AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, FEBRUARY 4, 2013, 7:00 P.M.

1) **Call to Order**
2) **Invocation**
   Pastor Joe Tucker, Resurrection Life Church
3) **Pledge of Allegiance**
4) **Roll Call**
5) **Student Recognition**
6) **Approval of Minutes**
   From the regular meeting of January 21, 2013
7) **Approval of Agenda**
8) **Public Hearings**
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**
    1) Budget Amendment No. 34 – To Reappropriate $35,000 of Budgetary Authority for Remodeling of City Hall
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) To Set a Public Hearing for the Submittal of a Michigan Natural Resources Trust Fund Grant Application for Jackson Park (February 18, 2013 at 7:01 p.m.)
15) **Resolutions**
    b) To Authorize the Write-Off of Delinquent 2006 City Property Taxes
    c) To Authorize the Issuance of 2013 Michigan Transportation Fund Refunding Bonds
16) **Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts**
    d) To Approve Payment of the Kent Trails Operation and Maintenance Fees
    e) To Participate in the Operation and Maintenance of the Regional Geographical Information System (REGIS)
    f) To Award a Bid and Execute a Contract with McKenna Associates for Professional Services to Develop the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment (Budget Amendment No. 35)
    g) To Authorize Payment for the Emergency Installation of a 16-Inch Valve on 44th Street
    h) To Authorize the Purchase of a Pick-Up from Signature Ford

17) **Ordinances**
18) **Informational Material**
19) **Acknowledgment of Visitors**
20) **Closed Session** (as necessary)
21) **Adjournment**

CITY OF WYOMING BUDGET AMENDMENT

Date: February 4, 2013 **Budget Amendment No. 03 4**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To reappropriate $35,000 of budgetary authority for Remodeling of City Hall. This appropriation was not included in August 2012 reappropriations.

Description/Account Code	Current	Increase	Decrease	Amended
General Fund				
Facilities -Facilities Maintenance - Project Costs 101-267-26700-967.000	$11,400	$35,000		$46,400
Fund Balance/Working Capital (Fund 101)			$35,000	

Recommended: _____ _____
Finance Director City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2012-2013 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

2/4/2013
RLR:rlr

RESOLUTION NO. _____

RESOLUTION TO SET A PUBLIC HEARING FOR THE SUBMITTAL OF A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION FOR JACKSON PARK DEVELOPMENT

WHEREAS:

1. The Michigan Department of Natural Resources (DNR) has available grant funds through the Michigan Natural Resources Trust Fund.

2. The City of Wyoming 5-Year Community Recreation Master Plan, 2008-2013, as adopted by the City Council identifies the priority need for development of Jackson Park.

3. The City of Wyoming seeks to create accessible access to play spaces and natural resources through the creation of walking trails, splash pad, restroom, parking, and significant plantings of trees and other natural vegetation to enhance the environment and promote wildlife viewing.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby set a public hearing to receive comments from the general public regarding the proposed Jackson Park Development Grant, to be held at 7:01 p.m. on February 18, 2013 in the City Council Chambers, City Hall, 1155-28th Street SW, Wyoming, Michigan.

2. Notice of this hearing shall be published in a newspaper of general circulation in the City and posted in City Hall.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

02/04/2013
ACB

RESOLUTION NO. _____

TO AUTHORIZE THE WRITE-OFF OF
DELINQUENT 2006 CITY PROPERTY TAXES

WHEREAS:

1. Delinquent personal property taxes remain outstanding for the 2006 tax year.
2. Per Public Act 206 (Property Tax Act) of the State of Michigan, delinquent personal property taxes that have been outstanding five years or more may be written off.
3. The City Treasurer's Office has made a diligent attempt to collect the outstanding balances and believes that the delinquent amounts will not be recovered.
4. The City Treasurer's Office is requesting City Council to approve the write-off of $6,986.80 in delinquent 2006 personal property taxes.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council hereby authorizes the write-off of $6,986.80 in delinquent 2006 personal property taxes.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

From: Andrea Boot, Treasurer's Office

Date: January 29, 2013

Subject: Write-off of 2006 Delinquent Personal Property Taxes

Meeting Date: February 4, 2013 Council Meeting

Recommendation:

Staff recommends that the City Council approves the write-off of 2006 delinquent personal property taxes in the amount of $6,986.80 pursuant to Public Act 206 (Property Tax Act)

Sustainability Criteria:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – Does not significantly impact this criterion.

Economic Strength – Does not significantly impact this criterion.

Discussion:

According to PA 206 (Property Tax Act) 211.56a, delinquent personal property taxes may be written off after being delinquent for five years. The write-off procedure requires a resolution from each taxing jurisdiction granting its permission. I am seeking permission to write off the delinquent 2006 city taxes in the amount of $6,986.80. An itemized listing is attached for your reference. Once City Council has passed a resolution, the documentation must be approved by the District Court. Rather than burden the Court with petitions from each jurisdiction, the Kent County Treasurers Association compiles the resolutions from each unit and presents it as one approval by the Judge.

Budget Impact:

This write-off will reduce the overall City tax revenue by $6,986.80.

Tax Year: 2006 Calculated As of: 1/9/2013
POPULATION: All Records

Owner Parcel #	Tax Year	Tax Due	Intrst Due	Admin Due	Penalty	Other Fees	Total Due
BAZUIN INSULATING CO 3761 LINDEN AVE SE #A WYOMING MI 49548-3459							
41-50-93-113-500	2006	878.12	213.40	8.77	7.42	0.00	1,107.71
CABINET SHOP, THE 5723 S DIVISION AVE WYOMING MI 49548							
41-50-93-215-650	2006	147.29	36.06	1.46	1.26	0.00	186.07
CHULSKI ELECTRIC CO LLC -AC 1637 RIDGEVIEW ST SE GRAND RAPIDS MI 49506-5245							
41-50-93-255-150	2006	159.80	37.82	1.59	1.30	0.00	200.51
CROWN AUTOMOTIVE,INC 1409 28TH ST SW WYOMING MI 49509							
41-50-93-319-100	2006	918.18	93.54	9.18	1.77	0.00	1,022.67
DISCOUNT TRANSMISSION 3322 S DIVISION AVE WYOMING MI 49548							
41-50-93-373-000	2006	598.25	141.60	5.97	4.88	0.00	750.70
EXCLUSIVE HAIR DESIGN 3521 S DIVISION AVE WYOMING MI 49548							
41-50-93-434-750	2006	11.20	7.95	0.11	0.34	0.00	19.60
HAIR BIZ 2277 LEE ST SW WYOMING MI 49509							
41-50-93-593-450	2006	212.27	21.62	2.11	0.41	0.00	236.41
MAMMARIA'S PIZZA & GRINDERS 1851 44TH ST SW WYOMING MI 49509							
41-50-93-857-000	2006	1,012.98	60.78	10.12	0.00	0.00	1,083.88
MOCTEZUMA INC 3744 LINDEN AVE SE WYOMING MI 49548							
41-50-93-944-500	2006	3,285.44	777.63	32.85	26.79	0.00	4,122.71
INTAGLIO 3855 EASTERN AVE WYOMING MI 49548							
41-50-93-985-014	2006	15,434.24	3,653.13	154.34	125.87	0.00	19,367.58
QUICK CHECK CASHING 1717 28TH ST SW WYOMING MI 49509							
41-50-93-985-387	2006	206.93	21.08	2.06	0.40	0.00	230.47
CONTOURS EXPRESS 1760 44TH ST SW WYOMING MI 49509							
41-50-93-985-392	2006	40.48	19.31	0.40	0.78	0.00	60.97
MUGS, EMBROIDER, ETC 3221 DIVISION AVE SW WYOMING MI 49548							
41-50-93-985-417	2006	118.54	28.06	1.18	0.97	0.00	148.75
HAIR 2000 3643 DIVISION AVE SW WYOMING MI 49548							
41-50-93-985-471	2006	106.53	75.64	1.06	3.20	0.00	186.43
BUDGET SOLUTION 1779 28TH ST SW WYOMING MI 49509							
41-50-93-985-657	2006	9.90	7.03	0.09	0.30	0.00	17.32
QUALITY ROOFING & SIDING 831 CHICAGO DR SW WYOMING MI 49509							
41-50-93-985-684	2006	197.33	19.16	1.97	0.34	0.00	218.80
BUBBLE MAGIC LAUNDRY 3238 S DIVISION AVE WYOMING MI 49548							
41-50-93-985-707	2006	5,641.65	1,451.22	56.40	51.36	0.00	7,200.63
STERK DISPOSAL PO BOX 221 MOLINE MI 49335							
41-50-93-985-782	2006	47.71	4.86	0.47	0.09	0.00	53.13
T-3 DANCE ELITE 2495 BURLINGAME AVE SW WYOMING MI 49509							
41-50-93-985-902	2006	180.42	18.38	1.79	0.35	0.00	200.94
LESLIE DIVERSIFIED SERVICES 3059 HILLCROFT AVE SW WYOMING MI 49548							
41-50-93-985-905	2006	610.32	62.18	6.10	1.18	0.00	679.78
LOPEZ INDUSTRIES 5765 CLAY AVE SW WYOMING MI 49548							
41-50-93-985-917	2006	1,282.74	836.24	12.83	35.04	0.00	2,166.85
WOLVERINE FINISHING 7805 CHILDSDALE AVE NE STE ROCKFORD MI 49341-7006							
41-50-93-985-961	2006	66.69	47.35	0.66	2.00	0.00	116.70
AMERICAN CANADIAN DRUGS 17 44TH ST SW WYOMING MI 49548							
41-50-93-985-971	2006	215.47	52.36	2.14	1.82	0.00	271.79
WYOMING CHART HITS INC 36400 5 MILE RD LIVONIA MI 48154							
41-50-93-986-220	2006	562.55	57.30	5.62	1.09	0.00	626.56
GREATER BAY CAPITAL 2000 POWELL ST 4TH FLOOR EMERYVILLE CA 94608							
41-50-93-986-256	2006	1,283.99	130.82	12.84	2.48	0.00	1,430.13
LOOK AUTO INSURANCE 35 28TH ST SW WYOMING MI 49509							
41-50-93-986-285	2006	106.11	10.80	1.05	0.20	0.00	118.16

Tax Year: 2006 Calculated As of: 1/9/2013
POPULATION: All Records

Owner Parcel #	Tax Year	Tax Due	Intrst Due	Admin Due	Penalty	Other Fees	Total Due
RANCHO LA TEJANITA 1885 28TH ST SW WYOMING MI 49509							
41-50-93-986-295	2006	1,141.79	116.34	11.41	2.21	0.00	1,271.75
ME-KUNG 2907 DIVISION AVE WYOMING MI 49509							
41-50-93-986-341	2006	28.02	19.89	0.28	0.84	0.00	49.03
TATTOOS PIERCING 4635 DIVISION AVE WYOMING MI 49548							
41-50-93-986-350	2006	107.71	26.17	1.07	0.91	0.00	135.86
PELLS INC 837 GODFREY AVE SW B GRAND RAPIDS MI 49503							
41-50-93-994-635	2006	75.37	18.32	0.75	0.64	0.00	95.08
A J PINDER & CO HAIR DESIGN 2777 44TH ST SW WYOMING MI 49509							
41-50-93-994-755	2006	61.89	43.94	0.61	1.86	0.00	108.30
POSTMA AUTO SALES 2960 S DIVISION AVE GRAND RAPIDS MI 49548							
41-50-93-994-840	2006	36.02	8.52	0.35	0.29	0.00	45.18
GREAT AMERICAN HOME CENTER PO BOX 79 COOPERSVILLE MI 49404							
41-50-93-995-705	2006	65.43	16.02	0.64	0.56	0.00	82.65
LDL SERVICE CENTER INC 1811 28TH ST SW WYOMING MI 49509							
41-50-93-996-570	2006	759.70	45.58	7.59	0.00	0.00	812.87
2006	34	35,611.06	8,180.10	355.86	278.95	0.00	44,425.97
DLQ PARCEL COUNT	34	35,611.06	8,180.10	355.86	278.95	0.00	44,425.97

RESOLUTION AUTHORIZING ISSUANCE OF
2013 MICHIGAN TRANSPORTATION FUND REFUNDING BONDS
(LIMITED TAX GENERAL OBLIGATION)

CITY OF WYOMING
County of Kent, State of Michigan

Minutes of a regular meeting of the City Council of the City of Wyoming, County of Kent, State of Michigan, held in the City on February 4, 2013.

PRESENT: Members _____

_____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the City of Wyoming, County of Kent, State of Michigan (the "City") has previously issued its 2001 Michigan Transportation Fund Bonds dated as of December 1, 2001 in the original principal amount of $950,000, of which $355,000 currently remains outstanding and its 2002 Michigan Transportation Fund Bonds dated as of December 1, 2002 in the original principal amount of $1,280,000, of which $635,000 currently remains outstanding (the "2002 Prior Bonds" together with the 2001 Prior Bonds are referred to as the "Prior Bonds"); and

WHEREAS, the Prior Bonds were issued pursuant to Act 175, Public Acts of Michigan, 1952, as amended ("Act 175"), to pay the cost of street improvements in the City; and

WHEREAS, the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34") permits the City to refund all or part of the outstanding securities of the City; and

WHEREAS, the City has been advised that it may achieve interest costs savings through the refunding of the Prior Bonds; and

WHEREAS, it is the determination of the City Council that the City should issue refunding bonds in the principal amount of not to exceed Nine Hundred Fifty Thousand Dollars ($950,000) (the "Bonds") to refund all or a portion of the Prior Bonds to achieve interest cost savings for the benefit of the taxpayers of the City; and

AND WHEREAS, the City desires to select an underwriter or purchaser (the "Purchaser") to purchase the Bonds pursuant to a negotiated sale.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Refunding Bonds; Bond Terms, Bonds of the City designated 2013 MICHIGAN TRANSPORTATION FUND REFUNDING BONDS (LIMITED TAX GENERAL

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OBLIGATION) are authorized to be issued in the aggregate principal sum of not to exceed Nine Hundred Fifty Thousand Dollars ($950,000) for the purpose of paying the costs of refunding all or a portion of the Prior Bonds, including the costs incidental to the issuance, sale and delivery of the Bonds. The issue shall consist of bonds in fully-registered form of the denomination of $5,000, or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered consecutively in order of registration. The Bonds will be dated as of the date of delivery (or such other date as determined at the time of sale thereof), be payable on June 1 (or such other date as determined at the time of sale thereof) in the years 2014 to 2018, inclusive (or such other date as determined at the time of sale thereof), in the annual amounts determined at the time of sale and be subject to redemption in the manner and at the times and prices to be determined at the time of sale.

The Bonds shall bear interest at a rate or rates to be determined at the time of sale thereof, but in any event not to exceed five percent (5.0%) per annum, payable on June 1, 2013 (or such other date as determined at the time of sale thereof), and semiannually thereafter, by check or draft mailed by the Transfer Agent (as hereinafter defined) to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future.

2. Execution of Bonds; Book-Entry-Only Form. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and Clerk of the City and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. If the Bonds are executed with facsimile signatures, no Bond shall be valid until authenticated by an authorized officer or representative of the Transfer Agent. The principal of the Bonds shall be payable at the offices of the transfer agent selected at the time of sale, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent").

The Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York ("DTC") and any officer of the City is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry-only form and to make such changes in the Bond form within the parameters of this resolution as may be required to accomplish the foregoing.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

4. Debt Retirement Fund; Security for the Bonds; Defeasance. The City Treasurer is hereby authorized to open a separate depositary account with a bank or trust company designated 2013 MICHIGAN TRANSPORTATION FUND REFUNDING BONDS DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they

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mature. To provide moneys to pay the principal of and interest on the Bonds and in accordance with the provisions of Act 175, there is hereby made an irrevocable appropriation of the amount necessary to pay the principal of and interest on the Bonds from the moneys to be derived from State-collected taxes returned to the City for highway purposes, pursuant to law. The Treasurer of the City is directed, each year that any of the principal of and interest on the Bonds remains unpaid, to set aside in the Debt Retirement Fund sufficient moneys from revenues received during such year from the Michigan Transportation Fund pursuant to law to pay the principal of and interest on the Bonds next maturing. The City hereby reserves the right to issue additional bonds of equal standing and priority of lien as to said State-collected taxes with the Bonds and previously issued bonds issued pursuant to Act 175 within the limitations prescribed by law.

As additional security for the prompt payment of the principal of and interest on the Bonds, there is hereby irrevocably pledged the limited tax full faith and credit of the City, and in the event of insufficiency of funds primarily pledged to the payment thereof, the City covenants and agrees to provide for such insufficiency from such resources as are lawfully available to it, and if necessary, to levy taxes upon all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations, such sums as may be necessary to pay such debt service in said fiscal year.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay the principal of and interest on the Bonds when due, shall be deposited in trust, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Use of Proceeds; Issuance Fund; Escrow Fund. The proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Prior Bonds as provided in this paragraph. Upon receipt of the proceeds of sale of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds. From the proceeds of the Bonds there shall next be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2013 MICHIGAN TRANSPORTATION FUND REFUNDING BONDS ISSUANCE FUND (the "Issuance Fund"). Moneys in the Issuance Fund shall be used solely to pay expenses of issuance of the Bonds. Any amounts remaining in the Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Bonds.

The balance of the proceeds of the Bonds together with any moneys transferred by the City at the time of sale of the Bonds from the debt retirement fund for the Prior Bonds and any other available funds of the City, shall be deposited with the paying agent for the Prior Bonds or shall be held as cash or invested in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the "Escrow Fund") and used to pay principal, interest and redemption premiums, if any, on the Prior Bonds. The Escrow Fund shall be held by The Huntington National Bank, Grand Rapids, Michigan (the "Escrow Agent") pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Escrow Agent to take all necessary steps to call for redemption any Prior Bonds specified by the City upon sale of the Bonds, including publication and mailing of redemption notices, on any call date, as specified by the City. The investments held in the Escrow Fund shall be such that the principal and interest payments

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received thereon will be sufficient, without reinvestment, to pay the principal, interest and redemption premiums, if any, on the Prior Bonds as they become due pursuant to maturity or the call for redemption required by this paragraph. Following establishment of the Escrow Fund, any amounts remaining in the debt retirement fund for the Prior Bonds shall be transferred to the Debt Retirement Fund for the Bonds.

6. Bond Form. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF KENT

CITY OF WYOMING
2013 MICHIGAN TRANSPORTATION FUND REFUNDING BOND
(LIMITED TAX GENERAL OBLIGATION)

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
Registered Owner:	June 1, 20___	_____ 1, 2013	

Principal Amount: Dollars

The City of Wyoming, County of Kent, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, [unless prepaid prior to maturity,] on the Maturity Date specified above with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on June 1, 2013 and semiannually thereafter. Principal of this bond is payable at the _____ office of _____, _____, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the registered owner of record as of the 15th day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address.

This bond is one of a series of bonds aggregating the principal sum of $_____, issued for the purpose of refunding part of the City's outstanding Michigan Transportation Fund Bonds in accordance with a resolution duly adopted by the City Council of the City on February 4, 2013 and pursuant to the provisions of Act 175, Public Acts of Michigan, 1952, as amended and Act 34, Public Acts of Michigan, 2001 as amended.

This bond and the interest thereon is payable from the proceeds of State-collected taxes returned to the City for highway purposes pursuant to law, or in case of insufficiency of said funds, out of the general funds of the City, including collections of ad valorem taxes on taxable property which the City

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may be authorized to levy, subject to applicable constitutional, statutory and charter tax rate limitations, and the resolution authorizing the bonds contains an irrevocable appropriation of the amount necessary to pay the principal of and interest on the bonds of this issue from moneys derived from such State-collected taxes so returned to the City for highway purposes which have not been theretofore specifically allocated and pledged for the payment of indebtedness. This bond is of equal standing and priority of lien as to such State-collected taxes with certain outstanding bonds of the City (the "Outstanding Bonds"). The City has reserved the right to issue additional indebtedness of equal standing and priority of lien as to said State-collected taxes with the bonds of this issue and the Outstanding Bonds as provided by law.

This bond is not a general obligation of the State of Michigan.

[Bonds of this issue are not subject to optional redemption prior to maturity.]

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF WYOMING
County of Kent
State of Michigan

By: [Facsimile]
Its: Mayor

(SEAL)

By: [Facsimile]
Its: City Clerk

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(Form of Transfer Agent's Certificate of Authentication)

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned resolution.

_____
_____, Michigan
Transfer Agent

By_____
Its Authorized Representative

Date of Authentication:

[Bond printer to insert form of assignment]

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7. Negotiated Sale. The City Council has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, determines that a negotiated sale of the Bonds will allow more flexibility in accessing the municipal bond market, and to price and sell the Bonds at the time that is expected to best achieve the most advantageous interest rates and costs to the City, and will provide the City with greater flexibility in structuring bond maturities and adjust terms for the Bonds.

8. Bond Purchase Agreement and Award. The City Manager and the Finance Director are each individually authorized to select the Purchaser, negotiate the sale of the Bonds with the Purchaser, negotiate and execute a bond purchase agreement with the Purchaser and/or execute a Sale Order and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this resolution.

9. Adjustment of Bond Details. The City Manager and the Finance Director are each authorized to adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, the portion or portions of the Prior Bonds to be refunded, and other matters, within the parameters established by this resolution.

10. Tax Covenant. The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exemption of the interest on the Bonds from general federal income taxation (as opposed to any alternative minimum or other indirect taxation) under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditure and investment of Bond proceeds and moneys deemed to be Bond proceeds.

11. Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions.

12. Continuing Disclosure Undertaking. The City may, if necessary, agree to enter into an undertaking for the benefit of the holders and beneficial owners of the Bonds pursuant to Rule 15c2-12 of the U.S. Securities and Exchange Commission and the City Manager and the Finance Director are each hereby authorized to execute such undertaking prior to delivery of the Bonds.

13. Authorization of other Actions. The City Manager and the Finance Director are each hereby authorized and directed to, if necessary, cause the preparation and circulation of a preliminary and final official statement with respect to the Bonds; to procure a policy of municipal bond insurance with respect to the Bonds or cause the qualification of the Bonds therefor if, upon the advice of the placement agent to the City, the acquisition of such insurance would be of economic benefit to the City; to obtain ratings on the Bonds; and to take all other actions necessary or advisable, and make such other filings with the Michigan Department of Treasury or with other parties, to enable the issuance, sale and delivery of the Bonds as contemplated herein.

14. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby approved as bond counsel for the Bonds, notwithstanding periodic representation in unrelated matters of parties or

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

potential parties to the transaction contemplated by this resolution, including the Purchaser.

15. Placement Agent. Robert W. Baird & Co., Incorporated is hereby appointed to act as financial advisor in connection with the issuance of the Bonds.

16. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members _____

_____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

_____

City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Wyoming, County of Kent, State of Michigan, at a regular meeting held on February 4, 2013, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____

City Clerk

20,833,282.1\098873-00066

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

City of Wyoming
$870,000* 2013 Michigan Transportation Fund Refunding Bonds
(Limited Tax General Obligation)

Proposed Schedule of Events*

February						2013
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						2013
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date	**Event**
February 4, 2013	City adopts Bond Authorizing Resolution.
February 5, 2013	Baird distributes Request for Proposal to Purchase (RFP) and supplemental information to local bank contacts via e-mail.
February 12, 2013	Bids due on RFP at 2:00 PM Eastern Time and winning bidder notified
February 14, 2013	Baird distributes draft closing memo and final numbers to the working group for comment.
February 18, 2013	Presidents' Day Holiday.
February 21, 2013	Baird receives comments on draft closing memo.
February 25, 2013	Baird distributes final closing memo to the working group.
March 6, 2013	Closing.

*Preliminary, subject to change.

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City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

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SOURCES AND USES OF FUNDS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Dated Date	03/01/2013
Delivery Date	03/01/2013

Sources:	2001 Refunding	2002 Refunding	Total
Bond Proceeds:			
Par Amount	310,000.00	560,000.00	870,000.00
Other Sources of Funds:			
Prior Debt Service Fund	3,745.63	6,016.25	9,761.88
	313,745.63	566,016.25	879,761.88

Uses:	2001 Refunding	2002 Refunding	Total
Refunding Escrow Deposits:			
Cash Deposit	0.89	1.12	2.01
SLGS Purchases	302,437.00	551,934.00	854,371.00
	302,437.89	551,935.12	854,373.01
Cost of Issuance:			
Bond Counsel	3,563.22	6,436.78	10,000.00
Placement Agent	2,672.41	4,827.59	7,500.00
Treasury and Miscellaneous	534.48	965.52	1,500.00
Verification Agent	712.64	1,287.36	2,000.00
Escrow Agent	178.16	321.84	500.00
MAC Fee	142.53	257.47	400.00
	7,803.44	14,096.56	21,900.00
Other Uses of Funds:			
Rounding Amount	3,504.30	-15.43	3,488.87
	313,745.63	566,016.25	879,761.88

BOND PRICING

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bonds Due 2018:					
	06/01/2014	180,000	1.750%	1.750%	100.000
	06/01/2015	190,000	1.750%	1.750%	100.000
	06/01/2016	195,000	1.750%	1.750%	100.000
	06/01/2017	190,000	1.750%	1.750%	100.000
	06/01/2018	115,000	1.750%	1.750%	100.000
		870,000			

Dated Date	03/01/2013	
Delivery Date	03/01/2013	
First Coupon	06/01/2013	
Par Amount	870,000.00	
Original Issue Discount		
Production	870,000.00	100.000000%
Underwriter's Discount		
Purchase Price	870,000.00	100.000000%
Accrued Interest		
Net Proceeds	870,000.00	

BAIRD

BOND SUMMARY STATISTICS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Dated Date	03/01/2013
Delivery Date	03/01/2013
Last Maturity	06/01/2018
Arbitrage Yield	1.750317%
True Interest Cost (TIC)	1.750317%
Net Interest Cost (NIC)	1.750000%
All-In TIC	2.606951%
Average Coupon	1.750000%
Average Life (years)	3.101
Duration of Issue (years)	3.016
Par Amount	870,000.00
Bond Proceeds	870,000.00
Total Interest	47,206.25
Net Interest	47,206.25
Total Debt Service	917,206.25
Maximum Annual Debt Service	203,750.00
Average Annual Debt Service	174,705.95
Underwriter's Fees (per $1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bonds Due 2018	870,000.00	100.000	1.750%	3.101	435.00
	870,000.00			3.101	435.00

	TIC	All-In TIC	Arbitrage Yield
Par Value	870,000.00	870,000.00	870,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-21,900.00	
- Other Amounts			
Target Value	870,000.00	848,100.00	870,000.00
Target Date	03/01/2013	03/01/2013	03/01/2013
Yield	1.750317%	2.606951%	1.750317%

BOND DEBT SERVICE

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2013			3,806.25	3,806.25	3,806.25
12/01/2013			7,612.50	7,612.50	
06/01/2014	180,000	1.750%	7,612.50	187,612.50	195,225.00
12/01/2014			6,037.50	6,037.50	
06/01/2015	190,000	1.750%	6,037.50	196,037.50	202,075.00
12/01/2015			4,375.00	4,375.00	
06/01/2016	195,000	1.750%	4,375.00	199,375.00	203,750.00
12/01/2016			2,668.75	2,668.75	
06/01/2017	190,000	1.750%	2,668.75	192,668.75	195,337.50
12/01/2017			1,006.25	1,006.25	
06/01/2018	115,000	1.750%	1,006.25	116,006.25	117,012.50
	870,000		47,206.25	917,206.25	917,206.25

SAVINGS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Present Value to 03/01/2013 @ 2.6069511%
06/01/2013	19,523.75	9,761.88	9,761.87	3,806.25	5,955.62	5,854.17
06/01/2014	204,047.50		204,047.50	195,225.00	8,822.50	8,691.75
06/01/2015	211,547.50		211,547.50	202,075.00	9,472.50	9,055.97
06/01/2016	208,192.50		208,192.50	203,750.00	4,442.50	4,170.37
06/01/2017	204,472.50		204,472.50	195,337.50	9,135.00	8,236.12
06/01/2018	120,347.50		120,347.50	117,012.50	3,335.00	2,929.96
	968,131.25	9,761.88	958,369.37	917,206.25	41,163.12	38,938.35

Savings Summary

PV of savings from cash flow	38,938.35
Plus: Refunding funds on hand	3,488.87
Net PV Savings	42,427.22

SUMMARY OF REFUNDING RESULTS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Dated Date	03/01/2013
Delivery Date	03/01/2013
Arbitrage yield	1.750317%
Escrow yield	0.070581%
Bond Par Amount	870,000.00
True Interest Cost	1.750317%
Net Interest Cost	1.750000%
All-In TIC	2.606951%
Average Coupon	1.750000%
Average Life	3.101
Par amount of refunded bonds	835,000.00
Average coupon of refunded bonds	4.702025%
Average life of refunded bonds	3.142
PV of prior debt to 03/01/2013 @ 2.606951%	896,800.23
Net PV Savings	42,427.21
Percentage savings of refunded bonds	5.081103%
Percentage savings of refunding bonds	4.876691%

ESCROW DESCRIPTIONS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

	Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate
Mar 1, 2013:							
	SLGS	Certificate	06/01/2013	06/01/2013	854,371	0.070%	0.070%
					854,371		

SLGS Summary

SLGS Rates File	04JAN13
Total Certificates of Indebtedness	854,371.00

ESCROW COST

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2013	854,371	0.070%	854,371.00
		854,371		854,371.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost
03/01/2013	854,371	2.01	854,373.01
	854,371	2.01	854,373.01

ESCROW CASH FLOW

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Date	Principal	Interest	Net Escrow Receipts
06/01/2013	854,371.00	150.74	854,521.74
	854,371.00	150.74	854,521.74

Escrow Cost Summary

Purchase date	03/01/2013
Purchase cost of securities	854,371.00

ESCROW SUFFICIENCY

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
03/01/2013		2.01	2.01	2.01
06/01/2013	854,523.75	854,521.74	-2.01	
	854,523.75	854,523.75	0.00	

ESCROW STATISTICS

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

Escrow	Total Escrow Cost	Modified Duration (years)	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
2001 Refunding:							
PRIOR	3,745.63	0.250	0.070500%	0.070500%	3,730.00	15.62	0.01
BP	298,692.26	0.250	0.070581%	0.070581%	297,446.23	1,246.03	
2002 Refunding:							
PRIOR	6,016.25	0.250	0.070485%	0.070485%	5,991.15	25.10	
BP	545,918.87	0.250	0.070581%	0.070581%	543,641.51	2,277.36	
	854,373.01				850,808.89	3,564.11	0.01

Delivery date	03/01/2013
Arbitrage yield	1.750317%

PROOF OF COMPOSITE ESCROW YIELD

City of Wyoming, Michigan
2013 Michigan Transportation Fund Refunding Bonds
Total Refunding of 2001 and 2002 Michigan Transportation Fund Bonds

All restricted escrows funded by bond proceeds

Date	Security Receipts	Present Value to 03/01/2013 @ 0.0705808%
06/01/2013	844,759.02	844,610.00
	844,759.02	844,610.00

Escrow Cost Summary

Purchase date	03/01/2013
Purchase cost of securities	844,610.00
Target for yield calculation	844,610.00

BOND DEBT SERVICE

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2013			1,356.25	1,356.25	1,356.25
12/01/2013			2,712.50	2,712.50	
06/01/2014	70,000	1.750%	2,712.50	72,712.50	75,425.00
12/01/2014			2,100.00	2,100.00	
06/01/2015	80,000	1.750%	2,100.00	82,100.00	84,200.00
12/01/2015			1,400.00	1,400.00	
06/01/2016	80,000	1.750%	1,400.00	81,400.00	82,800.00
12/01/2016			700.00	700.00	
06/01/2017	80,000	1.750%	700.00	80,700.00	81,400.00
	310,000		15,181.25	325,181.25	325,181.25

SAVINGS

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Present Value to 03/01/2013 @ 2.6069511%
06/01/2013	7,491.25	3,745.63	3,745.62	1,356.25	2,389.37	2,349.77
06/01/2014	79,982.50		79,982.50	75,425.00	4,557.50	4,472.61
06/01/2015	86,732.50		86,732.50	84,200.00	2,532.50	2,435.44
06/01/2016	82,945.00		82,945.00	82,800.00	145.00	164.12
06/01/2017	84,120.00		84,120.00	81,400.00	2,720.00	2,452.35
	341,271.25	3,745.63	337,525.62	325,181.25	12,344.37	11,874.30

Savings Summary

PV of savings from cash flow	11,874.30
Plus: Refunding funds on hand	3,504.30
Net PV Savings	15,378.60

SUMMARY OF REFUNDING RESULTS

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Dated Date	03/01/2013
Delivery Date	03/01/2013
Arbitrage yield	1.750317%
Escrow yield	0.070581%
Bond Par Amount	310,000.00
True Interest Cost	1.750350%
Net Interest Cost	1.750000%
All-In TIC	2.695777%
Average Coupon	1.750000%
Average Life	2.798
Par amount of refunded bonds	295,000.00
Average coupon of refunded bonds	5.100525%
Average life of refunded bonds	2.826
PV of prior debt to 03/01/2013 @ 2.606951%	318,538.26
Net PV Savings	15,378.60
Percentage savings of refunded bonds	5.213085%
Percentage savings of refunding bonds	4.960839%

SUMMARY OF BONDS REFUNDED

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2001 Michigan Transportation Fund Bonds:					
BOND17	06/01/2014	5.000%	65,000.00	06/01/2013	100.000
	06/01/2015	5.050%	75,000.00	06/01/2013	100.000
	06/01/2016	5.100%	75,000.00	06/01/2013	100.000
	06/01/2017	5.150%	80,000.00	06/01/2013	100.000
			295,000.00		

UNREFUNDED BOND DEBT SERVICE

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2013	60,000	4.850%	1,455	61,455
	60,000		1,455	61,455

PRIOR BOND DEBT SERVICE

City of Wyoming, Michigan
2001 Refunding
Refunding of 2001 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2013			7,491.25	7,491.25	7,491.25
12/01/2013			7,491.25	7,491.25	
06/01/2014	65,000	5.000%	7,491.25	72,491.25	79,982.50
12/01/2014			5,866.25	5,866.25	
06/01/2015	75,000	5.050%	5,866.25	80,866.25	86,732.50
12/01/2015			3,972.50	3,972.50	
06/01/2016	75,000	5.100%	3,972.50	78,972.50	82,945.00
12/01/2016			2,060.00	2,060.00	
06/01/2017	80,000	5.150%	2,060.00	82,060.00	84,120.00
	295,000		46,271.25	341,271.25	341,271.25

BOND DEBT SERVICE

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2013			2,450.00	2,450.00	2,450.00
12/01/2013			4,900.00	4,900.00	
06/01/2014	110,000	1.750%	4,900.00	114,900.00	119,800.00
12/01/2014			3,937.50	3,937.50	
06/01/2015	110,000	1.750%	3,937.50	113,937.50	117,875.00
12/01/2015			2,975.00	2,975.00	
06/01/2016	115,000	1.750%	2,975.00	117,975.00	120,950.00
12/01/2016			1,968.75	1,968.75	
06/01/2017	110,000	1.750%	1,968.75	111,968.75	113,937.50
12/01/2017			1,006.25	1,006.25	
06/01/2018	115,000	1.750%	1,006.25	116,006.25	117,012.50
	560,000		32,025.00	592,025.00	592,025.00

SAVINGS

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Present Value to 03/01/2013 @ 2.6069511%
06/01/2013	12,032.50	6,016.25	6,016.25	2,450.00	3,566.25	3,504.40
06/01/2014	124,065.00		124,065.00	119,800.00	4,265.00	4,219.13
06/01/2015	124,815.00		124,815.00	117,875.00	6,940.00	6,620.53
06/01/2016	125,247.50		125,247.50	120,950.00	4,297.50	4,006.25
06/01/2017	120,352.50		120,352.50	113,937.50	6,415.00	5,783.77
06/01/2018	120,347.50		120,347.50	117,012.50	3,335.00	2,929.96
	626,860.00	6,016.25	620,843.75	592,025.00	28,818.75	27,064.04

Savings Summary

PV of savings from cash flow	27,064.04
Plus: Refunding funds on hand	-15.43
Net PV Savings	27,048.61

SUMMARY OF REFUNDING RESULTS

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Dated Date	03/01/2013
Delivery Date	03/01/2013
Arbitrage yield	1.750317%
Escrow yield	0.070581%
Bond Par Amount	560,000.00
True Interest Cost	1.750302%
Net Interest Cost	1.750000%
All-In TIC	2.564493%
Average Coupon	1.750000%
Average Life	3.268
Par amount of refunded bonds	540,000.00
Average coupon of refunded bonds	4.516411%
Average life of refunded bonds	3.315
PV of prior debt to 03/01/2013 @ 2.606951%	578,261.96
Net PV Savings	27,048.61
Percentage savings of refunded bonds	5.009002%
Percentage savings of refunding bonds	4.830109%

SUMMARY OF BONDS REFUNDED

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2002 Michigan Transportation Fund Bonds:					
BOND18	06/01/2014	4.250%	100,000.00	06/01/2013	100.000
	06/01/2015	4.350%	105,000.00	06/01/2013	100.000
	06/01/2016	4.450%	110,000.00	06/01/2013	100.000
	06/01/2017	4.550%	110,000.00	06/01/2013	100.000
	06/01/2018	4.650%	115,000.00	06/01/2013	100.000
			540,000.00		

UNREFUNDED BOND DEBT SERVICE

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2013	95,000	4.100%	1,947.50	96,947.50
	95,000		1,947.50	96,947.50

PRIOR BOND DEBT SERVICE

City of Wyoming, Michigan
2002 Refunding
Refunding of 2002 Michigan Transportation Fund Bonds

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2013			12,032.50	12,032.50	12,032.50
12/01/2013			12,032.50	12,032.50	
06/01/2014	100,000	4.250%	12,032.50	112,032.50	124,065.00
12/01/2014			9,907.50	9,907.50	
06/01/2015	105,000	4.350%	9,907.50	114,907.50	124,815.00
12/01/2015			7,623.75	7,623.75	
06/01/2016	110,000	4.450%	7,623.75	117,623.75	125,247.50
12/01/2016			5,176.25	5,176.25	
06/01/2017	110,000	4.550%	5,176.25	115,176.25	120,352.50
12/01/2017			2,673.75	2,673.75	
06/01/2018	115,000	4.650%	2,673.75	117,673.75	120,347.50
	540,000		86,860.00	626,860.00	626,860.00

2/4/13
WDD:lmb

RESOLUTION NO. _____

RESOLUTION TO APPROVE PAYMENT OF THE
KENT TRAILS OPERATION AND MAINTENANCE FEES

WHEREAS:

1. In 2011 the City of Wyoming entered into an updated 20-year Agreement for the payment of operation and maintenance fees of the Kent Trails.
2. In accordance with the Agreement, the City of Wyoming has received an invoice for our portion of the 2012 fees in the amount of $8,101.20.
3. Funds have been appropriated in the Major and Local Street accounts 202-441-46300-930.000 and 203-441-46300-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes payment of the 2012 Kent Trail fees in the amount of $8,101.20.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Invoice

Kent County Parks

Bettes Memorial
Brewer
Caledonia Lakeside
Chief Hazy Cloud
Coldwater River
Cooper Creek
Creekside
Douglas Walker
Dutton Shadyside
Dwight Lydell
Fallasburg
Fisk Knob
Gordon
Johnson (Henry)
Kent Trails
Knapp Valley Forest
Lamoreaux (Donald J.)
Lamoreaux Memorial
Long Lake
Lowell Regional
Luton
Millennium
Myers Lake
Palmer
Parks
Pickerel Lake
Provin Trails
Rogue River
Ruehs
Seidman
Spencer Forest
Thornapple Riverbend
Townsend (Warren)
Wabasis Lake Park & Campground
Wahlfield
White Pine

12/27/2012

INVOICE

2012 Operations and Maintenance of Kent Trails

Bill to:
City of Wyoming
Attn: Accounts Payable
1155 28th St SW
PO Box 905
Wyoming, MI 49509

Remit to:
Kent County Parks Department
1700 Butterworth Dr SW
Grand Rapids, MI 49534-7065
(616) 336-7275 Fax: (616) 336-2998

Amount Due from Each Partner per Agreement

Kent County Parks	50.0%	$	23,014.79
City of Grand Rapids	13.5%	$	6,213.99
City of Grandville	7.1%	$	3,268.10
City of Walker	4.0%	$	1,841.18
City of Wyoming	**17.6%**	**$**	**8,101.20**
Byron Township	7.8%	$	3,590.31
Total 2011 charges		$	46,029.57

Breakdown of 2012 Expenses for reference

Labor (trail maintenance)	$	17,627.73
Utilities - Electric	$	2,194.21
Repair and Maintenance - Grounds	$	2,163.81
Repair and Maintenance - Vehicles	$	39.82
Insurance	$	4,004.00
Total Kent Trail operations and maintenance expenses	$	26,029.57
Annual allocation to Kent Trails Reconstruction Fund	$	20,000.00
Total 2012 charges	$	46,029.57

- Please make checks payable to: Kent County Parks Department
- Address correction requested.
- Please return copy of invoice with payment.

Thank you!

Kent County Parks Department
1700 Butterworth Drive SW, Grand Rapids, MI 49534-7065
Tel 616 336-PARK (7275), Fax 616 336-2998
www.accesskent.com

2/4/13
WDD:lmb

RESOLUTION NO. _____

RESOLUTION TO PARTICIPATE IN THE OPERATION AND MAINTENANCE OF THE REGIONAL GEOGRAPHICAL INFORMATION SYSTEM (REGIS)

WHEREAS:

1. The City of Wyoming is a member of the area's Regional Geographic Information System.
2. The ongoing operation and maintenance is determined by an oversight committee of member communities (REGIS), a committee of the Grand Valley Metro Council.
3. The continued operation and maintenance of the system requires members to pay predetermined fees to REGIS.
4. The City of Wyoming's fees for the REGIS fiscal year 2012-2013 are estimated to be $128,950.
5. Funds have been appropriated in the following budgets: 101-305-32500-807.000 (Police), 202-441-46300-807.000 (Major Streets), 203-441-46300-807.000 (Local Streets), 208-752-75200-807.000 (Parks), 249-372-37200-807.000 and 249-722-72200-807.000 (Building Inspections), 590-441-54200-807.000 (Sewer) and 591-441-56200-807.000 (Water).

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes payment of fees for REGIS fiscal year 2012-2013.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Invoice

Grand Valley Metro Council
678 Front Avenue NW
Grand Rapids, MI 49504
Phone # 616-776-3876

Invoice

Date	Invoice #
12/17/2012	526

DEC 1) REC'D

Bill To
City of Wyoming ATTN: Curtis Holt 1155 28th Street SW PO Box 905 Wyoming, MI 49509

Description	Amount
10/01/2012 - 03/30/2012 1st and 2nd quarter Regis dues for Fiscal year 2013 (10/01/2012 - 09/30/2013)	64,475.00
	Total $64,475.00

2/4/13
RR:kl

RESOLUTION NO. _____

A RESOLUTION TO AWARD A BID AND EXECUTE A CONTRACT WITH MCKENNA ASSOCIATES FOR PROFESSIONAL SERVICES TO DEVELOP THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND HOUSING NEEDS ASSESSMENT

WHEREAS:

1. The City of Wyoming has been an entitlement city for Community Development Block Grant (CDBG) funds since 1974, and HUD regulations require the development of an Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment as part of the CDBG Consolidated Plan.
2. The City solicited proposals from professional planning firms to develop the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. Three firms submitted proposals, with McKenna Associates being the lowest bidder at $29,000. Based on their many years of planning and community development experience and a review of references, staff recommends hiring the firm of McKenna Associates to provide these consulting services.
3. Subject to budget amendment, project funds of $30,000 are available through Federal funding, which include $17,000 for the Analysis of Impediments to Fair Housing Choice and $12,000 for the Housing Needs Assessment, through the Community Development account 256-400-17513-801.000 (professional services).

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby award the bid and authorize the execution of a contract for professional services with McKenna Associates to develop the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment in the amount of $29,000.
2. The Wyoming City Council does hereby authorize the attached budget amendment.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment
Agreement

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT

Date: February 4, 2013 **Budget Amendment No. 03 5**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate $30,000 of budgetary authority and Grant Revenue for Professional Services to Develop The Analysis Of Impediments To Fair Housing Choice and Housing Needs Assessment.

Description/Account Code	Current	Increase	Decrease	Amended
Community Development Block Grant				
General Government - 2013 - Federal Grant Revenue				
256-000-00013-531.001	$467,670	$30,000		$497,670
Planning - Administration 2013 - Professional Services				
256-400-17513-801.000	$7,320	$30,000		$37,320
Fund Balance/Working Capital				

Recommended: _____ _____
Finance Director City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2012-2013 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

AGREEMENT
FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND HOUSING NEEDS ASSESSMENT

This Agreement made this ____ day of February, 2013, between the City of Wyoming, a Michigan Municipal Corporation, of 1155 – 28th St. S.W., Wyoming, MI 49509 (hereinafter "City") and McKenna Associates, a Michigan Corporation of 235 East Main Street, Suite 105, Northville, Michigan 48167 (hereinafter "Contractor") under the following terms:

1. The City agrees to employ Contractor to provide consulting services – CDBG Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment for the City under the terms and conditions provided in the City bid documents referred to herein and the Proposal for Community Development Block Grant Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment dated January 21, 2013 (Exhibit A).

2. This Agreement shall be for a period of approximately 12 weeks, with project completion by June 3, 2013.

The following documents are hereby incorporated by reference and made a part of this Agreement:

A. Notice to Bidders
B. General Conditions
C. Proposal for Community Development Block Grant Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment dated January 21, 2013
D. City of Wyoming Equal Employment Opportunity Statement
E. Contractor Insurance Requirements
F. Indemnification Agreement
G. Certificates of Liability Insurance - Contractor shall update all insurance certificates at such time as the respective policies expire.

3. At all times during the term of this Agreement, Contractor shall be considered an independent contractor and no officer, agent or employee of Contractor shall be considered an employee of the City.

4. This Agreement and the documents incorporated by reference shall contain the entire agreement between the parties and may be modified only in writing executed by each party.

5. Any notices required pursuant to the terms of this Agreement shall be provided in writing to the respective addresses of the parties by first class mail, facsimile or electronically. No oral agreement or understanding shall be considered a part of this Agreement.

6. Failure of either party at any time to enforce any provision of this Agreement or the documents incorporated shall not be considered a waiver and shall not prohibit either party from enforcing any provision of this Agreement.

CITY OF WYOMING

Dated: _____ By:_____

Curtis Holt
Its City Manager

McKenna Associates

Dated: _____ By:_____

Its: President

APPROVED:

_____

Jack R. Sluiter
City Attorney

STAFF REPORT

Date: January 29, 2013

Subject: Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment (HUD Required.)

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 4, 2013

RECOMMENDATION:

It is recommended that the City Council award the bid and execute a contract for professional services to develop the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment with McKenna Associates, low bidder.

SUSTAINABILITY CRITERIA:

Environmental Quality – The development of the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment is essential to ensure an environment of equality in making community planning decisions, development of city regulations, administrative policies, procedures and practices.

Social Equity – The assessment will provide tools to promote social equity in decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choices in the city.

Economic Strength – The data from these studies can be used to analyze the location, availability, accessibility and affordability of housing in the city for the use in long-term planning to promote economic strength of the community. The housing data 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 funding for this project is made available through CDBG funds for both the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. The preparation of these documents is to be completed in full compliance with HUD regulations 24 CFR 570.904(c), which require these studies be done as part of the CDBG Consolidated Plan. The Analysis of Impediments is a review of impediments to fair housing choice in the public and private sectors, defined as: Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choices, including those that have an intentional or unintentional discriminatory impact.

The purpose of the Analysis of Impediments is to:

a. Serve as the substantive, logical basis of Fair Housing Planning;
b. Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders and fair housing advocates;
c. Give a comprehensive review of the city's regulations and administrative policies, procedures and practices;
d. Assess how those regulations affect the location, availability and accessibility of housing;
e. Review conditions, both public and private, affecting fair housing choice; and
f. Assess the availability of affordable, accessible housing in a range of unit sizes.

The purpose of the Housing Needs Assessment is to:

a. Examine housing affordability for present and future residents;
b. Provide housing data for use by social services agencies, advocacy groups, government leaders, developers, appraisers and bankers;
c. Present necessary documentation for housing funding requests; and
d. Produce community development information needed by local planners for long term development planning.

Proposals have recently been solicited from professional planning firms to develop the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. Three firms submitted proposals, with McKenna Associates being the lowest of the three bidders at $29,000. The other bids were from Ernest Swiger Consulting, Inc. for $42,920 and WFN Consulting for $34,625. McKenna Associates is a consulting firm with 34 years of professional planning and community development experience. They have recently completed the Analysis of Impediments for Kent County, the City of Lincoln Park and the City of Sterling Heights. After the review of references, it is staff's recommendation to hire the firm of McKenna Associates to provide these consulting services.

BUDGET IMPACT:

A budget amendment is necessary to allocate project funds of $30,000 to be available, which include $17,000 for the Analysis of Impediments to Fair Housing Choice and $12,000 for the Housing Needs Assessment, from the Community Development account reserved for professional services 256-400-17513-801.000. Finance Director Tim Smith is preparing the budget amendment. Funding shall be provided by Federal grant dollars.

ATTACHMENT:

McKenna Associates Proposal for Professional Services

JANUARY 21, 2013

PROPOSAL FOR PROFESSIONAL SERVICES

Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment

CITY OF WYOMING, MICHIGAN

McKenna ASSOCIATES

January 21, 2013

Ms. Rebecca L. Rynbrandt, Director
Community Services Department
City of Wyoming
1155 28th Street SW
PO Box 905
Wyoming, Michigan 49509-0905

Subject: Proposal to Prepare an Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment

Dear Ms. Rynbrandt:

Analyses of Impediments to Fair Housing Choice (AIs) and Housing Needs Assessment are important specialties of McKenna Associates. Our fair housing planning and market analysis efforts help your department focus on strategies for improving the quality of life for often-challenged residents and community development stakeholders in Kalamazoo. McKenna Associates is proud to say that we have very recent and direct experience on preparing AIs and housing studies for HUD entitlement communities and MSHDA NSP recipients, including the 2013 City of Battle Creek AI and Comprehensive Housing Study (estimated finish date February, 2013) and the 2011 Benton Harbor NSP2 Neighborhood Plan and market analysis.

McKenna planners have day-to-day hands on experience operating CDBG and other HUD grant programs for communities around Michigan. We also have a 30+ year track record and sensitivity to HUD CDBG program goals and national objectives, and are longtime active members of the Michigan Community Development Association.

TRACK RECORD OF SUCCESS

We propose a team with strong recent project management and project planning experience on Consolidated Plans and AIs – in fact, Michael Gradis, Sarah Traxler and Chris Khorey have all worked on multiple HUD-funded projects in the last two years.

McKenna also has experience in Wyoming having consulted on a recent Action Plan, which allows us to "hit the ground running" to fit your accelerated project schedule.

As to our additional housing analysis experience, we are currently in the process of preparing a Senior Housing Market Analysis for the Michigan State Housing Development Authority and recently completed a market study and program for the development of low- to moderate-income housing in Genesee County, Michigan.

DYNAMIC PARTNERSHIP

At McKenna, we approach the consolidated planning process with great excitement and with ***high hopes for a dynamic partnership*** with you and your department. We believe that the efforts necessary to complete Consolidated Plans and Analyses of Impediments are motivating and important for the betterment of our Michigan communities – and hope you find us to be the partner to successfully move the project forward.

REQUIRED INFORMATION

Per your Request for Proposals, we are supplying the following information for your consideration.

Name and address – McKenna Associates, Inc.
Established 1978

235 East Main Street, Suite 105
Northville, MI 48167
(248) 596-0920
(248) 596-0930
Email: info@mcka.com

151 S. Rose Street, Suite 920
Kalamazoo, MI 49007
(269) 382-4548
(269) 382-4540

Principal contact person – Sarah Traxler, Director of Community Development. Sarah is authorized to make representations on behalf of McKenna Associates.

We look forward to meeting with you soon to discuss this project in greater detail. In the meantime, you may contact me at (248) 596-0920. Thank you.

Respectfully submitted,

McKENNA ASSOCIATES

Sarah Traxler
Director of Community Development

Enclosure

Cc: Phillip C. McKenna, AICP, PCP
Michael Gradis

P.S. McKenna CDBG and market analysis professionals are ready to immediately kick-off upon receipt of your authorization to proceed.

BID PROPOSAL FORM

Bids to be received by the
City Clerk of the City of Wyoming,
1155 - 28th Street SW
P.O. Box 905, Wyoming,
Michigan 49509-0905
Bid for: Consulting Services – CDBG Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment
11:00 A.M.; Tuesday, January 22, 2013

TO THE CITY MANAGER OF THE CITY OF WYOMING

The undersigned has the authority, on behalf of the organization shown below to submit this bid in accordance with the specifications contained herein.

The undersigned proposes to furnish all labor, equipment and materials to perform the work in accordance with the specifications contained herein for the "lump sum" of:

$ 29,000 (Twenty-Nine Thousand dollars)

NAME OF COMPANY: McKenna Associates

ADDRESS 235 East Main Street, Suite 105

CITY Northville STATE Michigan ZIP CODE 48167

AUTHORIZED BY (PLEASE PRINT) Sarah Traxler

SIGNATURE(S) (REQUIRED) Sarah Traxler DATE January 21, 2013

ITS Director of Community Development

ITS

PHONE (248) 596-0920

CELL (734) 223-3329

WEB SITE www.mcka.com

EMAIL straxler@mcka.com

CITY OF WYOMING
P.O. BOX 905
1155 – 28TH STREET SW
WYOMING, MICHIGAN 49509-0905

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Contractor shall not discriminate against any employee or applicant for employment because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

2. In soliciting or advertising for employees placed by or on behalf of Contractor, Contractor shall state that all qualified applicants will receive consideration for employment without regard to color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. For this purpose it shall suffice to place the words "An Equal Opportunity Employer" in the advertisement and a predominant place at the office of said Contractor.

3. Contractor shall send notice of the City's policy regarding equal employment to each labor union or representative of workers with which Contractor has any agreement, contract or other understanding.

4. Contractor shall furnish information and reports as requested by the City in accordance with this policy. Contractor shall provide access to his/her employment books, records and account to any duly authorized representative of the City in order to allow such representative to assertion whether or not this policy is being complied with by Contractor.

5. Contractor shall post this policy in conspicuous places so as to be available to all employees and applicants for employment.

6. In the event the City determines that the Contractor has failed to abide by the terms stated in this policy, the City may, at its option, withhold payments until full compliance by the requirements of this policy are complied by the Contractor or may choose to terminate the Contract. The City may further choose to bar said Contractor from further contracts until such time as compliance with the requirements contained herein is achieved.

CONTRACTOR

By Sarah Fraley
(Signature Required)

SUBCONTRACT PROVISION FORM

Subject to the approval of the City's Director of Community Services, the Contractor may sublet the item or items of work so stipulated below, provided the name and signature of the subcontractor is listed in the space provided.

NAME OF CONTRACTOR OR SUBCONTRACTOR DOING THE WORK	DESIGNATED ITEMS
N/A	

The undersigned certified that the Bidder, whose name appears on this proposal, has permission to use our name as Subcontractor for performing the items listed above.

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

JANUARY 21, 2012

PROPOSAL FOR

Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment

CITY OF WYOMING, MICHIGAN

Prepared by
McKenna Associates
235 East Main Street Suite 105
Northville, Michigan 48167
888.226.4326
Fax #: 248.596.0930
Email: info@mcka.com
www.mcka.com

McKenna ASSOCIATES

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Executive Summary

January 21, 2013

McKenna is a Midwest – based (offices in Michigan and Ohio) consulting firm with a 34-year tradition of professional planning and community development assistance to local units of government in meeting the intent and spirit of the U.S. Department of Housing and Urban Development requirements for planning and implementation of CDBG, HOME and other HUD programs.

KEY PERSONNEL

Professionals assigned to provide the City of Wyoming services:

- Have successfully completed Analyses of Impediments to Fair Housing Choice, Housing Needs Assessments, and other similar projects including Comprehensive Housing Studies and Consolidated Plans.
- Are currently assisting in administering entitlement and sub-recipient CDBG and NSP programs.
- Benefit HUD program administrators through their accumulated experience and knowledge.

Project Director
Philip C. McKenna, AICP, PCP, President

Project Manager
Michael Gradis, Associate Planner

Public Engagement and CDBG Advisor
Sarah Traxler, Director of Community Development

Market Analyst
Chris Khorey, Associate Planner

Mapping/GIS Specialist
Sabah Aboody-Keer, Senior Urban Designer

PROJECT SCHEDULE

The City requires submittal of the final report on or before May 16, 2013. McKenna Associates will prepare both reports by that date with the mutual understanding that requested materials are promptly provided to McKenna by the City.

PROJECT BUDGETS

McKenna will provide Wyoming with an Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment as described herein for $29,000 broken down in the following manner:

- Analysis of Impediments to Fair Housing Choice: $17,000
- Comprehensive Housing Study: $12,000

MEETINGS

Members of the McKenna Team will prepare for and attend the following six meetings:

- 1 Project kick-off meeting.
- 1 Public forum
- 1 Focus group.
- 1 Progress/draft review meeting.
- 2 Pubic presentations.

Project Understanding

McKenna has a clear understanding of the work required to be performed in completing an Analysis of Impediments to Fair Housing Choice as well as a Housing Needs Assessment for the City of Wyoming.

First, the City of Wyoming seeks professional assistance to prepare the Analysis of Impediments to Fair Housing Choice (AI). As a U.S. Department of Housing and Urban Development (HUD) Entitlement community, the City is required to complete an analysis of impediments to fair housing choice in the public and private sectors within the City.

In conjunction with the AI, the City desires a Housing Needs Assessment to assist the City in determining future housing needs and trends in the community. The Study will provide both City leaders and providers with critical information that will allow them to understand the current housing market and most efficiently respond to these conditions and needs.

The federal government in 1968 adopted Title VIII of the Civil Rights Act (Fair Housing Act), which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). However, regulatory, financial and implementation practices of both the public and private sectors can create impediments to the fair housing choice of residents and potential residents of a community.

McKenna's community development plans are prepared in accordance with HUD's *Fair Housing Planning Guide, Volume 1*. The AI and Housing Needs Assessment will include the following elements:

- Review of the City's laws, regulations, administrative policies, procedures, and practices.
- Assessment of how such laws, regulations, administrative policies, procedures, and practices affect the location, availability, and accessibility of housing.
- Assessment of public and private conditions affection fair housing choice for all protected classes.
- Assessment of the availability of affordable and accessible housing in a range of unit sizes.
- Analysis of housing development, financing and lending trends.
- Examination of housing affordability for current and future residents.

OBJECTIVES

McKenna will provide a set of final reports that accomplishes the following:

- Compliance with the Fair Housing Planning Guide.
- Identification of impediments.
- Consideration of applicable laws.
- Thorough analysis of available data.
- Pragmatic steps to mitigate identified impediments.
- Well-organized, understandable text and recommendations.
- Thorough description of current housing market and housing needs.
- Analysis of elements impacting housing markets.
- Graphically professional presentation of study elements and recommendations.

PUBLIC BENEFITS TO FAIR HOUSING PLANNING

There are many compelling benefits to undertaking this planning effort, in addition to the federal mandates:

- **Address Additional Problems and Opportunities.** Because of the decline of the regional housing market, a new understanding of the current fair housing environment must be captured.
- **Vehicle for Implementation.** The new reports will identify specific implementation strategies.
- **Up-to-Date Information.** The projects will serve as a source of substantial information for City Administration, staff, local units of government, real estate interests, housing agencies, HUD, and other institutions.
- **Useful Tool for Decision-Making.** The updated reports could be used as resources in housing and land development decision-making processes, including planning for capital improvements (water, sewer, streets, etc.), prioritizing the use of CDBG funds, and other day-to-day decisions and actions.
- **Community Education and Involvement.** The process of completing the AI and CHS will be an excellent opportunity to educate City stakeholders and the general public on the importance of working proactively to solve housing problems that the City and its sub-recipients (if any) may be facing, and to increase communication between the City and its residents, lenders, businesses, and other housing institutions.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

A. PROJECT INITIATION AND KICK-OFF MEETING

The McKenna Team will meet with the City's Community Development Department team to review and revise (or affirm) the proposed project scope and project schedule, to begin planning the Public Engagement Strategy and to review deliverables. The initial meeting will also be an opportunity to exchange requested information, such as previously completed plans, reports, and analyses. Per the Request for Proposals, the City will provide McKenna with:

- Contact lists of local agencies, neighborhood organizations, special interest grups and others to be invited to participate in the process.
- Copies of zoning, subdivision and related land use regulations.
- 2010 – 2015 Consolidated Plan and Annual Action Plans.
- Current community development programs, policies and incentives, neighborhood support strategies, capital improvement plans and related materials.
- Related HUD data.

As a result of this meeting we will develop or revise as necessary the work program, work schedule, meetings, and deliverables to ensure the project progresses in a timely and efficient manner.

B. INVENTORY AND ANALYSIS

1. Housing and Demographics

a. **Data Collection and Housing Profile.** McKenna will collect relevant housing and demographic data from the 2010 Census and other sources in order to document low/moderate income population concentrations along with the location of groups by race, location of population by national origin, and location of population by protected classes and housing quality. Specific and detailed information about the housing in the City will also be collected including specific data on the units present in the City, the condition and value of those units, recent sales, and other key attributes. This data will be used to help analyze lending practices and to develop a housing profile.

b. **Economic Overview**. Economic conditions and factors in the area will be analyzed and described based on relevant data sources, interviews, and other pertinent sources. The overview will document current conditions and project these conditions ahead in order to understand trends and potential future conditions and needs. Market areas, employers, and employment conditions, income levels, poverty, regional trends, and impacts, and other related information will all be included in the analysis.

c. **Analysis.** The analysis will identify the degree to which the population characteristics (as related to the areas protected under the Fair Housing Act of 1968: race, sex, religion, national origin, handicapped status and familial status) of the City of Wyoming reflect or are significantly different from the population characteristics of the State.

d. **GIS Maps.** In order to assist in interpretation of this data, McKenna will create a series of Geographic Information Systems (GIS) maps that display the above data as well as:

- Location of housing for the disabled,
- Location of proposed housing, commercial and industrial development,
- Identification of low income and minority concentrations, and
- Public transportation routes and accessibility to major employment centers.

2. Economics, Employment, and Transportation

McKenna will assemble and analyze economic, employment, and transportation data for Battle Creek utilizing data available from the U.S. Census Bureau, Bureau of Labor Statistics, and ESRI, where needed.

3. Public Policies, Practices, and Procedures

McKenna will collect and analyze detailed information about the real estate and lending practices, regulations and administrative policies, and other housing related operations in the City. Specific data to be gathered and reviewed will include:

i. **Fair Housing Proposals** – McKenna will review past and current proposals or applications to provide fair housing, including an assessment of agencies currently providing fair housing programs in the area.

ii. **Lenders** - Lenders' Community Reinvestment Act (CRA) statements and Home Mortgage Disclosure Act (HMDA) reports will be analyzed in order to ascertain local lending practices including the lenders' definitions of local market area and the compliance of local lenders with Federal fair lending regulations.

iii. **Master Plans** – McKenna will review applicable sections of the City of Wyoming Master Plan and other long range planning documents. McKenna will also review the City Zoning Ordinance for potential impediments and relevant information.

iv. **Land Entitlement Processes** – McKenna will review building, housing inspection and occupancy regulations of the City for the following:

- Compliance with state and federal fair housing laws and regulations.
- Requests for the construction of new or rehabilitated housing (including requests for zoning changes and variances).
- Impacts on the City's housing and any ethnically or racially identifiable neighborhoods.
- Requests for housing-related action from other protected groups, including persons with disabilities and/or organizations that work with persons with disabilities.

v. **Community Services** – Services provided to the citizens of Wyoming will be reviewed to understand what is offered, what is not offered, and how the services are distributed across

the City. Services to be evaluated include City infrastructure, commercial uses, fresh food opportunities, parks, banks, medical care, schools, and other services.

vi. **Sources** - All of the above analyses will be conducted with the aid of data from local fair housing agencies; real estate groups and developers; multiple listing services; Community Reinvestment Act (CRA) data; and any other data or information created by or made available to the City. A written summary of data sources will be provided.

C. PUBLIC ENGAGEMENT

1. Purpose

Data analysis can provide only part of the picture. Meaningful public engagement is also required to understand the subtleties behind the data. To obtain meaningful input from citizens in the community, especially those ***for whom fair housing is a concern***, as well as those that ***provide housings services***, the McKenna Team proposes holding one public forum, one stakeholder focus group meeting and conducting telephone interviews. The public input process will be described in detail in the reports.

2. Public Forum

The McKenna team will facilitate one public forum in the City to discuss the projects and collect input and information from the public and stakeholders in the process. The forum will provide an opportunity for the McKenna team to explain the project and its purpose and collect critical information for the projects, including "place-based" comments relative to housing in Wyoming.

Working with the City, we will invite members from various entities across public, private, non-profit and government sectors to attend a meeting to provide input in an organized setting. These types of meetings often produce quality information that includes a wide array of issues depending upon the meeting participants. City staff will be asked to identify appropriate locations and provide a list of pertinent agencies and representatives to attend the public forums.

3. Stakeholder Focus Group

McKenna will also facilitate one stakeholder focus group meeting where specific entities from separate sectors are invited to provide focused input from specific perspectives as it relates to fair housing and other housing issues. For instance, invitees could consist of:

- Developers, banks, real estate agency professionals (private sector);
- Service providers; and/or
- Government agencies and key city officials.

The McKenna Team will keep complete records of meetings with all entities throughout the project including meeting dates, times, locations, names (w/associated titles) and information received. A written summary of input from various entities will be considered and incorporated as appropriate into the reports.

4. Interviews

The McKenna Team will conduct up to 15 telephone interviews in order to further explore local attitudes and gain a deeper understanding of the local housing choice environment. Interviews will include specific community stakeholders such as elected officials, staff, sales and rental professionals, mortgage lenders, human service and advocacy interests, senior citizen and

community-based interests, and neighborhood leaders. McKenna will work with City staff to develop the list of interviewees.

5. Project Meetings

In addition to the Public Engagement events, McKenna will prepare for and attend two project meetings with City staff. Finally, there will be two public presentations per the Request for Proposals. Specifically, the projects meetings are:

- Project kick-off.
- Review of the first draft of the AI and Housing Needs Assessment.
- Presentation of final reports to the Community Development Block Grant Committee.
- Presentation of final reports to the City Council.

6. Public Participation Support and Communications

The McKenna Team will provide the City with templates for invitations, informational posters and/or flyers for all public input events to inform the public and attract an audience. The City will be responsible for mailing, posting and publishing notices. Additionally, the City will be responsible for reserving meeting rooms and facilities.

D. ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

1. Analysis of Specific Impediments

After reviewing the data and findings from the Inventory & Analysis and Public Involvement phases of the project, the McKenna team will complete the identification and analysis of specific impediments to Fair Housing Choice. The analysis will include a survey of the sale and rental of housing and the provision of specific services such as financing, brokerage and homeowners insurance. Public policies and local administrative practices will be evaluated. Specific areas where action is needed will be identified prior to drafting the Action Plan discussed in Task 3 below.

2. Evaluation of Legal Status of Fair Housing Services, Activities and Actions

Fair housing groups will be catalogued along with their missions and past and present programs. Information on the background and status of complaints, litigation and other baseline data on the activities of these organizations will be reviewed and discussed as a part of this task.

3. Final Analysis of Impediments and Action Plan

The McKenna Team will combine the analysis of specific impediments with the inventory of services and activities to determine the effectiveness of current fair housing efforts in light of the impediments that have been identified. McKenna's analysis includes a review of both the public and private sectors' responses to the enhancement of fair housing choice. As a part of this analysis, McKenna professionals will prepare an Action Plan.

McKenna will prepare – in coordination with Community Development Department staff - an Action Plan that will address the correction of any discriminatory past practices, and will include the following:

a. Generalized objectives addressing the elimination of identified impediments to fair housing choice.
b. Measurable actions to be taken to achieve those objectives.
c. Timeframe for initiation/completion of actions (ongoing, short-term & long-term).

d. Anticipated available resources.
e. Identification of individuals or groups who will undertake the actions.
f. Prioritization of recommended actions.
g. Any needed areas of further research.

HOUSING NEEDS ASSESSMENT

McKenna Associates will prepare a Housing Needs Assessment so that the City may work with local housing service providers to make informed policy decisions related to the market need and demand for new housing developments – or for modification of existing development. Potential policy decisions may require governmental actions, such as zoning changes, tax abatements, infrastructure costs, or payments in lieu of taxes. Per the City's Request for Proposals, the Housing Needs Assessment will:

- Examine housing affordability for current and future residents.
- Provide housing data for use by social services agencies, advocacy groups, government leaders, developers, appraisers and lenders.
- Present necessary documentation for housing funding requests.
- Produce community development information and analysis helpful to municipal long-term development planning activities.

The topics analyzed and reported on in the Housing Needs Assessment will also be the subject of the public engagement methods employed during the AI process (item "C" on Page 5, above). Preparation of the AI and Housing Needs Assessment will be concurrent. The following is a Scope of Services related to the Housing Needs Assessment report.

1. Cataloguing

McKenna Associates will assess and map the condition of housing stock and land ownership within the city limits and determine the number of sales per year for the past 10 years for owner-occupied housing.

2. Development Analysis

Next, we will identify vacant land and its ownership (categorized by "public" and "private") to determine vacant lots best suited for new residential development. Further, McKenna will provide recommendations on housing types, size and market segmentation by location. The analysis will be spatial, including a map of vacant land by ownership type and location within current and planned residential areas.

3. Employer Assisted Housing

There may be employers in Wyoming or nearby that provide housing assistance to employees, whether rental- or ownership-based. McKenna will perform research by inquiring with local stakeholders and performing internet searches to identify and assess what – if any – employer assisted housing assistance is available to Wyoming residents (current and prospective). The research findings will be incorporated into the report, and will be used in developing recommendations for housing improvements.

4. Housing Prices

McKenna will analyze vacancy, price and ranges in the Wyoming rental market. Additionally, we will analyze sales figures for the last two years, at a minimum. (Note: Based on initial findings, we may examine, analyze and describe sales figures for up to the last 10 years if we feel it presents a more complete picture of pricing trends). The pricing analysis will culminate in an evaluation and presentation of the information that demonstrates absolute and relative increases or decreases in rental and sales prices.

5. Housing Affordability

Using the analysis performed in steps one through four above, McKenna's market analyst will quantify the housing needs for specific economic / population groups and compare and contrast actual incomes in the community with incomes required to obtain housing in Wyoming. This affordability analysis will allow the City and non-profit stakeholders to identify gaps or over-supplies in certain types of housing, and to strategize for future investment in new construction or rehabilitation.

6. Case Studies and Recommendations

The McKenna team will research communities with similar "housing opportunities and issues" and present case studies of what strategies or programs they employed to improve the housing environment. The case studies will augment recommendations we will prepare in that they will include a summary of what was successful (or not) in the actions undertaken by others.

DOCUMENTS

Based on comments received and direction from staff, the AI and Housing Needs Assessment will be put in final, highly illustrated and clear format, and delivered to the City. All sources of information will be properly cited and referenced in an appendix as appropriate. McKenna will provide the following final deliverables:

- One electronic copy of the final document in .doc (Microsoft Word) format.
- One electronic copy of the final document in .pdf format.
- 25 copies bound within a three-ring binder.

COMPLETION COMMITMENT

If the City chooses to submit the AI and/or Housing Needs Assessment to HUD, and HUD does not accept either report, McKenna will make all necessary changes at no additional cost to the City of Wyoming. McKenna's 34-year track record of CDBG project completion backs up this commitment.

Schedule

The following table identifies the proposed schedule for preparing the City of Wyoming Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. Please note that this schedule assumes contract execution and permission to proceed on or before February 16, 2013, and a completion date of May 16, 2013 (approximately 12 week project). We will work with the City to refine the schedule at the project kick-off meeting to reflect actual kick-off dates and project milestones.

WORK TASK	WEEK											
	1	2	3	4	5	6	7	8	9	10	11	12
Project Initiation and Kick-off Meeting	●											
Inventory and Analysis	■	■	■									
Public Engagement – 1 Forum and 1 Focus Group					●							
Public Engagement – Telephone Interviews					■	■						
Prepare AI			■	■	■	■	■	■				
Prepare Housing Needs Assessment			■	■	■	■	■	■				
Review of 1st Draft of AI and Housing Needs Assessment									●			
Revise AI and Housing Needs Assessment									■	■	■	
Presentation to CDBG Committee and City Council (one or two presentations, at the City's discretion)											●	
Submit Final Deliverables												■

Key to Meetings:

- ● **Staff or Internal Meetings (2)**
- ● **Public Engagement (2)**
- ● **Presentations (1 or 2)**

References and Work Experience

Following is a list of recent, relevant work completed by McKenna with associated contact.

COMMUNITY, SERVICES and PROFESSIONALS	REFERENCE
BATTLE CREEK, MICHIGAN AND THE BERRIEN COUNTY LAND BANK • (In Progress, to be complete 2013) Analysis of Impediments to Fair Housing Choice and Comprehensive Housing Study	Christopher P. Lussier Community Development Supervisor City of Battle Creek 77 E. Michigan Ave. Suite #220 Battle Creek, MI 49017 (269) 966-3267
BENTON HARBOR, MICHIGAN AND THE BERRIEN COUNTY LAND BANK • 2011 NSP2 Neighborhood Plan (including residential market analysis	Ms. Regina Sistrunk, Director Community and Economic Development Benton Harbor 200 E. Wall Street Benton Harbor, MI 49022 (269) 927-8420
KENT COUNTY, MICHIGAN • 2011 Analysis of Impediments to Fair Housing Choice	Ms. Linda Likely, Director Community Development Department Kent County 82 Ionia Avenue NW, Suite 390 Grand Rapids, MI 49503 (616) 632-7400
STERLING HEIGHTS, MICHIGAN • 2011 Analysis of Impediments to Fair Housing Choice	Ms. Stephanie Burgess CDBG Specialist sburgess@sterling-heights.net City of Sterling Heights 40555 Utica Road Sterling Heights, Michigan 48313 Tel: (586)446-2489
ELYRIA, OHIO • 2010 Analysis of Impediments to Fair Housing Choice • 2010 – 2014 Consolidated Plan	Ms. Angela Byington, AICP, Director Community Planning and Development abyington@cityofelyria.org City of Elyria 131 Court Street Elyria, Ohio 44035 Tel: (440)326-1546
LINCOLN PARK, MICHIGAN • 2011 – 2015 Consolidated Plan • 2011 Analysis of Impediments to Fair Housing Choice	Mr. Don Cook CDBG Administrator dcook@citylp.com City of Lincoln Park 1355 Southfield Road Lincoln Park, Michigan 48146 (313) 386-1800

McKenna ASSOCIATES

Community Development
Fair Housing Planning
Housing Market Analysis
Community Engagement

KEY SERVICES

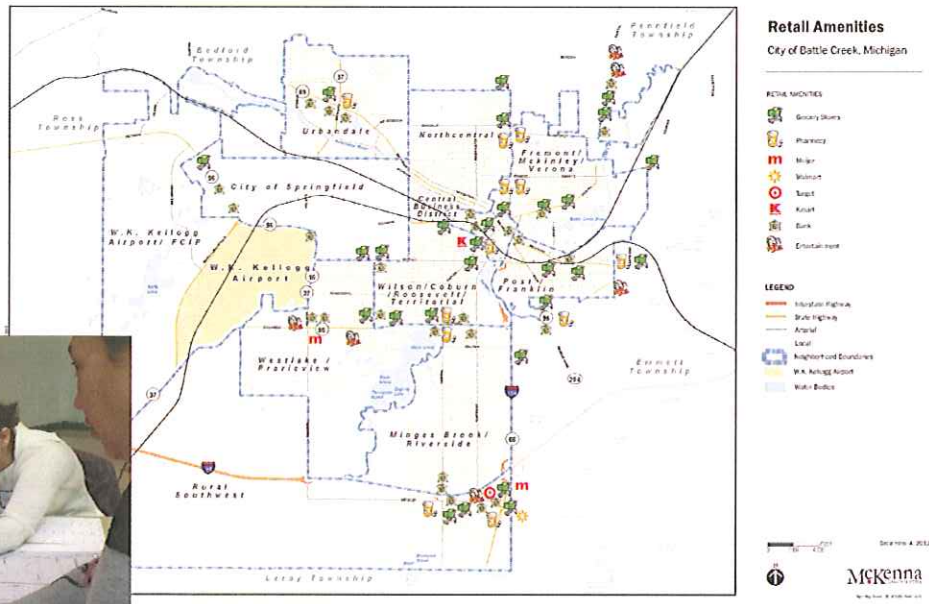
Analysis of Impediments to Fair Housing Choice and Comprehensive Housing Study

CITY OF BATTLE CREEK, MICHIGAN

As an entitlement jurisdiction, the Federal government requires Battle Creek, Michigan to prepare an Analysis of Impediments to Fair Housing Choice (AI) that identifies fair housing impediments in the community and provides a plan and resources to address any shortcomings. The AI provided a comprehensive review of all practices within the public and private sectors that could become or have become impediments to fair housing choice. Utilizing existing documents, coordination with City staff, and extensive communication with agencies and representatives throughout the City, McKenna staff provided Battle Creek with a thorough and accurate understanding of fair housing in the AI.

Along with the AI, the City also desired a Comprehensive Housing Study – a thorough overview of the housing market in Battle Creek and the surrounding region, with an eye towards future development of housing in the City. McKenna's analysis was designed to help the City understand how to competitively market its neighborhoods to create a stronger and more integrated community.

To gather public input and collect information from stakeholders from all parts of the community, McKenna worked with the City to conduct two focus group sessions and a Community Forum. During focus group meetings, representatives of service organizations, public agencies, and housing providers were invited to discuss the services they provide, the issues they face, and their thoughts on solving those problems. The Community Forum was an opportunity for residents to discuss issues within their neighborhoods and in the City as a whole.



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Market Analysis
Redevelopment Plan
Public Participation
Foreclosure Strategies

KEY SERVICES

Neighborhood Plan

BENTON HARBOR, MICHIGAN

The City of Benton Harbor and the Berrien County Land Bank were co-recipients of Neighborhood Stabilization Program 2 (NSP2) funding from the Michigan State Housing Development Authority, intended to improve neighborhoods and stabilize local housing markets in the wake of the "foreclosure boom."

As part of the program, the City and Land Bank competitively selected McKenna to prepare a neighborhood plan that contained the following components – 1) residential market analysis, 2) marketing plan for NSP properties, 3) graphic area redevelopment plans with recommendations for public improvements and re-configuring of lots and public space, 4) public participation, including major employer focus groups, and 5) a graphic "stand alone" implementation matrix for ease of use.

McKenna's analysis was designed to help the City and Land Bank understand how to competitively market the NSP2 neighborhoods so that potential buyers and renters would consider the NSP2 areas when making housing choices. The plan also provided a guiding policy for the expenditure of grant funds and personnel resources in carrying out the mission of revitalizing Benton Harbor's declining neighborhoods.

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Community Development
Consolidated Plans
Annual Plans

KEY SERVICES

Consolidated Plan, Annual Action Plan

CITY OF ELYRIA, OHIO

The City of Elyria is located in north-central Ohio, just a few miles south of Lake Erie on the western fringes of the Cleveland metropolitan area. As a US Department of Housing and Urban Development (HUD) entitlement community, Elyria was required to submit an updated Consolidated Plan outlining how the City planned to spend its Community Development Block Grant (CDBG) funds to assist low/moderate income individuals. The City was also required to submit an Annual Action Plan specifying how funds would be allocated on a yearly basis to meet the goals and objectives identified in the Consolidated Plan.

The City looked to McKenna planners to provide a fresh look to the Consolidated Plan and identify the City's needs through a series of public outreach sessions with key stakeholders. McKenna planners worked with service providers and the City to prioritize and allocate funds that fit within required CDBG-eligible activity areas.

Along with code enforcement, youth recreation programming and public facility infrastructure improvements, the City ranked community safety high on its list of concerns. However, budgetary constraints threatened to force police layoffs. To preserve police ranks and public safety standards, McKenna planners worked with the City and HUD to identify a course of action that enabled the City to utilize CDBG funds to retain much needed safety services. The final plan provided the City with a roadmap for ensuring a safe and thriving downtown area and preserving the long-term fiscal health of the City and its businesses.

McKenna ASSOCIATES

Community Development
Fair Housing Planning

KEY SERVICES

Analysis of Impediments to Fair Housing Choice

KENT COUNTY, MICHIGAN

As an entitlement jurisdiction, the Federal Government requires Kent County, Michigan (CDBG population over 307,000) prepare an Analysis of Impediments to Fair Housing Choice (AI) that identifies fair housing problems in the community and provides a plan and resources to address those problems. The AI provided a comprehensive review of all public housing, services, demographics, and conditions present at the time of the report. The extent of the geography required coordination and inventory across all but two of the 30 jurisdictions within the County (Grand Rapids and Wyoming receive their own entitlement funding.). Utilizing existing documents, coordination with County staff, and extensive communication with agencies and representatives throughout the County, McKenna staff provided the County with a thorough and accurate inventory in the AI.

To gather public input and collect information from all affected parties across the County, McKenna worked with the County to conduct two focus group sessions. At these sessions, representatives of service organizations, public agencies, and housing providers were invited to discuss the services they provide, the issues they face, and their thoughts on solving those problems. In addition, McKenna prepared and distributed a survey to the local units of government within the County to gather their input and thoughts, particularly on housing in their community. This was particularly important considering the vast difference between some of the communities in the County – small versus large, rural versus urban, etc.

The final document identified six key barriers to the development and provision of affordable housing in Kent County and then described nine detailed strategies for how to address these barriers.

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Public Participation
Neighborhood Planning
Graphic Design

KEY SERVICES

Westside Neighborhood Plan

MICHIGAN CITY, INDIANA

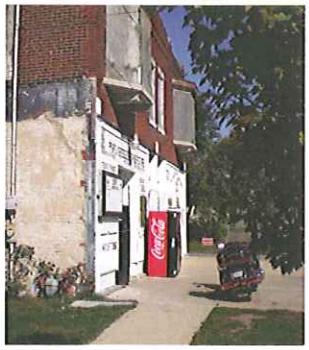
A coastal town with a strong tourism sector, declining manufacturing base and a regional retail hub, Michigan City enjoys significant community resources but contains an aging housing stock and aging infrastructure. Receiving federal funding under the Neighborhood Stabilization Program, community leaders recognized a need for a coordinated and analytical approach to funding improvements on the west side of town.

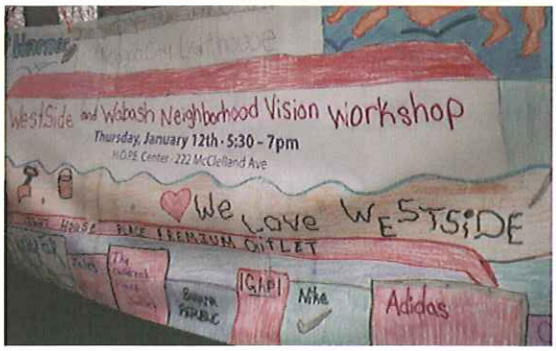
The Westside Neighborhood Plan included a significant multi-faceted approach to reaching out to neighborhood residents and stakeholders.

Key Methods:

- Youth engagement, including an art contest at public schools for inclusion on the workshop banner.
- Social media sites for announcements and input.
- Online Visual Preference Survey for urban design and architectural recommendations.
- Stakeholder focus groups at local neighborhood center.
- Community-wide forum that included the "Heart of Your Community" mapping activity, a capital improvements budgeting interactive exercise and the "Fix, Keep, Aspire" graphic exercise.
- Development of press releases and advertisements for outreach to local media, resulting in radio interviews and numerous newspaper articles.

The multi-faceted approach resulted in a consensus on recommendations for improved street lighting, neighborhood wayfinding, parking improvements and public transportation modifications.





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Public Participation
Neighborhood Planning

KEY SERVICES

Senior Housing Market Study

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

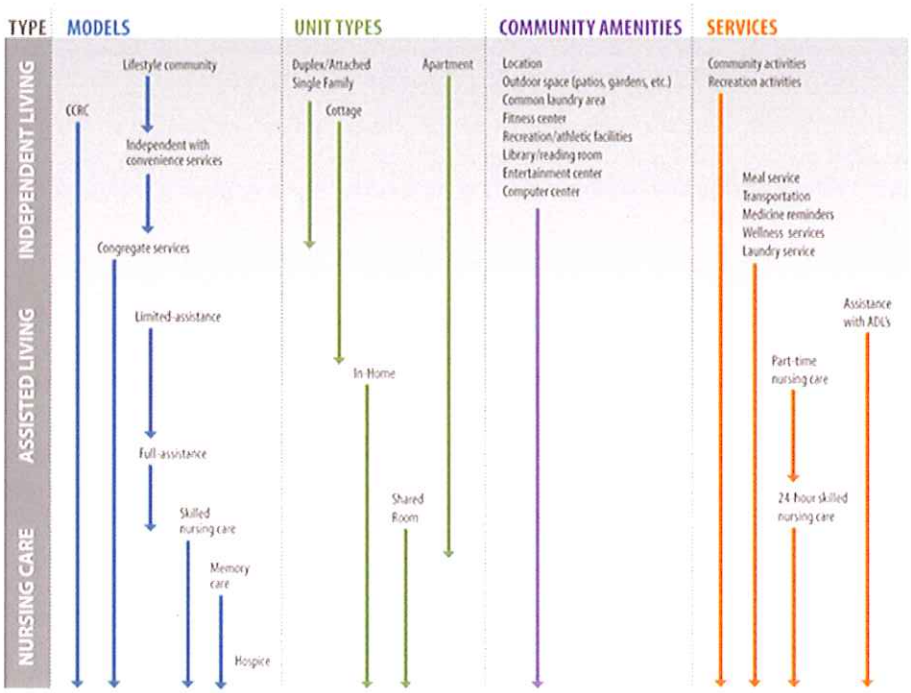
The Michigan State Housing Development Authority (MSHDA) provides financial and technical assistance to create and preserve decent, affordable housing for low-and moderate-income residents. For this project, the Authority wished to understand the current and future needs of the senior housing market to determine what types of products and services should be developed and supported by the agency.

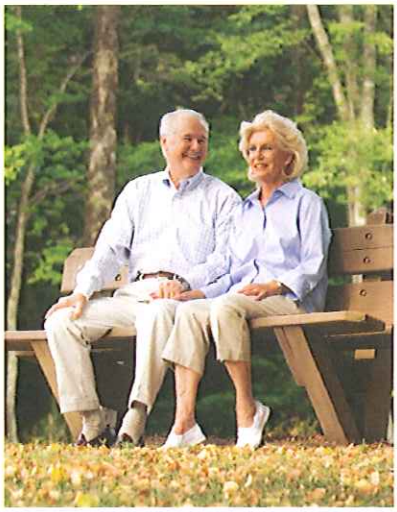
McKenna Associates proposed a four-pronged approach to this research project. The first step involved Data Gathering, using both direct sources and statistical surveys to determine the level of need for supportive services to be addressed through various types of senior housing.

The second step involved an Assessment of Multifamily Senior Housing. Senior housing models were defined and a senior housing facility manager survey was conducted. Focus groups were held at independent, congregate and assisted living facilities across the state to assess seniors' level of satisfaction with their current living arrangements.

The third step was a statistically valid statewide Mail Survey that assessed factors influencing seniors' moving decisions, independent living facility characteristics and amenities, and assisted living preferences.

The research project concluded with a Conclusions chapter that addresses demographics, propensity to move, facility features and amenities, and most importantly, baseline recommendations, which will help MSHDA going forward to develop housing facilities that meet the needs of Michigan's seniors.





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Personnel Qualifications

Professionals assigned to provide services to the City of Wyoming:

- Are successful, dedicated community development professionals.
- Have completed many other AIs, Housing Studies, Consolidated Plans, and Annual Action Plans.
- Will create plans and studies that clearly outline implementation strategies.
- Benefit entitlement communities and sub-recipients through their accumulated HUD program experience and knowledge.

Project Director
Philip C. McKenna, AICP, PCP, President

Project Manager
Michael Gradis, Associate Planner

Public Engagement and CDBG Advisor
Sarah Traxler, Director of Community Development

Market Analyst
Chris Khorey, Associate Planner

Mapping / GIS Specialist
Sabah Aboody-Keer, Senior Urban Designer

PROJECT DIRECTOR
Phillip C. McKenna, AICP, PCP, President

Mr. McKenna will serve as Project Director for the City of Wyoming AI and Housing Needs Assessment. He lends his more than 30 years of professional management ($4,000,000 annual budgets) experience in generating and successfully managing teams of planning and community development professionals. Mr. McKenna is considered an expert in community redevelopment, planning and zoning, and frequently provides expert witness testimony in Federal and Circuit courts.

Mr. McKenna has success in HUD community programs and projects like acquisition, relocation and redevelopment programs, primarily under State and federal redevelopment acts and State and federal relocation laws and regulations. He has calculated public benefit, considering project costs and long-range Return on Investment for redevelopment costs. He has developed redevelopment programs for the municipalities of Detroit, Indianapolis, Dayton, Toledo, Pontiac, Bay City, Garden City, Muskegon Heights, Flint, and Lincoln Park. At the direction of HUD, Mr. McKenna was hired to administer a local redevelopment program of a municipality on an interim basis, supervising an acquisition and relocation program and hiring a new director.

Mr. McKenna has reconstructed troubled HUD programs bringing them into compliance with Federal requirements, and restoring eligibility. He has monitored and ensured compliance of hundreds of thousands of dollars of contracts subject to Davis-Bacon, and has supervised and prepared Environmental Review Records for CDBG programs.

Phil will be responsible for the overall success of the project and will provide guidance to the Project Manager to ensure complete City satisfaction.

PROJECT MANAGER

Michael Gradis, Associate Planner

Mr. Gradis will serve as the Project Manager. As such, Michael will be the primary contact for the City and will be responsible for the day-to-day progress on the project. Michael will also be responsible for the drafting of the AI.

Michael has experience and an understanding of HUD requirements and regulations from his preparation of the City of Battle Creek AI, the City of Sterling Heights AI, the City of Lincoln Park's 2011 - 2015 CDBG Consolidated Plan and Analysis of Impediments to Fair Housing Choice, and yearly HUD Action Plans.

Based on his successful experience working in non-profit, private, and academic settings, he has an understanding of the social and economic issues related to the creation of Department of Housing and Urban Development mandated plans and implementation tools. Mr. Gradis will provide the necessary skill set for effectively managing the Wyoming AI and Housing Needs Assessment.

Mr. Gradis holds a Bachelor of Arts in Social Relations and Policy from James Madison College of Public Affairs at Michigan State University, and a Master of Urban Planning from the University of Michigan. Michael's education has been successful in exposing him to the effects that race, class, and gender play into community building.

Michael will be responsible for managing the project, coordinating with City staff on meetings and work status, preparing the AI and providing guidance on work tasks to team members and be responsible for the quality, schedule, and budget of the finished product.

PUBLIC ENGAGEMENT AND CDBG ADVISOR

Sarah Traxler, Director of Community Development

Sarah Traxler will serve as the Public Engagement and CDBG Advisor. As such, Sarah will be integral to the project and will act in an advisory role on the planning and execution of the public engagement activities as well as the overall CDBG component of the project.

Ms. Traxler's talent, experience and understanding of the requirements of HUD regulations have benefited several communities. She is experienced in working with a variety of different sub-recipients in urban areas. She has managed Community Development Block Grant (CDBG) activities for Garden City, MI, Dearborn Heights, MI and Buena Vista Charter Township in Saginaw County, MI including the preparation of Annual Plans, Consolidated Action Plans Evaluation Reports (CAPERs) as well as on-site administration of Community Development Block Grant and HUD Neighborhood Stabilization Programs. Sarah has managed the preparation of numerous AIs and housing studies.

Ms. Traxler also directs a 33-acre regional retail redevelopment project in an urban community from its inception to the site design, through financing, public improvements and reconstruction.

Based on her accumulated knowledge and understanding of federal funding regulations and experience working with service providers at the municipal, sub-recipient and entitlement level, Ms. Traxler will provide beneficial consultation and skill set for the project.

Ms. Traxler has a Bachelor of Arts from the University of California at Santa Cruz and a Master of Urban Planning from the University of Michigan. Sarah also is certified in public engagement and facilitation by the National Charrette Institute.

She is a frequent speaker on community development and redevelopment topics, recently addressing professional meetings in Detroit, Grand Rapids, Traverse City and Kalamazoo, Michigan. Sarah was voted a Board Member for the Michigan Community Development Association.

Sarah will provide guidance on the coordination of the City AI and Housing Needs Assessment, and will manage public engagement activities.

MARKET ANALYST

Chris Khorey, Associate Planner

Chris will be the market analyst for the project and will be responsible for the preparation of the Housing Needs Assessment under the supervision of the Project Manager.

He has significant experience developing Market Studies for senior housing, retail/commercial districts, and neighborhood redevelopment in affluent coastal towns, older industrial cities, and other communities around the Great Lakes region. In just the past two years, Chris has performed extensive housing market analysis for the Cities of Battle Creek and Benton Harbor on CDBG and NSP-funded projects. Through his analysis, his client communities have been able to target the type of development that is most likely to occur and successfully attract new businesses. Mr. Khorey has also aided several communities in making full use of their Economic Development "toolbox," including identifying grant programs, making use of incentive programs, and creating branding and marketing strategies to attract businesses.

Mr. Khorey has helped craft visions of the future for a variety of communities, including Master Plans ranging from rural villages to lakefront resort towns, Parks and Recreation Plans for growing suburbs, and Neighborhood Redevelopment Plans for older industrial cities.

Mr. Khorey holds a Master's degree in City and Regional Planning from the University of Pennsylvania and a Bachelor's degree from the University of Notre Dame.

Chris will prepare the Housing Needs Assessment under Michael's direction.

GIS SPECIALIST

Sabah Aboody-Keer, Senior Urban Designer

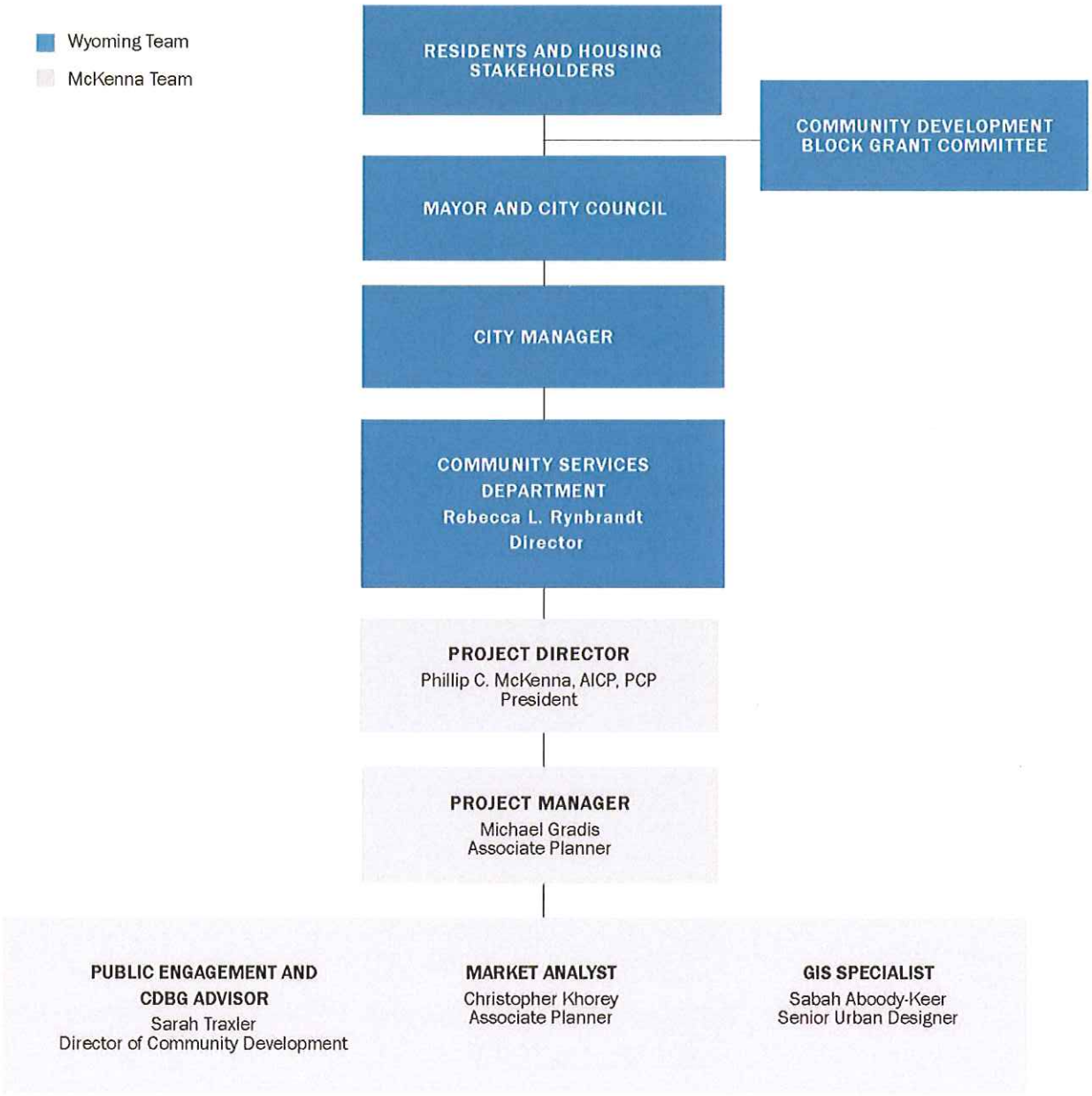
Ms. Keer provides mapping services to projects and has prepared maps and graphics for Consolidated Plans for Elyria, Alliance, and Lima, Ohio plus the Consolidated Plans for Battle Creek, Kalamazoo, Wayne County, East Lansing, and the all of McKenna's recent AIs and housing studies..

Ms. Aboody-Keer has more than 20 years of experience as a map designer with significant involvement in numerous urban design, downtown, corridor and streetscape projects. She is an effective CAD and GIS technician and planner. Ms. Aboody-Keer is a graduate of the University of Baghdad, and has been with McKenna Associates for 19 years.

Sabah will prepare the maps for the Wyoming projects.

Project Management
Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment

City of Wyoming, Michigan



Phillip C. McKenna, AICP, PCP
President

McKenna ASSOCIATES

Honors

Outstanding Planning Project for Implementation:
Buena Vista Township
Town Center Redevelopment,
Michigan Association of Planning
October, 2009

Outstanding Planner, Michigan Award:
Michigan Association of Planning
2007

Education

Master of Science,
Urban and Regional Planning
Eastern Michigan University

Bachelor of Arts
Central Michigan University

Licenses & Certificates

American Institute of Certified Planners (AICP)

Licensed Professional Community Planner (PCP) Michigan

Planning Law: Institute of Continuing Legal Education, The University of Michigan

Urban Design Certificate
American Planning Association, Chicago

Strategic Planning Certificate, AICP

Neo Traditional Design, AICP
Boston & Seaside, Florida

Professional Experience

COMMUNITY DEVELOPMENT: Directed the preparation of Annual Action Plans, Consolidated Plans, Analyses of Impediments to Fair Housing Choice and similar program required planning activities. Planned and managed CDBG programs including project planning, financing, neighborhood housing and development plans including: land assembly projects, site clearance and demolition projects; selected by HUD to manage municipal, troubled HUD-funded programs of land acquisition, relocation, demolition, marketing and redevelopment, redevelopment. Redevelopment projects included public/private partnerships in light industrial, retail, elderly housing, off-street parking, and public facilities in conformance with Federal CDBG reporting and environmental review recording regulations.

COMMUNITY PLANNING AND ZONING: Directed preparation of master plans, urban design plans, zoning ordinances and other land use regulation. Provided day-to-day advisory services to municipal leaders on master plans, housing, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

ECONOMIC DEVELOPMENT PLANNING AND MANAGEMENT: Conducted and directed planning and execution advice and assistance to public officials on elements of economic and community development and tax increment financing, including planning, land acquisition, rehabilitation, relocation, disposition, public improvements, citizen participation, financing and administration for redevelopment projects, using DDA, TIFA, LDFA, CIA and Brownfield mechanisms. Directed the development and execution of community redevelopment programs, through public-private partnerships.

BUILDING DEPARTMENT, CDBG ADMINISTRATION SERVICES DEVELOPMENT AND IMPLEMENTATION: Developed a series of expanded on-site municipal administrative services, including planning, zoning, community development and building department administration. Developed a fully-insured, financially feasible building department administration and inspection program to address staffing needs of municipalities on a long term basis.

ENVIRONMENTAL PLANNING: Prepared plans and regulations for protection of soils, air, woodlands, wetlands, natural beauty, habitat, waterways, lakes, historic, urban and rural landscapes throughout Great Lakes area.

DOWNTOWN PLANNING: Directed major urban design efforts for downtowns including mixed-use residential, retail, office, institutional, tourism, redevelopment, circulation and parking, planning and redevelopment financing for Midwest downtowns.

COMMERCIAL CORRIDOR REDEVELOPMENT: Directed preparation of context sensitive design to revitalize mature commercial corridors and to generate public and private improvements through merchant organization, marketing, finance and citizen involvement in redevelopment.

RECREATION PLANNING: Directed the preparation of parks, recreation and open space plans for local governments, including public participation, analysis, design, programming, and financing.

HOUSING: Directed successful elderly housing development projects and many residential neighborhood housing rehabilitation programs. Directed federally-funded redesign proposal for conversion of public housing units and prototype HUD housing assistance planning.

MARKET ANALYSIS: Conducted economic analysis of markets and locations for retail office and industrial, mixed use, financial institutions, cemeteries, and various forms of assisted and market rate housing.

LITIGATION AND EXPERT TESTIMONY: Successfully testified in zoning cases in circuit and federal courts. Provided expert testimony and zoning litigation assistance for municipalities and select real estate attorneys in Berrien, Calhoun, Wayne, Oakland, Macomb, Livingston, Washtenaw and Monroe County (Michigan) circuit court cases and U.S. District Court, with emphasis on zoning and regulation of adult uses.

Recent Speaking

Juror: **National Planning Awards Jury**, American Planning Association, Chicago; October, 2011.

"Redevelopment in Detroit", American Institute of Architects Urban Priorities Symposium: Detroit Public Library, Spring, 2011.

American Institute of Architects - Detroit Urban Priorities Committee; Panel Discussion: ***"Neighborhoods and the Role of the Suburbs"*** College for Creative Studies, Detroit, MI, November, 2010.

"Liquor Licenses and Michigan Downtowns": WDET (Detroit) Public Radio; Craig Fahle Show; May 2010, and WUOM (Ann Arbor) Public Radio News - May 2010.

"Tuesdays at APA" (American Planning Association) ***"What to Do with 10,000 Vacant Lots"*** Brightmoor (Detroit) Plan. September 2009, Chicago (with Amy Chesnut, AICP).

MAP Seminars: ***"Eminent Domain"*** and ***"Redevelopment Planning and Implementation"***, Mt. Pleasant 2009, Kalamazoo 2008, Traverse City, 2007 and Detroit, 2006.

"Eminent Domain" Michigan Townships Association Annual Conference - Grand Rapids, 2009.

Seminar: ***"Contract Zoning",*** Novi and Grand Rapids, Michigan, 2005.

Teaching

Instructor, Michigan Association of Planning, Basic and Advanced Training.

Lecturer, Oakland University, Michigan State University, Henry Ford Community College, Eastern Michigan University.

Teaching Fellow and Guest Lecturer, Department of Geography and Geology, Eastern Michigan University.

Community Service

Member, Business Roundtable, Economic Development Task Force - 2012, Oakland County, Michigan.

Board of Directors, American Red Cross, Southeastern Michigan, 2010 - present.

Trustee, Henry Ford Medical Group - Detroit Campus, 1997 - 2006.

Ambassador's Council, Henry Ford Medical Group, 2006-2011.

Trustee, Oakland County Business Finance Corporation, 1995 - present.

Examiner, Board of Registration, Professional Community Planners, State of Michigan.

Leadership Council, Michigan Association of Planning.

Vice-chair, Hubbardston Area Historical Society (Charter member), 2001 - present

Advisory Board, Urban and Regional Planning Program, Eastern Michigan University, 2009 - present.

Phillip C. McKenna, AICP, PCP
President

McKenna ASSOCIATES

continued

Memberships

American Institute of Architects (AIA)-allied individual member
American Planning Association
American Society of Landscape Architects
Congress for the New Urbanism
8 Mile Boulevard Association
International Council of Shopping Centers
International Association of Public Participation
I-70 / I-75 Development Association
Ohio Planning Conference
Michigan Association of Planning (corporate and sustaining member)
Michigan Association of Township Supervisors - Affiliate
Michigan Community Development Directors' Association
Michigan Economic Developers Association
Michigan Downtown Association (charter)
Michigan Historical Society
Michigan Map Society
Michigan Municipal League - Affiliate
National Trust Main Street Center
Seaside Institute
Scenic Michigan
Smart Growth Network
Urban Land Institute
Woodward Avenue Action Group

Michael P. Gradis
Associate Planner

McKenna ASSOCIATES

Education

Master of Urban Planning
Taubman College of
Architecture + Urban Planning
University of Michigan

Bachelor of Arts
Social Relations & Policy
James Madison College of Public Affairs
Michigan State University

Memberships

American Planning Association

Michigan Association of Planning

Michigan Economic Development Association

Exhibitions

"Making City",
International Architecture Biennale (IABR),
Rotterdam, The Netherlands, 2012.

"Whatif? Cities",
Green Architecture
for the Future Exhibition,
Louisiana Museum of Modern Art,
Denmark, 2009.

Professional Experience

COMMUNITY DEVELOPMENT: Prepared HUD Community Development Block Grant documents, including Consolidated Plan and Analysis of Impediments to Fair Housing Choice for Michigan CDBG Entitlement communities from start to finish.

TRANSPORTATION: Successfully drafted and approved a complete streets ordinance for a growing Michigan town. Drafted and guided the creation of a complete streets policy manual that is used to increase transportation options for all users and leverage funds from state and national sources.

ECONOMIC DEVELOPMENT: Provided on-site support for the operation of a Downtown Development Authority and Tax Increment Finance Authority. Surveyed local businesses as a means to lay the groundwork for a branding study. Successfully marketed city events and festivals and increased business foot traffic. Analyzed the possibility of tax abatements and other economic development tools to attract high tech industry to expanding industrial park in a growing Michigan municipality.

GIS: Analyzed and mapped building permit, socioeconomic, demographic, and transportation data to support community studies and urban design guidelines.

PUBLIC PARTICIPATION: Presented and prepared socio-economic data for elected officials at legislative body meetings and regional economic summits. Organized and led public hearings and community input sessions for zoning amendments and HUD documents.

NEIGHBORHOOD PLANNING: Created a marketing plan for underutilized and available properties in an evolving Michigan coastal municipality.

OUTDOOR/OPEN SPACE EVALUATION: Evaluated more than 15 public spaces based on William Whyte's classic public space standards in Madrid's espacios abiertos documenting best practices and variables. Catalogued neighborhood characteristics for the formation of a neighborhood plan. Catalogued existing signage for one of Michigan's largest Downtown Development Authority geographies.

ZONING: Researched and drafted zoning ordinance amendments and guided the amendment process through conceptual drafts, public hearings, and adoption. Advised Planning Commissions and governing bodies on land use regulations and other ordinances that affect land use. Provided on-site administration of zoning ordinance for a growing Michigan town.

CODE ENFORCEMENT: Provided on site zoning code enforcement for a growing Michigan town.

AGRICULTURAL PRESERVATION: Compiled best practices for the creation of agricultural preservation board. Successfully created matrix that provided selection parameters for preservation priorities.

SPANISH FLUENCY: Completed seven years of Spanish study. Completed summer residence program in Madrid.

Honors

Brademas Fellowship for Community Service, Taubman College of Architecture + Urban Planning

Sarah E. Traxler
Director of Community Development

McKenna ASSOCIATES

Education

Master of Urban Planning
University of Michigan

Bachelor of Arts (with honors)
University of California at Santa Cruz

Honors

Recipient,
2009 Excellence Award for Implementation of the Buena Vista Charter Township "Downtown Marketing and Strategic Plan", Michigan Association of Planning.

Recipient,
2005 Outstanding Student Project Award, "New Directions for Vehicle City: a Framework for Brownfield Reuse", Michigan Association of Planning.

Recipient,
Raoul K. Wallenberg Scholarship.
University of Michigan,
A. Alfred Taubman College of Architecture and Urban Planning.

Professional Experience

REDEVELOPMENT PLANNING AND MANAGEMENT: Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling.

Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields; crafted reuse goals; developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals; and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

REAL ESTATE DEVELOPMENT: Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

NEIGHBORHOOD PLANNING: Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

COMPREHENSIVE AND MASTER PLANNING: Conducted analysis on future land use designations for rapid growth townships. Crafted recommendations for those areas to change incompatible existing uses to future land use designations. Researched and updated a parks and recreation plan for a suburban community. Collected and analyzed data to update an inner-ring suburb's master plan housing component.

ZONING: Researched and drafted zoning ordinance amendments for Michigan cities and townships. Advised planning commissions and elected officials on land use regulation of development and redevelopment in mature cities. Provided on-site administration of zoning and other land use and building regulations for a city of 30,000.

BUILDING DEPARTMENT ADMINISTRATION: Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

AGRICULTURE AND OPEN SPACE PRESERVATION: Conducted a policy analysis, emphasizing equity and efficiency, of a Michigan city's open space and parkland preservation ordinance.

COMMUNITY DEVELOPMENT: Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with $1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

Professional Associations

Juror, Georgia Planning Association, Annual Excellence Awards, 2011

Board Member since 2010, Michigan Community Development Association

Member, American Planning Association

Member, Michigan Association of Planning

Member, International Council of Shopping Centers

Member, Northville Planning Commission

Member, Northville Board of Zoning Appeals

Certification, National Charrette Institute – Charrette Systems and Management and Facilitation

Speaking

"How to Foster Entrepreneurship and Employ Tactical Urbanism"
Michigan Association of Planning Annual Conference, Traverse City, Michigan, 2012

"Making Sense of the Census"
Michigan Association of Planning Annual Conference, Grand Rapids, Michigan, 2011

"Take Back Your Neighborhoods - Turning Foreclosures Around"
Michigan Townships Association, Grand Rapids, Michigan, 2010

"Using Eminent Domain to Spur Redevelopment"
Michigan Townships Association, Grand Rapids, Michigan, 2010

"NSP Collaborative Service Delivery"
Michigan Community Development Association, Lansing, Michigan, 2009

"Road Map to Redevelopment"
Michigan Association of Planning Annual Conference, Kalamazoo, Michigan, 2008

"Give and Take: The Eminent Domain Debate"
Brownfields 2008, Detroit, Michigan

"Eminent Domain and Blight Rehabilitation"
Michigan Association of Planning Annual Conference, Traverse City, Michigan, 2007

"Eminent Domain in Michigan"
Michigan Association of Planning Annual Conference, Detroit, Michigan, 2006

"Conditional Rezoning: Is Your Community Ready?"
Lapeer County (MI) Planning Conference, Lapeer, Michigan, 2006

Christopher D. Khorey
Associate Planner

McKenna ASSOCIATES

Education

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

Memberships

American Planning Association

Michigan Association of Planning

Honors

Award for Excellence in Student Publications
University of Pennsylvania

Professional Experience

ZONING: Prepares zoning ordinance and map amendments for a wide variety of communities; performs on-site administration of zoning ordinance in dense community with historic downtown.

MARKET ANALYSIS: Completes successful market analyses for residential, commercial, and office development, in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

DEVELOPMENT REVIEW: Provides on-going development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.

COMMUNITY PLANNING: Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning.

FACILITATION AND PUBLIC PARTICIPATION: Creates and executes public participation strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with the public officials, community stakeholders, real estate investors, and the academic community. Played a coordinating role between two states, three municipalities, two Federal agencies, and various business interests and community organizations during the planning process for new waterfront park.

REDEVELOPMENT PLANNING AND MANAGEMENT: Develops neighborhood plans for CDBG/NSP target areas. Creates vision for housing improvements and increased density in dense urban neighborhoods. Assists in administration of HUD NSP funding.

WIRELESS SERVICES: Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.

NEIGHBORHOOD STABILIZATION AND LAND BANKING: Conducted analysis of land bank program in declining industrial city, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

TRANSPORTATION: Provided consulting assistance on safety and operations for transit agencies in several major metropolitan areas.

Publications

"Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan."
University of Pennsylvania, May, 2010

Sabah Aboody Keer
Senior GIS Specialist

McKenna ASSOCIATES

Professional Experience

GIS MAPPING: Compiled, designed and produced maps, including those produced with GIS (geographic information systems), AutoCAD (computer aided design software), ArcView 9.1, and Adobe Illustrator and Photoshop CS.

DESIGN PREPARATION: Prepared conceptual plans and maps, renderings and other graphics for broadest range of master plans, parks and recreation plans, and other project graphics.

REPORT DESIGN: Designed and prepared report graphics, including charts, tables, covers and incorporation of photography.

PARK DESIGN: Prepared park site designs, utilizing color rendering.

PRESENTATION GRAPHICS: Prepared presentation boards for master plans community development and other planning projects.

ADMINISTRATION GRAPHIC RESOURCES: Organized and administered firm graphic resources and maps library and graphic archives.

Education

Certificates in CAD/CAM, AutoCAD, ASG CORE, Oakland Community College.

Diploma (Bachelor of Science), Technical High Institute, Baghdad

Memberships

Michigan Association of Planning

American Association of Planning

Assurances

McKenna Associates provides the following assurances related to this proposal to provide the City of Wyoming, Michigan with an Analysis of Impediments to Fair Housing Choice and a Housing Needs Assessment – and per the Request for Proposals (RFP).

Please note that McKenna does not anticipate using the services of any subcontractors to provide the City with any of the work described within this proposal.

- The work will be completed on or before May 16, 2013.
- The City is not liable for costs or expenses incurred in the preparation of this proposal.
- See attached "Equal Employment Opportunity Statement."
- This proposal may be rejected.
- This proposal, if awarded, will be binding upon the heirs, successors and assigns of the parties hereto, but shall not be assignable without the approval of Wyoming City Council.
- The RFP is not a contract or commitment of any kind by the City.
- If selected, McKenna will prepare a professional services agreement acceptable to the City of Wyoming and per the details included in the RFP.
- McKenna will carry insurance throughout the term of a contract, if selected, as described on the Contractor Insurance Requirement form and will provide the City [proof of said insurance.
- McKenna will provide the City, if selected, with the Indemnification Agreement prior to commencing any work.
- McKenna will provide the Purchasing Department with appropriate Certificates of Insurance.

Firm Qualifications

McKenna is a municipal consulting firm with a tradition (since 1978) of professional planning and community development assistance to local governments in meeting the intent and spirit of the U.S. Department of Housing and Urban Development requirements for planning and implementation of CDBG and other HUD programs.

History. McKenna Associates helps Midwest community leaders and select private investors create more vital, interesting, safe, functional and prosperous places. McKenna professionals provide planning, zoning, landscape architecture, redevelopment, community and economic development and design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our year record of client satisfaction and on-time, on-budget delivery.

McKenna currently is a trusted advisor to more than 150 Midwest communities. The leaders of these communities count on McKenna for:

- Professional and personal dedication to the public good.
- Technical excellence in plan development, design, and project management.
- Change anticipation and innovative alternatives.
- Highly creative professionals, skilled at communicating and building consensus.
- Unmatched responsiveness to client needs, from clerical staff to CEO.

Lead Firm Name:	**MCKENNA ASSOCIATES**
Firm established:	May 2, 1978
Organizational structure:	Michigan Corporation
Headquarters:	McKenna Associates 235 E. Main Street, Suite 105 Northville, MI 48167 Tel: (248) 596-0920 Fax: (248) 596-0930 Website: www.mcka.com
Branch Offices:	McKenna Associates 151 S. Rose Street, Suite 920 Kalamazoo, Michigan 49007 Tel: (269) 382-4443 Fax: (269) 382-4540
	McKenna Associates 2987 Meadowbrook Blvd. Cleveland Heights, Ohio 44118 Tel: (330) 528-3342 Fax: (248) 596-0930

FIRM EXPERIENCE

McKenna Associates has a record of success in Community Development projects including Analyses of Impediments to Fair Housing Choice, Housing Needs Assessments, Housing Studies, Consolidated Plans, Annual Action Plans, CDBG and NSP planning, and administration that meet and exceed HUD requirements and community expectations, while coming in on budget and ahead of deadline. Over the past 10 years, McKenna has helped communities secure millions of dollars in direct federal funding for local housing, community development, and economic development programs.

Below is a list of 18 entitlement communities for which McKenna has provided community development services including completion of approximately 25 AIs and Consolidated Plans.

Analyses of Impediments (AI) and Consolidated Plans (CP)

Alliance, Ohio (CP)
Ann Arbor, Michigan (AI)
Battle Creek, Michigan (AI, 2 CPs)
Dearborn Heights, Michigan (CP and AI)
East Lansing, Michigan (CP)
Elyria, Ohio (CP and AI)
Kalamazoo, Michigan (3 CPs)
Kent County, Michigan (AI)
Lima, Ohio (2 CPs)
Lincoln Park, Michigan (CP and AI)
Livonia, Michigan (CP)
Midland, Michigan (AI)
Michigan City, Indiana (AI)
Saginaw, Michigan (CP)
Sterling Heights, MI (AI)
Springfield, Ohio (CP)
Toledo, Ohio (CP)
Wayne County, Michigan (CP)

Housing Studies

Comprehensive Housing Study, City of Battle Creek, Michigan
NSP2 Neighborhood Plan, City of Benton Harbor and Berrien County Land Bank, Benton Harbor, Michigan
Senior Housing Plan, Genesee County Metropolitan Planning Commission, Flint, Michigan
State-wide Senior Housing Study, Michigan State Housing Development Authority, Lansing, Michigan
Senior Housing Study, Dearborn Heights, Michigan
Senior Housing Market Analysis, Belleville, Michigan
Livingston County Housing Rehabilitation Program, Livingston County, Michigan
Romulus Residential Program, Romulus, Michigan
South End Neighborhood Revitalization Plan, Bay City, Michigan
Senior Housing Locational Analysis, Romulus, Michigan
Michigan State Housing Development Authority
Harmony Village Rehabilitation, Detroit, Michigan
Western V Community Conference Housing Study, Belleville, Michigan
Lincoln Park Housing and Community Development Program, Lincoln Park, Michigan
Senior Housing Action Plan, Fenton, Michigan
Housing and Community Development Plan, Romulus, Michigan
Hazel Park Housing Study, Hazel Park, Michigan
Highland Park Housing Assistance Plan, Highland Park, Michigan
Upper Floor Housing Study, Bay City, Michigan
Senior Housing Market Analysis, Ecorse, Michigan
Manchester Housing UDAG, Highland Park, Michigan
Housing Market Analysis, Frenchtown Charter Township, Monroe County, Michigan
Belleville Area Senior Citizens Non-Profit Housing Corporation, Belleville, Michigan
Addison Township Senior Citizen Non-Profit Housing Corporation, Lakeville, Michigan

Housing Projects

McKenna Associates also has success in the process of the development of diverse housing opportunities, evaluating the market, specifying appropriate site size, location and characteristics, establishment of non-profit housing corporations, negotiating development agreements, and identifying and obtaining funding for projects. McKenna has success with the HUD Section 202 Housing for Seniors program (362 D.U.), MSHDA programs and other mechanisms of federal and state funding. Several projects are described below:

Ric Man Construction Co.

For private developers/owners of a 120-acre vacant tract in Shelby Township, Macomb County, Michigan, McKenna prepared a market analysis including product definition, trade area determination, demographic research, market trends, competitive facilities, expected rents, and monthly absorption estimates. Site design potential was another component of the firm's work.

Result: The developer/owner determined the number of dwelling units that could be developed based on McKenna's analysis and is using the McKenna conclusions as a major basis for approvals. The McKenna housing market analysis was persuasive in a zoning exchange of commercial for higher density townhomes.

Columbia Court, Belleville, Michigan

McKenna successfully assisted a consortium of five (5) communities in Western Wayne County, Michigan to identify a non-profit sponsor, find and secure control of a suitable site, locate an architect, management and sponsor. McKenna secured rezoning, prepared and submitted the mortgage application and functioned as housing consultant to the non-profit through closing.

Result: 108 Units of Elderly Housing
Built and Operating

Whispering Willows, Romulus, Michigan

McKenna assisted the City to interview non-profit housing organizations, find a site, secure site control, contract with a non-profit developer (Cooperative Services), negotiate the provision of neighborhood amenities and gain approvals of local reviewing agencies.

Result: 79 Units of Elderly Housing
Built and Operating

Hazel Park Manor, Hazel Park, Michigan

McKenna successfully assisted the City to secure a 9-acre site from the Archdiocese of Detroit; secured bridge financing; selected a non-profit sponsor; secured a MSHDA developer (Cooperative Services), assisted with rezoning and site plan approval; and identified off-site support funding (sidewalks, elderly services, landscaping, access, and street closings).

Result: 68 Units of Elderly Housing
128 Units of Mixed Income Family Housing
Built and Operating

Heritage Place, Lake Orion, Michigan

McKenna assisted the Village to secure a site, complete a market study, secure a non-profit sponsor (Sisters of Mercy), prepare a HUD 202 Senior Housing mortgage application, secure rezoning, eliminate environmental problems using CDBG financing, and secure site plan approvals.

Result: 58 Units of Elderly Housing
Built and Operating

Range of McKenna Services

COMMUNITY PLANNING

- Master Plans (cities, villages, townships, counties and regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

ECONOMIC DEVELOPMENT

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

BUILDING DEPARTMENT ADMINISTRATION

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation

LANDSCAPE ARCHITECTURE

- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Environmental Impact Assessments
- Public Space Design - Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design
- Shopping Center Redesign

COMMUNITY DEVELOPMENT

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

PUBLIC PARTICIPATION (IAP2 CERTIFIED)

- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes

URBAN DESIGN

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

PARKS AND RECREATION

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

COMMUNICATION SERVICES

- Strategic Communication Plans
- Brochures and Marketing Materials
- Advertising and Marketing Collateral
- Web Site Development
- Presentation Preparation and Assistance
- Media Training
- Debate Preparation
- Speech Writing
- Crisis Management
- Campaign Organization and Management
- Newsletters
- Celebrations
- Marketing Posters
- Executive Summaries to Reports and Documents
- Op-ed Writing (guest-columnist pieces)
- White Papers

SUSTAINABILITY PLANS

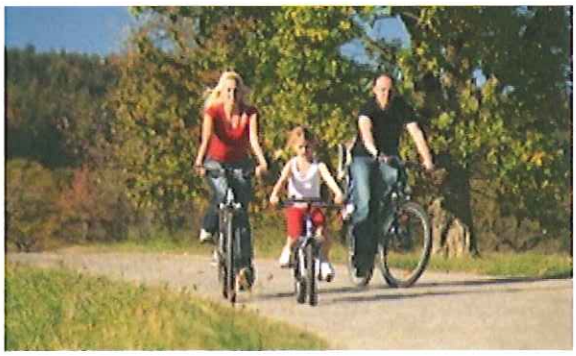
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components.
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

ON-SITE MANAGEMENT SERVICES

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

DEVELOPMENT CODES

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations - Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration



McKENNA QUALITY ASSURANCE AND MANAGEMENT

Quality assurance is accomplished around 10 core quality management elements, or critical success factors. Under the direction of a Project Director, McKenna's Project Manager will accomplish these elements of managing projects.

Quality Elements:

1. **Client Service** – Building partnerships and satisfying client expectations.
2. **Client/Project Team** – Project manager-led teams with project role, and allocating resources.
3. **Scope/Deliverables** – Identifying and tracking fulfillment of project scope and deliverables.
4. **Work Tasks** – Identifying and monitoring work tasks and work flow.
5. **Schedule** – Identifying time frames and milestones, and progress reports with client.
6. **Cost Accounting** – Project Manager establishes budgets, invoicing and monitoring plan with Project Director.
7. **Contracts/Negotiations** – Preparing contracts, subcontracts and any amendments.
8. **Technical/Production/Communication** – Meeting technical and document production and communication requirements.
9. **Quality Management** – Project Director manages the quality of our services including sub-consultants.
10. **Communications/Meetings** – Ensuring ongoing formal communication with client and team.

McKenna carries out our quality management in three primary areas:

- Quality through project performance
- Quality through individual performance
- Project-specific quality management

Project Director and Manager - Each Project Manager has more than 5 years' experience and tailors the program for each project individually, to ensure the standard of quality established by each client is achieved. The program is flexible, and can be adapted to meet the needs of large or small projects, and cross discipline lines.

Accountability - Communication is a most effective element in producing a successful project. Project teams hold regular work plan reviews with the project manager, task assignees, the department heads and others with a role in the project. Accountabilities are clearly identified and communicated, so that each project team member knows what is expected.

Targets - McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

Effectiveness - The effectiveness of our overall Quality Management Program demands that all personnel are aware of the professional, technical and ethical requirement of each project. Responsibility for implementation of the plan is team-wide under the direction of the Project Director. The Project Manager addresses the short- and long-term issues underlying the project. Project Managers also develop technical standards for the project, and procedures for implementing quality management, including a plan for timely completion of the project, while maintaining professional performance levels.

Client Satisfaction - A client satisfaction form will be provided at significant milestones as a quality control measure. Our level of performance will be graded and McKenna will make adjustments as requested by the City.

2/4/13
wsz

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE PAYMENT FOR THE EMERGENCY INSTALLATION OF A 16-INCH VALVE ON 44TH STREET

WHEREAS:

1. On January 3, 2013, a sixteen-inch watermain failed on 44th Street, which led to the identification of a broken 16-inch valve.
2. In order to restore water service, a 16-inch valve had to be installed under emergency conditions.
3. The valve was installed by AVT Services Technologies, LLC for $25,000.
4. Sufficient funds are available in the Water Fund, Transmission and Distribution Main, Repairs and Maintenance Account, 591-441-56200-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes the payment of $25,000 to AVT Services Technologies, LLC.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: January 29, 2013

SUBJECT: Authorization of Emergency Repair, 44th Street Watermain

FROM: Scott Zastrow, Assistant Director of Public Works

Date of Meeting: February 4, 2013

RECOMMENDATION

It is recommended that the City Council authorize payment of $25,000 to AVT Service Technologies, LLC for the emergency installation of a 16-inch valve on 44th Street.

SUSTAINABILITY CRITERIA

Environmental Quality
The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. The City provides safe drinking water through the water supply system.

Social Equity
The maintenance of the water supply system within the City provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the City's water supply system.

Economic Strength
Repairing the water supply system insures the City's economic vitality. The City's water supply system is a vital economic and public safety resource.

DISCUSSION

On January 3 a 16-inch watermain failed on 44th Street. The watermain failure led to the discovery of a broken 16-inch valve. The location of the valve prevented the water supply system from being shut down. Because of the valve's location, a valve needed to be installed adjacent to the broken valve by a contractor under an emergency condition.

The installation of a valve into a live watermain is a very unusual task that requires specialized equipment and training. AVT Services Technologies, LLC was hired to install a new valve into the live watermain. The cost of the valve installation by AVT Services Technologies, LLC was $25,000.

Upon the completion of the valve installation by AVT Services Technologies, LLC, the Public Works Department's staff was able to complete the repair of the 16-inch watermain. Five additional contractors provided additional services to the City in the completion of the repair.

The total cost of all the contractors amounted to $44,111.10. AVT Services Technologies, LLC bill of $25,000 was the only bill to exceed the $8,500 spending limit for outside services, which needs the City Council's review and approval.

BUDGET IMPACT

Sufficient funds are available in the Water Fund, Transmission and Distribution Main, Repairs and Maintenance Account, 591-441-56200-930.000.

2/4/13
WDD:wsz

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF A
PICK-UP FROM SIGNATURE FORD

WHEREAS:

1. Signature Ford offers pick-ups and SUV's for sale under the State of Michigan MIDeal purchasing program and a Macomb County bid.
2. A pick-up has been identified by the Utilities Department as needing to be replaced due to numerous repairs and lack of reliability.
3. Sufficient funds are available in the Depreciation and Reserve account 662 441 58500 985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of one Ford F-150 pick-up from Signature Ford in the amount of $20,963.

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: February 4, 2013.

_____
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

Staff Report

Date: January 2, 2013

Subject: Early Replacement of Vehicle #308

From: Tom Kent, Deputy Director of Public Works

Recommendation: Because of numerous repairs and a lack of reliability, I am recommending that we replace a 2008 GMC Canyon pickup truck used by the Operations Group at the Clean Water Plant twenty seven months prior to the end of its normal replacement schedule of eighty four months.

Sustainability Criteria:

Environmental Quality – We believe that the replacement of this particular pickup truck with one that is more robust and reliable will be a better use of resources in the long term.

Social Equity – There is no impact on social equity.

Economic Strength – The decision to replace the current 2008 GMC Canyon is based upon the poor reliability and the service record of the current vehicle. Many of the previous mechanical problems with this vehicle were significant but were covered under the manufacturer's warranty. The truck continues to exhibit mechanical/electrical problems and a lack of reliability but the warranty coverage has expired. We feel it is in the City's best interest to replace the vehicle ahead of the normal replacement schedule rather than continue to incur the repair costs and suffer through continued reliability problems for an additional twenty seven months.

Discussion:

The operations work group at the Clean Water Plant uses vehicle #308, a 2008 GMC Canyon 4X4 pick-up on the plant site to move from building to building to perform their operational tasks and to conduct their routine plant monitoring rounds. Therefore, this truck is in use on a 24 hour/7 day/week basis. This truck is rarely driven outside of the plant and has relatively few miles on it (approximately 20,000); however, because of the nature of its use, it has considerable "operational hours" on it.

During the course of its life here at the CWP, this truck has not been reliable, has required frequent service and has required major mechanical repairs, although to date, most of the repairs have been covered under the manufacturer's warranty. The vehicle is currently beyond its warranty period. Unfortunately, the truck continues to exhibit a variety of performance, mechanical and electrical problems which seem to indicate that we will continue to experience many of the same issues that have plagued the vehicle since first being put into service. In an effort to avoid high maintenance costs and

the lack of reliability, we are seeking to replace this vehicle now rather than keeping it for the typical service cycle.

Based upon our experiences, we also believe we will be better served by replacing this vehicle with a more durable regular cab Ford F-150 short box, 4X4 pickup with a V-6 motor. Our experience with this product is favorable as we have a number of similar units performing reliably throughout the variety of City operations. We will also be seeking to have an hour meter installed in the new vehicle so that we can more accurately monitor the true usage of the new vehicle.

Budget Impact:

Signature Ford offers the vehicle under the State of Michigan MIDeal purchasing program for $20,963.00. Sufficient funds are available in the Motor Pool, Depreciation and Reserves, Capital Outlay Account 662 441 58500 985000.