

Meeting Agenda
City of Wyoming Community Development Committee

October 1, 2014, 6:30 p.m., Wyoming City Hall, West Conference Room

Agenda Topic

- A. Call to order of the Wyoming Community Development Committee
- B. Approval of Agenda
- C. Approval of Wyoming Community Development Committee Minutes of the September 3, 2014 meeting
- D. Public Comment on Agenda Items (limit to 3 minutes)
- E. HUD Approved Low/Mod Income Areas 2015-2016 Implementation
- F. Updated CDBG Planning Schedule
- G. Community Development Review Focus Group Update
 - Joint 5-Year Consolidated Plan
- H. Letters of Intent Update, Presentations Scheduled
 - CTW Discussion
 - November: CDBG Rehab Loan Program, Code Enforcement, Community Policing
- I. Election of Officers
- J. Committee Member Concerns and Suggestions
- K. Public Comment in General (limit to 3 minutes)
- L. Motion to Adjourn the Wyoming Community Development Committee Meeting

(Next meeting: November 5, 2014)

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF SEPTEMBER 3, 2014
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Balk, Blok, DeJager, Hall, Krenz, Lopez, Ziemba

MEMBERS ABSENT: None

STAFF PRESENT: Rynbrandt, Director of Community Services
Lucar, Administrative Aide

Call to Order

Chairman Hall called the meeting to order at 6:32 p.m.

Approval of Agenda

Motion by Ziemba, supported by DeJager, to approve the agenda as presented. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by DeJager, supported by Ziemba, to approve the prior meeting minutes of August 6, 2014. Motion carried unanimously.

FY 2013-2014 CAPER Review (Year End Reporting to HUD)

Lucar highlighted some of the key items in the FY 2013-2014 Consolidated Annual Performance & Evaluation Report (CAPER) for the committee. We expected to have \$976,413 available for the Community Development Block Grant Program during the period beginning July 1, 2013 through June 30, 2014. This amount consisted of \$529,825 in an annual entitlement grant from HUD, \$147,940 from anticipated program income and \$298,648 to be reprogrammed from prior years. A total of \$858,218 was spent this reporting period, with a total of \$93,267 received from program income. We spent \$373,158 on housing rehabilitation programs and support services. We spent 100% of our funds for programs benefiting low and moderate income persons. Two major Public Facility Improvement projects were accomplished - renovation of the Wyoming Senior Center Community Room and demolition/construction of a new

concession/restroom building in Pinery Park. While Clearance/Demolition is identified as a priority, there were no applicants that met the low/moderate-income qualifications for this activity. Regarding Code Enforcement, the amount of \$124,000 was originally proposed in the Annual Plan for this activity, but was reduced to \$55,000 to recognize loss of income from Code Enforcement remediation activities. The changes were required per HUD monitoring.

Public Hearing on CAPER

Chair Hall opened the public hearing at 6:45 p.m.

James Johnson, a resident of Wyoming, asked if the contractors used for the housing rehabilitation program are from the city of Wyoming. Rynbrandt responded that any general contractor can apply for the program, regardless of where they live. Once approved and registered as a general contractor for the program, they would have the opportunity to bid on all housing rehabilitation projects.

There were a total of three people in attendance from the public.

Chair Hall closed the public hearing at 6:47 p.m.

Motion by Ziembra, supported by Lopez, to accept the FY 2013-2014 Consolidated Annual Performance & Evaluation Report (CAPER) as presented. Motion carried unanimously.

Public Comment on Agenda Items

There were no other public comments.

Receipt of 2013-2014 Sub-Recipient Reports

Code Enforcement – Rynbrandt highlighted key items in the report and presented data showing comparisons from prior years. She pointed out that only 32% of all code enforcement complaints came from CDBG low/moderate-income areas, and this number has continued to decline over the years. Out of 550 complaints in these areas, there were 2,230 inspections done. She discussed how code enforcement is an important strategy in preventing blight.

2014-2015 Action Plan/Grant Update

Action Plan & Environmental Approval – We have received authorization to spend our 2014-2015 grant of \$479,632. The Environmental Review has also been approved. The unexpended amount of \$138,320 will be carried over from 2013-2014, for a total available amount of \$617,952. After the CAPER is approved by HUD, a decision will need to be made as to how to spend the \$138,952 amount. It could either be held in fund balance and reprogrammed to FY 2015-16, or there could be a mid-year adjustment in 2014-15 funding. The amount designated for Housing Rehabilitation could be increased since there is still a long waiting list for this program. Rynbrandt mentioned CDBG monies could possibly be used towards the City's tornado relief efforts in the Ideal Park neighborhood. The neighborhood is not in a low/moderate-income designated area, but it could possibly be qualified by an income survey (at least 51% of residents low/moderate income) or be categorized as urgent need. This will have to be explored with HUD. Currently, Clearance/ Demolition funds can be used in this neighborhood as long as the homeowner meets the HUD income requirements.

Community Development Review Focus Group Update

Rynbrandt referred to the Director's notes included in the agenda packet. The group continues to explore ways to collaborate with the three jurisdictions – Wyoming, Grand Rapids and Kent County. A comparison is being done of the jurisdictions' sub-recipient agreements. Also, the City has received a one-year extension to its 2010-2014 Five Year Consolidated Plan to align with the City of Grand Rapids and Kent County for possible regional planning purposes.

Committee Member Concerns & Suggestions

Chair Hall mentioned the new 28 West sign on 28th Street. He asked for an update on the 28th Street redevelopment process. Rynbrandt informed the Committee of the progress being made in this regard, and showed them the fly-through 28 West video. She mentioned the Form Based Code for this area is complete, with the purpose of providing increased flexibility for potential developers. Good Will and Wimsatt redevelopment projects, initiated prior to the FBC's adoption, are recent developments that are built to the Form Based Code standards in many regards. City funds will be used to begin construction of the crescent street as the Wyoming Village Mall property is redeveloped.

Public Comment

There were no other public comments.

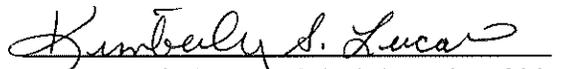
Adjournment

Motion by DeJager, supported by Lopez, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:40 p.m.

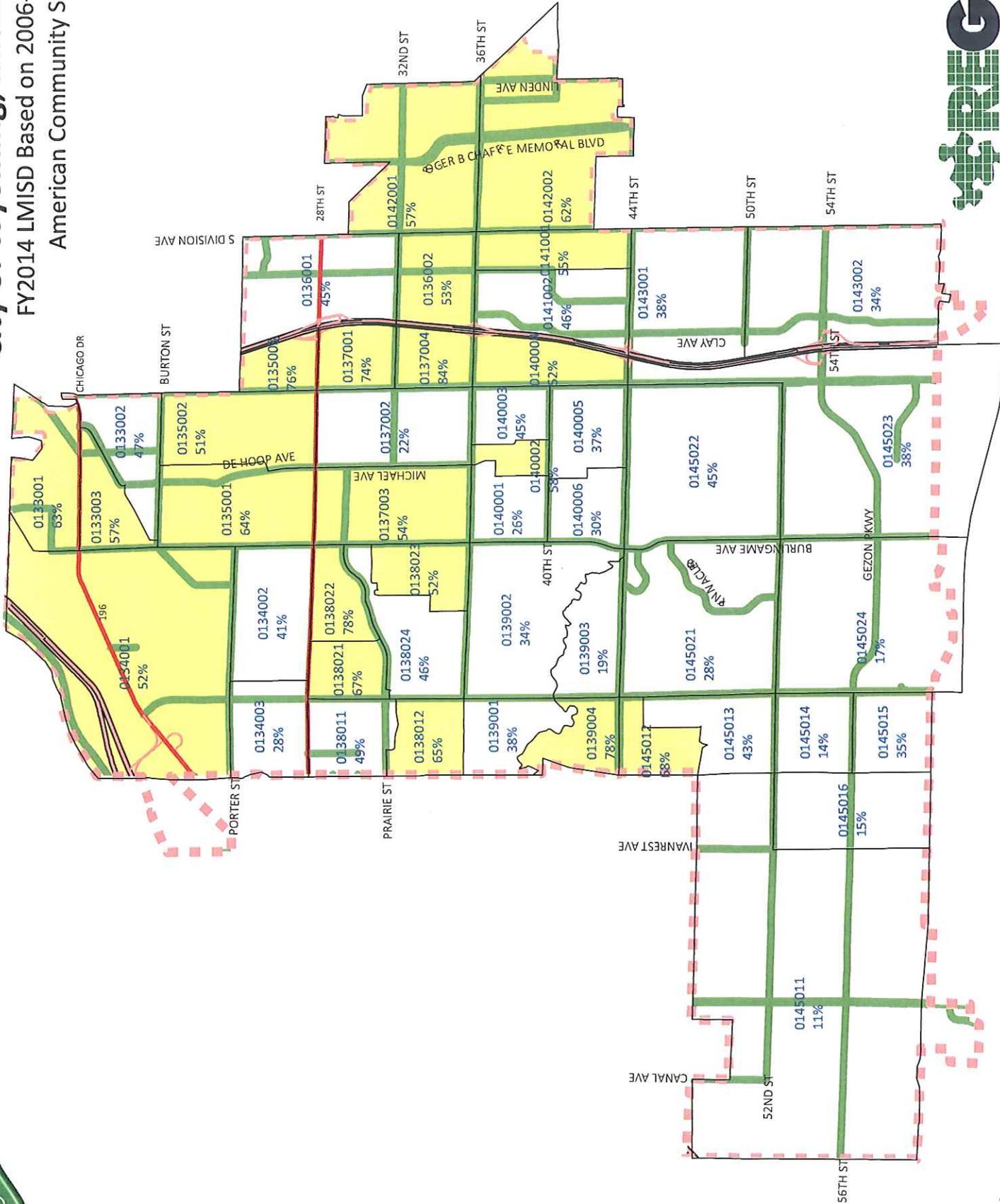
The Committee will meet again on **October 1, 2014 at 6:30 p.m.**

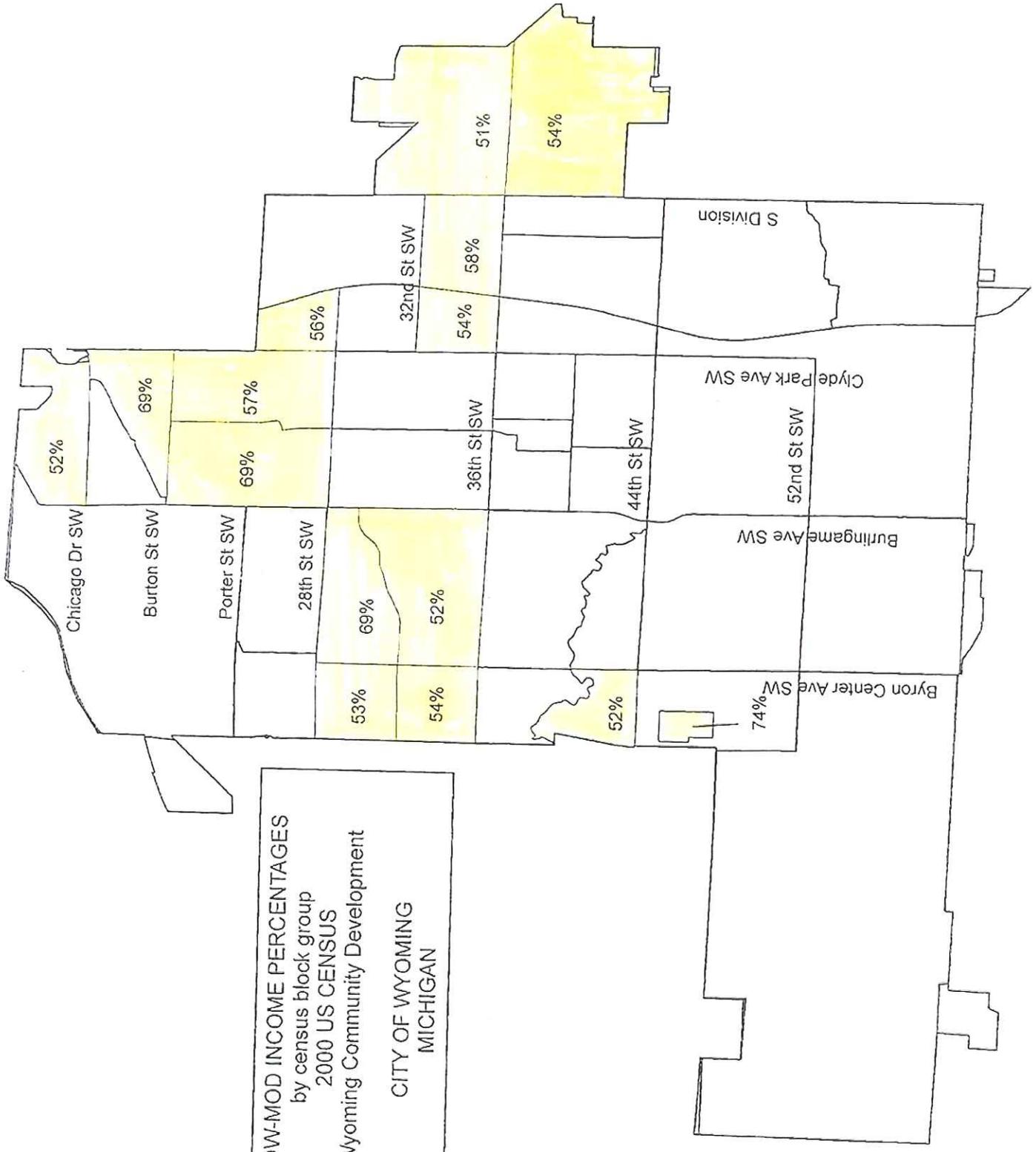
Rynbrandt mentioned the November and December meetings may be lengthy due to review of the Letter of Intent submissions and subsequent interviews.


Kimberly S. Lucas, Administrative Aide

City of Wyoming, Michigan

FY2014 LMISD Based on 2006-2010 American Community Survey





LOW-MOD INCOME PERCENTAGES
 by census block group
 2000 US CENSUS
 Wyoming Community Development
 CITY OF WYOMING
 MICHIGAN

TENTATIVE SCHEDULE
HUD PLAN/REPORT SUBMITTALS
COMMUNITY DEVELOPMENT PROGRAM 2015

<u>Date</u>	<u>Action</u>
1/15/2015	5:00 PM Deadline to submit CD Committee Public Hearing Notice to be published by the Clerk. (Publish date 1/20/15 Tues.; Hearing date 2/4/2015 Wed.)
1/20/2015	Publish CD Committee Public Hearing Notice (for 2/4/2015).
1/30/2015	SF-425 Federal Cash Transactions Report (Accounting submits)
2/1/2015	Mid-Year Performance Reports due from Subrecipients, Inspections & Police Depts.
2/4/2015	CD Committee Meeting and Approval (15 days from publishing).
2/11/2015	12:00 PM Deadline to submit Council Resolution to set Public Hearing to Clerk. (2/16/2015 Monday)
2/16/2015	City Council to set Public Hearing date (4/6/2015) for citizens' views on Proposed Action Plan.
2/16/2015	Send Correspondence/Proposed Action Plan to DEQ and State Historic Preservation Office, DNR-Wildlife and DNR-Fisheries
2/26/2015	5:00 PM Deadline to submit Proposed Action Plan & Public Hearing Notice to be published by the Clerk. (Publish date 3/3/2015 Tues.)
2/26/2015	Send Proposed Action Plan to Interested Parties
3/3/2015	Publish Public Hearing Notice (PH on 4/6/2015)
3/3/2015	Publish Proposed Action Plan. Post at Wyoming Public Library.
3/26/2015	Complete Environmental Review Record.
4/1/2015	12:00 PM Deadline to submit Council Resolution to approve Proposed FY 2015-2016 Action Plan to Clerk. (4/6/2015 Monday)
4/1/2015	Semi-Annual Labor Standards Report (HUD Form 4710) Due
4/1/2015	Draft Subrecipient Agreements/Includes Subrecipients CDFA project funding
4/2/2015	5:00 PM Deadline to submit Final Action Plan to be published by the Clerk. (Publish date 4/7/2015 Tues.)
4/2/2015	5:00 PM Deadline to submit Environmental Impact Notice and Intent to Request Release of Funds to be published by the Clerk. (Publish date 4/7/2015 Tues)
4/6/2015	Hold Public Hearing on Proposed Action Plan (3/3/2015 to 4/6/2015 = 35+ days)
4/6/2015	Obtain City Council Approval of Proposed Action Plan

4/7/2015	Publish Availability of Final Action Plan
4/7/2015	Publish Environmental Impact Notice/Intent to Request Release of Funds
4/23/2015	Submit Request to Release Funds (16 days from publishing)
4/30/2015	SF-425 Federal Cash Transactions Report (Accounting submits)
5/7/2015	Submit Final Action Plan
5/16/2015	Action Plan due to HUD (45 days before beginning of program year)
5/21/2015	5:00 PM Deadline to submit Public Notice-Federal Funds Awarded (Sec. 3 Labor requirement)
5/26/2015	Publish Public Notice-Federal Funds Awarded (Sec. 3 Labor requirement)
6/30/2015	Run LA Pro Reports for CAPER & Accounting (Outstanding Loans & Deferred Loans)
7/1/2015	Update System for Award Management (SAM) Registration
7/30/2015	SF-425 Federal Cash Transactions Report (Accounting submits)
7/30/2015	Enter Federal Funding Accountability & Transparency Act Subaward Reporting System data in FSRS system (contracts over \$25,000)
7/30/2015	Final Performance Reports due from Subrecipients/Inspections/Police
8/13/2015	5:00 PM Deadline to submit CAPER Public Hearing Notice to be published by the Clerk. (Publish date 8/18/2015)
8/18/2015	Publish CAPER C.D. Committee Public Hearing Notice (P.H. on 9/2/15)
8/20/2015	5:00 PM Deadline to submit Notice of Availability of CAPER (Publish date 8/25/2015)
8/25/2015	Publish Notice of Availability of CAPER (15 day comment period) (Post at Wyoming Public Library)
9/2/2015	Hold C.D. Committee Public Hearing on CAPER
9/24/2015	5:00 PM Deadline to submit Public Notice-Request for Letters of Intent for potential subrecipients FY 2016/17 (Publish 9/29/2015)
9/27/2015	CAPER Due
9/29/2015	Publish Public Notice-Request for Letters of Intent for potential subrecipients FY 2016/17
9/30/2015	Section 3 Summary Report (HUD Form 60002) Due (Submit On-Line)
10/4/2015	Semi-Annual Labor Standards Report (HUD Form 4710) Due
10/11/2015	Contractor, Subcontractor Activity Summary Report (HUD Form 2516) Due

- 10/22/2015 Deadline for potential subrecipients FY 2016/17 to submit Letters of Intent
- 10/30/2015 SF-425 Federal Cash Transactions Report (Accounting submits)
- 11/12/2015 Deadline to notify Letters of Intent applicants of presentation status

Color Key:

One Year Action Plan

Semi-Annual Labor Standards Report (HUD Form 4710)

HUD 425 Federal Cash Transactions Report (Accounting submits each quarter)

Contractor, Subcontractor Activity Summary Report (HUD Form 2516)

CAPER

Section 3 Summary Report (HUD Form 60002)

Environmental Review

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