

GARLAND S. DOYLE, M.P.A.

Interim City Clerk

FOIA Coordinator

SHEILA GRANDISON

Deputy City Clerk



OFFICE OF THE CITY CLERK

47450 Woodward Avenue

Pontiac, Michigan 48342

Phone: (248) 758-3200

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NOTICE OF PONTIAC CITY COUNCIL MEETING

March 31, 2020

at 6:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY

The City Council of the City of Pontiac will hold a formal meeting on March 31, 2020 at 6:00 p.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-15. The agenda of the study session is attached Pursuant to Executive Order 2020-15, the Pontiac City Council gives notice of the following:

1. **Reason for Electronic Meeting.** The Pontiac City Council is meeting electronically because Executive Order 2020-15 requires that City Hall be closed to the public on the date of the meeting. Therefore, the public cannot be physically present and provide comment in City Hall.
2. **Procedures.** The public may view the meeting electronically through the following method.

<http://pontiac.mi.us/council/pontiac/v/index.php>
3. **Public Comment.** For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us no later than 5:30 p.m. on March 31, 2020. Public comments are limited to three (3) minutes. The City Clerk will read your comments during the public comment section of the meeting.
4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify the Interim City Clerk, Garland Doyle at (248) 758-3200 or clerk@pontiac.mi.us at least 24 hours in advance of the meeting.

Dated 3-25-2020, 1:30 p.m.

Garland S. Doyle, Interim City Clerk
City of Pontiac
47450 Woodward Ave.
Pontiac, MI 48342
Phone: (248) 758-3200

PONTIAC CITY COUNCIL

Kermit Williams, District 7
President
Randy Carter, District 4
President Pro Tem



Patrice Waterman, District 1
District 2
Mary Pietila, District 3
Gloria Miller, District 5
Dr. Doris Taylor Burks, District 6

It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."

Website: http://pontiac.mi.us/council/meeting_agendas_and_minutes/index.php

FORMAL MEETING

March 31, 2020

6:00 P.M.

145th Session of the 10th Council

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Approval of the Minutes

1. March 12, 2020

Subcommittee Reports

2. Finance- March 3, 2020

Discussion

City Council

3. Changing the time of City Council Meetings on Tuesdays from 6:00 p.m. to 12:00 p.m. (Noon) until the pandemic is lifted.

Recognition of Elected Officials

Agenda Address

Resolutions

Department of Public Works (DPW)

4. Resolution to approve contract with the Detroit Regional Convention Authority to operate the Phoenix Center Parking Deck Operations in the amount of \$19,000, commencing March 1, 2020.

Garland S. Doyle, M.P.A., Interim City Clerk

Office of the City Clerk 47450 Woodward Pontiac, Michigan 48342 Phone (248) 758-3200

Website: <http://pontiaccityclerk.com>

Finance

5. Resolution to authorize the Mayor to recruit candidates for the vacant Finance Director Position, between the salary range of \$110,000.00 and \$120,000.00.

Mayor's Office

6. Resolution to approve the calendar schedule for the timing of performance, as provided by AUCH Construction, is amended to reflect March 3, 2020 as the date approval of Architectural and Engineering Services, May 10, 2020 as the estimated date for completion of core Design Services, and July 15, 2020 as the estimated date for completion of bid packages outlining preliminary scope of work.
7. Resolution to Vacate a portion of Highwood Blvd Right-of-Way between 3rd and 4th Avenue

Ordinance

Planning

8. Introduction of an Ordinance the "City of Pontiac Tax Exemption Ordinance for Glenwood Senior Apartments located at 191 N. Glenwood Avenue (First Reading).. This is The Wallick Communities' request for a PILOT for Glenwood Senior Apartments.

Communications from the Mayor

9. Status Update Census 2020
10. Trash Collection Update

Communication

11. Notice Regarding Services Provided by Oakland County Water Resource Commissioner

Special Presentations (Presentations are limited to 10 minutes.)

12. Coronavirus Update.
Presentation Presenter: Mayor Waterman.
13. Legal Update: City of Pontiac v. Mayor Waterman, et. al.
Presentation Presenter: City Attorney, Anthony Chubb

Public Comment

Mayor, Clerk and Council Closing Comments

Adjournment

#1

MINUTES

March 24, 2020 Study

**Official Proceedings
Pontiac City Council
144th Session of the Tenth Council**

Call to order

A Study Session of the City Council of Pontiac, Michigan was called to order electronically on Tuesday, March 24, 2020 at 6:00 p.m. by Council President Kermit Williams.

Roll Call

Members Present: Carter, Pietila, Waterman, and Williams.

Members Absent: Miller and Taylor-Burks.

Mayor Waterman was present.

Clerk announced a quorum.

Authorization to Excuse Councilmembers

20-105 **Excuse Councilmembers Gloria Miller and Doris Taylor-Burks for personal reasons.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Ayes: Pietila, Waterman, Williams and Carter

No: None

Motion Carried.

Moment of Silence in remembrance of Councilman George Williams

Councilmember Taylor Burks arrived at 6:06 p.m.

Amendments to and Approval of the Agenda

20-106 **Motion to remove Coronavirus Update from Mayor Waterman.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, K. Williams, and Carter

No: None

Motion Carried.

20-107 **Approval of the Agenda as amended.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Ayes: Taylor-Burks, Waterman, K. Williams, Carter, and Pietila

No: None

Motion Carried.

March 24, 2020 Study

Approval of the Minutes

20-108 **Approve meeting minutes for March 24, 2020.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Ayes: Waterman, K. Williams, Carter, and Taylor-Burks

No: None

Abstain: Pietila

Motion Carried.

Public Comment

One individual submitted a public comment that was read by the City Clerk.

Councilmember Miller arrived at 6:29 p.m.

Rules Suspended

20-109 **Suspend the rules to vote.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks, and Waterman

No: None

Motion Carried.

City Clerk

20-110 **Refer Resolution to approve a budget amendment for fiscal year 2019/2020 General Fund 101 Medical Marihuana Applications Dept (255) to the Finance Subcommittee Meeting on April 14, 2020.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks, and Waterman

No: None

Motion Carried.

Rules Suspended

20-111 **Suspend the rules to vote.** Moved by Councilperson Pietila and second by Councilperson Miller.

Ayes: Carter, Miller, Pietila, Taylor-Burks, Waterman, and K. Williams

No: None

Motion Carried.

City Council

20-112 **Resolution to approve a budget amendment for fiscal year 2019-2020 to allocate a total of \$50,000.00, from the General Fund's City Council budget account 101-101-808.101, District Projects, to account 101-101-804.000, Legal Services.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

March 24, 2020 Study

WHEREAS, the Pontiac City Council approved the FY 2019-2020 budget on June 25, 2019; and,
WHEREAS, the adopted FY 2019-2020 budget included allocating \$30,000.00 to the General Fund's City Council budget account 101-101-804.000, Legal Services; and,
WHEREAS, on September 24, 2019, the City Council passed resolution 19-485 (5-1), to authorize Clark Hill PLC to initiate legal action on behalf of the City Council against Mayor Waterman and all other individuals necessary to enforce the City Council's express rights under the City Charter, including the right to adopt resolutions which have the effect of modifying or changing City Ordinances, and to declare the powers and responsibilities of the City Council, the mayor and the Clerk under City Charter; and,
WHEREAS, the budgeted funds that were allocated for legal services have been expended; and,
WHEREAS, City Council's budgeted funds previously allocated in the General Fund's City Council District Projects account 101-101-808.101 has suitable funds to cover any remaining unfunded balance in account 101-101-804.000, Legal Services; and,
WHEREAS, the City Council requests a transfer of \$50,000.00 from account 101-101-808.101, District Projects to account 101-101-804.000, Legal Services.
NOW, THEREFORE BE IT RESOLVED the Pontiac City Council hereby approves a budget amendment for fiscal year 2019-2020 to allocate a total of \$50,000.00, from the General Fund's City Council budget account 101-101-808.101, District Projects, to account 101-101-804.000, Legal Services.

Ayes: Miller, Pietila, Taylor-Burks, Waterman, K. Williams, and Carter

No: None

Resolution Passed.

Rules Suspended

20-113 **Suspend the rules to vote.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks

Ayes: Pietila, Taylor-Burks, Waterman, K. Williams, Carter, and Miller

No: None

Motion Carried.

Department of Public Works (DPW)

20-114 **Resolution to authorize Mayor to enter into an as-needed agreement with RNA FM for both landscape and snow removal services for the designated areas commencing April 15th 2020.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

WHEREAS, The Department of Purchasing combined both landscape and snow removal services into one RFP. The Department of Public Works received two bids and interviewed two vendors. The decision was made to recommend RNA FM based on their capacity and competency to handle the services as laid out in the RFP.

NOW, THEREFORE, BE IT RESOLVED, The Pontiac City Council authorized the Mayor to enter into an as-needed agreement with RNA FM for both landscape and snow removal services for the designated areas commencing April 15th 2020.

Ayes: Taylor-Burks, Waterman, K. Williams, Carter, Miller, and Pietila

March 24, 2020 Study

No: None

Resolution Passed.

Rules Suspended

20-115 **Suspend the rules to vote.** Moved by Councilperson Miller and second by Councilperson Pietila.

Ayes: Waterman, K. Williams, Carter, Miller, Pietila, and Taylor-Burks

No: None

Motion Carried.

Department of Public Works (DPW)

20-116 **Resolution to authorize the execution of a quit claim deed to Oakland Hope, a Michigan non-profit corporation for a portion of tax parcel 14-17-201-031.** Moved by Councilperson Carter and second by Councilperson Taylor-Burks.

WHEREAS, City Administration received a request from Oakland Hope, a Michigan non-profit corporation, that the City grant Oakland Hope a quit claim deed to a portion of a parcel located at the southeast corner of Walton Boulevard and Baldwin Avenue (part of Tax Parcel 14-17-201-031).

WHEREAS, the overall parcel has been a commercial retail strip center for more than 50 years and during Oakland Hope's acquisition of the shopping center from Kosma Enterprises (successor in interest to operator of Atlas Supermarkets, Inc.), a defect in title was discovered and the City is shown as the owner of record for a small portion of the shopping center.

WHEREAS, historically, the City owned a 16' wide alley running east to west (from Price Street to Baldwin) through the middle of the overall parcel as well as an alley running north to south from Walton Blvd. to the 16' wide alley. The alleys were vacated by Council action, with the last action being taken on May 18, 1971.

WHEREAS, it does not appear that a deed was ever recorded from the City to Atlas Supermarkets for the vacated alley abutting Lot 488.

WHEREAS, the Office of the City Attorney was provided with a proposed quit claim deed to convey the East 20 feet of Lot 488 and ½ adjacent vacated alley, DuPont Heights Subdivision to Oakland Hope and made certain modifications to quit claim deed all of which were approved by Marc Swoish, counsel for Oakland Hope.

WHEREAS, it is for the mutual benefit of the City and Oakland Hope for the City to convey the property in question to Oakland Hope.

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Mayor is authorized to execute the attached quit claim deed to Oakland Hope, and to take any and all other action reasonably necessary and prudent to quit claim the property to Oakland Hope.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks, and Waterman

No: None

Resolution Passed.

March 24, 2020 Study

Rules Suspended

20-117 **Suspend the rules to vote.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: Carter, Miller, Pietila, and Taylor-Burks

No: K. Williams and Waterman

Motion Carried.

Department of Public Works (DPW)

20-118 **Resolution to support MDOT's reconfiguration of the Woodward Avenue Widetrack Loop proposal.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

WHEREAS, on January 27, 2020, the Pontiac City Council held a special meet to meet with MDOT Official's to discuss the Woodward Avenue Widetrack Loop Conversion Proposal.

WHEREAS, the Woodward Avenue Widetrack Loop Conversion proposal will promote livability and placemaking by improving accessibility and connectivity between the downtown business district and adjacent neighborhoods.

WHEREAS, this proposal is consistent with Pontiac's economic recovery plan entitled "Pontiac Moving Forward," and supports the recommendations of multiple studies, community charrettes, and assessments completed by the City of Pontiac to determine the benefit and effect of the Widetrack Loop conversion.

WHEREAS, the City acknowledges the projected effects on traffic flow, congestion and access brought forth in the previous studies, and accepts the following substantial benefits provided by the proposed two way conversion as providing a greater benefit and alternative to the City:

- Reduce the barrier effect the existing wide one-way streets provide today
- Eliminate the existing circuitous routing to provide more travel paths and make the street system less disorienting for motorists.
- Provide on-street parallel parking opportunities using some of the excess pavement width
- Provide opportunities for beautification and traffic calming by introducing narrow median islands.
- Increase pedestrian safety and comfort by reducing vehicle speeds.
- Create economic opportunities by encouraging motorists to slow-down and stop in the City.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Pontiac City Council fully support the Michigan Department of Transportation's (MDOT) proposed conversion \$19 million of the Woodward Avenue Widetrack Loop.

Ayes: Waterman and K. Williams

No: Carter, Miller, Pietila, and Taylor-Burks

Resolution Failed.

Rules Suspended

20-119 **Suspend the rules to vote on Agenda Items #9 and #10.** Moved by Councilperson Pietila and second by Councilperson Waterman.

March 24, 2020 Study

Ayes: Miller, Pietila, Taylor-Burks, Waterman, K. Williams, and Carter

No: None

Motion Carried.

Finance

20-120 **Resolution to approve the budget amendments to transfer \$249,405.00 from the Major Street Fund balance and \$700,931.00 from the Local Street Fund balance to the accounts shown attached labeled Exhibit A.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Whereas, the City of Pontiac timely approved the 2019-2020 budget on June 9, 2019, and;
Whereas, the Mayor has reviewed the department of public works requests for rollover of unused appropriations in the previous fiscal year, 2018-2019, and;
Whereas, the Mayor is proposing to the City Council to increase the appropriations for the current year 2019-2020 for the funds and amounts described in exhibit A and below as necessary to complete the projects that the City Council had fully funded and approved in the last fiscal year but were not timely expended. Those amounts are:

- Major Street Fund - \$249,405
 - Public Works - \$249,405
- Local Street Fund - \$700,931
 - Public Works - \$700,931

Whereas, the increased appropriations will not cause the fund balance in any of the funds to go below the policy mandated thresholds and;
Now therefore, be it resolved that the City Council of the City of Pontiac approves the rollover budget amendments for the fiscal year 2019-2020 as requested by the Mayor and department of public works above and detailed in the attachment labeled exhibit A.

Ayes: Pietila, Taylor-Burks, Waterman, K. Williams, Carter, and Miller

No: None

Resolution Passed.

20-121 **Resolution to approve the budget amendment to transfer a total of \$312,000 from the Youth Recreation Fund balance to expenditure account 208-756-941.000 (Building and Land Rental) to cover one-year unbudgeted lease expenditures for the Pontiac Youth Recreation and Enrichment Center.** Moved by Councilperson Miller and second by Councilperson Waterman.

Whereas, the City of Pontiac timely approved the 2019-2020 budget on June 2019, and;
Whereas, the City Council approved the lease between Creative Schools Management and the City of Pontiac to lease the building located at 825 Golf Drive, Pontiac MI 48341, and;
Whereas, the terms of lease between Creative Schools Management and the City of Pontiac shall commence on July 1, 2018 and expire on June 30, 2021, and;

March 24, 2020 Study

Whereas, the lease specifies that the base rent for the building is \$26,000 per month, and \$312,000 annually, and;

Whereas, the City has not executed the purchase option during Fiscal Year 2019/2020 and continues to pay the monthly base rent amount of \$26,000 out of the un-budgeted line item within its special revenue fund 208 Youth Recreation, this unbudgeted line item is account 208-756-941.000 Services – Building & Land Rental

Whereas, the total amount the City is liable for during its Fiscal Year 2019/2020 is \$312,000, and;

Whereas, the Mayor is proposing to the City Council to approve a budget amendment that will take \$312,000 out of the Youth Recreation fund balance and increase the expenditure account 208-756-941.000 Services – Building and Land Rental,

Now therefore, be it resolved that the City Council of the City of Pontiac approves the Youth Recreation amendment requested by the Mayor above.

Ayes: Taylor-Burks, Waterman, K. Williams, Carter, Miller, and Pietila

No: None

Resolution Passed.

Rules Suspended

20-122 **Suspend the rules.** Moved by Councilperson Waterman and second by Councilperson Miller.

Ayes: Waterman, K. Williams, Miller, Pietila, and Taylor-Burks

No: Carter

Motion Carried

Planning

20-123 **Resolution to approve the Redevelopment ‘Bistro’ Liquor License, for the Alley Cat Café, 31 N. Saginaw.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, The Alley Cat Café, Parcel 64-14-29-433-015, 31 N. Saginaw St., has made petition for a Specially Designated Distributor (SDD) and Specially Designated Merchant (SDM), ‘Bistro’ License, and whom meets eligibility requirements for licensure issuance under the MCL 436.1521a (1)(b) and;

Whereas, The City of Pontiac Planning Commission unanimously approved a Special Reception Permit at the March 4, 2020 meeting, that the Bistro Liquor License for the Alley Cat Café, at 31 N. Saginaw, be approved for License issuance, and;

Whereas, The Alley Cat Café, 31 N. Saginaw St., shall comply with the City of Pontiac Ordinance 2366 to Allow for Redevelopment Liquor Licenses and Conditions for Issuance and Operations of the petitioned Specially Designated Distributor (SDD) and Specially Designated Merchant (SDM) ‘Bistro’ License and the MCL 436.1521a (1)(b) and;

Therefore be it resolved, as recommended by the Planning Commission at the meeting held on March 4, 2020, recommendation for approval of the Specially Designated Distributor (SDD) and Specially Designated Merchant (SDM) ‘Bistro’ License on behalf of the petitioner, The Alley Cat Café, 31 N. Saginaw St., Parcel No. 64-14-29-433-015 and further recommends this application be considered for approval by the Michigan Liquor Control Commission.

March 24, 2020 Study

Ayes: K. Williams, Miller, Pietila, Taylor-Burks, and Waterman
No: Carter
Resolution Passed.

Adjournment

Council President Kermit Williams adjourned the meeting at 8:10 p.m.

GARLAND S DOYLE
INTERIM CITY CLERK

#2

SUB

COMMITTEE

REPORT

FINANCE SUBCOMMITTEE NOTES

March 3, 2020

In attendance:

Council members: Chairperson Patrice Waterman, George Williams and Gloria Miller

Mayor: Deirdre Waterman

Deputy Mayor Jane Bias-DiSessa

Plante Moran, CPA: Irwin Williams

Interim City Clerk: Garland Doyle

Interim DPW Director: Dan Ringo

City Attorney: Anthony Chubb

Legal Counsel: Matt Gibb

City Planner: Vern Gustafsson

Wade Trim: Charles Smith

Building Official: Mike Wilson

Start time: 4:02 p.m.

New Business

1. Interim City Clerk’s Wish list

a. New precinct signs for all precincts (31 sandwich board signs)	\$2,713.34
b. Voter engagement funds:	
-Engage voters like in Troy. Vote First! Our community matters pop-up city clerk offices/community forums to engage voters	\$10,000.00
- Election newsletter for primary and general elections will include a sample ballot (printing and postage)	\$25,000.00
c. I voted stickers. In Ann Arbor there is a contest in order to engage the community	\$500.00
d. Color Printer	\$659.99
e. Election Assistant-Part-Time 15/hr. x 40/wk. July-November	\$10,800.00
Total:	\$49,673.33

2. 2020-2021 Budget Calendar has been set

- The budget process starts earlier this year. There was a charter amendment that was not codified until recently.
- Mon, March 2, 2020: BS & A opened to department heads to input budget requests for 2021-2025.
- Fri, March 13, 2020: Department heads complete entering budget requests (deadline for entry).
- Mon, March 16- Tues, March 31, 2020: Finance reviews budget requests.
- Wed, April 1, 2020: Finance presents budget requests to the Mayor for review.
- Thurs, April 2- Fri, April 17, 2020: Mayor meets with Department heads to balance the budget.
- Mon, April 20, 2020: Mayor returns balanced budget to finance.
- Monday, April 21- 30, 2020: Finance reviews the balanced budget and prepares for Council, Mayor reviews.
- Fri, May 1, 2020: Mayor submits budget to Council.
- Sat May 2-Thurs. May 28, 2020: Mayor and Council hold meetings to discuss the budget.
- Tues, May 19, 2020: Council establishes public hearing on budget and tax rates for June 2, 2020.
- Fri, May 29, 2020: Public notice on hearing of budget and tax rates to be published in Oakland Press.
- Tues, June 2, 2020: Public hearing on budget and tax rates. Tax rates to be approved for bills to be mailed.
- Tues, June 9, 2020: Formal meeting, last date per the charter budget can be adopted.

3. New Business Cont.

Business plan for Phoenix Center completed.

Purchasing policies are being updated

Request for PILOT Glenwood Senior Apartments being analyzed (McCarroll School, Glenwood & Montcalm).

Looking at other nine PILOTS. Call county for assessed values

In the process of setting medical marijuana budget with the City Clerk. The Clerk will request that the matter be deferred.

Review of Finance Report Summary

Page 99:

Total assets \$49,455,260.71

General Fund Balance review:

Fund Balance as of 07/01/2019	\$18,585,011
Phoenix Center Settlement Payment	\$(2,800,000)
Non-Spendable Fund Balance	\$(30,209)
Committed for Youth Center Purchase	\$(3,200,000)
Net Revenues Over Expenditures	\$ 6,987,559
Unassigned Fund Balances as of 01/31/2020	\$19,542,361

• The general fund unassigned fund balance as of 6/30/2019 was \$12.55 million. The current balance sheet of 1/31/2020 reports an increase of fund balance of approximately \$6.98 million resulting in an unassigned fund balance of \$19.54 million. This increase is due to greater than expected receipts from property taxes and income taxes and income taxes. • The total general fund balance, as of January 31, 2020 is \$25,572,570. Of this total, \$32 million is committed for the Youth Center and \$2,800,000 has been assigned for the Phoenix Center settlement payments, leaving a reported unassigned fund balance of \$19.54 million.

• Income Tax Collections, current fiscal year vs prior fiscal year. Income taxes collected thru January 31, 2020 were \$8,272,380.65 compared to \$7,624,551.49 in January 2019 and increase of \$647,829.16 or 8.5%.

• Property tax collections as of 1/31/2020 shows a total amount of City millages, plus fees and penalties collected as \$11,78,976 vs \$13,414,371 billed which is approximately 87.86%.

• Expenditures for the first seven months (58.74%) of the year are tracking within budget except for the following:

A. General Fund

1. Attorney at 105% of budget:

- The budget was cut in half the prior year
- Phoenix Center Legal fees in parking garage fund eliminated by Council this fiscal year
- District Court prosecutions higher than budgeted

2. Fire Dept at \$74.33% of budget.

- Quarterly payment of \$1,946,835 for Jan-March booked in Dec.

3. Street Lighting \$64.533% of budget

- Expenditures slightly higher than budgeted.

B. Local Streets Fund

-75.82% of budget. Budget amendment rollover of \$700,929 for projects approved by council in prior year has not been approved.

C. Drug Enforcement Fund

-70.22% of budget. Under budgeted cell phones. However, fund balance in this fund is over \$227,000 and expenditures are restricted as to use.

D. Capital Improvements Fund

-70.50% of budget. Timing differences 50th District Court House renovations expenditures completed ahead of schedule.

-Unbudgeted repair or mausoleum-Ottawa Cemetery \$28,000

-Unbudgeted repairs replacement of boilers @ 3 fire stations \$69,770.

4. Architecture/Engineering RFP Phoenix Center

• The City contracted with AUCH Construction to facilitate a sealed bid process to secure proposals for professional architect and engineering services for the next step in meeting the terms and requirements for rehabilitation of the Phoenix Center.

• There were 8 proposals and the final 2 were Desman and IDS.

- a. **Desman**- did not follow the RFP and did not have an early bid package to expedite ordering of long lead materials. The result would likely lead to an extended schedule, change orders and higher costs. The bid price was slightly loser, but the bid would likely increase costs to the project.
- b. **IDS**- recommended to the Mayor and Council for approval. IDS provided a very specific approach that was in line with the needs of the Phoenix Center and the City. Recognized the structural issues and 5,000 hours over the 3,000 hours.

- The request is a contract for \$659,000 with a not to exceed cost of reimbursable expense of \$13,000.
- There was an email sent from Desman indicating that the process was not fair and should be.
- The contract can be paid from the surplus in the general fund.
- This will open up the time for communication.

* A notice was received today and sent from Maddin Hauser Roth & Heller PC. The letter was addressed to John Balint, Director of Public Works dated February 10, 2020. If the City were in a position to default, there might be a sizeable penalty.

5. Phoenix Center Maintenance Contract

- The contract is for 9 months and is for \$19,000.00
- There is a significant monthly savings.
- Any profits from the parking deck will be split 50% between the Authority and the City and shall be calculated based on the net Parking Deck revenue less any costs incurred by the Authority for performance of the Management Services.

6. Extension of Wade Trim Contract

- Currently, the staff is at capacity. More people need to be added. It is first come, first service for inspections.
- There have been several big projects, Williams International, M1 and United Shore.
- Since 2011, trade inspections have been twice per week and it should be five days per week to be competitive.
- Amazon is on a strict time line. The project is approximately \$271.6 million and will require significant additional inspections including, building, electrical, mechanical, plumbing inspectors and administrative staff.
- The building permit fees for the 2 buildings is \$1,610,300 inclusive of plan review fees and the project administration fees, \$965,000.00.
- Building permit fees are a pass thru.
- Five full-time people are needed.
- This would assist with other projects, not just Amazon and currently there are 17 others.
- This is the largest boom in a long-time.

7. Phoenix Center Management Contract

Not discussed

8. TJA Staffing Services/Finance Director

- The service was engaged to assist in filling several positions over a year ago, including a Finance Director.
- The contract with the City provides that if a position becomes vacant within 6months, the company will not charge for finding additional candidates.
- Discussion and handouts provided reflecting salaries of finance directors in other cities.
- Currently, the salary is set at \$50,000.00 and it was suggested that the current rate is not sufficient and should be increased to \$125,000.00 in order to be competitive.
- The subcommittee to review at the next meeting.

Adjourned: 5:20 p.m.

#4

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Mayor, Council President and City Council Members

FROM: Jane Bais-DiSessa, Deputy Mayor, at the request of Dan Ringo, Interim Director of Public Works

DATE: February 11th 2020

RE: **Resolution to Approve Detroit Regional Convention Authority to operate and maintain the Phoenix Center Parking Deck Operations in an amount not exceed \$19,000.00**

The Department of Public Works has coordinated with and discussed the operations and maintenance of the Phoenix Center with the Detroit Regional Convention Authority, a Wayne County Public Authority. Through our discussions and meetings, a proposal was submitted to assist the City with the pending operations and maintenance obligations stated in the Settlement Agreement. This is a short term contract to assist the City with the operations and maintenance until such time as we are able to either hire in-house staff or publically advertise and bid the work once the structure is fully operational.

The proposal contract provided herein will reduce the cost to the City from what we are currently paying Ottawa Towers to maintain the structure.

The Department of Public Works is requesting that the City of Pontiac enter an agreement with the Detroit Regional Convention Authority to operate the Phoenix Center Parking Deck Operations.

WHEREAS, The Department of Public Works have met with officials of the DRCA and found their organization to have the organizational knowledge and experience to operate the parking deck for the Phoenix Center until a permanent solution can be determined through a full RFP process; and

WHEREAS, The agreement has been reviewed and approved by the City Attorney; and

**NOW, THEREFORE, BE
IT RESOLVED,**

The Pontiac City Council authorized the Mayor to enter into an agreement with Detroit Regional Convention Authority for the amount of \$19,000 for operating the Parking Deck of the Phoenix Center commencing March 1st 2020.

dr

Attachments.

MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR MANAGEMENT AND OPERATION OF
PHOENIX CENTER PARKING

This Memorandum of Understanding and Agreement for Management and Operation of the Phoenix Center Parking (“Memorandum of Understanding”), dated this 1st Day of December, 2019, is by and between the Detroit Regional Convention Facility Authority, One Washington Blvd, Detroit, Michigan 48226 (“Authority”) and the City of Pontiac, 450 E. Wide Track Drive, Pontiac, Michigan 48342 (“City”).

IT IS HEREBY UNDERSTOOD AND AGREED that the Authority is a municipal public body corporate and politic and a metropolitan authority established by Act 554, Michigan Public Acts, 2008, as amended.

IT IS FURTHER UNDERSTOOD AND AGREED that the City is a municipal corporation operating under a City Charter pursuant to the Home Rule City Act, Act 279 of 1909, as amended.

IT IS FURTHER UNDERSTOOD AND AGREED that the City is the owner of the Phoenix Center Parking Pontiac, MI 48342 (“Parking Deck”).

IT IS FURTHER UNDERSTOOD AND AGREED that the Authority has extensive experience and expertise in the operation and management of parking operations for the TCF Convention Center located in Detroit, Michigan (formerly COBO Center).

IT IS FURTHER UNDERSTOOD AND AGREED that on February 11th 2020, the City approved the selection of the Authority to manage and operate the Phoenix Center Parking Deck upon reaching mutually agreeable operating guidelines, terms and conditions.

IT IS FURTHER UNDERSTOOD AND AGREED that the Authority and the City desire to enter into and be legally bound by this Memorandum of Understanding and Agreement for Management and Operation of the Phoenix Center Parking Deck.

NOW THEREFORE, intending to be legally bound hereby, in consideration of the premises and mutual agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto further understand and agree as follows:

1. Appointment. The City hereby appoints the Authority to manage and supervise, directly or indirectly, where applicable, the ongoing business operations of the Phoenix Parking Deck, and agrees that during the term of this Memorandum of Understanding, the Authority may take such actions as it deems reasonably necessary to render such management services to the City. The City shall provide capital improvements to the Parking Deck and sufficient funds for the Authority to perform the Management Services as set forth in this Memorandum of Understanding.
2. Acceptance. The Authority hereby accepts such appointment by the City and agrees to act in accordance with the duties and responsibilities set forth in this Memorandum of Understanding and to take such actions as may reasonably be required to discharge such duties and responsibilities.

3. Term. This Memorandum of Understanding shall become effective March 1, 2020 and shall expire on November 30, 2020. The Parties may mutually agree to extend the Term, with extension terms as mutually agreed upon, by either party providing written notice of intent to exercise extension option on or before June 1, 2020. Any extensions of the stated term of this Memorandum of Understanding must be made expressly, in writing, and executed by both parties.
4. City Obligations. The City shall comply with the following obligations under this Memorandum of Understanding:
 - (a) The City shall make all necessary structural repairs required to bring the Parking Deck into compliance with applicable local, state and federal health and safety regulations as set forth in Exhibit B, including, but not limited to repairs to the foundation, concrete, electrical systems, lighting, circuits, gates, stairs and elevators. It is expressly understood and agreed that the City and Authority will collaborate on construction schedules in an effort to continue efficient operation of the Parking Deck throughout the Term of this Memorandum of Understanding;
 - (b) The City shall grant the Authority access and use of any existing management, financial and/or accounting system(s) used to operate the Parking Deck. If such systems do not exist, the Authority will obtain such systems as it deems appropriate to operate the Parking Deck. Any systems obtained by the Authority will remain the property of the Authority throughout the Term of this Memorandum of Understanding;
 - (c) The City shall provide adequate security for the Facility as determined by the Authority, including, but not limited to, mobile patrol by the Oakland County Sheriff; and
 - (d) The City shall provide ten thousand dollars (\$10,000.00) in up front working capital for the Authority to initiate the duties as set forth in this Memorandum of Understanding and pay expenses associated with operation of the Parking Deck, including maintenance fees and supplies/incidentals as set forth in Exhibits A and B. The working capital will remain the property of the City and shall be returned to the City at the conclusion of the Term of this Memorandum of Understanding. It is expressly understood and agreed that the City shall remain solely responsible for paying all utility expenses associated with operation of the Facility during the Term of this Memorandum of Understanding.
5. Parking Deck Management Services. The Authority shall provide all labor personnel necessary to manage and operate the Parking Deck, including a parking manager, parking attendant(s) and maintenance staff. The Authority shall also provide general management advice with respect to the following:
 - (a) Financial matters including, cash flow management, accounting and data processing systems and procedures, budgeting, equipment purchases, business forecasts, capital expenditures and annual budgets and projections;
 - (b) Administration and operation matters including research, marketing and promotion;
 - (c) Management of Authority personnel assigned to the Parking Deck; and

- (d) Design and implementation of Parking Deck renovations and construction of capital improvements.

6. Insurance and Indemnification.

- (a) The City shall be responsible for maintaining insurance to cover the real property and structure of the Parking Deck, as well as all fixtures belonging to the City. The City shall name the Authority as an additional insured on all applicable policies that the City maintains relative to the Parking Deck.
- (b) The Authority shall be responsible for maintaining insurance to cover all business personal property belonging to, procured by, and/or leased by the Authority, and the Authority shall also be responsible for maintaining worker's compensation insurance for Authority employees assigned to the Parking Deck.
- (c) The City shall, at its own expense, secure and deliver to the Authority, and shall keep in force at all times during the Term, the following insurance policies which shall name the Authority as an additional insured, in form acceptable to the Authority. The City's insurance policies shall be primary over any policies the Authority may have.

6.1 Types of Insurance.

- 6.1.1 Commercial general liability insurance policy in an amount of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. Coverage should include premises/operation, products/completed operation, personal and advertising injury, contractual liability and fire damage legal liability.
- 6.1.2 Excess liability insurance in an amount not less than Ten Million Dollars (\$10,000,000) for each occurrence; this coverage is to provide excess limits over the commercial general liability, commercial automobile liability, workers compensation, and employers' liability.
- 6.1.3 Comprehensive automotive bodily injury and property damage insurance covering all vehicles whether owned or non-owned by City or operated by Authority's Employees or on behalf of the City in the performance of the Services, with a combined single limit of not less than One Million Dollars (\$1,000,000).
- 6.1.4 Employers' liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for each accident.
- 6.1.5 Workers compensation insurance for City Employees assigned to the Parking Deck, as required by all applicable laws;

6.2 General Insurance Requirements. All of the foregoing policies of insurance shall provide and/or include the following terms, requirements and provisions:

- 6.2.1 A valid provision or endorsement stating, "This policy will not be canceled or materially changed or altered without first giving thirty (30) days' advance written notice thereof to the Authority."
- 6.2.2 Not less than thirty (30) days prior to the expiration of any insurance policy during the Term, the City shall provide the Authority a certificate and/or policy evidencing the renewal of such policy or policies.
- 6.2.3 The coverage shall be occurrence-based, not claims made unless approved by the Authority.
- 6.2.4 The insurance described shall be obtained from one or more insurance companies duly authorized to issue such policies in the State of Michigan and carry an A.M. Best rating of at least "A XI" or a successor or substitute rating service acceptable to the Authority.
- 6.3 Minimum Requirements. The City hereby acknowledges that the insurance policy terms, limits and conditions set forth herein, constitute Minimum Insurance Requirements and shall in no way be interpreted to limit or restrict the amount of insurance that the City should secure. Nor shall the foregoing Minimum Insurance Requirements limit the liabilities or obligations of the City under this Memorandum of Understanding, including without limitation, the City's indemnification obligations set forth herein.
- 6.4 City Subcontractors. Any Subcontractor hired by the City shall include the Authority and its Directors, Officers and Employees as additional insureds under its policies in a form acceptable to the Authority. All insurance requirements set forth herein, including minimum requirements and terms related to cancellation and/or modification of insurance, shall apply to all City Subcontractors, to the fullest extent applicable to the portion of the services they provide at the Parking Deck. It is expressly understood and agreed that the requirements of Section 6.4 do not apply to the Authority as an Independent Contractor hired by the City.
- 6.5 Suspension of Services due to Lack of Insurance. The Authority shall notify the City whenever it has a reasonable belief that the City has failed to secure or maintain insurance as required by this Memorandum of Understanding. Notwithstanding any other provision of this Memorandum of Understanding, after its receipt of any such notice, the Authority and Authority Employees shall not enter the Parking Deck until the City has secured and is maintaining insurance as required by this Memorandum of Understanding. It is expressly understood and agreed that the Authority has no duty to perform or continue management services if there is a lapse in insurance as required by this Memorandum of Understanding.
- (d) Indemnification. To the greatest extent permissible by law, the City shall indemnify, defend, and hold harmless the Authority, its Directors, Officers and Employees from and against any and all losses, claims, damages and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") arising from (i) City's failure to comply with any and all federal, state, foreign, local, and/or municipal regulations, ordinances, statutes, rules, laws,

and/or constitutional provisions (collectively the "Laws") applicable to performance under this Memorandum of Understanding, (ii) any unlawful acts on the part of City, City Employees and/or City Subcontractors, (iii) personal or bodily injury to or death of persons or damage to the Parking Deck and/or property of the Authority which has been alleged to have been caused by the negligent and/or intentional acts, errors, and/or omissions, or the willful misconduct of City, City Employees and/or City Subcontractors, (iv) City's failure to pay any wages, invoices, taxes, and/or other amounts to be paid by City as and when they are due, and/or (v) the material breach or default by City, City Employees and/or City Subcontractors of any provisions of this Memorandum of Understanding, including, but not limited to the acts and/or failures to act of City, its Employees, and/or City Subcontractors in completing capital improvements, and any and all liability, statutory, or otherwise, alleged to arise from operation of the Parking Deck. To the greatest extent permissible by law, the Authority agrees to indemnify and hold harmless the City against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses which may be imposed upon, incurred by or asserted against the City where a loss is alleged to have been caused by the gross negligence and/or willful or wanton misconduct of the Authority and/or its Employees in performing Services pursuant to this Memorandum of Understanding.

(e) Survival of Indemnity. The indemnity provisions set forth in this paragraph shall survive the termination of this Memorandum of Understanding.

(f) Authority Not Responsible. The Authority shall not be responsible for any goods, merchandise, inventory or equipment owned or leased by the City and used, maintained or stored at the Parking Deck. Nor will the Authority be responsible for any damage resulting from a power failure, flood, fire, explosion, vandalism, theft, and or other causes.

7. Compensation. In consideration for the Management Services rendered by the Authority as provided in this Memorandum of Understanding, the City agrees to compensate and pay the Authority as follows:

(a) The City shall pay the Authority an annual Management Fee of \$9,000, payable in 9 equal monthly installments of \$1,000, within 30 days submission of an invoice by the Authority; and

(b) Any profit derived from the Parking Deck during the Term of this Memorandum of Understanding shall be split 50% between the Authority and the City. The Profit shall be calculated based on net Parking Deck revenue less any costs incurred by the Authority for performance of the Management Services.

8. Status as Independent Contractor. The Authority recognizes that it is being engaged as an independent contractor and not as an agent or employee of City. The Authority acknowledges that as an independent contractor it is undertaking certain risks of loss not associated with an employment relationship. Under no circumstances is the Authority considered to be the agent of the City. Except as authorized under the terms of this Memorandum of Understanding, the Authority shall have no authority to act in City's name or on its behalf or to enter into any contract or agreement on behalf

of City or to bind or obligate City in any manner whatsoever. The Authority shall be solely liable and responsible for paying its own employees, subcontractors, and agents, if any, and for paying all taxes imposed, levied or assessed by any governmental agency, as applicable, on the compensation it receives from City.

9. Subordination. This Memorandum of Understanding shall be subordinate to the Settlement Agreement and Release dated November 1, 2018, (“Release”) attached as Exhibit B. It is expressly understood and agreed that any conflicting obligations of the Parties set forth in this Memorandum of Understanding are superseded by the terms of the Release.
10. Communications and Notices. The Authority and City shall each designate in writing a person to be advised as to any and all matters under this Memorandum of Understanding. Any notices to be given hereunder by any party to any other party may be affected by personal delivery, in writing, or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing below, but each party may change its address by written notice to the other party in accordance with this Paragraph 9. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of five (5) days after mailing.

To the Authority: Detroit Regional Convention Facility Authority
One Washington Blvd
Detroit, Michigan 48226
Attn: Patrick S. Bero, CEO/CFO
With Copy to:

To the City: City of Pontiac
47450 Woodward Ave
Pontiac, Michigan 48342
Attn:
With Copy to:

11. Default. If City neglects or fails to perform its obligation to make all necessary structural repairs to the Parking Deck, reimburse the Authority or pay compensation or fees when due; if City neglects or fails to perform any other covenants or obligations set forth in this Memorandum of Understanding to be observed and performed on its part for 10 days after written notice by Authority of the default; if City makes any assignment for the benefit of creditors or a receiver or Emergency Manager is appointed for City or its property; or if any proceedings are instituted by or against City in bankruptcy (including reorganization) or under any insolvency laws, the Authority may cease Services and terminate this Memorandum of Understanding.
12. No Waiver of Rights. All waivers hereunder must be made in writing and failure by any party at any time to require any other party's performance of any obligation under this Memorandum of Understanding shall not affect the right subsequently to require performance of that obligation. Any waiver of any breach of any provision of this Memorandum of Understanding shall not be construed as a waiver of any continuing or succeeding breach of such provision or a waiver or modification of the provision.

13. Assignment. Neither party shall assign or attempt to assign any of its rights or obligations hereunder without the prior written consent of the other party.
14. Amendment and Modification. No amendment or modification of this Memorandum of Understanding shall be binding unless executed in writing by the party to be bound thereby.
15. Entire Agreement. This Memorandum of Understanding, constitutes the complete and exclusive statement of this Agreement between the parties and supersedes all prior representations, understandings, and communications, oral and written, between the parties relating to the subject matter thereof.
16. Severability. The parties expressly agree and contract that it is not the intention of either of them to violate any public policy, statutory or common laws, rules, regulations, treaties or decisions of any government or agency thereof. If any paragraph, sentence, clause, word or combination thereof in this Memorandum of Understanding is judicially or administratively interpreted or construed as being in violation of any such provision of any jurisdiction, such paragraph, sentence, word, clause or combination thereof shall be inoperative in each such jurisdiction and the remainder of this Agreement shall remain binding upon the parties and the Agreement as a whole shall be unaffected elsewhere.
17. Exclusive. This Memorandum of Understanding and Agreement for Management and Operation of Phoenix Center Parking Deck is exclusive. The City may not hire other entities to provide similar Services as being provided by the Authority hereunder.

This Memorandum of Understanding and Agreement is recognized and accepted by the undersigned as a contractual agreement and obligation bound upon the consideration of services and/or monies as described herein. The obligation of this Memorandum of Understanding and Agreement shall be performed by the undersigned or those lawfully acting on their behalf in conjunction with the completion and fulfillment of the terms, conditions and provisions as set forth, and shall be interpreted in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding and Agreement for Management and Operation of Phoenix Center Parking Deck to be signed by their duly authorized officers and representatives:

Detroit Regional Convention Facility Authority:

By _____

Date

Witness

Date

City of Pontiac:

By _____

Date

Witness

Date

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RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Jane Bais DiSessa, Deputy Mayor

CC: Honorable Mayor Deirdre Waterman, Irwin William, Interim Finance Director/Plante Moran.

DATE: March 4, 2020

RE: **Resolution to Approve the Salary Pay Range for the Finance Director Position between \$110,000.00 and \$120,000.00.**

On Tuesday, March 3, 2019, the City Council Finance Sub-Committee met with Mr. Tom Adams, President of TJA Staffing Services Inc. and Executive Staff, to discuss the present salary for the City's vacant Finance Director position.

Mr. Adams stated that he could not recruit qualified, senior financial candidates at the City's current salary of \$50,000.00. To support his statement, he presented the City Council Finance Sub-Committee with a copy of a current salary survey conducted by the Michigan Municipal League (MML). As shown on Table I below, the salary for a Finance Director/Comptroller ranged from \$100,000.00 to \$130,000.00. Also, based on the figures below, a total of \$113,004.00 was calculated as the average salary (or mean) for this position. A copy of the MML salary survey is attached for your information.

Table I: MML Salary Survey – Finance/Comptroller

<u>Municipality</u>	<u>Population</u>	<u>Budget Rev.</u>	<u>Actual Salary</u>
Pontiac	59,515	\$69,221,399	\$50,000.00
Novi	55,224	\$35,871,634	\$130,411.00
St. Clair Shores	59,715	\$40,284,594	\$115,594.00
Rochester Hills	70,995	\$24,547,900	\$112,636.00
Westland	84,094	\$68,665,664	\$111,622.00
Oak Park	29,319	\$21,564,309	\$110,510.00
Auburn Hills	21,412	\$27,964,539	\$100,257.00
Hazel Park	16,422	\$15,375,245	\$110,000.00

Based on the City of Pontiac's population size of 59,515 and budget revenue of \$69 Million, Mr. Thomas stated that a comparable salary range of \$110,000.00 to \$120,000.00 would allow him to recruit qualified candidates. As such, the following resolution is recommended for your consideration:

Whereas, a proper salary range will attract qualified candidates for the position of Finance Director for the City of Pontiac, and

Whereas, based on a recent MML compensation survey of other municipalities, it is deemed that a salary range between \$110,000.00 and \$120,000.00 is representative of the current job market.

Now therefore, the City Council authorizes the Mayor to recruit candidates for the Finance Director Position, between the salary range of \$110,000.00 and \$120,000.00.

JBD
Attachment

MUNICIPAL FINANCE DIRECTOR SALARY JUSTIFICATION

Municipal (City) Finance Directors are responsible for the city's financial health. They have broad authority in city government. As the city's chief bookkeeper, a finance director combines operational and strategic roles, manages accounting and financial control functions, and establishes a financial strategy for the profitable long-term growth of the city.

A Finance Director's salary is often figured by using data from cities with similar demographics....e.g. city population, budget revenue, # of people under their supervision, and (at times) candidates' credentials. Due to the wide authority of the position, many cities pay their finance directors increasingly higher than other department heads.

Below is a list of CURRENT salaries for some of Michigan's Municipal Finance Directors. This information was provided by the Michigan Municipal League (mml.org), a source for municipal data reporting. The data was extrapolated based on a common set of demographics reported by each municipality.

Source: Michigan Municipal League

		STATE OF MICHIGAN		SALARY JUSTIFICATION COMPARISON CHART	
		MUNICIPAL FINANCE DIRECTOR			
MUNICIPALITY	COUNTY	POSITION	POPULATION	BUDGETED REVENUE	ACTUAL SALARY
Plymouth	Wayne	Finance Director or Controller	9,132	8,985,710	42.18/Hr.
Troy	Oakland	Finance Director or Controller	80,980	DNR	DNR
Farmington Hills	Oakland	Finance Director or Controller	79,740	60,625,988	\$97,419
Huntington Woods	Oakland	Finance Director or Controller	6,238	\$8.1 million	\$91,292
Pontiac	Oakland	Finance Director or Controller	59,515	69,221,399	\$50,000
Novi	Oakland	Finance Director/Treasurer	55,224	35,871,634	\$130,411
Saint Clair Shores	Macomb	Finance Director/Treasurer	59,715	40284594	\$115,594
Rochester Hills	Oakland	Finance Director or Controller	70,995	\$24,547,900	\$112,636
Westland	Wayne	Finance Director or Controller	84,094	68,665,664	\$111,622
Oak Park	Oakland	Finance Director or Controller	29,319	21,564,309	\$110,510
Auburn Hills	Oakland	Finance Director or Controller	21,412	27,964,539	\$100,257
Hazel Park	Oakland	Finance Director or Controller	16,422	\$15,375,245	\$110,000
Roseville	Macomb	Finance Director or Controller	47,299	38,504,392	\$96,103
Gibraltar	Wayne	Finance Director or Controller	4,656	\$3,835,378	\$56,650
Lincoln Park	Wayne	Finance Director or Controller	38,144	\$23,917,831	\$72,000
Independence Charter Township	Oakland	Finance Director or Controller	34,681	7888488	\$100,255
Allen Park	Wayne	Finance Director or Controller	28,210	23,450,578	\$96,032
Monroe	Monroe	Finance Director or Controller	20,733	20,623,474	\$119,000
Fowlerville	Livingston	Finance Director or Controller	2,886	2012270	\$25,836
Ypsilanti	Washtenaw	Finance Director or Controller	19,435	14753478	\$87,630
Grosse Pointe Woods	Wayne	Finance Director or Controller	16,135	14954923	\$86,569
Highland Park	Wayne	Finance Director or Controller	11,776	11,321,924	\$60,000

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RESOLUTION

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RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Mayor, Council President and City Council Members

FROM: Jane Bais-DiSessa, Deputy Mayor, at the request of Matthew Gibb, Special Counsel for Community and Economic Development on behalf of John V. Balint, Director of Public Works/City Engineer

DATE: February 26, 2020

RE: **Resolution to Adopt new calendar schedule for Phoenix Center Project Timeline**

Based on Council action March 3, 2020, the following resolution is recommended;

WHEREAS On March 3, 2020 the City Council accepted the recommendation of the Phoenix Center Parking Garage A/E Selection Committee and awarded a contract to IDS for Professional Engineering and Architectural Services for the Phoenix Center in the amount of \$659,000 (5.68%) with Not to Exceed Cost of Reimbursable Expenses of \$13,000.

WHEREAS, the City is aware of the timing and terms of the Settlement Agreement requiring the City to perform and complete certain acts by November 1, 2020, recently receiving written notice of the same, requiring that the schedule for performance is updated.

NOW BE IT RESOLVED that the calendar schedule for the timing of performance, as provided by AUCH Construction, is amended to reflect March 3, 2020 as the date approval of Architectural and Engineering Services, May 10, 2020 as the estimated date for completion of core Design Services, and July 15, 2020 as the estimated date for completion of bid packages outlining preliminary scope of work.



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Mayor Deirdre Waterman

CC: Jane Bais DiSessa, Deputy Mayor; Irwin William, Interim Finance Director/Plante Moran; and Anthony Chubb, City Attorney.

DATE: March 4, 2020

RE: **Mayoral Report – Letter from Maddin, Hauser, Roth & Heller PC Attorney and Counselors, RE: Ottawa Tower II, LLC v. City of Pontiac, Case No. 12-130331-CH.**

As referenced above, on Tuesday, March 3, 2019, the City of Pontiac was notified that a letter from Maddin, Hauser, Roth and Heller had been sent to Mr. John Balint, former DPW Director for the City of Pontiac. Please note that although this letter is dated February 10, 2020, the Executive Office and the City Attorney did not receive this letter until the afternoon of March 3, 2020.

The purpose of this letter was to place the City of Pontiac on notice of our impending breach of this Agreement as provided in Section 6.4 of the Settlement Agreement and Release, entered into effect by the City Council as of November 1, 2018. Attorney Steven D. Sallen, reminded the City that we have seven (7) days after receipt of this letter to *"confirm in writing that the City will remedy the deficiency expeditiously within a defined time period specified in the City's written response:"*

Since the City Council's formal approval of this Agreement, I have diligently provided the Council with viable solutions supported by experienced, highly-qualified financial experts. Despite these efforts, very little action has been taken to meet our legal obligations to-date.

The City Council's inaction, poses serious financial risks to the City's overall budget, impairs current and future economic growth and development, and places a potential tax burden on Pontiac taxpayers.

A copy of this letter is attached.

JBD

Attachment



Maddin Hauser Roth & Heller PC
attorneys and counselors

STEVEN D. SALLEN
Direct Dial No: (248) 827-1861
Direct Fax No: (248) 359-6161
E-Mail: ssallen@maddinhauser.com

28400 Northwestern Highway Second Floor Southfield, MI 48034-1839 (248) 354-4030 fax (248) 354-1422 www.maddinhauser.com

February 10, 2020

VIA FED EX

City of Pontiac
Attention: John Balint, Director of Public Works
47450 Woodward
Pontiac, Michigan 48342

**RE: *Ottawa Tower II, LLC v City of Pontiac*
Case No. 12-130331-CH**

Dear Mr. Balint:

Reference is made to the Settlement Agreement and Release entered into effective as of November 1, 2018, by and among Ottawa Tower II, LLC and the North Bay Drywall Inc. Profit Sharing Plan & Trust ("Ottawa Towers"), and the City of Pontiac, and others (the "Agreement"). As you know, Section 6.0 of the Agreement sets out specific maintenance, capital repair and improvement obligations to be completed by the City of Pontiac within specific time limits. Specifically, Section 6.3 provides that the City of Pontiac undertake "all electrical, lighting, elevator and structural repairs and improvements in the north and south sections of the Deck to be completed within the first two years after the effective date [November 1, 2018] of this Agreement . . ." We are now more than 15 months into the 24-month period for the City of Pontiac to complete the "Work" (as defined in the Agreement) and specifically enumerated in EXHIBIT 2 - SCHEDULE OF IMPROVEMENTS. To date, no Work has been commenced, neither has any indication been given by the City of Pontiac as to when any Work will commence. The Work is substantial and is highly unlikely to be capable of completion within the remaining 9 months preceding expiration of the initial 24-month deadline as required by the Agreement. Under these circumstances, we believe it to be highly probable that the City of Pontiac will breach its obligations under the Agreement.

The purpose of this letter is to put the City of Pontiac on notice, as provided in Section 6.4 of the Agreement, of its impending breach of its obligations under the Agreement. I remind you that the City has 7 days after receipt of this notice to "confirm in writing that the City will remedy the deficiency expeditiously within a defined time period specified in the City's written response."

While it is our sincere hope that the City will promptly undertake and timely complete the Work, be advised that Ottawa Towers intends to avail itself of all legal rights and remedies in the event that the City fails in this regard.

03218830 v1

February 10, 2020
Page 2

We look forward to your timely response as is required by Section 6.4 of the Agreement.

Very truly yours,

MADDIN HAUSER ROTH & HELLER, P.C.



Steven D. Sallen

SDS/tm

cc: Ottawa Towers II, LLC (via email)
North Bay Drywall, Inc. Profit Sharing Plan & Trust (via email)
John Clark, Esq. (via email)
Michelle C. Harrell, Esq. (via email)

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RESOLUTION



CITY OF PONTIAC
Department of Building Safety & Planning
Planning Division

47450 Woodward Ave • Pontiac, Michigan 48342
Telephone: (248) 758-2800

Mayor Deirdre Waterman

TO: HONORABLE MAYOR, COUNCIL PRESIDENT AND CITY COUNCIL

**FROM: VERN GUSTAFSSON, PLANNING MANAGER
THROUGH THE OFFICE OF DEPUTY MAYOR JANE BAIS DISESSA**

DATE: MARCH 17, 2020

RE: VSA 19-06 VACATION OF HIGHWOOD BLVD RIGHT-OF-WAY

1. **APPLICANT:** Joseph T. Martinez and Deborah A. Martinez
2. **REQUEST:** To vacate part of Highwood Blvd Right-of-Way lots 153, 154 and part of 155. Area of Right-of-way to be vacated is located on the east side of Highwood Blvd E. between 3rd and 4th Ave.
3. **LEGAL DESCRIPTION:** To vacate part of Lots 153 through 155 of 'Highwood subdivision' as recorded in Liber 21 of Plats, Page 32, Oakland County Records and being more particularly described as [See Attached Legal Description].
4. **RELATIONSHIP TO PONTIAC 2014 MASTER PLAN UPDATE:** The City of Pontiac's 2014 Master Plan illustrates the property as Mixed Use land use. Currently the site is an underutilized green belt buffer between the residential to the east and access road and Industrial property to the west. The proposed area to be vacated is zoned M-1 Light Manufacturing, the resulting vacation will append the proposed area to the applicant's residential property.
5. **ADMINISTRATIVE REVIEW COMMITTEE COMMENTS:** The Oakland County Water Resources Commission office has reviewed this request to vacate part of the Highwood Right-Of-Way, found no indication of an existing sanitary sewer or WRC infrastructure, and has no objection to releasing the sanitary easement [see attached letter dated January 14, 2020]. In addition to, the City of Pontiac DPW did not have an objection to the partial vacation of the Highwood Right-Of-Way [see attached letter dated January 21, 2020].

6. PLANNING DIVISION FINDINGS:

- a) No parties maintain existing utilities within the proposed partial vacation area.
- b) The vacation of proposed area will not negatively affect the surrounding residents or property owners
- c) The proposed vacation area only directly abuts the applicant's residential property.
- d) The proposed vacation area contains 0.135 Acres
- e) The applicant, the only property owner abutting the proposed vacation has signed the vacation petition.
- f) The proposed vacation is not a total vacation of all Highwood Right-Of-Way, the proposed vacation is partial to the areas indicated on attached legal description and map, and does not grant frontage along Highwood Blvd.
- g) The existing fence on site marks the boundary of the proposed vacation area.

- 7. PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommends the City Council to approve a partial vacation of Highwood Blvd Right of Way, VSA 19-06, petitioned on behalf of the applicant Joseph T. Martinez and Deborah A. Martinez.

PROPOSED CITY COUNCIL RESOLUTION

WHEREAS, the City of Pontiac is in receipt of a Right-of-way vacation request submitted by Joseph T. Martinez and Deborah A. Martinez to vacate parts of Lots 153 through 155 of 'Highwood subdivision' as recorded in Liber 21 of Plats, Page 32, Oakland County Records, and;

WHEREAS, the Pontiac Planning Commission finds that the subject right-of-way is not required to remain for access to adjoining property owners and the Pontiac Planning Commission finds that the proposed right-of-way vacation will not have an adverse effect on the surrounding properties, and;

WHEREAS, at the March 4, 2020 Planning Commission meeting, the Commission recommended City Council to approve the vacation of parts of Lots 153 through 155 of 'Highwood Subdivision' as recorded in Liber 21 of Plats, Page 32, Oakland County Records, and;

NOW, THEREFORE BE IT RESOLVED that the City Council for the City of Pontiac approve the Planning Commission recommendation to vacate part of Lots 153 through 155 of 'Highwood Subdivision' as recorded in Liber 21 of Plats, Page 32, Oakland County Records and being more particularly described as: Commencing at the northwest corner of lot 158 of 'Highwood Subdivision' as recorded in Liber 21 of Plats, Page 32, Oakland County Records; Thence S.03*00'15". E, 15.00 Feet to the Point of Beginning; Thence continuing S.3*00'15". E, 114.99 Feet; thence S.85*54'00". W, 51.17 Feet; Thence N.03*00'26".W, 114.99 Feet; Thence N.85*54'01". E, 51.18 Feet to the Point of Beginning. Containing 5,883.90 Square Feet or 0.135 Acres.

Proposed Highwood Boulevard Parcel Split

LEGAL DESCRIPTION - HIGHWOOD BOULEVARD PARCEL SPLIT

PART OF THE SOUTHWEST 1/4 OF SECTION 16, TOWN 3 NORTH, RANGE 10 EAST, CITY OF PONTIAC, OAKLAND COUNTY, MICHIGAN:

PART OF LOTS 153 THROUGH 155 OF 'HIGHWOOD SUBDIVISION' AS RECORDED IN LIBER 21 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 158 OF 'HIGHWOOD SUBDIVISION' AS RECORDED IN LIBER 21 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS THENCE S.03°00'15".E, 15.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S.03°00'15".E, 114.99 FEET; THENCE S.85°54'00".W, 51.17 FEET; THENCE N.03°00'26".W, 114.99 FEET; THENCE N.85°54'01".E, 51.18 FEET TO THE POINT OF BEGINNING.

CONTAINING 5,883.90 SQUARE FEET OR 0.135 ACRES.

Bearing Note:

All surveyed bearings are in relation to State Plane Coordinates as established by Auburn Hills CORS Station 17, with a value of N.433769.266 E.13425526.385 (grid coordinates) Michigan State Plane, South Zone, NAD '83, CORS '96 adjustment, International Feet, NAVD '88, with a Combined Scale Factor of 0.9998724 Field & Drawing Coordinates are Ground Coordinates as obtained by NFE field crews between 12/14/2009 and 12/22/2009.

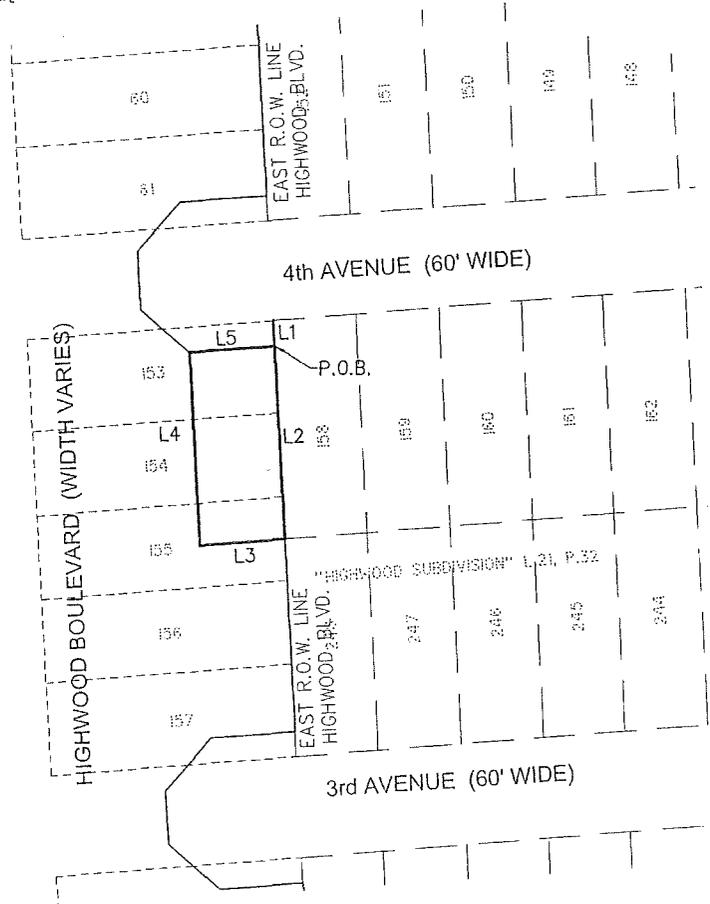
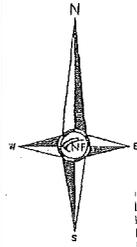


NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257

PREPARED FOR:
CITY OF PONTIAC

SCALE	DATE	DRAWN	JOB NO.	SHEET
N/A	2019-06-14	J.Klenk	J705	1 of 2

Proposed Highwood Boulevard Parcel Split



- L1 S.03°00'15"E. 15.00 FEET
- L2 S.03°00'15"E. 114.99 FEET
- L3 S.85°54'00"W. 51.17 FEET
- L4 N.03°00'26"W. 114.99 FEET
- L5 N.85°54'01"E. 51.18 FEET

Bearing Note:

All surveyed bearings are in relation to State Plane Coordinates as established by Auburn Hills CORS Station 17, with a value of N.433769.266 E.13425526.385 (grid coordinates) Michigan State Plane, South Zone, NAD '83, CORS '96 adjustment, International Feet, NAVD '88, with a Combined Scale Factor of 0.9998724. Field & Drawing Coordinates are Ground Coordinates as obtained by NFE field crews between 12/14/2009 and 12/22/2009.

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 TEL. (248) 332-7931
 FAX. (248) 332-8257

PREPARED FOR:
 CITY OF PONTIAC

SCALE	DATE	DRAWN	JOB NO.	SHEET
1" = 80'	2019-06-14	J.Klenk	J705	2 of 2



Application for Vacation or Closure of Street, Alley or Easement

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: HIGHWOOD RIGHT OF WAY

Sidwell Number: LOTS - 153, 154, 1/2 155

Date: 4/30/19

Office Use Only

PF Number: VSA 19-06

Instructions: Applications for vacation or closure of street, alley, easement or Public right-of-way shall be filed with the Office of Land Use and Strategic Planning along with a \$1,500.00 fee and a map of the area requested for vacation at least 30 days before the regularly scheduled Planning Commission Meeting. Applications shall be signed by property owners abutting the street or alley requested for vacation where possible. Incomplete applications will delay the review process. Recommendation of the Planning Commission will be forwarded to the City Council for final action.

Applicant (please print or type)

Name	JOSEPH T + DEBORAH A. MARTINEZ		
Address	2751 NORTH LAKE DR.		
City	WATERFORD		
State	MI		
ZIP Code	48329		
Telephone	Main: 248 722 9614	Cell: 248 894 1872	Fax:
E-Mail	DMARTINEZ2751@GMAIL.COM		

The subject property is legally described as follows (include sidwell numbers):

HIGHWOOD RIGHT OF WAY LOTS 153, 154 1/2 155

I (We) the undersigned, do hereby respectfully petition the City of Pontiac for vacation of the Right-of-Way or Easement described above (attach additional sheet if necessary):

Name	Street & Number	Lot No. & Subdivision	Signature
JOSEPH T + DEBORAH A. MARTINEZ	LOTS - 153, 154 + 1/2 155	HIGHWOOD SIZE 56.18' x 125'	<i>[Signatures]</i>

Reason for Vacation of Right of Way or Easement:

WE HAVE MAINTAINED SINCE 9/1997. BY VACATING THE TAX WOULD INCREASE AND THE CITY NO LONGER OBLIGATED, WE WILL CREATE A GREEN BELT FOR NOISE & VISUAL IMPROVING.

Attached is a map indicating the area for which vacation is requested and the location of the applicants property.

[Handwritten Signature]
Signature of Applicant

[Handwritten Signature]

State of Michigan
County of Oakland

On this 30 day of April, A.D., 2019, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

[Handwritten Signature]

Notary Public, Oakland County, Michigan

My Commission Expires: January 30 2023





WATER RESOURCES COMMISSIONER

Jim Nash

January 14, 2020

City of Pontiac Planning Commission
Attn: Mr. Donovan Smith
47450 Woodward Avenue
Pontiac, Michigan 48342

Re: VSA 19-06- Vacation of Street/Alley

Dear Mr. Smith:

Please be advised the Oakland County Water Resources Commissioner's office has no facilities under its jurisdiction located within the proposed street vacation within Section 16. Therefore, this office has no objection to the proposed street vacation.

If you have any questions, please feel free to contact me.

Sincerely,

Jeffrey S. Parrott
Right-of Way Supervisor
parrottj@oakgov.com
248-452-2162





**CITY OF PONTIAC, MICHIGAN
DEPARTMENT OF PUBLIC WORKS**

Mayor Deirdre Waterman

Date: *January 21, 2020*

To: *Donovan Smith
City Planner*

Re: *Proposed Alley (Right-of-Way) (ROW) Vacation Highwood
(VSA 19-06)*

Dear Mr. Smith,

This correspondence is in response to your request to DPW to review the application by a citizen to vacate a particular parcel of land.

This parcel is located on the south side of Fourth Street at Highwood (Part of Lots 153, 154, and 155 Of Highwood Subdivision).

From the Department of Public Works point of view, this request of vacation should be granted.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Jack Cady

DPW

Copy: Mr. Dan Ringo, Dringo@pontiac.mi.us

Mr. John Balint, Jbalint@pontiac.mi.us

#8

ORDINANCE



CITY OF PONTIAC
Department of Building Safety & Planning
PLANNING DIVISION

47450 Woodward Ave | PONTIAC, MICHIGAN 48342
TELEPHONE: 248.758.2800

Mayor Deirdre Waterman

TO: HONORABLE MAYOR, COUNCIL PRESIDENT AND CITY COUNCIL

**FROM: VERN GUSTAFSSON, PLANNING MANAGER
THROUGH THE OFFICE OF DEPUTY MAYOR, JANE BAIS-DISESSA**

**SUBJECT: REQUEST FOR A PILOT
WALICK COMMUNITIES
GLENWOOD SENIOR APARTMENTS
191 N. GLENWOOD AVENUE | PIN 64-14-21-302-001**

DATE: MARCH 16, 2020

The Wallick Communities has requested a Payment In Lieu of Taxes [PILOT] Ordinance from the City of Pontiac for the proposed development "Glenwood Senior Apartments". The request is for a 4% 30 year PILOT.

Representatives from Wallick Communities and Pontiac are working to finalize a Development Agreement with possibly a Municipal Services Agreement with the intent to provide hard copies of the Agreements before the Council meeting on March 24, 2020.

The Glenwood Senior Apartments will be developed and constructed at the former McCarroll Elementary School site at 191 N. Glenwood Avenue, Parcel Number 64-14-14-21-302-001, approximately 6.6 acres. Wallick Communities is partnering with the Pontiac Housing Commission to renovate and repurpose the former McCarroll School into 20 apartments with a new 3-story 36 unit building to be constructed and attached to the existing school structure. The adaptive reuse of the school building will equal approximately 53,200 sq.ft encompassing 56 units [12 studios and 44 one-bedroom].

Also, a new 3-story 50-unit apartment building will be constructed north of the existing school building and will house 40 one-bedroom units and 10 two-bedroom units. The new apartment building will total approximately 45,500 sq.ft. In total, there will be 12 studio apartments, 84 one-bedroom and 10 two-bedroom apartments across the entire community.

From an income restriction perspective, 101 units will be affordable based upon income and rent restrictions, while 5 units will be market rate. The market rate units will be in the 3-story new building and will equate to 4 one-bedroom units and 1 two-bedroom unit. Of the 101 affordable units, 16 units will be subsidized with Pontiac Housing Commission rental vouchers. 8 rental vouchers will be placed in the school building portion of the development while the other 8 rental vouchers will be placed in the 3-story new construction.

From an income restriction perspective, the proposed breakdown of units is as follows:

- 10 Units at 30% Area Median Income [AMI];
- 13 Units at 40% AMI;
- 15 Units at 50% AMI, and;
- 63 Units at 60% AMI.

Monthly affordable rents are expected to range anywhere between \$340 to \$850 dollars per month based upon corresponding affordable income and rent restrictions.

Should the City Council vote to approve this PILOT request, the approval should be contingent upon the MSHDA award of the LIHTC housing credit. The Ordinance will require both a first and second reading prior to its adoption.

Attached is a copy of the following:

- Wallick Communities PILOT Request
- Preliminary Site Plan and Building Elevations
- PILOT - Tax Exemption Ordinance for Glenwood Senior Apartments
- Estimate of Assessment-Oakland County Equalization
- Tax Credit Market Evaluation – prepared by Vogt Strategic Insights, dated February 17, 2020

GLENWOOD SENIOR APARTMENTS

191 N GLENWOOD AVE | PONTIAC | OAKLAND COUNTY | MICHIGAN | 48342

REQUEST FOR 4% 30-YEAR PILOT AGREEMENT (Payment in Lieu of Taxes)

Located less than a mile from Downtown Pontiac, Glenwood Senior Apartments is a 106-unit independent senior living (age 55+) community located on the campus of McCarroll School. As part of this development, the former school building will be renovated and repurposed to house 20 apartments. A new, 3-story 36-unit building will be constructed and attached to the existing school structure facing Wolfe Street. This adaptive reuse of the school building will equal approximately 53,284 square feet encompassing 56 total units (12 studios and 44 one-bedroom). Lastly, a new 3-story 50-unit building will be constructed north of the existing school buildings and will house 40 one-bedroom units and 10 two-bedroom units. This new construction will total approximately 45,543 square feet. In total, there will be 12 studio apartments, 84 one-bedroom, and 10 two-bedroom apartments across the entire community. The studio apartments will have approximately 600 square feet of living space while the one-bedroom and two-bedroom units will have 619 and 825 square feet, respectively.

From an income perspective, 101 units will be affordable based upon income and rent restrictions while 5 units will be market rate. The market rate units will be in the 3-story new construction building and will equate to 4 one-bedroom units and 1 two-bedroom unit. Of the 101 affordable units, 16 units will be subsidized with Pontiac Housing Commission rental vouchers. 8 rental vouchers will be placed in the school building portion of the development while the other 8 rental vouchers will be placed in the 3-story new construction. From an income restriction perspective, 10 units will be set aside at 30% of area median income ("AMI"), 13 units will be set aside at 40% AMI, 15 units set aside at 50% AMI and 63 units set aside at 60% AMI. Monthly affordable rents are expected to range anywhere between \$340 to \$850 per month based upon corresponding affordable income and rent restrictions.

No matter the building of residence, seniors will enjoy modern, in-unit amenities such as LVT flooring, garbage disposals, ceiling fans, and brand-new appliances. Residents will also have access to a fully equipped fitness center, community space for socialization, and a business center with computers. The building and site will be designed to offer seniors all the comforts of home.

Not only will future residents enjoy resources within their buildings and units, neighborhood and location-based amenities are abundant in the immediate area as well. The development site is less than 1,300 feet from N Perry Street and the Bus 756 line, which offers a connection to most parts of the city. Glenwood Senior Apartments is also located directly across from the magnificent Oakland Park, which offers walking paths, a playground, outdoor exercise equipment, sports courts, and a picnic area. To the south and west of the site is Perry Park and Sports Fields, which again offers entertainment and recreational options for future residents.



WALLICK *Communities*

From a financing perspective, multiple sources of funding will need to be secured to successfully repurpose the school building along with the objective to complete new construction at the site. The 56-unit school building development is proposed to be financed with 4% low-income housing tax credits ("LIHTC"), MSHDA HOME and Mortgage Restructuring Funds, MSHDA Permanent Loan and a MSHDA Construction Loan. The 50-unit new construction is proposed to be financed with 9% LIHTC, a Fannie Mae Permanent Loan and a conventional Construction Loan.

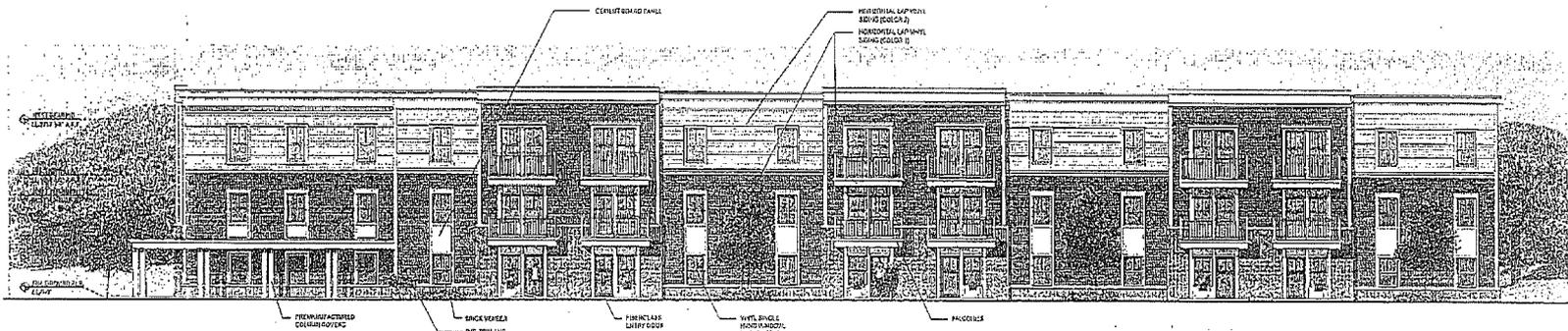
The timeline for the total proposed Development reflects the following:

- Submission of MSHDA Funding application on April 1, 2020
- MSHDA Award Determination in June 2020
- Construction start in June 2021
- Construction completion in June 2022
- 100% Occupied in December 2022

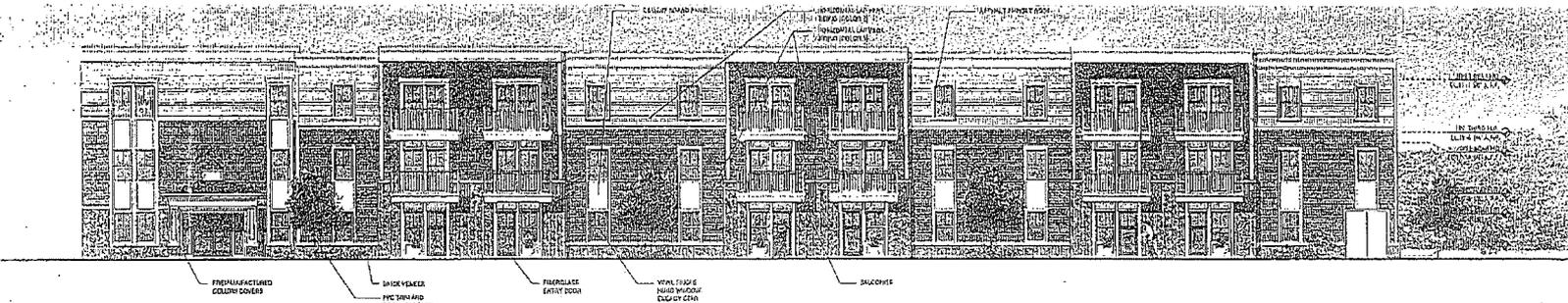
In order to achieve this proposed development in totality and maintain its sustainability, a 4% 30-Year PILOT is being requested. With the lack of available funds needed to adequately tackle this proposed development, a 4% PILOT will allow for greater loan proceeds to be available to properly finance the construction and keep its operation sustainable for the long-term. The 4% PILOT is estimated to generate approximately \$30,000 annually to the City as a substitute for traditional real estate tax payments. Fortunately approximately \$30,000 annually is a vast increase over the real estate taxes that are being paid currently for the existing blighted site. We greatly appreciate the City's consideration of this PILOT Agreement request.



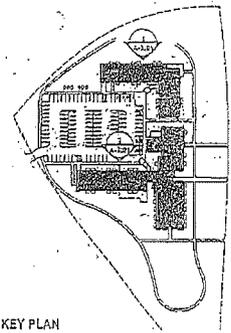
WALLICK Communities



1 - NORTH ELEVATION - BUILDING 'A'
SCALE: 1/8" = 1'-0"



2 - NORTH ELEVATION - BUILDING 'B'
SCALE: 1/8" = 1'-0"



KEY PLAN

ARCHITECT:
RDL
ARCHITECTS
16102 CA-14th Blvd, Suite 203
Darien, WA, WA 98121
PHONE: 206-726-4300
FAX: 206-726-4300
www.rdlarchitects.com

DEVELOPER:
WALKICK
WALKICK COMMUNITIES
1100 West 19th Street, 2nd Fl.
Tacoma, WA 98402
PHONE: 252-281-1100
FAX: 252-281-1412

DEVELOPMENT PLAN OF:
GLENWOOD SENIOR
1511 N. GLENWOOD AVE.
P.O. BOX 100000

THIS DOCUMENT IS THE PROPERTY OF RDL ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF RDL ARCHITECTS. ANY UNAUTHORIZED USE OF THIS DOCUMENT IS STRICTLY PROHIBITED.

ISSUE

1	11/14/20
2	
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CONCEPT
ELEVATIONS
1/8" = 1'-0"

PROJECT #	15279
DRAWN BY	
CHECKED BY	TOL
FILE NAME	
PLT DATE	
DATE	11/14/20

A-3.01a

CITY OF PONTIAC

ORDINANCE NO. _____

TAX EXEMPTION ORDINANCE FOR GLENWOOD SENIOR APARTMENTS

ADOPTED: _____

An Ordinance to provide for a service charge in lieu of taxes for a housing project for low income persons and families to be financed with a federally-aided Mortgage Loan pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, *et seq.*) (the "Act").

THE CITY OF PONTIAC ORDAINS:

SECTION 1. This Ordinance shall be known and cited as the "City of Pontiac Tax Exemption Ordinance for Glenwood Senior Apartments."

SECTION 2. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City of Pontiac is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City of Pontiac will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City of Pontiac acknowledges that the Sponsor (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to construct, own and operate a 106-unit housing project identified as Glenwood Senior Apartments on certain property located at 191 N Glenwood Avenue, parcel identification number 64-14-14-21-302-001, in the City of Pontiac to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all *ad valorem* property taxes.

SECTION 3. Definitions. All terms in this Ordinance shall be defined as set forth in the Act, except as follows:

- A. Authority means the Michigan State Housing Development Authority.
- B. Annual Shelter Rent means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of Utilities.
- C. LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- D. Low Income Persons and Families means persons and families eligible to move into a housing project.
- E. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, and secured by a mortgage on the housing project.
- F. Sponsor means Wallick Communities, Pontiac Housing Commission and any entity that receives or assumes a Mortgage Loan.
- G. Utilities means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

SECTION 4. Class of Housing Projects.

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that Glenwood Senior Apartments is of this class.

SECTION 5. Establishment of Annual Service Charge.

The housing project identified as Glenwood Senior Apartments and the property on which it will be located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City of Pontiac acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct and operate the housing project, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to 4% of the Annual Shelter Rents actually collected by the housing project during each operating year.

SECTION 6. Contractual Effect of Ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City of Pontiac and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 7. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

SECTION 8. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City/Township and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before June 30th of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, *et seq.*).

SECTION 9. Duration.

This Ordinance shall remain in effect and shall not terminate so long as a Mortgage Loan remains outstanding and unpaid and the housing project remains subject to income and rent restrictions under the LIHTC Program, but not to exceed 30 years commencing upon the final unit being placed in service for LIHTC purposes.

SECTION 10. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

Section 12. Effective Date.

This Ordinance shall become effective on _____, as provided in the City of Pontiac Charter.

, Mayor

, Clerk

Date Proposed: _____

Date Enacted: _____

Date published as enacted: _____

Effective date: _____



OAKLAND COUNTY EXECUTIVE DAVID COULTER

Equalization Division
(248) 858-0740 | equal@oakgov.com

TO: Brennon Davis, Joe Hall
RE: Requested Estimate of Assessment 64-14-21-302-001

Mr. Davis and Mr. Hall

I have prepared an estimate based on the information that you have provided. Since the income you have projected is drastically less than market, there is a difference in the cost approach and market rent income approach, versus a reduced rent income approach.

The estimated Assessed Value for 2021 based on cost with construction detail provided: \$2,750,000
The estimated Assessed Value for 2021 based on market rents provided: \$2,450,000
The estimated Assessed Value for 2021 based on reduced rent income provided: \$1,500,000

The non homestead tax rate for the City of Pontiac in 2019 was 56.1524
The calculation for taxes is: Taxable Value/1000 x the tax rate (Use estimated Assessed Values in lieu of Taxable Value).

This estimated valuation is provided to facilitate the calculation of future taxes and should not be considered the final assessment. It was based on the construction and income information provided in the request, as well as market and cost data at this time. If the plan for the development is altered, the rental information changes, or the construction period extended over a period of years, the valuation may change.

The assessment estimate of this development was calculated using the State Tax Commission Cost Manual Volume II (Commercial and Industrial), and procedures and practices mandated by the Michigan State Tax Commission. Assessed Values are determined as of December 31 (Tax Day) of each year. This estimate was prepared for a completed project for the 2021 Tax Year.

If you have any questions please feel free to contact me.

Best regards,

Lisa Nader
Appraiser III
Oakland County Equalization
248-858-1766

Vernon Gustafsson

From: Jacob Gill <jgill@wallick.com>
Sent: Thursday, February 20, 2020 3:11 PM
To: Vernon Gustafsson
Cc: Ahmad Taylor; Irwin Williams; Danielle Kelley; Joe Hall
Subject: Re: Glenwood Senior Apartments (191 N Glenwood Ave) - Updated Narrative / Site Plan (School Building and Parking) / Building Elevation (School Building Extension)

Good afternoon Mr. Gustafsson-

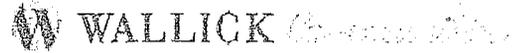
As mentioned in Joe Hall's email below, our **current occupancy rate** for all of Wallick's 66 senior properties is **97.65%**.

If you need any additional information, please let me know, and I would be happy to provide it.

Have a wonderful afternoon!

Best,

Jacob Gill | Development Associate
Development



p: 614.552.5615 | 160 West Main Street, Suite 200, New Albany, OH 43054



From: Joe Hall <jhall@wallick.com>
Sent: Wednesday, February 19, 2020 5:10 PM
To: Vernon Gustafsson <vgustafsson@pontiac.mi.us>
Cc: Ahmad Taylor <ataylor@pontiahousing.com>; Irwin Williams <IWilliams@pontiac.mi.us>; Danielle Kelley <danielle.kelley@plantemoran.com>; Jacob Gill <jgill@wallick.com>
Subject: FW: Glenwood Senior Apartments (191 N Glenwood Ave) - Updated Narrative / Site Plan (School Building and Parking) / Building Elevation (School Building Extension)

Vern and team – Per your request, please find the following items:

- Market Analysis (note this is off by 6 units. It was requested when we had 50 units proposed in the school building. Per the below, we have updated that unit count to 56. ATTACHED
- Proposed Rent Schedules (2) ATTACHED
- Hard Construction Costs

191 N Glenwood Ave	Hard Construction Costs	
School Building Adaptive Reuse	\$	5,332,350
3-Story New Construction	\$	5,007,000
Total Hard Construction Costs	\$	10,339,350

- Wallick Senior Occupancy Rates – Jake Gill from Wallick (copied on this message) will be providing this information to you tomorrow. We are securing up-to-date info from our Property Management team.
- PILOT Calculation

	3-Story New Construction	School Building Adaptive Reuse	Total
Annual Rent	\$ 372,276	\$ 495,480	\$867,756
Vacancy (7%)	\$ (26,059)	\$ (34,684)	\$ (60,743)
Net	\$ 346,217	\$ 460,796	\$807,013
Less:			
Owner Paid Electric/Gas	\$ (12,500)	\$ (14,000)	\$ (26,500)
Owner Paid Water/Sewer	\$ (12,500)	\$ (14,000)	\$ (26,500)
Annual Shelter Rents	\$ 321,217	\$ 432,796	\$754,013
PILOT %	4.00%	4.00%	4.00%
Estimated Annual PILOT Payment	\$ 12,849	\$ 17,312	\$ 30,161

Thanks – Joe

From: Vernon Gustafsson <vgustafsson@pontiac.mi.us>
 Sent: Tuesday, February 18; 2020 4:49 PM
 To: Joe Hall <jhall@wallick.com>
 Cc: Ahmad Taylor <ataylor@pontiachousing.com>; Irwin Williams <IWilliams@pontiac.mi.us>; Irwin Williams <Irwin.Williams@plantemor.com>; Danielle Kelley <danielle.kelley@plantemor.com>
 Subject: RE: Glenwood Senior Apartments (191 N Glenwood Ave) - Updated Narrative / Site Plan (School Building and Parking) / Building Elevation (School Building Extension)
 Importance: High

Afternoon Joe & Ahmad:

To following up on a conversation with our Finance Department, we need a copy of your Market Analysis, Construction costs and approximate occupancy rates of other Senior Apartment complexes. These documents will assist our Finance Department to complete their due diligence.

We need these documents by EOB Thursday, February 20th.

Thank you in advance for your assistance.

Best Regards,

Vern Gustafsson | Planning Manager
 Planning Division | City of Pontiac
 47450 Woodward Avenue | Pontiac, Michigan 48342
 248.758.2816 [Direct] | 248.758.2800 [Office]

Your VALUE does not decrease based on
 someone's inability to see your WORTH

Vernon Gustafsson

From: Vernon Gustafsson
Sent: Friday, March 13, 2020 7:17 AM
To: Vernon Gustafsson
Subject: Request for PILOT Glenwood Senior Apartments

From: Irwin Williams <IWilliams@pontiac.mi.us>
Sent: Friday, March 6, 2020 10:25 AM
To: Mayor Deirdre Waterman <DWaterman@pontiac.mi.us>
Cc: Jane Bais-DiSessa <jbais-disessa@pontiac.mi.us>; Vernon Gustafsson <vgustafsson@pontiac.mi.us>
Subject: Request for PILOT Glenwood Senior Apartments

Please find enclosed a request for a PILOT for the Glenwood Senior Apartments. There are a total of 106 units; 101 units will be affordable based upon income and rent restrictions, 5 units will be at market rate.

1. All apartments are elderly designated at Age 55+ by the LIHTC program.
2. All units are independent living.
3. It will be typical independent senior living for which would include a community room with warming kitchen, typical common space, exercise room, business center with computers, printer and faxing machine. We do not anticipate having a hair salon.
4. All rents except for 5 units are based upon income restrictions at 30%, 40%, 50%, 60% of area median income (AMI). The other 5 units are market rate. We estimate LIHTC rents for the studio, 1BR and 2BR units to be at a range of \$350 up to \$850 depending upon the AMI set aside. We estimate that market rate rent for a studio is \$695, for 1BR is \$850 and for 2BR is \$950.

I have also enclosed a market analysis and schedule showing Average vacancy rates in the other 9 PILOTS in COP. The current average vacancy rate is only 5.8%.

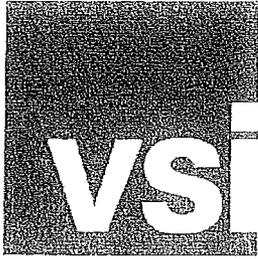
I had Joe Hall from Wallick Communities request an estimated of what the appraised value would be once the construction was completed. The estimated Assessed Value for 2021 based on reduced rent income provided: \$1,500,000. The property tax generated would be approximately \$85,000. The PILOT would generate \$30,000 as a substitute for real estate tax payments. The difference would be approximately \$55,000.

As the vacancy rate is so low coupled with the fact that low income housing is so necessary in the City of Pontiac, I recommend that we accept this PILOT.

Irwin Williams, CPA

-----Original Message-----

From: Irwin Williams [mailto:IWilliams@pontiac.mi.us]
Sent: Friday, March 6, 2020 6:01 AM
To: Irwin Williams <IWilliams@pontiac.mi.us>



Vogt Strategic
Insights

February 14, 2020

Mr. Joe Hall
Wallick Communities
160 West Main Street, Suite 200
New Albany, OH 43054

Sent via email: jhall@wallick.com

RE: Tax Credit Market Evaluation – Glenwood Senior (Pontiac, MI)

Dear Mr. Hall:

Vogt Strategic Insights (VSI) has completed this preliminary market feasibility for a proposed Glenwood Senior Apartments, which will consist of a 9% Low Income Housing Tax Credit (LIHTC) portion and a 4% Tax Credit Bond portion, to be developed in Pontiac, Oakland County, Michigan. The site will include 100 total units (50 units in each portion) and a mix of studio, one- and two-bedroom apartments targeting senior households (age 55 and older) with incomes up to 30%, 40%, 50%, 60% and 80% of the Area Median Income (AMI). The purpose of this letter is to address the development potential of this proposed affordable senior Tax Credit rental project.

For this review, VSI is providing:

- A project description detailing specifics of the proposed development, as well as any assumptions we have made regarding the subject project.
- Identification of a preliminary Primary Market Area (PMA) where most of the support for the subject project is expected to originate.
- Demographic analysis of current and projected population and household trends, as well as renter household income data.
- Survey and analysis of overall rental market conditions within the preliminary Site PMA.
- Analysis of comparable Tax Credit and market-rate properties within the market to evaluate occupancy rates, demand, rents, unit sizes, bathrooms and amenities compared to the subject project.
- Determination of achievable market rents using Rent Comparability Grids.
- Capture rate calculations for the subject property under Tax Credit program guidelines.
- A statement that a market does or does not exist for the project based on the assumptions and conclusions within this letter.

Project Concept

The subject project involves the new construction of the proposed Glenwood Senior Apartments, which will be developed with a mix of 9% Tax Credits and 4% Tax Credit Bond funds. The site will contain 100 total units, of which 50 will be developed with 4% Bond funds and 50 will be developed with 9% Tax Credit funds. The 50 units that will comprise the 4% Bond portion of the site will target households with incomes up to 50% and 60% of AMI and will contain a mix of studio and one-bedroom units, of which eight (8) units will operate with a project-based subsidy. The 50 units that will comprise the 9% Tax Credit portion of the site will offer a mix of one- and two-bedroom units targeting households with incomes up to 30%, 40%, 50% and 80% of AMI. Similar to the other portion of the site, the 9% Tax Credit portion of the site will also contain eight units with a project-based subsidy that will allow qualifying residents to pay just 30% of their income to rent.

The site will include the adaptive reuse of a vacant, three-story school building into 50 units and the new construction of 50 additional units of affordable senior rental housing in a two-story building. It is anticipated that the subject project will have its first units available in mid-2021. The proposed project will be configured as follows:

Glenwood Senior Apartments (Proposed Site)								
Total Units	Bedrooms/ Baths	Style	Square Feet	Percent of AMI	Proposed Collected Rents	Utility Allowance	Proposed Gross Rents	Maximum LIHTC Gross Rents
3	Studio/1.0-bath	Garden	450	50%*	\$590	\$78	\$668	\$668
13	Studio/1.0-bath	Garden	450	60%	\$665	\$78	\$743	\$802
1	1-br./1.0-bath	Garden	619	30%	\$339	\$90	\$429	\$429
7	1-br./1.0-bath	Garden	619	30%*	\$339	\$90	\$429	\$429
11	1-br./1.0-bath	Garden	619	40%	\$480	\$90	\$570	\$573
4	1-br./1.0-bath	Garden	619	50%	\$625	\$90	\$715	\$716
5	1-br./1.0-bath	Garden	619	50%*	\$626	\$90	\$716	\$716
29	1-br./1.0-bath	Garden	619	60%	\$765	\$90	\$855	\$859
17	1-br./1.0-bath	Garden	619	80%	\$665	\$90	\$755	\$1,146
1	2-br./1.0-bath	Garden	825	30%	\$395	\$119	\$514	\$515
1	2-br./1.0-bath	Garden	825	30%*	\$396	\$119	\$515	\$515
2	2-br./1.0-bath	Garden	825	40%	\$565	\$119	\$684	\$687
2	2-br./1.0-bath	Garden	825	50%	\$739	\$119	\$858	\$858
4	2-br./1.0-bath	Garden	825	80%	\$765	\$119	\$884	\$1,374

100

Source: Wallick Companies

AMI – Area Median Income (Detroit-Warren-Livonia, Michigan HUD FMR Area)

*Subsidized units in which residents will pay 30% of their income to rent, rather than the programmatic maximum allowable rents illustrated in the table
Green shaded rows denote 4% Bond units

The amenities at the proposed subject site will be comprehensive and will likely include a range, refrigerator, dishwasher, garbage disposal, vinyl wood flooring, window blinds, washer/dryer hookups, and central air conditioning in each unit. The project amenities will likely include on-site management, a community/activity room, laundry facilities, business/computer rooms, elevators, outdoor walking trail and barbeque/picnic area. The cost of water/sewer and trash collection will be included in the rent, with tenant utility responsibilities including gas heat, gas hot water, electric cooking and general electric.

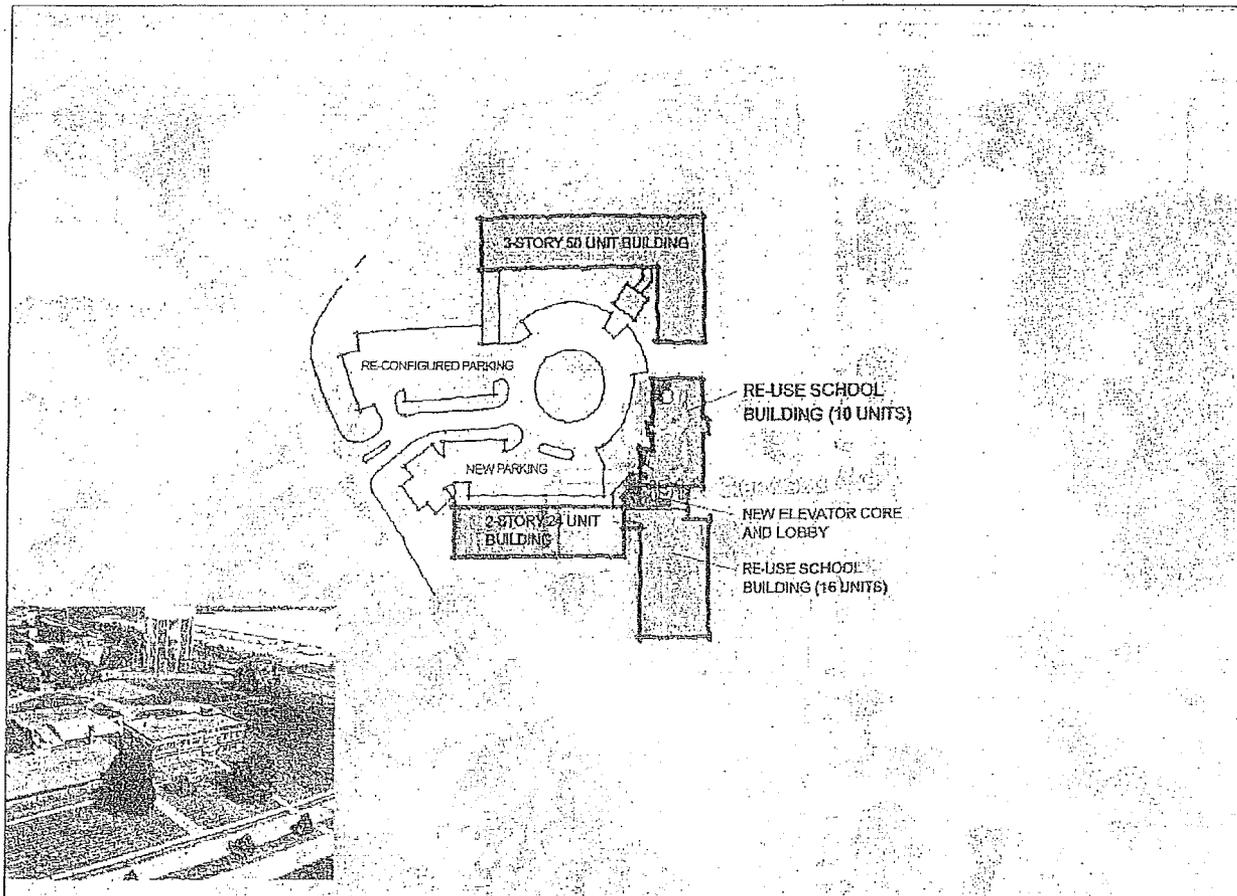


Vogt Strategic
Insights

1310 Dublin Rd., Columbus, OH 43215 (614) 224-4300 VSinsights.com



The site has a physical address of 191 N. Glenwood Avenue and is located southwest of the intersection of E. Montcalm Street and N. Glenwood Avenue in the northern portion of Pontiac, Michigan. The following illustrates the location of the subject site and the anticipated site layout, following development.



Preliminary Primary Market Area (PMA)

The preliminary Primary Market Area (PMA) is the geographical area from which most of the support for the proposed development is expected to originate. The preliminary Site PMA was determined through telephone interviews with area leasing and real estate agents, government officials, and a demographic analysis of the area households and population.

The Pontiac Site PMA comprises the city of Pontiac, a northern portion of Bloomfield Township, a small eastern portion of Waterford Township as well as northwestern and western portions of the city of Auburn Hills, in east-central Oakland County.



Significant boundaries of the preliminary Site PMA include the following:

North: Silver Lake, Upper Silver Lake and Collier Road

East: Interstate 75, Squirrel Road and South Boulevard

South: U.S. Highway 24 Business (Square Lake Road), U.S. Highway 24 (S. Telegraph Road) and Sylvan Lake

West: Scott Lake Road

The Pontiac Site PMA boundaries were influenced by the area's geographical and socioeconomic factors, including the presence of industrial areas and freeways. Interstate 75 forms a hard boundary to the east of the Site PMA and minimal support is expected to originate from areas east of this thoroughfare; communities east of Interstate 75 are generally populated by homeowners with higher income levels who would not meet the qualifications for low-income housing. Therefore, areas east of Interstate 75 were excluded. The communities to the north and west of the Site PMA were also excluded for the same reason. In addition, the region north of the Site PMA contains a large industrial area as well as several lakes, while the area to the west also contains lakes and the Oakland County International Airport, which do not garner support for the site.

The area east of the Pontiac Site PMA is where Oakland University is located. Full-time students will not qualify as the primary resident of an apartment at the proposed Tax Credit project. This area with a high share of students was not included in the Site PMA.

A small portion of support comes from some other areas of Oakland County and suburban communities in the area; however, this support component is not significant. Therefore, we have not considered a secondary market area in this report.

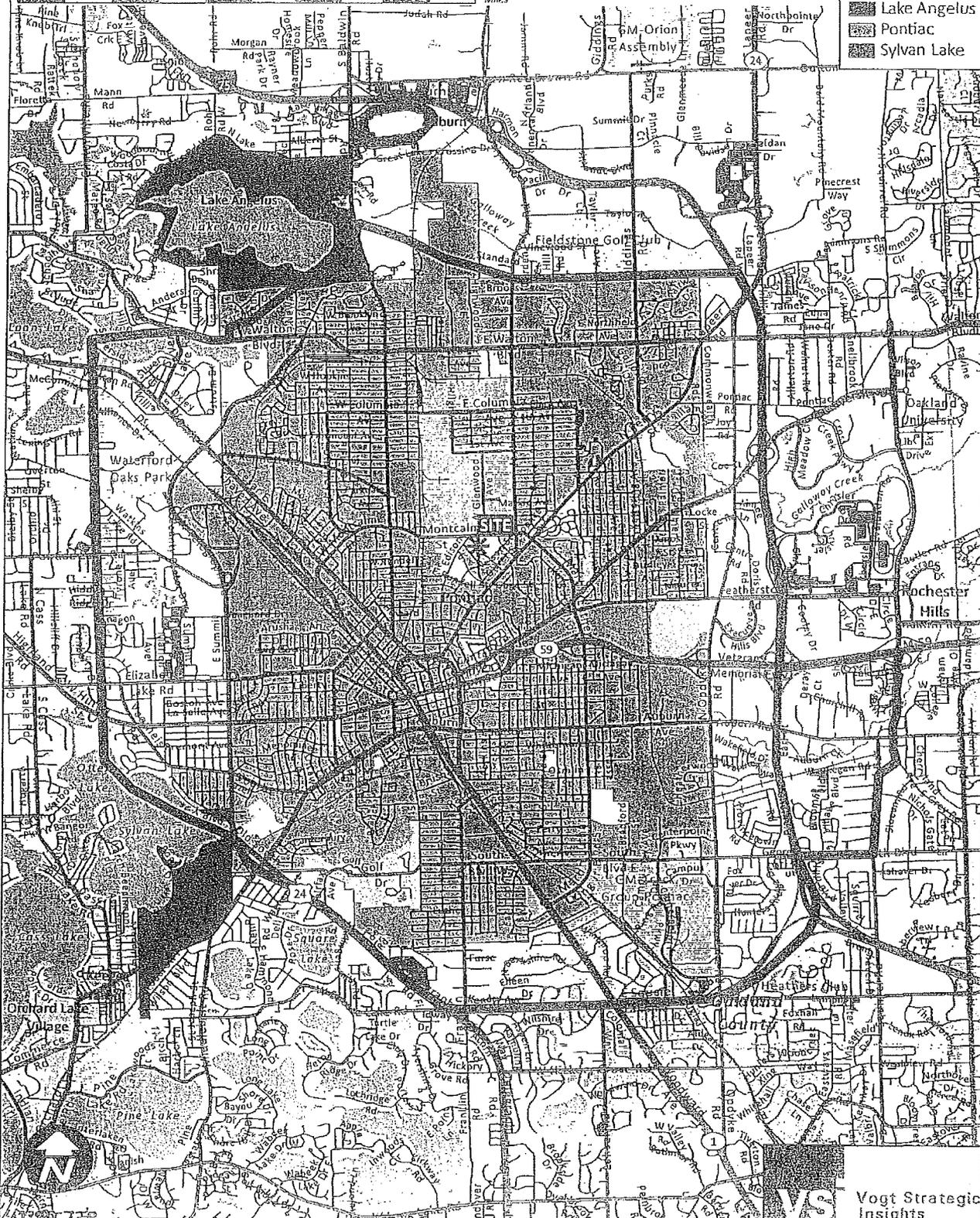
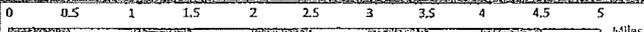
A map illustrating the boundaries of the preliminary Pontiac Site PMA is on the following page.



Pontiac, MI Primary Market Area

Primary Market Area Information
 2019 Estimated Population: 79,681
 2019 Estimated Households: 30,828
 Area: 29.08 Square Miles
 County in PMA: Oakland

- Legend
- Project Site
 - PMA
 - Auburn Hills
 - Lake Angelus
 - Pontiac
 - Sylvan Lake



Demographic Analysis

Population and household trends for the preliminary Pontiac Site PMA are as follows:

	Population	Households
2000 Census	85,430	31,796
2010 Census	77,193	29,739
Change 2000-2010	-8,237	-2,057
Percent Change 2000-2010	-9.6%	-6.5%
2019 Estimated	79,681	30,828
Change 2010-2019	2,488	1,089
Percent Change 2010-2019	3.2%	3.7%
2024 Projected	81,268	31,538
Change 2019-2024	1,587	710
Percent Change 2019-2024	2.0%	2.3%

Source: 2000, 2010 Census; ESRI; Urban Decision Group; VSI

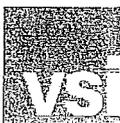
As illustrated in the preceding table, the Pontiac Site PMA experienced a decrease in both population and households between 2000 and 2010. However, despite the decline caused in part by the national recession, it should be noted that between 2010 and 2019, the population increased by 2,488, or 3.2%. During the same period, households increased by 1,089, or 3.7%. Projections through 2024 indicate there will be 81,268 people in 31,538 households within the Site PMA. This represents a population increase of 1,587 (2.0%) and a household increase of 710 (2.3%).

The following table reflects population and household trends age 55 and older for 2010, 2019 (estimated) and projected to 2024.

	Population 55+	Households 55+
2010 Census	15,962	11,056
2019 Estimated	19,913	13,057
Change 2010-2019	3,951	2,001
Percent Change 2010-2019	24.8%	18.1%
2024 Projected	21,464	14,006
Change 2019-2024	1,551	949
Percent Change 2019-2024	7.8%	7.3%

Source: 2010 Census; ESRI; Urban Decision Group; VSI

Since 2010, the senior population has increased by 3,951, or 24.8%, and households have increased by 2,001, or 18.1%. This is a greater increase than that of the overall population and households, indicating that the Site PMA population base is aging. Between 2019 and 2024, the population age 55 and older is projected to increase by 1,551, while households are projected to increase by 949.



The following tables illustrate renter household income by household size for the preliminary Pontiac Site PMA:

Household Income Range	Renter Households 2010 (Census)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	1,230	923	563	355	254	3,324
\$10,000 to \$19,999	1,548	967	589	372	266	3,742
\$20,000 to \$29,999	878	622	379	239	171	2,291
\$30,000 to \$39,999	549	449	274	173	124	1,568
\$40,000 to \$49,999	360	314	191	121	86	1,072
\$50,000 to \$59,999	202	182	111	70	50	615
\$60,000 to \$74,999	270	247	151	95	68	830
\$75,000 to \$99,999	115	111	67	43	30	366
\$100,000 to \$124,999	54	51	31	20	14	171
\$125,000 to \$149,999	32	30	18	11	8	100
\$150,000 to \$199,999	18	16	10	6	4	54
\$200,000 & Over	17	15	9	6	4	52
Total	5,273	3,928	2,394	1,509	1,031	14,185

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Renter Households 2019 (Estimated)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	1,081	712	426	243	135	2,597
\$10,000 to \$19,999	1,415	791	473	270	150	3,098
\$20,000 to \$29,999	935	659	394	225	125	2,338
\$30,000 to \$39,999	666	522	313	178	99	1,778
\$40,000 to \$49,999	450	374	224	128	71	1,246
\$50,000 to \$59,999	349	316	189	108	60	1,022
\$60,000 to \$74,999	419	366	219	125	69	1,198
\$75,000 to \$99,999	307	287	172	98	54	919
\$100,000 to \$124,999	108	105	63	36	20	331
\$125,000 to \$149,999	60	59	35	20	11	186
\$150,000 to \$199,999	60	59	35	20	11	185
\$200,000 & Over	34	32	19	11	6	103
Total	5,884	4,283	2,562	1,463	810	15,002

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Renter Households 2024 (Projected)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	973	611	364	203	107	2,257
\$10,000 to \$19,999	1,283	699	417	233	123	2,754
\$20,000 to \$29,999	854	594	354	197	104	2,103
\$30,000 to \$39,999	696	515	307	171	90	1,779
\$40,000 to \$49,999	478	382	227	127	67	1,281
\$50,000 to \$59,999	386	345	206	115	61	1,113
\$60,000 to \$74,999	470	400	238	133	70	1,312
\$75,000 to \$99,999	453	417	248	139	73	1,330
\$100,000 to \$124,999	135	131	78	44	23	411
\$125,000 to \$149,999	74	73	43	24	13	228
\$150,000 to \$199,999	98	94	56	31	17	296
\$200,000 & Over	53	50	30	17	9	158
Total	5,993	4,311	2,568	1,434	757	15,022

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI



The following tables illustrate renter household income by household size for age 55 and older for the preliminary Pontiac Site PMA:

Household Income Range	Renter Age 55+ Households 2010 (Census)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	507	146	89	56	40	838
\$10,000 to \$19,999	849	214	131	82	59	1,335
\$20,000 to \$29,999	396	103	63	40	28	631
\$30,000 to \$39,999	180	53	32	20	14	300
\$40,000 to \$49,999	95	29	17	11	8	160
\$50,000 to \$59,999	46	14	9	5	4	78
\$60,000 to \$74,999	56	18	11	7	5	96
\$75,000 to \$99,999	18	6	3	2	2	31
\$100,000 to \$124,999	9	3	2	1	1	16
\$125,000 to \$149,999	6	2	1	1	1	11
\$150,000 to \$199,999	5	2	1	1	0	9
\$200,000 & Over	4	1	1	1	0	7
Total	2,171	590	300	227	162	3,510

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Renter Age 55+ Households 2019 (Estimated)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	577	162	97	55	31	923
\$10,000 to \$19,999	907	236	141	81	45	1,410
\$20,000 to \$29,999	440	120	72	41	23	695
\$30,000 to \$39,999	253	73	43	25	14	407
\$40,000 to \$49,999	147	44	26	15	8	240
\$50,000 to \$59,999	82	26	15	9	5	137
\$60,000 to \$74,999	117	36	22	12	7	195
\$75,000 to \$99,999	61	19	11	7	4	102
\$100,000 to \$124,999	16	5	3	2	1	27
\$125,000 to \$149,999	9	3	2	1	1	15
\$150,000 to \$199,999	9	3	2	1	1	16
\$200,000 & Over	6	2	1	1	0	10
Total	2,625	729	436	249	138	4,177

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Renter Age 55+ Households 2024 (Projected)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	557	166	99	55	29	906
\$10,000 to \$19,999	854	240	143	80	42	1,360
\$20,000 to \$29,999	413	122	73	40	21	669
\$30,000 to \$39,999	296	87	52	29	15	479
\$40,000 to \$49,999	168	50	30	17	9	274
\$50,000 to \$59,999	90	28	17	9	5	149
\$60,000 to \$74,999	135	41	25	14	7	222
\$75,000 to \$99,999	91	28	17	9	5	150
\$100,000 to \$124,999	17	5	3	2	1	29
\$125,000 to \$149,999	9	3	2	1	0	15
\$150,000 to \$199,999	14	4	3	1	1	23
\$200,000 & Over	9	3	2	1	0	14
Total	2,632	778	463	259	137	4,280

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI



The following tables illustrate owner household income by household size for age 55 and older for the preliminary Pontiac Site PMA:

Household Income Range	Owner Age 55+ Households 2010 (Census)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	260	221	98	73	51	704
\$10,000 to \$19,999	493	393	174	130	90	1,281
\$20,000 to \$29,999	411	340	151	113	78	1,092
\$30,000 to \$39,999	363	323	143	107	74	1,010
\$40,000 to \$49,999	316	285	127	95	66	888
\$50,000 to \$59,999	206	187	83	62	43	580
\$60,000 to \$74,999	242	223	99	74	51	690
\$75,000 to \$99,999	190	178	79	59	41	547
\$100,000 to \$124,999	92	88	39	29	20	269
\$125,000 to \$149,999	57	55	24	18	13	167
\$150,000 to \$199,999	57	56	25	18	13	169
\$200,000 & Over	49	49	22	16	11	147
Total	2,737	2,399	1,065	795	551	7,546

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Owner Age 55+ Households 2019 (Estimated)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	246	220	102	72	48	689
\$10,000 to \$19,999	422	360	168	119	79	1,147
\$20,000 to \$29,999	419	371	173	122	81	1,166
\$30,000 to \$39,999	384	362	168	119	79	1,112
\$40,000 to \$49,999	295	288	134	95	63	875
\$50,000 to \$59,999	265	265	123	87	58	798
\$60,000 to \$74,999	342	341	159	112	74	1,027
\$75,000 to \$99,999	293	290	135	95	63	875
\$100,000 to \$124,999	154	156	73	51	34	468
\$125,000 to \$149,999	86	88	41	29	19	262
\$150,000 to \$199,999	93	94	44	31	20	281
\$200,000 & Over	61	60	28	20	13	181
Total	3,058	2,893	1,347	952	632	8,881

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI

Household Income Range	Owner Age 55+ Households 2024 (Projected)					Total
	1-Person	2-Person	3-Person	4-Person	5-Person+	
Less than \$10,000	253	231	109	76	50	719
\$10,000 to \$19,999	417	372	175	122	81	1,166
\$20,000 to \$29,999	421	390	183	128	84	1,206
\$30,000 to \$39,999	405	390	183	128	84	1,190
\$40,000 to \$49,999	291	289	135	95	62	872
\$50,000 to \$59,999	287	289	136	95	63	870
\$60,000 to \$74,999	387	389	183	128	84	1,171
\$75,000 to \$99,999	328	325	152	107	70	982
\$100,000 to \$124,999	198	201	94	66	43	603
\$125,000 to \$149,999	106	108	51	35	23	323
\$150,000 to \$199,999	127	127	59	42	27	382
\$200,000 & Over	78	77	36	25	17	234
Total	3,298	3,189	1,497	1,046	690	9,719

Source: 2010 Census; ESRI; Detailed Tenure Crosstab by Urban Decision Group; VSI



Conventional Apartments

We identified and surveyed by telephone 37 conventional housing projects containing a total of 5,579 units within the preliminary Site PMA during our in-person survey in January 2020. This survey was conducted to establish the overall strength of the rental market and to identify those properties most comparable to the subject site. These rentals have a combined occupancy rate of 98.5%, a high rate for rental housing. The following table summarizes the breakdown of conventional housing units surveyed within the Site PMA.

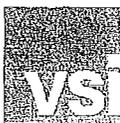
Project Type	Projects Surveyed	Total Units	Vacant Units	Occupancy Rate	Under Construction
Market-rate	22	3,743	71	98.1%	0
Market-rate/Tax Credit	4	511	12	97.7%	0
Market-rate/Tax Credit/Government-Subsidized	1	216	0	100.0%	0
Tax Credit	2	122	0	100.0%	0
Tax Credit/Government-Subsidized	3	400	0	100.0%	0
Government-Subsidized	5	587	0	100.0%	0
Total	37	5,579	83	98.5%	0

Source: VSI Telephone Survey

As the preceding table illustrates, all project types identified within the Site PMA are reporting excellent occupancy rates ranging from 97.7% to 100.0%. This indicates a stable rental housing market. The following table summarizes the breakdown of market-rate and non-subsidized Tax Credit units surveyed within the Site PMA.

Market-rate						
Bedrooms	Baths	Units	Distribution	Vacant Units	Vacancy Rate	Median Gross Rent
Studio	1.0	93	2.2%	2	2.2%	\$822
One-Bedroom	1.0	1,330	32.1%	24	1.8%	\$821
Two-Bedroom	1.0	1,203	29.0%	31	2.6%	\$998
Two-Bedroom	1.5	359	8.7%	12	3.3%	\$869
Two-Bedroom	2.0	771	18.6%	6	0.8%	\$1,152
Three-Bedroom	1.0	26	0.6%	0	0.0%	\$895
Three-Bedroom	1.5	208	5.0%	3	1.4%	\$1,146
Three-Bedroom	2.0	157	3.8%	5	3.2%	\$1,406
Four-Bedroom	2.0	2	0.0%	0	0.0%	\$1,238
Total Market-rate		4,149	100%	83	2.0%	
Overall Median Market-rate Rent						\$977
Non-Subsidized Tax Credit						
Bedrooms	Baths	Units	Distribution	Vacant Units	Vacancy Rate	Median Gross Rent
Studio	1.0	10	3.4%	0	0.0%	\$679
One-Bedroom	1.0	126	43.0%	0	0.0%	\$707
Two-Bedroom	1.0	70	23.9%	0	0.0%	\$861
Two-Bedroom	2.0	75	25.6%	0	0.0%	\$1,030
Three-Bedroom	2.0	12	4.1%	0	0.0%	\$1,114
Total Tax Credit		293	100%	0	0.0%	
Overall Median Tax Credit Rent						\$842

Source: VSI Telephone Survey



Of these 4,442 non-subsidized units that were surveyed, 98.1% are occupied. This is an indication of a market with a stable level of rental demand with a modest vacancy rate. More specifically, the market-rate units are 98.0% occupied and the Tax Credit units are 100.0% occupied. The overall median Tax Credit gross rent of \$842 is 86.2% of the overall median market-rate gross rent of \$977.

Note that this survey was conducted by telephone and we could only reach the properties that offer conventional management. It is likely a large number of properties in the area with lower occupancy rates exist that we were not able to survey. Furthermore, the intent of this survey was to primarily survey the apartments most comparable to the proposed subject project.

The following is a distribution of non-subsidized units surveyed by year opened for the Site PMA:

Year Opened	Projects	Units	Vacancy Rate
Before 1970	7	917	1.9%
1970 to 1979	8	1,671	2.0%
1980 to 1989	4	392	1.0%
1990 to 1999	6	1,115	2.3%
2000 to 2009	2	204	1.5%
2010 to 2014	0	143	0.0%
2015	0	0	-
2016	0	0	-
2017	0	0	-
2018	0	0	-
2019	0	0	-
2020*	0	0	-
Total	29	4,442	1.9%

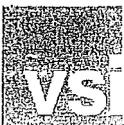
Source: VSI Telephone Survey

*As of January

Based on our telephone survey, only 347 conventional apartment units have been developed over the past 20 years. The greatest number of surveyed apartments units were built in the 1970s and 1990s. The proposed project will involve a partial (50-unit) adaptive reuse of a vacant school building and a partial new construction (50-unit) portion of development. It is likely that the proposed project will be perceived as one of the most modern apartment projects in the preliminary Pontiac Site PMA.

Tax Credit Comparables

We identified and surveyed 10 Low-Income Housing Tax Credit (LIHTC) projects within the Pontiac PMA during our telephone survey in January 2020. Note that several other LIHTC properties are within the Site PMA, but these properties could not be reached. Three of the surveyed projects target families and will not be perceived as directly comparable to the proposed senior site. The other seven LIHTC properties are age-restricted; however, three of these senior projects have subsidized Tax Credit units. While the site will offer a few subsidized/Tax Credit units, the majority of the proposed site will operate as non-subsidized Tax Credit. Thus, we have only considered the four surveyed senior-restricted Tax Credit projects that offer non-subsidized LIHTC units in the following comparable analysis.



In addition to the four senior-restricted Tax Credit comparables in the Site PMA, we have also surveyed and included one senior LIHTC project from just northeast of the Site PMA, in Auburn Hills.

These existing senior-restricted LIHTC projects are considered comparable with the proposed subject development in that they target households with similar incomes and ages to those that will be targeted at the subject site. These comparable properties and the proposed subject development are summarized as follows:

Comparable Senior Tax Credit Projects						
Map ID	Project Name	Year Opened/ Renovated	Units	Occupancy Rate	Distance to Site	Waiting List
Site	Glenwood Senior Apts.	2021	100	100.0%	-	-
18	Villas at Oakland Woods	2006	34*	100.0%	3.7 miles	6-12 months
24	Elmhaven Manor	2004	43*	100.0%	3.4 miles	None
31	American House-Oakland	1990	33*	100.0%	2.9 miles	None
33	Colonial Meadows Apts.	1993 / 2008	82	100.0%	2.9 miles	7 households
901	Meadows of Auburn Hills	1997	120	100.0%	4.8 miles	6 months

Source: VSI Telephone Survey

900 Series map code is located outside the PMA

*Market-rate units not included

The comparable low-income housing projects surveyed have a combined occupancy rate of 100.0% and three of the five comparables have waiting lists of seven households or six to 12 months in length. Overall, there is pent-up market demand in the preliminary Pontiac Site PMA for additional affordable senior housing. Note that the Pontiac Site PMA has not experienced any senior-restricted Tax Credit new construction since 2006. The proposed project will introduce a modern senior LIHTC product that is currently not available.

The following map illustrates the subject site location relative to the locations of the comparable senior Tax Credit properties. Following the comparable properties locations map are profiles of the selected comparable Tax Credit projects.



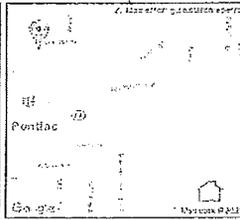
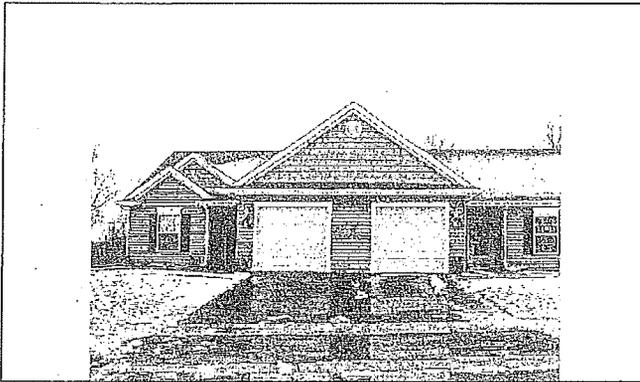
Pontiac, MI Comparable LIHTC Property Locations

Legend

-  Project Site
-  PMA
-  Apartments
-  Market-rate/Tax Credit
-  Tax Credit

0 0.4 0.8 1.2 1.6 2 2.4 2.8 3.2 3.6 4 Miles





Key Facts

Type Market-Rate & Tax Credit
 Total Units 66
 Occupancy 100.0%
 Wailing List 6-12 months
 Year Open 2006
 Distance to Site 3.7 miles
 Age Restriction Senior (55+)

Electric	Tenant	
Heating	Tenant	Gas
Hot Water	Tenant	Gas
Cooking	Tenant	Gas
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Central AC, Carpet, Washer/Dryer Hookups, Patio/Deck/Balcony, Blinds, E-Call Button

Concessions:

No Rent Specials

Project Amenities:

On-site Management, Activity Room, Fitness Center, Computer/Business Center, Social Services, Wi-Fi

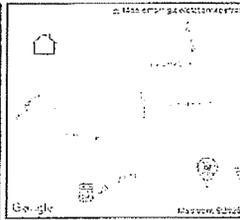
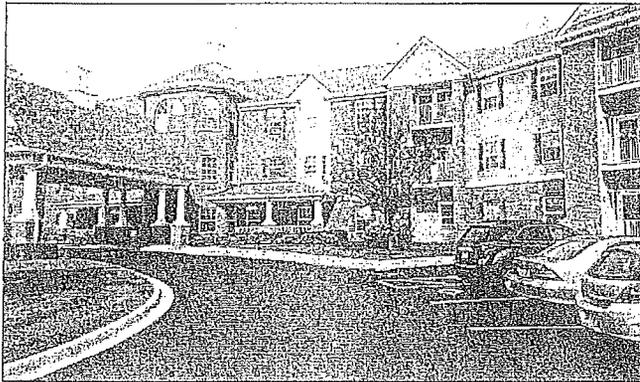
Remarks:

Market-rate (32 units); 60% AMI (34 units)

Villas at Oakland Woods

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent	AMI
						Unit	\$/Square Foot		
2	2	G	32	0	1,050	\$1,280	\$1.22	\$1,360	
2	2	G	34	0	1,050	\$950	\$0.90	\$1,030	60%





Key Facts

Type Market-Rate & Tax Credit
 Total Units 138
 Occupancy 97.8%
 Waiting List None
 Year Open 2004
 Distance to Site 3.4 miles
 Age Restriction Senior (55+)

Electric	Tenant	
Heating	Tenant	Gas
Hot Water	Tenant	Gas
Cooking	Tenant	Electric
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Central AC, Carpet, Washer & Dryer, Washer/Dryer Hookups, Patio/Deck/Balcony, Intercom, Blinds, E-Call Button

Concessions:

No Rent Specials

Project Amenities:

On-site Management, Laundry Facility, Activity Room, Fitness Center, Storage, Elevator, Social Services, Transportation, Movie Theater, Beauty Salon

Remarks:

Market-rate (95 units); 60% AMI (43 units); Accepts HCV (2 units); 2-br units have dishwasher; Cottages have washer/dryer; Dinner: \$8.75; Packages available

Elmhaven Manor

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent	AMI
						Unit	\$/ Square Foot		
1	1	G	85	2	600	\$1,529	\$2.55	\$1,598	
1	1	G	28	0	600	\$827	\$1.38	\$896	60%
2	1	G	7	1	840	\$1,829	\$2.18	\$1,916	
2	2	G	3	0	1,020	\$1,899	\$1.86	\$1,986	
2	2	G	3	0	1,020	\$951	\$0.93	\$1,038	60%
2	1	G	12	0	840	\$997	\$1.19	\$1,084	60%





Electric	Tenant	
Heating	Tenant	Gas
Hot Water	Tenant	Gas
Cooking	Tenant	Electric
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Key Facts

Type Market-Rate & Tax Credit

Total Units 163

Occupancy 94.5%

Waiting List None

Year Open 1990

Distance to Site 2.9 miles

Age Restriction Senior (55+)

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Central AC, Carpet, Patio/Deck/Balcony, Intercom, Blinds, E-Call Button

Concessions:

No Rent Specials

Project Amenities:

On-site Management, Laundry Facility, Lounge, Fitness Center, Elevator, Social Services, Movie Theater

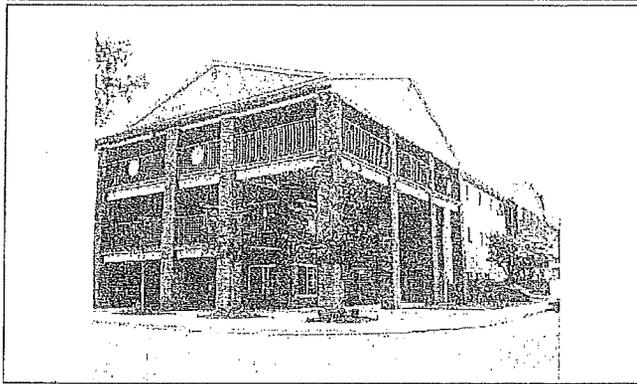
Remarks:

Market-rate (130 units); 50% AMI (33 units); MRR & high rents include housekeeping & 3 meals per day; Low rents include 2 meals & housekeeping

American House-Oakland

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent	AMI
						Unit	\$/Square Foot		
0	1	G	2	0	337	\$1,955	\$5.80	\$2,015	
0	1	G	10	0	450	\$619	\$1.38	\$679	50%
1	1	G	97	8	590	\$2,425	\$4.11	\$2,494	
1	1	G	15	0	590	\$658	\$1.12	\$727	50%
2	1	G	11	0	877-906	\$2,550	\$2.81 - \$2.91	\$2,637	
2	2	G	20	1	1,050	\$2,700	\$2.57	\$2,787	
2	1	G	8	0	877-906	\$774	\$0.85 - \$0.88	\$861	50%





Electric	Tenant
Heating	Landlord Gas
Hot Water	Landlord Gas
Cooking	Tenant Electric
Water	Landlord
Sewer	Landlord
Trash	Landlord

Key Facts

Type Tax Credit
 Total Units 82
 Occupancy 100.0%
 Waiting List 7 households
 Year Open 1993
 Renovated 2008
 Distance to Site 2.9 miles
 Age Restriction Senior (55+)

Unit Amenities:

Refrigerator, Range, Disposal, Window AC, Carpet, Blinds, E-Call Button

Concessions:

No Rent Specials

Project Amenities:

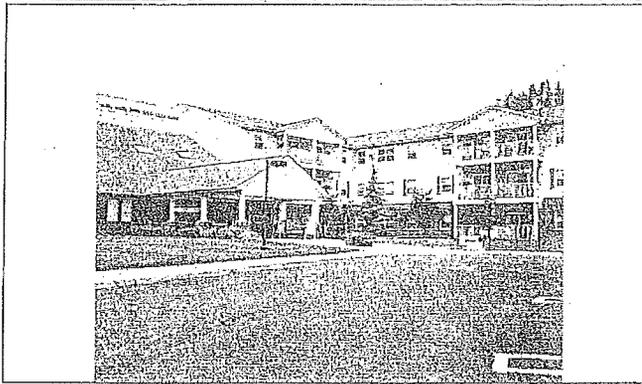
On-site Management, Laundry Facility, Activity Room, Kitchen, Fitness Center, Elevator

Remarks:

50% & 60% AMI; Accepts HCV (5 units) ; Home health care & light nursing care are available for an additional fee

Colonial Meadows Apts.

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent	AMI
						Unit	\$ / Square Foot		
1	1	G	9	0	564	\$647	\$1.15	\$680	50%
1	1	G	42	0	564	\$674	\$1.20	\$707	60%
2	1	G	7	0	816	\$773	\$0.95	\$819	50%
2	1	G	24	0	816	\$805	\$0.99	\$851	60%



Electric	Tenant
Heating	Landlord Gas
Hot Water	Landlord Gas
Cooking	Tenant Electric
Water	Landlord
Sewer	Landlord
Trash	Landlord

Key Facts

Type Tax Credit
 Total Units 120
 Occupancy 100.0%
 Waiting List 6 months
 Year Open 1997
 Distance to Site 4.8 miles
 Age Restriction Senior (55+)

Unit Amenities:

Refrigerator, Range, Disposal, Window AC, Carpet, Patio/Deck/Balcony, Intercom, Blinds, E-Call Button

Concessions:

No Rent Specials

Project Amenities:

On-site Management, Laundry Facility, Activity Room, Fitness Center, Elevator, Social Services, Beauty Salon

Remarks:

60% AMI; Accepts HCV (9 units); Catered dinners available twice per week: \$8

Meadows of Auburn Hills

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent	AMI
						Unit	\$/ Square Foot		
1	1	G	80	0	550	\$836	\$1.52	\$869	60%
2	1	G	40	0	803	\$999	\$1.24	\$1,045	60%



Gross rents (collected rents plus the cost of all utilities) for the comparable projects and the proposed rents at the subject site as well as their target market are listed in the following table:

Map ID	Project Name	Gross Rent/Per Square Foot (Number of Units/Vacancies)			Target Market
		Studio	One-Br.	Two-Br.	
Site	Glenwood Senior Apts.	\$668/\$1.48/SUB/30% (3/0) \$743/\$1.65/60% (13/0)	\$429/\$0.69/SUB/30% (7/0) \$429/\$0.69/30% (1/0) \$570/\$0.92/40% (11/0) \$715/\$1.16/50% (4/0) \$716/\$1.16/SUB/50% (5/0) \$855/\$1.38/60% (29/0) \$755/\$1.22/80% (17/0)	\$514/\$0.67/30% (1/0) \$515/\$0.62/SUB/30% (1/0) \$684/\$0.83/40% (2/0) \$858/\$1.04/50% (2/0) \$884/\$1.07/30% (4/0)	Families; 30%, 40%, 50%, 60% & 80% AMI & PBV
18	Villas at Oakland Woods	-	-	\$1,030/\$0.98/60% (34/0)	Seniors 55+; 60% AMI
24	Elmhaven Manor	-	\$896/\$1.49/60% (28/0)	\$1,038/\$1.02/60% (3/0) \$1,084/\$1.29/60% (12/0)	Seniors 55+; 60% AMI
31	American House-Oakland	\$679/\$1.51/50% (10/0)	\$727/\$1.23/50% (15/0)	\$861/\$0.95-\$0.98/50% (8/0)	Seniors 55+; 50% AMI
33	Colonial Meadows Apts.	-	\$680/\$1.21/50% (9/0) \$707/\$1.25/60% (42/0)	\$819/\$1.00/50% (7/0) \$851/\$1.04/60% (24/0)	Seniors 55+; 50% & 60% AMI
901	Meadows of Auburn Hills	-	\$869/\$1.58/60% (80/0)	\$1,045/\$1.30/60% (40/0)	Seniors 55+; 60% AMI

Source: VSI Telephone Survey

SUB - Subsidized (residents pay 30% of their incomes, as this is a government-subsidized property that also operates under the Tax Credit program)

900 Series map code is located outside the PMA

The gross rents at the proposed site will be comparable to those currently being achieved at the existing senior LIHTC projects. In fact, even the proposed gross rents at 80% AMI will be comparable to the 60% AMI gross rents currently being achieved. Considering the site will be the only senior LIHTC projects in the market to offer units at 80% AMI, the site will likely have a competitive market advantage, especially with rents that are similar to the existing 60% AMI rents. Additionally, it is likely that the proposed 80% AMI rents can be increased somewhat and still remain marketable.

The unit sizes (square footage) and number of bathrooms included in each of the comparable projects are compared with the proposed development in the following table.

Map ID	Project Name	Square Footage			Number of Baths		
		Studio	One-Br.	Two-Br.	Studio	One-Br.	Two-Br.
Site	Glenwood Senior Apts.	450	619	825	1.0	1.0	1.0
18	Villas at Oakland Woods	-	-	1,050	-	-	2.0
24	Elmhaven Manor	-	600	840 - 1,020	-	1.0	1.0 - 2.0
31	American House-Oakland	337 - 450	590	877 - 1,050	1.0	1.0	1.0 - 2.0
33	Colonial Meadows Apts.	-	564	816	-	1.0	1.0
901	Meadows of Auburn Hills	-	550	803	-	1.0	1.0

Source: VSI Telephone Survey

900 Series map codes located outside the PMA



The proposed unit sizes of 450 square feet for a studio unit, 619 for a one-bedroom unit and 825 for a two-bedroom unit will be considered appropriate for the target market. The studio and one-bedroom units will be among the largest of the comparable senior studio and one-bedroom units. The two-bedroom units will be smaller than many of the comparable senior two-bedroom units; however, we do not believe this is significant as seniors are typically less concerned with unit size and more concerned with location, unit layouts, amenities and features. Overall, the proposed unit sizes and number of bathrooms offered will enable the proposed project to compete well in the market.

The following table compares the appliances and the unit and project amenities of the existing Tax Credit properties in the market.



Map ID	18	24	31	33	901
Project Name	Villas at Oakland Woods	Elmhaven Manor	American House-Oakland	Colonial Meadows Apts.	Meadows of Auburn Hills
Appliances					
Refrigerator	X	X	X	X	X
Icemaker					
Dishwasher	X	S	X		
Disposal	X	X	X	X	X
Range	X	X	X	X	X
Appliance Type	White	White	White	White	White
Unit Amenities					
AC - Central	X	X	X		
AC - Thru Wall				X	X
Floor Coverings	Carpet	Carpet	Carpet	Carpet	Carpet
Window Treatments	Blinds	Blinds	Blinds	Blinds	Blinds
Washer/Dryer		S			
Washer/Dryer Hookups	X	S			
Patio/Deck/Balcony	X	X	X		X
Security (Unit)		Call Button Intercom	Call Button Intercom		Call Button Intercom
Parking Options					
Attached Garage	X	S			
Surface Parking	X	X	X	X	X
Carport		O	O	O	O
Project Amenities					
On-site Management	X	X	X	X	X
Laundry		X	X	X	X
Community Space	Activity Room	Activity Room	Lounge	Activity Room Kitchen	Activity Room
Fitness Center	X	X	X	X	X
Computer/Business Center	X				
Storage		O			
Elevator		X	X	X	X
Services	Social Services	Social Services Transportation	Social Services		Social Services
Community Features	Wi-Fi				
Movie Theater		X	X		
Beauty Salon		X			X



Market-rate Comparables

We identified seven market-rate properties within the preliminary Site PMA that we consider potentially comparable to the proposed development in terms of unit types and sizes offered. It is important to note that for the purpose of this analysis, we only select market-rate properties. Market-rate properties are used to determine rents that can be achieved in the open market for the subject units without maximum income and rent restrictions.

The subject development and the seven selected properties include the following:

Map ID	Project Name	Year Opened/ Renovated	Total Units	Occupancy Rate	Unit Mix (Occupancy Rate)			
					Studio	One-Br.	Two-Br.	Three-Br.
Site	Glenwood Senior Apts.	2021	100		16	74	10	-
4	Lafayette Place Lofts	2012	46	100.0%	-	36 (100.0%)	10 (100.0%)	-
5	Auburn Square	2014	97	100.0%	41 (100.0%)	39 (100.0%)	17 (100.0%)	-
11	30 North Lofts	1964 / 2001	24	100.0%	8 (100.0%)	14 (100.0%)	2 (100.0%)	-
14	Cherokee Hills	1974	147	95.9%	-	86 (95.3%)	61 (96.7%)	-
21	Wind Song Apts.	1975 / 2016	176	99.4%	-	44 (100.0%)	86 (98.8%)	46 (100.0%)
26	Auburn Heights	1978 / 2016	256	97.7%	-	152 (97.4%)	104 (98.1%)	-
29	Bloomfield Square	1972 / 2015	256	98.8%	-	96 (100.0%)	160 (98.1%)	-

Source: VSI Telephone Survey
 Shaded properties offer elevator-served building designs

The seven selected market-rate projects have a combined total of 1,002 units with an overall occupancy rate of 98.4%. Only Cherokee Hills has an occupancy rate below 97.7%. Note that although none of the comparable projects are restricted to seniors, they all offer one- and two-bedroom garden-style units that are conceptually comparable to the proposed project. In addition, two of the comparables (Lafayette Place Lofts and 30 North Lofts) offer elevator-served building designs, similar to the proposed site.

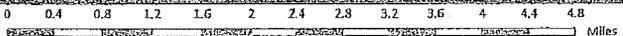
The following map illustrates the subject site location relative to the locations of the comparable market-rate properties. Following the comparable properties locations map are profiles of the selected comparable market-rate projects.

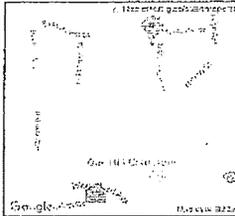
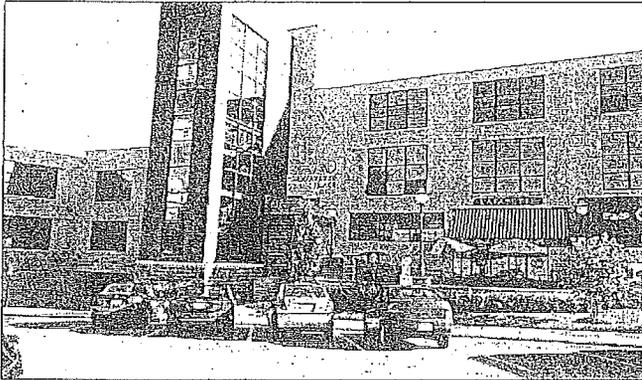


Pontiac, MI Comparable Market-rate Property Locations

Legend

- Project Site
- PMA
- Apartments
- Market-rate





Key Facts

Type Market-Rate
 Total Units 46
 Occupancy 100.0%
 Waiting List None
 Year Open 2012
 Distance to Site 1.3 miles
 Age Restriction None

Electric	Tenant	
Heating	Tenant	Gas
Hot Water	Tenant	Electric
Cooking	Tenant	Electric
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Unit Amenities:

Refrigerator, Icemaker, Range, Dishwasher, Disposal, Microwave, Central AC, Washer & Dryer, Washer/Dryer Hookups, Patio/Deck/Balcony, Vaulted Ceilings

Concessions:

No Rent Specials

Project Amenities:

On-site Management, Lounge, Elevator, Surveillance Cameras, Controlled Access, Dog Park/Pet Care Areas, Retail/Restaurant

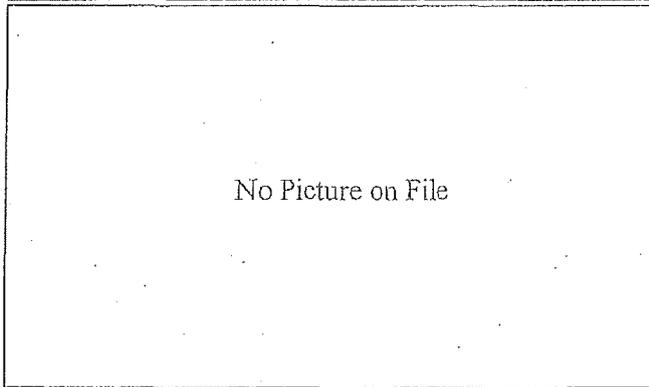
Remarks:

Does not accept HCV

Lafayette Place Lofts

BRS	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square Foot	
1	1	G	36	0	566 - 850	\$940 - \$960	\$1.13 - \$1.66	\$1,023 - \$1,043
2	1	G	10	0	900 - 1,300	\$1,100 - \$1,450	\$1.12 - \$1.22	\$1,207 - \$1,557





Map showing location of Auburn Square in Auburn Hills, MI. Includes a legend for Electric, Heating, Hot Water, Cooking Water, Sewer, and Trash.

Electric	Tenant
Heating	Tenant
Hot Water	Tenant
Cooking Water	Tenant
Sewer	Landlord
Trash	Landlord

Key Facts
 Type Market-Rate
 Total Units 97
 Occupancy 100.0%
 Waiting List 3-9 months
 Year Open 2014
 Distance to Site 4.7 miles
 Age Restriction None

Unit Amenities:
 Refrigerator, Range, Microwave, Central AC, Carpet, Washer & Dryer, Washer/Dryer Hookups, Patio/Deck/Balcony, Blinds

Concessions:
 No Rent Specials

Project Amenities:
 On-site Management, Fitness Center, Controlled Access

Remarks:
 Does not accept HCV

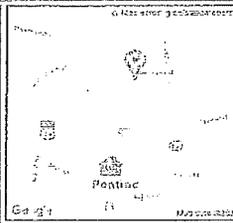
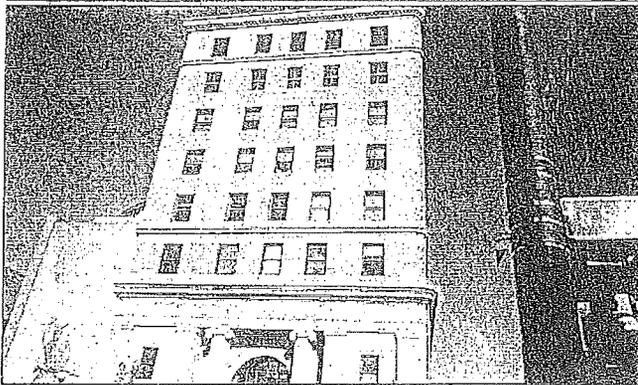
Auburn Square

BRS	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square Foot	
0	1	G	41	0	456	\$743 - \$758	\$1.63 - \$1.66	\$822 - \$837
1	1	G	39	0	643 - 966	\$952 - \$1,220	\$1.26 - \$1.48	\$1,043 - \$1,311
2	2	G	17	0	1,036 - 1,318	\$1,318 - \$1,535	\$1.16 - \$1.27	\$1,441 - \$1,658

Me 11 30 North Lofts

30 N. Saginaw St., Pontiac, MI 48342

(248) 766-0348



Electric	Landlord
Heating	Landlord Gas
Hot Water	Landlord Gas
Cooking	Landlord Electric
Water	Landlord
Sewer	Landlord
Trash	Landlord

Key Facts

Type Market-Rate
 Total Units 24
 Occupancy 100.0%
 Waiting List 10 households
 Year Open 1964
 Renovated 2001
 Distance to Site 1.4 miles
 Age Restriction None

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Microwave, Central AC, Ceiling Fan, Intercom, Blinds, Jacuzzi Tub

Concessions:

No Rent Specials

Project Amenities:

Laundry Facility, Elevator, Controlled Access

Remarks:

Does not accept HCV; Formerly Central National Bank; Mixed-use, office space & banquet facility

30 North Lofts

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square Foot	
0	1	G	8	0	495	\$875	\$1.77	\$830
1	1	G	14	0	600-650	\$1,010-\$1,140	\$1.68-\$1.75	\$947-\$1,077
2	2	G	2	0	1,664	\$1,760	\$1.06	\$1,681



Electric	Tenant
Heating	Landlord Gas
Hot Water	Landlord Gas
Cooking	Tenant Electric
Water	Landlord
Sewer	Landlord
Trash	Landlord

Key Facts

Type Market-Rate
 Total Units 147
 Occupancy 95.9%
 Waiting List None
 Year Open 1974
 Distance to Site 4.4 miles
 Age Restriction None

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Window AC, Carpet, Patio/Deck/Balcony, Ceiling Fan, Blinds

Concessions:

No Rent Specials

Project Amenities:

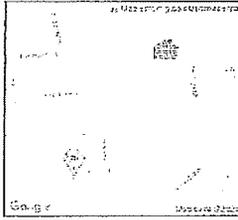
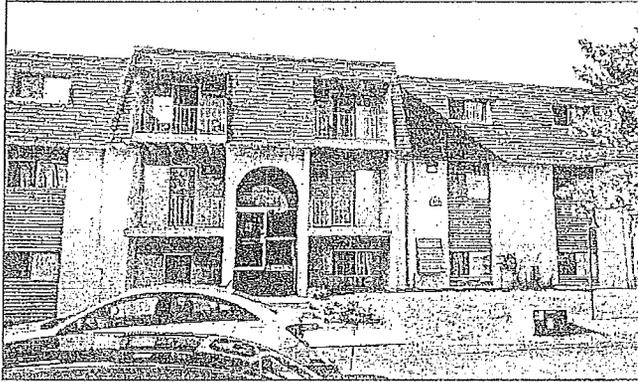
Swimming Pool, On-site Management, Laundry Facility, Controlled Access

Remarks:

Does not accept HCV; 2-br units have carport & patio

Cherokee Hills

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square foot	
1	1	G	58	3	800	\$719	\$0.90	\$752
1	1	G	28	1	900	\$825	\$0.92	\$858
2	1	G	32	2	1,000	\$819	\$0.82	\$865
2	1	G	14	0	1,100	\$869	\$0.79	\$915
2	1	G	15	0	1,250	\$900	\$0.72	\$946



Electric	Tenant
Heating	Landlord Gas
Hot Water	Landlord Gas
Cooking	Tenant Electric
Water	Tenant
Sewer	Tenant
Trash	Tenant

Key Facts

Type Market-Rate
 Total Units 176
 Occupancy 99.4%
 Waiting List None
 Year Open 1975
 Renovated 2016
 Distance to Site 2.8 miles
 Age Restriction None

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Microwave, Window AC, Carpet, Patio/Deck/Balcony, Blinds

Concessions:

No Rent Specials

Project Amenities:

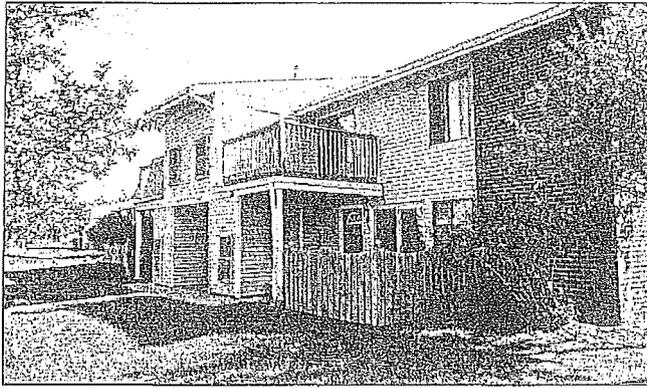
Swimming Pool, On-site Management, Laundry Facility, Clubhouse, Lounge, Fitness Center, Playground, Tennis Court(s), Computer/Business Center, Wi-Fi

Remarks:

Accepts HCV (40 units); 2-br units have walk-in closets

Wind Song Apts.

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$ / Square Foot	
1	1	G	44	0	765	\$825	\$1.08	\$921
2	1	G	46	0	875	\$895	\$1.02	\$1,036
2	2	G	40	1	990 - 1,025	\$980	\$0.96 - \$0.99	\$1,121
3	2	G	46	0	1,200	\$1,150	\$0.96	\$1,350



Electric	Tenant	
Heating	Tenant	Gas
Hot Water	Tenant	Gas
Cooking	Landlord	Gas
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Key Facts

Type Market-Rate
 Total Units 256
 Occupancy 97.7%
 Waiting List None
 Year Open 1978
 Renovated 2016
 Distance to Site 2.5 miles
 Age Restriction None

Unit Amenities:

Refrigerator, Range, Dishwasher, Disposal, Microwave, Central AC, Carpet, Washer/Dryer Hookups, Patio/Deck/Balcony, Blinds

Concessions:

No Rent Specials

Project Amenities:

Swimming Pool, On-site Management, Clubhouse, Lounge, Security Gate, Surveillance Cameras

Remarks:

Does not accept HCV; Tenants pay portion of water & gas

Auburn Heights

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square Foot	
1	1	G	152	4	750	\$895	\$1.19	\$957
2	1	G	104	2	900	\$965	\$1.07	\$1,042





Electric	Tenant	Electric
Heating	Tenant	Electric
Hot Water	Tenant	Electric
Cooking	Tenant	Electric
Water	Landlord	
Sewer	Landlord	
Trash	Landlord	

Key Facts

Type Market-Rate
 Total Units 256
 Occupancy 98.8%
 Waiting List None
 Year Open 1972
 Renovated 2015
 Distance to Site 5.3 miles
 Age Restriction None

Unit Amenities:

Refrigerator, Range, Dishwasher, Central AC, Carpet, Ceiling Fan, Blinds

Concessions:

No Rent Specials

Project Amenities:

Swimming Pool, On-site Management, Laundry Facility, Fitness Center, Storage, Controlled Access

Remarks:

Does not accept HCV; 2-br units have dishwasher

Bloomfield Square

BRs	Baths	Type	Units	Vacant	Square Feet	Collected Rent		Gross Rent
						Unit	\$/Square foot	
1	1	G	96	0	900	\$974	\$1.08	\$1,065
2	1	G	160	3	1,100	\$1,160	\$1.05	\$1,283

The following compares the gross rents of the comparable market-rate projects with the proposed gross rents at the site.

Map ID	Project Name	Gross Rents (Units)			
		Studio	One-Br	Two-Br	Three-Br
			\$429/SUB/30% (7)		
			\$429/30% (1)		
			\$570/40% (11)	\$514/30% (1)	
			\$715/50% (4)	\$515/SUB/30% (1)	
			\$716/SUB/50% (5)	\$684/40% (2)	
		\$668/SUB/30% (3)	\$855/60% (29)	\$858/50% (2)	
Site	Glenwood Senior Apts.	\$743/60% (13)	\$755/80% (17)	\$884/80% (4)	
4	Lafayette Place Lofts	-	\$1,023-\$1,043 (36)	\$1,207-\$1,557 (10)	-
5	Auburn Square	\$822-\$837 (41)	\$1,043-\$1,311 (39)	\$1,441-\$1,658 (17)	-
11	30 North Lofts	\$830 (8)	\$947-\$1,077 (14)	\$1,681 (2)	-
14	Cherokee Hills	-	\$752-\$858 (86)	\$865-\$946 (61)	-
21	Wind Song Apts.	-	\$921 (44)	\$1,036-\$1,121 (86)	\$1,350 (46)
26	Auburn Heights	-	\$957 (152)	\$1,042 (104)	-
29	Bloomfield Square	-	\$1,065 (96)	\$1,283 (160)	-

Source: VSI Telephone Survey

Shaded properties offer elevator-served building designs

Based on a review of current gross rents among the conventional market-rate alternatives in the Pontiac area, the proposed rents will represent significant values. It is likely that the project has the ability to achieve rents close to the programmatic maximum allowable levels in the 30%, 40%, 50% and 60% AMI units. While the proposed 80% AMI rents should not be set at the maximum allowable programmatic levels, they can be increased well beyond the currently proposed levels. Typically, 60% AMI Tax Credit rents need to be set 10% or more below achievable market rents to ensure that the project will have an adequate flow of tenants. However, the 80% AMI rents do not need to represent as significant of a value. It is likely that a value to market of at least 5% would be sufficient in this market, considering the high occupancy rates, increasing demographic trends and overall strength of the market.

Planned or Proposed

Based on our interviews with local building and planning representatives, and our review of the MSHDA Tax Credit properties list, there are no senior-restricted LIHTC projects currently in the pipeline or under construction. Given the increasing senior demographic trends and the 100% occupancy rate among existing senior affordable rental units, we believe the proposed project will help to meet a small portion of the pent-up market demand.

Demographic Demand Analysis

Under the Low-Income Housing Tax Credit program, household eligibility is based on household income not exceeding the targeted percentage of Area Median Income (AMI), depending upon household size. The subject project is located in the Detroit-Warren-Livonia, Michigan Metropolitan Statistical Area (MSA), which has a four-person median household income of \$76,300 for 2019.



For the purpose of forecasting demographic demand for the subject project, we assume most units at the site will target senior households age 55 and older earning up to 30%, 40%, 50%, 60% and 80% of AMI. The following table summarizes the maximum allowable income by household size for the Detroit-Warren-Livonia, Michigan MSA:

2019 HUD Income Limits – Detroit-Warren-Livonia, MI HUD Metro FMR Area					
Household Size	30%	40%	50%	60%	80%
One-Person	\$16,050	\$21,400	\$26,750	\$32,100	\$42,750
Two-Person	\$18,330	\$24,440	\$30,550	\$36,660	\$48,850
Three-Person	\$20,610	\$27,480	\$34,350	\$41,220	\$54,950
Four-Person	\$22,890	\$30,520	\$38,150	\$45,780	\$61,050
Five-Person	\$24,750	\$33,000	\$41,250	\$49,500	\$65,950
2019 Median Four-Person Household Income: \$76,300					

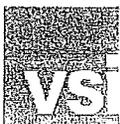
We assume the age-restricted subject project will offer studio, one- and two-bedroom units that are expected to house up to two-person senior households. As such, the maximum allowable income considered for residency at the subject development is \$48,850 at 80% AMI.

Leasing industry standards typically require households to have rent-to-income ratios of 27% to 40%. Generally, market-rate properties require a lower rent-to-income ratio, while an acceptable rent-to-income ratio for low-income family households is typically 35% and an acceptable rent-to-income ratio for seniors is typically 40%.

Assuming management qualifies households with a rent-to-income ratio of 40%, the minimum annual household requirements to reside at the subject project is \$12,870. This assumes the lowest gross rent to be charged at the subject project is \$429, which is the one-bedroom maximum allowable Tax Credit rent targeting households earning up to 30% of AMI. However, the site will offer subsidized units that will have the ability to target households with little to no income. The following table summarizes the income-appropriate ranges required to live at the subject site.

Program (AMI Level)	Income Range	
	Minimum	Maximum
Subsidized/Tax Credit (Limited to 30% AMI)	\$0	\$18,330
Tax Credit (Limited to 30% AMI)	\$12,870	\$18,330
Tax Credit (Limited to 40% AMI)	\$17,100	\$24,440
Tax Credit (Limited to 50% AMI)	\$20,040	\$30,550
Tax Credit (Limited to 60% AMI)	\$22,290	\$36,660
Tax Credit (Limited to 80% AMI)	\$22,650	\$48,850
Overall Non-Subsidized Tax Credit	\$12,870	\$48,850

The proposed project is anticipated to be developed and open in 2021. Based on the household projections found in the Demographic Characteristics and Trends section of this report, there will be an estimated 2,337 renter households within the preliminary Pontiac Site PMA with qualifying incomes under the Tax Credit program guidelines. The following table summarizes the basic capture rates among age- and income-eligible renter households at each of the targeted income segments.



Basic Senior (Age 55+) Renter Capture Rates			
Program (AMI Level)	Number of Proposed Units	Age- and Income- Eligible Renters: 2021	Basic Senior Renter Capture Rate
Subsidized/Tax Credit (Limited to 30% AMI) \$0 - \$18,330	16	/ 3,015	= 0.5%
Tax Credit (Limited to 30% AMI) \$12,870 - \$18,330	10	/ 759	= 1.7%
Tax Credit (Limited to 40% AMI) \$17,100 - \$24,440	13	/ 707	= 1.8%
Tax Credit (Limited to 50% AMI) \$20,040 - \$30,550	14	/ 609	= 1.8%
Tax Credit (Limited to 60% AMI) \$22,290 - \$36,660	42	/ 818	= 5.1%
Tax Credit (Limited to 80% AMI) \$22,650 - \$48,850	21	/ 1,164	= 1.8%
Overall Non-Subsidized Tax Credit \$12,870 - \$48,850	100	/ 2,337	= 4.3%

The subsidized capture rate of 0.5% is considered very low and an indication of sufficient demographic support. The proposed 30%, 40%, 50% and 80% AMI capture rates of just 1.7% and 1.8% are also considered very low and supportable. Note that if/when the proposed 80% AMI rents are increased, as recommended in this analysis, the capture rate will likely also increase. However, we believe it will remain lower than the 60% AMI capture rate. Although the 60% AMI capture rate of 5.1% is notably higher than the other targeted income categories' capture rates, it is still considered low and achievable. Overall, sufficient demographic support exists in the preliminary Pontiac Site PMA for the successful development of the proposed project.

Pursuant to MSHDA market study requirements, we have calculated an unduplicated demand, based on their required methodology and format. This unduplicated demand is summarized as follows:



Demand Scenario One - Sample Subsidy Parameters

Area Median Income Targeting	PEV	30% AMI	40% AMI	50% AMI	60% AMI	80% AMI	Total LIHTC
Minimum Income (based on lowest rent serving income band)	\$0	\$12,870	\$17,715	\$22,240	\$26,420	\$29,655	\$12,870
Maximum Income (based on information from MSHDA)	\$12,870	\$17,715	\$22,240	\$26,420	\$29,655	\$48,850	\$48,850
A. Demand From Existing Renter Households							
1 Number of existing households for current year	30,828	30,828	30,828	30,828	30,828	30,828	30,828
2 Renter percentage based upon most current Census data	48.7%	48.7%	48.7%	48.7%	48.7%	48.7%	48.7%
3 Number of renters for current year	15,013	15,013	15,013	15,013	15,013	15,013	15,013
4 Income-Qualification percentage	8.8%	4.5%	3.1%	1.9%	1.5%	4.6%	15.6%
5 Number of income-qualified renter households	1321.165	675.5956	465.4103	285.2515	225.1985	690.6089	2,342
6 Movership rate, the estimated percentage of renter households that move into different rental units in a given year	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%
7 Estimated annual demand from existing rental households	264	135	93	57	45	138	468
B. Demand from Existing Owner Households							
8 Number of existing households for current year	30,828	30,828	30,828	30,828	30,828	30,828	30,828
9 Owner percentage based upon most current Census data	51.3%	51.3%	51.3%	51.3%	51.3%	51.3%	51.3%
10 Number of owners for current year	15,815	15,815	15,815	15,815	15,815	15,815	15,815
11 Income-qualification percentage	6.5%	350.0%	3.3%	3.1%	2.4%	12.4%	24.8%
12 Number of income-qualified owner households	1,028	55,352	522	490	380	1,961	3,922
13 Movership rate, the estimated percentage of owner households that move into rental units in a given year	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
14 Estimated annual demand from existing owner households	31	1661	16	15	11	59	118
C. Demand from New Households:							
15 Number of households projected to exist at market entry	31,112	31,112	31,112	31,112	31,112	31,112	31,112
16 Number of existing households in current year	30,828	30,828	30,828	30,828	30,828	30,828	30,828
17 Number of new households	284	284	284	284	284	284	284
18 Years between current year and market entry	3	3	3	3	3	3	3
19 Annual growth in households	95	95	95	95	95	95	95
20 Renter percentage estimate for market entry year	48.2%	48.2%	48.2%	48.2%	48.2%	48.2%	48.2%
21 Annual growth increment in renter households	46	46	46	46	46	46	46
22 Income qualification percentage	8.8%	4.5%	3.1%	1.9%	1.5%	4.6%	15.6%
23 Number of income-qualified new renters per year	4	2	1	1	1	2	7
D. Total Demand Estimate							
	299	1,798	110	73	57	199	593
E. Demand Analysis							
24 Number of Units Proposed	16	10	13	14	42	21	100
25 Penetration Rate (# units proposed/# income qualified HH)	0.7%	0.0%	1.3%	1.8%	6.9%	0.8%	1.6%
26 Number of comparable pipeline units	0	0	0	0	0	0	0
27 Capture Rate (# units proposed+/# comparable pipeline units)/demand estimate	5.3%	0.6%	11.8%	19.3%	73.5%	10.6%	16.9%
28 Number of existing comparable units constructed since 2010	0	0	0	0	0	0	0
29 Saturation Rate (# units+/# comparable pipeline units+/# existing comparable units constructed since 2010)/demand estimate	5.3%	0.6%	11.8%	19.3%	73.5%	10.6%	16.9%

Based on the MSHDA unduplicated demand, the 60% AMI units are the most vulnerable to future competition. At 73.5% for the capture rate and saturation rate, it would benefit the site to offer fewer 60% AMI units.

We have considered the 192 existing, non-subsidized, senior-restricted Tax Credit units in the market when evaluating the achievable senior capture rate for the subject development. Based on the same calculation process used for the subject site, the income-eligible range for the existing and proposed senior Tax Credit units is \$12,870 to \$48,850. Based on the Demographic Characteristics and Trends of household incomes for the Site PMA, an estimated 2,337 senior-restricted (age 55 and older) renter households will have eligible incomes in 2021. The 276 existing and proposed senior, non-subsidized Tax Credit units represent a penetration rate of 11.8% of the 2,337 income-eligible renter households, which is summarized in the following table.

	Senior Tax Credit Penetration Rate (\$12,870 - \$48,850)
Number of LIHTC Units (Proposed and Existing)	276
Income-Eligible Renter Households - 2021	/ 2,337
Overall Senior LIHTC Penetration Rate	= 11.8%

It is our opinion that the 11.8% senior, non-subsidized Tax Credit penetration rate is achievable, especially considering the existing senior LIHTC units are 100% occupied and some currently maintain waiting lists. Note that the above calculation excludes the 16 proposed subsidized units at the site. In the unlikely event these units lost their subsidy, the non-subsidized senior LIHTC penetration rate would increase to 12.5% (= 292 / 2,337). Overall, sufficient demographic support exists in the preliminary Site PMA for the proposed subject units.

Conclusions

The subject site is located in a preliminary PMA where most of the surveyed product is performing very well. In fact, the affordable rental units surveyed are all 100.0% occupied, indicating pent-up market demand for additional affordable housing. Note that three of the five comparable senior Tax Credit projects currently have waiting lists of seven households or six to 12 months in length. Overall, there is pent-up market demand in the preliminary Pontiac Site PMA for additional affordable senior housing.

The Pontiac Site PMA has not experienced any senior-restricted Tax Credit new construction since 2006. The proposed project, which is anticipated to open in 2021, will introduce a modern senior LIHTC product that is currently not available.

An evaluation of the rents being achieved at the most comparable senior Tax Credit projects and the most comparable market-rate projects was conducted. Based on our evaluation, it appears that some of the proposed rents have the potential to be increased. The following table summarizes the potential achievable collected rents based on the proposed targeted income levels and unit mix.



Glenwood Senior Apartments (Proposed Site) – Potential/Achievable Collected Rents					
Total Units	Bedrooms/Baths	Percent of AMI	Proposed Collected Rents	Potential Achievable Collected Rents	Maximum* LIHTC Collected Rents
3	Studio/1.0-bath	50%*	\$590	\$590	\$590
13	Studio/1.0-bath	60%	\$665	\$695 (+\$30)	\$724
1	1-br./1.0-bath	30%	\$339	\$339	\$339
7	1-br./1.0-bath	30%*	\$339	\$339	\$339
11	1-br./1.0-bath	40%	\$480	\$483 (+\$3)	\$483
4	1-br./1.0-bath	50%	\$625	\$626 (+1)	\$626
5	1-br./1.0-bath	50%*	\$626	\$626	\$626
29	1-br./1.0-bath	60%	\$765	\$769 (+\$4)	\$769
17	1-br./1.0-bath	80%	\$665	\$850 (+\$185)	\$1,056
1	2-br./1.0-bath	30%	\$395	\$396 (+\$1)	\$396
1	2-br./1.0-bath	30%*	\$396	\$396	\$396
2	2-br./1.0-bath	40%	\$565	\$568 (+\$3)	\$568
2	2-br./1.0-bath	50%	\$739	\$739	\$739
4	2-br./1.0-bath	80%	\$765	\$950 (+\$185)	\$1,255

100

Source: Wallick Companies

AMI – Area Median Income (Detroit-Warren-Livonia, Michigan HUD FMR Area)

*Subsidized units in which residents pay 30% of their income to rent, rather than the programmatic maximum allowable rents illustrated in the table

**Adjusted to reflect "collected rents" by subtracting the cost of utilities at the subject site from the maximum gross rents

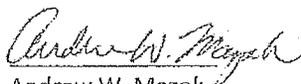
Green shaded rows denote 4% Bond units

As stated in this analysis, it is likely that the project has the ability to achieve rents close to the programmatic maximum allowable levels in the 30%, 40%, 50% and 60% AMI units. While the proposed 80% AMI rents should not be set at the maximum allowable programmatic levels, they can be increased well beyond the currently proposed levels. Typically, 60% AMI Tax Credit rents need to be set 10% or more below achievable market rents to ensure that the project will have an adequate flow of tenants. However, the 80% AMI rents do not need to represent as significant of a value. It is likely that a value to market of at least 5% would be sufficient in Pontiac, considering the high occupancy rates among comparables, the increasing demographic trends and overall strength of the market.

Overall, sufficient demographic support and market demand exist in the preliminary Pontiac Site PMA to support the proposed subject project.

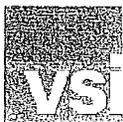
The findings of this report are considered preliminary and could be further evaluated with a full market study, including a personal inspection of the Site PMA and the area's rental product. This analysis assumes the subject project will be developed as outlined in this report. Please do not hesitate to contact us with any additional questions.

Sincerely,



Andrew W. Mazak

Vogt Strategic Insights

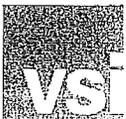


A. Telephone Survey of Conventional Rentals

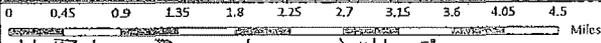
The following section is a telephone survey of conventional rental properties in the preliminary Site PMA. These properties were identified through a variety of sources, including area apartment guides, government agencies and our own field inspection. The intent of this field survey is to evaluate the overall strength of the existing rental market, identify trends impacting future development and to identify those properties considered most comparable to the subject site. The field survey has been organized by project type; properties are color coded to reflect this and designated as market-rate, Tax Credit, government-subsidized or a combination of these three property types. The field survey is assembled as follows:

- A color-coded map indicating each property surveyed and the project type followed by a list of properties surveyed.
- Distribution of non-subsidized and subsidized units and vacancies in properties surveyed.
- Properties surveyed by name, address, telephone number, project type, key amenities, year built or renovated (if applicable), number of floors, total units, occupancy rate, quality rating, rent incentives and Tax Credit designation. Housing Choice Vouchers and Rental Assistance are also noted here.
- A rent distribution is provided for all market-rate and non-subsidized Tax Credit units by unit type and bedroom.
- Calculations of rent per square foot (all utilities are adjusted to reflect similar utility responsibility). Data is summarized by unit type.
- The distribution of market-rate and non-subsidized Tax Credit units are provided by quality rating, unit type and number of bedrooms. The median rent by quality ratings and bedrooms is also reported. Note that rents are adjusted to reflect common utility responsibility.
- An analysis of units added to the area by project construction date and, when applicable, by year of renovation.
- Aggregate data and distributions for all non-subsidized properties are provided for appliances, unit amenities and project amenities.
- Aggregation of projects by utility responsibility (market-rate and non-subsidized Tax Credit only).
- A utility allowance worksheet.

Note that other than the property listing following the map, data is organized by project types. Market-rate properties (blue designation) are first followed by variations of market-rate and Tax Credit properties. Non-government subsidized Tax Credit properties are red and government-subsidized properties are yellow. See the color codes at the bottom of each page for specific project types.



Pontiac, MI Apartment Locations



Legend

- Project Site
- PMA
- Apartments Type**
 - Government-subsidized
 - Market-rate
 - Market-rate/Tax Credit
 - Tax Credit
 - Tax Credit/Government-subsidized
 - Market-rate/Tax Credit/Govt-sub



Map Identification List

Map ID	Project Name	Project Type	QR	Year Built/Renovated	Total Units	Vacant	Occupancy Rate	DTS
1	McDonald Senior Apts.	GSS	N	2003	50	0	100.0%	1.1
2	Cornerstone	MRR	C	1965 / 2015	252	13	94.8%	0.9
3	Oakland Hills Twnhms.	MRR	B+	1955 / 2014	235	0	100.0%	0.9
4	Lafayette Place Lofts	MRR	B	2012	46	0	100.0%	1.3
5	Auburn Square	MRR	N	2014	97	0	100.0%	4.7
6	Bloomfield Villas Apts.	MRR	N	1992 / 2008	462	0	100.0%	5.4
7	Meadow Creek Village	GSS	N	1995	60	0	100.0%	4.3
8	Beacon Square Apts. & Twnhms.	TAX	B	1924 / 2008	40	0	100.0%	1.3
9	Cedargate Apts.	MRR	B-	1984 / 2003	93	0	100.0%	4.3
10	Pontiac Townhouses Cooperative	GSS	N	1968 / 2016	40	0	100.0%	1.4
11	30 North Lofts	MRR	B-	1964 / 2001	24	0	100.0%	1.4
12	Bloomfield Hills Townhouse Cooperative	MRR	N	1962 / 2019	280	0	100.0%	3.6
13	Pike Street Apts.	MRR	B	1928 / 2016	22	1	95.5%	1.5
14	Cherokee Hills	MRR	B-	1974	147	6	95.9%	4.4
15	Phoenix Place Apts.	TGS	C	1984 / 2008	200	0	100.0%	1.9
16	University Place Apts.	MRR	B	1989	89	4	95.5%	2.3
17	Lakeland Place	GSS	B	1998	200	0	100.0%	3.5
18	Villas at Oakland Woods	MRT	B+	2006	66	0	100.0%	3.7
19	Lancaster Village Apts.	GSS	N	1969	237	0	100.0%	2.4
20	Crystal Lake Apts.	MRT	B+	1989	144	0	100.0%	3.5
21	Wind Song Apts.	MRR	C	1975 / 2016	176	1	99.4%	2.8
22	Village of Oakland Woods	TMG	B+	1980 / 2006	216	0	100.0%	3.6
23	Oak Square Apts.	MRR	B	1978 / 2015	120	0	100.0%	2.4
24	Elmhaven Manor	MRT	A	2004	138	3	97.8%	3.4
25	Monroe Manor	MRR	C-	1929 / 2009	64	3	95.3%	2.5
26	Auburn Heights	MRR	B+	1978 / 2016	256	6	97.7%	2.5
27	Turtle Creek Apts.	MRR	B+	1979 / 2016	125	1	99.2%	2.5
28	Woodlake Hills I & II	MRR	B+	1992 / 2006	144	3	97.9%	3.0
29	Bloomfield Square	MRR	B	1972 / 2015	256	3	98.8%	5.3
30	Auburn West	MRR	C	1990	72	5	93.1%	2.9
31	American House-Oakland	MRT	B+	1990	163	9	94.5%	2.9
32	Auburn Village	MRR	B	1972 / 2010	240	9	96.3%	3.1
33	Colonial Meadows Apts.	TAX	B+	1993 / 2008	82	0	100.0%	2.9
34	The Crossing at Auburn Hills	MRR	A	1997	192	9	95.3%	3.3
35	Club One of Auburn Hills	MRR	B	1974 / 2015	351	7	98.0%	3.0
	Waterford Meadows (Senior)	TGS	B+	1981 / 2012	50	0	100.0%	4.1
	Waterford Meadows (Family)	TGS	B+	1981 / 2012	150	0	100.0%	4.1

Project Type

Market-rate	Market-rate/Tax Credit/Government-subsidized
Market-rate/Tax Credit	Tax Credit
Market-rate/Government-subsidized	Tax Credit/Government-subsidized
Senior Restricted	Government-subsidized

QR - Quality Rating
DTS - Drive Distance To Site (miles)



Survey Date: January 2020

Field Survey

Project Type	Projects Surveyed	Total Units	Vacant	Occupancy Rate	U/C
MRR	22	3,743	71	98.1%	0
MRT	4	511	12	97.7%	0
TMG	1	216	0	100.0%	0
TAX	2	122	0	100.0%	0
	3	400	0	100.0%	0
GSS	5	587	0	100.0%	0

Project Type

Market-rate	Market-rate/Tax Credit/Government-subsidized
Market-rate/Tax Credit	Tax Credit
Market-rate/Government-subsidized	Tax Credit/Government-subsidized
Senior-Restricted	Government-subsidized

QR - Quality Rating

DTS - Drive Distance To Site (Miles)



Vogt Strategic
Insights

Survey Date: January 2020

Field Survey

154

Distribution of Units

Market-Rate						
Bedrooms	Baths	Units	Distribution	Vacant	Vacancy Rate	Median Gross Rent
0	1	93	2.2%	2	2.2%	\$822
1	1	1,330	32.1%	24	1.8%	\$821
2	1	1,203	29.0%	31	2.6%	\$998
2	1.5	359	8.7%	12	3.3%	\$869
2	2	771	18.6%	6	0.8%	\$1,152
3	1	26	0.6%	0	0.0%	\$895
3	1.5	208	5.0%	3	1.4%	\$1,146
3	2	157	3.8%	5	3.2%	\$1,406
4	2	2	0.0%	0	0.0%	\$1,238
TOTAL		4,149	100.0%	83	2.0%	

Tax Credit, Non-Subsidized						
Bedrooms	Baths	Units	Distribution	Vacant	Vacancy Rate	Median Gross Rent
0	1	10	3.4%	0	0.0%	\$679
1	1	126	43.0%	0	0.0%	\$707
2	1	70	23.9%	0	0.0%	\$861
2	2	75	25.6%	0	0.0%	\$1,030
3	2	12	4.1%	0	0.0%	\$1,114
TOTAL		293	100.0%	0	0.0%	

Tax Credit, Government-Subsidized						
Bedrooms	Baths	Units	Distribution	Vacant	Vacancy Rate	Median Gross Rent
1	1	415	75.5%	0	0.0%	N.A.
2	1	35	6.4%	0	0.0%	N.A.
2	1.5	50	9.1%	0	0.0%	N.A.
3	1.5	50	9.1%	0	0.0%	N.A.
TOTAL		550	100.0%	0	0.0%	

Government-Subsidized						
Bedrooms	Baths	Units	Distribution	Vacant	Vacancy Rate	Median Gross Rent
1	1	365	62.2%	0	0.0%	N.A.
2	1	18	3.1%	0	0.0%	N.A.
2	1.5	104	17.7%	0	0.0%	N.A.
3	1.5	95	16.2%	0	0.0%	N.A.
4	1.5	5	0.9%	0	0.0%	N.A.
TOTAL		587	100.0%	0	0.0%	

Grand Total		5,579		83	1.5%	
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Survey of Properties

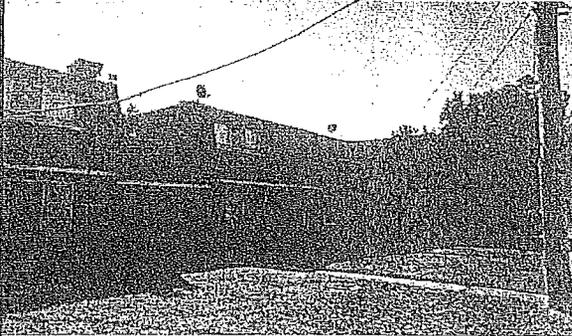
1 McDonald Senior Apts

No Picture on File

370 Baldwin Ave. Pontiac, MI 48342 Phone (248) 292-2095 Contact Gayle(by phone) Waitlist 6-12 months	Total Units 50 Vacancies 0 Occupancy 100.0% Floors 2 Quality N Year Built 2003
--	---

Comments
HUD Section 8

2 Cornerstone



957 N. Perry St. Pontiac, MI 48340 Phone (248) 858-9680 Contact Vicky(by phone) Waitlist None	Total Units 252 Vacancies 13 Occupancy 94.8% Floors 2 Quality C Year Built 1965 Renovated 2015
---	--

Comments
Accepts HCV (40 units); Unit mix estimated; Select 1-br units have balcony; Formerly known as Pinewood Townhomes

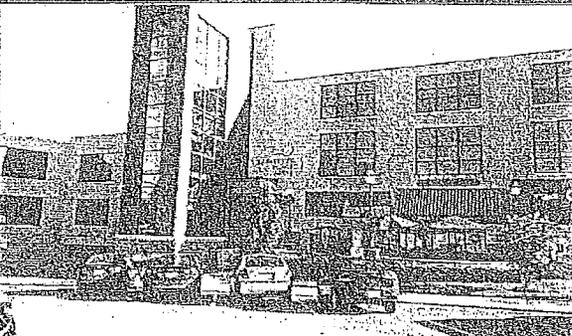
3 Oakland Hills Twnhms



639 Balboa Pl. Pontiac, MI 48342 Phone (248) 636-4482 Contact Tom(by phone) Waitlist 25 households	Total Units 235 Vacancies 0 Occupancy 100.0% Floors 2 Quality B+ Year Built 1955 Renovated 2014
--	---

Comments
Does not accept HCV

4 Lafayette Place lofts

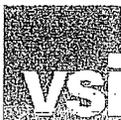


151 Lafayette St. Pontiac, MI 48342 Phone (248) 392-2090 Contact Alex(by phone) Waitlist None	Total Units 46 Vacancies 0 Occupancy 100.0% Floors 3 Quality B Year Built 2012
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Comments
Does not accept HCV

Project Type

<input type="checkbox"/> Market-rate	<input type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
<input type="checkbox"/> Market-rate/Government-subsidized	<input type="checkbox"/> Tax Credit/Government-subsidized
	<input type="checkbox"/> Government-subsidized



Vogt Strategic Insights

Survey Date: January 2020

Field Survey

5 Auburn Square

No Picture on File

3358-3384 Auburn Rd.	Total Units	97
Auburn Hills, MI 48326	Vacancies	0
Phone (248) 844-9822	Occupancy	100.0%
Contact Richard(by phone)	Floors	4
Waitlist 3-9 months	Quality	N
	Year Built	2014

Comments
Does not accept HCV

6 Bloomfield Villas Apts.

No Picture on File

580 Bloomfield Village Blvd.	Total Units	462
Auburn Hills, MI 48326	Vacancies	0
Phone (248) 853-3472	Occupancy	100.0%
Contact Angie(by phone)	Floors	2
Waitlist 6 months	Quality	N
	Year Built	1992
	Renovated	2008

Comments
Does not accept HCV

7 Meadow Creek Village

No Picture on File

2185 South Blvd.	Total Units	60
Auburn Hills, MI 48326	Vacancies	0
Phone (248) 253-8640	Occupancy	100.0%
Contact Sonya(by phone)	Floors	3
Waitlist 12 months	Quality	N
	Year Built	1995

Comments
HUD Section 8

Senior Restricted (62+)

8 Beacon Square Apts & Twnhms



101 Mechanic St.	Total Units	40
Pontiac, MI 48342	Vacancies	0
Phone (248) 812-0902	Occupancy	100.0%
Contact Lynn(by phone)	Floors	2,4
Waitlist 12 months	Quality	B
	Year Built	1924
	Renovated	2008

Comments
20%, 25%, 30%, 35%, 40% & 60% AMI; 25% mentally disabled; Accepts HCV (5 units); Townhomes have attached garage, basement, balcony & washer/dryer

Project Type

<input type="checkbox"/> Market-rate	<input type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
<input type="checkbox"/> Market-rate/Government-subsidized	<input type="checkbox"/> Tax Credit/Government-subsidized
	<input type="checkbox"/> Government-subsidized

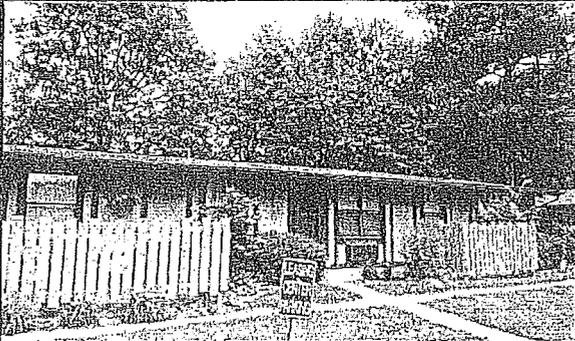


Vogt Strategic Insights

Survey Date: January 2020

Field Survey

9 Cedargate Apts.



800-999 Cedargate Ct.	Total Units	93
Waterford Twp., MI 48328	Vacancies	0
Phone (248) 494-4923	Occupancy	100.0%
Contact Angie(by phone)	Floors	1
Waitlist 2 months	Quality	B-
	Year Built	1984
	Renovated	2003

Comments
Does not accept HCV

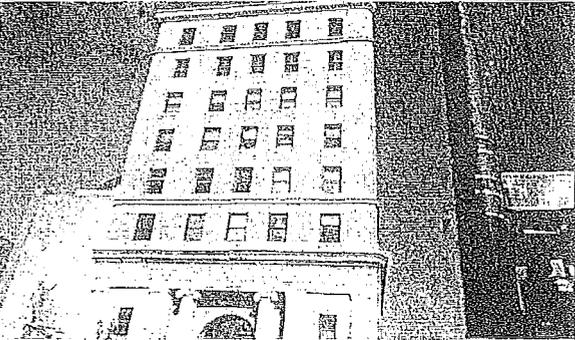
10 Pontiac Townhouses Cooperative

No Picture on File

174 E. Pike St.	Total Units	40
Pontiac, MI 48342	Vacancies	0
Phone (248) 335-7148	Occupancy	100.0%
Contact Lashanda(by phone)	Floors	2
Waitlist 12 months	Quality	N
	Year Built	1968
	Renovated	2016

Comments
HUD Section 8
Senior Restricted (55+)

11 30 North Lofts



30 N. Saginaw St.	Total Units	24
Pontiac, MI 48342	Vacancies	0
Phone (248) 766-0348	Occupancy	100.0%
Contact Scott(by phone)	Floors	8
Waitlist 10 households	Quality	B-
	Year Built	1964
	Renovated	2001

Comments
Does not accept HCV; Formerly Central National Bank; Mixed-use, office space & banquet facility.

12 Bloomfield Hills Townhouse Coope

No Picture on File

155 Charles Ln.	Total Units	280
Pontiac, MI 48341	Vacancies	0
Phone (248) 335-7452	Occupancy	100.0%
Contact Lavette(by phone)	Floors	2
Waitlist 2 years	Quality	N
	Year Built	1962
	Renovated	2019

Comments
Does not accept HCV

Project Type

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<input type="checkbox"/> Market-rate/Government-subsidized	<input type="checkbox"/> Tax Credit/Government-subsidized
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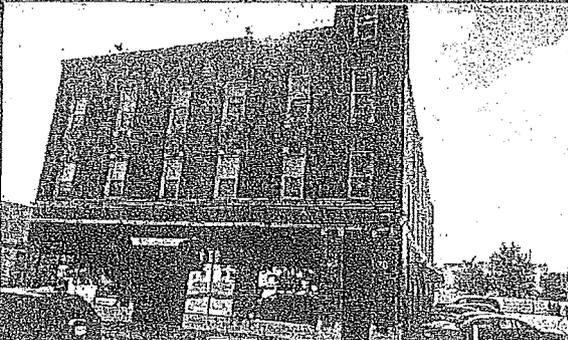


Vogt Strategic Insights

Survey Date: January 2020

Field Survey

13 Pike Street Apts.



12 Mill St.	Total Units	22
Pontiac, MI 48342	Vacancies	1
Phone (248) 322-6777	Occupancy	95.5%
Contact Barb(by phone)	Floors	3
Waitlist None	Quality	B
	Year Built	1928
	Renovated	2016

Comments
Does not accept HCV; Studio square footage estimated

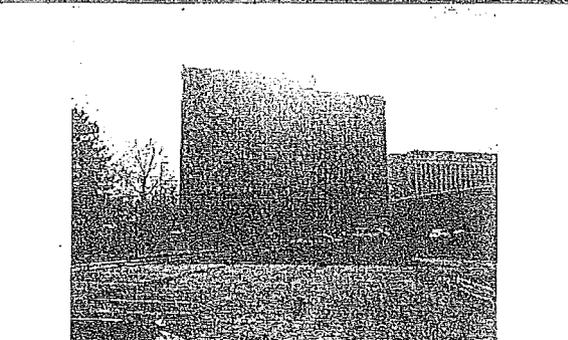
14 Cherokee Hills



2750 Cherokee Dr.	Total Units	147
Waterford Twp., MI 48328	Vacancies	6
Phone (248) 681-3309	Occupancy	95.9%
Contact Debbie(by phone)	Floors	2
Waitlist None	Quality	B-
	Year Built	1974

Comments
Does not accept HCV; 2-br units have carport & patio

Phoenix Place Apts.



47251 Woodward Ave.	Total Units	200
Pontiac, MI 48342	Vacancies	0
Phone (248) 335-7520	Occupancy	100.0%
Contact Alisha(by phone)	Floors	14
Waitlist 12 months	Quality	C
	Year Built	1984
	Renovated	2008

Comments
40%, 50% & 60% AMI & HUD Section 8
Senior Restricted (62+)

16 University Place Apts.



17 University Place Dr.	Total Units	89
Pontiac, MI 48342	Vacancies	4
Phone (248) 243-9022	Occupancy	95.5%
Contact Mary(by phone)	Floors	2
Waitlist None	Quality	B
	Year Built	1989

Comments
Does not accept HCV

Project Type

<input checked="" type="checkbox"/> Market-rate	<input checked="" type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input checked="" type="checkbox"/> Market-rate/Tax Credit	<input checked="" type="checkbox"/> Tax Credit
<input checked="" type="checkbox"/> Market-rate/Government-subsidized	<input checked="" type="checkbox"/> Tax Credit/Government-subsidized
	<input checked="" type="checkbox"/> Government-subsidized



Vogt Strategic Insights

Survey Date: January 2020

Field Survey

17 Lakeland Place



2700 Elizabeth Lake Rd. Waterford Twp., MI 48328 Phone (248) 682-3122 Contact Erica(by phone) Waitlist 6-9 months	Total Units 200 Vacancies 0 Occupancy 100.0% Floors 6 Quality B Year Built 1998
---	--

Comments Senior Restricted (62+)
HUD Section 8

18 Villas at Oakland Woods



420 S. Opdyke Rd. Pontiac, MI 48341 Phone (248) 334-4379 Contact Hillary(by phone) Waitlist 6-12 months	Total Units 66 Vacancies 0 Occupancy 100.0% Floors 1 Quality B+ Year Built 2006
---	--

Comments Senior Restricted (55+)
Market-rate (32 units); 60% AMI (34 units)

19 Lancaster Village Apts.

No Picture on File

633 Palmer Dr. Pontiac, MI 48342 Phone (248) 373-8280 Contact Evelyn(by phone) Waitlist 3-6 months	Total Units 237 Vacancies 0 Occupancy 100.0% Floors 2 Quality N Year Built 1969
--	--

Comments HUD Section 236; Does not accept HCV; Unit mix estimated

20 Crystal Lake Apts.



850 Golf Dr. Pontiac, MI 48341 Phone (248) 335-6622 Contact Karen(by phone) Waitlist 2 months	Total Units 144 Vacancies 0 Occupancy 100.0% Floors 2 Quality B+ Year Built 1989
---	---

Comments Market-rate (115 units); 50% AMI (29 units); Does not accept HCV

Project Type

- Market-rate
- Market-rate/Tax Credit
- Market-rate/Government-subsidized
- Market-rate/Tax Credit/Government-subsidized
- Tax Credit
- Tax Credit/Government-subsidized
- Government-subsidized

21 Wind Song Apts.



860 E. Walton Blvd.	Total Units	176
Pontiac, MI 48340	Vacancies	1
Phone (248) 373-6110	Occupancy	99.4%
Contact Joanne(by phone)	Floors	3
Waitlist None	Quality	C
	Year Built	1975
	Renovated	2016

Comments
Accepts HCV (40 units); 2-br units have walk-in closets

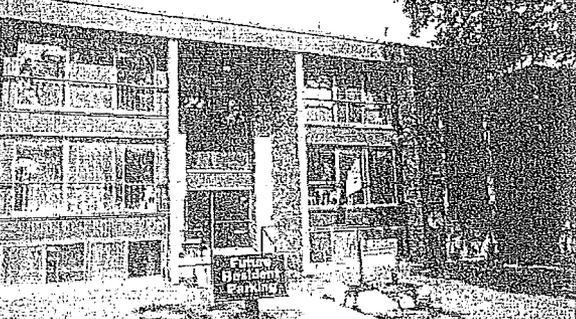
22 Village of Oakland Woods



420 S. Opdyke Rd.	Total Units	216
Pontiac, MI 48341	Vacancies	0
Phone (248) 334-4379	Occupancy	100.0%
Contact Hillary(by phone)	Floors	1
Waitlist 6-12 months	Quality	B+
	Year Built	1980
	Renovated	2006

Comments
Senior Restricted (55+)
Market-rate (34 units); 60% AMI (32 units); 60% AMI & HUD Section 8 (150 units); 2-br/2-bath units have attached garage

23 Oak Square Apts.



505 Old Oak Ct.	Total Units	120
Pontiac, MI 48340	Vacancies	0
Phone (248) 373-1400	Occupancy	100.0%
Contact Stephanie(by phone)	Floors	2.5
Waitlist 2-4 months	Quality	B
	Year Built	1978
	Renovated	2015

Comments
Does not accept HCV; Rent range based on location; Upper level units have balcony; Waitlist: 1-br/2 months & 2-br/4 months

24 Elmhaven Manor



600 W. Walton Blvd.	Total Units	138
Pontiac, MI 48340	Vacancies	3
Phone (248) 451-1370	Occupancy	97.8%
Contact Dawn(by phone)	Floors	1,3
Waitlist None	Quality	A
	Year Built	2004

Comments
Senior Restricted (55+)
Market-rate (95 units); 60% AMI (43 units); Accepts HCV (2 units); 2-br units have dishwasher; Cottages have washer/dryer; Dinner: \$8.75; Packages available

Project Type

<input checked="" type="checkbox"/> Market-rate	<input checked="" type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input checked="" type="checkbox"/> Market-rate/Tax Credit	<input checked="" type="checkbox"/> Tax Credit
<input checked="" type="checkbox"/> Market-rate/Government-subsidized	<input checked="" type="checkbox"/> Tax Credit/Government-subsidized
	<input checked="" type="checkbox"/> Government-subsidized

25 Monroe Manor



59 Monroe St.	Total Units	64
Pontiac, MI 48341	Vacancies	3
Phone (248) 373-1400	Occupancy	95.3%
Contact Stephanie(by phone)	Floors	5
Waitlist None	Quality	C-
	Year Built	1929
	Renovated	2009

Comments
Accepts HCV (14 units)

26 Auburn Heights



44 Birwood Dr.	Total Units	256
Pontiac, MI 48340	Vacancies	6
Phone (248) 373-0420	Occupancy	97.7%
Contact Diane(by phone)	Floors	2
Waitlist None	Quality	B+
	Year Built	1978
	Renovated	2016

Comments
Does not accept HCV; Tenants pay portion of water & gas

27 Turtle Creek Apts.



1 Oak Creek Ln.	Total Units	125
Pontiac, MI 48340	Vacancies	1
Phone (248) 373-8885	Occupancy	99.2%
Contact Carol(by phone)	Floors	2
Waitlist None	Quality	B+
	Year Built	1979
	Renovated	2016

Comments
Does not accept HCV; Townhomes have basement

28 Woodlake Hills I & II



1301 Woodlake Ln.	Total Units	144
Pontiac, MI 48340	Vacancies	3
Phone (248) 253-1777	Occupancy	97.9%
Contact Emily(by phone)	Floors	2
Waitlist None	Quality	B+
	Year Built	1992
	Renovated	2006

Comments
Accepts HCV (60 units); 2-br units have washer/dryer

Project Type

<input checked="" type="checkbox"/> Market-rate	<input checked="" type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input checked="" type="checkbox"/> Market-rate/Tax Credit	<input checked="" type="checkbox"/> Tax Credit
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	<input checked="" type="checkbox"/> Government-subsidized

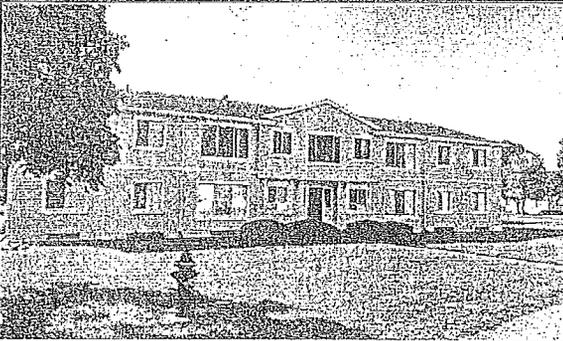


Vogt Strategic Insights

Survey Date: January 2020.

Field Survey

29 Bloomfield Square



3161 Bloomfield Ln. Auburn Hills, MI 48326 Phone (248) 852-4377 Contact Mike(by phone) Waitlist None	Total Units 256 Vacancies 3 Occupancy 98.8% Floors 2 Quality B Year Built 1972 Renovated 2015
--	--

Comments
Does not accept HCV; 2-br units have dishwasher

30 Auburn West



1211-1233 Colony Ln. Pontiac, MI 48340 Phone (248) 474-3375 Contact Tracy(by phone) Waitlist None	Total Units 72 Vacancies 5 Occupancy 93.1% Floors 2.5 Quality C Year Built 1990
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Comments
Does not accept HCV; Square footage estimated; 1-br units pay electric only

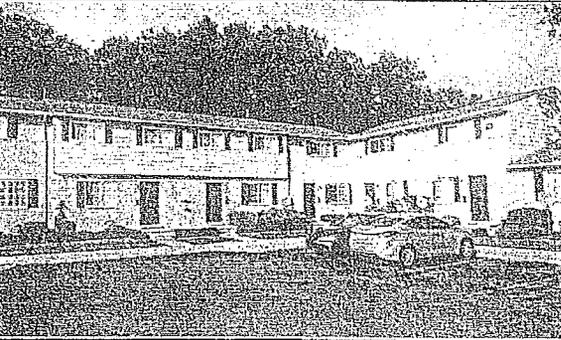
31 American House-Oakland



1915 Baldwin Rd. Pontiac, MI 48340 Phone (248) 209-1728 Contact Evelyn(by phone) Waitlist None	Total Units 163 Vacancies 9 Occupancy 94.5% Floors 3 Quality B+ Year Built 1990
--	--

Comments Senior Restricted (55+)
Market-rate (130 units); 50% AMI (33 units); MRR & high rents include housekeeping & 3 meals per day; Low rents include 2 meals & housekeeping

32 Auburn Village

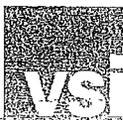


60 Grand Tour Ct. Pontiac, MI 48340 Phone (248) 373-0100 Contact Regina(by phone) Waitlist None	Total Units 240 Vacancies 9 Occupancy 96.3% Floors 1,2 Quality B Year Built 1972 Renovated 2010
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Comments
Does not accept HCV; Renovation date estimated; 2- & 3-br units have dishwasher & basement

Project Type

Market-rate	Market-rate/Tax Credit/Government-subsidized
Market-rate/Tax Credit	Tax Credit
Market-rate/Government-subsidized	Tax Credit/Government-subsidized
	Government-subsidized



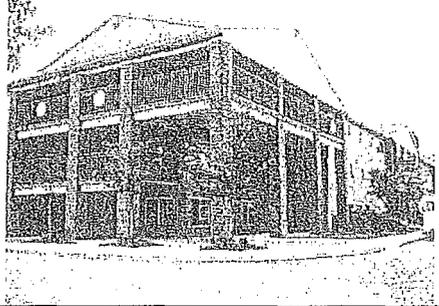
Vogt Strategic Insights

Survey Date: January 2020

Field Survey

7/15

33 Colonial Meadows Apts



1246 E. Walton Blvd. Pontiac, MI 48340 Phone (248) 373-0983 Contact Erica(by phone) Waitlist 7 households	Total Units 82 Vacancies 0 Occupancy 100.0% Floors 3 Quality B+ Year Built 1993 Renovated 2008 Senior Restricted (55+)
---	---

Comments
50% & 60% AMI; Accepts HCV (5 units) ; Home health care & light nursing care are available for an additional fee

34 The Crossing at Auburn Hills



601 Seville Blvd. Pontiac, MI 48340 Phone (248) 301-0000 Contact Emily(by phone) Waitlist None	Total Units 192 Vacancies 9 Occupancy 95.3% Floors 2 Quality A Year Built 1997
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Comments
Does not accept HCV

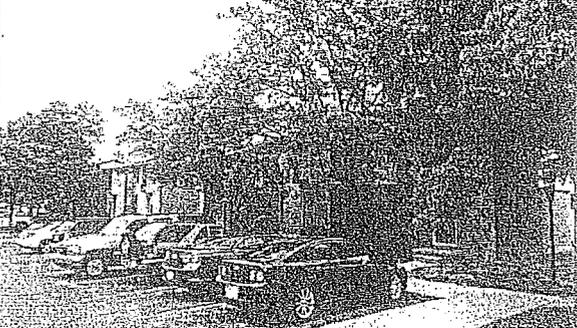
35 Club One of Auburn Hills



1510 Nob Ln. Pontiac, MI 48340 Phone (248) 373-5800 Contact Rayelle(by phone) Waitlist None Incentives 2-br: move in by 2/1/2020 get \$500 off month's rent	Total Units 351 Vacancies 7 Occupancy 98.0% Floors 3 Quality B Year Built 1974 Renovated 2015
--	--

Comments
Does not accept HCV; Unit mix estimated

Waterford Meadows (Senior)



834 W. Alpha Pkwy. Waterford Twp., MI 48328 Phone (248) 683-2224 Contact Valerie(by phone) Waitlist 3 years Incentives No Rent Specials	Total Units 50 Vacancies 0 Occupancy 100.0% Floors 2 Quality B+ Year Built 1981 Renovated 2012 Senior Restricted (62+)
--	---

Comments
20%, 25%, 30%, 40% & 60% AMI & HUD Section 8; Also serves disabled

Project Type

Market-rate	Market-rate/Tax Credit/Government-subsidized
Market-rate/Tax Credit	Tax Credit
Market-rate/Government-subsidized	Tax Credit/Government-subsidized
	Government-subsidized



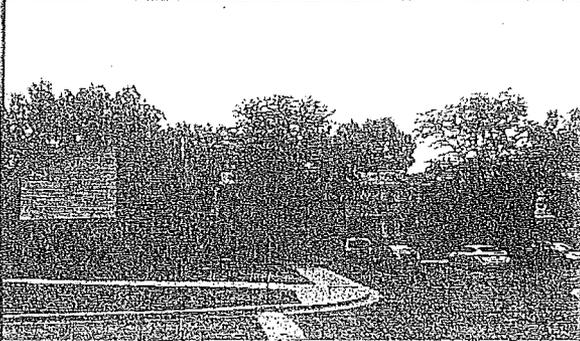
Vogt Strategic Insights

Survey Date: January 2020

Field Survey

7A-24

Waterford Meadows (Family)



834 West Alpha Pkwy.	Total Units	150
Waterford Twp., MI 48328	Vacancies	0
Phone (248) 683-2224	Occupancy	100.0%
Contact Valerie(by phone)	Floors	2
Waitlist 3 years	Quality	B+
	Year Built	1981
	Renovated	2012

Comments
20%, 25%, 30%, 40% & 60% AMI & HUD Section 8

Project Type

<input checked="" type="checkbox"/> Market-rate	<input checked="" type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
<input checked="" type="checkbox"/> Market-rate/Government-subsidized	<input checked="" type="checkbox"/> Tax Credit/Government-subsidized
	<input type="checkbox"/> Government-subsidized



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Survey Date: January 2020

Field Survey

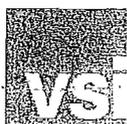
15

Collected Rents

Map ID	Garden Units					Townhouse Units			
	Studio	1-Br	2-Br	3-Br	4-Br+	1-Br	2-Br	3-Br	4-Br
2		\$649					\$749	\$849	
3							\$875		\$1,050
4		\$940 - \$960	\$1,100 - \$1,450						
5	\$743 - \$758	\$952 - \$1,220	\$1,318 - \$1,535						
6			\$920 - \$950						
8		\$207 - \$751	\$469 - \$897					\$441 - \$1,007	
9	\$505	\$655	\$750 - \$760						
11	\$875	\$1,010 - \$1,140	\$1,760						
12						\$508 - \$545	\$565	\$608	
13	\$450	\$575 - \$600	\$750						
14		\$719 - \$825	\$819 - \$900						
16		\$715	\$815 - \$845						
18			\$950 - \$1,280						
20		\$606 - \$879	\$757 - \$979						
21		\$825	\$895 - \$980	\$1,150					
22			\$950 - \$1,280						
23		\$679	\$899						
24		\$827 - \$1,529	\$951 - \$1,899						
25	\$532 - \$579	\$658 - \$770	\$899						
26		\$895	\$965						
27		\$725	\$825					\$1,125	
28		\$795	\$915 - \$1,059						
29		\$974	\$1,160						
30		\$740 - \$800	\$760 - \$900						
31	\$619 - \$1,955	\$658 - \$2,425	\$774 - \$2,700						
32		\$795					\$925	\$1,100	
33		\$647 - \$674	\$773 - \$805						
34			\$1,199	\$1,299					
35		\$795	\$875						

Project Type

<input type="checkbox"/> Market-rate	<input type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
<input type="checkbox"/> Market-rate/Government-subsidized	<input type="checkbox"/> Tax Credit/Government-subsidized
<input type="checkbox"/> Senior Restricted	<input type="checkbox"/> Government-subsidized



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Field Survey

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Price Per Square Foot

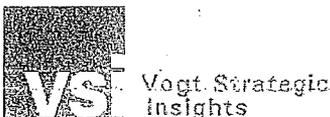
Studio Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/ Square Foot
5	Auburn Square	1	456	\$822 - \$837	\$1.80 - \$1.84
9	Cedargate Apts.	1	300	\$565	\$1.88
11	30 North Lofts	1	495	\$830	\$1.68
13	Pike Street Apts.	1	400	\$450	\$1.13
25	Monroe Manor	1	500	\$492 - \$539	\$0.98 - \$1.08
31	American House-Oakland	1	337	\$2,015	\$5.98
		1	450	\$679	\$1.51

One-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/ Square Foot
2	Cornerstone	1	730 - 750	\$675	\$0.90 - \$0.92
4	Lafayette Place Lofts	1	566 - 850	\$1,023 - \$1,043	\$1.23 - \$1.81
5	Auburn Square	1	643 - 966	\$1,043 - \$1,311	\$1.36 - \$1.62
8	Beacon Square Apts. & Twnhms.	1	690	\$276 - \$820	\$0.40 - \$1.19
9	Cedargate Apts.	1	600	\$724	\$1.21
11	30 North Lofts	1	600 - 650	\$947 - \$1,077	\$1.58 - \$1.66
12	Bloomfield Hills Townhouse Cooperative	1	780 - 815	\$541 - \$578	\$0.69 - \$0.71
13	Pike Street Apts.	1	525 - 575	\$575 - \$600	\$1.04 - \$1.10
14	Cherokee Hills	1	800 - 900	\$752 - \$858	\$0.94 - \$0.95
16	University Place Apts.	1	800	\$741	\$0.93
20	Crystal Lake Apts.	1	900	\$670 - \$943	\$0.74 - \$1.05
21	Wind Song Apts.	1	765	\$921	\$1.20
23	Oak Square Apts.	1	950	\$751	\$0.79
24	Elmhaven Manor	1	600	\$896 - \$1,598	\$1.49 - \$2.66
25	Monroe Manor	1	725	\$618 - \$730	\$0.85 - \$1.01
26	Auburn Heights	1	750	\$957	\$1.28
27	Turtle Creek Apts.	1	750	\$808	\$1.08
28	Woodlake Hills I & II	1	889	\$859	\$0.97
29	Bloomfield Square	1	900	\$1,065	\$1.18
30	Auburn West	1	800	\$809 - \$869	\$1.01 - \$1.09
31	American House-Oakland	1	590	\$727 - \$2,494	\$1.23 - \$4.23
32	Auburn Village	1	633	\$821	\$1.30
33	Colonial Meadows Apts.	1	564	\$680 - \$707	\$1.21 - \$1.25
35	Club One of Auburn Hills	1	710 - 720	\$821	\$1.14 - \$1.16

Two-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/ Square Foot
2	Cornerstone	1	850	\$785	\$0.92

Project Type

<input checked="" type="checkbox"/> Market-rate	<input checked="" type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input checked="" type="checkbox"/> Market-rate/Tax Credit	<input checked="" type="checkbox"/> Tax Credit
<input checked="" type="checkbox"/> Market-rate/Government-subsidized	<input checked="" type="checkbox"/> Tax Credit/Government-subsidized
<input checked="" type="checkbox"/> Senior Restricted	<input checked="" type="checkbox"/> Government-subsidized



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Field Survey

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Two-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/Square Foot
3	Oakland Hills Twnhms.	1	1,000	\$998	\$1.00
4	Lafayette Place Lofts	1	900 - 1,300	\$1,207 - \$1,557	\$1.20 - \$1.34
5	Auburn Square	2	1,036 - 1,318	\$1,441 - \$1,658	\$1.26 - \$1.39
6	Bloomfield Villas Apts.	2	975 - 1,000	\$1,122 - \$1,152	\$1.15 - \$1.15
8	Beacon Square Apts. & Twnhms.	1	800	\$556 - \$984	\$0.70 - \$1.23
9	Cedargate Apts.	1 to 2	900	\$837 - \$847	\$0.93 - \$0.94
11	30 North Lofts	2	1,664	\$1,681	\$1.01
12	Bloomfield Hills Townhouse Cooperative	1.5	1,248	\$611	\$0.49
13	Pike Street Apts.	1 to 2	650	\$750	\$1.15
14	Cherokee Hills	1	1,000 - 1,250	\$865 - \$946	\$0.76 - \$0.87
16	University Place Apts.	1.5	900 - 1,000	\$851 - \$881	\$0.88 - \$0.95
18	Villas at Oakland Woods	2	1,050	\$1,030 - \$1,360	\$0.98 - \$1.30
20	Crystal Lake Apts.	2	1,200	\$837 - \$1,059	\$0.70 - \$0.88
21	Wind Song Apts.	1	875	\$1,036	\$1.18
		2	990 - 1,025	\$1,121	\$1.09 - \$1.13
22	Village of Oakland Woods	1 to 2	1,046 - 1,053	\$1,132 - \$1,462	\$1.08 - \$1.39
23	Oak Square Apts.	1	1,150	\$995	\$0.87
24	Elmhaven Manor	1	840	\$1,084 - \$1,916	\$1.29 - \$2.28
		2	1,020	\$1,038 - \$1,986	\$1.02 - \$1.95
25	Monroe Manor	1	1,200	\$859	\$0.72
26	Auburn Heights	1	900	\$1,042	\$1.16
27	Turtle Creek Apts.	1	850	\$932	\$1.10
28	Woodlake Hills I & II	1	989 - 1,000	\$995 - \$1,139	\$1.01 - \$1.14
29	Bloomfield Square	1	1,100	\$1,283	\$1.17
30	Auburn West	1 to 1.5	1,100 - 1,250	\$847 - \$987	\$0.77 - \$0.79
31	American House-Oakland	1	877 - 906	\$861 - \$2,637	\$0.98 - \$2.91
		2	1,050	\$2,787	\$2.65
32	Auburn Village	1	825	\$961	\$1.16
33	Colonial Meadows Apts.	1	816	\$819 - \$851	\$1.00 - \$1.04
34	The Crossing at Auburn Hills	2	990	\$1,286	\$1.30
35	Club One of Auburn Hills	1.5	915	\$869	\$0.95
Three-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/Square Foot
2	Cornerstone	1	920	\$895	\$0.97
8	Beacon Square Apts. & Twnhms.	2	1,400	\$548 - \$1,114	\$0.39 - \$0.80
12	Bloomfield Hills Townhouse Cooperative	1.5	1,380	\$667	\$0.48

Project Type

<input type="checkbox"/> Market-rate	<input type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
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<input type="checkbox"/> Senior Restricted	<input type="checkbox"/> Government-subsidized



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Three-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/Square Foot
21	Wind Song Apts.	2	1,200	\$1,350	\$1.13
27	Turtle Creek Apts.	1.5	1,450	\$1,257	\$0.87
32	Auburn Village	1.5	945	\$1,146	\$1.21
34	The Crossing at Auburn Hills	2	1,189	\$1,406	\$1.18
Four-Bedroom Units					
Map ID	Project Name	Baths	Unit Size	Gross Rent	\$/Square Foot
3	Oakland Hills Twnhms.	2	2,000	\$1,238	\$0.62

Project Type

<input type="checkbox"/> Market-rate	<input type="checkbox"/> Market-rate/Tax Credit/Government-subsidized
<input type="checkbox"/> Market-rate/Tax Credit	<input type="checkbox"/> Tax Credit
<input type="checkbox"/> Market-rate/Government-subsidized	<input type="checkbox"/> Tax Credit/Government-subsidized
<input type="checkbox"/> Senior Restricted	<input type="checkbox"/> Government-subsidized



Average Gross Rent Per Square Foot

Market Rate			
Unit Type	One-Br	Two-Br	Three-Br
Garden	\$1.49	\$1.13	\$1.17
Townhouse	\$0.70	\$0.93	\$0.84

Tax Credit (Non-Subsidized)			
Unit Type	One-Br	Two-Br	Three-Br
Garden	\$1.20	\$1.00	\$0.00
Townhouse	\$0.00	\$0.00	\$0.76

Combined			
Unit Type	One-Br	Two-Br	Three-Br
Garden	\$1.46	\$1.12	\$1.17
Townhouse	\$0.70	\$0.93	\$0.83



Tax Credit Units

Studio Units						
Map ID	Project Name	Units	Square Feet	Baths	%AMI	Collected Rent
31	American House-Oakland	10	450	1	50%	\$619
One-Bedroom Units						
Map ID	Project Name	Units	Square Feet	Baths	%AMI	Collected Rent
8	Beacon Square Apts. & Twnhms.	2	690	1	20%	\$207
8	Beacon Square Apts. & Twnhms.	2	690	1	25%	\$287
8	Beacon Square Apts. & Twnhms.	4	690	1	30%	\$343
8	Beacon Square Apts. & Twnhms.	2	690	1	35%	\$412
8	Beacon Square Apts. & Twnhms.	2	690	1	40%	\$476
20	Crystal Lake Apts.	7	900	1	50%	\$606
15	Phoenix Place Apts.	100	543	1	45%	\$615
33	Colonial Meadows Apts.	9	564	1	50%	\$647
31	American House-Oakland	15	590	1	50%	\$658
33	Colonial Meadows Apts.	42	564	1	60%	\$674
15	Phoenix Place Apts.	90	543	1	50%	\$687
8	Beacon Square Apts. & Twnhms.	13	690	1	60%	\$751
24	Elmhaven Manor	28	600	1	60%	\$827
15	Phoenix Place Apts.	10	543	1	60%	\$830
Two-Bedroom Units						
Map ID	Project Name	Units	Square Feet	Baths	%AMI	Collected Rent
8	Beacon Square Apts. & Twnhms.	1	800	1	30%	\$469
20	Crystal Lake Apts.	22	1,200	2	50%	\$757
33	Colonial Meadows Apts.	7	816	1	50%	\$773
31	American House-Oakland	8	877 - 906	1	50%	\$774
33	Colonial Meadows Apts.	24	816	1	60%	\$805
8	Beacon Square Apts. & Twnhms.	2	800	1	60%	\$897
22	Village of Oakland Woods	32	1,046 - 1,053	1 - 2	60%	\$950
18	Villas at Oakland Woods	34	1,050	2	60%	\$950
24	Elmhaven Manor	3	1,020	2	60%	\$951
24	Elmhaven Manor	12	840	1	60%	\$997
Three-Bedroom						
Map ID	Project Name	Units	Square Feet	Baths	%AMI	Collected Rent
8	Beacon Square Apts. & Twnhms.	1	1,400	2	30%	\$441
8	Beacon Square Apts. & Twnhms.	11	1,400	2	60%	\$1,007

♦ - Senior Restricted

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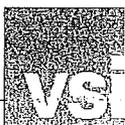
Survey Date: January 2020

Field Survey

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Summary of Occupancies By Bedroom Type and AMHI Level																		
AMHI Level	Studio			One-Bedroom			Two-Bedroom			Three-Bedroom			Four-Bedroom			Total		
	Units	Vacant	Occ-Rate	Units	Vacant	Occ-Rate	Units	Vacant	Occ-Rate	Units	Vacant	Occ-Rate	Units	Vacant	Occ-Rate	Units	Vacant	Occ-Rate
20%				2	0	100.0%			0.0%							2	0	100.0%
25%				2	0	100.0%			0.0%							2	0	100.0%
30%				4	0	100.0%	1	0	100.0%	1	0	100.0%				6	0	100.0%
35%				2	0	100.0%			0.0%							2	0	100.0%
40%				2	0	100.0%			0.0%							2	0	100.0%
50%	10	0	100.0%	31	0	100.0%	37	0	100.0%							78	0	100.0%
60%				83	0	100.0%	107	0	100.0%	11	0	100.0%				201	0	100.0%
Total	10	0	100.0%	126	0	100.0%	145	0	100.0%	12	0	100.0%				293	0	100.0%

♦ - Senior Restricted



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Field Survey

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Quality Rating

Market-Rate Projects and Units								
Quality Rating	Projects	Total Units	Vacancy Rate	Median Rent				
				Studios	One-Br	Two-Br	Three-Br	Four-Br
A	2	287	4.2%		\$1,598	\$1,286	\$1,406	
B+	8	1,071	1.8%	\$2,015	\$957	\$1,042	\$1,257	\$1,238
B	7	1,124	2.1%	\$450	\$821	\$961	\$1,146	
B-	3	264	2.3%	\$565	\$752	\$865		
C	3	500	3.8%		\$921	\$785	\$1,350	
C-	1	64	4.7%	\$539	\$618	\$859		
N.A.	3	839	0.0%	\$837	\$578	\$1,122	\$667	

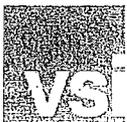
Market-Rate Units by Bedroom Type and Quality Rating									
Quality Rating	Garden Style Units					Townhome Units			
	Studios	One-Br	Two-Br	Three-Br	Four-Br	One-Br	Two-Br	Three-Br	Four-Br
A		85	91	111					
B+	2	339	455				233	40	2
B	4	506	439				100	75	
B-	17	157	90						
C		76	152	46			200	26	
C-	29	34	1						
N.A.	41	39	479			94	93	93	



Quality Rating

Tax Credit Projects and Units								
Quality Rating	Projects	Total Units	Vacancy Rate	Median Gross Rent				
				Studios	One-Br	Two-Br	Three-Br	Four-Br
A	1	43	0.0%		\$896	\$1,084		
B+	5	210	0.0%	\$679	\$707	\$1,030		
B	1	40	0.0%		\$820	\$556	\$1,114	

Tax Credit Units by Bedroom, Type and Quality Rating									
Quality Rating	Garden Style Units					Townhome Units			
	Studios	One-Br	Two-Br	Three-Br	Four-Br	One-Br	Two-Br	Three-Br	Four-Br
A		28	15						
B+	10	73	127						
B		25	3					12	



Year Built

Market-rate and Non-Subsidized Tax Credit						
Year Range	Projects	Units	Vacant	Vacancy Rate	Total Units	Distribution
Before 1970	7	917	17	1.9%	917	20.6%
1970 to 1979	8	1,671	33	2.0%	2,588	37.6%
1980 to 1989	4	392	4	1.0%	2,980	8.8%
1990 to 1999	6	1,115	26	2.3%	4,095	25.1%
2000 to 2009	2	204	3	1.5%	4,299	4.6%
2010	0	0	0	0.0%	4,299	0.0%
2011	0	0	0	0.0%	4,299	0.0%
2012	1	46	0	0.0%	4,345	1.0%
2013	0	0	0	0.0%	4,345	0.0%
2014	1	97	0	0.0%	4,442	2.2%
2015	0	0	0	0.0%	4,442	0.0%
2016	0	0	0	0.0%	4,442	0.0%
2017	0	0	0	0.0%	4,442	0.0%
2018	0	0	0	0.0%	4,442	0.0%
2019*	0	0	0	0.0%	4,442	0.0%
Total	29	4,442	83	1.9%	4,442	100.0%

Year Renovated

Market-rate and Non-Subsidized Tax Credit						
Year Range	Projects	Units	Vacant	Vacancy Rate	Total Units	Distribution
Before 1970	0	0	0	0.0%	0	0.0%
1970 to 1979	0	0	0	0.0%	0	0.0%
1980 to 1989	0	0	0	0.0%	0	0.0%
1990 to 1999	0	0	0	0.0%	0	0.0%
2000 to 2009	8	975	6	0.6%	975	29.7%
2010	1	240	9	3.8%	1,215	7.3%
2011	0	0	0	0.0%	1,215	0.0%
2012	0	0	0	0.0%	1,215	0.0%
2013	0	0	0	0.0%	1,215	0.0%
2014	1	235	0	0.0%	1,450	7.1%
2015	4	979	23	2.3%	2,429	29.8%
2016	4	579	9	1.6%	3,008	17.6%
2017	0	0	0	0.0%	3,008	0.0%
2018	0	0	0	0.0%	3,008	0.0%
2019*	1	280	0	0.0%	3,288	8.5%
Total	19	3,288	47	1.4%	3,288	100.0%

Note: The upper table (Year Built) includes all of the units included in the lower table.

* As of January 2020



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Survey Date: January 2020

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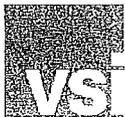
Appliances and Unit Amenities

Appliances			
Appliance	Projects	Percent	Units
Range	29	100.0%	4,442
Refrigerator	29	100.0%	4,442
Icemaker	1	3.4%	46
Dishwasher	22	75.9%	3,552
Disposal	24	82.8%	3,914
Microwave	7	24.1%	972
Pantry	2	6.9%	285
Unit Amenities			
Amenity	Projects	Percent	Units
AC - Central	18	62.1%	2,974
AC - Window	11	37.9%	1,468
Floor Covering	29	100.0%	4,442
Washer/Dryer	10	34.5%	1,529
Washer/Dryer Hook-Up	16	55.2%	2,624
Patio/Deck/Balcony	21	72.4%	3,211
Ceiling Fan	11	37.9%	1,964
Fireplace	0	0.0%	
Basement	5	17.2%	920
Security	6	20.7%	1,006
Window Treatments	28	96.6%	4,396
Furnished Units	0	0.0%	
Storage	4	13.8%	1,020
Walk-In Closets	8	27.6%	1,526

* - Does not include units where appliances/amenities are optional; Only includes market-rate or non-government subsidized Tax Credit.

Project Amenities

Project Amenities			
Amenity	Projects	Percent	Units
Pool	12	41.4%	2,745
On-site Mangement	28	96.6%	4,418
Laundry	18	62.1%	2,402
Clubhouse	10	34.5%	2,033
Community Space	16	55.2%	2,568
Fitness Center	12	41.4%	2,284
Hot Tub/Sauna	1	3.4%	462
Playground	7	24.1%	1,936
Computer/Business Center	4	13.8%	562
Sports Court(s)	5	17.2%	1,416
Storage	2	6.9%	400
Water Features	1	3.4%	144
Elevator	5	17.2%	453
Security	10	34.5%	1,409
Car Wash Area	0	0.0%	
Outdoor Areas	7	24.1%	1,221
Services	5	17.2%	473
Community Features	6	20.7%	595
Library/DVD Library	0	0.0%	
Movie Theater	3	10.3%	493



Utility Distribution

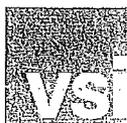
Utility (Responsibility)	Number of Projects	Number of Units	Distribution of Units
Heat			
Landlord			
Electric	1	60	1.1%
Gas	13	2,127	38.1%
Tenant			
Electric	7	1,457	26.1%
Gas	16	1,935	34.7%
			100.0%
Cooking Fuel			
Landlord			
Electric	4	306	5.5%
Gas	6	1,252	22.4%
Tenant			
Electric	25	3,811	68.3%
Gas	2	210	3.8%
			100.0%
Hot Water			
Landlord			
Electric	1	60	1.1%
Gas	15	2,391	42.9%
Tenant			
Electric	8	1,508	27.0%
Gas	13	1,620	29.0%
			100.0%
Electric			
Landlord	5	370	6.6%
Tenant	32	5,209	93.4%
			100.0%
Water			
Landlord	34	4,725	84.7%
Tenant	3	854	15.3%
			100.0%
Sewer			
Landlord	34	4,725	84.7%
Tenant	3	854	15.3%
			100.0%
Trash Pick Up			
Landlord	35	5,187	93.0%
Tenant	2	392	7.0%
			100.0%



Utility Allowance

ID	Unit type	Heating				Hot Water		Cooking		Electric	Water	Sewer	Trash	Cable
		Gas	Electric	Steam	Other	Gas	Electric	Gas	Electric					
0	Garden	\$28	\$35		\$59	\$4	\$16	\$2	\$6	\$22	\$17	\$26	\$16	\$20
1	Garden	\$31	\$39		\$70	\$5	\$19	\$2	\$7	\$26	\$18	\$29	\$16	\$20
1	Townhouse	\$31	\$39		\$70	\$5	\$19	\$2	\$7	\$26	\$18	\$29	\$16	\$20
2	Garden	\$34	\$50		\$82	\$7	\$27	\$3	\$10	\$36	\$31	\$48	\$16	\$20
2	Townhouse	\$34	\$50		\$82	\$7	\$27	\$3	\$10	\$36	\$31	\$48	\$16	\$20
3	Garden	\$38	\$61		\$93	\$10	\$35	\$4	\$13	\$46	\$49	\$76	\$16	\$20
3	Townhouse	\$38	\$61		\$93	\$10	\$35	\$4	\$13	\$46	\$49	\$76	\$16	\$20
4	Garden	\$41	\$72		\$105	\$12	\$44	\$5	\$16	\$56	\$67	\$105	\$16	\$20
4	Townhouse	\$41	\$72		\$105	\$12	\$44	\$5	\$16	\$56	\$67	\$105	\$16	\$20

MI-Region D (1/2020)



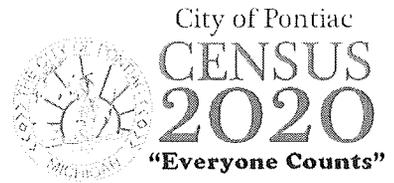
#16

**SPECIAL REPORT
FROM THE
MAYOR**

#9

**COMMUNICATION
FROM THE
MAYOR**

2020 Census Event Update



March 29th Narcan Training at Newman AME Church (*Cancelled*)

April 1ST Census Day Events

Census Day Event at Trinity (*Postponed*)

Census Day Event at New Mount Moriah (*Postponed*)

Census Day Event at New Springfield Missionary Baptist Church (*Postponed*)

ALL OTHER CENSUS DAY EVENTS HAVE ALSO BEEN POSTPONED.

April 22nd Fire Safety by the American Red Cross and Earth Day with Damany Head at the Pontiac Regional Chamber Offices 402 N. Telegraph Rd 248-791-2504 (*Cancelled*)

April 25th Health Fair at Welcome Baptist Church (*Cancelled*)

**City of Pontiac Census Mail Response Rates
As of March 23rd 2020**

Totals As of 3/23

National Self Response Rate 23.6%

Michigan Self Response Rate 27.6%

Pontiac Self Response Rate 23.3%

<u>Region</u>	<u>Tract Number</u>	<u>Response Rate</u>	<u>2010 Response Rate</u>
NW	1409	21.9%	61.40%
NW	1410.01	24.5%	67.70%
NW	1410.02	17.3%	55.60%
NW	1411	23.2%	62.90%
NW	1412	24.7%	56.60%
NW	1413	27.9%	64.70%
NE	1414	27.8%	58.00%
NE	1415	25.6%	66.00%
C	1416	21.5%	56.80%
NW	1417	21.0%	52.80%
C	1420	20.6%	51.70%
C	1421	17.8%	44.00%
C	1422	24.2%	60.20%
SE	1423	27.5%	66.30%
SE	1424	23.1%	59.40%
SW	1425	24.0%	72.10%
SW	1426	25.0%	67.90%
SE	1427	26.1%	60.00%

AVERAGE **23.5%**

#10

**COMMUNICATION
FROM THE
MAYOR**



CITY OF PONTIAC

DPW – CURBSIDE TRASH

COLLECTION UPDATE

As the COVID-19 situation escalates and in light of the Governor’s Executive Order, please be informed of the following Sanitation Collection updates:

- **Trash Collection:**
No changes. Please continue to bag all trash and leave room due to increased parked cars.
- **Bulk Waste Collection:**
Bulk Waste Collection will be suspended effective: Monday March 30, 2020 through the end of April 2020.
- **Yard Waste:**
Yard Waste Service will be delayed until May 1, 2020.
- **Cart Delivery:**
No changes. These services will still be available for deliveries and exchanges.
- **Free Landfill Days:**
No proposed changes at this point.

#11

COMMUNICATION

**NOTICE REGARDING SERVICES PROVIDED BY
OAKLAND COUNTY WATER RESOURCE COMMISSIONER**

I hope you are well. Please find the updated information relating to the Oakland County Water Resources Commissioner's Office.

Our billing office is not open for the public to make walk-in payments. Please see information. Please share. I sent a copy to the mayor and council as well. It is also posted on our Facebook page and website.

**WRC Main Office (Building Closed to Public—Available by
Phone/Email)**

One Public Works Drive Building 95W Waterford, MI 48328-1907

Business Hours: 8:30 a.m. to 5 p.m.

Main Office: 248-858-0958 or wrc@oakgov.com

Water, Sewer or Drain Permitting: 248-858-0958 or
wrcpermitting@oakgov.com

Soil Erosion: 248-858-5389 or soil_erosion@oakgov.com

After-hours Emergency/Safety Dispatch/Pollution Hotline: 248-858-
0931

**WRC Billing Office (Building Closed to Public—Available by
Phone/Email)**

2636 Dixie Highway, Waterford, MI 48328

Business Hours: 8:30 a.m. – 5 p.m.

248-858-1110 or email wrcbilling@oakgov.com

Payments (PLEASE NO CASH) can also be placed in the drop box outside the billing office at any time.

#12

PRESENTATION



MAYOR DEIRDRE WATERMAN

NOTICE OF COVID-19 EMERGENCY

The City of Pontiac is in a State of Emergency. City Hall is now closed to the public. For questions and information about City services, please call (248) 758-3000, or obtain the latest information on the City's website at:

www.pontiac.mi.us

**Information is also available at the following
City Facebook pages:**

<https://facebook.com/pontiaccityhall>

<https://facebook.com/pontiacmayor>

<https://facebook.com/pontiacyouth>

<https://facebook.com/pontiacbowenseniorcenter>

<https://facebook.com/pontiacruthpetersonseniorcenter>



DR. DEIRDRE WATERMAN
MAYOR
CITY OF PONTIAC

March 13, 2020

At this time, the city is under a Declaration of Emergency, which, by my authority as mayor, I announced on March 13, 2020. A copy has been forwarded to the appropriate officials including City Council. By this declaration we:

1. Effectively closed the Senior Centers and Youth Recreation Center except for delivery of "grab and go" meals.
2. Activated the Emergency Operation Support Team
3. Consulted with health and emergency officials at the federal, state and local levels.
4. Instituted safety and social distancing procedures as advised and/or ordered by Governor Whitmer and County Executive Coulter and the CDC
5. Broadcast PSAs and used other city social media networks to regularly update and advise the public
6. Worked with our Department and Division heads to assure the safety of our staffs and visiting public by checking to insure they were adhering to safety guidelines as published by expert resources including all I have mentioned above. We have drafted contingency plans should more restrictive measures be recommended and necessary, up to and including the closure of City Hall. Any contingency plans, of course, must include the provision to provide essential services.
7. I also have connected you with our City Attorney and IT Department to choose from the alternatives to conduct DMA controlled City Council meetings, if necessary.

In addition to the above, we are consulting with appropriate officials to determine the necessity of implementing stringent measures.

47450 Woodward Avenue • Pontiac, Michigan 48342
Direct: (248) 758-3181 • Appointments: (248) 758-3326 • Fax: (248) 758-3292
E-mail: DWaterman@pontiac.mi.us • www.pontiac.mi.us
<https://www.facebook.com/pontiacmayor/>

I intended to give an updated report of the city's COVID-19 emergency measures at the Council meeting that was cancelled this evening but would be happy to supplement this letter with a personal meeting if you request.

Deputy Mayor will forward you the other documents that I have referred to in this letter. You will also see that our city website contains many of the up to date postings that we have made available. Other than the City Clerk's office, all other department offices are following our emergency protocols. I know Deputy Mayor has been in contact with the Interim City Clerk about his singular closure of that office.

Regards,



Dr. Deirdre Waterman
Mayor

DW/mb



DR. DEIRDRE WATERMAN
MAYOR
CITY OF PONTIAC

DECLARATION OF LOCAL "STATE OF EMERGENCY"

To: David Coulter, County Executive, Oakland County
To: Thomas Hardesty, Oakland County Homeland Security
Division Manager, Emergency Management Coordinator

The City of Pontiac has been working with local, state, and federal officials, healthcare and emergency management experts, and various state agencies to prepare for and immediately respond to the potential spread of COVID-19, a communicable disease and public health threat.

The anticipated effects of COVID-19 constitute a public disaster and emergency, and may include widespread and severe damage, injury or loss of life to persons, and closure or loss of businesses and property. The City of Pontiac is currently suffering substantial and long-term effect to its businesses, schools, and residents, and that effect is anticipated to worsen.

Therefore, as Mayor of Pontiac, in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction as of March 13, 2020, and direct and ask that all resources are sought and applied to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions, to the fullest extent possible. The response and recovery elements of our emergency operations plan have been activated.

Authorized by: Dr. Deirdre Waterman, Mayor

Signature: *Deirdre Waterman*

Submission date: March 13, 2020

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<https://www.facebook.com/pontiacmayor/>



City of Pontiac

Pontiac Youth Recreation & Enrichment Center (PYREC) and Programs Cancelled Until Further Notice

To minimize the potential exposure to our residents and staff to the Coronavirus, also known as COVID-19; the City of Pontiac's PYREC facilities and programs have been cancelled until further notice. Administration will meet on Monday, March 16, 2020 to re-evaluate the status of this issue and determine future actions. For the latest updates regarding PYREC services, residents are advised to closely monitor either the City's website at www.pontiac.mi.us, or Facebook pages at:

- <https://www.facebook.com/pontiaccityhall>
- <https://www.facebook.com/pontiacyouth>
- <https://www.facebook.com/pontiacmayor>

Snacks and meals will be available for eligible participants under the age of 18 at the Center for pick-up between the hours of 4:00 PM and 5:00 PM. The PYREC center is located at 825 Golf Drive, Pontiac, MI 48341. For questions, Center Staff may be reached at (248) 758-3400.

###

CORONAVIRUS DISEASE 2019 (COVID-19)



The Michigan Department of Health and Human Services (MDHHS) is working closely with healthcare providers, local public health departments, and the Centers for Disease Control and Prevention (CDC) to actively monitor any potential cases of Coronavirus Disease 2019 (COVID-19) in Michigan. MDHHS will update information as it becomes available at: Michigan.gov/Coronavirus.

What is COVID-19?

COVID-19 is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia.

How does COVID-19 spread?

Health experts are still learning the details about how this new coronavirus spreads. The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact (within about 6 feet) with an ill person, and
- Through respiratory droplets produced when an infected person coughs or sneezes.
- It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it, then touching their mouth, nose or eyes.

What are the symptoms of COVID-19?

People who have been diagnosed with COVID-19 have reported symptoms that may appear in as few as two days or as long as 14 days after exposure to the virus:



Fever



Cough



Difficulty Breathing

Michigan.gov/Coronavirus

Who is at risk for COVID-19?

At this time, most people in the U.S. will have little immediate risk of exposure to this virus. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

It is important to remember that stigma and discrimination occur when people associate an infectious disease, such as COVID-19, with a population or nationality. COVID-19 does not target people from specific populations, ethnicities, or racial backgrounds.

How can I protect myself from getting COVID-19?

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: [CDC.gov/Travel](https://www.cdc.gov/travel).

Right now, there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent COVID-19:



Wash your hands often with soap and water. If not available, use hand sanitizer.



Avoid touching your eyes, nose or mouth with unwashed hands.



Cover your mouth and nose with a tissue when coughing.



Avoid contact with people who are sick.



Stay home if you are sick, and contact your healthcare provider.

How is COVID-19 treated?

There are no medications specifically approved for coronavirus. People infected with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

COVID-19 Information Updates:

Centers for Disease Control and Prevention: [CDC.gov/Coronavirus](https://www.cdc.gov/Coronavirus)

Michigan Department of Health and Human Services: [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus)

Thank you to Public Health - Seattle & King County for significant contributions to this document.

3/5/2020



COVID-19 ADVISORY



CITY WILL PROVIDE MEALS FOR SENIORS

Effective 3-16-2020

DUE TO THE CORONAVIRUS OUTBREAK THE CITY OF PONTIAC IN CONJUNCTION WITH MEALS ON WHEELS WILL BE PROVIDING PICK UP MEALS FOR ALL SENIOR CITIZENS.

Locations:

BOWENS SENIOR CENTER 52 BAGLEY ST. PONTIAC, MI.

MONDAY THRU FRIDAY FROM 11:30 AM UNTIL 1:00 PM AND AGAIN AT 4PM TIL 5:30

ALSO

RUTH PETERSON SENIOR CENTER 990 JOSLYN RD. PONTIAC, MI.

MONDAY THRU FRIDAY FROM 11:30 AM UNTIL 1:00 PM AND AGAIN AT 4PM TIL 5:30

PICK UP ONLY! YOU ARE ELIGIBLE TO PICK UP 2 MEALS ONCE PER DAY,
IN ORDER TO SERVE AS MANY SENIORS AS POSSIBLE.

THANK YOU

MAYOR DEIRDRE WATERMAN



Dr. Deirdre Waterman
Mayor

HELP PREVENT THE SPREAD OF THE **CORONA VIRUS: COVID-19**

The health and well-being of our community is of paramount importance to the City. Thank you for your patience and support as new information about the Coronavirus (COVID-19) is continuously being shared by health officials.

We encourage everyone to take precautions to prevent the spread of this infectious disease. Person-to-person transmittal is occurring though it's unclear how easily this virus is spreading between people at this time. Signs and symptoms of this illness include fever, cough, and difficulty breathing.



**Wash Your Hands Often With
Soap And Water**



**Avoid touching your eyes,
nose, and mouth.**



**Cover your cough or sneeze
with a tissue**



**Disinfect frequently touched
objects and surfaces.**



**Avoid close contact with people
who are sick.**



**Stay home if you are sick,
except to get medical care.**

Information about this outbreak is changing rapidly.

The latest information is available at Pontiac.MI.US/Coronavirus and CDC.gov/Coronavirus. If you are experiencing symptoms, please avoid contact with others and seek medical attention immediately.



Dr. Deirdre Waterman
Mayor

In the outbreak of the Coronavirus pandemic (COVID-19), there are things we can each do individually to protect our co-workers, the public and ourselves.

Here is a list of ways to prevent spreading germs in an office environment.

1. Use clean cloths/wipes when disinfecting.
2. Be sure to wipe spigots from machines that dispense water (people who fill water bottles should not allow the mouth of the bottle to touch the spigot, but it happens and germs will remain on the spigot).
3. Have plenty of disinfectant wipes available for use to clean and disinfect frequently used objects and surfaces, such as:
 - Microwave buttons
 - Refrigerator door edges and handle
 - Cupboard door handles and edges
 - File cabinet handles
 - Phones; handset and base
 - Computer keyboard
 - Elevator buttons inside and outside
 - Common Areas; arm chairs, reception phones, computer
 - Community shared items, coffee pot handle, water fountain buttons, vending machine buttons and doors, etc.
 - Entry door(s) handles and bar
 - Buzzers, bells or any other forms of notification in order to enter an area
4. Wash hands frequently with an antibacterial soap.
5. Lysol disinfectant spray; germs from a cough or sneeze can travel 6 feet.



Pontiac Area Health Care Facilities

If you have symptoms:

If you have symptoms of dry cough, cold or fever, ***first*** contact your primary care physician. Describe your symptoms to your doctor who can give you further instructions.

Emergency Rooms / Hospitals

McLaren Hospital

50 N. Perry Street
248-338-5000
24 Hr.

Online Doctor:

mclaren.org/main/mclaren-now-virtual-visit
To Begin your online visit follow prompts beginning with
"Start Your Visit Now"

St. Joseph Mercy

44405 Woodward Ave.
248-858-3000
24 Hr.

Urgent Care Facilities

Medpost Urgent Care

2274 S. Telegraph Rd.
Bloomfield
248-451-0933
7 days a week, 8 AM – 8 PM

Elizabeth Lake Urgent Care

2446 Elizabeth Lake Rd.
Waterford
248-309-3344
7 days a week, 8 AM - 8 PM

Healing Hands Urgent Care

2157 Orchard Lake
Sylvan Lake
248-857-7878
M-F, 9 AM – 9PM
Sat. & Sun., 9 AM – 3 PM

#13

PRESENTATION

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND

PONTIAC CITY COUNCIL,

Plaintiff,

-v-

Case Number 2019-177658-AW
Honorable Nanci J. Grant

DEIRDRE WATERMAN, as
Mayor of the City of Pontiac, and
GIAMARCO, MULLINS & HORTON, P.C.
and , ANTHONY CHUBB, as Pontiac City
Attorneys,

Defendants,

ORDER AND OPINION

At a session of said Court, held in the
Courthouse in the City of Pontiac, County of
Oakland, State of Michigan on 24th day of
March, 2020.

PRESENT: HONORABLE NANCI J. GRANT

This matter is before the Court on Dierdre Waterman, as Mayor of the City of Pontiac, Giarmarco Mullins & Horton, P.C., and Anthony Chubb as Pontiac City Attorney's (collectively, "Defendants") Motion for Summary Disposition pursuant to MCR 2.116(C)(8). This is a mandamus action whereby Plaintiff, Pontiac City Council, is seeking a writ of mandamus and declaratory judgment compelling the City Attorney to draft a proposed ordinance related to cable television within the City. The Complaint also seeks a writ of mandamus and declaratory judgment compelling the Mayor to post for hiring the position of Legislative Fiscal Analyst for the City.

Defendants argue that Plaintiffs cannot state a claim upon which relief can be granted pursuant to MCR 2.116(C)(8) because 1) the Council failed to properly authorize the law firm of Clark Hill PLC to sue on behalf of the Council; 2) the Council's request for mandamus and declaratory relief would be a violation of the Pontiac City Charter; and 3) the Mayor has already posted the position of Legislative Fiscal Analyst, so Counts III and IV of Plaintiff's Complaint are now moot. Defendants also request sanctions against Clark Hill PLC. Plaintiff opposes the Motion.

After reviewing the pleadings and hearing oral argument, the Court grants Defendants' Motion and dismisses this case. The Court denies Defendants' request for sanctions.

The Cable Ordinance Dispute

In 2013, while the City was under emergency management, Emergency Manager Louis Schimmel enacted Ordinance No. 2287, which restructured the departments of the City of Pontiac. The 2013 Ordinance created a Department of Community Development, which was responsible for "establishing the policies and procedures and the general administration of government access and public access television channels on cable television." The 2013 Ordinance provided for the appointment of a Cable Director who is responsible "for the operation of the government access and public access television stations."

The 2013 Ordinance states that the Cable Director shall be appointed by the Director of the Department of Community Development, subject only to the approval of the Mayor. Under the 2013 Ordinance, the City Council has no say in the appointment of the Cable Director or the management of public access television channels in the City.

On July 16, 2019 the City Council unanimously passed Resolution 19-369, directing the City Attorney to prepare an ordinance placing the Cable Division and the appointment of the Cable Director under the legislative branch of government, making it subject to the direct supervision of the City Council. The Mayor vetoed Resolution 19-369 on July 24, 2019. In her written veto statement, she contended that the City Council passed Resolution 19-369 despite the fact that the City Attorney advised against it. At a special meeting held on July 29, 2019, the City Council passed Resolution 19-382, overriding the Mayor's veto of Resolution 19-369.

Despite the passage of Resolution of 19-382, overring the Mayor's veto, the City Attorney refused to draft the ordinance requested in Resolution 19-369. As a result of the City Attorney's refusal to draft the ordinance requested in Resolution 19-369, City Council approved

Resolution 19-485 on September 24, 2019, authorizing Clark Hill PLC to initiate legal action against the Mayor and the City Attorney “necessary to enforce the City Council’s express rights under the City Charter, including the right to adopt resolutions which have the effect of modifying or changing City Ordinances, and to declare the powers and responsibilities of the City Council, the Mayor and the Clerk under the City Charter.”

The Mayor vetoed Resolution 19-485 on October 8, 2019. The City Council did not attempt to override this veto. Counts I and II of the City Council’s Complaint ask the Court to direct the City Attorney and Mayor to comply with Resolution 19-369 and draft the requested ordinance.

First, Defendants argue that the entire Complaint should be dismissed pursuant to MCR 2.116(C)(8) because the City Council never passed a valid resolution authorizing the lawsuit. A motion for summary disposition under MCR 2.116(C)(8) is proper where the plaintiff has failed to state a claim upon which relief can be granted. *Pawlak v Redox Corp*, 182 Mich App 758, 763 (1990). All factual allegations made in the complaint are accepted as true, as are any inferences that can be fairly drawn from those facts. *Id.*

The City Charter provides limited circumstances under which City Council may engage temporary legal counsel. Section 4.204 of the Charter states as follows:

Notwithstanding the above, the Council may engage independent legal counsel on a temporary basis where the Council is seeking enforcement of a Council subpoena or order, suing or being sued by any City agency or officer, or defending against any action or proceedings involving the Council’s official duties. Further, the council may obtain the opinion or advice of independent legal counsel in any matter pending before it.

A plain reading of Section 4.204 suggests that the Council may engage independent legal counsel where the Council “is suing ... any City agency or officer...” Defendants do not dispute this; however, they argue that the Charter is unambiguous regarding the requirement that the City Council act via ordinance or resolution. Section 3.109 states, “The Council shall act for the City only by ordinance or resolution.”

Defendants argue that while Council approved Resolution 19-485 authorizing Clark Hill to initiate this action, the Mayor vetoed that resolution on October 8, 2019, pursuant to Charter Section 3.112(f), which provides, “The Mayor, within seven (7) days of receipt of an ordinance or resolution, may return it to the Clerk with a veto and a written statement explaining the veto.” Defendants argue that despite the Mayor’s veto on October 8, 2019, the Council failed to pass a

resolution setting that veto aside, and proceeded with this lawsuit anyway, in violation of the Charter.

The City Council argues that the issue of whether the Mayor can veto a resolution authorizing a lawsuit against her has already been decided and is *res judicata*. The parties have previously been before the Hon. Daniel P. O'Brien in *Pontiac City Council v Waterman, et. al.*, Oakland County Circuit Court No. 2018-165463-AW, hereafter the "2018 Case." In the 2018 Case, the City Council brought an action for mandamus and declaratory relief against the Mayor and her Finance Director, Nevrus Nazarko, because the Mayor refused to authorize payment to Clark Hill, PLC after the City Council retained it pursuant to Charter Section 4.204.

In the 2018 case, the City Council alleged that it retained Clark Hill to provide legal advice after being dissatisfied with the advice of the City Attorney. The City Attorney instructed the Mayor and the Finance Director not to authorize payment for services rendered by Clark Hill, because the request to retain Clark Hill was "overly broad" and did not "explicate a particular matter pending Council for which they seek an independent legal opinion or advice." Because the Finance Director did not authorize payment of Clark Hill's attorney fees after it was retained, Council passed a resolution authorizing Clark Hill to take legal action against the Mayor and the Finance Director. Just as in the case at bar, the Mayor vetoed the resolution authorizing the suit.

The matter was tried before the Hon. Daniel P. O'Brien in April 2019. The Court held, among other things, that the Mayor's purported veto of such a resolution was a legal nullity. The Judgment states as follows, in relevant part:

The Court declares the rights of the parties with respect to the May 1, 2018 Resolution adopted by the Pontiac City Council, and declares that the Resolution [authorizing Clark Hill to file suit] was valid and adopted in compliance with the Pontiac City Charter, and is therefore fully effective, and that Mayor Waterman's purported veto of that Resolution was invalid under the Pontiac City Charter.

Neither party appealed the Judgment.

The City Council argues that this issue is *res judicata*. The Court agrees. While the 2018 Opinion & Order is not precedentially binding on this Court, *People v Hunt*, 171 Mich App 174, 180 (1988), the Court finds that all the elements of *res judicata* have been satisfied. *Res judicata* prevents "multiple suits litigating the same cause of action." *Adair v State*, 470 Mich 105, 121 (2004). *Res judicata* is a judicially created doctrine designed to "relieve parties of the cost and vexation of multiple lawsuits, conserve judicial resources, and, by preventing inconsistent decisions, encourage reliance on adjudication." *Pierson Sand & Gravel, Inc v Keeler Brass Co*, 460 Mich 372, 380 (1999) (quotation marks and citation omitted).

Under this doctrine, a subsequent action is barred when “(1) the prior action was decided on the merits, (2) the decree in the prior action was a final decision, (3) the matter contested in the second case was or could have been resolved in the first, and (4) both actions involved the same parties or their privies.” *Richards v Tibaldi*, 272 Mich App 522, 531 (2006). Res judicata has been broadly applied to bar “not only claims already litigated, but also every claim arising from the same transaction that the parties, exercising reasonable diligence, could have raised but did not.” *Adair*, 470 Mich 105 at 121. “A perfect identity of the parties is not required, only a ‘substantial identity of interests’ that are adequately presented and protected by the first litigant.” *Id.* at 122.

Here, the only differing parties are the City Attorney and Finance Director. However, for purposes of this suit, the Court finds that “a substantial identity of interests” was represented in the 2018 case with respect to this particular issue. *Adair*, supra, at 122. This issue only involves the Mayor and her power to veto a Resolution by the City Council which authorizes legal action against her. As to that issue, the parties are identical. Therefore, the Court finds that summary disposition is not proper on this basis because this issue has been decided. Per the doctrine of res judicata, Defendants cannot relitigate it.

Defendants argue that even if this Court determines that the suit was properly authorized by the City Council, Counts I and II of the Council’s Complaint fail as a matter of law because such an ordinance as proposed by Resolution 19-369 would violate the City Charter.

Defendants argue that operation of the City’s cable access programming and the appointment of a Cable Director to oversee it are clearly administrative in nature and, pursuant to the Sections 4.102, 4.106, 4.108, and 4.602, are solely within the power of the executive branch. Defendants argue that the City Attorney could not draft the ordinance requested by Resolution 19-369 because such an ordinance—placing the appointment of the Cable Director under the legislative branch of government—would violate the Charter.

The City Council does not appear to refute Defendants’ reading of the Charter. It simply argues that the Charter places certain duties upon the City Attorney, which include “drafting all ordinance proposals or approving them as to form.” See Section 4.202. Council contends that its Complaint for mandamus and declaratory relief is valid despite how this Court ultimately decides to read the Charter because the City Attorney “did not even attempt” to draft an ordinance that would comply with both the Resolution and the City Charter, at the behest of the Mayor. The Court notes that the City Attorney did not draft and disseminate to Council and the Mayor a legal opinion setting forth his reasoning for not moving forward with the proposed

ordinance. However, the City Attorney is correct that pursuant to Michigan law, any ordinance that violates a city charter is invalid.

Municipal corporations have no inherent power. They are created by the state and derive their authority from the state. *Marxer v Saginaw*, 270 Mich. 256, 259 (1935). “An ordinance enacted by the governing body of a home rule city is valid only if it is consistent with the powers conferred by the state in its constitution and statutes, and if it falls within the scope of authority delegated by the electorate in the city's charter.” *Bivens v Grand Rapids*, 443 Mich 391, 397 (1993) citing Const 1963, art 7, § 22; see also *Home Owners' Loan Corp v Detroit*, 292 Mich 511, 515 (1940); *Thiesen v Dearborn City Council*, 320 Mich 446, 451 (1948).

Constitutional and statutory provisions which grant power to municipalities are to be liberally construed. “However, a city may not validly enact an ordinance that contradicts limitations expressly provided in the city's charter.” See *Bivens*, supra at 400. Under Michigan law, a city's charter acts as its constitution, and it defines the city's rights. *Jackson Common Council v Harrington*, 160 Mich 550, 552 (1910). A city's charter may only be amended upon a vote of the electors. *Bivens*, supra at 401.

Therefore, an ordinance “must conform to, be subordinate to, not conflict with, and not exceed the charter, and can no more change or limit the effect of the charter than a legislative act can modify or supersede a provision of the constitution of the state...” *Bivens*, supra (internal citations omitted).

The Pontiac City Charter provides that “[t]he Mayor is the chief executive of the City and, as provided by this charter, has charge of and is accountable for the executive branch of the City government.” Section 4.101. The Charter provisions give the Mayor responsibility over city departments and staff, including appointment of directors for each department of the executive branch. See City Charter Sections 4.102, 4.106, and 4.108.

The Charter states, “[o]ther departments, not created by this charter, for performance of executive and administrative functions may be created in the executive branch by ordinance, consistent with Sections 4.106-4.109 of this Charter.” Section 4.601. Moreover, Section 4.602 states, “[r]esponsibility for performance of all executive or administrative functions shall be assigned by ordinance to department of the executive branch.”

The Court finds that the ordinance requested by Resolution 19-369 will likely violate the Charter. Section 4.602 of the Charter states, “[r]esponsibility for performance of all executive or administrative functions shall be assigned by ordinance to department of the executive branch.” The Court finds that the Department of Community Development and the Cable Director are

administrative functions. Again, the Charter mandates that “responsibility for performance of all executive or administrative functions [] be assigned by ordinance to department of the executive branch.” An ordinance which violates a city charter is invalid as a matter of law. See *Bivens*, supra, at 400.

Being an extraordinary remedy, “[t]he requirements for issuance of a writ of mandamus are: (1) the plaintiff must have a clear legal right to performance of the specific duty sought to be compelled; (2) the defendant must have the clear legal duty to perform such act; and (3) the act must be ministerial, ‘where the law prescribes and defines the duty to be performed with such precision and certainty as to leave nothing to the exercise of discretion or judgment.’” *Keaton v Village of Beverly Hills*, 202 Mich App 681, 683 (1993)(internal citations omitted).

The Court acknowledges that the City Attorney did not attempt to draft any Ordinance at all. However, Plaintiff’s suit requests that this Court issue a writ of mandamus ordering the City Attorney to draft the specific ordinance authorized by Resolution 19-639, which is described as an ordinance, “placing the Cable Division and the appointment of the Cable Director under the legislative branch of government.” See Pltf.’s Compl. at 4-5. Despite the language in its Complaint, Plaintiff argues that the City Attorney should at least attempt to draft an ordinance that pleases the Council and satisfies the Charter. However, such a task is uncertain because it requires the exercise of judgment and discretion on the part of the City Attorney.

“Mandamus is not a matter of right, but rather one of grace ... and of discretion ... which will not lie to compel a public officer to perform a duty dependent upon disputed and doubtful facts...” *Toann v McGinn*, 271 Mich 28, 33 (1935)(internal citations omitted). Most importantly, mandamus will not lie where the act to be compelled is not a “mere ministerial act” but rather an act which requires the exercise of judgment.

The writ was refused in the Black Case, because, as the court held, the decision which was demanded from the Commissioner of Pensions required of him, in the performance of his regular duties as commissioner, the examination of several acts of Congress, their construction, and the effect which the later acts had upon the former, all of which required the exercise of judgment to such an extent as to take his decision out of the category of a mere ministerial act. A decision upon such facts, the court said, would not be controlled by mandamus.’ [*Id.* citing *Roberts v United States*, 176 US 221 (1900); *US ex rel Dunlap v Black*, 128 US 40, 47 (1888).]

The Court cannot issue a writ of mandamus instructing the City Attorney to do something that is not a ministerial act, but rather, an act which “require[s] the exercise of judgment.” *Toann*, supra, at 33. Plaintiff’s suit asks this Court to mandate that the City Attorney draft the

ordinance requested by Resolution 19-369, which would place, as specifically delineated in Plaintiff's Complaint, the Cable Division and the appointment of the Cable Director—arguably functions of the executive branch—under the legislative branch.

Even if the Court follows Plaintiff's logic and issues a writ of mandamus directing the City Attorney to draft an ordinance that satisfies Council and the Charter, drafting such an ordinance is **not** a ministerial act. Drafting such an ordinance is an exercise of professional judgment and discretion. Mandamus is therefore inappropriate. See *Roberts*, supra. Finally, the Court cannot issue declaratory relief stating that the City Attorney may not “obstruct the ordinance process by declining to approve as to form a proposed ordinance drafted by someone other than the City Attorney.” Approval of ordinances is an exercise of judgment and discretion. The Court finds the requested relief inappropriate. Defendants' Motion as to Counts I and II is granted.

The Legislative Analyst Position

Defendants argue that Counts III and IV of the City Council's Complaint should be dismissed as moot. Counts III and IV request mandamus and declaratory relief to compel the Mayor to post the Legislative Fiscal Analyst position, as requested by Council. Since the filing of the Complaint, the Mayor posted this position for hire on December 11, 2019. The City Council admits that it was posted. “An issue is moot if an event has occurred that renders it impossible for the court to grant relief. An issue is also moot when a judgment, if entered, cannot for any reason have a practical legal effect on the existing controversy.” *Gen Motors Corp v Dep't of Treasury*, 290 Mich App 355, 386 (2010).

The City Council concedes that the posting resolves one portion of the relief requested in Counts III and IV. However, it argues that Counts III and IV specifically request mandamus and declaratory relief which include not only directing the Mayor to post the job, but to “cooperate with the City Council in choosing an individual to fill such position, to complete the hiring process for such position, and to refrain from otherwise obstructing the City Council's efforts, as permitted by the City Charter, to hire its own staff.” Pltf.'s Compl. at 11.

In other words, because the position has not actually been filled, Council argues that simply posting the position does not render Counts III and IV moot. An issue is also moot when a judgment, if entered, cannot for any reason have a practical legal effect on the existing controversy. *People v Richmond*, 486 Mich 29, 34–35 (2010). Council contends that despite that

the Mayor posted the job, without a court order directing her to fill it, she remains in a position of “sabotage” and will refuse to actually hire anyone to fill the role.

Defendants rely on an affidavit from Kiearha Davidson, the City’s Human Resources Manager. Davidson’s affidavit states that after the position was posted on the City’s website and with the Michigan Municipal League on December 11, 2019, it was also posted on Indeed.com on January 10, 2020. Defendants allege that after six weeks of being posted, only one unqualified candidate has applied, and that Davidson is “actively working to fill the position by encouraging qualified people to apply.” Defendants argue that keeping Counts III and IV open will do nothing more than cause endless litigation because “multiple city job positions have been open and unfilled for over a year.”

The Court agrees. Since the filing of this suit, the Mayor has directed her staff to post the position. Again, a writ of mandamus will not be issued unless “...the law prescribes and defines the duty to be performed with such precision and certainty as to leave nothing to the exercise of discretion or judgment.” *Keaton*, supra, at 684. Hiring an individual to fill a position is, by definition, an exercise of discretion and judgment. The Court finds that Council has not demonstrated why this Court should issue a writ of mandamus on such an uncertain issue.

This Court will not micromanage the hiring process when the Mayor has already performed her clear legal duty by posting the position. The Court fails to see how any order would have a “practical legal effect on the existing controversy.” *Richmond*, supra, at 34-35. Defendants’ Motion as to Counts III and IV is granted.

Sanctions

Defendants request this Court impose sanctions on Clark Hill PLC for bringing this suit. Specifically, Defendants argue that Clark Hill should be sanctioned in an amount equal to its fees and costs to City Council, as well as barred from collecting any fees from the City for this action. Defendants argue that Council’s claims were frivolous and not “well-grounded” for purposes of the attorney signature requirements set forth in MCR 1.109(E)(5). MCR 1.109(E)(6) provides for mandatory sanctions for violation of the signature requirements in 1.109(E)(5). Subsection (E)(6) states as follows:

If a document is signed in violation of this rule, the court, on the motion of a party or on its own initiative, shall impose upon the person who signed it, a represented party, or both, an appropriate sanction, which may include an order to pay to the other party or parties the amount of the reasonable expenses incurred because of the filing of the document, including reasonable attorney fees. The court may not assess punitive damages.

The purpose of imposing sanctions for asserting frivolous claims “is to deter parties and attorneys from filing documents or asserting claims and defenses that have not been sufficiently investigated and researched or that are intended to serve an improper purpose.” *BJ’s & Sons Const Co v Van Sickle*, 266 Mich App 400, 408 (2005).

Under Michigan law, a party that maintains a frivolous suit or asserts frivolous defenses is subject to sanctions under applicable statutes and court rules. Under MCL 600.2591(3), “frivolous” means that at least one of the following conditions is met:

The party's primary purpose in initiating the action or asserting the defense was to harass, embarrass, or injure the prevailing party; The party had no reasonable basis to believe that the facts underlying that party's legal position were in fact true. The party's legal position was devoid of arguable legal merit. [*BJ's*, supra, at 404 (internal citations omitted)]

The Court finds that despite its ruling, the action was not frivolous. First, at the time that Council filed suit, the Mayor had not posted the Legislative Analyst position. Moreover, the Court acknowledges that the City Attorney failed to provide a written legal opinion outlining his reasoning for refusing to draft the ordinance requested by Resolution 19-369.

Defendants’ Motion for Summary Disposition is granted. Defendants’ request for sanctions is denied. Plaintiff’s claims are dismissed. This is a final order and closes the case.
IT IS SO ORDERED.

/s/ NANJI J GRANT

NANJI J. GRANT, Circuit Judge

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