IF YOU WISH TO ADDRESS THE CITY COUNCIL,
PLEASE COMPLETE FORM LOCATED ON DESK AT ENTRANCE AND PASS TO MAYOR.

AGENDA – CITY COUNCIL MEETING

May 24, 2016
6:30 p.m.

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE** – Invocation by Arlene Robinson, 1st Ward City Councilmember.

3. **ROLL CALL**.

4. **ADOPTION OF AGENDA**.

5. **CITIZEN COMMENTS** (3-Minute Limit).

6. **PRESENTATIONS/PROCLAMATIONS**.

   A. **Special Tribute Recognizing Years of Service on the DDA - Robert L. Simmons:**
   The Mayor will present a Special Tribute to Robert L. Simmons for his dedicated service to the City of Jackson on the Downtown Development Authority.

7. **PETITIONS & COMMUNICATION (Accept & Place on File)**.

8. **CONSENT CALENDAR**.

   A. **Minutes of the Regular Meeting of May 10, 2016:**
   Approve the minutes of the regular City Council meeting of May 10, 2016.

   B. **Minutes of the Special Meeting of May 17, 2016:**
   Approve the minutes of the Special City Council meeting of May 17, 2016.

   C. **DDA Resignation:**
   Receipt with regret the resignation from Robert L. Simmons from the Downtown Development Authority effective May 1, 2016.

D. City of Jackson Building Authority Reappointment:
Mayor's recommendation to reappoint Philip Hones to the City of Jackson Building Authority for a three-year term, beginning July 1, 2016, and ending June 30, 2019.

E. Juneteenth:
Approve a request from Jackson College Multicultural Affairs to conduct its 6th Annual Juneteenth event on Saturday, June 18, 2016, from 4:00 p.m. to 10:00 p.m., at the Consumers Energy Amphitheater, One Energy Plaza. (Contingent upon receipt of proper insurance coverage.)

F. 3rd Annual How Bazaar:
Approve a request from Midtown Association to conduct its 3rd Annual How Bazaar Jackson Street Festival event on Saturday, July 30, 2016, and July 31, 2016, in downtown Jackson on S. Jackson Street between Cortland Street and Pearl Street. Electricity will be used in Bucky Harris Park for live entertainment. (Contingent upon receipt of proper insurance coverage.)

G. Cascades End of Summer Celebration:
Approve a request from Jackson County Parks Department to conduct its Annual End of Summer Celebration event on Saturday, September 3, 2016, from 9:00 a.m. to 11:00 p.m. at Cascades Falls Park. (Contingent upon receipt of proper insurance coverage.)

H. Jackson Freedom Run:
Approve a request from Jackson Freedom Run to conduct its Jackson Freedom Run event on Saturday, September 24, 2016, from 5:00 a.m. to 12:00 p.m., with start and finish on Michigan Avenue by Horace Blackman Park. (Contingent upon receipt of proper insurance coverage.)

I. Sabin-Maples Wedding:
Approve a request from Sarah Sabin to conduct her wedding event on October 8, 2016, from 11:00 a.m. to 6:00 p.m., at the Consumers Energy Amphitheater, One Energy Plaza. (Contingent upon receipt of proper insurance coverage.)

J. City Summary of Revenue and Expenditures:
Receive the City of Jackson's summary of revenue and expenditures for ten (10) months ended, April 30, 2016.

K. CDBG and HOME Financial Statements through April 30, 2016:
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through April 30, 2016.

9. PUBLIC HEARINGS.

Recess as City Council and convene as a Board of Review:

A. Public Hearing on Special Assessment Roll No. 4263 – Delinquent Miscellaneous General Fund Accounts Receivable.

1. Resolution confirming Roll No. 4263.

B. Public Hearing on Special Assessment Roll No. 4264 – Delinquent Miscellaneous Building Department Fund Accounts Receivable.

1. Resolution confirming Roll No. 4264.

C. Public Hearing on Special Assessment Roll No. 4267 – Delinquent Miscellaneous Public Works Fund Accounts Receivable.

1. Resolution confirming Roll No. 4267.

Adjourn as a Board of Review and reconvene as City Council.

10. OTHER BUSINESS.

A. Ordinance No. 2016-11 – Removal of Refuse in Public Right-of-Way (Second/Final Reading).
Recommendation: Final adoption of Ordinance No. 2016-11, adding Chapter 12, Section 12-9.1, and amending Chapter 12, Section 12-10, City Code, to provide for a five (5) day notice period for property owners and occupants to remove trash and refuse debris in a public right-of-way on their private property.

B. Corrective Resolution for 2016 City Council Meeting Dates.
Recommendation: Consider a Corrective Resolution that serves as the calendar for the regularly scheduled City Council meeting dates for 2016.

C. 2015 Michigan Avenue Sidewalk Restoration Contract.
Recommendation: Approve Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration contract with Dunigan Brothers, Inc., in the amount of $235,733.51, and authorize the City Manager and City Engineer to execute the appropriate documents.

D. Parking Lot Construction Change Order 6.
Recommendation: Approve Change Order 6 to the contract with Bailey Excavating, Inc., for Parking Lot Construction in the increased amount of $61,612.00 to add items necessary to complete the work in the field and

authorize the City Manager and City Engineer to execute the appropriate document.

11. NEW BUSINESS.

A. Ordinance – Building Code Board of Examiners and Appeals Membership (First Reading).

Recommendation: Consider an ordinance amending Chapter 5, Article 2, City Code, to reduce the minimum number of members on the Building Code Board of Examiners and Appeals (BCBEA) from seven (7) to five (5), to change some of the requirements to be a member on the board, and to permit the Building Code Board of Examiners and Appeals to act as the City's Construction Board of Appeals.

B. Resolution – 2016-17 Annual City of Jackson Budget.

Recommendation: Approve a resolution adopting the fiscal year 2016-17 annual budget providing appropriations for various funds (except for the CDBG funds which are adopted separately), amending the current fiscal year 2015-16 budget to those amounts projected, and ordering a tax levy.

C. DDA 2016-17 Annual Budget.

Recommendation: Approve the fiscal year 2016-2017 Budget for the Downtown Development Authority pursuant to Act 197 of the Public Acts of 1975 as last amended.

D. Resolution to amend the HOME Investment Partnerships budget for 2012/2013 and 2015/2016.

Recommendation: Approve a resolution amending the HOME Investment Partnerships budget for fiscal years 2012/2013 and 2015/2016 allocating unutilized Community Housing Development Organization (CHDO) operating expenses for use in 2015/2016 CHDO operating expenses.

E. Resolution – Right of First Refusal.

Recommendation: Approve a resolution to exercise the City of Jackson's Right of First Refusal under PA 123 of 1999, to acquire 25 tax foreclosed properties for inclusion in the Help for Hardest Hit Blight Elimination Program.

F. Resolution – Water and Sewer Rate.

Recommendation: Approve the 2016-2017 and 2017-2018 Water and Sewer Rate Resolution.

G. Construction Bid for a Primary Clarifier at the WWTP.
Recommendation: Award the contract for construction of a new primary clarifier at the Wastewater Treatment Plant to Davis Construction, Kentwood, in the amount of $1,893,470.00.

H. M.L. King Community Center 2016 Spring/Summer Programs.
Recommendation: Approve the M.L. King Community Center 2016 Spring and Summer Programs.

I. Jackson Housing Commission Employee Healthcare.
Recommendation: Mayor's recommendation to approve the Jackson Housing Commission's selection of employee healthcare services as recommended by the Executive Director.

J. Hold Harmless Agreement and Insurance Requirement Policy - American 1 Credit Union Kids' Fest.
Recommendation: Approve the Hold Harmless Agreement and Insurance Requirement Policy as presented, and authorize the Mayor to sign the Agreement.

K. Historic District Commission Appeal – 756 W. Michigan Avenue.
Recommendation: Consider the appeal of the Jackson Historic District Commission decision to deny the requested demolition of the home and two garages at 756 W. Michigan Avenue.

***L. City Employee Retirement Board Vacancy.**
Recommendation: Mayor's recommendation to fill a current vacancy on the City Employee Retirement Board beginning immediately and ending August 31, 2018.

12. CITY COUNCILMEMBERS' COMMENTS.

13. MANAGER'S COMMENTS.

14. ADJOURNMENT.

***Agenda Item Added.**

CITY COUNCIL MEETING MINUTES

May 10, 2016

CALL TO ORDER:

The Jackson City Council met in regular session in the City Hall and was called to order at 6:30 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE – INVOCATION:

The Council joined in the Pledge of Allegiance. Invocation was given by Derek Dobies, Vice Mayor and 6th Ward City Councilmember.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer, Craig Pappin, Andrew R. Frounfelker, and Derek J. Dobies.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, City Treasurer/Clerk Andrew J. Wrozek, Jr., Deputy Police Chief Elmer Hitt, Deputy Fire Chief Dave Wooden, City Assessor David Taylor, Director of Finance Phillip Hones, City Engineer Jon Dowling, and Public Utilities Director Todd Knepper.

ADOPTION OF AGENDA:

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to adopt the Agenda with one change: Reverse the order of B and C. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, and Frounfelker, and Dobies, (6). Nays: Councilmember Pappin (1).

CITIZEN COMMENTS:

Public comment time was opened. Comments were heard and the meeting resumed.

PRESENTATIONS/PROCLAMATIONS:

***A. Economic Development Week Proclamation:**

The Mayor will proclaim May 8-14, 2016, Economic Development Week in the City of Jackson, recognizing the importance of economic development in the City of Jackson.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to accept and place on file.

Achievement and Excellent Financial Reporting:

City Manager Patrick Burtch read a letter sent to Mayor Jors from the Government Finance Officers Association, presenting a long standing award to Finance Director Phillip Hones for Achievement and Excellent Financial Reporting.

***B. Presentation – Downtown Development Master Plan Concept:**
The City Manager presented a Downtown Development Master Plan Concept.

PETITIONS & COMMUNICATION (Accept & Place on File): none.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting on April 26, 2016:
Approve the minutes of the regular City Council meeting of April 26, 2016.

B. Public Arts Commission Reappointment:
Approve the Mayor's recommendation to reappoint Stacy Harrison to the Public Arts Commission for a three year term beginning May 29, 2016, and ending May 28, 2019.

C. Zoning Board of Appeals:
Approve the Mayor's recommendation to appoint Shawn Christie to the Zoning Board of Appeals filling a current vacancy, beginning immediately and ending December 31, 2016.

D. Jackson Bike Rally Pop-Up Bike Lane:
Approve a request from Together We Can Make A Difference to conduct their Jackson Bike Rally Pop-Up Bike Lane event on May 14, 2016, from 11:00 a.m. to 4:00 p.m. involving a street loop of Mechanic Street, Pearl Street, Cortland Street and Blackstone Street. (Contingent upon receipt of proper insurance coverage.)

E. Girl Quest/Boy Quest Spirit Run 5k:
Approve a request from Jackson YMCA to conduct their 13th annual Girl Quest/Boy Quest Spirit Run 5k event on May 21, 2016, from 6:00 a.m. to

12:00 p.m., at Middle School at Parkside. (Contingent upon receipt of proper insurance coverage.)

F. Cascades Summer Kick-off Celebration:
Approve a request from Jackson County Parks Department to conduct their annual Cascades Summer Kick-off Celebration event on Saturday, May 28, 2016, from 9:00 a.m. to 11:00 p.m., at Cascades Falls Park. (Contingent upon receipt of proper insurance coverage.)

G. 12th Annual Art, Beer and Wine Festival:
Approve a request from Ella Sharp Museum to conduct their 12th annual Art, Beer and Wine Festival event on Saturday, June 4, 2016, at Ella Sharp Museum. (Contingent upon receipt of proper insurance coverage.)

H. June 2016 Foundry Race Party:
Approve a request from The Foundry to conduct their June 2016 Foundry Race Party event on Friday, June 10, 2016, and Saturday, June 11, 2016, at City Parking Lot #9. (Contingent upon receipt of proper insurance coverage.)

***I. 8th annual Mick Webster Memorial Bike Tour:**
Approve a request from Pedal & Tour Fitness to conduct their 8th annual Mick Webster Memorial Bike Tour event on **Saturday, June 25**, 2016. (Contingent upon receipt of proper insurance coverage.)

J. Independence Day Celebration:
Approve a request from Jackson County Parks Department to conduct their annual Independence Day Celebration event on Sunday, July 3, 2016, from 9:00 a.m. to 11:00 p.m., at Cascades Falls Park. (Contingent upon receipt of proper insurance coverage.)

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve the Consent Calendar. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

PUBLIC HEARINGS:

A. Public Hearing - FY 2016-2017 Proposed Budget:
Public hearing on the City's fiscal year 2016-2017 proposed budget (Copy available on City's website, or in City Clerk's office.)

Mayor Jors opened the public hearing. City Manager Patrick Burtch presented the budget. No action taken. Public comments were received and the meeting continued.

B. Public Hearing – DDA Millage:
Public hearing regarding the reauthorization of the Downtown Development Authority Millage Resolution.

1. Approve a resolution authorizing the levy of a millage in the amount of 1.9996 mills on parcels in the Downtown Development Authority District for fiscal year 2016-2017. (DDA recommends approval.)

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve the resolution. Public comment was received and the meeting continued. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

<u>OTHER BUSINESS</u>:

A. Corrective Resolution for Special Assessment Roll 4260:
Recommendation: Approve a Corrective Resolution for Special Assessment Roll No. 4260 for Delinquent Miscellaneous Housing Code Enforcement Account Receivables, confirmed November 17, 2015.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Greer to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

B. Ordinance No. 2016-12 – Environmental Commission (Second/Final Reading).
Recommendation: Final adoption of Ordinance No. 2016-12, amending Division 10, Sections 2-366 through 2-380, Article II, Chapter 2, City Code, to establish the Jackson Environmental Commission and set the powers and duties thereof.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve with minor modification to Sec. 2-368 Composition, Part C, by removing Environmental Commission to appoint ex-officio members and allowing the Mayor to nominate subject to confirmation by City Council up to three ex-officio members. Votes – Yeas: Councilmembers Greer, Frounfelker, and Dobies (3). Nays: Mayor Jors, Councilmembers Robinson, Dancy, and Pappin (4). Motion failed.

C. Ordinance No. 2016-11 – Lead Risk Assessment (Second/Final Reading).
Recommendation: Final adoption of Ordinance No. 2016-11, amending Section 14-7, Article I, Chapter 14, City Code, to require that a property owner submit a lead risk assessment before the property owner is allowed to register his or her property.

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve final adoption of the ordinance. Votes – Yeas: Councilmembers Greer, Frounfelker, and Dobies (3). Nays: Mayor Jors, Councilmembers Robinson, Dancy, and Pappin (4). Motion failed.

NEW BUSINESS:

A. Ordinance – Removal of Refuse in Public Right-of-Way (First Reading):
Recommendation: Consider an ordinance adding Chapter 12, Section 12-9.1, and amending Chapter 12, Section 12-10, City Code, to provide for a five (5) day notice period for property owners and occupants to remove trash and refuse debris in a public right-of-way on their private property.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the ordinance and advance to second reading. Votes – Yeas: Mayor Jors, Councilmembers Dancy, Greer, Pappin, and Frounfelker, and Dobies, (6). Nays: Councilmember Robinson (1).

***B. Item deleted.**

C. Resolution Opposing House Bill 5294 and Senate Bill 788 regarding Revenue Sharing.
Recommendation: Approve the resolution opposing House Bill 5294 and Senate Bill 788.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve the resolution. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

D. Traffic Control Order No. 2213 – Parking Lot 5 (For Farmers Market Days).
Recommendation: Approve Traffic Control Order No. 2213, to prohibit parking in the parking bay directly adjacent to the pavilion on Farmers Market Days in Parking Lot 5 from 7:00 a.m. to 3:00 p.m., Tuesdays, Fridays, and Saturdays from June 1 through October 31, 2016, except for Farmers Market vendors.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Dancy to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

E. 2016-17 One-Year Action Plan.

Recommendation: Approve submission of the 2016-2017 One-Year Action Plan, adopt the Resolution of Certifications, and authorize the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD and release of funds.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Dobies to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

F. 2016 CDBG Local Streets Project – Edward & Winthrop Streets.

Recommendation: Approve an award for the 2016 Community Development Block Grant (CDBG) Local Streets project for Edward and Winthrop Streets, to Bailey Excavating, at a cost of $588,295.55, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Motion was made by Councilmember Dobies, seconded by Councilmember Frounfelker to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

G. 2016 Sewer Rehabilitation Project.

Recommendation: Approve an award for the 2016 Sewer Rehabilitation project to Instituform Technologies USA, Inc., Chesterfield, MO, at a cost of $241,501.30, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Motion was made by Councilmember Dobies, seconded by Councilmember Dancy to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

H. Personnel Policy Amendments.

Recommendation: Approve Amendments to Section XVII of the Personnel Policy regarding the Employee Wellness Program and Health Insurance opt-out provisions.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

I. Revocable License – Downtown Development, LLC.

Recommendation: Approve a Revocable License for Downtown Development, LLC, for construction of a beer garden on the public right of way adjacent to 151 W. Michigan Ave., as per Exhibits 'A' and 'B,' and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the Purchasing Agreement.

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

J. N. Jackson Street Demolition Contract.

Recommendation: Award a demolition contract in the total amount of $168,800.00 to Smalley Construction to demolish commercial structures on the west side of the 200 Block of North Jackson Street.

Motion was made by Councilmember Frounfelker, seconded by Councilmember Greer to approve. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

EXECUTIVE SESSION to discuss pending litigation and a written legal opinion:

Motion was made by Councilmember Greer, seconded by Councilmember Dobies to suspend Open Session and go into Executive Session. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

RETURN TO OPEN SESSION:

Motion was made by Councilmember Dobies, seconded by Councilmember Robinson to return to Open Session. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

CITY COUNCILMEMBERS' COMMENTS.

MANAGER'S COMMENTS.

ADJOURNMENT:

No further business being presented, Mayor Jors closed the meeting at 8:35 p.m.

***Agenda items added, deleted and/or revised.**

SPECIAL CITY COUNCIL MEETING
May 17, 2016

CALL TO ORDER:

The Jackson City Council met in special session in the City Hall and was called to order at 6:34 p.m. by Mayor Bill Jors.

PLEDGE OF ALLEGIANCE:

The Council joined in the Pledge of Allegiance.

ROLL CALL:

Present: Mayor Bill Jors, Councilmembers Arlene Robinson, Freddie Dancy, Daniel P. Greer, Craig Pappin, Andrew R. Frounfelker, and Derek J. Dobies.

Also present: City Manager Patrick Burtch, City Attorney Bethany Smith, City Treasurer/Clerk Andrew J. Wrozek, Jr., and Assistant City Manager/Operations Jonathan Greene.

ADOPTION OF AGENDA:

Motion was made by Councilmember Dobies, seconded by Councilmember Dancy to adopt the Agenda. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin, and Frounfelker, and Dobies, (7). Nays: none.

CITIZEN COMMENTS:

Public comment time was opened. Comments were heard and the meeting resumed.

NEW BUSINESS:

A. Revocable License from Elaine and Jerry Limited Dividend, 101 E. Michigan Avenue for an ADA Ramp.
Recommendation: Approve a Revocable License requested by Elaine and Jerry Limited Dividend Housing Association, LLC, for an entrance ramp and overhanging awning over the door adjacent to the west wall of the subject building within the Mechanic Street right-of-way at 101 E. Michigan Avenue and authorize the Mayor and City Treasurer/Clerk to

execute the appropriate document(s) in accordance with the recommendation of the City Engineer.

Motion was made by Councilmember Robinson, seconded by Councilmember Frounfelker to approve the Revocable License for an ADA Ramp. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker, and Dobies, (7). Nays: none. Motion was made by Councilmember Pappin, seconded by Councilmember Greer to approve the Revocable License be conditional upon the building's ground level windows being replaced in a manner approved by the Zoning Administrator with clear transparent glass (without tint, gas or colorization). Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker, and Dobies, (7). Nays: none.

B. Revocable License from Elaine and Jerry Limited Dividend, 101 E. Michigan Avenue for awnings.

Recommendation: Approve a Revocable License requested by Elaine and Jerry Limited Dividend Housing Association, LLC, for awnings over all ground floor windows on the west and north walls of the subject building within the public right-of-ways for both Mechanic Street and Michigan Avenue at 101 E. Michigan Avenue, and authorize the Mayor and City Treasurer/Clerk to execute the appropriate document(s) in accordance with the recommendation of the City Engineer.

***It is recommended that approval of the Revocable Licenses be conditional upon the building's ground level windows being replaced in a manner approved by the Zoning Administrator with clear transparent glass (without tint, gas or colorization).**

Motion was made by Councilmember Dobies, seconded by Councilmember Greer to approve the Revocable License for awnings. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker, and Dobies, (7). Nays: none. Motion was made by Councilmember Pappin, seconded by Councilmember Dancy to approve the Revocable License be conditional upon the building's ground level windows being replaced in a manner approved by the Zoning Administrator with clear transparent glass (without tint, gas or colorization). Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker, and Dobies, (7). Nays: none.

C. Mowing and Turf Management Contract.

Recommendation: Terminate the current parks and cemetery mowing contract with Vaquera Construction and Landscape, Chelsea, Michigan, for failure to deliver work to the City within the specified time, and award

the 2016 contract for parks and cemetery mowing, including turf maintenance, from May 18 to October 30, 2016, to the second lowest bidder, Picture Perfect Lawn Care LLC, Jackson, Michigan, in the amount of $124,702.00.

Motion was made by Councilmember Robinson, seconded by Councilmember Frounfelker to terminate the current contract with Vaquera Landscape and Construction Company, Chelsea, MI for failure to deliver within a certain time and approve a contract with Picture Perfect Lawn Care for $124,702. Votes – Yeas: Mayor Jors, Councilmembers Robinson, Dancy, Greer, Pappin and Frounfelker, and Dobies, (7). Nays: none.

ADJOURNMENT:

Motion was made to adjourn by Councilmember Greer, seconded by Councilmember Dobies. Mayor Jors closed the meeting at 6:50 p.m.

THE BROKERAGE HOUSE INC.
601 South Jackson Street • P.O. Box 35 • Jackson, Michigan 49204 • (517) 788-8733
REAL ESTATE

May 6, 2016

RECEIVED
MAY 09 2016
BY:

Mayor William Jors
City of Jackson
161 W. Michigan Avenue
Jackson, Michigan

Dear Mayor Jors,

I am via this letter tendering my resignation as a director of The Downtown Development Authority. I have served on the board and in many offices of the Board since appointed in 1984. I think it is a time for change and that change can be better initiated by the infusion of new blood into the board.

It has been a privilege to serve the City as a member of the Downtown Development Authority. I have formed a lot of friendships and seen a lot of change in the time I have served. I will miss the interaction with the varying members of the Board and with the City.

My thanks to Nate Mack, Executive Director and Jonathan Green, former Executive Director, for their efforts to enhance the downtown area and maintain the viability of the downtown. Also thanks to Bart for his leadership as chairman of the DDA for the last couple of years.

This is effective May 1, 2016.

Sincerely,

Bob

Robert L. Simmons

CC: Bart Hawley, Chairman
Nathan Mack, Executive Director
Patrick Burtch, City Manager

CITY OF JACKSON
Founded 1829

Office of the Mayor

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

MEMO TO: City Councilmembers

FROM: Bill Jors, Mayor

DATE: May 24, 2016

SUBJECT: City of Jackson Building Authority

RECOMMENDATION:

Approve the Mayor's recommendation to reappoint Philip Hones to the City of Jackson Building Authority for a three-year term, beginning July 1, 2016, and ending June 30, 2019.

In accordance with the resolution adopted by City Council on June 4, 1991, which established the Authority and authorized execution of its Articles of Incorporation. (MCLA 123.951) Article V of these Articles states there will be a three member Board of Commissioners elected by the Mayor subject to City Council confirmation. No member of the legislative body of the incorporating unit shall be eligible for membership or appointment. Commissioners shall serve three-year terms.

I am, therefore, recommending the reappointment of Philip Hones to the City of Jackson Building Authority for a three-year term, beginning July 1, 2016, and ending June 30, 2019.

BCJ:skh

City of Jackson Board/Commission Application

Name: Philip Hones

Address: 922 Essex Park Dr. Zip: 49203

Home Phone: 517 768-8833 Other Phone: 517 768-6384

e-mail address: phones@cityofjackson.org Occupation: Finance Director

Community Involvement/Activity

Are you a registered voter? Yes Ward? 6

Which Board or Commission(s) are you interested in?

1. Building Authority 2. _____

3. _____

List additional information you feel may be pertinent to board or commission
Building Authoritry exists for the purpose of issuing bonds, which is done by the Finance Director on behalf of the City.

Feel free to attach any information. (Resume, press clippings)

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Signature of Applicant

May 4, 2016
Date

Please return to Mayor's Office, City of Jackson, 161 W. Michigan Avenue, Jackson, MI 49201

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Special Event Application for Juneteenth.

Recommendation:

Approve a request from Jackson College Multicultural Affairs to conduct its 6th Annual Juneteenth event on Saturday, June 18, 2016, from 4 p.m. to 10 p.m., at the Consumers Energy Amphitheater 1 Energy Plaza.

Attached is a memo from Nathan Mack, regarding the Special Event Application for the event Juneteenth.

I recommend approval of the special event application for the event Juneteenth. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: May 24, 2016

RECOMMENDATION: Approve a request from Jackson College Multicultural Affairs to conduct its 6th Annual Juneteenth event on Saturday, June 18, 2016, from 4 p.m. to 10 p.m., at the Consumers Energy Amphitheater 1 Energy Plaza.

SUMMARY: National celebration to commemorate the Emancipation Proclamation – a celebration of freedom.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		$0
Fire	x		$0
Engineering	x		$0
Public Works	x		$75
Recreation	x		$0
DDA	x		$0
			$75

CONDITIONS & CONSIDERATIONS

- DPW will provide trash receptacles and trash disposal.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Juneteenth

CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Juneteenth

Sponsoring Organization's Legal Name: Jackson College Multicultural Affairs

Organization Address: 2111 Emmons Rd., Jackson, MI 49201

Tax I.D. Number: 38-1795704

Event Organizer: Lee Hampton Title: Director

Phone (work): 517-796-8470 or 517-812-2019

Phone (during event): 517-812-2019

Agent's Address: 2111 Emmons Rd., Jackson, MI 49201

Agent's E-Mail Address: hamptonleem@jccmi.edu

Organization Address: 2111 Emmons Rd., Jackson, MI 49201

Please give a brief description of the proposed special event:

National celebration to commemorate the Emancipation Proclamation - a celebration of freedom.

Event Day(s) and Date(s): June 18, 2016

Set-Up Date & Time: 06/18/16; 4:00 PM Tear-Down Date & Time: 06/18/16; 10 PM

Event Location: Riverwalk Amphitheater

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? six

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? (circle one) ***YES*** ***NO***
If yes, list the number of street spaces, City lots or locations where parking is requested:

_____

VENDORS: Food Concessions? ***YES*** ***NO*** Other Vendors: ***YES*** ***NO***

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

_____

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 500

AMUSEMENT: Do you plan to have any amusement or carnival rides? ***YES*** ***NO***
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? ***YES*** ***NO***
If yes, how many? one (1)

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*
If yes, please explain the electrical requirements.

Electrical Supply for performers and vendors.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Water supply for food vendors. Four (4) Trash receptacles. Six (6) picnic tables.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval**.**

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

05/10/16 — Date

Lee Hampton — Signature of Sponsoring Organization's Agent

Lee Hampton

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Special Event Application for the 3rd Annual How Bazaar.

Recommendation:

Approve a request from Midtown Association to conduct its 3rd Annual How Bazaar Jackson Street Festival event on Saturday, July 30, 2016 and July 31, 2016 in downtown Jackson on S. Jackson Street between Cortland Street and Pearl Street. Electricity will be used in Bucky Harris Park for live entertainment.

Attached is a memo from Nathan Mack, regarding the Special Event Application for the event How Bazaar.

I recommend approval of the special event application for the event How Bazaar. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: **May 24, 2016**

RECOMMENDATION: Approve a request from Midtown Association to conduct its 3rd Annual How Bazaar Jackson Street Festival event on July 30, 2016 from 10 a.m. to 9 p.m. and July 31, 2016 from 12 p.m. to 5 p.m. on Jackson Street between Cortland Street and Pearl Street, Bucky Harris Park and Horace Blackman Park.

SUMMARY: A downtown Jackson street festival including a juried art fair, local food vendors, fenced in beer/wine tasting tent, live entertainment, a kiddie tent and squirt gun fight, as well as art/cooking demonstrations featuring celebrities.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		$0
Fire	x		$0
Engineering	x		$0
Public Works	x		$250
Recreation	x		$0
DDA	x		$0
			$250

CONDITIONS & CONSIDERATIONS

- DPW will provide barricades for street closure.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Midtown Association How Bazaar Jackson Street Festival.

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 4/26 Time: 11:00 By: Kim

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: HOW BAZAAR JACKSON STREET FESTIVAL

Sponsoring Organization's Legal Name: MIDTOWN ASSOCIATION

Organization Address: PUB 1668 JACKSON MI 49204

Tax I.D. Number: 61-1749219

Event Organizer: PHIL WRZESINSKI Title: TREASURER

Phone (work): 517-787-4500

Phone (during event): 517-937-3213

Agent's Address: 400 N. MECHANIC ST. JACKSON MI 49201

Agent's E-Mail Address: phil.toyhouse@acd.net

Organization Address:

Please give a brief description of the proposed special event: A DOWNTOWN JACKSON STREET FESTIVAL INCLUDING A JURIED ART FAIR, LOCAL FOOD VENDORS, A BEER/WINE TASTING TENT, LIVE ENTERTAINMENT, A KIDDIE TENT, AND ART/COOKING DEMONSTRATIONS/CELEBRITIES. A SQUIRT GUN FIGHT

Event Day(s) and Date(s): SATURDAY & SUNDAY JULY 30-31, 2016

Set-Up Date & Time: FRIDAY JULY 29 5p-10pm Tear-Down Date & Time: SUNDAY JULY 31 5pm-8pm

Event Location:
- JACKSON STREET BETWEEN CORTLAND & PEARL
- MICHIGAN AVE ADJACENT TO BLACKMAN & BUCKY HARRIS PARKS
- BUCKY HARRIS & BLACKMAN PARKS

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? THIS IS OUR THIRD YEAR

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: FRIDAY, JULY 29 5pm

Through Date Time: SUNDAY, JULY 31 8pm

RESERVED PARKING: Are you requesting reserved parking? (circle one) ***YES*** ***NO***
If yes, list the number of street spaces, City lots or locations where parking is requested:

THE PEARL STREET PARKING LOT

VENDORS: Food Concessions? ***YES*** ***NO*** Other Vendors: ***YES*** ***NO***

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

THE ANCHOR INITIATIVE, CONSUMER'S ENERGY, ALRO GROUP, DAWN FOODS

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance. -PENDING
If yes, what time? SATURDAY 10AM / SUNDAY 12pm until 10pm / 4pm

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 5,000 - 8,000 PEOPLE

AMUSEMENT: Do you plan to have any amusement or carnival rides? ***YES*** ***NO***
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? ***YES*** ***NO***

If yes, how many? [redacted] 6

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? (YES) *NO*
If yes, please explain the electrical requirements.
ENTERTAINMENT WILL BE ON THE STAGE @ BUCKY HARRIS
ART & FOOD VENDORS WILL USE ELECTRICITY ALONG JACKSON ST AND
IN BLACKMAN PARK.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.
WE WILL HAVE OUR OWN SECURITY OVERNIGHT FRIDAY & SATURDAY

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

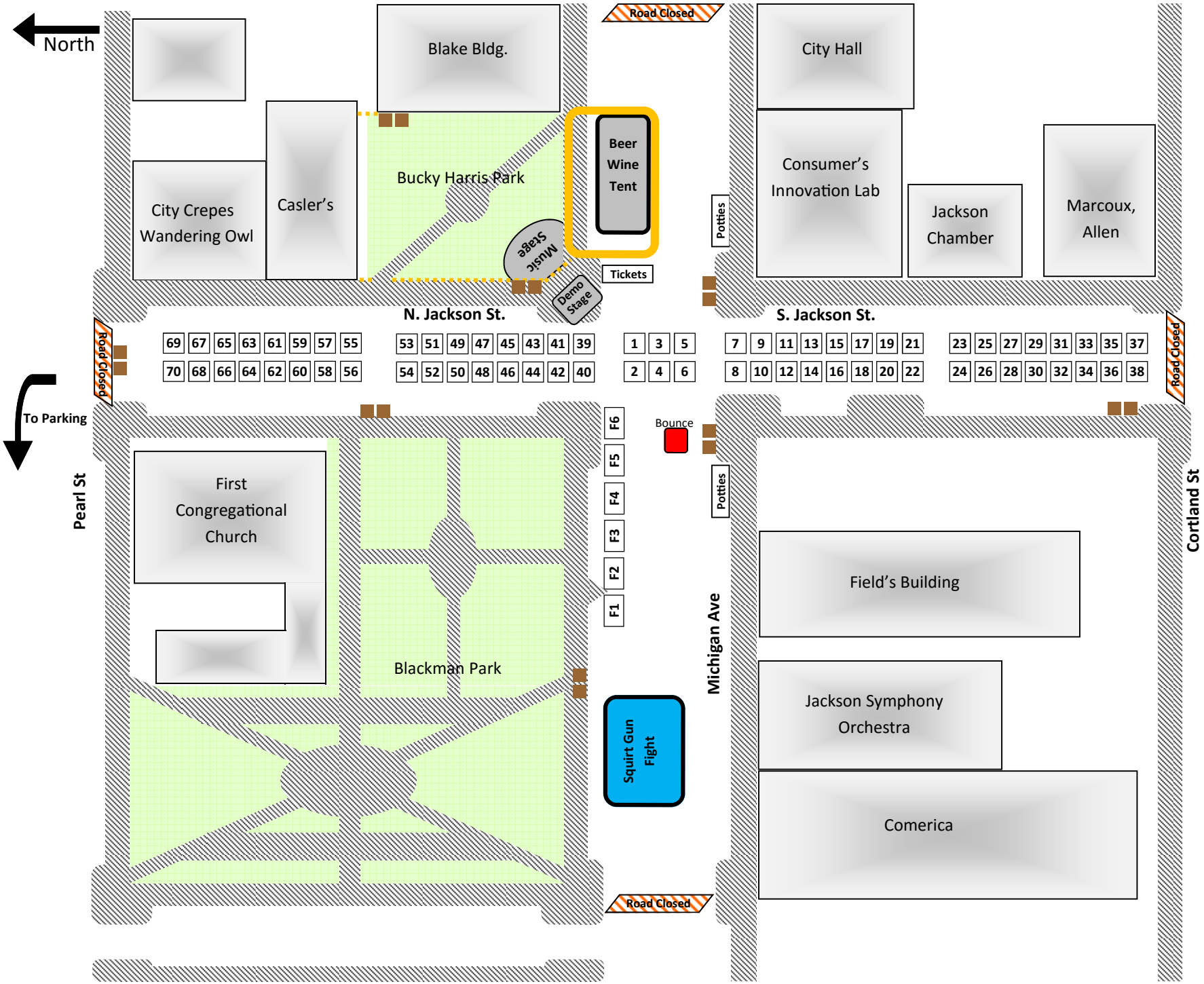
11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

4/22/16
Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201


North
Blake Bldg.
Road Closed
City Hall
City Crepes
Wandering Owl
Casler's
Bucky Harris Park
Beer
Wine
Tent
Music
Stage
Demo
Stage
Tickets
Potties
Consumer's
Innovation Lab
Jackson
Chamber
Marcoux,
Allen
N. Jackson St.
S. Jackson St.
69 67 65 63 61 59 57 55
70 68 66 64 62 60 58 56
53 51 49 47 45 43 41 39
54 52 50 48 46 44 42 40
1 3 5
2 4 6
7 9 11 13 15 17 19 21
8 10 12 14 16 18 20 22
23 25 27 29 31 33 35 37
24 26 28 30 32 34 36 38
Road Closed
Road Closed
To Parking
Pearl St
First
Congregational
Church
Blackman Park
F6
F5
F4
F3
F2
F1
Bounce
Potties
Michigan Ave
Squirt Gun
Fight
Road Closed
Field's Building
Jackson Symphony
Orchestra
Comerica
Cortland St

Schedule of Events

How Bazaar – a two-day Street Fair for Jackson
Saturday & Sunday, July 30-31

(Set-up Friday, July 29, 2016)

Schedule:

Friday:

5:00pm:	Set-up of Artist, Food Vendor, and Sponsor booths. Set-up of Beer/Wine tent Set-up of Kiddie Area
9:00pm	Set-up finished Evening Security begins

Saturday:

8:00am	Set-up of Squirt Gun Fight Area Continued set-up of Artist, Restaurant, and Sponsor Booths
10:00am	Beginning of Squirt Gun Fight Artist & Food Vendor Booths open Beer/Wine Tent Opens Kiddie Area open Musical Entertainment begins
7:00pm	Artist & Restaurant booths close Kiddie Area closes Headliner musical act Beer/Wine Tent remains open
10:00pm	All Events closed Evening Security begins

Sunday:

11:00am	Set-up of all Booths and Areas
12:00pm	All Booths and Beer/Wine tent open
4:00pm	All Booths and Beer/Wine tent closed Clean-up and Tear-Down begins
8:00pm	Streets cleaned, Tear-Down complete

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Special Event Application for the Cascades End of Summer Celebration.

Recommendation:

Approve a request from Jackson County Parks Department to conduct its Annual End of Summer Celebration event on Saturday, September 3, 2016, from 9 a.m. to 11 p.m. at Cascades Falls Park.

Attached is a memo from Nathan Mack, regarding the Special Event Application for the event the End of Summer Celebration.

I recommend approval of the special event application for the event End of Summer Celebration. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: May 24, 2016

RECOMMENDATION: Approve a request from Jackson County Parks Department to conduct their annual Cascades End of Summer Celebration event on September 3, 2016 from 9 a.m. to 11 p.m.at Cascades Falls Park.

SUMMARY: Fireworks, live entertainment and food vendors – Rain Date September 4, 2016.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		$300
Fire	x		$0
Engineering	x		$0
Public Works	x		$700
Recreation	x		$0
DDA	x		$0
			$1000

CONDITIONS & CONSIDERATIONS

- DPW will provide barricades for street closures and light towers for pedestrian safety at the end of the event.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Jackson County Parks Department Cascades End of Summer Celebration.

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 3/30/16 Time: 1:45 By: [illegible]

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: End of Summer Celebration

Sponsoring Organization's Legal Name: Jackson County Parks Department

Organization Address: 1992 Warren Avenue Jackson MI 49203

Tax I.D. Number: 38-6004845

Event Organizer: Jeff Hovarter Title: Parks Director

Phone (work): 517-768-2917

Phone (during event): 517-937-3767

Agent's Address: 1992 Warren Avenue Jackson MI 49203

Agent's E-Mail Address: jhovarter@co.jackson.mi.us

Organization Address: 1992 Warren Avenue jackson MI 49203

Please give a brief description of the proposed special event:

Fireworks, live entertainment and food vendors
-Rain Date September 4th 2016

Event Day(s) and Date(s): Saturday September 3rd 2016

Set-Up Date & Time: September 3rd 9-am Tear-Down Date & Time: Sept 3rd 11pm

Event Location: Cascades Park

ANNUAL EVENT: Is this event expected to occur next year? (circle one) ***YES*** ***NO***
How many years has this event occurred? 32+

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: Sept 3rd noon - Sept 3rd 11pm

RESERVED PARKING: Are you requesting reserved parking? (circle one) ***YES*** ***NO***
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? ***YES*** ***NO*** Other Vendors: ***YES*** ***NO***
glo products

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:
Little Caesars

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? ***YES*** ***NO***
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? ***YES*** ***NO***
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 8,000-10,000

AMUSEMENT: Do you plan to have any amusement or carnival rides? ***YES*** ***NO***
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? *YES* *NO*
If yes, how many? 12

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*
If yes, please explain the electrical requirements.

_____

_____

_____.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

Street Closures at Brown + Randolph and at Brown + Denton at noon.
Police Department for crowd control and traffic in the park

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

3/30/2016
Date

Signature of Sponsoring Organization's Agent
JEFF HOVARTER, Parks Director

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

Wolverine FIREWORKS Display, Inc.
205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122
Visit us at www.wolverinefireworks.com

Cascade Falls Jackson, Michigan
September 3, 2016

Includes Insurance & Labor

Open

36	3"	Tiger Tail Salutes Red White & Blue
20	4"	Assorted Color Finales

Main Show

36	3"	Flower Basket Salutes W/Tails
72	3"	Lidu Assorted W/Tails
72	3"	Flower King Assorted Shells

Total
180

36	4"	Hasu Assorted
36	4"	Lidu Assorted W/Tails
36	4"	Flower Basket Assorted
17	4"	US Designer Assorted Shells

Total
125

Mid Show

2	130 Shot	Silver Mine w/Silver Dahlia Palm Break w/Silver Tail
24	5"	US Designer Assorted
24	5"	Flower Basket Assorted

Total
48

Wolverine FIREWORKS Display, Inc.
205 West Seidlers Rd. - Kawkawlin, MI 48631
Phone: 989.662.0121 - Fax: 989.662.0122
Visit us at www.wolverinefireworks.com

Cascade Falls Jackson, Michigan
September 3, 2016

Includes Insurance & Labor

20	6"	Lidu Assorted W/Tails
20	6"	Flower Basket Assorted
5	6"	Fancy Japanese Shells

Total
45

6	8"	Lidu Assorted W/Tails

Total
6

Finale Show

72	2.5"	Lidu Assorted Finale Chains 12/1
72	2.5"	Lidu RWB Tiger Tail Finale Chains 12/1
72	3"	Assorted Color And Salutes Finales 12/1
36	3"	Tiger Tail Salutes 12/1
40	4"	Tiger Tail Salutes 10/1

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Special Event Application for the Jackson Freedom Run.

Recommendation:

Approve a request from Jackson Freedom Run to conduct its Jackson Freedom Run event on Saturday, September 24, 2016, from 5 a.m. to 12 p.m. with start and finish on Michigan Avenue by Horace Blackman Park.

Attached are memos from Nathan Mack, regarding the Special Event Application for the event Jackson Freedom Run.

I recommend approval of the special event application for the event Jackson Freedom Run. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: May 24, 2016

RECOMMENDATION: Approve a request from Jackson Freedom Run to conduct its Jackson Freedom Run event on Saturday, September 24, 2016 at 5 a.m. to 12 p.m. with start and finish on Michigan Avenue by Horace Blackman Park.

SUMMARY: 5k walk/run and a 10k run. The purpose of this event is to raise funds and awareness in the fight against human trafficking, globally, nationally, and locally.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		$100
Fire	x		$0
Engineering	x		$0
Public Works	x		$250
Recreation	x		$0
DDA	x		$0
			$350

CONDITIONS & CONSIDERATIONS

- DPW will provide barricades for street closures.

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Jackson Freedom Run

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 4/4/16 Time: 4:00 By: Kw

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Jackson Freedom Run

Sponsoring Organization's Legal Name: Jackson Freedom Run

Organization Address: 305 W. Franklin St. Jackson, MI 49201

Tax I.D. Number:

Event Organizer: Stephen Flavin Title: Race Director

Phone (work): 517 914 5366

Phone (during event): 517 914 5366

Agent's Address: stepherflavin@yahoo.com

Agent's E-Mail

Address: 305 W. Franklin St. Jackson, MI 49201

Organization Address:

Please give a brief description of the proposed special event:

5K walk and Run. And a 10K Run the purpose of which is to raise funds and awareness in the fight against Human trafficking, globally, nationally and Locally

Event Day(s) and Date(s): Sat, Sep 24th, 9am

Set-Up Date & Time: 9-24, 5am Tear-Down Date & Time: 9-24, 12pm

Event Location: Main location - Start + Finish on Michigan Ave by Blackman Park.

ANNUAL EVENT: Is this event expected to occur next year? (circle one) *YES* *NO*
How many years has this event occurred? 4 years - located in Spring Arbor

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: Michigan Ave between Blackstone-Jackson 9-24, 5am-12pm

RESERVED PARKING: Are you requesting reserved parking? (circle one) *YES* *NO*
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? *YES* *NO* Other Vendors: *YES* *NO*

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

~~No~~ ~~See~~ Spring Arbor Free Methodist Church

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? *YES* *NO*
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? *YES* *NO*
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 500+

AMUSEMENT: Do you plan to have any amusement or carnival rides? *YES* *NO*
If yes, you are required to obtain a permit through the City Clerk's Office. perhaps a bouncy castle!

RESTROOMS: Are you planning to provide portable rest rooms at the event? *YES* *NO*

If yes, how many? 3

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? (YES) NO
If yes, please explain the electrical requirements.
power for sound/p.A system + for recording runners times

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.
Street Closures along race routes during the race - 1 hour

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

4-1-16
Date

Signature of Sponsoring Organization's Agent

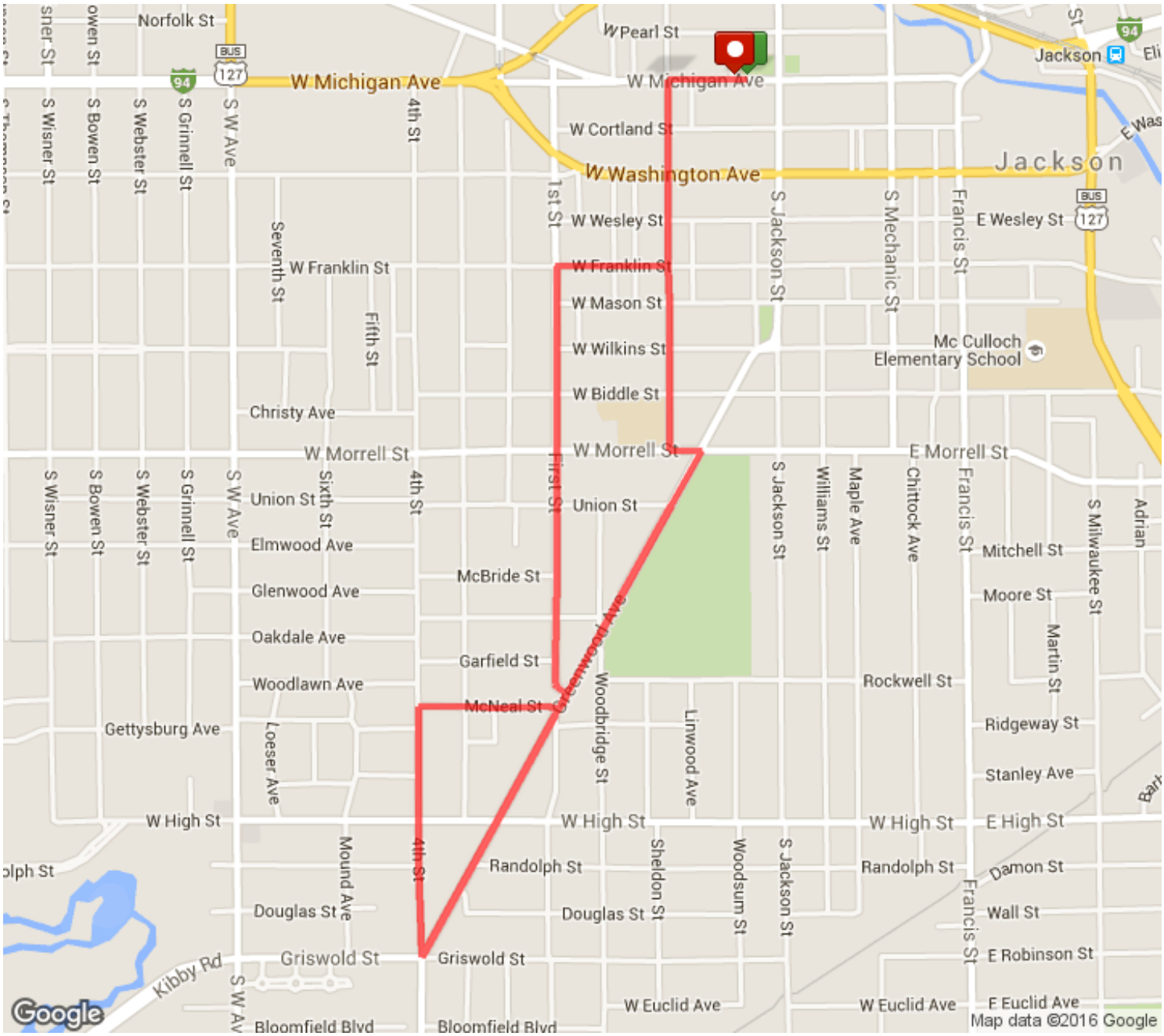
RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

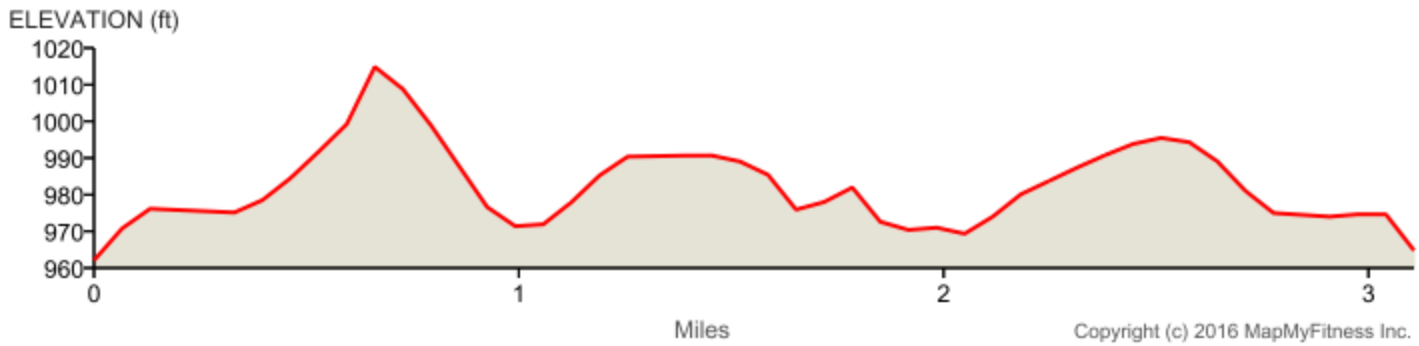
mapmyrun

Jackson Freedom Run 5k

Distance: 3.11 mi

Elevation: 93.22 ft (Max: 1,015.16 ft)





Copyright (c) 2016 MapMyFitness Inc.

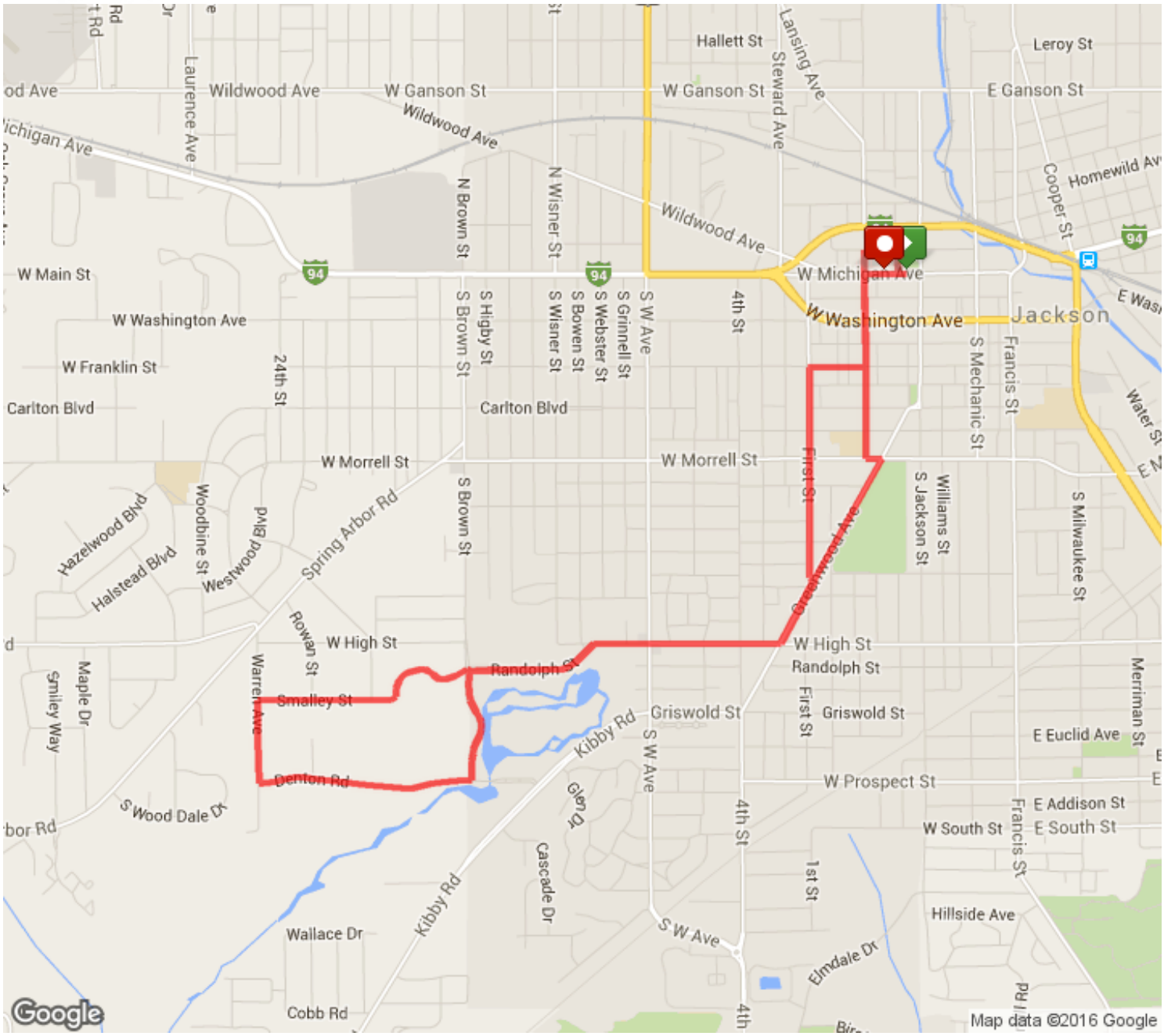
Head west on W Michigan Ave toward Hayes Ct	0 mi (+0.11 mi)
Head south on S Blackstone St toward W Cortland St	0.11 mi (+0.51 mi)
Head east on W Morrell St toward Greenwood Ave	0.61 mi (+0.04 mi)
Head east on W Morrell St toward Greenwood Ave	0.66 mi (+0 mi)
Turn right onto Greenwood Ave	0.66 mi (+0.58 mi)
Head southwest on Greenwood Ave toward Randolph St	1.24 mi (+0.21 mi)
Head north on 4th St/Fourth St toward Randolph St Destination will be on the left	1.45 mi (+0.34 mi)
Head east on McNeal St toward 3rd St/Third St	1.79 mi (+0.19 mi)
Turn left onto Greenwood Ave	1.99 mi (+0.02 mi)
Head northwest on 1st St/First St toward Garfield St	2.01 mi (+0.59 mi)
Turn left onto W Franklin St	2.6 mi (+0 mi)
Head east on W Franklin St toward 1st St/First St	2.6 mi (+0.16 mi)
Turn right onto S Blackstone St	2.76 mi (+0 mi)
Head north on S Blackstone St toward W Franklin St	2.76 mi (+0.26 mi)
Turn right onto W Michigan Ave	3.02 mi (+0.05 mi)
Head east on W Michigan Ave toward Hayes Ct	3.07 mi (+0.04 mi)
Destination	3.11 mi (+0 mi)

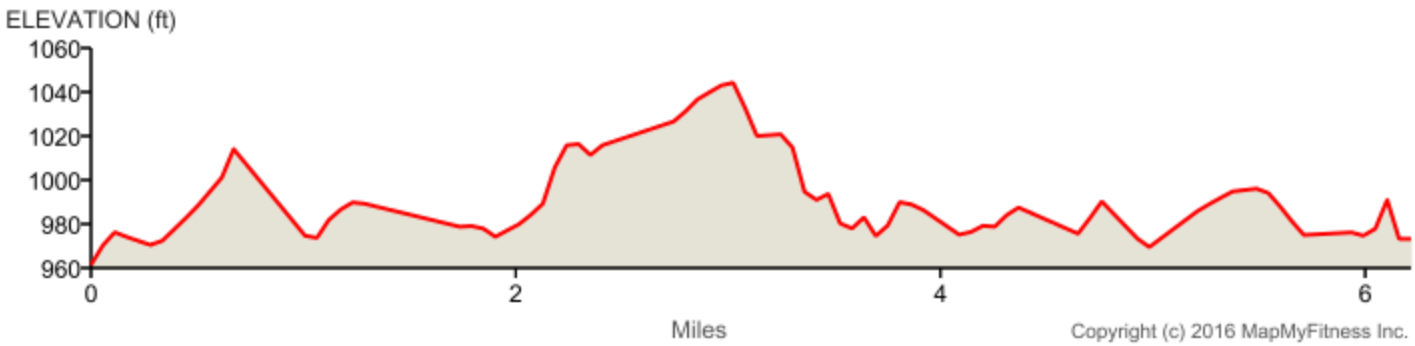
Jackson Freedom Run 10k

Distance: 6.22 mi

Elevation: 176.16 ft (Max: 1,044.23 ft)

mapmyrun





Copyright (c) 2016 MapMyFitness Inc.

Head west on W Michigan Ave toward Hayes Ct	0 mi (+0.11 mi)
Turn left onto S Blackstone St	0.11 mi (+0.25 mi)
Head south on S Blackstone St toward W Mason St	0.37 mi (+0.25 mi)
Head east on W Morrell St toward Greenwood Ave	0.62 mi (+0.04 mi)
Head southwest on Greenwood Ave toward Union St	0.66 mi (+0.58 mi)
Head west on W High St toward 3rd St/Third St	1.24 mi (+0.51 mi)
Slight left onto Randolph St	1.75 mi (+0.38 mi)
Randolph St turns slightly left and becomes W Concourse St	2.12 mi (+0.26 mi)
W Concourse St turns right and becomes Smalley St	2.38 mi (+0.38 mi)
Head south on Warren Ave toward Denton Rd	2.76 mi (+0.23 mi)
Turn left onto Denton Rd	2.98 mi (+0.58 mi)
Head east on Denton Rd toward S Brown St	3.57 mi (+0.01 mi)
Turn left onto S Brown St	3.57 mi (+0.31 mi)
Head east on Randolph St toward W High St	3.89 mi (+0.37 mi)
Slight right onto W High St	4.25 mi (+0.51 mi)
Head northeast on Greenwood Ave toward 1st St/First St	4.76 mi (+0.2 mi)
Head northeast on Greenwood Ave toward 1st St/First St	4.95 mi (+0 mi)
Turn left onto 1st St/First St	4.96 mi (+0.59 mi)
Turn left onto W Franklin St	5.55 mi (+0 mi)
Head east on W Franklin St toward 1st St/First St	5.55 mi (+0.16 mi)
Head north on S Blackstone St toward W Wesley St	5.71 mi (+0.25 mi)
Head north on N Blackstone St toward W Pearl St	5.96 mi (+0.06 mi)
Head north on N Blackstone St toward W Pearl St	6.02 mi (+0 mi)

Turn right onto W Pearl St	6.03 mi (+0.09 mi)
Head south on Hayes Ct toward W Michigan Ave	6.11 mi (+0.06 mi)
Head south on Hayes Ct toward W Michigan Ave	6.17 mi (+0.01 mi)
Turn right onto W Michigan Ave	6.18 mi (+0.04 mi)
Destination	6.22 mi (+0 mi)

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Special Event Application for the Sabin-Maples Wedding.

Recommendation:

Approve a request from Sarah Sabin to conduct her wedding event on October 8, 2016, from 11 a.m. to 6 p.m., at the Consumers Energy Amphitheater 1 Energy Plaza.

Attached is a memo from Nathan Mack, regarding the Special Event Application for the event Sabin-Maples Wedding.

I recommend approval of the special event application for the event Sabin-Maples Wedding. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director, DDA

DATE: May 24, 2016

RECOMMENDATION: Approve a request from Sarah Sabin to conduct her Sabin-Maples Wedding event on October 8, 2016, at 11 a.m. to 6 p.m., at Consumers Energy Amphitheater 1 Energy Plaza.

SUMMARY: Ceremony will have about 150 guests. A rental company will place and remove chairs. There will be no alcohol at this event. Event will be around 5 p.m. and be done by 6 p.m. Reception to follow at the Commonwealth Center.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

Department	Approval	Denial	Economic Impact
Police	x		$0
Fire	x		$0
Engineering	x		$0
Public Works	x		$0
Recreation	x		$0
DDA	x		$0
			$0

CONDITIONS & CONSIDERATIONS

- None

INSURANCE STATUS

Contingent upon receipt of proper insurance coverage.

ATTACHMENTS: Special Event Application: Sabin-Maples Wedding

Downtown JACKSON Bound

CITY OF JACKSON SPECIAL EVENT APPLICATION

Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: 4/4/16 Time: 4:30 By: (Kim)

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: Sabin - Maples Wedding

Sponsoring Organization's Legal Name: N/A

Organization Address: N/A

Tax I.D. Number: N/A

Event Organizer: Sarah Sabin Title:

Phone (work): 517-416-3765

Phone (during event): 517-416-3765

Agent's Address: 600 St. Clair Ave Jackson MI 49202

Agent's E-Mail Address: Sarahesab@gmail.com

Organization Address:

Please give a brief description of the proposed special event: we are requesting to be able to use the Consumer Energy Park located behind their building by the grand River for our Wedding Ceremony on Oct 8, 2016. Ceremony will have about 150 guests. We will have a rental company place and then pickup the chairs for event. Reception is at Commonwealth Center so location of park is perfect. NO alcohol will be at event. Event will be around 5pm and done by 6pm.

Event Day(s) and Date(s): Oct 8, 2016

Set-Up Date & Time: Oct 8, 2016 11am

Tear-Down Date & Time: Oct 8, 2016 6pm

Event Location: Consumer's Energy Park (behind Parking garage)

ANNUAL EVENT: Is this event expected to occur next year? (circle one) *YES* *NO*
How many years has this event occurred? _____

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: N/A

RESERVED PARKING: Are you requesting reserved parking? (circle one) *YES* *NO*
If yes, list the number of street spaces, City lots or locations where parking is requested:

people will park at Commonwealth and use sidewalks to arrive

VENDORS: Food Concessions? *YES* *NO* Other Vendors: *YES* *NO*

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

N/A

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? *YES* *NO*
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? *YES* *NO*
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? 150

AMUSEMENT: Do you plan to have any amusement or carnival rides? *YES* *NO*
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? *YES* *NO*

If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? *YES* *NO*
If yes, please explain the electrical requirements.

_____
_____
_____.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

_____
_____
_____

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

4/4/16
Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201

City of Jackson, Michigan
Financial Statements

As of and For the 10 Months Ended April 30, 2016

(Unaudited)

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All Other Funds - Expenditure Summary	3-4
All Funds - Revenue Summary	5-6
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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

Function Department	2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Legislative :							
101-101 City Council	94,912	94,912	5,952	73,672	77.62%	21,240	
Judicial:							
101-137 Administrative Hearings Bureau	32,637	32,637	3,864	36,776	112.68%	(4,139)	***Note 2***
	32,637	**32,637**	**3,864**	**36,776**	**112.68%**	**(4,139)**	
General Government :							
101-172 City Manager	358,495	358,495	45,600	341,635	95.30%	16,860	
101-192 City Clerk-Elections	103,412	103,412	5,224	100,331	97.02%	3,081	
101-201 Finance	430,900	430,900	45,949	374,238	86.85%	56,662	
101-209 City Assessor	350,620	350,620	41,097	274,531	78.30%	76,089	
101-210 City Attorney	514,987	514,987	59,812	429,047	83.31%	85,940	
101-215 City Clerk	122,346	122,346	14,738	87,101	71.19%	35,245	
101-226 Personnel	260,100	260,100	31,728	223,329	85.86%	36,771	
101-233 Purchasing	107,612	107,612	12,918	82,331	76.51%	25,281	
101-253 City Treasurer	319,569	319,569	37,544	276,142	86.41%	43,427	
101-254 City Income Tax	158,120	158,120	12,498	102,259	64.67%	55,861	
101-258 Management Info. Services	310,044	310,044	40,227	244,859	78.98%	65,185	
101-265 City Hall & Grounds	329,912	329,912	16,835	239,551	72.61%	90,361	
101-276 Cemeteries	240,282	240,282	16,506	185,470	77.19%	54,812	
101-299 Unallocated	796,965	796,965	45,323	581,593	72.98%	215,372	
	4,403,364	**4,403,364**	**425,999**	**3,542,417**	**80.45%**	**860,947**	
Police Department :							
101-301 Police	8,673,580	8,673,580	849,518	6,508,124	75.03%	2,165,456	
101-308 STEP Grants	0	0	0	4,810	N/A	(4,810)	***Note 2***
101-311 OHSP Grant - Seatbelts	0	15,000	0	4,650	31.00%	10,350	
101-313 Consortium Training	13,693	13,693	246	1,026	7.49%	12,667	
101-314 In-Service Training	16,000	16,000	0	10,712	66.95%	5,288	
	8,703,273	**8,718,273**	**849,764**	**6,529,322**	**74.89%**	**2,188,951**	
Fire Department :							
101-340 Fire Suppression	3,275,852	3,275,852	287,980	2,521,184	76.96%	754,668	
	3,275,852	**3,275,852**	**287,980**	**2,521,184**	**76.96%**	**754,668**	
Other Public Safety :							
101-350 Public Safety - Unallocated	2,410,870	2,410,870	201,134	1,991,935	82.62%	418,935	
	2,410,870	**2,410,870**	**201,134**	**1,991,935**	**82.62%**	**418,935**	

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Function Department		2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Public Works :								
101-441	Tax Property Maintenance	44,543	44,543	0	99,816	224.09%	(55,273)	***Note 2***
101-442	Civic Affairs	47,400	47,400	5,496	48,286	101.87%	(886)	***Note 2***
101-445	Drains at Large	39,000	39,000	5,448	32,168	82.48%	6,832	
101-447	Grounds Maintenance	141,552	141,552	2,047	145,137	102.53%	(3,585)	***Note 2***
101-448	Sidewalk Construction	31,000	31,000	2,037	9,327	30.09%	21,673	
101-450	Street Lighting	484,017	484,017	4,999	277,341	57.30%	206,676	
101-455	Weed Control	67,067	67,067	104	40,881	60.96%	26,186	
101-690	Forestry	291,255	291,255	25,719	272,369	93.52%	18,886	
		1,145,834	**1,145,834**	**45,850**	**925,325**	**80.76%**	**220,509**	
Recreation & Culture :								
101-692	Parks, Rec. & Grounds Admin.	591,669	591,669	63,434	527,211	89.11%	64,458	
101-697	Parks & Facilities Maintenance	495,291	495,291	37,923	423,610	85.53%	71,681	
101-698	Lt. Nixon Memorial Pool	85,750	85,750	1,362	60,365	70.40%	25,385	
101-803	Historical District	12,238	18,238	402	7,807	42.81%	10,431	
		1,184,948	**1,190,948**	**103,121**	**1,018,993**	**85.56%**	**171,955**	
Community Enrichment & Development:								
101-401	Planning	149,886	149,886	5,775	104,381	69.64%	45,505	
101-728	Economic Development	211,499	211,499	30,393	155,810	73.67%	55,689	
		361,385	**361,385**	**36,168**	**260,191**	**72.00%**	**101,194**	
Contributions to Other Funds:								
101-999	Contributions to Other Funds:	**978,078**	**978,078**	**0**	**0**	**0.00%**	**978,078**	
	Total General Fund Expenditures	**22,591,153**	**22,612,153**	**1,959,832**	**16,899,815**	**74.74%**	**5,712,338**	

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Special Revenue Funds :								
202	Major Street	6,565,959	6,565,959	198,203	2,294,685	34.95%	4,271,274	
203	Local Street	2,482,906	2,482,906	45,104	2,496,320	100.54%	(13,414)	***Note 2***
208	Ella W. Sharp Park Operating	735,368	735,368	61,423	541,299	73.61%	194,069	
245	Public Improvement	1,199,177	1,199,177	0	1,020,426	85.09%	178,751	
249	Building Department	455,446	455,446	47,012	393,409	86.38%	62,037	
251	Housing Code Enforcement	755,040	755,040	65,330	534,098	70.74%	220,942	
252	Building Demolitions	1,105,000	1,105,000	60,131	569,945	51.58%	535,055	
254	Blight Elimination Grant	4,213,700	4,213,700	316,527	2,409,272	57.18%	1,804,428	
257	Budget Stabilization	8,000	8,000	0	0	0.00%	8,000	
265	Drug Law Enforcement	41,649	41,649	1,437	10,514	25.24%	31,135	
268	Byrne/JAG Grant Programs	0	25,049	0	24,243	96.78%	806	
270	LAWNET Grant	32,900	32,900	0	0	0.00%	32,900	
272	SAFER Grant	93,194	93,194	0	170,692	183.16%	(77,498)	***Note 2***
296	Recreation Activity	229,066	229,066	13,958	189,534	82.74%	39,532	
297	JPS Recreation Millage Program	495,728	495,728	46,285	390,180	78.71%	105,548	
Debt Service Funds :								
366	2013 City Hall Refunding D/S	651,300	651,300	518,182	645,957	99.18%	5,343	
368	Building Authority D/S	54,544	54,544	0	54,544	100.00%	0	
395	2001 DDA TIF D/S	1,845,750	1,845,750	750	1,500	0.08%	1,844,250	
396	2011 DDA TIF Refinancing D/S	247,575	247,575	750	124,913	50.45%	122,662	
397	2012 BRA TIF Refunding D/S	597,569	597,569	0	131,109	21.94%	466,460	
399	2007 BRA TIF D/S	425,524	425,524	750	196,427	46.16%	229,097	
Capital Projects Funds :								
401	Capital Projects Fund	280,500	564,000	4,000	129,226	22.91%	434,774	
402	Water Equip. and Replacement	3,860,360	3,860,360	95,026	2,469,577	63.97%	1,390,783	
404	Sanitary Sewer Maint. Fund	350,000	350,000	14,270	148,489	42.43%	201,511	
405	Sanitary Sewer Replacement	1,095,940	1,095,940	68,244	966,541	88.19%	129,399	
406	Wastewater Equip. Replacement	1,990,000	1,990,000	0	116,854	5.87%	1,873,146	
485	2016 Capital Imp. Bonds Const.	0	0	12,860	12,860	N/A	(12,860)	***Note 2***
494	Brownfield Redevelopment Auth.	1,182,348	1,182,348	64,138	413,187	34.95%	769,161	
496	DDA Project	2,100,325	2,100,325	25,930	248,838	11.85%	1,851,487	
Enterprise Funds :								
583	Sharp Park Golf Practice Center	59,895	59,895	3,296	20,221	33.76%	39,674	
585	Auto Parking System	27,404	27,404	3,685	1,216,767	4440.11%	(1,189,363)	***Note 2***
586	Parking Assessment	155,249	155,249	5,447	91,408	58.88%	63,841	
590	Sewer	6,515,842	6,515,842	359,460	3,643,168	55.91%	2,872,674	
591	Water	11,657,060	11,657,060	723,041	6,854,759	58.80%	4,802,301	
599	Parking Deck Fund	739,053	739,053	162	108,069	14.62%	630,984	

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Internal Service Funds :								
641	Public Works Administration	442,181	442,181	34,434	247,924	56.07%	194,257	
642	Engineering Administration	388,482	388,482	21,125	236,760	60.94%	151,722	
643	Local Site Remediation Revolving	51,000	51,000	0	0	0.00%	51,000	
661	Motor Pool and Garage	1,337,680	1,337,680	60,803	632,913	47.31%	704,767	
663	Equipment Revolving Fund	63,164	63,164	0	69,527	110.07%	(6,363)	***Note 2***
676	Self-Insured Health Care Fund	5,048,100	5,048,100	333,252	3,443,074	68.21%	1,605,026	
677	Workers' Compensation	250,474	250,474	22,047	169,412	67.64%	81,062	
Trust & Agency Funds :								
702	County & School Tax Collection	7,500	7,500	0	0	0.00%	7,500	
711	Cemetery Perpetual Maintenance	33,500	33,500	0	7,100	21.19%	26,400	
718	Ella W. Sharp Endowment	30,661	30,661	0	0	0.00%	30,661	
731	Employees' Retirement System	4,075,000	4,075,000	0	2,679,535	65.76%	1,395,465	
732	Policemen's/Firemen's Pension	873,000	873,000	0	648,717	74.31%	224,283	
733	Policemen's/Firemen's Pens.-345	6,455,000	6,455,000	818,727	4,725,897	73.21%	1,729,103	
736	Public Employee Health Care	0	0	0	0	N/A	0	
Special Assessment Funds :								
895	Special Assessment	656,402	656,402	340,996	379,311	57.79%	277,091	

City of Jackson
All Funds - Revenue Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name		2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
General Fund :						
Property Taxes		7,642,365	7,642,365	30,786	7,186,299	94.03%
Income Taxes		8,530,000	8,530,000	1,615,944	7,708,546	90.37%
Licenses & Permits		281,960	281,960	4,498	144,896	51.39%
Federal Grants		17,153	32,153	628	53,016	164.89%
State Grants		9,330	9,330	0	95,507	1023.65%
State Revenue Sharing		4,414,112	4,414,112	0	2,198,192	49.80%
Contributions From Local Units		37,000	37,000	(332)	27,581	74.54%
Charges For Goods & Services		1,080,967	1,080,967	10,880	185,073	17.12%
Fines & Forfeits		255,475	255,475	26,323	228,371	89.39%
Investment Income		22,500	22,500	527	13,167	58.52%
Contributions From Other Funds		112,000	112,000	3,461	59,427	53.06%
Miscellaneous		217,966	217,966	9,380	153,728	70.53%
Total General Fund Revenues		22,620,828	22,635,828	1,702,095	18,053,803	79.76%
Special Revenue Funds :						
202	Major Street	5,618,869	5,618,869	588,773	2,143,516	38.15%
203	Local Street	1,861,107	1,861,107	62,732	1,742,692	93.64%
208	Ella W. Sharp Park Operating	736,161	736,161	14,719	353,073	47.96%
245	Public Improvement	1,085,000	1,085,000	1,225	1,002,777	92.42%
249	Building Inspection	455,500	455,500	45,111	432,577	94.97%
251	Housing Code Enforcment Fund	716,000	716,000	66,040	498,191	69.58%
252	Building Demolitions Fund	805,000	805,000	26,122	388,594	48.27%
254	Blight Elimination Grant	4,213,700	4,213,700	0	354,012	8.40%
257	Budget Stabilization	8,000	8,000	0	2,869	35.86%
265	Drug Law Enforcement	26,400	26,400	0	11,904	45.09%
268	Byrne/JAG Grant Programs	0	25,049	248	24,243	96.78%
270	LAWNET Grant	32,900	32,900	0	214	0.65%
272	SAFER Grant	93,194	93,194	0	170,458	182.91%
296	Recreation Activity	245,300	245,300	33,275	200,044	81.55%
297	JPS Recreation Millage Program	500,300	500,300	0	300,059	59.98%
Debt Service Funds :						
366	2013 City Hall Refunding D/S	637,025	637,025	0	605,947	95.12%
368	Building Authority D/S	54,544	54,544	0	54,544	100.00%
395	2001 DDA TIF D/S	1,845,750	1,845,750	750	1,500	0.08%
396	2011 DDA TIF Refinancing D/S	247,575	247,575	750	124,913	50.45%
397	2012 BRA TIF Refunding D/S	597,569	597,569	0	131,109	21.94%
399	2007 BRA TIF Refunding D/S	425,524	425,524	750	196,427	46.16%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name		2015/16 Budget Original	2015/16 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected	
Capital Projects Funds :							
401	Capital Projects Fund	280,575	555,575	100,000	257,759	46.39%	
402	Water Equipment & Replacement	3,510,764	3,510,764	291,667	2,923,125	83.26%	
404	Sanitary Sewer Maintenance Fund	350,000	350,000	13,994	146,676	41.91%	
405	Sanitary Sewer Replacement	760,000	760,000	62,500	629,317	82.80%	
406	Wastewater Equip. Replacement	628,000	628,000	51,500	522,317	83.17%	
485	2016 Capital Imp. Bonds Const.	0	0	0	1,300,000	N/A	***Note 2***
494	Brownfield Redevelopment Auth.	1,098,439	1,098,439	0	2,645	0.24%	
496	DDA Project	780,499	780,499	0	1,568,803	201.00%	
Enterprise Funds :							
583	Sharp Park Golf Practice Center	60,895	60,895	0	19,406	31.87%	
585	Auto Parking System	25,610	25,610	22,556	36,750	143.50%	
586	Parking Assessment	109,198	109,198	3,146	114,241	104.62%	
590	Sewer	5,090,400	5,090,400	459,649	3,405,732	66.90%	
591	Water	8,582,550	8,582,550	691,544	5,707,793	66.50%	
599	Parking Deck Fund	276,419	276,419	1,693	137,353	49.69%	
Internal Service Funds :							
641	Public Works Administration	304,000	304,000	31,435	151,075	49.70%	
642	Engineering Administration	388,482	388,482	35,132	250,549	64.49%	
643	Local Site Remediation Revolving	74,775	74,775	332	711	0.95%	
661	Motor Pool and Garage	966,281	966,281	70,882	686,592	71.06%	
663	Equipment Revolving Fund	63,164	63,164	0	69,527	110.07%	
676	Self-Insured Health Care Fund	5,185,550	5,185,550	502,405	4,229,171	81.56%	
677	Workers' Compensation	238,000	238,000	20,266	164,636	69.17%	
Trust & Agency Funds :							
702	County & School Tax Collection	7,500	7,500	328	4,964	66.19%	
711	Cemetery Perpetual Maintenance	53,000	53,000	2,939	47,954	90.48%	
718	Ella W. Sharp Endowment	30,661	30,661	0	420	1.37%	
731	Employees' Retirement System	4,984,228	4,984,228	0	551,424	11.06%	
732	Policemen's/Firemen's Pension	1,094,690	1,094,690	0	299,214	27.33%	
733	Policemen's/Firemen's Pension-345	7,974,507	7,974,507	330,417	1,498,250	18.79%	
736	Public Employees Health Care	80,000	80,000	0	(37,314)	-46.64%	
Special Assessment Funds :							
895	Special Assessment	656,402	656,402	341,093	381,841	58.17%	

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 10 Months Ended April 30, 2016
(Prepared on the Adopted Budget-Basis)

Note 1: **Revenues do not include budgeted appropriations from fund balance. These appropriations, together with budgeted revenues, are sufficient to fund budgeted expenditures, in accordance with State law.**

Note 2: **A budget amendment to correct this variance is pending.**

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: May 24, 2016

SUBJECT: CDBG and HOME Financial Summaries through April 30, 2016

Recommendation:

Accept and place on file the CDBG and HOME Financial Summaries through April 30, 2016.

Attached is a memo from Jennifer Morris, Director of Neighborhood and Economic Operations, regarding the April 2016 CDBG and HOME financial summaries which were typical and denotes personnel costs as well, one completed emergency hazard, and a final payment for plumbing repairs at the John George Home.

I recommend Council receive the attached CDBG and HOME Financial Summaries through April 30, 2016 and place on file. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood and Economic Operations

DATE: May 24, 2016

RECOMMENDATION: To accept and place on file the CDBG and HOME Financial Summaries through April 30, 2016

SUMMARY

Attached please find the Financial Summaries for the CDBG and HOME funds for the ten months ending April 30, 2016.

My recommendation is to accept and place on file the CDBG and HOME Financial Summaries through April 30, 2016.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Ten Months Ended April 30, 2016

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Public Services							
1	King Center Summer Program							
	FY 2014/2015	45,000	29,905	-	15,095	45,000	-	100.0%
	FY 2015/2016	35,000		-	31,242	31,242	3,758	89.3%
	Administration							
2	Administration & Planning							
	FY 2014/2015	64,000	7,615	9,812	56,385	64,000	0	100.0%
	FY 2015/2016	66,500	-	2,750	2,750	2,750	63,750	4.1%
	Code Enforcement							
3	City Code Enforcement - Inspection							
	FY 2013/2014	258,220	212,320	-	45,900	258,220	-	100.0%
	FY 2014/2015	131,500	-	12,145	89,146	89,146	42,354	67.8%
	FY 2015/2016	46,000	-	-	-	-	46,000	0.0%
4	City Code Enforcement - Rehabilitation							
	FY 2014/2015	172,000	70,810	6,992	92,212	163,022	8,978	94.8%
	FY 2015/2016	89,000	-	-	-	-	89,000	0.0%
5	City Attorney Office							
	FY 2012/2013	52,000	44,390	-	7,610	52,000	0	100.0%
	FY 2013/2014	20,000	-	1,783	5,383	5,383	14,617	26.9%
	Housing Rehabilitation Projects							
6	Homeowner Rehabilitation							
	FY 2013/2014	221,358	177,427	450	180	177,607	43,751	80.2%
	FY 2014/2015	77,284	-	-	-	-	77,284	0.0%
	FY 2015/2016	98,886	-	-	-	-	98,886	0.0%
7	City Emergency Hazard Repair Program							
	FY 2014/2015	150,000	92,769	-	57,231	150,000	-	100.0%
	FY 2015/2016	150,000	-	12,817	13,974	13,974	136,026	9.3%

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
8	City Residential Rental Rehabilitations	305,212	-	-	-	-	305,212	0.0%
9	John George Home	35,000	-	15,000	15,000	15,000	20,000	42.9%
10	City Rehab Administration (Denied Loans)							
	FY 2014/2015	8,000	5,180	-	(875)	4,305	3,695	53.8%
	FY 2015/2016	3,000	-	-	-	-	3,000	0.0%
	Street Projects							
11	Hamilton (FY 2014/2015)	174,483	24,608	-	149,874	174,483	-	100.0%
12	VanBuren: Steward to Blackstone (FY 2014/2015)	303,017	28,472	-	274,544	303,017	-	100.0%
13	Edward & Winthrop (FY 2015/2016)	97,890	-	-	-	-	97,890	0.0%
14	Mechanic: Morrell to Washington (FY 2015/2016)	39,600	-	-	39,600	39,600	-	100.0%
15	Special Assessments (FY 2015/2016)	25,000	-	-	-	-	25,000	0.0%
	Other Projects							
16	Park Improvements							
	FY 2014/2015	524,985	449,168	-	65,799	514,967	10,018	98.1%
	FY 2015/2016	80,000	-	-	-	-	80,000	0.0%
	Public Improvements							
17	Demolition - Neighborhood Economic Stabilization							
	FY 2013/2014	155,000	155,000	-	(1,276)	153,724	1,276	99.2%
	FY 2014/2015	185,000	165,746	-	19,254	185,000	-	100.0%
	FY 2015/2016	320,000	-	(473)	28,833	28,833	291,167	9.0%

NOTE: All funds are FY 2015/2016 allocations unless otherwise indicated

City of Jackson
HOME
Monthly Financial Summary
For the Ten Months Ended April 30, 2016

	Budgeted	Total Prior Year Funds Expended	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
1 Rehabilitation Assistance Program							
FY 2014/2015	413,346	283,055	-	130,291	413,346	-	100.0%
FY 2015/2016	187,129	-	-	145,486	145,486	41,643	77.7%
2 HOME Administration							
FY 2015/2016	24,000	-	-	-	-	24,000	0.0%
3 CAA - CHDO Operting Expenses							
FY 2012/2013	12,500	4,973	-	-	4,973	7,527	39.8%
FY 2013/2014	12,500	-	-	-	-	12,500	0.0%
4 CAA - CHDO Acq/Rehab/Resale							
FY 2013/2014	40,000	24,763	-	926	25,689	14,311	64.2%
FY 2014/2015	42,000	-	-	-	-	42,000	0.0%
FY 2015/2016	52,000	-	-	-	-	52,000	0.0%
5 City - Acq/Rehab/Resale							
FY 2013/2014	41,968	40,138	-	1,830	41,968	-	100.0%

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: May 24, 2016

SUBJECT: Confirmation of Special Assessment Rolls Nos. 4263, 4264, and 4267

Recommendation:

Recess as City Council and convene as a Board of Review.

A. Public Hearing on Special Assessment Roll No. 4263 Delinquent Miscellaneous General Fund Accounts Receivable.

   1. Resolution confirming Roll No. 4263

B. Public Hearing on Special Assessment Roll No. 4264 Delinquent Building Fund Accounts Receivable.

   1. Resolution confirming Roll No. 4264

C. Public Hearing on Special Assessment Roll No. 4267 Delinquent Public Works Fund Accounts Receivable.

   1. Resolution confirming Roll No. 4267

Adjourn as a Board of Review and Reconvene as City Council.

Public hearings were established at the City Council's April 24th meeting for May 24, 2016. The required notice was published in the Jackson Citizen Patriot and electronically on MLive. A notification letter was sent to each property owner included on the rolls.

Resolutions will be distributed at the meeting because payments can be made until 5:00 p.m. on May 24, 2016 and the final assessment may change.

I recommend approval of the resolutions after the public hearings. Your consideration and concurrence is appreciated.

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk ajw

DATE: May 24, 2016

SUBJECT: Second Reading and Adoption of Ordinance 2016-11

Recommendation:

Adopt Ordinance 2016-11 adding Chapter 12, Section 12-9.1 and amending Chapter 12, Section 12-10, of the City of Jackson Code of Ordinances. This ordinance provides for a five (5) day notice period for property owners and occupants to remove trash and refuse in a public right-of-way.

Attached is Ordinance 2016-11, Memo from City Attorney Bethany Smith, Assistant City Attorney Robert C. Rottach, and Departmental Report. Ordinance 2016-11 was considered for approval and moved for 2nd reading by the Council at the May 10, 2016 meeting.

I recommend approval of Ordinance 2016-11. Your consideration and concurrence is appreciated.

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney
Robert C. Rottach, Assistant City Attorney

DATE: Council Meeting – May 10, 2016

SUBJECT: Removal of Refuse in Public Right-of-Way

Recommendation: Please APPROVE the attached proposed Ordinance.

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO:	Honorable Mayor and City Councilmembers
FROM:	Bethany M. Smith, City Attorney Robert C. Rottach, Assistant City Attorney
DATE:	Council Meeting – May 10, 2016
RECOMMENDATION:	Please APPROVE the attached Ordinance

SUMMARY

Attached, please find a black line and clean version of the proposed ordinance adding Chapter 12, Section 12-9.1 and amending Chapter 12, Section 12-10, of the City of Jackson Code of Ordinances. This ordinance provides for a five (5) day notice period for property owners and occupants to remove trash and refuse in a public right-of-way. Currently, the notice period is seven (7) days under Section 12-9(b).

HISTORY, BACKGROUND and DISCUSSION

The Neighborhood and Economic Operations Department has observed on numerous occasions trash and refuse in public right-of-ways. A public right-of-way is generally considered to be the sidewalks and the area in between the sidewalks, such as the street.

The trash and refuse observed in public right-of-ways, among other things, are a blight to City neighborhoods, lower the value of real property in the community, cause neighborhoods to look deteriorated and neglected, and ruin the aesthetic character of neighborhoods. In addition, trash and refuse in public right-of-ways can pose safety hazards by reducing visibility in the streets, driveways, and sidewalks. Furthermore, trash and refuse in public right-of-ways can be an attractive nuisance for children to play in and can provide a habitation for insects and vermin.

Currently, City ordinance Chapter 12, Section 12-9 provides for a general seven (7) day notice period after the City has mailed notice to the owner or occupant to abate or correct violations of Chapter 12 (refuse related violations). The current seven (7) day notice period applies to trash and debris located anywhere outside on a property. Since the public right-of way is usually the most visible and accessible area on a property, there is a compelling interest to have this area clear and clean from trash and debris sooner than seven (7) days.

The proposed ordinance changes the notice period from seven (7) days to five (5) days only for the public right-of-way area. However, the proposed ordinance includes an additional notice protection for property owners and occupants that Section 12-9 does not contain; the proposed ordinance requires the City to post a notice of violation in a conspicuous place on any structure on the property, if a structure exists on the property. The additional notice requirement should help ensure that owners and occupants are aware of the violations and the requirement to abate and correct the violations.

POSITIONS

Please APPROVE the attached proposed Ordinance.

ATTACHMENTS

ORDINANCE 2016 - 11

An Ordinance adding Chapter 12, Section 12-9.1 and amending Chapter 12, Section 12-10, of the City of Jackson Code of Ordinances to provide for a five (5) day notice period for property owners and occupants to remove trash and refuse debris in a public right-of-way on their private property, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to provide for a five (5) day notice period for property owners and occupants to remove trash and refuse debris in a public right-of-way on their private property, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 12, Sections 12-9, 12-9.1, and 12-10 shall read as follows:

Sec. 12-9. - Notification and enforcement.

When violations of this chapter are observed by the chief building official (or designee) or a police officer, the officer or building official shall:

(a) Mail a notice of violation via first-class mail to the owner and occupant of the property. In the case of violations of sections 12-2(b), 12-3, and 12-6.1, the person who owns the refuse collection service license or the refuse collection vehicle shall be issued the notice of violation and be responsible for the violation. In the case of violations of subsections (d) through (h) of section 12-6.1, the driver of a refuse collection vehicle may be issued a notice of violation and be responsible for the violation.

(b) The notice of violation shall contain:

(1) The date and time the inspection at the property occurred.

(2) The name and title of the inspector.

(3) A recital of the conditions found on the premises during the inspection.

(4) A recital of the acts or omissions which, in the opinion of the inspector, constitute a violation of this chapter.

(5) Specific references to the sections of this chapter the building official or police officer feels have been violated.

(6) Notice that if the conditions are not remedied within seven (7) calendar days from the date of the inspection, that abatement of the conditions will be done by the city with the cost of same to be billed to the owner or occupant or both.

(7) Notice that appearance tickets and/or warrants may be issued against the owner or occupant or both for the above-referenced violations.

(c) Removal by the city. In the event noncompliance continues beyond the time allowed for compliance in the notice of violation, the building official or police officer may eliminate same by causing the refuse, violative receptacle, or violative bin, or all three (3), to be removed by the city department of public works.

(d) When removal of refuse occurs pursuant to subsection (3) above, the owner and/or occupant of the property where the violation occurred shall be invoiced by the city for all related costs.

Sec. 12-9.1. - Notification and enforcement for removal of refuse in a public right-of-way.

When violations of this Chapter occur in a public right-of-way on private property and are observed by the chief building official (or designee) or a City law enforcement officer, the City law enforcement officer or building official (or designee) shall:

(a) Mail a notice of violation via first-class mail to the owner and occupant of the property and post the notice of violation in a conspicuous place on any structure on the property (posting is required only if a structure exists on the property).

(b) The notice of violation shall contain:

(1) The date and time the inspection at the property occurred.

(2) The name and title of the City employee that inspected the property.

(3) A recital of the conditions found on the property during the inspection that constitute a violation of this Chapter.

(4) Specific reference to the sections of the City Code that have been violated.

(5) Notice that if the conditions constituting a violation are not corrected before five (5) days after the notice of violation is mailed to the owner and occupant and posted in a conspicuous place on any structure on the property (posting is required only if a structure exists on the property), then abatement, removal, correction, and/or elimination of the violating conditions will be done by the City with the costs to be the responsibility of and billed to the owner or occupant or both.

(6) Notice that if the conditions constituting a violation are not corrected before five (5) days after the notice of violation is mailed to the owner and occupant and posted in a conspicuous place on any structure on the property (posting is required only if a structure exists on the property), then the owner or occupant or both shall be subject to the procedures and penalties provided in Chapter 2.5 of the City Code.

(c) Abatement or removal by the City. If the conditions constituting a violation continue beyond the time allowed for compliance in the notice of violation, then the City may abate, remove, correct, and/or eliminate the condition(s) constituting a violation.

(d) When abatement, removal, correction, and/or elimination of the conditions constituting a violation occur pursuant to subsection (c) of this section, the owner or occupant or both

of the property where the violation occurred are responsible for all related costs incurred by the City. The owner or occupant or both shall be invoiced by the City for all related costs incurred by the City.

Sec. 12-10. - Collection.

If the owner or occupant fails to pay an invoice directed to him under section 12-9 or 12-9.1 of this chapter within thirty (30) days, the city may cause the costs reflected by the invoice to be assessed against the property as a special assessment, or may bring suit against the owner or occupant to recover such costs.

Section 3. This Ordinance takes effect thirty (30) days after the date of adoption.

CITY OF JACKSON
Founded 1829

City Treasurer/City Clerk

161 W. Michigan Ave. - Jackson, MI 49201
Treasurer: (517) 788-4043 • Clerk: (517) 788-4025

MEMO TO: Mayor and City Councilmembers

FROM: Andrew J. Wrozek, Jr., City Treasurer/Clerk

DATE: May 24, 2016

SUBJECT: Corrective Resolution for 2016 City Council Meeting Dates

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Recommendation:

Consideration of a Corrective Resolution that serves as the calendar for the regularly scheduled city Council meeting dates for 2016.

Attached is the Corrective Resolution for the City Council meeting schedule with the date changed.

I recommend approval of the Corrective Resolution. Your consideration and concurrence is appreciated.

CORRECTIVE RESOLUTION
CITY COUNCIL MEETING DATES 2016

BY THE CITY COUNCIL:

WHEREAS, Act 267 of 1976 as last amended (the Open Meetings Act) requires all public bodies to establish a schedule of regular meetings to be held each year.

WHEREAS, on December 15, 2015 the City Council of the City of Jackson, Michigan declared the schedule that would meet in the Council Chambers on the second floor of City Hall, 161 West Michigan Avenue, Jackson, Michigan during 2016.

WHEREAS, on April 12, 2016 the Jackson City Council adopted a change to the August meeting schedule to accommodate scheduling conflicts.

WHEREAS, on May 24, 2016 the Jackson City Council adopted a change to the September meeting schedule to accommodate scheduling conflicts.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson, Michigan hereby declares that it will meet in the Council Chambers on the second floor of City Hall, 161 West Michigan Avenue, Jackson, Michigan during 2016 on the following dates:

January 12	July 12
January 26	
February 9	August 23
February 23	
March 15	September 6
March 29	September 20
April 12	October 11
April 26	October 25
May 10	November 15
May 24	
June 14	December 6
June 28	December 20

* * * * *

State of Michigan)
County of Jackson)ss
City of Jackson)

I, Andrew J. Wrozek, Jr., City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on May 24, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on the 24th day of May, 2016.

_____ Mayor

_____ City Clerk

JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: **Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration Contract**

Recommendation:

> **Approve Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration contract with Dunigan Brothers, Inc. in the increased amount of $235,733.51 and authorization for the City Manager and City Engineer to execute the appropriate documents.**

Attached is a report from Jon H. Dowling, City Engineer, regarding a Change Order to the above described contract.

I recommend approval of the above recommendation. Your consideration and concurrence is appreciated.

PHB

Attachments

t:\2015 projects\michigan - blackstone to francis\3_construction\contract b_streetscape\contract mods\sw restor_co_5_tree outlets\co 5 to city council-cover memo.docx

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: May 24, 2016

RECOMMENDATION: Approve Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration contract with Dunigan Brothers, Inc. in the increased amount of $235,733.51 and authorization for the City Manager and City Engineer to execute the appropriate documents.

SUMMARY

The attached subject Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration contract represents an increase of $235,733.51, bringing the total contract amount to $1,871,525.73. This Change Order will 1) balance the quantities for current handhole and street light items to match quantities placed in the field in 2015 and 2) add items for the installation of electrical outlets at the base of the trees within the project zone.

BUDGETARY CONSIDERATIONS

The work in this change order will be paid for with Local Street Funds.

HISTORY, BACKGROUND and DISCUSSION

On June 23, 2015, City Council approved the award of the 2015 Michigan Avenue Sidewalk Restoration contract to Dunigan Brothers, Inc. of Jackson, Michigan. At that time, Change Order 1 was approved concurrently with the contract award to align the contract scope with available funding.

Change Order 2, approved by City Council on September 8, 2015, increased the contract by $110,315.00 for the replacement of light pole bases. Also on September 8, 2015, City Council approved Change Order 3 in the increased amount of $99,049.20 to reinstate landscaping items that were previously removed by Change Order 1.

On January 26, 2016, City Council approved Interim Balancing Change Order 4 to balance contract quantities for items that were substantially complete at that time to match the quantities placed in the field and to add items that were necessary to complete the work in the field. The contract amount after Change Order 4 is $1,635,792.22.

DISCUSSION OF THE ISSUE

The items contained within this Change Order fall into two categories: current contract items and added items.

The current contract items are for the furnishing and placing hand holes and the installation of street lights throughout the work zone during construction in 2015. As they were not included in the previously approved Interim Balancing Change Order 4, they are included with this Change Order now.

The added contract items are for the installation of conduits, conductors, recepticles and appurtenances necessary to provide functioning electrical outlets at the base of each tree within the work zone.

POSITIONS

It is the recommendation of Engineering that Change Order 5 to the 2015 Michigan Avenue Sidewalk Restoration contract in the increased amount of $235,733.51 be approved and the City Manager and City Engineer be authorized to execute the appropriate documents.

JHD/TRW/ss

ATTACHMENTS

CHANGE ORDER NO. 5
To Contract for
Michigan Avenue Sidewalk Restoration from Blackstone to Francis
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

ORIGINAL CONTRACT AMOUNT	**$ 2,252,780.60**
APPROVED CHANGE ORDER NO. 1	**- $ 885,410.80**
APPROVED CHANGE ORDER NO. 2	**$ 110,315.00**
APPROVED CHANGE ORDER NO. 3	**$ 99,049.20**
APPROVED CHANGE ORDER NO. 4	**$ 59,058.22**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 4	**$ 1,635,792.22**
CHANGE ORDER NO. 5	**$ 235,733.51**

Details of changes shown on the attached sheet.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 5	**$ 1,871,525.73**

REASON FOR CHANGE:

To 1) balance the quantities for current handhole and street light items to match quantities placed in the field in 2015 and to 2) add items for the installation of electrical outlets at the base of trees within the project zone.

CONTRACT COMPLETION:

The contract completion time remains unchanged.

Prepared by Troy R. White, P.E.
Assistant City Engineer

ACCEPTED BY:

Dunigan Brothers, Inc. Date

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer Date

ACCEPTED BY:

Patrick H. Burtch, City Manager Date

2015 MICHIGAN AVE SIDEWALK RESTORATION FROM BLACKSTONE TO FRANCIS

CHANGE ORDER NUMBER 5

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Unit Price	Amount	
								ADD	DEDUCT
0110	8197050	Hand hole, Polymer Conc, 12 inch x 12 inch (open bottom)	46.00	9.00	55.00	Ea	$ 732.00	$ 6,588.00	$ -
0131	8197050	Hand hole, Polymer Conc, 11 inch x 17 inch (open bottom)	4.00	11.00	15.00	Ea	$ 805.00	$ 8,855.00	$ -
0132	8197050	Hand hole, Polymer Conc, 17 inch x 30 inch (open bottom)	2.00	12.00	14.00	Ea	$ 891.25	$ 10,695.00	$ -
0133	8197050	Street Light, Install, Modified	50.00	2.00	52.00	Ea	$ 744.00	$ 1,488.00	$ -
143	8197051	Mobilization, Tree Outlets	0.00	1.00	1.00	LSUM	$13,800.00	$ 13,800.00	$ -
144	8197001	Conduit, Sch 40 PVC, 1 inch	0.00	788.00	788.00	Ea	6.33	$ 4,988.04	$ -
145	8197001	Conduit, Sch 40 PVC, 2 inch	0.00	5,381.00	5,381.00	Ea	10.64	$ 57,253.84	$ -
146	8197001	Conduit, Sch 40 PVC, 3 inch	0.00	158.00	158.00	Ea	15.54	$ 2,455.32	$ -
147	8197001	Conduit, Sch 40 PVC, 4 inch	0.00	30.00	30.00	Ea	$23.00	$ 690.00	$ -
148	8197001	Conductor, THWN, in Conduit, 600 V, 1C, #8 AWG	0.00	16,144.00	16,144.00	Ea	$1.44	$ 23,247.36	$ -
149	8197001	Conductor, THWN, in Conduit, 600V, 1C, #12 AWG	0.00	1,890.00	1,890.00	Ea	$0.87	$ 1,644.30	$ -
150	8197050	Outlet, Tree	0.00	122.00	122.00	Ea	$287.50	$ 35,075.00	$ -
151	8197050	Junction Box	0.00	137.00	137.00	Ea	$431.25	$ 59,081.25	$ -
152	8197001	Conductor, Rem	0.00	177.00	177.00	Ea	$1.15	$ 203.55	$ -
154	8167011	Sodding	0.00	1,095.00	1,095.00	Ea	$8.83	$ 9,668.85	$ -

Total:	$ 235,733.51	$ -
Net Change:	$ 235,733.51	
Current Contract Amount:	$ 1,635,792.22	
Revised Contract Amount:	$ 1,871,525.73	

JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: **Change Order 6 to the Parking Lot Construction Contract with Bailey Excavating**

Recommendation:

> **Approve Change Order 6 to the contract with Bailey Excavating, Inc. for Parking Lot Construction in the increased amount of $61,612.00 to add items necessary to complete the work in the field and authorize the City Manager and City Engineer to execute the appropriate document.**

Attached is a report from Jon H. Dowling, City Engineer, regarding a Change Order to the above described contract.

I recommend approval of the change order. Your consideration and concurrence is appreciated.

PHB

Attachments

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: May 24, 2016

RECOMMENDATION: **Approve Change Order 6 to the contract with Bailey Excavating, Inc. for Parking Lot Construction in the increased amount of $61,612.00 to add items necessary to complete the work in the field and authorize the City Manager and City Engineer to execute the appropriate document.**

SUMMARY

The attached Change Order 6 is to add items necessary to complete the work in the field.

BUDGETARY CONSIDERATIONS

This change order represents an increase of $61,612.00, bringing the current contract amount to $1,466,130.86.

HISTORY, BACKGROUND and DISCUSSION

On May 26, 2015, City Council approved the award of the contract to Bailey Excavating, Inc. of Jackson, Michigan in the amount of $1,185,484.10. This contract is for a project that consists of four parts: building the parking lot on the north side of Pearl Street, streetscape and on-street parking on Pearl Street from Blackstone Street to Jackson Street and repaving Lot 14 and the County Building parking lot.

City Council approved Change Order 1 in the decreased amount of $158,683.35 to reduce authorized quantities for various landscaping items. Change Order 2, in the increased amount of $45,480.67, balanced quantities and added items for work completed to date. Change Order 3, in the increased amount of $194,655.00, added work to remove the remaining old pavement in the block surrounding the new Pearl Street parking lot and to establish turf in its place. Change Order 4, in the increased amount of $24,786.00, added work to remove and replace the concrete pavement within the alley immediately west of the County Building parking lot. Interim Balancing Change Order 5 in the increased amount of $112,796.44 was to balance items that were substantially complete and items necessary to complete the work in the field. The contract amount after Change Order 5 is $1,404,518.86.

DISCUSSION OF THE ISSUE

This change order includes work on Parking Lot construction along with work on the Trail Street railroad crossing and the installation of the sanitary sewer service for the Glick Highway Development.

The parking lot construction work consist of fence panel installation, a deduct for fence posts and the construction of a dumpster enclosure at the County building.

The Trail Street railroad crossing work consists of completing the non-motorized crossing that was started in 2013, prior to the prime contractor going out of business. In this contract, the guardrail needs to be removed, the site prepared, concrete placed, asphalt placed between the rails, and the area restored with topsoil and seeding. Also, the contractor must obtain railroad liability insurance.

The sanitary sewer service for the Glick Highway Development building consists of open cutting the concrete roadway, installing the sewer service and restoring the concrete roadway.

POSITIONS

I request approval of Change Order 6 and authorization for the City Manager and the City Engineer to sign the document.

ATTACHMENTS

CHANGE ORDER NO. 6
To Contract for
2015 Parking Lot Construction
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents, Plans and Specifications of the above-named contract.

ORIGINAL CONTRACT AMOUNT	**$ 1,185,484.10**
APPROVED CHANGE ORDER NO. 1	**($ 158,683.35)**
APPROVED CHANGE ORDER NO. 2	**$ 45,480.67**
APPROVED CHANGE ORDER NO. 3	**$ 194,655.00**
APPROVED CHANGE ORDER NO. 4	**$ 24,786.00**
APPROVED INTERIM BALANCING CHANGE ORDER NO. 5	**$ 112,796.44**
CURRENT CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 5	**$ 1,404,518.86**
CHANGE ORDER NO. 6	**$ 61,612.00**

Details of changes shown on the attached.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 6	**$ 1,466,130.86**

REASON FOR CHANGE:

To add items necessary to complete the work in the field

CONTRACT COMPLETION:

The contract completion time remains unchanged.

Prepared by Jon H. Dowling, P.E.
City Engineer

ACCEPTED BY:

Bailey Excavating, Inc. Date

ACCEPTED BY:

Jon H. Dowling, P.E.
City Engineer Date

ACCEPTED BY:

Patrick H. Burtch, City Manager Date

2015 PARKING LOT IMPROVEMENTS CONTRACT

CHANGE ORDER NUMBER 6

ADDITIONS AND SUBTRACTIONS: Quantities for Contract pay items shall be increased or decreased as follows:

Prop Line	Item Code	Item Description	Current Contract Quantity	Quantity Change	Revised Contract Quantity	Units	Unit Price	Amount ADD	Amount DEDUCT
0200		Railroad Mobilization	0.000	1.000	1.000	LSUM	$2,000.00	$ 2,000.00	$ -
0201		Prep for Concrete	0.000	1.000	1.000	LSUM	$3,500.00	$ 3,500.00	$ -
0202		Guardrail Removal	0.000	1.000	1.000	LSUM	$2,000.00	$ 2,000.00	$ -
0203		Concrete Pathway	0.000	1.000	1.000	LSUM	$4,860.00	$ 4,860.00	$ -
0204		Pavement Btwn Rails	0.000	1.000	1.000	LSUM	$2,500.00	$ 2,500.00	$ -
0205		Railroad Restoration	0.000	1.000	1.000	LSUM	$2,300.00	$ 2,300.00	$ -
0206		Insurance for Railroad	0.000	1.000	1.000	LSUM	$18,000.00	$ 18,000.00	$ -
0207		Fence Panel Install	0.000	1.000	1.000	LSUM	$3,800.00	$ 3,800.00	$ -
0208		Fence Post Deduct	0.000	-53.000	-53.000	Each	$50.00	$ -	$ (2,650.00)
0209		Dumpster Enclosure	0.000	1.000	1.000	LSUM	$7,500.00	$ 7,500.00	$ -
0210		Sanitary Service Mobilization	0.000	1.000	1.000	LSUM	$2,500.00	$ 2,500.00	$ -
0211		Sanitary Sewer Tie In & Pipe	0.000	1.000	1.000	LSUM	$10,000.00	$ 10,000.00	$ -
		Concrete Repair w/ Epoxy Bar 18" Coated	0.000	1.000	1.000	LSUM	$5,302.00	$ 5,302.00	$ -
								$ -	$ -
							Total:	$ 64,262.00	$ (2,650.00)
							Net Change:	$ 61,612.00	
							Current Contract Amount:	$ 1,404,518.86	
							Revised Contract Amount:	$ 1,466,130.86	

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney
Robert C. Rottach, Assistant City Attorney

DATE: Council Meeting – May 24, 2016

SUBJECT: Building Code Board of Examiners and Appeals Membership

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Recommendation: APPROVE the attached proposed Ordinance.

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney
Robert C. Rottach, Assistant City Attorney

DATE: Council Meeting – May 24, 2016

RECOMMENDATION: Please APPROVE the attached Ordinance

SUMMARY

The attached ordinance reduces the minimum number of members on the Building Code Board of Examiners and Appeals ("BCBEA") from seven (7) to five (5). The ordinance changes some of the requirements to be a member on the board. The ordinance also permits the BCBEA to act as the City's Construction Board of Appeals pursuant to the Stille-Derossett-Hale Single State Construction Code Act, PA 230 of 1972, as amended.

HISTORY, BACKGROUND and DISCUSSION

Currently, City ordinance requires the BCBEA to have seven (7) members and consist of: the director of public works, the city fire chief, a licensed attorney, a licensed architect, a licensed practicing general building contractor, a citizen, and an additional licensed architect, engineer, or licensed practicing general building contractor.

State law only requires that the BCBEA have five (5) members consisting of: a building contractor, registered architect or engineer, two members of the general public, and an individual registered as a building official, plan reviewer, or inspector under the building officials and inspectors registration act, Act No. 54 of the Public Acts of 1986 (this individual may be an employee of the enforcing agency).

The City's current ordinance goes above and beyond the state law requirements to the point that the current ordinance makes it difficult to fill all of the membership positions. The current ordinance's membership requirements are unnecessary and overly burdensome. The City would be better served by making the membership requirements consist with state requirements.

The Stille-Derossett-Hale Single State Construction Code Act ("SDH Act") provides that a construction board of appeals shall be created for a governmental subdivision enforcing the SDH Act. The construction board of appeals hears appeals regarding building permits and decisions involving the enforcement of the SDH Act. Since the members of the BCBEA are knowledgeable and skilled regarding building codes and permits, it is logical and would be efficient to permit the BCBEA to act as the City's construction board of appeals.

POSITIONS

Please APPROVE the attached proposed Ordinance.

ATTACHMENTS

ORDINANCE 2016 - _____

An Ordinance amending Chapter 5, Article 2 of the City of Jackson Code of Ordinances to reduce the minimum number of members on the Building Code Board of Examiners and Appeals ("BCBEA") from seven (7) to five (5), to change some of the requirements to be a member on the board, and to permit the Building Code Board of Examiners and Appeals to act as the City's Construction Board of Appeals, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to reduce the minimum number of members on the Building Code Board of Examiners and Appeals ("BCBEA") from seven (7) to five (5), to change some of the requirements to be a member on the board, and to permit the Building Code Board of Examiners and Appeals to act as the City's Construction Board of Appeals, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 5, Article 2 of the City of Jackson Code of Ordinances shall read as follows:

ARTICLE II. - BUILDING CODE BOARD OF EXAMINERS AND APPEALS

~~**State Law reference** — Authority to create such board, MCL 125.1514.~~Sec. 5-26. - Membership.

(a) In order to determine the suitability of alternate materials and types of construction, to provide for reasonable interpretations of this chapter and the housing chapter of the City Code, to hold hearings pursuant to Chapter 10, Section 10-55 of the City Fire Prevention Code, and to hold hearings pursuant to the provisions of this Code relating to dangerous buildings, there is hereby created a board of examiners and appeals consisting of at least five (5) but not more than seven (7) members, who shall be as follows:

(1) At least one (1) building contractor. ~~The director of public works or his or her designated subordinate if the director is absent from the city or unable to attend a meeting.~~

(2) At least one (1) registered architect or engineer.~~The city fire chief or his or her designated subordinate if the fire chief is absent from the city or unable to attend a meeting.~~

(3) At least two (2) members of the general public.~~A licensed attorney at law for a three-year term.~~

(4) At least one (1) individual registered as a building official, plan reviewer, or inspector under the building officials and inspectors registration act, Act No. 54 of the Public Acts of 1986, being sections 338.2301 to 338.2313 of the Michigan Compiled Laws. The individual may be an employee of the enforcing agency.~~A licensed architect for a three-year term.(5) A licensed practicing general building contractor for a three-year term.~~

~~(6) One (1) citizen of the city qualified by experience and training to pass upon matter pertaining to building construction for a three-year term.~~

~~(7) At least one (1) additional licensed architect, engineer, or licensed practicing general building contractor for a three-year term.~~

(b) The board members referred to in subsection~~s~~ (a)~~(3) through (7)~~ above shall be appointed by the Mayor and approved by the City Council~~.~~ for a term of three (3) years, A vacancy created other than by expiration of a term shall be filled for the balance of the unexpired term in the same manner as the original appointment. A member may be reappointed for additional terms.

(c) Additional Jurisdiction and Authority. In addition to any other jurisdiction, authority, and duties provided in the City Code, the Building Code Board of Examiners and Appeals shall also have the jurisdiction and authority to act as the City's Construction Board of Appeals pursuant to the Stille-Derossett-Hale Single State Construction Code Act, PA 230 of 1972, as amended. When the Building Code Board of Examiners and Appeals acts as the City's Construction Board of Appeals, any City building official, City plan reviewer, or City inspector shall not serve as a member of the City's Construction Board of Appeals.~~ of the board shall not extend to any matter placed within the jurisdiction of the municipal electrical board, the municipal mechanical board, or the municipal plumbing board.~~

Sec. 5-27. - Absence of members.

Any member of the board of examiners and appeals who does not attend at least one (1) full business meeting of the board during any three-month period may be requested by the board to resign, or his appointment may be terminated by the city council. ~~A member of the board of examiners and appeals whose appointment for any reason is terminated prior to the normal expiration date shall be replaced by appointment by the city council of a new qualified member as recommended by the board, who shall serve for the remainder of the unexpired term.~~

Sec. 5-28. - Quorum.

~~Four (4) members~~ A majority of the board of examiners and appeals members appointed and serving constitutes a quorum. Any final action of the board of examiners and appeals shall be only by affirmative vote of a majority of the board members appointed and serving.~~shall constitute a quorum for the transaction of official business of the board of examiners and appeals except when otherwise stated in this Code.~~

Sec. 5-29. - Chairman.

The board of examiners and appeals shall elect a chairperson, vice-chairperson, and other officers that the board considers necessary.~~elect a chairman of the board at the first business meeting following January first of each year, or as soon thereafter as possible, who shall normally hold office until his successor is elected the following year.~~

~~Sec. 5-30. - Building official.~~

~~The building official shall be an ex-officio member of the board of examiners and appeals and shall act as secretary of the board but without power to vote.~~

Section 3. This Ordinance takes effect thirty (30) days after the date of adoption.

ORDINANCE 2016 - _____

An Ordinance amending Chapter 5, Article 2 of the City of Jackson Code of Ordinances to reduce the minimum number of members on the Building Code Board of Examiners and Appeals ("BCBEA") from seven (7) to five (5), to change some of the requirements to be a member on the board, and to permit the Building Code Board of Examiners and Appeals to act as the City's Construction Board of Appeals, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to reduce the minimum number of members on the Building Code Board of Examiners and Appeals ("BCBEA") from seven (7) to five (5), to change some of the requirements to be a member on the board, and to permit the Building Code Board of Examiners and Appeals to act as the City's Construction Board of Appeals, for the health, safety, and welfare of the citizens of the City of Jackson, Michigan.

Section 2.

That Chapter 5, Article 2 of the City of Jackson Code of Ordinances shall read as follows:

ARTICLE II. - BUILDING CODE BOARD OF EXAMINERS AND APPEALS

Sec. 5-26. - Membership.

(a) In order to determine the suitability of alternate materials and types of construction, to provide for reasonable interpretations of this chapter and the housing chapter of the City Code, to hold hearings pursuant to Chapter 10, Section 10-55 of the City Fire Prevention Code, and to hold hearings pursuant to the provisions of this Code relating to dangerous buildings, there is hereby created a board of examiners and appeals consisting of at least five (5) but not more than seven (7) members, who shall be as follows:

(1) At least one (1) building contractor.
(2) At least one (1) registered architect or engineer.
(3) At least two (2) members of the general public.
(4) At least one (1) individual registered as a building official, plan reviewer, or inspector under the building officials and inspectors registration act, Act No. 54 of the Public Acts of 1986, being sections 338.2301 to 338.2313 of the Michigan Compiled Laws. The individual may be an employee of the enforcing agency.

(b) The board members referred to in subsection (a) above shall be appointed by the Mayor and approved by the City Council for a term of three (3) years, A vacancy created other than by expiration of a term shall be filled for the balance of the unexpired term in the same manner as the original appointment. A member may be reappointed for additional terms.

(c) Additional Jurisdiction and Authority. In addition to any other jurisdiction, authority, and duties provided in the City Code, the Building Code Board of Examiners and Appeals shall also have the jurisdiction and authority to act as the City's Construction Board of Appeals pursuant to the Stille-Derossett-Hale Single State Construction Code Act, PA 230 of 1972, as amended. When the Building Code Board of Examiners and Appeals acts as the City's Construction Board of Appeals, any City building official, City plan reviewer, or City inspector shall not serve as a member of the City's Construction Board of Appeals.

Sec. 5-27. - Absence of members.

Any member of the board of examiners and appeals who does not attend at least one (1) full business meeting of the board during any three-month period may be requested by the board to resign, or his appointment may be terminated by the city council.

Sec. 5-28. - Quorum.

A majority of the board of examiners and appeals members appointed and serving constitutes a quorum. Any final action of the board of examiners and appeals shall be only by affirmative vote of a majority of the board members appointed and serving.

Sec. 5-29. - Chairman.

The board of examiners and appeals shall elect a chairperson, vice-chairperson, and other officers that the board considers necessary.

Section 3. This Ordinance takes effect thirty (30) days after the date of adoption.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Approval of the Resolution adopting the fiscal year 2016/17 annual budget providing appropriations for various funds (except for the CDBG funds which are adopted separately), amending the current fiscal year 2015/16 budget to those amounts projected, and ordering a tax levy.

Recommendation:

Approval of the Resolution adopting the fiscal year 2016/17 annual budget providing appropriations for various funds (except for the CDBG funds which are adopted separately), amending the current fiscal year 2015/16 budget to those amounts projected, and ordering a tax levy.

Attached is a memo from Philip Hones, Finance Director, regarding the adoption of the Annual Budget Resolution for fiscal year 2016/17.

I recommend approval of this Resolution. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Philip Hones, Finance Director

DATE: May 24, 2016

RECOMMENDATION: Approval of the Resolution adopting the fiscal year 2016/17 annual budget providing appropriations for various funds (except for the CDBG funds which are adopted separately), amending the current fiscal year 2015/16 budget to those amounts projected, and ordering a tax levy.

SUMMARY

The City Charter requires that "the City Manager shall prepare and submit to the Mayor and the Council, on or before the first regular council meeting in May of each year, a recommended annual budget covering the next fiscal year." The Charter goes on to say that, following the Public Hearing on the Budget, but not later than May 31st, "the Council shall, by Resolution, adopt and annual budget for the fiscal year." In addition, the Resolution "shall provide for a levy of the amounts necessary to be raised by taxes…"

BUDGETARY CONSIDERATIONS

This is the Annual Budget Resolution for fiscal year 2016/17.

HISTORY, BACKGROUND and DISCUSSION

As indicated in the Summary, this Resolution adopting the fiscal year 2016/17 Budget is required by Charter. The adoption of the Annual Budget Resolution is also required under the State PA 2 of 1968, referred to as the Uniform Budgeting and Accounting Act.

DISCUSSION OF THE ISSUE

As with previous Annual Budget Resolutions, this Resolution not only adopts the budget for fiscal year 2016/17 but also amends the current adopted budget for 2015/16 to those amounts shown in the projected column in the Proposed Budget document. This is done since the proposed budget for fiscal 2016/17 is based on "projected" balances rather than the balances resulting from the current adopted budget.

DISCUSSION OF THE ISSUE (Continued)

There have been some amendments/corrections incorporated into this resolution since the City Manager's Proposed Budget notebook was distributed in April. Those amendments/corrections are as follows:

1) Funds for the recently approved North Jackson Street Demolition Contract in the amount of $ 168,800. These costs will be offset by a revision of the income tax revenues increasing both the current projected amount as well as the amount estimated for next fiscal year by $ 130,000 each year. This revision is based on collections through April whereas the initial amounts were based on collections through February.

2) Some minor revenue increases were added Police Consortium Training (#101-313) as well as In-Service Training (#101-314) that were omitted in error previously. These upward adjustments total $ 17,500 for the current fiscal year and $ 39,000 for next fiscal year. There were also some minor adjustments to the Parking Deck Fund # 599 revenues for permits and interest totaling $ 28,240 for both fiscal years.

Other than those changes indicated above, all amounts in the Annual Budget Resolution, including attachments A and B, are reflective of those amounts as contained in the City Manager's Proposed Budget. Please feel free to contact either of us if you have any questions regarding the above.

ANNUAL BUDGET RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, prior to the first regular council meeting in May, the City Manager has submitted to the City Council an estimate of the revenues and expenditures of the City of Jackson for the period from July 1, 2016, through June 30, 2017, from detailed information furnished to him by the several departments of the City and has made recommendations as to the amounts to be appropriated to each of the various funds provided for in the City Charter; and

WHEREAS, the City Council has prepared an Annual Budget for said period which is annexed hereto, and held a duly scheduled public hearing at least seven days prior to the consideration of this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the Annual Budget of the City for the period from July 1, 2016 to June 30, 2017, including Attachment A, revenue summary, and Attachment B, expense summary, representing the various budgetary centers as defined by P.A. 621 of 1978, as last amended, is hereby adopted;

BE IT FURTHER RESOLVED, that the current fiscal year 2015/16 budget be amended to those amounts reflected in the 2015/16 Projected column as contained in those Attachments A and B.

BE IT FURTHER RESOLVED, that it is ordered that an ad valorem property tax as set forth below be levied upon the taxable valuation of all taxable real and personal property in the City of Jackson, which is estimated to be $ 581,739,194.

BE IT FURTHER RESOLVED, that it is ordered that a tax as set forth below be levied upon the taxable valuation of all industrial property qualified under Act 198 of 1974, property qualified under the Neighborhood Enterprise Zone classification, property qualified under the Land Bank Authority classification and property qualified under the Obsolete Property Rehabilitation Act (O.P.R.A.) in the City of Jackson, which is estimated to be $ 2,292,437.

General Operating	**6.7192 mills**
Public Improvements	**1.9197 mills**
City Hall Debt	**1.1700 mills**
State Act 345 Police and Fire Pension	**7.2300 mills**
	17.0389 mills

*** * * * * * * * * * * * * * * * * * * ***

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Andrew J. Wrozek, City Clerk/Treasurer, in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 25th day of May, 2016.

_____City Clerk/Treasurer

Attachment A
Revenue Summary for Fiscal Year 2016/17

Fund	2013/14 Actual	2014/15 Adopted	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
101 General Fund:						
Property Taxes	6,953,803	7,378,373	7,642,365	7,642,365	7,888,326	**7,888,326**
Income Taxes	8,080,526	8,806,662	8,530,000	8,580,000	8,750,000	**8,750,000**
Licenses And Permits	262,237	269,494	281,960	272,335	276,670	**276,670**
Federal Grants	26,624	34,223	42,153	70,266	38,690	**38,690**
State Grants	22,546	50,937	9,330	100,203	95,000	**95,000**
State Revenue Sharing	4,194,914	4,297,468	4,414,112	4,291,361	4,391,615	**4,391,615**
Charges For Services	1,198,976	1,047,851	1,148,442	1,223,465	1,365,602	**1,365,602**
Fines And Forfeits	184,411	251,069	255,475	257,275	267,000	**267,000**
Investment Income	20,913	24,131	22,500	22,500	22,500	**22,500**
Contributions From Other Funds	154,692	84,703	112,000	112,000	48,000	**48,000**
Miscellaneous	207,343	222,681	177,491	182,603	178,939	**178,939**
	21,306,985	22,467,592	22,635,828	22,754,373	23,322,342	**23,322,342**
202 Major Street:						
Federal & State Grants	1,169,203	1,953,321	2,340,743	3,832,248	12,579,770	**12,579,770**
State Gas & Weight Tax	1,928,836	1,968,576	1,800,000	1,900,000	2,150,000	**2,150,000**
State Public Acts - Other	103,007	225,017	56,256	304,154	101,385	**101,385**
State Trunkline Maintenance	169,093	211,287	197,100	197,100	197,100	**197,100**
Interest	1,704	4,585	500	2,000	2,000	**2,000**
Miscellaneous	138,905	331,130	600,436	152,754	421,262	**421,262**
Contributions From Other Funds	603,544	967,696	623,834	303,367	3,836,254	**3,836,254**
	4,114,292	5,661,612	5,618,869	6,691,623	19,287,771	**19,287,771**
203 Local Street:						
State Gas & Weight Tax	585,682	598,049	540,000	550,000	610,000	**610,000**
State Extra Winter Maintenance	51,503	0	0	0	0	**0**
Miscellaneous	2,860	16,192	0	55,696	1,300	**1,300**
Contributions From Other Funds	60,152	579,349	1,321,107	2,082,338	1,249,562	**1,249,562**
	700,197	1,193,590	1,861,107	2,688,034	1,860,862	**1,860,862**
208 Ella W. Sharp Park Operating:						
General	381,615	407,360	471,500	450,350	471,600	**471,600**
Sharp Park Mini-Golf Course	109,087	119,895	119,000	119,000	119,000	**119,000**
Parks & Facilities Maintenance	164,232	168,789	145,661	167,134	151,299	**151,299**
	654,934	696,044	736,161	736,484	741,899	**741,899**
245 Public Improvement:						
Property Taxes	925,167	1,043,331	1,080,000	1,080,000	1,046,000	**1,046,000**
Interest	4,131	3,355	5,000	5,000	5,000	**5,000**
	929,298	1,046,686	1,085,000	1,085,000	1,051,000	**1,051,000**
249 Building Department:						
Licenses & Permits	406,203	437,777	375,500	460,200	415,200	**415,200**
Charges For Services-Other	22,866	51,767	20,500	31,000	22,500	**22,500**
Investment Income	5,055	2,289	1,500	2,800	2,500	**2,500**
Miscellaneous	4,453	1,410	2,000	500	500	**500**
Contributions From Other Funds	0	0	56,000	14,000	89,000	**89,000**
	438,577	493,243	455,500	508,500	529,700	**529,700**
251 Housing Code Enforcement:						
Charges For Goods And Services	169,760	1,077,505	255,000	250,000	0	**0**
Investment Income	88,198	102,614	50,000	145,000	125,000	**125,000**
Contributions From Other Funds	1,127,000	1,300,000	500,000	525,000	525,000	**525,000**
	1,384,958	2,480,119	805,000	920,000	650,000	**650,000**
252 Building Demolitions:						
Charges For Goods And Services	169,760	1,077,505	255,000	250,000	0	**0**
Investment Income	88,198	102,614	50,000	145,000	125,000	**125,000**
Contributions From Other Funds	1,127,000	1,300,000	500,000	525,000	525,000	**525,000**
	1,384,958	2,480,119	805,000	920,000	650,000	**650,000**

Attachment A
Revenue Summary for Fiscal Year 2016/17

Fund	2013/14 Actual	2014/15 Adopted	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
254 Blight Elimination Grant						
Federal Grants	0	1,516,110	4,013,700	3,983,890	0	**0**
Contributions From Other Funds	0	0	200,000	680,000	245,000	**245,000**
	0	1,516,110	4,213,700	4,663,890	245,000	**245,000**
257 Budget Stabilization:						
Interest	5,988	4,521	8,000	8,000	8,000	**8,000**
	5,988	4,521	8,000	8,000	8,000	**8,000**
265 Drug Law Enforcement:						
Sale of Property	78	1,231	6,500	6,000	6,000	**6,000**
Interest	158	77	400	350	350	**350**
Miscellaneous	23,174	12,617	19,500	12,250	15,000	**15,000**
Contributions From Other Funds	0	0	0	1,151	0	**0**
	23,410	13,925	26,400	19,751	21,350	**21,350**
268 Byrne JAG Grant:						
Federal Grants	11,749	59,173	25,049	25,049	0	**0**
	11,749	59,173	25,049	25,049	0	**0**
270 LAWNET Grant:						
Federal Grants	22,025	15,666	16,450	0	0	**0**
Contributions From Other Funds	23,530	15,666	16,450	0	0	**0**
	45,555	31,332	32,900	0	0	**0**
272 SAFER Grant:						
Federal Grants	592,325	650,518	93,194	170,692	0	**0**
	592,325	650,518	93,194	170,692	0	**0**
296 Recreation Activity:						
Charges For Goods And Services	256,881	260,291	245,000	244,000	257,000	**257,000**
Investment Income	320	218	300	250	250	**250**
	257,201	260,509	245,300	244,250	257,250	**257,250**
297 JPS Recreation Millage Program:						
Contributions From Local Units	212,432	225,218	500,000	585,000	580,000	**580,000**
Investment Income	25	7,366	300	8,000	8,000	**8,000**
	212,457	232,584	500,300	593,000	588,000	**588,000**
366 2013 City Hall Refunding Debt Service:						
Property Taxes	634,336	646,911	632,800	632,800	682,800	**682,800**
State Grant-Personal Propery Tax	0	4,225	4,225	4,265	4,300	**4,300**
Interest	210	309	0	0	0	**0**
Contributions From Other Funds	6,263	0	0	0	0	**0**
	640,809	651,445	637,025	637,065	687,100	**687,100**
368 Building Authority Debt Service:						
Charges For Goods & Services	48,294	51,550	54,544	54,544	52,184	**52,184**
	48,294	51,550	54,544	54,544	52,184	**52,184**
385 2016 Capital Improvement Bonds Debt Service:						
Contributions From Other Funds	0	0	0	0	135,388	**135,388**
	0	0	0	0	135,388	**135,388**
395 2001 DDA TIF Debt Service:						
Contributions From Other Funds	0	750	1,845,750	1,845,750	1,960,750	**1,960,750**
	0	750	1,845,750	1,845,750	1,960,750	**1,960,750**

Attachment A
Revenue Summary for Fiscal Year 2016/17

Fund	2013/14 Actual	2014/15 Adopted	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
396 2011 DDA TIF Refunding Debt Service:						
Contributions From Other Funds	246,825	247,575	247,575	247,575	247,575	**247,575**
	246,825	247,575	247,575	247,575	247,575	**247,575**
397 2012 BRA TIF Refunding Debt Service:						
Contributions From Other Funds	345,219	603,519	597,569	597,569	697,519	**697,519**
	345,219	603,519	597,569	597,569	697,519	**697,519**
399 2007 BRA TIF Debt Service:						
Contributions From Other Funds	723,804	421,754	425,524	425,524	424,089	**424,089**
	723,804	421,754	425,524	425,524	424,089	**424,089**
401 Capital Projects:						
Federal & State Grants	70,000	0	125,000	125,000	0	**0**
Investment Income	73	6	75	400	0	**0**
Contributions From Other Funds	368,307	310,092	110,500	133,927	161,500	**161,500**
Miscellaneous	248,330	50,367	320,000	266,865	20,000	**20,000**
	686,710	360,465	555,575	526,192	181,500	**181,500**
402 Water Equipment & Replacement:						
Federal & State Grants	0	0	0	0	**611,206**	**611,206**
Investment Income	12,359	12,903	10,764	10,764	10,764	**10,764**
Contributions From Other Funds	2,500,000	3,500,000	3,500,000	3,500,000	3,544,000	**3,544,000**
	2,512,359	3,512,903	3,510,764	3,510,764	4,165,970	**4,165,970**
404 Sanitary Sewer Maintenance:						
Investment Income	0	0	0	0	0	**0**
Contributions From Other Funds	281,505	146,827	350,000	353,299	357,419	**357,419**
	281,505	146,827	350,000	353,299	357,419	**357,419**
405 Sanitary Sewer Replacement:						
Investment Income	9,526	10,606	10,000	10,000	10,000	**10,000**
Contributions From Other Funds	756,784	750,000	750,000	750,000	750,000	**750,000**
	766,310	760,606	760,000	760,000	760,000	**760,000**
406 Wastewater Equipment Replacement:						
Investment Income	12,711	10,002	10,000	10,000	10,000	**10,000**
Contributions From Other Funds	134,750	618,000	618,000	618,000	618,000	**618,000**
	147,461	628,002	628,000	628,000	628,000	**628,000**
485 2016 Capital Improvement Bonds Construction						
Bond Proceeds	0	0	0	1,300,000	0	**0**
	0	0	0	1,300,000	0	**0**
494 Brownfield Redevelopment Authority:						
Property Taxes	1,061,413	1,055,731	1,092,439	1,090,861	1,077,744	**1,077,744**
Investment Income	6,028	4,018	6,000	5,000	5,500	**5,500**
	1,067,441	1,059,749	1,098,439	1,095,861	1,083,244	**1,083,244**
496 Downtown Development Authority Project:						
Property Taxes	834,327	780,106	726,266	719,666	950,000	**950,000**
State Grant	0	52,133	52,133	52,133	52,133	**52,133**
Investment Income	4,150	4,759	2,000	6,000	8,000	**8,000**
Miscellaneous	100	100	100	1,500,000	1,500,000	**1,500,000**
	838,577	837,098	780,499	2,277,799	2,510,133	**2,510,133**
583 Ella W. Sharp Park Golf Practice Center:						
Charges For Goods And Services	36,436	39,805	50,795	42,500	42,500	**42,500**
Investment Income	122	135	100	100	100	**100**
Contributions From Other Funds	13,750	13,000	10,000	10,000	10,000	**10,000**
	50,308	52,940	60,895	52,600	52,600	**52,600**

Attachment A
Revenue Summary for Fiscal Year 2016/17

Fund	2013/14 Actual	2014/15 Adopted	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
585 Auto Parking System:						
Charges For Goods And Services	10,865	10,906	11,000	8,000	10,000	**10,000**
Fines And Forfeits	248	6,097	3,610	16,495	36,500	**36,500**
Investment Income	54	82	0	3	0	**0**
Contributions From Other Funds	11,000	278,286	11,000	1,339,000	11,000	**11,000**
	22,167	295,371	25,610	1,363,498	57,500	**57,500**
586 Parking Assessment:						
Charges For Goods And Services	36,688	42,104	32,134	49,740	37,152	**37,152**
Fines And Forfeits	21,111	19,964	20,000	12,000	15,000	**15,000**
Investment Income	459	449	464	250	250	**250**
Contributions From Other Funds	56,700	56,600	56,600	48,815	48,815	**48,815**
	114,958	119,117	109,198	110,805	101,217	**101,217**
590 Sewer:						
Charges For Goods And Services	4,781,863	4,530,040	5,008,400	4,736,004	5,054,780	**5,054,780**
Investment Income	18,993	14,105	15,000	12,000	15,000	**15,000**
Miscellaneous	69,588	63,556	67,000	62,000	67,000	**67,000**
	4,870,444	4,607,701	5,090,400	4,810,004	5,136,780	**5,136,780**
591 Water:						
Charges For Goods & Services	7,513,376	7,263,026	8,128,947	7,389,503	8,137,669	**8,137,669**
Interest & Rents	31,314	26,415	21,212	21,212	21,212	**21,212**
Contributions From Other Funds	248,499	264,581	282,191	296,171	274,697	**274,697**
Miscellaneous	160,403	144,219	150,200	150,200	150,200	**150,200**
	7,953,592	7,698,241	8,582,550	7,857,086	8,583,778	**8,583,778**
599 Parking Deck:						
Charges For Goods And Services	272,956	274,905	272,331	145,000	10,000	**10,000**
Investment Income	4,937	4,041	4,088	4,000	4,000	**4,000**
	277,893	278,946	276,419	149,000	14,000	**14,000**
641 Public Works Administration:						
Charges For Goods & Services	222,777	159,857	300,000	300,000	380,000	**380,000**
Investment Income & Miscellaneous	4,617	6,222	4,000	4,894	4,500	**4,500**
	227,394	166,079	304,000	304,894	384,500	**384,500**
642 Engineering Administration:						
Charges For Goods And Services	381,181	307,073	388,482	360,429	324,989	**324,989**
Investment Income & Miscellaneous	1,038	191	0	0	0	**0**
	382,219	307,264	388,482	360,429	324,989	**324,989**
643 Local Site Remediation Revolving:						
Investment Income	1,541	636	500	500	500	**500**
Contributions From Other Funds	8,942	8,957	74,275	72,121	69,900	**69,900**
	10,483	9,593	74,775	72,621	70,400	**70,400**
661 Motor Pool And Garage:						
Charges For Goods And Services	925,246	762,581	950,681	866,541	866,541	**866,541**
Investment Income	1,684	591	600	600	600	**600**
Miscellaneous	12,632	11,989	15,000	15,000	15,000	**15,000**
Proceeds From Sale Of Capital Assets	36,706	2,731	0	0	0	**0**
	976,268	777,892	966,281	882,141	882,141	**882,141**
663 Equipment Revolving:						
Charges For Goods & Services	52,962	77,943	63,164	69,527	61,664	**61,664**
	52,962	77,943	63,164	69,527	61,664	**61,664**
676 Self-Insured Healthcare:						
Investment Income	0	28	50	1,000	1,000	**1,000**
Contributions - Other Funds	0	4,243,375	4,348,500	4,253,000	4,300,000	**4,300,000**
Contributions - Employees	0	788,646	837,000	790,000	800,000	**800,000**
Miscellaneous	0	3,992	0	0	0	**0**
	0	5,036,041	5,185,550	5,044,000	5,101,000	**5,101,000**

Attachment A
Revenue Summary for Fiscal Year 2016/17

Fund	2013/14 Actual	2014/15 Adopted	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
677 Workers Compensation:						
Investment Income	37,788	40,085	40,000	40,000	40,000	**40,000**
Miscellaneous	7,916	6,546	8,000	8,000	8,000	**8,000**
Contributions From Other Funds	186,596	185,067	190,000	190,000	190,000	**190,000**
	232,300	231,698	238,000	238,000	238,000	**238,000**
702 County & School Tax Collection:						
Investment Income	6,388	5,219	7,500	7,500	7,500	**7,500**
	6,388	5,219	7,500	7,500	7,500	**7,500**
711 Cemetery Perpetual Maintenance:						
Charges For Goods And Services	23,495	17,437	23,000	23,000	23,000	**23,000**
Investment Income	26,541	22,549	30,000	33,000	34,000	**34,000**
	50,036	39,986	53,000	56,000	57,000	**57,000**
718 Ella W. Sharp Endowment:						
Investment Income	13,427	22,012	30,661	23,846	26,299	**26,299**
	13,427	22,012	30,661	23,846	26,299	**26,299**
731 Employees Retirement System:						
Investment Income	5,556,344	2,012,683	3,326,000	981,000	2,681,000	**2,681,000**
Employee Contributions	786,020	741,956	700,000	630,000	630,000	**630,000**
Contributions From Other Funds	986,872	947,435	958,228	950,000	900,000	**900,000**
	7,329,236	3,702,074	4,984,228	2,561,000	4,211,000	**4,211,000**
732 Policemen's & Firemen's Pension:						
Investment Income	659,709	154,170	490,000	206,000	404,000	**404,000**
Contributions From General Fund	606,096	607,009	604,690	604,690	565,463	**565,463**
	1,265,805	761,179	1,094,690	810,690	969,463	**969,463**
733 Policemen's & Firemen's Pension-Act 345:						
Investment Income	6,943,322	1,629,537	3,740,000	1,355,000	2,760,000	**2,760,000**
Employee Contributions	542,751	517,062	525,000	500,000	500,000	**500,000**
Contributions From General Fund	3,012,344	3,534,236	3,709,507	3,709,507	4,098,288	**4,098,288**
	10,498,417	5,680,835	7,974,507	5,564,507	7,358,288	**7,358,288**
736 Public Employee Health Care:						
Investment Income	33,890	28,151	80,000	0	30,000	**30,000**
Contributions From Other Funds	64,449	14,000	0	0	0	**0**
	98,339	42,151	80,000	0	30,000	**30,000**
895 Special Assessment:						
Special Assessments	288,254	372,647	656,402	508,076	1,271,518	**1,271,518**
	288,254	372,647	656,402	508,076	1,271,518	**1,271,518**

Attachment B
Expense Summary for Fiscal Year 2016/17

		2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
General Fund :							
101-101	City Council	80,442	77,646	94,912	91,634	94,985	**94,985**
101-103	Charter Commission	0	0	0	0	15,000	**15,000**
101-137	Admin. Hearings Bureau	28,635	35,334	32,637	45,685	54,240	**54,240**
101-172	City Manager	317,507	297,370	358,495	411,396	499,805	**499,805**
101-192	City Clerk-Elections	68,446	100,328	103,412	111,387	122,618	**122,618**
101-201	Finance	440,640	529,784	430,900	451,871	427,759	**427,759**
101-209	City Assessor	315,170	317,859	350,620	354,577	377,594	**377,594**
101-210	City Attorney	388,718	455,454	514,987	532,663	570,126	**570,126**
101-215	City Clerk	112,132	107,302	122,346	116,631	151,465	**151,465**
101-226	Personnel	209,026	193,907	260,100	269,172	297,028	**297,028**
101-233	Purchasing	93,051	103,577	107,612	110,225	111,184	**111,184**
101-253	City Treasurer	311,175	329,027	319,569	329,472	329,953	**329,953**
101-254	City Income Tax Admin.	141,270	126,021	158,120	149,806	161,587	**161,587**
101-258	Mgt. Information Services	390,297	341,822	310,044	296,338	303,027	**303,027**
101-265	City Hall & Grounds	311,870	356,283	329,912	324,118	318,073	**318,073**
101-276	Cemeteries	227,574	233,890	240,282	243,425	245,174	**245,174**
101-299	Unallocated	755,753	737,662	796,965	860,180	875,595	**875,595**
101-301	Police	7,591,854	7,955,593	8,673,580	8,496,680	8,754,171	**8,754,171**
101-308	STEP Grant	9,608	9,551	0	11,766	11,766	**11,766**
101-311	OHSP Grant	11,993	15,454	15,000	15,000	15,000	**15,000**
101-313	Consortium Training	12,690	34,713	13,693	13,733	26,470	**26,470**
101-314	In-Service Training	2,756	12,671	16,000	16,250	9,500	**9,500**
101-315	MCOLES Training	13,930	11,791	0	0	0	**0**
101-340	Fire Suppression	3,000,941	3,018,928	3,275,852	3,150,785	3,156,986	**3,156,986**
101-350	Public Safety - Unallocated	2,077,191	2,318,015	2,410,870	2,434,139	2,347,825	**2,347,825**
101-426	Office Of Emerg. Measures	10,704	0	0	0	0	**0**
101-441	Tax Property Maintenance	25,463	46,015	44,543	109,857	113,143	**113,143**
101-442	Civic Affairs	26,599	28,749	47,400	72,156	56,476	**56,476**
101-445	Drains At Large	37,725	28,455	39,000	40,903	41,411	**41,411**
101-446	Storm Drain Construction	159	0	0	0	0	**0**
101-447	Ground Maintenance	106,343	54,053	141,552	181,000	181,000	**181,000**
101-448	Sidewalk Construction	82,563	5,787	31,000	61,000	31,000	**31,000**
101-450	Street Lighting	459,713	384,687	484,017	483,973	483,811	**483,811**
101-455	Weed Control	47,108	48,020	67,067	72,507	72,507	**72,507**
101-690	Forestry	177,065	224,419	291,255	292,643	298,964	**298,964**
101-692	Parks, Rec. & Grounds Admin.	670,760	685,297	591,669	625,359	550,700	**550,700**
101-697	Parks and Facilities Maint.	529,470	499,350	495,291	507,950	510,231	**510,231**
101-698	Lt. Nixon Memorial Park	73,790	71,436	85,750	85,705	85,705	**85,705**
101-699	Sharp Park Swimming Pool	33,878	0	0	0	0	**0**
101-803	Historical District	6,410	17,907	18,238	12,946	11,783	**11,783**
101-401	Planning	164,616	173,363	149,886	149,695	270,096	**270,096**
101-728	Economic Development	89,919	143,489	211,499	735,820	313,180	**313,180**
101-999	Contributions to Other Funds	1,285,500	1,612,130	978,078	863,200	833,900	**833,900**
General Fund Total		20,740,454	21,743,139	22,612,153	23,131,647	23,130,838	**23,130,838**

Attachment B
Expense Summary for Fiscal Year 2016/17

		2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
Special Revenue Funds :							
202	Major Street	3,815,133	5,193,438	6,565,959	8,194,255	19,082,190	**19,082,190**
203	Local Street	586,421	826,035	2,482,906	3,564,791	1,697,507	**1,697,507**
208	Ella W. Sharp Park Operating	642,581	693,031	735,368	734,689	737,472	**737,472**
245	Public Improvement	994,708	969,111	1,199,177	1,289,004	1,220,508	**1,220,508**
249	Building Department	464,634	457,805	455,446	560,294	529,589	**529,589**
251	Housing Code Enforcement	527,652	799,933	755,040	722,149	731,300	**731,300**
252	Building Demolitions	1,284,631	1,291,203	1,105,000	2,543,520	647,985	**647,985**
254	Blight Elimination Grant	0	1,516,110	4,213,700	4,663,890	245,000	**245,000**
257	Budget Stabilization	5,988	4,521	8,000	8,000	8,000	**8,000**
265	Drug Law Enforcement	42,897	39,798	41,649	32,664	16,241	**16,241**
268	Byrne JAG Grant	11,749	59,173	25,049	25,049	0	**0**
270	LAWNET Grant	45,555	31,332	32,900	1,151	0	**0**
272	SAFER Grant	592,325	650,518	93,194	170,692	0	**0**
296	Recreation Activity	251,510	220,492	229,066	228,650	229,589	**229,589**
297	JPS Recreation Millage Program	197,252	260,487	495,728	568,482	575,411	**575,411**
Debt Service Funds :							
366	2013 City Hall Refunding Debt Service	617,858	627,107	651,300	651,300	709,600	**709,600**
368	Building Authority Debt Service	48,324	51,550	54,544	54,544	52,184	**52,184**
385	2016 Capital Imp. Bonds Debt Service Fund	0	0	0	0	135,388	**135,388**
395	2001 DDA TIF Debt Service Fund	0	750	1,845,750	1,845,750	1,960,750	**1,960,750**
396	2011 DDA TIF Debt Service Fund	246,825	247,575	247,575	247,575	247,575	**247,575**
397	2012 BRA TIF Debt Service Fund	345,219	603,519	597,569	597,569	697,519	**697,519**
399	2007 BRA TIF Debt Service Fund	723,804	421,754	425,524	425,524	424,089	**424,089**
Capital Projects Funds :							
401	Capital Projects	689,322	329,955	564,000	598,652	181,500	**181,500**
402	Water Equipment & Replacement	1,787,715	2,771,160	3,860,360	4,902,952	5,843,308	**5,843,308**
404	Sanitary Sewer Maintenance	281,505	146,827	350,000	353,299	357,419	**357,419**
405	Sanitary Sewer Replacement	661,788	956,045	1,095,940	1,134,060	2,162,558	**2,162,558**
406	Wastewater Equipment Replacement	206,163	96,901	1,990,000	1,645,000	1,240,000	**1,240,000**
485	2016 Capital Improvement Bonds Construction	0	0	0	1,300,000	0	**0**
494	Brownfield Redevelopment Authority	1,182,406	1,157,476	1,182,348	1,201,203	1,289,140	**1,289,140**
496	DDA Project	339,160	352,466	2,100,325	2,438,297	2,215,325	**2,215,325**
Enterprise Funds :							
583	Sharp Park Golf Practice Center	49,975	52,916	59,895	41,517	40,924	**40,924**
585	Auto Parking System	27,657	31,681	27,404	1,375,008	42,569	**42,569**
586	Parking Assessment	94,074	96,337	155,249	132,535	144,052	**144,052**
589	Storm Water Utility	521,740	671,749	122,661	0	0	**0**
590	Sewer	5,282,390	5,485,886	6,515,842	6,107,352	6,608,590	**6,608,590**
591	Water	8,276,450	9,802,113	11,657,060	11,000,795	11,040,635	**11,040,635**
599	Parking Deck	503,660	731,388	739,053	442,245	278,048	**278,048**
Internal Service Funds :							
641	Public Works Administration	348,602	296,616	442,181	392,544	411,175	**411,175**
642	Engineering Administration	369,420	330,322	388,482	362,670	302,489	**302,489**
643	Local Site Remediation Revolving	414,451	17,500	51,000	51,000	51,000	**51,000**
661	Motor Pool & Garage	1,235,092	1,086,783	1,337,680	1,247,136	1,319,922	**1,319,922**
663	Equipment Revolving	52,962	77,943	63,164	69,527	61,664	**61,664**
676	Self-Insured Healthcare Fund	0	5,031,323	5,048,100	4,240,874	4,566,500	**4,566,500**
677	Workers' Compensation	172,157	216,393	250,474	278,916	201,650	**201,650**

Attachment B
Expense Summary for Fiscal Year 2016/17

		2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Projected	2016/17 Proposed	2016/17 Adopted
Trust & Agency Funds :							
702	County & School Tax Collection	6,388	5,219	7,500	7,500	7,500	**7,500**
711	Cemetery Perpetual Maintenance	33,517	33,015	33,500	32,500	33,500	**33,500**
718	Ella W. Sharp Endowment	27,232	28,789	30,661	25,134	26,299	**26,299**
731	Employees' Retirement System	3,520,361	3,796,327	4,075,000	3,760,000	4,025,000	**4,025,000**
732	Policemen's & Firemen's Pension	957,044	879,711	873,000	873,000	835,000	**835,000**
733	Policemen's & Firemen's Pens.-345	5,071,101	6,160,435	6,455,000	6,100,000	6,325,000	**6,325,000**
736	Public Employee Health Care	0	14,500	0	0	15,000	**15,000**
Special Assessment Funds :							
895	Special Assessment	193,389	418,489	656,402	508,076	1,271,518	**1,271,518**

MEMO TO: Mayor and City Councilmembers

FROM: Bart Hawley, Chairperson; Nathan Mack, Executive Director

DATE: May 24, 2016

SUBJECT: **2016-2017 Fiscal Year Budget**

Recommendation: Approval of the request from the Downtown Development Authority of its 2016-2017 Budget.

Attached are memos from Nathan Mack regarding the City of Jackson Downtown Development Authority budget for the fiscal year 2016-2017.

I recommend approval of the Downtown Development Authority's budget for the fiscal year 2016-2017. Your consideration and concurrence is appreciated.

BH; NM

DEPARTMENTAL REPORT

MEMO TO: Bart Hawley, Chairperson, Downtown Development Authority; Patrick Burtch, City Manager

FROM: Nathan Mack, Executive Director

DATE: May 24, 2016

RECOMMENDATION: **Approve the Downtown Development Authority 2016-2017 fiscal year budget.**

SUMMARY

The DDA Budget for Fiscal Year 2016-2017 is attached for your consideration. Per MCL 125.1678 section 28, "Budget; cost of handling and auditing funds," Downtown Development Authorities must have their budgets approved by the municipalities' governing body (City Council).

DISCUSSION OF THE ISSUE

The DDA Board began working on its budget in April 2016. It reflects the policy preferences and priorities for next year. The DDA arrived at this budget through careful consideration and input from staff and its committees. DDA Committees are comprised of both DDA Board members and the public. They, with the Board, are a true representation of our constituency and therefore represent a fair indication of the needs of Downtown Jackson and how the DDA can use its resources to positively affect the downtown. In response to increased demand for the DDA's façade improvement program, the DDA Board has made the conscious decision to spend from its reserves by allocating $100,000 for the coming fiscal year for the program, thereby returning DDA tax dollars to the district. The DDA Board has also chosen to suspend the small business loan program for the upcoming fiscal year due to a number of circumstances regarding this program.

POSITION

I recommend approval of the Downtown Development Authority's Fiscal Year 2016-2017 Budget.

ATTACHMENTS: Downtown Development Authority Fiscal Year 2016-2017 Budget

						Approved		Amended		Proposed
Revenue						15/16 Budget		15/16 Budget		16/17 Budget
	501 Property Taxes					85,000		87,500.00		85,000
	502 State Shared Revenue									
	503 Interest Income					2,200		2,200		2,200
	504 Façade					-		-		-
	505 Contributions									
		505.01 General				-		-		40,000
		505.05 Cruise Nights				7,600		7,600		7,600
		505.07 Christmas Parade				3,500		3,500		3,500
		505.10 Misc. Event				3,500		5,000		6,000
		505.11 Picnic In The Park				1,000		1,000		1,000
		505.14 Eve On The Ave				10,000		10,000		10,000
		505.15 Scarecrow Row				-		-		-
		505.16 Amphitheater Applications				-		-		-
		505.17 Amphimtheater Concert Series				-		-		-
		505.18 DDA Day Income				-		-		-
		505.20 Downtown Lighting								
		505.26 Summer Planting				15,000		15,000		15,000
		505.28 Gift Certificates				2,500		3,700		3,500
		505.30 DDA Discount Cards				-		-		-
		505.31 Newsletter				-		-		-
		505.32 Farmers Market Income				12,500		12,500		12,500
		505.33 Pride Program				-		-		-
		505.35 Farmers Market Electronic Income				12,220		6,000		12,220
		505.36 Friday Film Series				-		9,200		5,000
	506 Sponsorships					-		-		-
	508.1 Small Business Loan Principal Payment					3,500		27,500		13,755.00
	532 Misc. Income					1,000		3,490.43		1,000
	533 Conferences and Training Refund					-		150.00		-
Total Revenue						159,520		194,340		218,275
Expenditures										
	702 Executive Director Wages					41,000		41,000		46,000
	706 Project Manager Wages					-		-		-
	707 Administrative Wages					33,000		29,120		33,000
	708 Consultant and Professional Fees									
	712 Executive Director Fringes					13,700		13,700		13,700
	713 Administrative Fringes					10,000		10,000		10,000
	716 Project Manager Fringes					-		-		-
	725 Accounting and Auditing					5,000		8,626		5,000
	730 Office Supplies & Copying					2,500		700		2,500
	732 Office Equipment					1,500		500		1,500
	734 Bank Fees					-		-		-
	738 Conference and Training					2,250		2,000		4,500
	744 Memberships, Dues & Fees					1,800		1,800		1,800
	748 Advertising & Promotion									
		748.01 Newsletters				-		-		1,000
		748.05 Misc. Advertising				2,500		2,500		2,500
	756 Publications & Subscriptions					400		400		400
	764 Telephone & Fax					600		600		600
	785 Misc.					4,000		4,000		4,000

	810 Event Expenses										
		810.05 Cruise Nights				7,600		7,600		7,600
		810.07 Christmas Parade				3,500		3,587.19		3,500
		810.10 Misc. event				6,000		6,000		6,000
		810.11 Picnic In The Park				1,000		375		1,000
		810.14 Eve On The Ave				8,000		8,565.47		8,000
		810.15 Scarecrow Row				-		-		-
		810.17 Amphitheater Concert Series				-		-		-
		810.18 DDA Day				2,250		-		2,250
		810.19 Holiday DDA Day				2,250		2,227.59		2,250
		810.26 Summer Planting				15,000		15,000.00		15,000
		810.32 Farmers Market Expense				10,300		11,973.62		10,300
		810.33 Pride Program				-		-		-
		810.34 Marketing Campaign				3,200		-		3,200
		810.35 Farmers Market Electronic Expense				12,220		9,300		12,220
		810.36 New Event Film Series				4,000		4,536.10		9,200
	Total Event Expenses									
	811 Special Projects									
		811.20 Downtown Lighting				-		-		
		811.26 DDA Website				1,000		590		1,000
		811.27 Façade Loan Program				30,000		33,660		100,000
		811.28 Gift Certificates				1,000		2,155		2,200
		811.32 Design Window Display				-		-		-
		811.40 Loan Program				15,000		-		-
		811.41 Mural								
		811.42 Maint. Program				1,500		-		-
	Total Special Projects									
Total Expenditures						242,070		220,516		310,220
Sub Revenue Over (Under) Expenditures						$ (82,550)		$ (26,176)		$ (91,945)
Fund Balance Beginning of year						**$ 245,826**		**$ 245,826**		**$ 219,650**
Contribution from Fund balance						**$ 82,550**		**$ 26,176**		**$ 91,945**
Fund Balance End of Year						**$ 163,276**		**$ 219,650**		**$ 127,705**
Total Revenue Over (Under) Expenditures						**0**		**0**		**0**

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: May 24, 2016

SUBJECT: Resolution to amend the HOME Investment Partnerships budget for fiscal years 2012/2013 and 2015/2016.

Recommendation:

Approve a resolution amending the HOME Investment Partnerships budget for fiscal years 2012/2013 and 2015/2016 allocating unutilized Community Housing Development Organization (CHDO) operating expenses for use in 2015/2016 CHDO operating expenses.

Attached is a memo from Jennifer Morris, Director of Neighborhood & Economic Operations, regarding a resolution to amend the HOME Investment Partnerships budget for fiscal years 2012/2013 and 2015/2016 to reallocate unutilized CHDO operating expenses.

I recommend approval of the resolution to amend the HOME Investment Partnerships budget for fiscal years 2012/2013 and 2015/2016. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood & Economic Operations

DATE: May 24, 2016

RECOMMENDATION: To approve the resolution to amend the HOME Investment Partnerships budget for fiscal year 2012/2013 and 2015/2016 to reallocate unutilized Community Housing Development Organization (CHDO) operating expenses.

SUMMARY

The allocation of HOME Investment Partnerships CHDO operating expenses for year 2012/2013 needs to be reallocated to year 2015/2016.

BUDGETARY CONSIDERATIONS

See attached Resolution

HISTORY, BACKGROUND and DISCUSSION

City Council previously allocated HOME funds for CHDO operating expenses in year 2012/2013 in the amount of $12,500. The City has recently entered into a written agreement and development agreement with Community Action Agency (City's CHDO) for the construction of a new income restricted home located at 511 S Webster. Therefore, unutilized operating expenses need to be reallocated to the current fiscal year (2015/2016).

POSITIONS

Approve the resolution to amend the HOME Investment Partnerships budget for fiscal year 2012/2013 and 2015/2016 reallocating unutilized CHDO operating expenses.

City of Jackson, Michigan
Resolution to Amend the Fiscal Year 2012/2013 (Year 38) and 2015/2016 (Year 41) HOME Budgets

Whereas, the U.S. Department of Housing and Urban Development approved the HOME Investments Partnerships Program (HOME) activities for fiscal years 2012/2013 (Year 38) and 2015/2016 (Year 41); and

Whereas, the City Council previously allocated funds for CHDO operating expenses; and unutilized funding was identified;

Whereas, the City Council desires to appropriate the unutilized funding from year 2012/2013 (Year 38) to be made available for use in 2015/2016 (Year 41) for CHDO operating expenses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby amends the subject budgets as follows:

Account #	Account Description	Current Budget	Revised Budget	Change
Entitlement Year 38 (2012/2013)				
287-286-038-814.004	Operating Expenses (CHDO)	12,500	4,973	(7,527)
287-286-038-969.041	Contribution to Year 41	0	7,527	7,527
Entitlement Year 41 (2015/2016)				
287-000-041-695.038	Contribution from Year 38	0	7,527	7,527
287-286-041-814.004	Operating Expenses (CHDO)	0	7,527	7,527

* * * * * *

State of Michigan }
County of Jackson } ss
City of Jackson }

I, Andrew J. Wrozek Jr., City Treasurer/Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 24th day of May, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 25th day of May, 2016.

Andrew J. Wrozek Jr. City Treasurer/Clerk

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB.

DATE: May 24, 2016

SUBJECT: Acquire 25 Tax Foreclosed Properties under the City's Right of First Refusal for Inclusion in the Help for Hardest Hit Blight Elimination Program

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Recommendation:

Approve a Resolution to Exercise the City of Jackson's Right of First Refusal under PA 123 of 1999.

Attached is a memorandum from Jennifer Morris, Director of the Department of Neighborhood & Economic Development, regarding the acquisition of 25 tax foreclosed properties for the Help for Hardest Hit Blight Elimination Program.

I recommend approval of the Resolution exercising the City's Right of First Refusal under PA 123 of 1999. Your consideration and concurrence is appreciated.

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer L. Morris, Director of Neighborhood & Economic Operations

DATE: May 24, 2016

RECOMMENDATION: Approve a Resolution to Exercise the City of Jackson's Right of First Refusal under PA 123 of 1999

SUMMARY

Requested action is for City Council to approve a Resolution to exercise the City of Jackson's Right of First Refusal under PA 123 of 1999, acquiring 25 tax foreclosed properties from the Jackson County Treasurer identified on Exhibit A of the Resolution. The total cost of acquisition for these properties as of April 1, 2016 is $124,655.66; additional costs for maintenance may apply at the actual time of acquisition. The Resolution also forgoes the purchase of 112 tax foreclosed properties identified on Exhibit B.

BUDGETARY CONSIDERATIONS

The City's General Pooled Account is the initial funding source for the acquisitions. Successful completion of the demolition for these 25 properties, obtained as part of the State-funded Hardest Hit Fund Blight Elimination Program, allows for reimbursement of all acquisition costs.

HISTORY, BACKGROUND and DISCUSSION

On or about April 1, 2016, the Jackson County Treasurer foreclosed on 137 properties within the City of Jackson for non-payment of 2013 and prior property taxes. Under PA 123 of 1999, the State of Michigan has first right of refusal of all tax foreclosed properties in its counties, with the local unit of government having subsequent first right of refusal.

Although City Council granted authority to the City Manager to sign any and all agreements related to execution of the Help for Hardest Hit (H4HH) Blight Elimination Program, City Council must confirm its option to exercise its right of first refusal on tax foreclosed properties. The County Treasurer is granting the City a second opportunity to exercise its right of first refusal by the end of June 2016 for an additional 17 projects.

DISCUSSION OF THE ISSUE

Following is a list by Ward of tax foreclosed properties containing a residential structure to be acquired and demolished under the H4HH Blight Elimination Program:

Ward 1 – 9 Properties **Total Amount Owed on April 1, 2016: $47,800.45**

PIN	Address
4-088400000	1019 Maple Ave
4-105500000	1210 Linwood St
4-113500000	1212 S Jackson St
4-133400000	1231 First St
4-187500000	214 W Prospect St

PIN	Address
5-066700000	1034 Francis St
5-099700000	1025 Martin St
5-128300000	111 E High St
5-170900000	153 E Mansion St

Ward 2 – 9 Properties **Total Amount Owed on April 1, 2016: $45,851.99**

PIN	Address
6-032700000	321 Johnson St
6-097600000	1902 Chapin St
6-100800000	1603 Chapin St
6-125300000	1807 Plymouth St
6-131700000	769 Tomlinson St

PIN	Address
6-159400000	1202 Locust St
7-037500000	804 Detroit St
7-090100000	501 N East Ave
8-044000000	311 N Pleasant St

Ward 3 – 3 Properties **Total Amount Owed on April 1, 2016: $17,524.89**

PIN	Address
1-079100000	420 W Monroe St
8-014400000	317 N Dwight St

PIN	Address
8-040100000	431 N Pleasant St

Ward 4 – 1 Property **Total Amount Owed on April 1, 2016: $ 4,727.08**

PIN	Address
2-082100000	352 N Grinnell St

PIN	Address

Ward 5 – 3 Properties **Total Amount Owed on April 1, 2016: $ 8,751.25**

PIN	Address
1-036900000	714 N Blackstone St
4-047400000	223 W Biddle St

PIN	Address
7-0107.1000	622 N Francis St

Ward 6 – 0 Properties **Total Amount Owed on April 1, 2016: $ -0-**

POSITIONS

Requested action is for City Council to **exercise** its right of first refusal to acquire **25** residential identified above and in **Exhibit A** to the Resolution. Further, at this time City Council should **forgo** its right of first refusal and not acquire the remaining **112** properties identified in **Exhibit B** of the Resolution.

ATTACHMENTS

- Resolution

RESOLUTION

Notification of Release of Right of First Refusal
Under Public Act 123 of 1999 for
The County of Jackson

WHEREAS, pursuant to Public Act 123 of 1999, MCL 211.78m, the State of Michigan has first right of refusal for all foreclosed property of its Counties; and

WHEREAS, pursuant to Public Act 123 of 1999, MCL 211.78m, the local unit of government has subsequent first right of refusal (pending response from the state which has not yet been received) for all foreclosed property of its Counties; and

WHEREAS, the City of Jackson has reviewed a list of 2016 foreclosed properties located within its boundaries; and

WHEREAS, pursuant to the aforesaid right of first refusal, the City of Jackson has made a determination that it wants to acquire properties for a public purpose of redevelopment and economic development, identified on **Exhibit A**; and

WHEREAS, pursuant to the aforesaid right of first refusal, the City of Jackson has made a determination that it does not want to purchase the properties identified in **Exhibit B**.

NOW, THEREFORE, BE IT RESOLVED that at the meeting of the Jackson City Council, on this 24th day of May, 2016, the City of Jackson hereby exercises its first right of refusal for the 2016 foreclosed properties located in the City of Jackson, County of Jackson, State of Michigan, as identified on **Exhibit A.**

BE IT FURTHER RESOLVED that, with the exception of those properties identified on Exhibit A, the City of Jackson hereby declines to exercise its first right of refusal for the 2016 foreclosed properties located in the City of Jackson, County of Jackson, State of Michigan, identified in **Exhibit B**.

* * * * * *

STATE OF MICHIGAN)
County of Jackson) ss
City of Jackson)

I, Andrew J. Wrozek, Jr., City Treasurer/Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on 24th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto affixed
my signature and the Seal of the City of Jackson,
Michigan on this 25th day of May, 2016.

_____

Andrew J. Wrozek, Jr. *City Treasurer/Clerk*

Exhibit A

Properties to **ACQUIRE** under Right of First Refusal

Column1	PIN	Address
1	1-036900000	714 N Blackstone St
2	1-079100000	420 W Monroe St
3	2-082100000	352 N Grinnell St
4	4-047400000	223 W Biddle St
5	4-088400000	1019 Maple Ave
6	4-105500000	1210 Linwood
7	4-113500000	1212 S Jackson St
8	4-133400000	1231 First St
9	4-187500000	214 W Prospect St
10	5-066700000	1034 Francis St
11	5-099700000	1025 Martin St
12	5-128300000	111 E High St
13	5-170900000	153 E Mansion St
14	6-032700000	321 Johnson St
15	6-097600000	1902 Chapin St
16	6-100800000	1603 Chapin St
17	6-125300000	1807 Plymouth St
18	6-131700000	769 Tomlinson St
19	6-159400000	1202 Locust St
20	7-0107.1000	622 N Francis St
21	7-037500000	804 Detroit St
22	7-090100000	501 N East Ave
23	8-014400000	317 N Dwight St
24	8-040100000	431 N Pleasant St
25	8-044000000	311 N Pleasant St

Exhibit B

Properties to **DECLINE** under Right of First Refusal

Commercial Properties:

	PIN	Address
1	6-012800000	619 E Washington Ave
2	6-159000000	1222 Locust St
3	6-160200000	1216 S Elm Ave

Residential Properties

	PIN	Address
1	1-078400000	1415 Lansing Ave
2	2-025300000	1115 Wildwood Ave
3	2-098300000	621 W Ganson St
4	2-101800000	415 W Trail St
5	1-031700000	536 N Blackstone St
6	1-040200000	709 Lansing Ave
7	1-059900000	1019 Hill Pl
8	1-066200000	420 Adams St
9	2-090200000	329 W Trail St
10	2-204100000	1102 Lansing Ave
11	2-225300000	1402 Lansing Ave
12	3-009600000	210 Second St
13	3-010800000	310 Second St
14	3-016800000	202 Third St
15	3-018200000	607 W Washington St
16	3-041400000	709 W Franklin St
17	3-165700000	707 Gettysburg Ave
18	3-200600000	413 Union St
19	3-202400000	911 Second St
20	3-202500000	913 Second St
21	3-2036.1000	805 Second St
22	3-204100000	414 W Morrell St
23	4-057700000	807 First St
24	4-084600000	911 Maple Ave
25	4-113000000	1118 S Jackson St
26	5-021500000	106 E Wilkins St
27	5-078700000	1017 Adrian Ave
28	5-212300000	323 E Euclid Ave
29	6-089800000	214 S Dwight St
30	6-158900000	1203 Walnut St
31	7-034900000	608 Detroit St
32	8-108200000	1604 Floral Ave

Vacant Lots

	PIN	Address
1	2-1S03.1000	715 Steward Ave
2	3-003700000	41S W Washington Ave
3	3-006100000	417 W Michigan Ave
4	3-006200000	109 Second St
5	3-0070.2000	Louis Glick Hwy
6	3-007300000	212 First St
7	3-009400000	205 Third St
8	3-194200000	800 Third St
9	3-199300000	509 Union St
10	3-201700000	1012 First St
11	3-204600000	808 First St
12	4-012200000	116 W Mason St
13	4-030100000	400 S Blackstone St
14	4-033700000	316 W Mason St
15	4-0434.1000	233 W Mason St
16	4-046400000	229 W Wilkins St
17	4-047200000	240 W Biddle St
18	4-050900000	203 W Biddle St
19	4-054900000	320 W Biddle St
40	4-155000000	1407 Williams St
41	4-160400000	145 W Addison St
42	4-180800000	207 W Prosect St
43	4-188000000	212 W Mansion St
44	5-069300000	1100 Francis St
45	5-128600000	121 E High St
46	5-132900000	1310 S Milwaukee St
47	5-138500000	Damon St
48	5-166200000	142 E Euclid Ave
49	5-166400000	146 E Euclid Ave
50	5-187600000	109 E Addison St
51	6-051500000	1514 Plymouth St
52	6-054000000	304 Summit Ave
53	6-063100000	1423 Pringle Ave
54	6-081100000	107 S Gorham St
55	6-081600000	2101 E Michigan Ave
56	6-150600000	949 Russell St
57	6-159200000	Mitchell St
58	6-160400000	1220 S Elm Ave

Vacant Lots

Column1	PIN	Address
20	4-058000000	819 First St
21	4-064700000	925 S Jackson St
22	4-066300000	1017 S Jackson St
23	4-066900000	1035 S Jackson St
24	4-067000000	1037 S Jackson St
25	4-069300000	940 Williams St
26	4-071000000	142 W Morrell St
27	4-0738.A000	715 S Jackson St
28	4-078800000	103 W Morrell St
29	4-087200000	930 Maple Ave
30	4-088100000	1007 Maple Ave
31	4-092400000	1041 Williams St
32	4-092900000	1107 Maple Ave
33	4-106400000	238 W High St
34	4-112400000	1117 Woodsum St
35	4-140200000	1409 First St
36	4-142500000	229 Randolph St
37	4-151900000	148 Randolph St
38	4-152000000	146 Randolph St
39	4-152100000	1314 Maple Ave

	PIN	Address
59	6-1607.1000	S Elm Ave
60	6-168900000	1416 S Elm Ave
61	7-028300000	407 N Columbus St
62	7-036800000	800 Detroit St
63	7-036900000	307 N Perrine St
64	7-059200000	316 E Trail St
65	7-068700000	404 Burr St
66	7-104600000	211 N Elm Ave
67	7-104700000	209 N Elm Ave
68	7-111500000	129 N Elm Ave
69	7-115000000	105 Orange St
70	8-037600000	440 N Pleasant St
71	8-044300000	1804 E Ganson St
72	8-086700000	726 Seymour Ave
73	8-198200000	125 E Porter St
74	8-2018.1000	E Monroe St
75	8-2328.1000	805 Maltby St
76	8-233000000	809 Maltby St
77	8-233300000	823 Maltby St

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: May 24, 2016

SUBJECT: Water and Sewer Rate Resolution

Recommendation:

Approve the 2016-2017 and 2017-2018 Water and Sewer Rate Resolution.

Attached is a memo from Todd Knepper, Director of Public Works, regarding the water and sewer rate resolution for fiscal years 2016-2017 and 2017-2018.

I recommend approval of the water and sewer rate resolution, as presented.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: May 24, 2016

RECOMMENDATION: Approve the 2016-2017 and 2017-2018 Water and Sewer Rate Resolution.

SUMMARY

The City of Jackson has not revised water and sewer rates since July 2012, and with the proposed number of water and sewer capital improvement projects being anticipated over the next few years, the proposed rate schedule provides for capital funding while maintaining secure balances in the water and sewer operation and maintenance funds.

BUDGETARY CONSIDERATIONS

The proposed 10% increase in water rates and 10% increase in sewer rates will increase revenues by approximately $748,166.00 and $236,900.00, respectively. These revenues can then be used to address current and future system requirements, including water and sewer work under the streets, as well as treatment plant and pumping station improvements.

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson water and sewer were last adjusted in fiscal years 2012-2013, and while we have maintained steady operation and maintenance costs, capital costs continue to increase. Capital costs include water main improvements, sewer main improvements, sanitary sewer lift station upgrades, water tower maintenance and water and wastewater treatment plant upgrades and improvements.

DISCUSSION OF THE ISSUE

The only method of funding water and sewer system operations and capital improvements is through water and sewer system user fees, and in order to keep up with system costs, including capital improvement costs, it can become necessary to increase user fees accordingly. Consideration must be given to the age and condition of the City's existing infrastructure, and the costs related to maintaining and improving the same.

POSITIONS

I recommend approval of the proposed water and sewer rate resolution as presented for fiscal years 2016-2017 and 2017-2018.

RESOLUTION

BY THE CITY COUNCIL:

BE IT RESOLVED by the City Council, on May 24, 2016, pursuant to the authority conferred upon it by the Charter of the City of Jackson, Chapter 27, Article IV, Section 27-107 and 27-108 and Article VI, Section 27-186 of the City Code, that the rate schedules for FY 2016-17 and FY 2017-18 for all user charges billed by the City of Jackson Utility Billing Office shall be Effective for all water and wastewater billings after July 1, 2016 and July 1, 2017, as follows:

1. Utility bills for water and wastewater shall be based on quarterly and/or monthly meter readings and billed quarterly and/or monthly.

2. For the purpose of reading meters and rendering bills for service the City Manager, shall divide the City into three districts of approximately equal size, plus a fourth district which includes commercial and industrial accounts. The reading, billing and due date of the four districts being as follows:

District	Read & Billing	Due Date	Past Due & Final Notice	Non-Pay** Shut-off
No. 1	January	February 20	March	April 7
	April	May 20	June	July 7
	July	August 20	September	October 7
	October	November 20	December	January 7
No. 2	February	March 20	April	May 7
	May	June 20	July	August 7
	August	September 20	October	November 7
	November	December 20	January	February 7
No. 3	March	April 20	May	June 7
	June	July 20	August	September 7
	September	October 20	November	December 7
	December	January 20	February	March 7
No. 4	Monthly	Monthly	Monthly	Monthly **(60 days past due)

**Non-pay shutoffs will begin after the 6th day of the month or after the bill is thirty (30) days past due. (See paragraph 11 of this resolution.)

INSIDE THE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

3. City water service charges will be based on the following rate schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	**FY 2016/17**	**FY 2017/18**
$3.36 per bill	$3.70 per bill	$4.07 per bill

b. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016		**FY 2016/17**	**FY 2017/18**
Meter Size		Daily Charge	Daily Charge	Daily Charge
5/8"		0.18135	0.19949	0.21944
3/4"		0.27202	0.29922	0.32914
1"		0.45337	0.49871	0.54858
1 1/2"		0.90674	0.99741	1.09715
2"		1.45078	1.59586	1.75545
3"		2.72023	2.99225	3.29148
3" Turbine		3.17360	3.49096	3.84006
4"		4.53371	4.98708	5.48579
4" Turbine		5.44045	5.98450	6.58295
6"		9.06741	9.97415	10.97157
6" Turbine		11.33427	12.46770	13.71447
8"		14.50786	15.95865	17.55452
10" Turbine		26.29551	28.92506	31.81757

c. Commodity Charge:

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	**7/1/2012-6/30/2016**	**FY 2016/17**	**FY 2017/18**
for the first 10,000 cu.ft./mo	$2.40/100 cu.ft.	$2.64/100 cu.ft.	$2.90/100 cu.ft.
for the next 90,000 cu.ft./mo.	1.83/100 cu.ft.	2.01/100 cu.ft.	2.21/100 cu.ft.
for the next 900,000 cu.ft./mo.	1.17/100 cu.ft.	1.29/100 cu.ft.	1.42/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	1.08/100 cu.ft.	1.19/100 cu.ft.	1.30/100 cu.ft.
Quarterly Commodity Rate:	$2.40/100 cu.ft.	$2.64/100 cu.ft.	$2.90/100 cu.ft.

ANNUAL CHARGES FOR UNMETERED FIRE LINE SERVICES

4. Automatic sprinkling system and/or other unmetered fire service connections for lines which are directly connected to the City water distribution system shall be subject to the following "ready-to-serve" charges:

	7/1/2012-6/30/16	**FY 2016-17**	**FY 2017/18**
2-inch or smaller	$25 per year	$27.50 per year	$30.25 per year
4-inch	50 per year	55.00 per year	60.50 per year
6-inch	100 per year	110.00 per year	121.00 per year
8-inch	125 per year	137.50 per year	151.25 per year
Over 8-inch	150 per year	165.00 per year	181.50 per year

This service is available to metered water customers only.

OUTSIDE THE CITY WATER RATES

5. Persons, firms or corporations owning or occupying premises outside the City of Jackson which receive their water supply from the City water distribution system not otherwise covered by contract, shall be subject to double rates, except that:

a. Charges as are required above for ready-to-serve fire sprinkler connections or other unmetered fire service connections shall be the same regardless of whether the property is inside or outside the City limits; and

b. Single rate charges shall apply to any publicly owned facilities operated within a public park, a portion of which is within the City's borders.

INSIDE THE CITY WASTEWATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS

6. City wastewater service charges shall be based upon the following schedules:

a. Billing Charge:

All user classifications shall be subject to a billing charge for meter reading and bill processing and other customer services. The user's billing charge is set forth as follows:

7/1/12-6/30/16	**FY 2016/17**	**FY 2017/18**
$4.92 per bill	$5.41 per bill	$5.95 per bill

b. Commodity Charge:

All user classifications shall be subject to a commodity charge for recovering the costs of sewer system operation and maintenance, and replacement of equipment. The user's commodity charge shall be based on the volume of wastewater discharged during the current billing period.

7/1/2012-6/30/2016	**FY 2016/17**	**FY 2017/18**
$1.41 per 100 cu.ft.	$1.55/ per 100 cu.ft.	$1.71/per 100 cu.ft.

c. Readiness Charge:

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016			**FY 2016/17**		**FY 2017/18**	
Meter Size		Daily Charge	OCDR*	Daily Charge	OCDR*	Daily Charge	OCDR*
5/8"		0.04311	0.08623	0.04742	0.09485	0.05216	0.10434
3/4"		0.06467	0.12934	0.07114	0.14227	0.07825	0.15650
1"		0.10778	0.21557	0.11856	0.23713	0.13042	0.26084
1 1/2"		0.21557	0.43113	0.23713	0.47424	0.26084	0.52166
2"		0.34490	0.68981	0.37939	0.75879	0.41733	0.83467
3"		0.64670	1.29339	0.71137	1.42273	0.78251	1.56500
3" Turbine		0.75448	1.50896	0.82993	1.65986	0.91292	1.82585
4"		1.07783	2.15565	1.18561	2.37122	1.30417	2.60834
4" Turbine		1.29339	2.58678	1.42273	2.84546	1.56500	3.13001
6"		2.15565	4.31130	2.37122	4.74243	2.60834	5.21667
6" Turbine		2.69456	5.38913	2.96402	5.92804	3.26042	6.52084
8"		3.44904	6.89808	3.79394	7.58789	4.17333	8.34668
10" Turbine		6.25139	12.50277	6.87653	13.75305	7.56418	15.12836
*Outside City Double Rate							

EXTRA STRENGTH CHARGES FOR ALL CLASSES INSIDE & OUTSIDE THE CITY

7. Extra strength charges apply to all users - residential, commercial and industrial. For recovering the cost of treating wastewater which is permitted for discharge into the City wastewater treatment facilities, but which has extra strength properties, a surcharge shall be assessed upon the user as follows for FY 2016/17 and FY 2017/18:

a. $0.1447 per pound of suspended solids when suspended solids concentration is greater than 250 mg/l.

b. $0.2308 per pound of BOD_5 when the BOD_5 concentration is greater than 250 mg/l

c. $0.7565 per pound of TKN when the TKN concentration is greater than 40 mg/l.

d. $2.6808 per pound of total phosphorus when the total phosphorus concentration is greater than 10 mg/l.

OUTSIDE THE CITY WASTEWATER RATES

8. Persons, firms or corporations owning or occupying premises outside the City of Jackson which discharge wastewater to the City wastewater treatment facilities, not otherwise covered by a service agreement, shall be subject to service charges as follows:

a. If the discharge passes through the City's wastewater collection system prior to treatment and the individual user has a City-read meter, the service charges shall be the same as the City service charges set forth in paragraphs 6 and 7 of this resolution, except that the readiness to serve charge, to cover the user's share of the debt service, shall be double that for City users.

b. If the discharge passes through the City's wastewater collection system and is unmetered, the service charges shall be determined by the following:

	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
Commodity charge per facility unit of:	$37.97 per bill	$41.77 per bill	$45.95 per bill
Billing charge of:	$4.92 per bill	$5.41 per bill	$5.95 per bill

Plus double the City readiness charge for the equivalent size meter. (For unmetered accounts inside the City, the readiness charge will equal the City rate.)

* For purpose of this resolution, a "facility unit" means the amount of wastewater discharge from a residential dwelling. The City Manager may determine the number of facility units attributable to a service according to standard discharges from wastewater contributors therein.

OTHER CHARGES

9. Additional charges equal to the actual expense incurred by the City shall be billed to and paid by any user when it is necessary to collect and analyze wastewater samples discharged by the user, to remove or treat prohibited material discharged by the user, or to clean or repair wastewater facilities or any part thereof as a result of the user's discharge.

10. All water and wastewater bills shall be subject to a late charge of 10 percent if payment is not received in the office of the City Treasurer on or before the due date thereof.

11. In case any person shall, for the space of thirty (30) days after its water and wastewater service bill has become due and payable, refuse or neglect to pay the same, it shall be the duty of the City Manager to cause the water and/or wastewater service to be discontinued. Service shall not be restored until all arrears in water and wastewater service charges are paid in full, together with Thirty Five and 00/100 Dollars ($35.00) to cover expenses of office and/or field procedures associated with final notices for shutting off and/or turning on the water. The $35.00 charge will also be assessed when the Department attempts but is unable to turn the water off after the account is 30 days in arrears. If the turn on is not during regular working hours, the cost will include both the Thirty Five and 00/100 ($35.00) charge plus the charge for overtime calls made by the Water Department. All past due water and wastewater bills shall be collected as provided by law.

12. In the event the City adds an interest/late charge to any unpaid delinquent invoice for water and wastewater related services, it shall be added as an assessable cost when and if said invoice is placed on a special assessment roll by the City Clerk.

14. This resolution, upon its effective date, shall supersede and repeal all prior resolutions establishing or amending water and wastewater service charges to the extent each conflicts herewith.

15. This resolution shall take effect May 24, 2016, provided it has been published in accordance with the provisions of Chapter 27 of the Code of the City of Jackson.

* * * * *

STATE OF MICHIGAN)

COUNTY OF JACKSON) ss
CITY OF JACKSON)

I, Andrew J. Wrozek, Jr., City Treasurer/Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council on May 24, 2016.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, this 25th day of May, 2016.

_____

Andrew J. Wrozek, Jr., City Treasurer/Clerk

BLACKMAN TOWNSHIP
Contract District Customer
Effective for all water billings after June 30, 2016

Blackman water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	FY 2016/17	FY 2017/18
$5.38 per bill	$5.92 per bill	$6.51 per bill

b. Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016		FY 2016-17		FY 2017-18
Meter Size		Daily Charge	Daily Charge		Daily Charge
5/8"		0.29016	0.31918		0.35110
3/4"		0.43524	0.47875		0.52662
1"		0.72540	0.79794		0.87773
1 1/2"		1.45078	1.59586		1.75544
2"		2.32126	2.55338		2.80872
3"		4.35236	4.78760		5.26637
3" Turbine		5.07776	5.58554		6.14410
4"		7.25394	7.97933		8.77726
4" Turbine		8.70472	9.57520		10.53272
6"		14.50786	15.95864		17.55451
6" Turbine		18.13484	19.94832		21.94315
8"		23.21258	25.53384		28.08723
10" Turbine		42.07282	46.28010		50.90811

c. Commodity Charge: (City rates x 125%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
for the first 10,000 cu.ft./mo.	$3.01/100 cu.ft.	$3.30/100 cu.ft	$3.63/100 cu.ft.
for the next 90,000 cu.ft./mo.	2.29/100 cu.ft.	2.51/100 cu.ft.	2.76/100 cu.ft.
for the next 900,000 cu.ft./mo.	1.47/100 cu.ft.	1.61/100 cu.ft.	1.78/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	1.35/100 cu.ft.	1.48/100 cu.ft.	1.63/100 cu.ft.
Quarterly Commodity Rate:	$3.01/100 cu.ft.	$3.30/100 cu.ft.	$3.63/100 cu.ft.

LEONI TOWNSHIP
Contract District Customer
Effective for all water billings after June 30, 2016

Leoni water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 175%) (75% forwarded to Leoni Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	FY 2016/17	FY 2017/18
\ $5.88 per bill	$6.48 per bill	$7.12 per bill

b. Readiness Charge: (City rates x 175%) (75% forwarded to Leoni Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016		FY 2016/17		FY 2017/18
Meter Size		Daily Charge	Daily Charge		Daily Charge
5/8"		0.31753	0.34911		0.38402
3/4"		0.47630	0.52364		0.57600
1"		0.79348	0.87274		0.96002
1 1/2"		1.58697	1.74547		1.92001
2"		2.53887	2.79276		3.07204
3"		4.76057	5.23644		5.76009
3" Turbine		5.55405	6.10918		6.72011
4"		7.93416	8.72739		9.60013
4" Turbine		9.52079	10.47288		11.52016
6"		15.86798	17.45476		19.20025
6" Turbine		19.83506	21.81848		24.00032
8"		25.38876	27.92764		30.72041
10" Turbine		46.01731	50.61886		55.68075

c. Commodity Charge: (City rates x 175%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
for the first 10,000 cu.ft./mo.	$4.21/100 cu.ft.	$4.62/100 cu.ft	$5.08/100 cu.ft.
for the next 90,000 cu.ft./mo.	3.20/100 cu.ft.	3.52/100 cu.ft.	3.87/100 cu.ft.
for the next 900,000 cu.ft./mo.	2.05/100 cu.ft.	2.26/100 cu.ft.	2.48/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	1.89/100 cu.ft.	2.07/100 cu.ft.	2.28/100 cu.ft.
Quarterly Commodity Rate:	$4.21/100 cu.ft.	$4.62/100 cu.ft.	$5.08/100 cu.ft.

SUMMIT TOWNSHIP
Contract District Customer
Effective for all water billings after June 30, 2016

Summit water service charges will be based on the following rate schedules:

a. Billing Charge: (Same as City rate)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	FY 2016/17	FY 2017/18
$3.36 per bill	$3.70 per bill	$4.07 per bill

b. Readiness Charge: (Same as City rate)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016			FY 2016/17	FY 2017/18
Meter Size		Daily Charge		Daily Charge	Daily Charge
5/8"		0.18135		0.19949	0.21944
3/4"		0.27202		0.29922	0.32914
1"		0.45337		0.49871	0.54858
1 1/2"		0.90674		0.99741	1.09715
2"		1.45078		1.59586	1.75545
3"		2.72023		2.99225	3.29148
3" Turbine		3.17360		3.49096	3.84006
4"		4.53371		4.98708	5.48579
4" Turbine		5.44045		5.98450	6.58295
6"		9.06741		9.97415	10.97157
6" Turbine		11.33427		12.46770	13.71447
8"		14.50786		15.95865	17.55452
10" Turbine		26.29551		28.92506	31.81757

c. Commodity Charge: (City rates x 137.5%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
for the first 10,000 cu.ft./mo.	$3.31/100 cu.ft.	$3.63/100 cu.ft	$3.99/100 cu.ft.
for the next 90,000 cu.ft./mo.	2.51/100 cu.ft.	2.76/100 cu.ft.	3.04/100 cu.ft.
for the next 900,000 cu.ft./mo.	1.61/100 cu.ft.	1.78/100 cu.ft.	1.95/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	1.49/100 cu.ft.	1.63/100 cu.ft.	1.79/100 cu.ft.
Quarterly Commodity Rate:	$3.31/100 cu.ft .	$3.63/100 cu.ft.	3.99/100 cu.ft.

OUTSIDE CITY WATER RATES FOR
RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USERS
Effective for all water billings after June 30, 2016

As noted in paragraph 5 of this resolution, all users owning or occupying premises outside the City of Jackson which receive their water supply form the City water distribution system, not otherwise covered by contract, shall be subject to double rates.

Outside City water rates will be based on the following rate schedules:

a. Billing Charge: (City rate x 200%)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	FY 2016/17	FY 2017/18
$6.71 per bill	$7.40 per bill	$8.14 per bill

b. Readiness Charge: (City rates x 200%)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016		FY 2016-17		FY 2017-18
Meter Size		Daily Charge	Daily Charge		Daily Charge
5/8"		0.36269	0.39898		0.43888
3/4"		0.54405	0.59844		0.65828
1"		0.90674	0.99742		1.09716
1 1/2"		1.81349	1.99482		2.19430
2"		2.90158	3.19172		3.51090
3"		5.44045	5.98450		6.58296
3" Turbine		6.34719	6.98192		7.68012
4"		9.06741	9.97416		10.97158
4" Turbine		10.88090	11.96900		13.16590
6"		18.13484	19.94830		21.94314
6" Turbine		22.66854	24.93540		27.42894
8"		29.01574	31.91730		35.10904
10" Turbine		52.59101	57.85012		63.63514

c. Commodity Charge: (City rates x 200%)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
for the first 10,000 cu.ft./mo.	$4.80/100 cu.ft.	$5.28/100 cu.ft	$5.80/100 cu.ft.
for the next 90,000 cu.ft./mo.	3.65/100 cu.ft.	4.02/100 cu.ft.	4.42/100 cu. Ft.
for the next 900,000 cu.ft./mo.	2.34/100 cu.ft.	2.58/100 cu.ft.	2.83/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	2.16/100 cu.ft.	2.37/100 cu.ft.	2.61/100 cu.ft.
Quarterly Commodity Rate:	$4.80/100 cu.ft.	$5.28/100 cu.ft.	$5.80/100 cu.ft.

MICHIGAN DEPT. OF CORRECTIONS
Contract District Customer
Effective for all water billings after June 30, 2016

Mich. Dept. of Corrections water service charges will be based on the following rate schedules:

a. Billing Charge: (City rate x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a billing charge for meter reading and bill processing. The user's billing charge is set forth as follows:

7/1/12-6/30/16	FY 2016/17	FY 2017/18
$5.38 per bill	$5.92 per bill	$6.51 per bill

b. Readiness Charge: (City rates x 160%) (60% forwarded to Blackman Township)

All user classifications shall be subject to a readiness charge for recovering capital improvement costs. The user's readiness charge shall be based upon the meter size. Rates for each user classification are set forth as follows:

	7/1/2012-6/30/2016		FY 2016-17		FY 2017-18
Meter Size		Daily Charge	Daily Charge		Daily Charge
5/8"		0.29016	0.31918		0.35110
3/4"		0.43524	0.47875		0.52662
1"		0.72540	0.79794		0.87773
1 1/2"		1.45078	1.59586		1.75544
2"		2.32126	2.55338		2.80872
3"		4.35236	4.78760		5.26637
3" Turbine		5.07776	5.58554		6.14410
4"		7.25394	7.97933		8.77726
4" Turbine		8.70472	9.57520		10.53272
6"		14.50786	15.95864		17.55451
6" Turbine		18.13484	19.94832		21.94315
8"		23.21258	25.53384		28.08723
10" Turbine		42.07282	46.28010		50.90811

c. Commodity Charge: (City rates)

All user classifications shall be subject to a commodity charge to cover the costs of distribution system operation and maintenance, and the replacement of equipment. The user's commodity charge will be based upon the volume of water used during the current billing period. The commodity rate is set forth as follows:

Monthly Commodity Rates:	7/1/2012-6/30/16	FY 2016/17	FY 2017/18
for the first 10,000 cu.ft./mo	$2.40/100 cu.ft.	$2.64/100 cu.ft.	$2.90/100 cu.ft.
for the next 90,000 cu.ft./mo.	1.83/100 cu.ft.	2.01/100 cu.ft.	2.21/100 cu.ft.
for the next 900,000 cu.ft./mo.	1.17/100 cu.ft.	1.29/100 cu.ft.	1.42/100 cu.ft.
for all over 1,000,000 cu.ft./mo.	1.08/100 cu.ft.	1.19/100 cu.ft.	1.30/100 cu.ft.
Quarterly Commodity Rate:	$2.40/100 cu.ft.	$2.64/100 cu.ft.	$2.90/100 cu.ft.

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: May 24, 2016

SUBJECT: Wastewater Treatment Primary Clarifier Construction Contract

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Recommendation:

Award the contract for construction of a new primary clarifier at the wastewater treatment plant to Davis Construction in the amount of $1,893,470.00.

Your consideration and concurrence is appreciated.

PHB/tsk

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: Todd Knepper, Director of Public Works

DATE: May 24, 2016

RECOMMENDATION: Award the contract for construction of a new primary clarifier at the wastewater treatment plant to Davis Construction in the amount of $1,893,470.00.

SUMMARY

The City of Jackson issued requests for bids related to the construction of a new circular primary clarifier at the wastewater treatment plant (WWTP), which will replace one set of rectangular clarifiers that were constructed in the 1960's. The primary clarifier is one of the first phases of treatment of the wastewater, and is used to settle out solid materials and skim off scum that would otherwise be untreatable in the process. The circular style clarifier operates more efficiently than rectangular clarifiers, and requires less manpower for regular operation.

BUDGETARY CONSIDERATIONS

Bids were received and opened on May 17, 2016, and the complete bid tabulation is attached to this report. This project includes $1,200,000.00 in the approved 2015-2016 budget, and proposed $600,000.00 for completion in the 2016-2017 budget, and allows the $1,991,329.00 to remain in the wastewater equipment replacement fund 406-548.

HISTORY, BACKGROUND and DISCUSSION

In an effort to upgrade necessary components of the wastewater treatment process, the primary clarifier project has been in design since late 2015, and is included in the City of Jackson Capital Improvement Plan.

DISCUSSION OF THE ISSUE

This work is vital to maintaining the efficient operation of the City's WWTP, treating wastewater for the City of Jackson, Blackman Township, Summit Township, Spring Arbor Township, Napoleon Township, Rives Township, as well as the State of Michigan Southern Prison.

POSITIONS

I recommend the award of the primary clarifier construction to Davis Construction in the amount of $1,893,470.000.

JACKSON
Founded 1829

Bid Tabulation For
Jackson Wastewater Treatment Plant
New Primary Clarifier
Tuesday, May 17, 2016, 10:00 AM

MANDATORY PREBID MEETING ATTENDEES	LUMP SUM BID, PRIMARY CLARIFIER COMPLETE
Davis Construction 4457 40th Street SE Kentwood, MI 49512	1,893,470
O'Harrow Construction Co. 4575 Ann Arbor Road Jackson, MI 49202	1,983,170
Spence Brothers 4130 Varsity Drive Suite A Ann Arbor, MI 48108	1,998,000
Sorensen Gross Company 3407 Torrey Road Flint, MI 48507	2,079,000
Grand River Construction 5025 40th Avenue Hudsonville, MI 49426	2,162,000
Tooles Contracting 535 Griswold Suite 2550 Detroit, MI 48226	2,300,000
Gerace Construction 4055 S. Saginaw Road Midland, MI 48640	2,340,000

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager PHB

DATE: May 24, 2016

SUBJECT: Approval of M.L. King Center 2016 Spring/Summer Programs

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Recommendation:

Approve the M.L. King Community Center 2016 Spring and Summer Programs

Attached are the current Spring/Summer programs budget as presented by John Willis, King Center Director.

I recommend approval of the above mentioned recommendation. Your consideration and concurrence is appreciated

PHB

DEPARTMENTAL REPORT

MEMO TO: Patrick Burtch, City Manager

FROM: John Willis

DATE: May 24, 2016

SUBJECT: M.L. King Community Center Spring Programs

RECOMMENDATION: Approval of City of Jackson Parks, Recreation and Cemeteries Department's King Community Center Spring Programs for 2016.

SUMMARY

Approve adult programs for spring and summer 2016 as recommended by the Parks and Recreation Commission. The requested program information includes program fees, supplies, staffing and wages.

BUDGETARY CONSIDERATIONS

The Parks and Recreation Commission recommended at their February 24, 2016 meeting to support the adult programs and fees for spring and summer 2016. City Council approved the departments youth programs and fees during their February 9, 2016 meeting. The attached program budget information covers our King Center Spring and Summer programs including costs and revenues for programs not included previously.

HISTORY, BACKGROUND and DISCUSSION

The King Center Spring programs have consistently had an extremely high participation level. The programs focus on providing free programs to youth in challenging economic situation at no cost.

DISCUSSION OF THE ISSUE

The challenge in providing programs for the King Center is in understanding that the programs will not generally be cost-bearing or profitable programs. The goal is to be certain the City of Jackson is providing meaningful recreation and cultural activities in the area of the city where the median incomes are far below the City's averages. To do this the programs are subsidized through our Recreation Mileage and through grants like the Comcast Foundation grants that expand our service offerings in challenged areas of the City.

POSITIONS

The Director of the King Community Center in agreement with the Parks, Recreation, and Cemeteries Department support and requests approval of the King Center Spring and Summer programs.

ATTACHMENTS

King Center Spring Program Information

After-School Program

Program Description

The King Center After-School Program is a week day program that provides youth with recreational, cultural, and educational opportunities during the afterschool hours that many parents are at work. Some activities include gym, computer lab, tutoring, weightlifting, and music recording and production. There are no fees for any youth attending this program. The program also provides lunch in cooperation with Jackson Public Schools Nutrition Department Daily. On days when school is not in session, the program starts earlier at 12 noon instead of 3:00pm.

Program Hours

Monday thru Friday, 3:00pm to 7:00pm. Program begins at 12 noon on snow days, holidays, and when school is closed (spring break, Christmas break, etc)

Basic Program Operations

For this program school aged youth enter the center, sign in first and last names, leaving all book bags and sacks at the front desk, the youth then choose a supervised activity. This may be weightlifting, dances in the gym, basketball, music production, or one of several collaborating programs that utilize the center; girl scouts, boy scouts, kids2college, teen pregnancy prevention program, teen girls power of me program. Supervisors coach, regulate, and monitor indoors and the outdoors areas.

Staffing Requirements

Staffing for this program requires a front desk person for security and recordkeeping, a building supervisor, and one staff person per 25 participants. Normally with 50 or fewer youth just a building supervisor and one staff will suffice, however there are days when there are more than 100 youth in and outside on the grounds and additional staffing is required.

Budget

ACCOUNT NUMBER		**706**	**715**	**724**	**724.1**		
Expense	**Rate**	**Salary**	**FICA**	**Unemp**	**WC**	**Supply Cost**	**Total Expense**
Staffing							
(1) Building Supervisor	$16.18	$5342.70	$ 408.72	$183	$ 122.88		
(2) PT Activity Supervisors	$10.00	$3960.00	$ 302.94	$366	$ 91.08		
(1) Lunch Attendant	$10.00	$2200.00	$ 168.30	$183	$ 50.60		
Staff Expense Sub-Totals		**$11502.70**	**$879.96**	**$732.00**	**$264.56**		
Staff Expense Total					**$13,379.22**		
Supplies							
Basketballs, Footballs, Gym Balls						$500	
Games, Crafts, Game Accessories						$1,000	
Supplies Expense Total						**$1500**	
Revenues	*No revenues or fees for this program – Cost covered by Recreatian millage*						
Total Program Expense							**$14,879.22**

King Center Spring Program Information

Family Gym-Time

Program Description

Family Gym-Time is a recreational program that brings parents, siblings, and relatives in to recreate together. During this period parents or older siblings interact with their younger family members in a variety of recreation activities. In the gym, there is the climbing wall for the 4-7 year olds, basketball, kickball, or whiffle ball for families depending on the interest. There is also the computer lab for research or tutoring and the music lab for those with that interest.

Program Hours

Saturdays from 4:00pm to 6:00pm on Saturdays

Basic Program Operations

Parents or siblings with proper ID enter the facility and sign-in at the desk. Proper ID must be presented to staff person. Program participants then select their choice activity in either the gym or designated activity areas. All activities are staff supervised.

Staffing Requirements

Staffing for this program requires a front desk person for security and recordkeeping and a building/gym supervisor. This program rarely exceeds this staff number but there have been occasions when additional staff is required to handle large crowds.

Budget

ACCOUNT NUMBER		**706**	**715**	**724**	**724.1**		
Expense	**Rate**	**Salary**	**FICA**	**Unemp**	**WC**	**Supply Cost**	**Total Expense**
Staffing							
(1) Building Supervisor	$16.18	$711.92	$ 54.46	$183	$ 16.37		
(1) PT Activity Supervisors	$10.00	$440.00	$ 33.66	$183	$ 10.12		
		$0.00	$ 0.00	$0	$ 0.00		
Staff Expense Sub-Totals		**$1151.92**	**$88.12**	**$366.00**	**$26.49**		
Staff Expense Total					**$1,632.53**		
Supplies							
Games, Crafts, Game Accessories, Pads						$1000	
						$0	
Supplies Expense Total						**$1000**	
Revenues	*No revenues or fees for this program – Cost covered by Recreation millage*						
Total Program Expense							**$2,632.53**

King Center Spring Program Information

KC King Travel Basketball Program

Program Description

The KC Kings Basketball program is a continuation of an area basketball program began in 1970's by then King Center Director Bobby Thompkins. The program still takes basketball players from the Jackson area and competes against other recreation centers and teams. Some places the teams have traveled include, Lansing, Ann Arbor, Flint, Saginaw, Detroit, and Fort Wayne, Indiana. The program emphasis is taking athletically oriented youth and helping them understand that although basketball may be their vehicle of choice, it is their overall life choices and education that will determine their future. The program has a host of former players that are now local school principals, teachers, professors, and professionals that come back to speak to the youth about education and life choices.

Program Hours

The program practices from 4:00pm to 6:00pm on Tuesdays and Thursdays during the school year, and from 7:00am to 8:30am in the summer.

Basic Program Operations

Open tryouts for the team begins in March. Each player is given 3 tryouts in which they perform and are graded on their skills. Players that are currently skilled enough to play with the team are selected. Players that are lacking skills but want to improve are referred to our Varsity Sports Training program where they work on their skills and improve their sports experience. There are no fees for the program, program cost are covered through local sponsors. Sponsors for this program prefer to remain anonymous so that they will not attract similar programs or teams looking for funding.

Staffing Requirements

This program is administrated and coached by the King Center Director along with volunteer parent coaches.

Budget

ACCOUNT NUMBER		**706**	**715**	**724**	**724.1**		
Expense	**Rate**	**Salary**	**FICA**	**Unemp**	**WC**	**Supply Cost**	**Total Expense**
Staffing							
(1) Program Administrator	$35.00	$1680.00	$ 128.52	$183	$ 38.64		
		0	$ 0.00	0	$ 0.00		
		$0.00	$ 0.00	$0	$ 0.00		
Staff Expense Sub-Totals		**$1680.00**	**$128.52**	**$183.00**	**$38.64**		
Staff Expense Total					**$2,030.16**		
Supplies							
Uniforms						($1500)	
						$0	
Supplies Expense Total						**$1000**	
Revenues	*No revenues or fees for this program – Cost covered by Recreation millage*						
Total Program Expense							**$2,030.16**

King Center Spring Program Information

Tween Night

Program Description

Tween night is a program established for those youth that are not quite teenagers but feel too old for the normal elementary games and activities. These youth are often let out of Friday night teen activities, so this program was started for them at the center. The tweens participate in more mature and challenging games and activities like team building and peer pressure activities. They are served pizza and drink for dinner during the hours when they are often unsupervised and left at home.

Program Hours

Friday nights from 6:00pm to 9:00pm

Basic Program Operations

Teens sign-in at front desk using their middle school ID, all backpacks and book bags must be checked in at front desk. Teens are required to stay the full period or they are unable to return if they leave the facility, this is to prevent fights and or altercations.

Staffing Requirements

Staffing for this program requires a front desk person for security and recordkeeping and a building/gym supervisor. This program rarely exceeds this staff number but there have been occasions when additional staff is required to handle large crowds.

Budget

ACCOUNT NUMBER		**706**	**715**	**724**	**724.1**		
Expense	**Rate**	**Salary**	**FICA**	**Unemp**	**WC**	**Supply Cost**	**Total Expense**
Staffing							
(1) Building Supervisor	$16.18	$1423.84	$ 108.92	$183	$ 32.75		
(1) PT Activity Supervisors	$10.00	$880.00	$ 67.32	$183	$ 20.24		
		$0.00	$ 0.00	$0	$ 0.00		
Staff Expense Sub-Totals		**$2303.84**	**$176.24**	**$366.00**	**$52.99**		
Staff Expense Total					**$2,899.07**		
Supplies							
Tablets, Paper, Activity Books						$100	
Pizza & Drink ($24 per night)						$528	
Supplies Expense Total						**$628**	
Revenues	*No revenues or fees for this program – Cost covered by Recreatian millage*						
Total Program Expense							**$3,527.07**

King Center Spring Program Information

Senior Commodities Program

Program Description

This program is provided in cooperation the Southern Michigan Food Bank. An agreement was made with the city upon the closing of the Southside Resource Center that the city would host the program at the King Community Center after the resource center was demolished.

Program Hours

On the third Friday of each month: Truck arrives at 9:00am, program continues until all food has been received.

Basic Program Operations

One Friday each month the volunteers from the food bank arrive at the center, help unload the truck, and package the food according the guidelines provided by the food bank for the recipients. The seniors usually begin to arrive about noon and they either carry their food boxes out or are assisted by staff with getting their food to their vehicles.

Staffing Requirements

Staffing for this includes a building supervisor and in the evening our staff along with our after school program volunteers assist the seniors with their boxes.

Budget

ACCOUNT NUMBER		**706**	**715**	**724**	**724.1**		
Expense	**Rate**	**Salary**	**FICA**	**Unemp**	**WC**	**Supply Cost**	**Total Expense**
Staffing							
(1) Building Supervisor	$16.18	$258.88	$ 19.80	$183	$ 5.95		
		$0	$ 0.00	$183	$ 0.00		
		$0.00	$ 0.00	$0	$ 0.00		
Staff Expense Sub-Totals		**$258.88**	**$19.80**	**$366.00**	**$5.95**		
Staff Expense Total					**$ 650.63**		
Supplies							
Printing & Paper						$25	
Dolly						$150	
Supplies Expense Total						**$175**	
Revenues	*No revenues or fees for this program – Cost covered by Recreation millage*						
Total Program Expense							**$825.63**

CITY OF
JACKSON
Founded 1829

Office of the Mayor

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

MEMO TO: City Councilmembers

FROM: Bill Jors, Mayor BJ.

DATE: May 24, 2016

SUBJECT: Jackson Housing Commission Healthcare Services

Recommendation:

Mayor's recommendation to approve the Jackson Housing Commission's selection of Healthcare Services as recommended by the Executive Director.

Please see the attached correspondence from the Jackson Housing Commission regarding healthcare for employees.

BJ:skh

Attachment

JHC
JACKSON HOUSING COMMISSION
ESTABLISHED IN 1946

301 Steward Ave., Bldg. C.
Jackson, MI 49201-1132
Phone: (517) 787-9241
Fax: (517) 787-6143
TDD/TTY: (800) 545-1833 ext. 879
www.jacksonhousing-mi.org

May 19, 2016

Honorable Mayor Bill Jors
City of Jackson
161 W. Michigan Ave.
14th Floor
Jackson, MI 49201

Jackson City Council Members
161 W. Michigan Ave.
Jackson, MI 49201

Dear Mayor Jors, and Jackson City Council Members:

In March 2016, the Jackson Housing Commission (JHC) began the procurement process for employee healthcare services. Request for Proposals No. 2016-04 was posted through March 15, 2016 on the JHC website and a national industry website. JHC notified seven agencies that an RFP was posted. Three companies: Walton Insurance Group, Richmond Agency, and Craft Agency submitted an RFP. The bid procurement process was conducted in an honest, open, fair, reasonable, and objective manner, without bias for any company, in accordance with our Procurement Policy.

Our current plan, BCN Focus Platinum 500, is being discontinued, and there is no option for JHC to renew under this plan. As such, a team of staff met to evaluate and review the options presented by the three bidders. The following options were initially included: BCN HMO Platinum 500; BCN HMO Gold 500; BCN HMO Gold 1000; BCN HMO Gold 1500; BCN HMO Silver 3000; and BCN HMO Healthy Blue Living Plan. Plans were evaluated based on cost, coverage, and scope of services and experience of the bidding agency.

During the May 18, 2016 Board of Commissioners meeting, the BCN HMO Healthy Blue Living plan was recommended to the JHC Board of Commissioners. The JHC Board of Commissioners approved BCN HMO Healthy Blue Living plan for active employees and JHC in-state retirees, out-of-state retirees will maintain their current plan, with a vote of four (4) affirmative. One of the Commissioners was absent.

The Jackson Housing Commission respectfully requests you make a positive recommendation to the Jackson City Council at its May 24, 2016 regular meeting to approve these selections as well.

Active Employees:	BCN HMO Healthy Blue Living
Retirees, in state:	BCN HMO Healthy Blue Living
Retirees, out of state:	BCBSM PPO SB Gold, $500/$1000

Respectfully,

Laurie Ingram, MBA, PHM
Executive Director
Jackson Housing Commission

Cc: Michelle Pultz-Orthaus
President, Jackson Housing Commission Board of Commissioners

Patrick Burtch
City Manager, City of Jackson

	Current	HMO Platinum 500	HMO Gold 500	HMO Gold 1000	HMO Gold 1500	HMO Silver 3000	Healthy Blue Living	H.S.A. Gold 1300	H.S.A. Gold 1350	In State Retiree	Out Of State Retiree	Vision	Dental	Vision Provider	Dental Provider
	$ 226,872.00									$ 56,076.00	$ 16,800.00	$ 2,973.00	$ 14,131.00	BCN	BCN
Walton		$ 261,058.00	$ 241,393.00	$ 221,228.00				$ 217,660.00	$ 228,761.00	$ 62,916.00	$ 16,800.00	$ 18,645.00	$ -	Kansas City Life	Kansas City Life
Craft		$ 258,912.00	$ 239,844.00	$ 219,036.00	$ 212,760.00		$ 224,785.00			$ 55,200.00	$ 16,800.00	$ 3,140.00	$ 14,022.00	BCN	BCN
Richmond		$ 344,622.00	$ 321,327.00	$ 296,098.00		$ 261,386.00				$ -	$ -	$ 3,140.00	$ 14,275.00	BCN	BCN

Group Health, Dental, Vision, Life and AD&D Insurance Benefits Proposal

for

The Jackson Housing Commission

Presented by

Barbara A. Rothenburg, CBC, ACBC
Employee Benefits Specialist

The Craft Agency, Inc.
2533 Spring Arbor Rd.
PO Box 1187
Jackson, MI 49204

517 787-0077-Office
517 787-9356-Fax
www.craftagency.com

April 1, 2016

Jackson Housing Commission

Bidder's Statement

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she/they are verifying that all information provided herein is, to the best of his/her/their knowledge, true and accurate, and that if the JHC discovers that any information entered herein is false, that shall entitle the JHC to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, The Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the JHC with the services described herein for the fees noted with then the RFP response.

Signature	4-1-16 Date
ROBERT M. CRAFT Printed Name	THE CRAFT AGENCY, INC Company Name

Jackson Housing Commission

PROFILE

1. Name of Business: THE CRAFT AGENCY, INC
2. Street Address: 2533 SPRING ARBOR RD.
3. Mailing Address: P.O. BOX 1187
4. City, State, Zip Code: JACKSON, MI 49204
5. Type of Ownership: S CORPORATION
6. Phone Number: 517 7870077 fax: 517 7879356
7. Year Established: 1923
8. Parent Company: N/A Date Acquired: N/A
9. Identify Principals/Partners/Sole Owner: attach brief resume

ROBERT M. CRAFT - PRESIDENT - OWNER
RICHARD M. CRAFT - VICE PRESIDENT - OWNER
DAVID W. CRAFT - VICE PRESIDENT AND LEGAL COUNSEL - OWNER

10. Federal Tax ID No: 38 0450880
11. DUNS No: N/A

Signature

4-1-16
Date

ROBERT M. CRAFT
Print Name/Title

CRAFT
AGENCY
INSURANCE

Profile of Agency Principals

Robert M. Craft - President
Bob joined the Agency in 1988 as part of the third generation of this family owned business. He is also a licensed attorney and Co-Founder of the Jackson Walk to Cure Juvenile Diabetes. Bob holds a Bachelor of Arts Degree from Albion College and his Juris Doctor from the Detroit College of Law.

Richard M. Craft - Executive Vice President
Rick joined the Agency in 1984 as part of the third generation of this family owned business. Rick holds a Bachelor of Arts Degree from Hillsdale College and has earned his Certified Insurance Counselor (CIC) designation.

David W. Craft - Executive Vice President
David joined the Agency in 1997 as part of the third generation of this family owned business. He is a licensed attorney and holds a Bachelor of Arts Degree from Boston College and his Master's Degree and Juris Doctor from the University of San Francisco. David has also earned his Certified Insurance Counselor (CIC) designation.

Commitment to Service
Commitment to Excellence
Commitment to Providing Health Insurance Solutions

CRAFT
AGENCY
INSURANCE

EMPLOYEE BENEFITS TEAM

Our Craft Agency, Inc. employee benefits department has over 100 years of combined experience in the insurance industry, specifically employee benefits. We are committed to achieving excellence through reliability and superior service. Our experience, resources and strategic alliances ensure the achievement of our goals.

Your Dedicated Benefits Team

Barbara A. Rothenburg, CBC, ACBC – Employee Benefits Specialist has been with the agency for over 29 years including a dual 20 year role as Life and Health Department Manager. Advising, educating and a strong commitment to customer service are keys to Barbara's success as an agent. Prior to The Craft Agency, Inc., Barbara was a multi-line agent for Farm Bureau Insurance.

Joanne Dutcher – Customer Service Assistant contributes 29 years of experience in the insurance industry, including 25 years as a benefit specialist servicing customers and groups at Blue Cross Blue Shield of Michigan. At The Craft Agency, Inc., resolution of claims and administrative issues as well as customer service continues to be Joanne's specialty.

Julie Risner, CISR – Customer Service Assistant has over 18 years of commercial property and casualty and employee benefits experience at The Craft Agency, Inc. Julie's responsibilities include customer service, group enrollments, benefit maintenance and COBRA administration.

Commitment to Service
Commitment to Excellence
Commitment to Providing Health Insurance Solutions

PARTNERING WITH THE CRAFT AGENCY… WHAT IT MEANS TO YOU!

- Comprehensive Review of all Benefits Programs
- Updates on Health Reform Laws and Compliance Regulations
- Direct Mediator of Claims Issues/Concerns for all Employees
- On-Site Employee Education and Enrollment meetings
- Employee Benefit Statements -Increase Employee Awareness and Satisfaction
- Wellness Programs
- In-House Electronic Employee Enrollment and Changes
- Flexible Spending Accounts with Debit Cards
- COBRA Services
- FMLA Administration
- Extension of your HR Department
- Premier BCBSM/BCN Agency status ensures Priority Service

CRAFT AGENCY INSURANCE

Request for Proposal

A. Scope of Services:
Medical, Dental, Vision-Fully Insured

1.-10. Attached are spread sheets, quotations and benefits in brief for group medical, dental and vision plans through BCBSM (Blue Cross Blue Shield of MI), BCN (Blue Care Network) and Ameritas (for Dental and Vision). The dental and vision plans quoted are equal to or are most comparable to your current dental and vision coverage. BCBSM offers voluntary dental plans, but future employees would have waiting periods for certain services, therefore I did not include quotes. ACA requires that a small employer offer pediatric dental to dependents under age 19, this is included in your dental plan for actives and the medical plan for retirees. If you use a carrier other than BCBSM/BCN for dental, in order to be in compliance with ACA (Affordable Care Act) and be able to offer coverage to the dependents of retirees, BCBSM/BCN will require you to include pediatric dental in the medical coverage for active employees, which will increase your premium by $20.72/mo./pediatric dependent. Other medical, dental and vision plans are available, quotes will be provided upon request.

All rates and effective dates are based on final enrollment and approval of BCBSM/BCN and Ameritas. I have separated Active and Retirees. You may choose to offer more than one plan design from either carrier to your active employees for medical coverage.

The retiree coverage does not include adult dental or vision. The BCBSM retiree quotes are for the out of state retirees. The BCN retiree quotes do not include out of state retirees. BCN is an HMO and will not cover members who reside out of state.

To find a list of providers, please go to www.bcbsm.com .

Wellness Benefits in the form of preventative benefits are covered at 100% within the medical policies through BCBSM and BCN. One of the medical plans quoted through BCN, Healthy Blue Living, encourages and rewards healthy lifestyles by providing lower out of pocket costs. Other wellness benefits, programs or fairs may be available through Allegiance

Health, the County of Jackson and BCBSM/BCN. Quotes will be provided upon request.

COBRA rates equal the rates for active employees plus the MI and Federal taxes and fees plus a 2% administrative fee. SBAM (Small Business Association of Michigan) currently administers COBRA for Jackson Housing Commission for a fee of $30/month. Conversion coverage availability is based on the guidelines of BCBSM/BCN and the Affordability Act. Due to Health Care Reform, medical coverage for individuals terminating employment is available within 60 days of the event with no pre-existing condition clauses.

Group Life and AD&D

Attached is the renewal quote from Principal Financial Group for Life and AD&D. The rates for 2016-17 have increased by 12.3% which results in a $13.50/month premium increase for the entire group. This is based on 25 employees ($750,000 volume) instead of the current 24 employees ($720,000 volume).

D. RFP Proposal Requirements:

(a) Business Credentials that provides a synopsis of the agent/broker's qualifications including capabilities of the agent; credentials of the insurance company's management team.

The Craft Agency, Inc. is a family owned and operated multi-line insurance agency founded in 1923. The staff consists of over 40 employees, including 30 licensed agents, two on-staff attorneys and a business consultant servicing businesses and families nationwide. See attached agency brochure and synopsis of "Employee Benefits Team".

(b) List of Previous or Ongoing Insurance contracts that outline experience to perform services for a public sector employer required under the scope of services.

Public sector employee benefits clients include but are not limited to: Jackson Housing Commission, Jackson Transportation Authority, East Jackson Community Schools, Jackson Public Schools and Leslie Public Schools.

(c) Reference Listing of no fewer than four (4) references of past experience that include at minimum a contact person, a company name, the services provided to that company and a phone number.

1. Jackson Housing Commission-Deborah Davis, H.R. Specialist, 517 990-3652, 2 years as employee benefits agent for Group Medical, Dental, Vision, Life and AD&D.
2. Jackson Transportation Authority-Dawn Mroczka, Financial Mgr., 517 780-3781, 17 years as employee benefits agent for Group Medical, Dental, Life, AD&D, STD and LTD.
3. East Jackson Community Schools- Patrick Little, Superintendent, 517 764-2090, 6 years as employee benefits agent for Group Medical, Dental, Vision, Life, AD&D and LTD.
4. Garcia Clinical Laboratory Inc.-David Garcia, Owner, 517 787-9200, 5 Years as employee benefits agent for Group Medical, Life and AD&D.
5. Klavon Enterprises LLC.-Justin Klavon, Owner, 517 937-1848, 8 years as employee benefits agent for Group Medical, Dental and Vision.
6. Lester Brothers- Chris Lowe, Office Mgr., 517 764-7888, 14 years as employee benefits agent for Group Medical, Dental and Vision.

Group Medical, Dental & Vision Proposals

Active Employees

April 1, 2016

Proposal for: **Jackson Housing Commission - Active Employees**

By: Barbara Rothenburg, The Craft Agency, Inc.

		Current Plan	Current Plan Renewal PROPOSAL 1A	PROPOSAL 2A	PROPOSAL 3A	PROPOSAL 4A	PROPOSAL 5A	
	Subs	BCN HMO PCP Focus Platinum $500 Ded	BCN HMO Platinum $500 Ded	BCN HMO Gold $500 Ded	BCN HMO Gold $1000 Ded	BCN HMO Gold $1500 Ded	BCN HMO Healthy Blue Living Platinum Enh. $500/$1000	Std. $3000/$6000 Ded
Office Visit Copay		$20	$20	$20	$20	$20	$20	$30
Specialist		$30	$30	$40	$40	$40	$30	$40
Chiropratic		$30-30 Visits	$30-30 Visits	$40-30 Visits	$40-30 Visits	$40-30 Visits	$30-30 Visits	$40-30 Visits
Preventive Services		100%	100%	100%	100%	100%	100%	100%
Urgent Care		$35	$35	$50	$50	$50	$35	$50
Emergency Room		$150 after Ded	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.
In Network Deductible		$500 - Single $1000 - Family	$500 - Single $1000 - Family	$500 - Single $1000 - Family	$1000 - Single $2000 - Family	$1500 - Single $3000 - Family	$500 - Single $1000 - Family	$3000 - Single $6000 - Family
In Network Coinsurance		100%/0%	100%/0%	90%/10% OOP $2500/$5000	80%/20% OOP $2500/$5000	80%/20% OOP $1500/$3000	100%/0%	70%/30% OOP $3500/$7000
Out of Pocket Max		$1000 - Single $2000 - Family	$1000 - Single $2000 - Family	$6600 - Single $13200 - Family	$6600 - Single $13200 - Family	$6600 - Single $13200 - Family	$1000 - Single $2000 - Family	$6600 - Single $13200 - Family
Prescription Drugs		$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$10/$30/$60/$80/20%/20%	$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$6/$25/$50/$80/20%/20%
Pediatric Dental & Vision		Included	Included	Included	Included	Included	Included	
Dental		PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	PPO Plus $25/$75 Ded 80%/50%/50%/50% to $1000	
Vision		12/12/12	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12	
		Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	
		2015-16 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	
Single	8							
2 Person	7							
Family	7							
Mo. Med Prem. + Taxes		$16,906.12	$21,576.82	$19,881.42	$18,253.23	$17,730.11	$18,732.07	
Mo. Dental Prem. + Taxes		$1,177.64	$1,168.51	$1,168.51	$1,168.51	$1,168.51	$1,168.51	
Mo. Vision Prem. + Taxes		$247.75	$261.73	$261.73	$261.73	$261.73	$261.73	
Yearly Premium + Taxes		$243,978.12	$276,084.72	$256,939.92	$236,201.64	$229,924.20	$241,947.72	
Yearly Increase or Savings			$32,106.60	$12,961.80	-$7,776.48	-$14,053.92	-$2,030.40	
Percent Change			13.2%	5.3%	-3.2%	-5.8%	-0.8%	

Out of Pocket Maximum includes deductible, co-insurance, flat copays and RX copays

DENTAL
1D. PPO Plus $25/$75 Ded. 80/50/50/50% to $1000 cost included in quoted rates above (see Dental Description 1D).
2D. Ameritas-$25/$75 Ded. 80/50/50/50% to $1000. Subtract $106.51/mo to renewal rates above (see Dental Description 2D). 3D. Voluntary Dental -Increase Ameritas rates by approx. 8%.
If use Dental carrier other than BCBSM/BCN, in order to provide Pediatric Dental to retiree's dependent, must keep Pediatric dental for active & retiree segments with BCBSM/BCN medical-add $20.72/dep ($186.48/mo.) to rates above.

VISION- Ameritas 12/12/12- Add $48.47/mo to renewal rates above.
This spreadsheet is for illustrative purposes, see benefits-in-brief & rate sheets for more details. Rates are based on enrollment & approval of BCBSM/BCN/Ameritas effective 7-1-16.

Proposal For: **Jackson Housing Commission-Active Employees Dental**
By: **Barbara Rothenburg, The Craft Agency, Inc.**

	Subscribers	current RENEWAL PROPOSAL 1D BCBSM Dental			PROPOSAL 2D Ameritas Bundled with Medical Plan	PROPOSAL 3D Ameritas Voluntary Plan
Deductible		$25/$75 Waived for Preventative			$25/$75 Waived for Preventative	$25/$75 Waived for Preventative
Preventative		80%			80%	80%
Basic		50%			50%	50%
Major		50%			50%	50%
Maximum		$1,000			$1,000	$1,000
Orthodonia		50% to $1000			50% to $1000	50% to $1000
		Member Level Rates				
		2015-16	**2016-17**		**2016-17**	**2016-17**
Single	8				$22.08	$23.52
2 Person	7				44.88	48.04
Family	7				$81.60	$88.44
Monthly Prem		$1,177.61	$1,168.51		$1,062.00	$1,143.52
Annual Prem		$14,131.32	$14,022.12		$12,744.00	$13,722.24
Increase or Decrease			-0.8%		-9.8%	-2.9%

Rates Effective 7-1-16 and include taxes and fees.

Ameritas Dental Plans are not quoted with pediatric dental.

If Jackson Housing Commission moves dental from BCBSM/BCN, then in order to offer pediatric dental to a retiree's dependent, BCN requires the purchase of pediatric dental through BCBSM/BCN for all active and retiree segments. The cost is $20.72/pediatric dependent = $187.48 for actives + $20.72 for retiree, which must be added to the Ameritas monthly rates above.

Proposal For: **Jackson Housing Commission-Active Employees Vision**
By: **Barbara Rothenburg, The Craft Agency, Inc.**

	Subscribers	RENEWAL PROPOSAL 1V BCBSM VSP Vision		PROPOSAL 2V Ameritas VSP Vision
Exam Copay		$5- Every 12 Months		$10-Every 12 Months
Materials Copay Lenses &/or Frames		$10- Every 12 Months		$10-Every 12 Months
Contact Lenses Allow.		$130 Every 12 Months		$130-Every 12 Months
Frame Retail Allow.		$130-Every 12 Months		$130-Every 12 Months
		Member Level Rates		
		2015--16	**2016-17**	**2016-17**
Single	8			$7.80
2 Person	7			$14.36
Family	7			$21.04
Monthly Prem		$247.75	$261.73	$310.20
Annual Prem		$2,973.00	$3,140.76	$3,722.40
Increase or Decrease			5.6%	25.2%

Rates Effective 7-1-16 and include Taxes and Fees.

Ameritas Plan can be written as a Voluntary plan with Ameritas Voluntary Dental or can be bundled with Ameritas Dental and BCN Medical.

CRAFT
AGENCY
INSURANCE

Group Medical Proposals

Retirees – In State

April 1, 2016

Proposal for: **Jackson Housing Commission - In State Retired Employees-Regular Coverage**

By: **Barbara Rothenburg, The Craft Agency, Inc.**

		Current Plan	Current Plan Renewal PROPOSAL 1R	PROPOSAL 2R	PROPOSAL 3R	PROPOSAL 4R	PROPOSAL 5R	
	Subs	BCN HMO PCP Focus Platinum $500 Ded	BCN HMO Platinum $500 Ded	BCN HMO Gold $500 Ded	BCN HMO Gold $1000 Ded	BCN HMO Gold $1500 Ded	BCN HMO Healthy Blue Living Platinum Enh. $500/$1000	Std. $3000/$6000 Ded
Office Visit Copay		$20	$20	$20	$20	$20	$20	$30
Specialist		$30	$30	$40	$40	$40	$30	$40
Chiropratic		$30-30 Visits	$30-30 Visits	$40-30 Visits	$40-30 Visits	$40-30 Visits	$30-30 Visits	$40-30 Visits
Preventive Services		100%	100%	100%	100%	100%	100%	100%
Urgent Care		$35	$35	$50	$50	$50	$35	$50
Emergency Room		$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.	$150 after Ded.
In Network Deductible		$500 - Single $1000 - Family	$500 - Single $1000 - Family	$500 - Single $1000 - Family	$1000 - Single $2000 - Family	$1500 - Single $3000 - Family	$500 - Single $1000 - Family	$3000 - Single $6000 - Family
In Network Coinsurance		100%/0%	100%/0%	90%/10% OOP $2500/$5000	80%/20% OOP $2500/$5000	80%/20% OOP $1500/$3000	100%/0%	70%/30% OOP $3500/$7000
Out of Pocket Max		$1000 - Single $2000 - Family	$1000 - Single $2000 - Family	$6600 - Single $13200 - Family	$6600 - Single $13200 - Family	$6600 - Single $13200 - Family	$1000 - Single $2000 - Family	$6600 - Single $13200 - Family
Prescription Drugs		$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$10/$30/$60/$80/20%/20%	$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$4/$15/$40/$80/20%/20%	$6/$25/$50/$80/20%/20%
Pediatric Dental & Vision		Included	Included	Included	Included	Included	Included	
		Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	Member Level Rating	
		2015-16 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	2016-17 Rates	
Single	1							
2 Person	1							
Family	1							
Complimentary	1							
Mo. Med Prem. + Taxes		$4,673.81	$5,243.15	$4,891.29	$4,510.15	$4,394.77	$4,615.78	
Mo. Pediatric Den. + Taxes		$21.13	$20.72	$20.72	$20.72	$20.72	$20.72	
Yearly Premium + Taxes		$56,339.28	$63,166.44	$58,944.12	$54,370.44	$52,985.88	$55,638.00	
Yearly Increase or Savings			$6,827.16	$2,604.84	-$1,968.84	-$3,353.40	-$701.28	
Percent Change			12.1%	4.6%	-3.5%	-6.0%	-1.2%	

Out of Pocket Maximum includes deductible, co-insurance, flat copays and RX copays
Both In State Retiree segments (0002 & 0003) are included in the member count and premium totals on this spreadsheet.
This spreadsheet is for illustrative purposes, see benefits-in-brief & rate sheets for more details. Rates are based on enrollment & approval of BCBSM/BCN effective 7-1-16.

Proposal for: Jackson Housing Commission-In State Retired Employees-Complimentary Coverage to Medicare

By:	Barbara Rothenburg, The Craft Agency, Inc.						
	Current Plan	Current Plan Renewal PROPOSAL 1R	PROPOSAL 2R	PROPOSAL 3R	PROPOSAL 4R	PROPOSAL 5R
	BCN HMO PCP Focus Platinum $500/$1000	**BCN HMO Platinum $500/$1000**	**BCN HMO Gold $500/$1000**	**BCN HMO Gold $1000/$2000**	**BCN HMO Gold $1500/$3000**	**BCN HMO Healthy Blue Living Platinum Enh. $500/$3000 Std. $3000 /$6000**
Office Visit Copay	$25	$25	$25	$25	$25	$25
Specialist	$25	$25	$25	$25	$25	$25
Chiropractic	$25	$25	$25	$25	$25	$25
Preventive Services	100%	100%	100%	100%	100%	100%
Urgent Care	$50	$50	$50	$50	$50	$50
Emergency Room	$150	$150	$150	$150	$150	$150
In Network Deductible	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family
In Network Coinsurance	None	None	None	None	None	None
In Hospital	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)
In Network Single Out of Pocket Max	N/A	N/A	N/A	N/A	N/A	N/A
In Network Family Out of Pocket Max	N/A	N/A	N/A	N/A	N/A	N/A
Prescription Drugs	$10/$40/$80/20%/20%	$10/$40/$80/20%/20%	$10/$40/$80/20%/20%	$10/$40/$80/20%/20%	$10/$40/$80/20%/20%	$10/$40/$80/20%/20%
Pediatric Dental & Vision	Included	Included	Included	Included	Included	Included

Rates effective 7-1-16 are based on final enrollment & approval of BCBSM/BCN.
Rates are included in In State Retired Employees Regular Coverage Spreadsheet.

Group Medical Proposals

Retirees – Out of State

April 1, 2016

Proposal for: Jackson Housing Commission-Out of State Retired Employees- Regular Coverage

By:	Barbara Rothenburg, The Craft Agency, Inc.					
		Current Plan		Current Plan Renewal PROPOSAL 1RO	PROPOSAL 2RO	PROPOSAL 3RO
	Subs	BCBSM SB PPO Gold $500/$1000 Ded		BCBSM SB PPO Gold $500/$1000	BCBSM PPO SB Gold $1000/$2000	BCBSM PPO SB Gold $1500/$3000
Office Visit Copay		$20		$20	$20	$20
Specialist		$40		$40	$40	$40
Chiropractic		$30-30 visits		$30-30 visits	$30-30 visits	$30-30 visits
Preventive Services		100%		100%	100%	100%
Urgent Care		$60		$60	$60	$60
Emergency Room		$150		$150	$150	$150
In Network Deductible		$500 - single $1000 - family		$500 - single $1000 - family	**$1000 - single $2000 - family**	**$1500 - single $3000 - family**
In Network Coinsurance		OOP $3000/$6000 80%/20%		OOP $3000/$6000 80%/20%	**OOP $2000/$4000 80%/20%**	**OOP $1000/$2000 80%/20%**
In Network Single Out of Pocket Max		$6,600		$6,600	$6,600	$6,600
In Network Family Out of Pocket Max		$13,200		$13,200	$13,200	$13,200
Prescription Drugs		$15/$50/50%/20%/25%		$15/$50/50%/20%/25%	$15/$50/50%/20%/25%	$15/$50/50%/20%/25%
Pediatric Dental & Vision		Included		Included	Included	Included
		Member Level Rating		**Member Level Rating**	**Member Level Rating**	**Member Level Rating**
		2015-16 Rates		**2016-17 Rates**	**2016-17 Rates**	**2016-17 Rates**
1 Reg. + 1 Comp.	1					
Total Monthly Premium		$1,349.65		$1,494.28	$1,462.74	$1,448.62
Total Annual Premium		$16,195.80		$17,931.36	$17,552.88	$17,383.44
Annual Increase or Savings				$1,735.56	$1,357.08	$1,187.64
Percent Change				10.7%	8.4%	7.3%

Rates effective 7-1-16 are based on final enrollment & approval of BCBSM/BCN.
Rates include Taxes & Fees

Proposal for: Jackson Housing Commission-Out of State Retired Employees- Complimentary Coverage to Medicare

By:	Barbara Rothenburg, The Craft Agency, Inc.				
	Current Plan	Current Plan Renewal PROPOSAL 1RO	PROPOSAL 2RO	PROPOSAL 3RO	
	BCBSM PPO SB Gold $500/$1000	BCBSM PPO SB Gold $500/$1000	BCBSM PPO SB Gold $1000/$2000	BCBSM PPO SB Gold $1500/$3000	
Office Visit Copay	OV Not Cov.	OV Not Cov	OV Not Cov.	OV Not Cov	
Specialist	OV Not Cov.	OV Not Cov	OV Not Cov.	OV Not Cov.	
Chiropractic	Not Cov	Not Cov.	Not Cov.	Not Cov	
Preventive Services	100%	100%	100%	100%	
Urgent Care	OV Not Cov.	OV Not Cov	OV Not Cov.	OV Not Cov.	
Emergency Room	100%	100%	100%	100%	
In Network Deductible	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family	$0 - single $0 - family	
In Network Coinsurance	None	None	None	None	
In Hospital	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	100% (coordinated with Medicare)	
In Network Single Out of Pocket Max	N/A	N/A	N/A	N/A	
In Network Family Out of Pocket Max	N/A	N/A	N/A	N/A	
Prescription Drugs	$10/$40/$80	$10/$40/$80	$10/$40/$80	$10/$40/$80	
Pediatric Dental & Vision	Included	Included	Included	Included	

Rates effective 7-1-16 are based on final enrollment & approval of BCBSM/BCN.
Rates are included in Out of State Retired Employees Regular Coverage spreadsheet.

CRAFT
AGENCY
INSURANCE

Group Life and AD&D Proposals

April 1, 2016

Principal Financial Group

Principal Life
Insurance Company

March 21, 2016

RE: Jackson Housing Commission (1044559-10001)

Hi Barb,

Thank you for the continued partnership with Jackson Housing Commission, this is a valued customer of Principal we look forward to providing life insurance for many years to come. Please see the following renewal information:

- Current rate: $0.146/$0.031 (Life/AD&D)
- **Renewal Rate effective 7/1/16: $0.164/$0.031 (Life/AD&D)**
- Increase equals 12.33% with a total monthly premium increase of $13.50
- Renewal Rate is guaranteed for 12 months
- Increase is due to the current rate being well off of manual

A formal letter will be mailed to policyholder 30 days prior to their scheduled renewal date. Thanks again for the partnership and please let me know if you have any questions.

Sincerely,

Brent Sterling
Sr. Sales Representative – Michigan Region
Sterling.brent@principal.com
248-444-1079

CC: Terri Battjes / Account Executive

Policyholder: JACKSON HOUSING

Group Term Life Benefit Summary

Effective Date: 07/01/2016

This chart provides you a brief summary of the key benefits of the life coverage available from Principal Life Insurance Company. Following the chart, you will find additional information to answer questions you may have. For a complete list of all your life coverage benefits and restrictions, please refer to your booklet or contact your employer.

Eligibility	
Job Class	All Members
Benefits Payable	
Employee Life Benefits	
Benefit Amount	$30,000
Proof of Good Health	Proof of good health is required for life insurance amounts greater than: If you are Under 70: $30,000 If you are 70 and older: The lesser of $30,000 or the amount with the prior carrier
Age Reductions	35% benefit reduction at age 65, with an additional 15% reduction at age 70. Age reductions apply to the benefit amount after proof of good health .
Additional Employee Benefits	
Coverage During Disability	If you become disabled before age 60, coverage will continue and premium may be waived.
Accelerated Death Benefit	If you are terminally ill, you may be able to receive a portion of your life coverage benefit as a lump sum.
Individual Purchase Rights	If you terminate employment, you may be able to convert coverage to an individual policy.
Limitations & Exclusions	
Coverage Outside of the US	Benefits will not be paid if you are outside the United States for certain reasons for more than six months.

Accidental Death & Dismemberment (AD&D) Coverage	
Benefit Amount	Your benefit is equal to your group term life benefit amount if loss is due to accident or injury. If loss is due to exposure to the elements or disappearance, your loss may be covered. You may be paid: • **Full benefit** when you lose: your life / both hands / both feet / sight of both eyes / one hand and sight of one eye / one foot and sight of one eye / one hand and one foot. • **Half of the benefit** when you lose: one hand / one foot / sight of one eye. • **One-fourth of the benefit** when you lose the thumb and index finger on the same hand. The loss must occur within 365 days of the accident.
Additional Benefits	
Seatbelt/Airbag	$10,000 if you are wearing a seatbelt or are protected by an airbag and die in an automobile accident
Education	$3,000 per year for up to four years for dependent(s) enrolled at an accredited post-secondary school at the time of your death
Repatriation	Up to $2,000 for preparation and transportation of your body if you die at least 100 miles from your permanent residence
Loss of Use/Paralysis	*For total and irrevocable loss of voluntary movement for 12 consecutive months or paralysis that* is permanent, complete and irreversible, the benefit is: 100% for quadriplegia; 50% for paraplegia, hemiplegia, loss of use of both hands or both feet, or loss of use of one hand and one foot; or 25% for loss of use of one arm, one leg, one hand or one foot
Loss of Speech and/or Hearing	When loss is irrevocable and continues for 12 consecutive months, the benefit is: 100% for loss of both speech and hearing; 50% for loss of speech or hearing; 25% for loss of hearing in one ear
Limitations & Exclusions	
Other Limitations	The Benefit Summary is a summary only. For a complete list of benefit restrictions, please refer to your booklet.

Understanding Your Life Coverage Benefits

Am I Eligible For Coverage?

To be eligible for coverage, you must qualify as an eligible member and be considered actively at work.

You will be considered actively at work if you are able and available for active performance of all of your regular duties. Short-term absence because of a regularly scheduled day off, holiday, vacation day, jury duty, funeral leave, or personal time off is considered active work provided you are able and available for active performance of all of your regular duties and were working the day immediately prior to the date of your absence.

Spouse and child coverage is not available.

What Additional Benefits Are Included?

Coverage During Disability	If you become totally disabled before age 60, coverage will continue and premium will be waived. You must be totally disabled for 12 months before the waiver begins. Coverage continues without premium payment until you recover or turn age 65, whichever occurs first.
Accelerated Death Benefit	If you are terminally ill you can receive up to 75% of your benefit amount in a lump sum, not to exceed $250,000, as long as: • Your life expectancy is 12 months or less (as diagnosed by a physician), and • Your death benefit is at least $10,000. If you use the accelerated benefit, your death benefit is reduced by the accelerated benefit payment. There are possible tax consequences to receiving an accelerated benefit payment. You should contact your tax advisor for details. Receipt of accelerated benefits could also affect eligibility for public ass stance. The charge for this benefit is included in the premium.
Individual Purchase Rights	If you terminate employment, you may be able to convert coverage to individual life coverage. Upon coverage termination your employer is required to inform you of your individual purchase rights to convert to an individual policy without proof of good health. The amount you can purchase varies depending on the termination situation. Contact Principal Life for details.
Claim Processing	Principal Life makes claim administration easy and convenient for employers by offering an online life claim form. Once the form is complete, employers submit the information directly over a secure, confidential Web site, expediting the claim review process. The employer can choose to use the online form or a printable version that can be faxed or mailed. Along with the online claim form, Principal Life also provides Express Claim Processing for claims that meet certain criteria. Through the Express Claim Process, decisions are reached within five working days without the employer or beneficiary submitting paperwork.

WE'LL GIVE YOU AN EDGE ®

Principal Life Insurance Company, Des Moines, Iowa 50392-0002, www.principal.com

This is a summary of life coverage underwritten by or with administrative services provided by Principal Life Insurance Company. This benefit summary is for administrative purposes and is not a complete statement of benefits and restrictions. You'll receive a benefit booklet with details about your coverage. If there is a discrepancy between this summary and your benefit booklet, the benefit booklet prevails.

GP 55984-9 | 10/2015 | © 2016 Principal Financial Services, Inc

CITY OF JACKSON
Founded 1829

City Attorney's Office

161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4050, (517) 788-4023 • Facsimile: (866) 971-2117

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – May 24, 2016

SUBJECT: ***Hold Harmless Agreement and Insurance Requirement Policy***
American 1 Credit Union Kids' Fest

Recommendation: APPROVE the attached *Hold Harmless Agreement and Insurance Requirement Policy* as presented and authorize the Mayor to sign the Agreement.

Your consideration and concurrence is appreciated.

DEPARTMENT REPORT

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, City Attorney

DATE: Council Meeting – May 24, 2016

RECOMMENDATION: APPROVE the attached *Hold Harmless Agreement and Insurance Requirement Policy* as presented and authorize the Mayor to sign the Agreement.

SUMMARY

The attached *Hold Harmless Agreement and Insurance Requirement Policy* must be signed in order for the City of Jackson Human Relations Commission to participate in the American 1 Credit Union Kids' Fest.

HISTORY, BACKGROUND and DISCUSSION

Kids' Fest is an event held by American 1 Credit Union on June 22, 2106. The event is free and is designed to help children learn about different topics such as health, nutrition, art, and safety in a fun environment. The City of Jackson Human Relations Commission would like to participate in the event. All participants are required to execute the attached *Hold Harmless Agreement and Insurance Requirement Policy* in order to take part in the event.

The *Hold Harmless Agreement and Insurance Requirement Policy* requires that the City release American 1 Credit Union of any liability in connection with the damage, loss or harm to the participants. The Agreement also requires the City of Jackson to agree to indemnify American 1 Credit Union for all liability in connection with participation in the event. In addition, the Agreement requires that the City agree to reimburse American 1 Credit Union for all attorneys' fees incurred to enforce the Agreement.

This agenda item is being presented to the Council as it did not appear that any person employed by the City has authority to bind the City to the covenants contained in the Agreement. Absent an employee with authority, the City Council must approve execution of the Agreement.

Please note that American 1 Credit Union has agreed to allow the City to strike Paragraph 5.

POSITIONS

APPROVE execution of the *Hold Harmless Agreement and Insurance Requirement Policy* as presented.

ATTACHMENTS: American 1 Credit Union Hold Harmless Agreement

HOLD HARMLESS AGREEMENT & INSURANCE REQUIREMENT POLICY

1. "Vendor" shall mean: Jackson Human Relations Commission
   (*Name of Vendor, Orgonization, Corporation, LLC*)

2. "Event" shall mean: American 1 Jackson Kids' Fest, 2016
   (*Name of Event, year*)

3. Vendor understands that by signing this Agreement, Vendor shall assume all risks associated with participating in this Event, including but not limited to, falls, the effects of the weather, and any other loss, cost, or damage.

4. Vendor agrees that American 1 Credit Union, the Event's sponsor(s), any of their Board members, agents, employees, volunteers, and independent contractors shall not be held liable for, and are expressly released from, liability for any damage, loss, harm, or injury to the person or property of Vendor or any of its agents, volunteers, or employees.

5. ~~Vendor agrees to defend, indemnify, and hold harmless American 1 Credit Union, the Event's sponsor(s), as well as their Board members, agents, employees, volunteers, and independent contractors, from any and all liabilities, claims, suits, damages, losses, judgments, demands, costs, and expense of any kind (including reasonable attorneys' fees and other expenses), arising from Vendor's participation in this Event.~~

6. Vendor shall provide American 1 Credit Union with a Certificate of Insurance as proof of insurance for the Event. In the event a valid Certificate is not provided to and approved by American 1, Vendor recognizes that it will not be allowed to participate in the Event.

7. Vendor agrees to reimburse American 1 Credit Union for all reasonable attorneys' fees incurred by American 1 Credit Union to enforce the terms of this Agreement.

8. Any change to this Agreement must be in writing and signed by the parties. This Agreement shall be governed by the laws of the State of Michigan.

9. Vendor has carefully read this Agreement, understands it fully, and executes it voluntarily.

10. **For Corporations and Limited Liability Corporations:** Under penalty of perjury, I certify that I agree to be bound by the terms herein. I further represent that I am authorized to enter into binding agreements on behalf of the Company named.

Representations: Any person executing this Agreement on behalf of a Vendor warrants that they have authority to do so. Said person accepts full personal liability for all relevant obligations herein if they are not authorized to execute this Agreement in a representative capacity on behalf of the Vendor.

SIGNATURE ON BEHALF OF VENDOR:

Signature of Vendor, Officer, or LLC Member	Date Signed
Print Name	Title of Person Signing

JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Telephone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Patrick H. Burtch, City Manager

DATE: May 24, 2016

SUBJECT: Appeal of the Jackson Historic District Commission decision to deny the requested demolition of the home and two garages at 756 W. Michigan Avenue

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Recommendation: Consider the appeal of the Jackson Historic District Commission decision to deny the requested demolition of the home and two garages at 765 W. Michigan Avenue.

Attached is the memo from Jennifer Morris, Director Neighborhood and Economic Operations, along with the supporting documentation provided by the applicant and an abutting neighbor all of which was presented to the HDC on April 5, 2016.

PHB

Attachments

DEPARTMENTAL REPORT
May 19, 2016

MEMO TO: Patrick Burtch, City Manager

FROM: Jennifer Morris, Director of Neighborhood and Economic Operations

RECOMMENDATION: Consider the appeal of the Jackson Historic District Commission decision to deny the requested demolition of the home and two garages at 756 W. Michigan Avenue

SUMMARY

The applicant is requesting that the City Council over-ride the decision of the Jackson Historic District Commission to deny the demolition of the home and two garages at 756 W. Michigan Avenue.

BUDGETARY CONSIDERATIONS

There are no budgetary considerations.

HISTORY, BACKGROUND and DISCUSSION

On April 5, 2016, Mr. Karl Schelling presented his request to the HDC. The basis for the demolition is that his insurance company had determined that the cost to repair the structure exceeds its value due in part to the recent fire within the rear of the home. The Building Official has concerns about the integrity of portions of the structure but has not deemed it a condemnable home. However, the majority of the HDC did not believe the financial hardship should be the only reason for its removal and as such the request was denied (see attached application and supporting documentation from the applicant and neighbors).

Subsequent discussions with City staff about Mr. Schellings master plan for the approximate 8 acres extending between W. Michigan and Wildwood Avenues, and east of N. West Avenue resulted in the current proposal before the City Council. Mr. Schelling is appealing the decision of the HDC in an attempt to create a contiguous developable site intended for a mix of uses. While the HDC decision was within the confines of the Preservation Ordinance which outlines the factors under which they should grant approval, the Council is not bound by the same Ordinance provisions and may take into account the applicant's subsequent development proposal and noted financial hardships.

DISCUSSION OF THE ISSUE

The criteria for HDC consideration includes, but is not limited to the following:

Sec. 13-9(c)

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.

2. The relationship of any architectural features of the resource and its relationship to the historic value of the surrounding area.

3. The general compatibility of the design, arrangement, texture, and materials proposed to be used.

4. Other factors, such as aesthetic value, that the commission finds relevant.

POSITIONS

The requested appeal complies with the procedures as outlined in Chapter 13, Historic Preservation but since no specific criteria exist for the Council's consideration of such a request, staff is unable to provide further guidance.

ATTACHMENTS

APPLICANT CONTACT INFORMATION

First Name:	KARI	**Last Name:**	Schellpfeffer
Daytime Phone:	517 206 5136	**Night Time Phone:**	
Email Address:			
Mailing Address:	4848 McCain Rd		
City:	JACKSON	**State:** Mich	**Zip:** 49201

PROPERTY INFORMATION

Address:	750 W. Michigan Ave		
City:	JACKSON	**State:** Mich	**Zip:** 49201
Owner Name:	Professional Village Properties LLC.		

Contractor Name (If the project does not have a contractor, please put "N/A"):

Laster Bros

Architect Name (If the project does not have a architect, please put "N/A"):

N/A

PLEASE DETAIL YOUR DESCRIPTION OF CHANGES HERE:

Structure to be demolished.

10/06/2015 Inspection conducted by BRIAN TAYLOR revealed: Structural fire damage. Heavy fire damage to northwest second story apartment area with fire damage noted to wall framing, north gable end framing, exterior siding, window, soffit and fascia areas. Fire and heat damage noted to all walls, ceilings, floor surfaces throughout second story area. Smoke damage throughout attic area and noted in north interior stair shaft with minor smoke damage through first floor commercial space. Smoke odor present throughout entire structure. Electrical, mechanical and plumbing systems destroyed by fire throughout second story with fire damage noted to attic wiring. Water damage noted to first floor ceilings areas with water damage noted to ceiling mounted first floor lighting fixtures. Broken windows due to fire, fire debris scattered adjacent to north and west sides of home. Utilities to structure disconnected due to fire damage. Structure noted to be in an unsafe and uninhabitable condition due to fire/smoke damage.

Owner was given 7 days to either secure a demolition permit or building permit. All work must be completed within 28 days.

10/14/2015 Notice and Order mailed first class and certified to PROFESSIONAL VILLAGE PROPERTIES LLC

This property was never taken before the Building Code Board of Appeals as the owner planned on either repair or demolishing the structure.

03/07/2016 Owner applied to HDC along with filing for a demolition permit.

DESCRIPTION OF CHANGES

Detailed Description:

Provide a detailed description of the work you plan to complete on the next page. After review, the HDC shall make a determination as to whether the proposed change is compatible with the existing structure.

Categories to be considered shall include form, proportion, configuration, building materials, texture, color, location on the site and landscaping. Add brand names where appropriate.

Special Considerations:

Porches

Details such as brackets, balustrades, columns, tiles, roof decorations and railings must be retained.

Railing shall be constructed of appropriate material complimentary to the design of the porch.

Repair decking with like material.

Repair columns with like material.

Windows and Doors

Introducing or changing the location or size of existing windows, doors and other openings that alter the architectural and historical character of the building shall not be permitted.

Decorative windows such as Palladian, oriels, bays, Gothic arch, or segmented tops shall not be removed or altered.

Whenever possible, repairing and retaining original windows and doors is preferable. If you are not repairing your windows, please be prepared to explain your rational to the HDC.

Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities and profiles including the profile of sash rails, stiles, and nullions and muntins.

New Construction

After review, the HDC shall determine whether a proposed structure is compatible with other structures in the district. Categories to be considered shall include form, proportion, mass, configuration, building materials, texture, color, location on the site and landscaping.

PLEASE USE THE NEXT PAGE TO DETAIL YOUR DESCRIPTION OF CHANGES.

Supporting Materials:

These supporting materials comprise key components of the application and must be submitted prior to evaluation of your application by the Historic District Commission. Please submit these materials along with your application.

- [ ] Site plan and building elevations of proposed alteration(s)
- [x] Current photos of each side of the building, including areas with proposed alteration(s)
- [ ] Detailed sketch of renovations/repairs applicant intends to perform on the structure
- [ ] Catalog or specification sheets clearly indicating selection of materials and products

Anticipated Date of Completion:

After Approval

Cost of Alteration:

unknown

FIRE SAFETY

Does this building contain a fire suppression system? If so, what type? Examples of a fire suppression system are fire alarm systems and smoke alarms. This question is required by state legislation, which requires that applicants must certify that a fire suppression system is present or will be installed before the completion date of the project.

Does your building include a fire suppression system? Check all that apply:

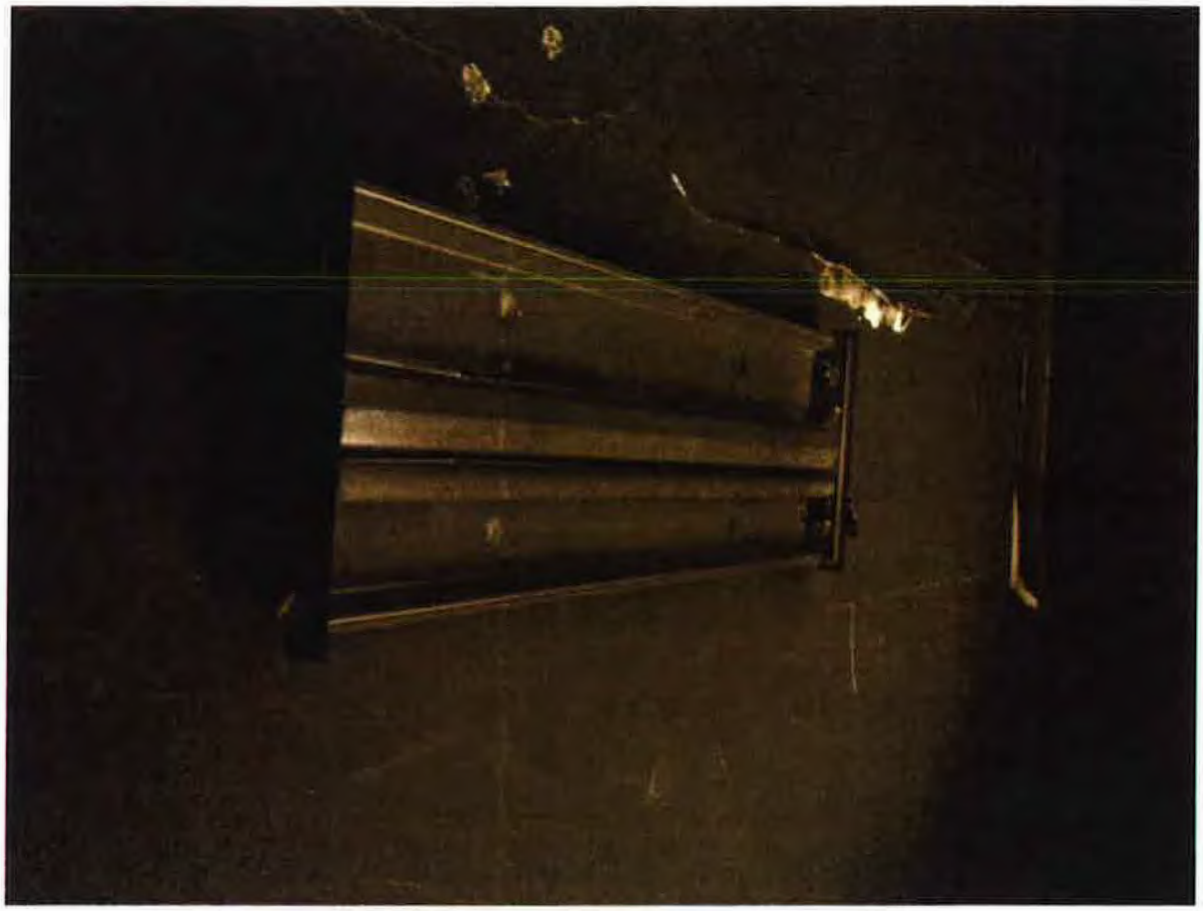
- [ ] Fire Alarm
- [ ] Sprinkler System
- [ ] None
- [ ] Smoke Detector
- [ ] Other

Please certify that you will install a fire alarm system or smoke alarm, if not already present, for this project prior to anticipated date of completion:

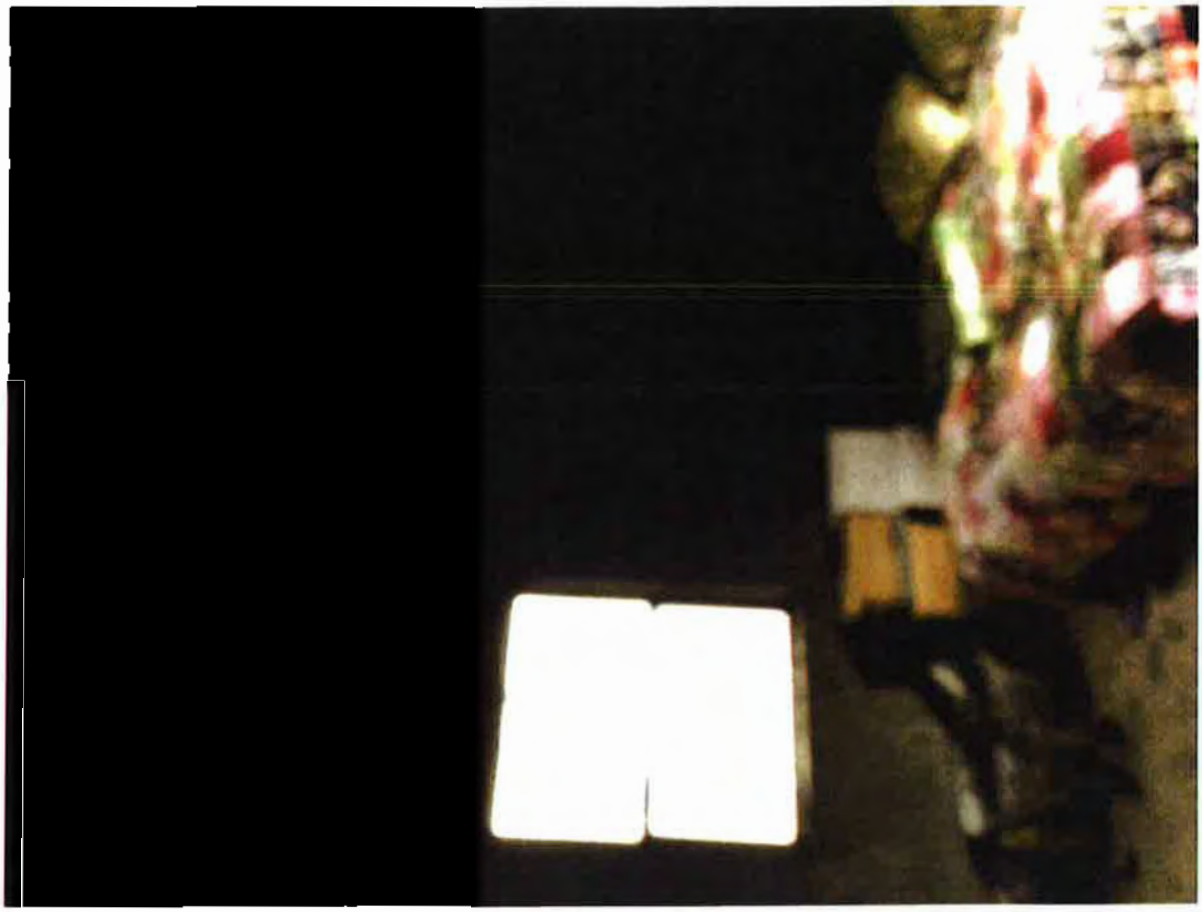
- ○ I have a fire suppresion system
- ○ I certify I will install a fire suppression system

756 W MICHIGAN AVE

756 W MICHIGAN AVE

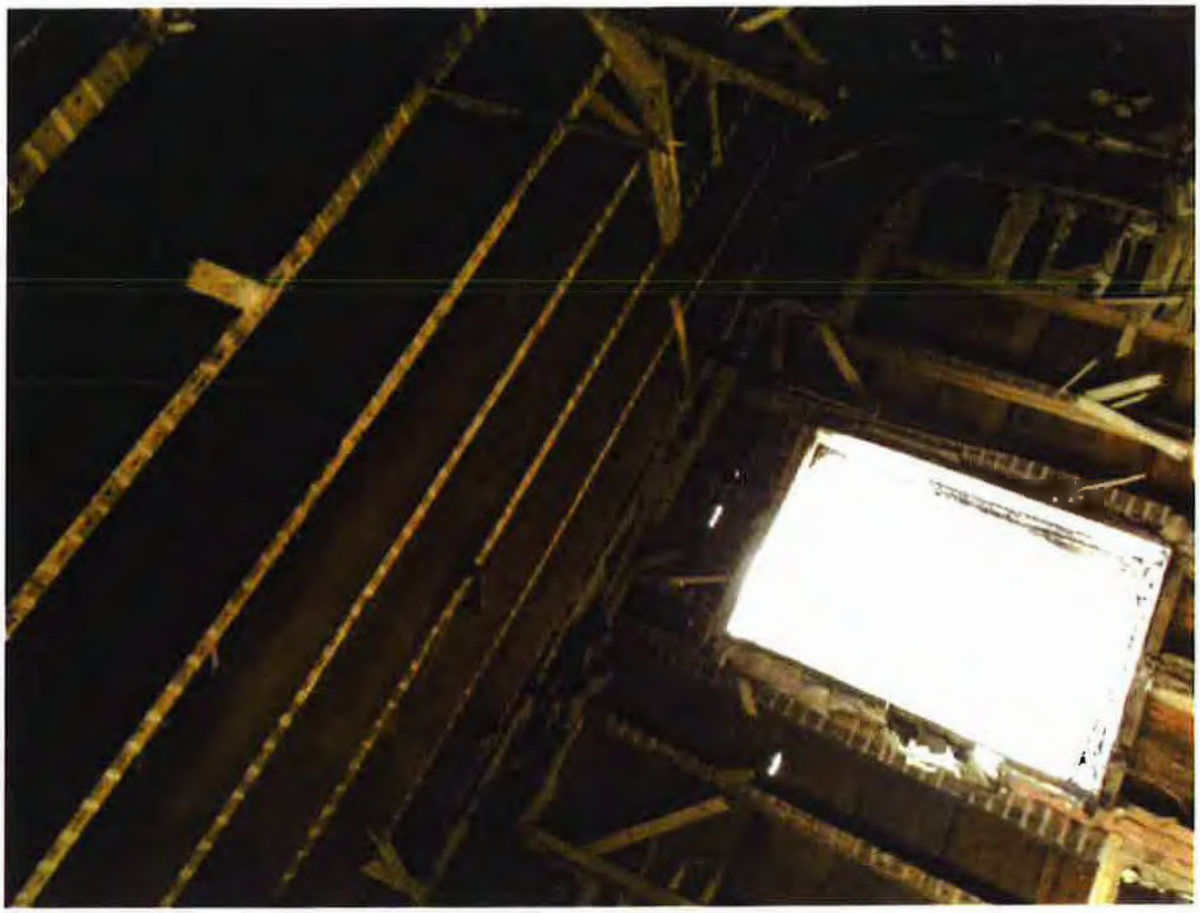


756 W MICHIGAN AVE



756 W MICHIGAN AVE

756 W MICHIGAN AVE



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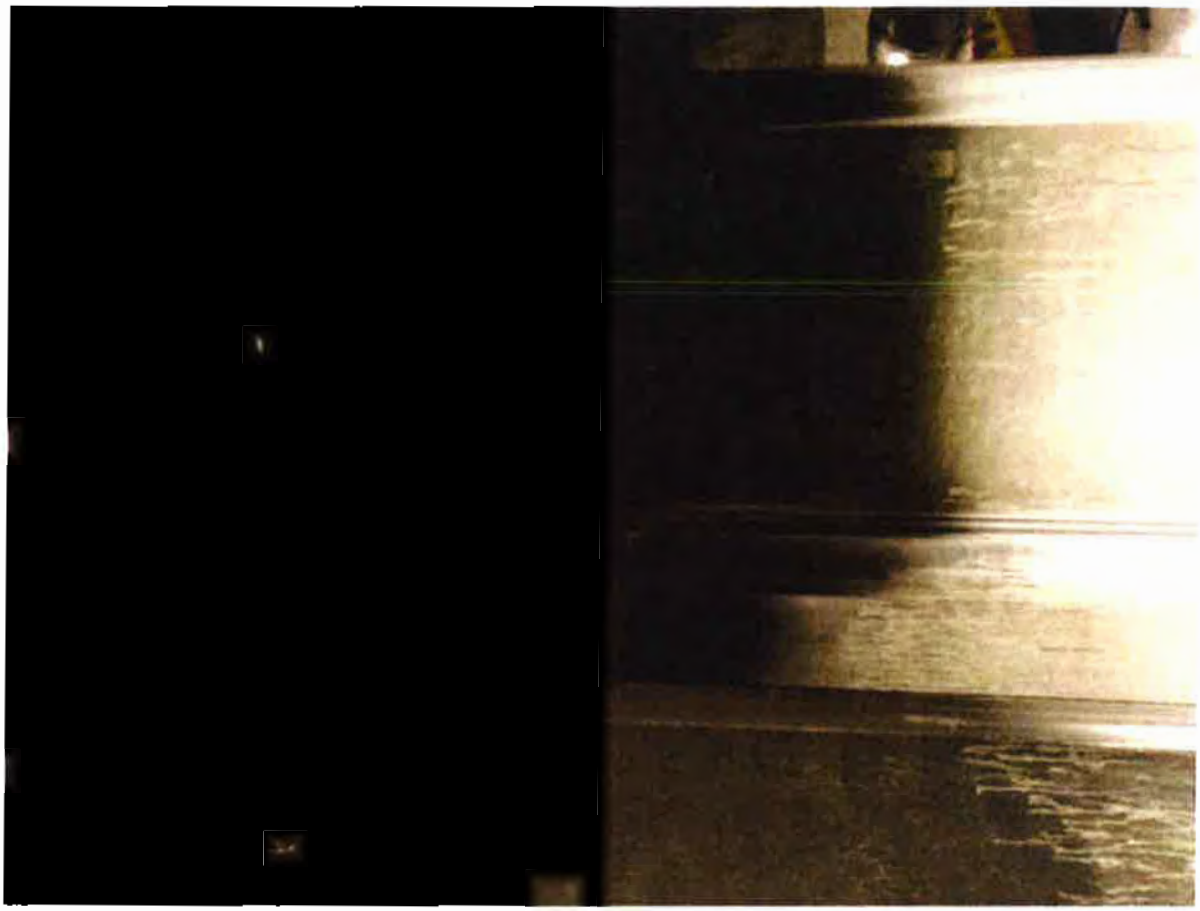

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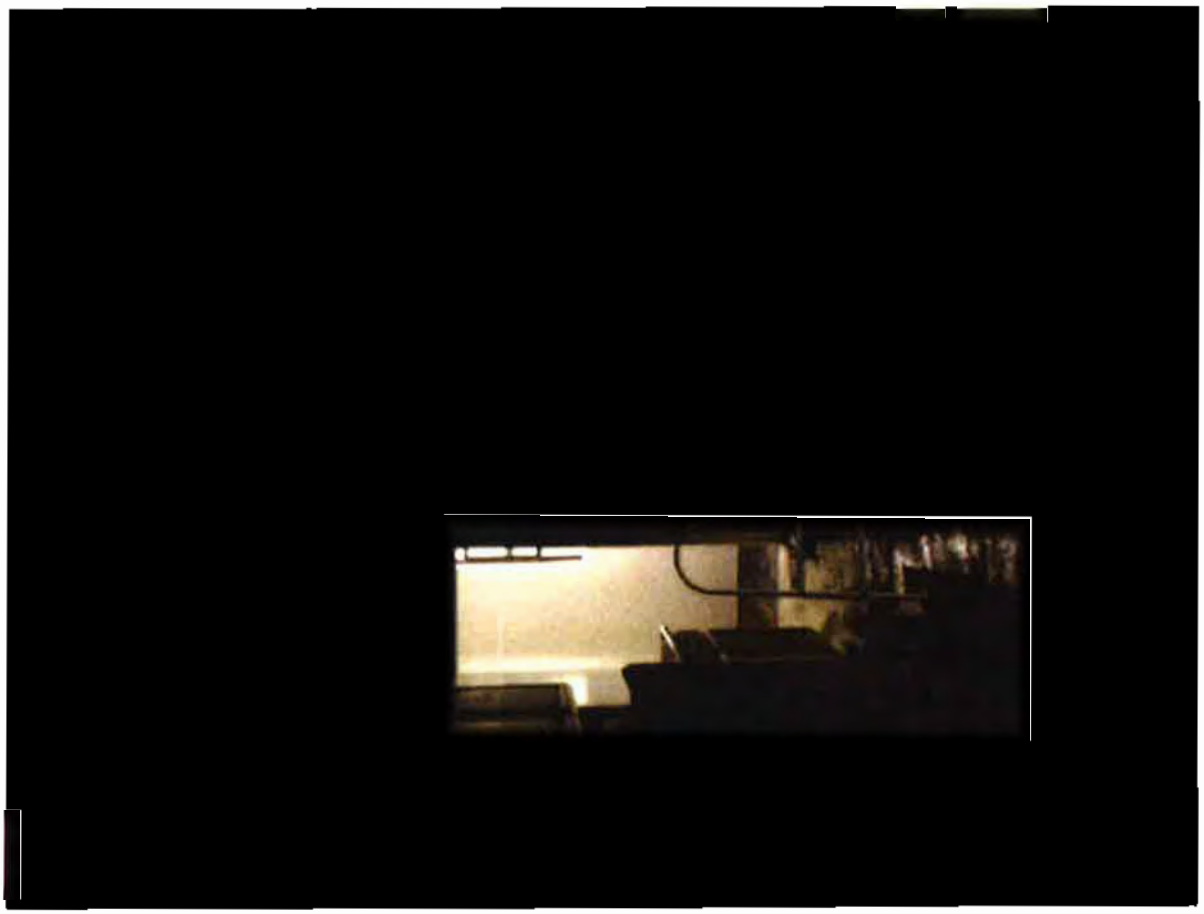

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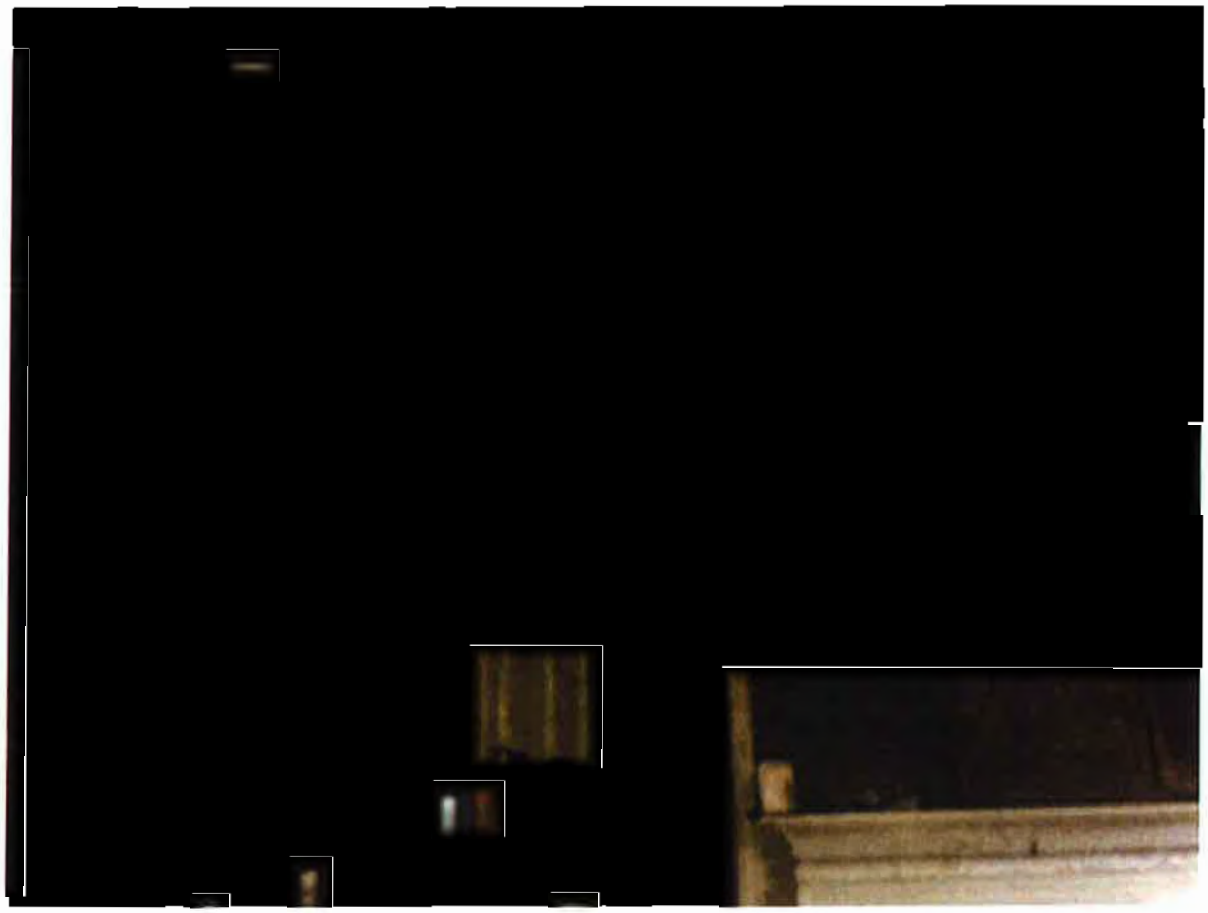

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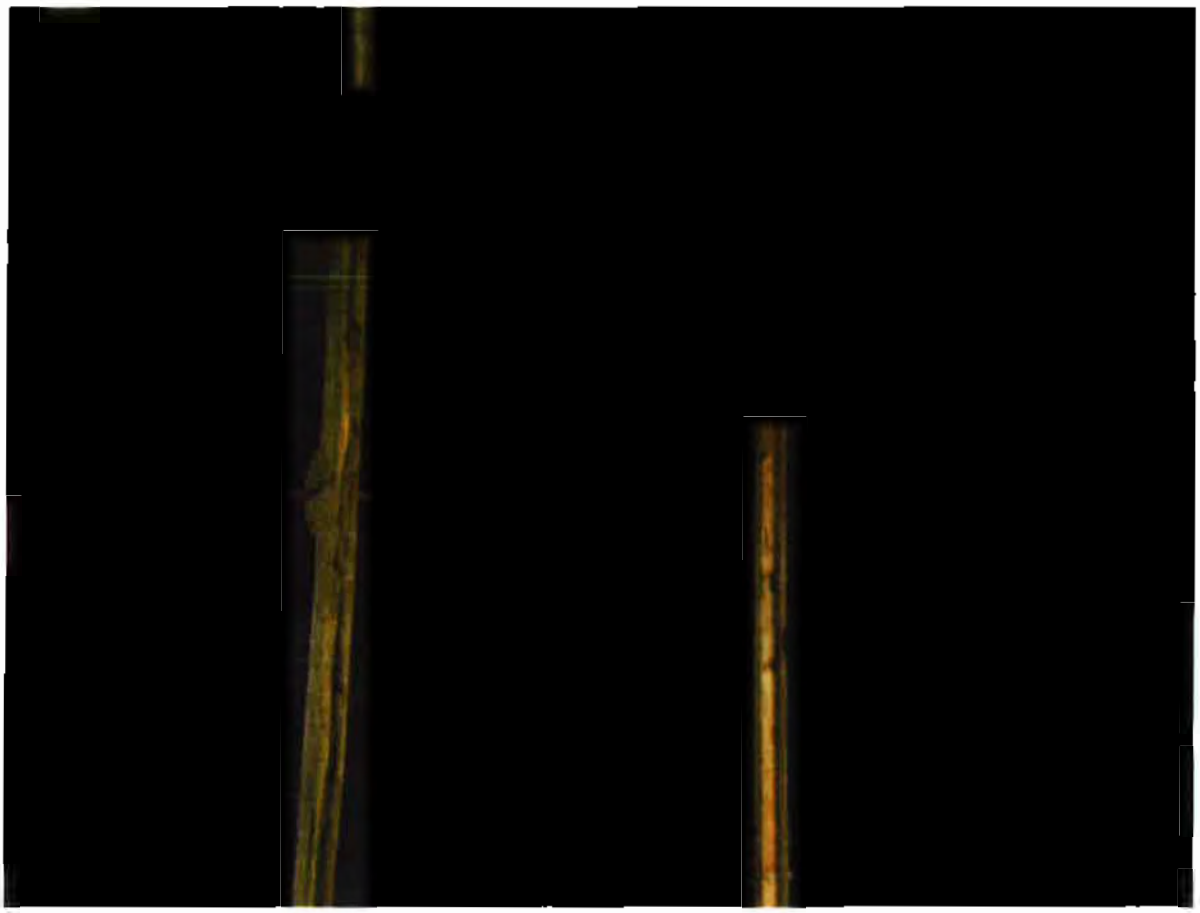

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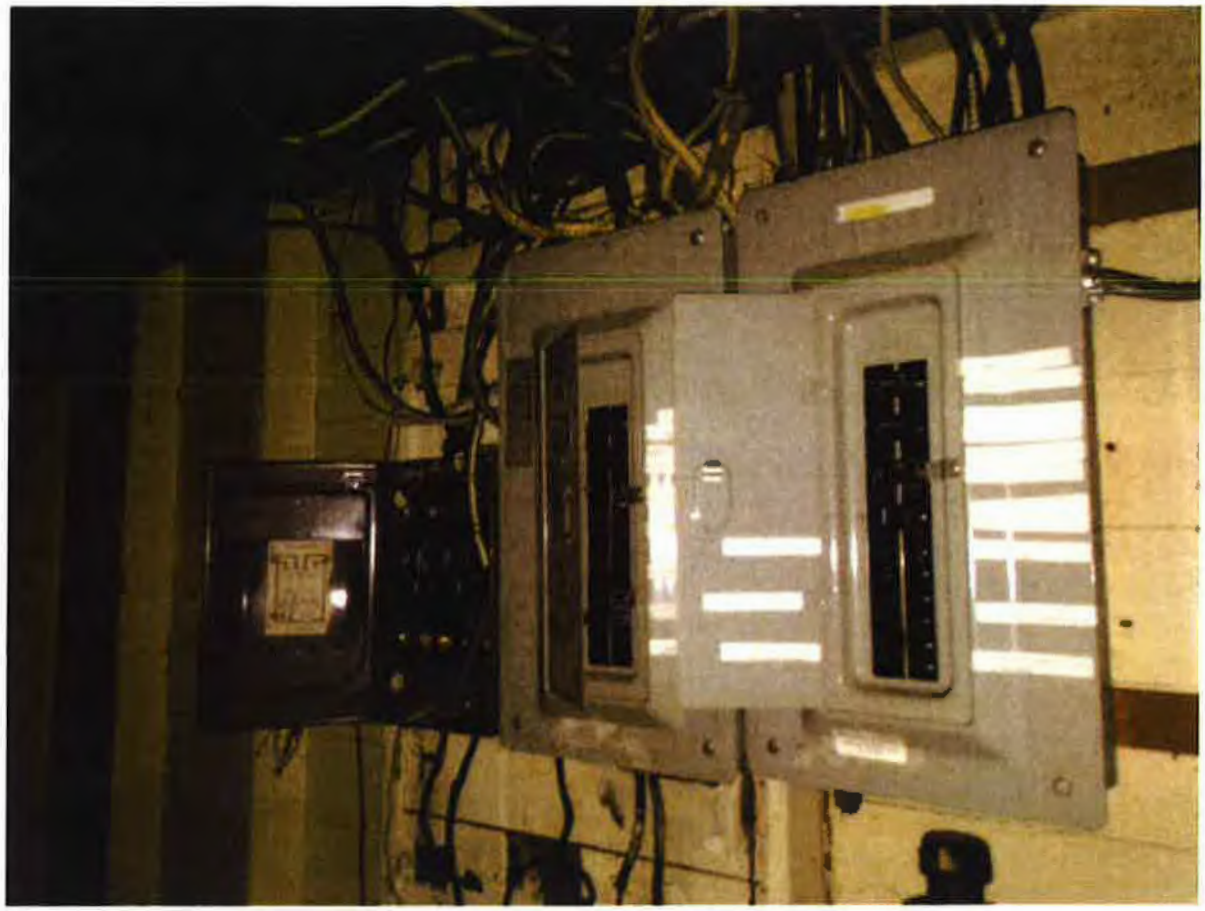

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

1 Side Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

2 Side Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

3 Rear Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

13 Upper Kitchen Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

14 Landing Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

15 NE room Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

16 Piano Room Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

17 Hall Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

18 NW bed Date Taken: 11/16/2015 Taken By: JASON

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(248)340-1900
Fax (248)340-1908

19 NW bed Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

20 Upper bath Date Taken: 11/16/2015 Taken By: JASON

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3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

21 Library Date Taken: 11/16/2015 Taken By: JASON

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Fax (248)340-1908

22 Mst Bed Date Taken: 11/16/2015 Taken By: JASON

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3201 University Dr. Suite 320
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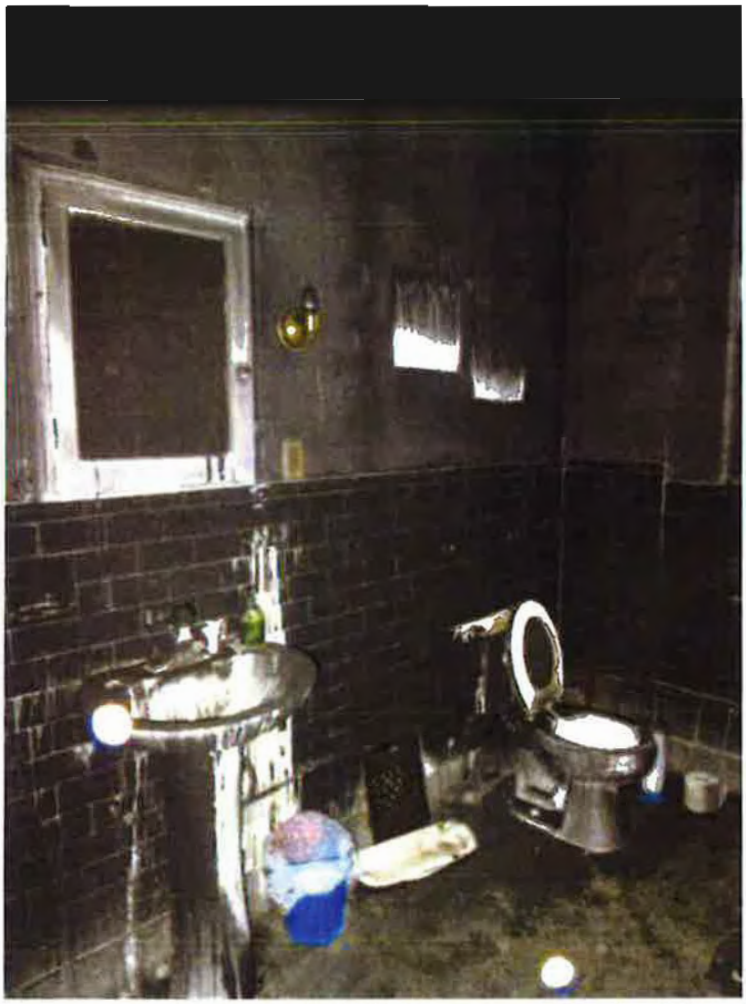
(248)340-1900
Fax (248)340-1908



23 Mst Bath Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

3201 University Dr. Suite 320
Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

24 Attic Date Taken: 11/16/2015 Taken By: JASON

Michigan Fire Claims, Inc.

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Auburn Hills, Mi. 48326
(248)340-1900
Fax (248)340-1908

25 Attic Date Taken: 11/16/2015 Taken By: JASON