2660 Burlingame Avenue SW. (Section 11) (Wyoming Planning and Public Works Departments)

7/15/14 Recommended to City Council approval of the request to rezone 15.5 acres from B-2 General Business to I-1 Light Industrial properties at the northeast corner of Clyde Park Avenue and 60th Street, excluding the two properties at 5940 and 5950 Clyde Park Avenue SW. (Section 36) (Huizenga Properties, B&K Holdings and Wyoming Planning Department)

11/18/14 Recommended to City Council approval of the request to rezone 16 acres from ER Estate Residential to R-4 Multiple Family (14 acres) and RO-1 Restricted Office (2 acres) at the northwest corner of Wilson Avenue and 52nd Street, subject to entering into the development agreement voluntarily offered by the petitioner. (Section 30) (American Kendall Properties LLC)

Zoning Code Text Recommendations

4/15/14 Recommended to City Council the request to amend Zoning Code Section 90-437 RO-1 Restricted Office District Lot and Area Requirements reference. (Wyoming Planning Department)

5/20/14 Recommended to City Council the request to amend Zoning Code Section 90-44 Distance Requirements for Mechanical Appurtenances. (Wyoming Planning Department)

- 5/20/14 Recommended to City Council the request to amend Zoning Code Section 90-31 Districts Enumerated, Section 90-65 DC Downtown Center District Intent, Section 90-799 Specific Sign Requirements: Nonresidential Districts, Section 90-891 Residential Districts, Section 90-892 Conditions Applicable to Section 90-891, Section 90-893 Nonresidential Districts, Section 90-894 Conditions Applicable to Section 90-893, Section 895 Requirements for Permitted Uses after Special Approval, and Article XXVIII DC Downtown Center District to remove the Downtown Center Zoning District and its requirements, and removal of Table 90-646 Parking Requirements for multiple family dwellings in the DC District. (Wyoming Planning Department)
- 6/17/14 Recommended to City Council the request to amend Zoning Code Section 90-56 Drive-in Establishment, Section 90-337(5) B-1 Local Business District, Section 90-372(4) B-2 General Business District, Section 90-402(5) B-3 Planned Business District, Section 90-617(8) PUD-1 Low Density Planned Unit Development District, Section 90-895 Requirements for Permitted Uses After Special Approval, Section 90-901(4) PUD-2 Planned Commercial Development District and Section 90-952(12) PUD-3 Planned Health Care District to allow drive through restaurants in all commercial districts by Special Use Approval. (Wyoming Planning Department)
- 7/15/14 Recommended to City Council the request to amend Zoning Code Section 90-45 Accessory Buildings to allow additional storage on larger residential properties. (Wyoming Planning Department)
- 11/18/14 Recommended to City Council the request to amend Zoning Code Section 90-69 to prohibit marijuana provisioning centers and marijuana safety compliance facilities. (Wyoming Planning Department)

Street Vacation/Closure Recommendations

- 3/18/14 Recommended to City Council approval of the request to vacate Pickett Street (a paper only street) west of Clyde Park Avenue. (Section 26) (J & P Development)
- 7/15/14 Recommended to City Council approval of the request to close Pinehurst Avenue at 44th Street to prevent potential vehicle conflicts with a new turnaround constructed with the 44th Street improvements. (Section 25) (Wyoming Engineering Department)

Resolutions, Reports & Correspondence

2/18/14 Approved the Wyoming Planning Commission 2013 Annual Report and forwarded it to City Council.

Rules of Procedure Amendments

8/19/14 Amended the Planning Commission Rules of Procedure Article II, Section 1 that election of officers be held at the first regular meeting in July, and Article IV, Section 3, “. . . The disclosure of pertinent information that would correct potential erroneous or untruthful information provided to the Planning Commission, and may also affect a motion for consideration, may be revealed prior to the motion upon recognition of the Commissioner by the Chair. Once disclosed, the normal procedures will resume with a motion, then discussion and decision, on the proposal.”

Election of Officers

7/15/14 Election of Officers

Presentations

5/12/14 Joint City Council, Planning Commission and Board of Zoning Appeals Training Workshop “Making Decisions to Promote Good Government”

8/19/14 Lawns, Gardens and Water Efficient Landscaping Ordinance

Ongoing Planning Activities

Southeast Corner of Wilson Avenue / 56th Street Zoning Considerations

Zoning Ordinance Reformat – Wade Trim Consultant

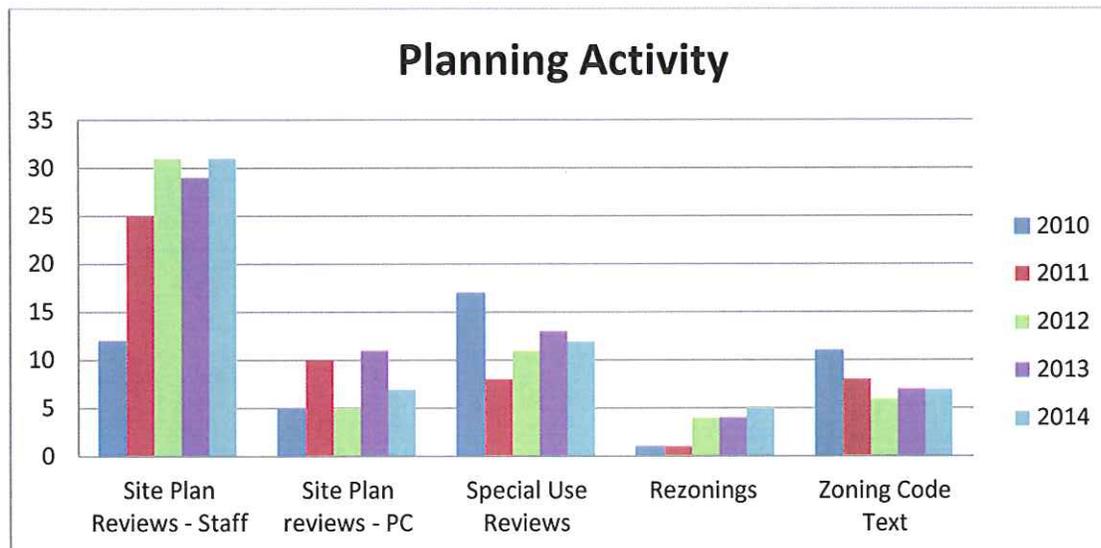
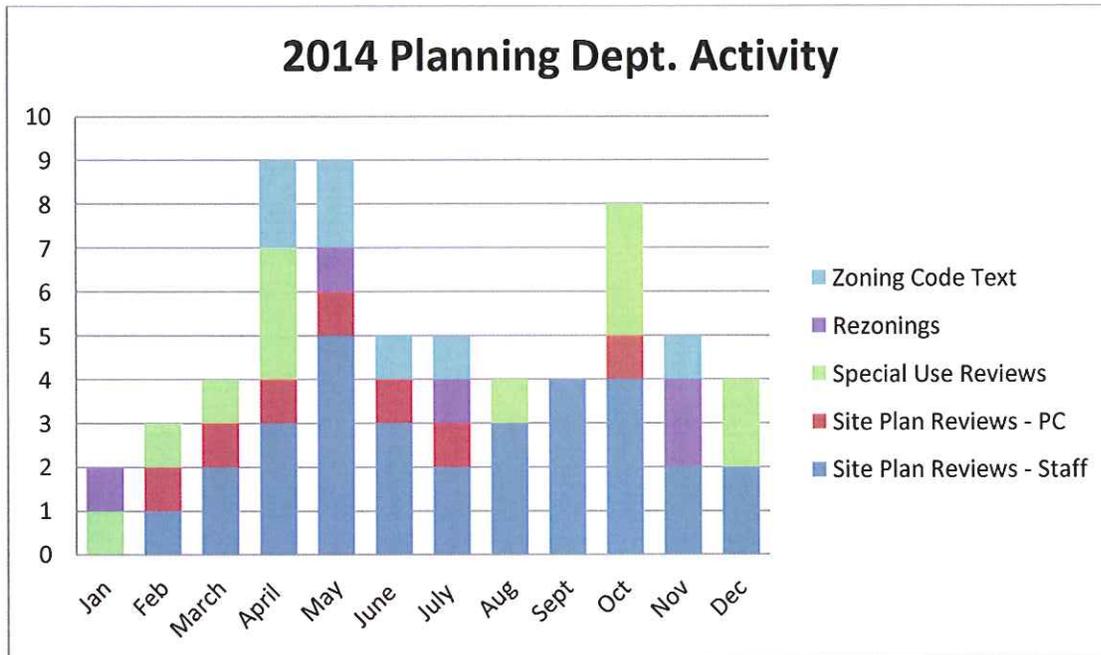
Parks & Recreation Ideal Park Master Plan Update

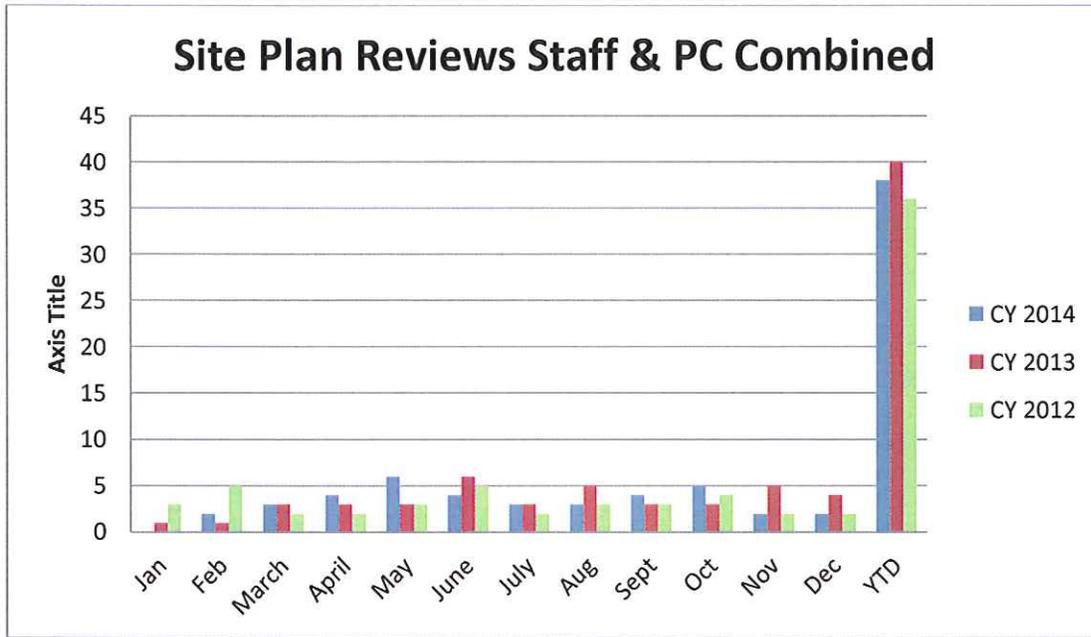
Form Based Code – Division Avenue

28 West Marketing/Promotion/Crescent Street Development

Burton Street Corridor Planning

Annual Comparisons:





Note: The number of reviews reflects multiple considerations of particular projects at different Planning Commission meetings.

Anthony Woodruff, Secretary
Wyoming Planning Commission