



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 7, 2013

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Kimberly Jaquish, 2nd Ward City Councilmember.
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **PRESENTATIONS/PROCLAMATIONS.**
6. **CITIZEN COMMENTS - AGENDA ITEMS (3-Minute Limit).**
7. **CONSENT CALENDAR.**
  - A. **Minutes of the Regular Meeting on April 23, 2013:**  
Approve the minutes of the regular City Council meeting of April 23, 2013.
  - B. **Traffic Control Order Request - Fifth Street & Christy Avenue:**  
Approve Traffic Control Order No. 2149 for traffic control on Fifth Street at its approach to Christy Avenue.
  - C. **City License Renewals:**  
Approve City license renewals for the year ending April 30, 2014, in accordance with the recommendation of the City Clerk.
  - D. **City Financial Statements Ending March 31, 2013:**  
Receive the City of Jackson's summary of revenue and expenditures for nine (9) months ended, March 31, 2013.
  - E. **Jackson Housing Commission Term Date Correction:**  
Approve the Mayor's recommendation to correct the term date of James M. Stark to reflect a beginning date of May 1, 2013, and ending October 30, 2015.

**\*F. Smart Commute:**

Approve the request from the Fitness Council of Jackson to conduct their annual Smart Commute at Bucky Harris Park on Friday, May 17, June 21, July 19, and August 16, 2013, from 7:00 a.m. – 2:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Insurance has been submitted and is pending approval).

**\*G. Summer Planting Day:**

Approve the request from Jackson Downtown Development Authority to conduct their annual Summer Planting Day at Bucky Harris Park, and throughout the downtown area on Saturday, May 18, from 8:30 a.m. – 11:30 a.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Covered under the City of Jackson insurance policy).

**\*H. City Wide Prayer Walk:**

Approve the request from Together We Can Make A Difference to conduct their annual City Wide Prayer Walk at 224 W. Wilkins St., and every street in the City of Jackson on Sunday, May 19, from 8:00 a.m. – 4:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage).

**8. PUBLIC HEARINGS.**

**A. Public Hearing - FY 2013-2014 Proposed Budget:**

Public hearing on the City's fiscal year 2013-2014 proposed budget (Copy available on City's website, or in City Clerk's office.)

**9. OTHER BUSINESS.**

**10. NEW BUSINESS.**

**A. Resolution for Approval of Contract with MDOT for Signal Replacement Work:**

Adopt a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for signal replacement work at the intersections of Washington Avenue with Jackson Street and Washington Avenue with Mechanic Street, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate contract documents.

**B. Resolution regarding the Annual Economic Vitality Incentive Program (EVIP) Employee Benefits:**

Adopt a resolution certifying that the City has an 80/20 cap on employee medical benefits as required by Public Act 152 of 2011.

- C. Resolution for HSGP – State Homeland Security Program Purchase:**  
Adopt a resolution amending the 2012-2013 Budget to reflect receipt of State Homeland Security Program grant monies, in the amount of \$84,238.00, and authorization to purchase twenty-two (22) Mobile Data Computers (MDCs) from Advanced Wireless through the Oakland County Purchasing contract.
  
- D. Resolution for Reallocation of Additional HOME Funds - Greater Jackson Habitat for Humanity Project:**  
Adopt a resolution to amend the 2012 HOME budget to provide the Greater Jackson Habitat for Humanity additional HOME funding to complete its project at 626 Harris Street.
  
- E. Amend Article VI, Chapter 2, City Code (First Reading):**  
Approve an ordinance amending Article VI, Chapter 2, City Code, to cap the amount of employee contributions to the retirement plan to the normal cost as determined by the City’s actuary.
  
- F. 2013-2014 One-Year Action Plan – CDBG & HOME:**  
Approve submission of the Community Development Block Grant (CDBG) & HOME Program 2013-2014 One-Year Action Plan, adoption of a Resolution of Certifications, and authorization for the Mayor to sign Form SF-424, the Certifications, and any other documentation required for submittal of the One-Year Action Plan to HUD.
  
- G. Revocation of Ordway Motors Revocable License:**  
Approve the request to revoke the Revocable License issued to Rose Taylor d/b/a Ordway Motors by the City of Jackson on March 26, 2003, and to allow the City Attorney to take any and all action necessary to effectuate the revocation of the revocable license.
  
- H. Demolition of Vacant Properties Bid Award and Budget Amendments:**  
Approve the award of six (6) demolition contracts in the total amount of \$168,889.40 for demolition of vacant and abandoned structures based on individual unit pricing to:

Dunigan Brothers	\$14,045.40
Graham Construction	\$12,350.00
Jule Swartz & Sons Excavating	\$11,999.00
Michigan Demolition	\$60,719.00
SC Environmental Services	\$28,116.00
Smalley Construction	\$41,660.00

and authorization for the City Manager to approve any and all change orders required to complete the demolitions.

11. CITIZEN COMMENTS - NON-AGENDA ITEMS (3-Minute Limit).
12. CITY COUNCILMEMBERS' COMMENTS.
13. MANAGER'S COMMENTS.
14. ADJOURNMENT.

\*Agenda Items added.



Founded July 3, 1829

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

161 W. Michigan Ave. • Jackson, MI 49201  
 Treasurer (517) 788-4043 • Income Tax Office (517) 788-4044 • Clerk (517) 788-4025

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**APRIL 23, 2013**

#### **CALL TO ORDER:**

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

#### **PLEDGE OF ALLEGIANCE-INVOCATION:**

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Woods.

#### **ROLL CALL:**

Present: Mayor Martin J. Griffin, Councilmembers Michelle L. Woods, Kimberly Jaquish, Daniel P. Greer, Andrew R. Frounfelker and Derek J. Dobies—6. Absent: Laura Dwyer Schlecte —1.

Also present: City Manager Patrick Burtch, City Attorney Julius Giglio, City Assessor David Taylor, City Engineer Jon Dowling, Police Chief Matt Heins, and City Treasurer/Clerk Andrew J. Wrozek Jr.

#### **AGENDA:**

Motion was made by Councilmember Woods and seconded by Councilmember Dobies to approve the agenda as presented. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

#### **PRESENTATIONS/PROCLAMATIONS:**

##### **PRESENTATION-TOM LOVEBERRY, PRESIDENT OF I.A.F.F REGARDING FIRE OPS 101.**

Tom Loveberry presented Fire OPS 101 and explained that Councilmembers Jaquish and Frounfelker, and Police Chief Heins attended the event. They were given the opportunity to

witness a “snapshot” of what firefighters do. Each individual learned and conducted the work that firefighters do. Tom then presented firefighter helmets to each of the participants.

**CITIZEN COMMENTS – AGENDA ITEMS (3-MINUTE).**

No Citizen Comments were given for agenda items.

**CONSENT CALENDAR:**

Motion was made by Councilmember Woods and seconded by Councilmember Frounfelker to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker, and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**Consent Calendar**

- A. **Minutes of the Regular Meeting on April 9, 2013:**  
Approve the minutes of the regular City Council meeting of April 9, 2013.
- B. **Jackson National Day of Prayer Observance:**  
Approve the request from New Covenant Living Church to conduct their annual Jackson National Day of Prayer Observance at Bucky Harris Park on Thursday, May 2, 2013, from 9:00 a.m. – 3:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
- C. **Family Service & Children’s Aid Run for Fun 5K:**  
Approve the request from Family Service and Children’s Aid to conduct their annual Run for Fun 5K throughout downtown Jackson on Saturday, May 4, 2013, from 7:00 a.m. – 11:00 a.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
- D. **Spring DDA Day and Merchants Artists Walking Tour:**  
Approve the request from Jackson Downtown Development Authority to conduct their annual Spring DDA Day and Merchants Artists Walking Tour at Bucky Harris Park and throughout the downtown district on Saturday, May 11, 2013, from 10:30 a.m. – 2:30 p.m., (Recommended approval has been received from Police, Fire, Engineering, Public Works,

and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).

- E. **AP 5000 5K Run/Walk:**  
Approve the request from Advance Packaging Corporation to conduct their annual AP 5000 5K Run/Walk at 2400 E. High Street and surrounding neighborhood streets on Friday, May 17, 2013, from 5:00 p.m. – 8:30 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
  
- F. **Cascades Summer Kickoff Celebration:**  
Approve the request from the Jackson County Parks Department to conduct their annual Cascades Summer Kickoff Celebration in Cascades Park on Saturday, May 25, 2013, from 9:00 a.m. – 11:00 p.m. (Recommended approval has been received from Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Proper insurance has been received).
  
- G. **City License Approvals for Year Ending April 30, 2014:**  
Approval of City license renewals for the year ending April 30, 2014, in accordance with the recommendation of the City Clerk.
  
- H. **CDBG and HOME Financial Summaries:**  
Receive the Community Development Block Grant (CDBG) and HOME Financial Summaries through March 31, 2013
  
- I. **Jackson Housing Commission Appointments:**  
Approve the Mayor's recommendation to appoint Michelle Orthaus to the Jackson Housing Commission replacing Patrick Burtch, beginning May 1, 2013, and ending October 30, 2017, and James M. Stark replacing Councilmember Derek Dobies, beginning May 1, 2013, and ending October 31, 2014.

**PUBLIC HEARINGS:**

- A. **NECESSITY FOR STREET REPAVING – BLACKSTONE STREET:**  
Public hearing of necessity for street construction on Blackstone Street from Washington Avenue to Glick Highway.

Mayor Griffin opened the public hearing. No one spoke. Mayor Griffin closed the public hearing.

**1. Approve a resolution ordering the construction and preparation of the special assessment roll.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the resolution ordering the construction and preparation of the special assessment roll. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**B. NECESSITY STREET RECONSTRUCTION-FRANCIS STREET:  
Public hearing of necessity for street construction on Francis Street from Mason Street to Washington Avenue.**

Mayor Griffin opened the public hearing. No one spoke. Mayor Griffin closed the public hearing.

**1. Approve a resolution ordering the construction and preparation of the special assessment roll.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the resolution ordering the construction and preparation of the special assessment roll. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**OTHER BUSINESS:**

**A. SECOND READING AND FINAL ADOPTION OF ORDINANCE NO. 2013.07:  
Final adoption of Ordinance No. 2013.07, amending Chapter 28, City Code, by amending Section 28-105 (landscape standards).**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to adopt ordinance 2013.07. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmember Jaquish—1. Absent: Councilmember Schlecte—1.

**B. SECOND READING AND FINAL ADOPTION OF ORDINANCE NO. 2013.08:  
Final adoption of Ordinance No. 2013.08, amending Chapter 28, City Code, by amending Section 28-165 (performance guarantees and improvements).**

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to adopt ordinance 2013.08. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmember Jaquish—1. Absent: Councilmember Schlecte—1.

**C. SECOND READING AND FINAL ADOPTION OF ORDINANCE NO. 2013.09:  
Final adoption of Ordinance No. 2013.09, amending Chapter 28, City Code, to make minor revisions to Sec. 28-115, which deals with building design standards.**

Motion was made by Councilmember Dobies and seconded by Councilmember Woods to adopt ordinance 2013.09. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmember Jaquish—1. Absent: Councilmember Schlecte—1.

**D. SECOND READING AND FINAL ADOPTION OF ORDINANCE NO. 2013.10:  
Final adoption of Ordinance No. 2013.10, amending Chapter 28, City Code, by adding Sec. 28-109, lighting standards, and amending Sec. 28-5, definitions, to accommodate new criteria.**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to adopt ordinance 2013.10. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Greer, Frounfelker and Dobies—5. Nays: Councilmember Jaquish—1. Absent: Councilmember Schlecte—1.

**NEW BUSINESS:**

**A. RESOLUTIONS ESTABLISHING PUBLIC HEARINGS ON SPECIAL ASSESSMENT ROLLS:**

**Approve resolutions establishing May 28, 2013, at the City Council meeting as the time and place to hold public hearings on the following Special Assessment Rolls, and directing the City Assessor to prepare the rolls, in accordance with the recommendation of the City Clerk:**

1. Special Assessment Roll No. 4224 – Delinquent Miscellaneous General Fund Accounts Receivable;
2. Special Assessment Roll No. 4225 – Delinquent Miscellaneous Building Department Fund Accounts Receivable;
3. Special Assessment Roll No. 4226 – Delinquent Miscellaneous Housing Code Enforcement Fund Accounts Receivable;
4. Special Assessment Roll No. 4227 – Delinquent Miscellaneous Building Demolition Fund Accounts Receivable;
5. Special Assessment Roll No. 4228 – Delinquent Miscellaneous

- CDBG Fund Accounts Receivable;
6. Special Assessment Roll No. 4229 – Delinquent Miscellaneous Wastewater Fund Accounts Receivable, and
  7. Special Assessment Roll No. 4230 – Delinquent Miscellaneous Public Works Fund Accounts Receivable.

Motion was made by Councilmember Greer and seconded by Councilmember Woods to approve the 5/28/13 public hearings and adopt resolutions to prepare special assessment rolls. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**B. RESOLUTION-MDOT CONTRACT FOR FOURTH STREET RECONSTRUCTION.**

**Approval of a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for reconstruction work along Fourth Street from Audubon Avenue to Griswold Street, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate contract documents.**

Motion was made by Councilmember Greer and seconded by Councilmember Jaquish to approve the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**C. FINAL ALLOCATION OF CDBG & HOME FUNDS FOR FY 2013-2014:**

**Approve final funding allocations for the 2013-2014 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grants as determined by City Council with contingencies, and receive and respond to any oral or written communication regarding the One Year Action Plan.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Woods to approve the funding allocations. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**D. FIRE DEPARTMENT AIR CONDITIONING SYSTEM BIDS:**

**Reject all bids received on April 9, 2013, for the purchase of refurbishing the existing air conditioning system or replacement of the air conditioning system with a new 25-ton system for the Fire Department, and authorization for the Purchasing Department to re-issue specifications and bid packets for the acceptance of new cost proposals.**

Motion was made by Councilmember Greer and seconded by Councilmember Woods to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**E. PENSION SYSTEM FUNDING LETTERS:**

**Approve the actuarial valuations as of June 30, 2012, communication from the Boards of Trustees of the City of Jackson Employees Retirement System, Act 345 Retirement System, and the City of Jackson Policemen's and Firemen's Pension System, and certification of funding necessary for Fiscal Year 2013-2014.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Jaquish to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**\*F. RESOLUTION FOR ALDI BUS ROUTE:**

**Approve a resolution reallocating \$7,000.00 in Community Development Block Grant (CDBG) excess program income to the new CDBG activity for Transportation Services.**

Motion was made by Councilmember Woods and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin, and Councilmembers Woods, Jaquish, Greer, Frounfelker and Dobies—6. Nays: 0. Absent: Councilmember Schlecte—1.

**CITIZEN COMMENTS – NON-AGENDA ITEMS (3-MINUTE LIMIT):**

No citizen comments were given for non-agenda items.

**CITY COUNCILMEMBERS' COMMENTS:**

Councilmember Woods—said she was very excited that the bus route passed. She said it will help families have healthy food, make better choices and make their health better. However, she said she still wants her grocery store.

Councilmember Jaquish-wanted to thank the fire department for having them attend the Fire OPS 101 training. She said that she learned a lot. She said she learned that it is very important that we sustain a good sized fire department. She said it puts our citizens and our firemen at risk when we don't. She highly recommended more people participate the next time the training is available. She said it is a real eye-opening experience.

Councilmember Frounfelker- wanted to thank each of his colleagues and especially Councilmember Woods, the Mayor, City Staff, our partners at JTA, and Aldi foods for coming

together to help benefit the residents of the 1<sup>st</sup> and 5<sup>th</sup> wards. He stated that the program that everyone voted on tonight will allow residents that once had barriers to transportation to be able to obtain fresh and reasonably priced produce and groceries on an inexpensive program budget. He said he looks forward to talking to the residents about this in the coming weeks, and he will continue to work with Councilmember Woods to find a store that will locate in the central or southern part of the City. He said it is a good thing to do and it has been a long time coming. Mayor Griffin interjected that the Farmer's Market will also be a stop. Councilmember Frounfelker then stated that it will make stops at Otsego Apartments, Southridge Park, Martin Luther King Center, Chalet Terrace, St. John's United Church of Christ, and the Elaine Apartments. It will run from 11am-3pm on Saturdays. If there is more interest more stops could be added. Councilmember Woods stated that the driver would be helping to get people in and out. Councilmember Frounfelker then stated that Cameron at JTA said that if someone is close to a couple of blocks off from one of the stops, that they will stop a little short or a little after the location. Lastly he wanted to thank the firefighters and Police & Fire Operations Director Matt Heins for letting them attend the Fire OPS 101 training. He said he learned the firefighter's core duties and many of their pitfalls that they encounter. He wanted to thank Tom for lying on the back board and letting them carry him down the stairs.

Councilmember Dobies- wanted to thank the City staff for coming out and joining him at the Aware Spring Benefit Breakfast. (Mayor, Councilmember Frounfelker, City Treasurer/Clerk Andrew J. Wrozek Jr., City Engineer Jon Dowling, City Ombudsman Frank Weathers, and Michelle Pultz-Orthaus from the Neighborhood & Economic Operations Department.) He also wanted to thank everyone who came out to his two neighborhood meetings in April. He said there were some good discussions and some positive feedback. Not only on the single hauler ordinance, but also on other matters such as streets, crime and enforcement measures. He said to stay tuned for upcoming neighborhood meetings. Councilmember Dobies also wanted to thank NEO for working with him and dealing with all his emails concerning trash citations, and also for sending out inspectors to issue citations and violations to help clean up the City. Lastly, he wanted to thank County Commissioner Polaczyk for coming out to the meeting. He stated he had a letter address to Councilmember Polaczyk and stated that they both could open it together.

Mayor Griffin-wanted to let everyone know that the middle two lanes of West Avenue will be closed Wednesday through Friday between 4<sup>th</sup> Street and West Avenue to work on a water main. He stated that the Council will be meeting in May on the 7<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> at 6:30 because it is the month they pass the budget. He stated that they are hoping to accomplish that in only three meetings.

### **MANAGER 'S COMMENTS:**

Mr. Burtch said that he and Phil Hones of the Finance Department worked very hard to get the budget books together. He said the budget contains a substantial decrease in storm sewer fees both in commercial and residential. It also takes into account one of the only tax rate decreases ever. He said if anyone had any questions to contact him via email and he will sit down with them personally (joined with Phil) to go through the budget. He said there are

meetings scheduled with Department Heads to discuss each individual departmental budget. He stated that the meetings in May are to discuss the budget and it has to be passed by the end of May. He mentioned that he took Councilmember Schlecte's place at the Chamber Legislative Committee on Monday, April 22. He said one of the questions the Chamber asked was, "What are some of the things the City is doing with both their visioning and about the overall economic stabilization plan?" (Everything was discussed from demolishing houses to the rental inspection program, to the single hauler garbage ordinance.) He said there was a real positive response and he received two different calls from Legislative Committee Members on the Chamber giving the Council kudos for what they are trying to accomplish and for sticking with it. He mentioned those were the comments that were given at the 6<sup>th</sup> Ward neighborhood meeting on the 22nd also.

**ADJOURNMENT:**

No further business being presented, a motion was made by Mayor Griffin to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 6:53 p.m.

Andrew J. Wrozek Jr.  
City Treasurer/Clerk

AJW/car



# Neighborhood & Economic Operations

Building a Stronger Jackson

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161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING May 7, 2013

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Patrick H. Burtch, City Manager  
Jon H. Dowling, P.E., City Engineer

**SUBJECT:** Request to Approve Traffic Control Order 2149 for Yield Sign at Fifth Street and Christy Avenue

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**RECOMMENDATION:** Approval of Traffic Control Order 2149 for traffic control on Fifth Street at its approach to Christy Avenue.

As a matter of housekeeping, a Traffic Control Order is requested to be put in place for traffic control on Fifth Street at its approach to Christy Avenue:

- Southbound traffic on Fifth Street shall be required to yield the right-of way to east- and westbound traffic on Christy Avenue.

It is the recommendation of Engineering that Traffic Control Order 2149 be approved. If you have any questions please do not hesitate to contact us.

JHD/sms

C: Bob Dietz, Parking Manager/Engineering Assistant  
Matt Heins, Chief of Police

**CITY OF JACKSON, MICHIGAN**  
**TRAFFIC ENGINEERING DIVISION**  
**Traffic Control Order 2149**

**LOCATION:** Fifth Street at Christy Avenue

**DATE:** April 29, 2013

**ASSIGNED TO:**

**TCO DESCRIPTION**

Review the intersection of Fifth Street and Christy Avenue to determine need for traffic control.

BY JON H. DOWLING, P.E.

**RECOMMENDATION**

Southbound traffic on Fifth Street shall be required to yield the right-of-way to east and westbound traffic on Christy Avenue.

**APPROVED**  **REJECTED**

**DATE:**

BY CITY COUNCIL

**WORK ASSIGNMENT:** To Sign Shop

**DATE:**

**TO:**

BY JON H. DOWLING, P.E.

**MATERIAL USED**

<input type="checkbox"/>								
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Posts      Stop      Time Limit      No Parking      Loading Zone      One Way      Yield      Paint      Other

**ASSIGNMENT COMPLETED**

**DATE:**                      **BY: Sign Shop**

**WORK INSPECTED**

**REMARKS:**

**DATE:**                      **BY: Jon H. Dowling, P.E., City Engineer**

Copies: 1. Intersection File 2. TCO File 3. Work Order Copy 4. Police Dept. 5. Fire Dept 6. City Clerk



N. BROWN ST.

S. BROWN ST.

DANIEL RD.

WILDWOOD AVE.

VERNON AVE.

HIGHBY ST.  
DURAND ST.  
THOMPSON ST.

WILLIAMSON ST.  
N. WISNER ST.

HIBBARD ST.  
GRINNELL ST.  
N. WEST AVE.

N. BOWEN ST.  
WEBSTER ST.  
NORFOLK ST.

CARR ST.

EDWARD ST.

A ST.

WOODWARD ST.

VITHINGTON STADIUM

WINTHROP

JACKSON HIGH SCHOOL

WILDWOOD AVE.

STEWARD

DEMAY CT.

VAN BUREN ST.

HOMECREST

CLINTON ST.

CLEVELAND PL.

INCHAM

CALHOUN

ST. N. MECHANIC

DAK ST.

W. MICHIGAN AVE.

LYDIA ST.

GLUCK

PEARL

HWY

W.

HAYES

N. JACKSON

ST.

COUNTY TOWER

ENGINE

W. WASHINGTON AVE.

CORTLAND ST.

W. WESLEY ST.

COUNTY COURTHOUSE

W. ST. FRANKLIN ST.

W.

FRANKLIN ST.

ST.

ST. MARY SCHOOL

S. HIGBY ST.

S. DURAND ST.

S. THOMPSON ST.

CARLTON BLVD

SEVENTH ST.

SIXTH ST.

FIFTH ST.

FOURTH ST.

THIRD ST.

SECOND ST.

FIRST ST.

BLACKSTONE ST.

MASON ST.

WILKINS ST.

MECHANIC ST.

QUEEN'S SCHOOL

W. MORRELL ST.

CHRISTY AVE.

WILSON SCHOOL

GREENWOOD PL.

W. BIDDLE ST.

W. MORRELL ST.

COOLEY

UNION ST.

ELMWOOD AVE.

MO BRIDE ST.

GREENWOOD AVE.

VERGREEN TERRY (NED)

JACKSON ST.

AMS ST.

E AVE.

CK AVE.

AVE.

WISNER ST.

BOWEN ST.

WEBSTER ST.

INNELL ST.

GLENWOOD

SECOND CT.

AVE.

JACKSON ST.

AMS ST.

E AVE.

CK AVE.



**CITY CLERK'S OFFICE**  
**Andrew J. Wrozek Jr., City Treasurer/Clerk**

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**CITY COUNCIL MEETING**  
**May 7, 2013**

DATE: April 30, 2013  
MEMO TO: Honorable Mayor and City Councilmembers  
FROM: Andrew J. Wrozek, Jr., City Treasurer/City Clerk *ajw*  
SUBJECT: City License Approvals for the Year Expiring April 30, 2014

**APPROVAL OF CITY LICENSE RENEWALS FOR THE YEAR ENDING APRIL 30, 2014, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**

The listing below represents companies that returned renewal applications for City business licenses. All department approvals, insurance certificates and fees have been received.

If Council approves this request, the City Clerk will issue the appropriate licenses.

Exterminator

DuRite Exterminators  
117 E. Wilkins St.

Swain's Pest Control Service  
3130 McCain Rd

Gasoline

Admiral Petroleum Co.  
1910 E. Michigan Ave

Admiral Petroleum Co.  
250 W. Prospect St

Admiral Petroleum Co.  
846 N. West Ave

Alsaedi Oil Corporation  
1403 Francis St

BP  
1601 E. Michigan Ave

Corrigan Oil  
1612 N. West Ave

Corrigan Oil  
505 N. West Ave

Corrigan Oil  
710 E. South St

Kelly Fuels  
740 E. South St

Shell Food Mart  
801 Wildwood Ave

West & High Mobil  
1240 S. West Ave

Laundromat

Bre-Z Coin Laundry  
1701 Woodbridge St

Mini-Maxi Coin Laundry  
906 N. Wisner St

Sud-Z Coin Laundry  
2108 E. Michigan Ave

Dry Cleaner

Snow White Laundry  
432 N. Blackstone St

Winzler Dry Cleaners  
1513 W. Morrell St

C: City Manager



# City of Jackson, Michigan Financial Statements

As of and For the 9 Months Ended March 31, 2013

*(Unaudited)*

<u>INDEX:</u>	<u>Page</u>
General Fund Expenditure Summary	1-2
All Other Funds - Expenditure Summary	3-4
All Funds - Revenue Summary	5-6
Notes to Revenue & Expenditure Summaries	7

**City of Jackson, Michigan**  
**General Fund Expenditure Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

Function Department	2012/13 Budget		Actual Month To Date	Actual Year To Date	Variance - Percent Spent	Favorable (Unfavorable)
	Original	Amended				
<b><u>Legislative :</u></b>						
101-101 City Council	80,682	80,682	7,471	62,258	77.16%	18,424
<b><u>Judicial:</u></b>						
101-137 Administrative Hearings Bureau	22,851	22,851	3,126	18,500	80.96%	4,351
	<b>22,851</b>	<b>22,851</b>	<b>3,126</b>	<b>18,500</b>	<b>80.96%</b>	<b>4,351</b>
<b><u>General Government :</u></b>						
101-172 City Manager	237,127	287,914	24,137	249,040	86.50%	38,874
101-192 City Clerk-Elections	148,744	148,744	5,758	110,296	74.15%	38,448
101-201 Finance	421,295	421,295	33,328	305,458	72.50%	115,837
101-209 City Assessor	314,153	314,153	25,141	217,414	69.21%	96,739
101-210 City Attorney	416,459	416,459	31,655	288,665	69.31%	127,794
101-215 City Clerk	198,465	198,465	14,570	149,215	75.18%	49,250
101-226 Personnel	183,789	183,789	6,919	109,643	59.66%	74,146
101-233 Purchasing	91,890	91,890	2,887	58,611	63.78%	33,279
101-253 City Treasurer	276,707	276,707	21,183	197,683	71.44%	79,024
101-254 City Income Tax	199,353	199,353	12,871	126,934	63.67%	72,419
101-258 Management Information Services	360,973	360,973	24,986	233,007	64.55%	127,966
101-265 City Hall & Grounds	340,337	340,337	29,515	284,941	83.72%	55,396
101-276 Cemeteries	250,000	250,000	12,022	182,884	73.15%	67,116
101-299 Unallocated	760,980	759,215	50,652	464,347	61.16%	294,868
	<b>4,200,272</b>	<b>4,249,294</b>	<b>295,624</b>	<b>2,978,138</b>	<b>70.09%</b>	<b>1,271,156</b>
<b><u>Police Department :</u></b>						
101-301 Police	7,543,533	7,543,533	539,434	5,198,537	68.91%	2,344,996
101-308 STEP Grants	0	11,765	0	7,765	N/A	4,000
101-311 OHSP Grant - Seatbelts	0	15,000	3,374	8,682	N/A	6,318
101-312 OHSP Grant - OWI	0	0	0	4,014	N/A	(4,014) <i>Note 2</i>
101-313 Consortium Training	12,124	12,124	0	9,526	78.57%	2,598
101-314 In-Service Training	4,486	4,486	100	8,733	194.67%	(4,247) <i>Note 2</i>
101-315 MCOLES Training	0	27,478	0	0	0.00%	27,478
101-318 Police Grants - Other	0	207,950	1,201	50,642	24.35%	157,308
	<b>7,560,143</b>	<b>7,822,336</b>	<b>544,109</b>	<b>5,287,899</b>	<b>67.60%</b>	<b>2,534,437</b>
<b><u>Fire Department :</u></b>						
101-340 Fire Suppression	3,066,078	3,175,335	211,680	2,281,388	71.85%	893,947
	<b>3,066,078</b>	<b>3,175,335</b>	<b>211,680</b>	<b>2,281,388</b>	<b>71.85%</b>	<b>893,947</b>
<b><u>Other Public Safety :</u></b>						
101-350 Public Safety - Unallocated	2,023,881	2,023,881	159,085	1,486,920	73.47%	536,961
101-426 Office of Emergency Measures	67,459	67,459	4,769	28,750	42.62%	38,709
	<b>2,091,340</b>	<b>2,091,340</b>	<b>163,854</b>	<b>1,515,670</b>	<b>72.47%</b>	<b>575,670</b>

( Continued - )

**City of Jackson, Michigan**  
**General Fund Expenditure Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

Function Department	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<b><i>Public Works :</i></b>						
101-441 Tax Property Maintenance	8,813	8,813	1,924	11,415	129.52%	(2,602) <i>Note 2</i>
101-442 Civic Affairs	50,240	50,240	203	21,247	42.29%	28,993
101-447 Grounds Maintenance	49,320	49,320	1,434	10,773	21.84%	38,547
101-448 Sidewalk Construction	40,000	40,000	1,155	33,683	84.21%	6,317
101-450 Street Lighting	513,209	513,209	66,536	331,894	64.67%	181,315
101-455 Weed Control	46,198	46,198	117	15,338	33.20%	30,860
101-690 Forestry	286,363	286,363	13,006	223,361	78.00%	63,002
	<b>994,143</b>	<b>994,143</b>	<b>84,375</b>	<b>647,711</b>	<b>65.15%</b>	<b>346,432</b>
<b><i>Recreation &amp; Culture :</i></b>						
101-692 Parks, Recreation & Grounds Admin	621,837	621,837	29,431	439,999	70.76%	181,838
101-697 Parks & Facilities Maintenance	547,170	547,170	32,301	404,157	73.86%	143,013
101-698 Lt. Nixon Memorial Pool	132,225	132,225	2,537	91,496	69.20%	40,729
101-699 Sharp Park Swimming Pool	95,593	95,593	147	80,827	84.55%	14,766
101-803 Historical District	8,452	8,452	596	5,618	66.47%	2,834
	<b>1,405,277</b>	<b>1,405,277</b>	<b>65,012</b>	<b>1,022,097</b>	<b>72.73%</b>	<b>383,180</b>
<b><i>Community Enrichment &amp; Development:</i></b>						
101-401 Planning	121,803	121,803	7,479	66,707	54.77%	55,096
101-728 Economic Development	100,000	100,000	0	3,194	3.19%	96,806
	<b>221,803</b>	<b>221,803</b>	<b>7,479</b>	<b>69,901</b>	<b>31.51%</b>	<b>151,902</b>
<b><i>Contributions to Other Funds:</i></b>						
101-999 Contributions to Other Funds:	<b>655,875</b>	<b>655,875</b>	<b>0</b>	<b>250,000</b>	<b>38.12%</b>	<b>405,875</b>
<b>Total General Fund Expenditures</b>	<b>20,298,464</b>	<b>20,718,936</b>	<b>1,382,730</b>	<b>14,133,562</b>	<b>68.22%</b>	<b>6,585,374</b>

**City of Jackson**  
**All Other Funds - Expenditure Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

Fund Type/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<b><u>Special Revenue Funds :</u></b>						
202 Major Street	9,693,083	9,693,083	199,662	5,290,415	54.58%	4,402,668
203 Local Street	1,603,111	1,603,111	68,196	1,189,487	74.20%	413,624
208 Ella W. Sharp Park Operating	690,279	690,279	34,820	410,422	59.46%	279,857
210 Land Acquisition Fund	40,000	40,000	1,499	15,748	39.37%	24,252
245 Public Improvement	1,264,621	1,264,621	0	157,708	12.47%	1,106,913
249 Building Department	489,376	489,376	20,365	323,210	66.05%	166,166
251 Housing Code Enforcement	861,250	861,250	29,419	278,498	32.34%	582,752
252 Building Demolitions	500,000	500,000	14,185	313,259	62.65%	186,741
253 212 W. Michigan Bldg. Demolition	0	2,290,000	0	1,341,309	N/A	948,691
257 Budget Stabilization	10,000	10,000	0	0	0.00%	10,000
265 Drug Law Enforcement	43,216	63,650	3,785	27,267	42.84%	36,383
268 BYRNE/JAG Grants	17,590	44,390	2,177	64,174	144.57%	(19,784) <i>Note 2</i>
270 LAWNET Grant	0	40,867	0	7,389	18.08%	33,478
272 SAFER Grant	0	1,875,156	45,501	297,496	15.87%	1,577,660
289 Neighborhood Stabilization Grant	0	0	2,899	210,184	N/A	(210,184) <i>Note 2</i>
296 Recreation Activity	247,532	247,532	27,424	183,898	74.29%	63,634
297 JPS Recreation Millage Program	227,956	227,956	20,243	171,413	75.20%	56,543
298 2008 Brownfield Revolving Loan	875,187	1,275,187	1,056	970,696	76.12%	304,491
<b><u>Debt Service Funds :</u></b>						
324 2003 MTF Bond D/S	284,705	284,705	0	284,705	100.00%	0
365 City Hall D/S	676,389	676,389	190,952	393,117	58.12%	283,272
368 Building Authority D/S	132,512	132,512	0	132,511	100.00%	1
395 2001 DDA TIF D/S	550	550	0	0	0.00%	550
396 2011 DDA TIF Refinancing D/S	247,925	247,925	0	123,413	49.78%	124,512
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	193,834	47.73%	212,260
399 2007 BRA TIF Refunding D/S	695,329	695,329	0	207,502	29.84%	487,827
<b><u>Capital Projects Funds :</u></b>						
401 Capital Projects Fund	387,212	387,212	64,642	170,334	43.99%	216,878
402 Water Equipment and Replacement	1,907,430	1,907,430	60,852	1,021,675	53.56%	885,755
404 Sanitary Sewer Maintenance Fund	512,166	512,166	16,392	169,385	33.07%	342,781
405 Sanitary Sewer Replacement	890,011	890,011	7,973	356,514	40.06%	533,497
406 Wastewater Equip. Replacement	414,000	414,000	0	66,358	16.03%	347,642
494 Brownfield Redevelopment Auth.	1,285,887	1,285,887	2,662	434,200	33.77%	851,687
496 DDA Project	340,475	340,475	596	133,978	39.35%	206,497
<b><u>Enterprise Funds :</u></b>						
583 Sharp Park Golf Practice Center	63,775	63,775	0	18,525	29.05%	45,250
585 Auto Parking System	31,958	31,958	2,672	11,166	34.94%	20,792
586 Parking Assessment	117,994	117,994	9,883	64,861	54.97%	53,133
589 Stormwater Utility	1,040,019	1,040,019	9,495	740,732	71.22%	299,287
590 Sewer	6,809,036	6,809,036	283,748	3,283,746	48.23%	3,525,290
591 Water	8,028,255	8,028,255	449,437	4,591,986	57.20%	3,436,269
599 Parking Deck Fund	780,923	780,923	22,235	171,960	22.02%	608,963

( Continued - )

**City of Jackson**  
**All Other Funds - Expenditure Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

Fund Type/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<b><u>Internal Service Funds :</u></b>							
641	Public Works Administration	624,499	624,499	37,128	388,703	62.24%	235,796
642	Engineering Administration	422,241	422,241	23,978	267,853	63.44%	154,388
643	Local Site Remediation Revolving	201,000	656,051	6,030	42,086	6.42%	613,965
661	Motor Pool and Garage	1,779,246	1,779,246	68,141	1,175,340	66.06%	603,906
663	Equipment Revolving Fund	43,880	43,880	0	0	0.00%	43,880
677	Workers' Compensation	133,798	133,798	10,630	189,452	141.60%	(55,654) <i>Note 2</i>
678	Prescription Drug	395,250	395,250	38,984	475,730	120.36%	(80,480) <i>Note 2</i>
679	Health Care Deductible Reimb.	384,250	384,250	12,165	115,078	29.95%	269,172
680	Health Care Deductible Reimb.-Fire	0	0	21,209	75,740	N/A	(75,740) <i>Note 2</i>
<b><u>Trust &amp; Agency Funds :</u></b>							
702	County & School Tax Collection	20,000	20,000	0	0	0.00%	20,000
711	Cemetery Perpetual Maintenance	60,100	60,100	2,306	7,037	11.71%	53,063
718	Ella W. Sharp Endowment	42,800	42,800	0	0	0.00%	42,800
731	Employees' Retirement System	3,500,000	3,500,000	306,646	2,540,695	72.59%	959,305
732	Policemen's/Firemen's Pension	990,000	990,000	176,786	684,099	69.10%	305,901
733	Policemen's/Firemen's Pens.-345	4,875,000	4,875,000	430,357	3,299,672	67.69%	1,575,328
736	Public Employees Health Care	8,000	8,000	0	13,650	170.63%	(5,650) <i>Note 2</i>
<b><u>Special Assessment Funds :</u></b>							
895	Special Assessment	649,247	649,247	0	595,041	91.65%	54,206

**City of Jackson**  
**All Funds - Revenue Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

Fund/Fund Name	2012/13		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<b><u>General Fund :</u></b>					
Property Taxes	6,722,592	6,722,592	147,811	6,138,113	91.31%
Income Taxes	7,600,000	7,600,000	(14,263)	5,759,338	75.78%
Licenses & Permits	264,425	264,425	573	134,712	50.95%
Federal Grants	1,881	224,831	3,718	13,278	5.91%
State Grants	10,300	37,778	0	4,590	12.15%
State Revenue Sharing	3,918,607	3,918,607	684,696	2,086,799	53.25%
Contributions From Local Units	29,396	39,396	0	21,006	53.32%
Charges For Goods & Services	1,159,160	1,159,160	17,925	402,023	34.68%
Fines & Forfeits	171,290	171,290	25,428	174,568	101.91%
Investment Income	26,000	26,000	906	8,135	31.29%
Contributions From Other Funds	162,300	162,300	2,622	51,268	31.59%
Miscellaneous	185,428	185,428	8,347	161,348	87.01%
Total General Fund Revenues	20,251,379	20,511,807	877,763	14,955,178	72.91%
<b><u>Special Revenue Funds :</u></b>					
202 Major Street	9,503,721	9,503,721	151,348	5,026,706	52.89%
203 Local Street	1,550,965	1,550,965	44,755	642,734	41.44%
208 Ella W. Sharp Park Operating	692,700	692,700	0	251,496	36.31%
210 Land Acquisition Fund	40,000	40,000	0	0	0.00%
245 Public Improvement	1,023,300	1,023,300	10,488	924,888	90.38%
249 Building Inspection	489,475	489,475	41,182	389,548	79.58%
251 Housing Code Enforcement Fund	861,250	861,250	46,159	457,268	53.09%
252 Building Demolitions Fund	500,000	500,000	229,885	967,700	193.54%
253 212 W. Michigan Bldg. Demolition	0	2,290,000	0	1,341,309	58.57%
257 Budget Stabilization	10,000	10,000	726	5,178	51.78%
265 Drug Law Enforcement	32,530	32,530	1,036	11,646	35.80%
268 BYRNE/JAG Grants	17,590	44,390	0	52,298	117.81%
270 LАWNET Grant	0	40,867	3,074	7,391	18.09%
272 SAFER Grant	0	1,875,156	0	153,689	8.20%
289 Neighborhood Stabilization Grant	0	0	141,969	210,594	N/A Note 2
296 Recreation Activity	296,000	296,000	59,722	211,616	71.49%
297 JPS Recreation Millage Program	222,200	222,200	40	215,814	97.13%
298 2008 Brownfield Revolving Loan	875,187	1,275,187	187,946	969,841	76.05%
<b><u>Debt Service Funds :</u></b>					
324 2003 MTF Bond D/S	284,705	284,705	0	284,705	100.00%
365 2003 City Hall D/S	677,500	677,500	5,304	618,566	91.30%
368 Building Authority D/S	132,512	132,512	0	132,511	100.00%
395 2001 DDA TIF D/S	550	550	0	0	0.00%
396 2011 DDA TIF Refinancing D/S	247,925	247,925	0	123,413	49.78%
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	193,834	47.73%
399 2007 BRA TIF Refunding D/S	695,329	695,329	0	207,502	29.84%

(Continued-)

**City of Jackson**  
**All Funds - Revenue Summary**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

		<u>2012/13</u> <u>Budget</u>	<u>Actual</u> <u>Month</u>	<u>Actual</u> <u>Year</u>	<u>Percent</u>
<b><u>Capital Projects Funds :</u></b>					
401	Capital Projects Fund	375,000	375,000	760	25,929 6.91%
402	Water Equipment and Replacement	1,506,000	1,506,000	126,066	1,132,182 75.18%
404	Sanitary Sewer Maintenance Fund	512,166	512,166	16,392	167,229 32.65%
405	Sanitary Sewer Replacement	654,778	654,778	55,057	493,304 75.34%
406	Wastewater Equip. Replacement	643,000	643,000	52,848	472,631 73.50%
494	Brownfield Redevelopment Auth.	1,113,579	1,113,579	656	5,412 0.49%
496	DDA Project	840,548	840,548	215	1,856 0.22%
<b><u>Enterprise Funds :</u></b>					
583	Sharp Park Golf Practice Center	64,500	64,500	11	15,579 24.15%
585	Auto Parking System	26,300	26,300	970	9,301 35.37%
586	Parking Assessment	131,989	131,989	3,014	110,561 83.77%
589	Stormwater Utility	1,105,520	1,105,520	101,361	910,563 82.37%
590	Sewer	5,293,615	5,293,615	368,377	3,077,657 58.14%
591	Water	7,511,331	7,511,331	556,654	5,386,503 71.71%
599	Parking Deck Fund	257,235	257,235	1,387	259,396 100.84%
<b><u>Internal Service Funds :</u></b>					
641	Public Works Administration	630,499	630,499	33,167	336,541 53.38%
642	Engineering Administration	425,765	425,765	34,656	269,026 63.19%
643	Local Site Remediation Revolving	81,522	81,522	243	1,955 2.40%
661	Motor Pool and Garage	1,337,049	1,337,049	100,650	983,859 73.58%
663	Equipment Revolving Fund	43,880	43,880	0	0 0.00%
677	Workers' Compensation	280,000	280,000	20,986	173,417 61.93%
678	Prescription Drug	356,050	356,050	16,999	410,092 115.18%
679	Health Care Deductible Reimb.	414,400	414,400	26,276	168,365 40.63%
680	Health Care Deductible Reimb.-Fire	0	0	12,756	116,726 N/A <i>Note 2</i>
<b><u>Trust &amp; Agency Funds :</u></b>					
702	County & School Tax Collection	20,000	20,000	505	11,575 57.88%
711	Cemetery Perpetual Maintenance	85,100	85,100	4,867	34,803 40.90%
718	Ella W. Sharp Endowment	82,000	82,000	0	0 0.00%
731	Employees' Retirement System	4,183,000	4,183,000	1,449,541	5,282,620 126.29%
732	Policemen's/Firemen's Pension	971,431	971,431	349,518	832,464 85.69%
733	Policemen's/Firemen's Pension-345	7,200,342	7,200,342	2,007,054	6,443,567 89.49%
736	Public Employees Health Care	40,000	40,000	0	38,874 97.19%
<b><u>Special Assessment Funds :</u></b>					
895	Special Assessment	649,247	649,247	257	606,098 93.35%

**City of Jackson**  
**Notes to Revenue & Expenditure Summaries**  
**As of and For the 9 Months Ended March 31, 2013**  
**(Prepared on the Adopted Budget-Basis )**

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**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 is pending for this variance.

# CITY OF JACKSON



MICHIGAN

Office of Mayor  
Martin J. Griffin

161 W. Michigan Ave.  
Jackson, MI 49201  
Phone: (517) 788-4028  
Facsimile (517) 768-5820

## CITY COUNCIL MEETING May 7, 2013

**MEMO TO:** City Councilmembers

**FROM:** Martin J. Griffin, Mayor

*mg/b*

**DATE:** May 2, 2013

**SUBJECT:** Jackson Housing Commission

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**RECOMMENDATION:**

**Approval of the Mayor's recommendation to correct the term date of James M. Stark to reflect a beginning date of May 1, 2013, and ending October 30, 2015.**

In accordance with Ordinance No. 2000.1 and resolution adopted on December 21, 1999, the Mayor is the appointing authority for all appointments, subject to City Council confirmation as required by the Charter. Terms are for 5 years with no residency requirement.

It is come to my attention that an incorrect term date was submitted for James M. Stark when placing him on the Jackson Housing Commission. Therefore, his term date should be, beginning May 1, 2013, and ending October 30, 2015. Your consideration and approval of the correction is appreciated.

MJG:skh



Jackson Downtown Development Authority

May 7, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **Smart Commute**

**RECOMMENDATION: Approval of the request from Fitness Council of Jackson to conduct their annual Smart Commute at Bucky Harris Park on Friday, May 17<sup>th</sup>, June 21<sup>st</sup>, July 19<sup>th</sup>, and August 16<sup>th</sup>, 2013 from 7:00am- 2:00p.m. Insurance has been submitted and is pending approval.**

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
			<hr/> \$0

**Conditions and Considerations:** none

**Insurance Status:** Pending

att: Special Event Application: **Smart Commute**

JG/RR

**CITY OF JACKSON  
SPECIAL EVENT APPLICATION**

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

Date Received By DDA Office: 4/16/13 Time: \_\_\_\_\_ By: RR

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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Fitness Council of Jackson

Organization Address: 225 N. Jackson St.

Organization Agent Scott TenBrink Title: Director

Phone: (work) 517.990.9798 Phone: (home) 517.914.6605 Phone: (during the event) 517.914.6605

Agent's Address 225 N. Jackson St.

Agent's E-Mail Address info@fitnesscouncil.org

Event Name Smart Commute

Please give a brief description of the proposed special event: Promote biking, walking & busing  
Be active during your workday. Events occur monthly focusing on  
Smart Commute concept.

Event Day(s) & Date(s) May 17, June 21, July 19, Aug 16

Event Time(s) 7-9 am and 12-1 pm

Set-Up Date & Time 7 am Tear-Down Date & Time 2 pm

Event Location Bucky Harris Park

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

**MAP:** (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

**STREET CLOSURES:** Start Date/Time NONE through Date/Time: \_\_\_\_\_

**RESERVED PARKING:** Are you requesting reserved parking? 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

**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 \_\_\_\_\_

**CITY OF JACKSON**  
**SPECIAL EVENT APPLICATION, Page 2**  
**Downtown Development Authority**  
**161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

**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.

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 50-100

**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.

**REST ROOMS:** 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 rest room 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.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

PA system, use of stage electric, possibly tents setup  
BHB

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:  
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.  
A \$25 Special Event Application fee must be submitted along with this Special event Application.  
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 as an additional named insured party on the policy.  
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.  
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.  
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. By signing this Special Event Application, I declare I am 21 years of age or older.

4/16/13  
Date

[Signature]  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**161 W. MICHIGAN AVENUE JACKSON, MI 49201**



Jackson Downtown Development Authority

May 7, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **Summer Planting Day**

**RECOMMENDATION: Approval of the request from Jackson Downtown Development Authority to conduct their annual Summer Planting Day at Bucky Harris Park and throughout the downtown area on Saturday, May 18 from 8:30am- 11:30 a.m. This event is covered under the City of Jackson insurance policy.**

**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.

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$0</b>

**Conditions and Considerations:**

**Insurance Status:** Approved

att: Special Event Application: **Summer Planting Day**

JG/RR

**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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Jackson Downtown Development Authority  
Organization Address: 161 W. Michigan Ave. Jackson, MI 49201  
Organization Agent Rebecca Rae Title: DDA Assist.  
Phone: (work) 517.768.6410 Phone: (home) \_\_\_\_\_ Phone: (during the event) 517.768.6410  
Agent's Address 161 W. Michigan Ave. Jackson, MI 49201  
Agent's E-Mail Address r.rae@cityofjackson.org  
Event Name Summer Planting Day

Please give a brief description of the proposed special event: Registration @ Bucky Harris Park on Saturday, May 18th, 2013 at 9am. Participants will disperse throughout the downtown district, and plant flowers in designated planters.

Event Day(s) & Date(s) Saturday, May 18, 2013  
Event Time(s) 9am - 11am  
Set-Up Date & Time 8:30am Tear-Down Date & Time 11:30am  
Event Location Bucky Harris Park and Downtown District

**ANNUAL EVENT:** Is this event expected to occur next year? (circle one)  YES  NO  
How many years has this event occurred? 13

**MAP:** (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

**STREET CLOSURES:** Start Date/Time None through Date/Time: None

**RESERVED PARKING:** Are you requesting reserved parking? 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  
**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 \_\_\_\_\_

**CITY OF JACKSON  
SPECIAL EVENT APPLICATION, Page 2  
Downtown Development Authority  
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410**

**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.

**ATTENDANCE:** What is the expected (estimated) attendance for this event? \_\_\_\_\_

**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.

**REST ROOMS:** 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 rest room 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.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

*None*

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:  
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.

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

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 as an additional named insured party on the policy.

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

Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

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

April 18, 2013  
Date

Rebecca Roe  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
DOWNTOWN DEVELOPMENT AUTHORITY  
161 W. MICHIGAN AVENUE JACKSON, MI 49201**



Jackson Downtown Development Authority

May 7, 2013

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: Special Event Application: **City Wide Prayer Walk**

**RECOMMENDATION: Approval of the request from Together We Can Make A Difference to conduct their annual City Wide Prayer Walk at 224 W. Wilkins St. and every street in the city of Jackson on Sunday, May 19 from 8:00am- 4:00p.m. Insurance has been submitted and is pending approval.**

**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.

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$0
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$0
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$0</b>

**Conditions and Considerations:** none

**Insurance Status:** Pending

att: Special Event Application: **City Wide Prayer Walk**

JG/RR

**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: _____
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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 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Together We Can Make a Difference

Organization Address: 224 W. Wilkms, Jackson, MI 49203

Organization Agent Wendy Wight Title: Director

Phone: (work) 740-8444 Phone: (home) Same Phone: (during the event) Same

Agent's Address 3911 Kibby Rd, Jackson, MI 49201

Agent's E-Mail Address hope@togethersedifference.org

Event Name City Wide Prayer Walk

Please give a brief description of the proposed special event: Asking the Church in Jackson to come out & walk & pray over every street in our city.

Event Day(s) & Date(s) 5-19-13

Event Time(s) 8AM - 4pm

Set-Up Date & Time \_\_\_\_\_ Tear-Down Date & Time \_\_\_\_\_

Event Location 224 W. Wilkms & every street in Jackson

**ANNUAL EVENT:** Is this event expected to occur next year? (circle one) YES NO

How many years has this event occurred? 2 past

**MAP:** (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

**STREET CLOSURES:** Start Date/Time N-A through Date/Time: \_\_\_\_\_

**RESERVED PARKING:** Are you requesting reserved parking? 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

**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 \_\_\_\_\_

CITY OF JACKSON  
SPECIAL EVENT APPLICATION, Page 2  
Downtown Development Authority  
161 W. Michigan ~ Jackson, MI 49201 ~ (517) 768-6410

**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.

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 400 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.

**REST ROOMS:** 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 rest room 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.

**OTHER REQUESTS:** (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE:** All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson and Downtown Development Authority as an additional insured party on the policy, for the specified event.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:  
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.  
A \$25 Special Event Application fee must be submitted along with this Special event Application.  
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 as an additional named insured party on the policy.  
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.  
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.  
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. By signing this Special Event Application, I declare I am 21 years of age or older.

4-8-13  
Date

Wendy Wright  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:  
DOWNTOWN DEVELOPMENT AUTHORITY  
161 W. MICHIGAN AVENUE JACKSON, MI 49201**



# Neighborhood & Economic Operations

Building a Stronger Jackson

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161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING May 7, 2013

**TO: Honorable Mayor and City Councilmembers**

**FROM: Patrick H. Burtch, City Manager**  
**Jon H. Dowling, P.E., City Engineer**

**SUBJECT: Resolution for Approval of Contract with MDOT for Signal Replacement Work**

---

**RECOMMENDATION: Approval of the resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for signal replacement work at the intersections of Washington Avenue with Jackson Street and Washington Avenue with Mechanic Street, and authorization for the Mayor and City Treasurer/Clerk to execute the appropriate contract documents.**

Attached is a resolution to enter into a contract with the Michigan Department of Transportation for signal replacement work at the intersections of Washington with Jackson and Washington with Mechanic, including work required for the placement of mast arm signals and lighted street signs.

The City's cost of this project is estimated at \$115,300.00. The City portion of the project will be paid from Major Street Funds.

We are requesting the attached resolution to enter into the contract with the Michigan Department of Transportation be approved by the City Council, and the Mayor and City Treasurer/Clerk be authorized to sign the appropriate contract documents.

Please do not hesitate to contact us if you should have any questions.

JHD:sms

c Andrew J. Wrozek, Jr., City Treasurer/Clerk  
Troy R. White, P.E., Senior Civil Engineer  
Lucinda Schultz, Accounting Manager

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the Michigan Department of Transportation has a signal enhancement and replacement contract prepared for the City of Jackson; and

WHEREAS, the City would like to upgrade the signal replacements at the intersections of Washington Avenue at Jackson Street and Washington Avenue at Mechanic Street with mast arm signals and lighted street signs; and

WHEREAS, the cost-participation agreement and contract for this project has been prepared by the Michigan Department of Transportation and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the City's cost of the work is \$115,300.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the construction of mast arm signals at the intersections of Washington with Jackson and Washington with Mechanic; and

BE IT FURTHER RESOLVED that the City Council does approve entering into the contract with the Michigan Department of Transportation for the signal replacement work; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Treasurer/Clerk to sign the contract documents on behalf of the City.

\* \* \* \*

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 7<sup>th</sup> day of May, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8<sup>th</sup> day of May, 2013.

---

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

SPECIAL TRUNKLINE  
NON-ACT-51  
ADDED WORK

DA  
Control Section STG 84916  
Job Number 111657A  
Federal Project STPG 1384(018)  
Federal Item JJ 4881  
Contract 13-5121

THIS CONTRACT is made and entered into this date of \_\_\_\_\_, by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF JACKSON, a Michigan municipal corporation, hereinafter referred to as the "CITY"; for the purpose of fixing the rights and obligations of the parties in agreeing to construction improvements in conjunction with the DEPARTMENT'S construction on Highway M-50, within the corporate limits of the CITY.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning upgrading of traffic signals at various locations within Jackson and Monroe Counties; and

WHEREAS, the CITY has requested additional work in connection with the Highway M-50 construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Signal replacement work at the intersections of eastbound Highway M-50, including Highways I-94BL and US-127BR (Washington Street) with Jackson Street and with Mechanic Street, including work required for the placement of mast arm signals and lighted street signs; together with necessary related work, located the corporate limits of the CITY; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be: \$115,300; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this contract. The term "PROJECT COST", as herein used, is hereby defined as the cost of the construction of the PROJECT including the costs of physical construction

necessary for the completion of the PROJECT as determined by the DEPARTMENT, and any and all other expenses in connection with any of the above.

Preliminary engineering and construction engineering are excluded from the PROJECT COST as defined herein.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

3. The CITY will approve the design intent of the PROJECT and shall accept full responsibility for the constructed PROJECT functioning as a part of the CITY'S facilities. The CITY is solely responsible for any input which it provides as it relates to the design of the PROJECT functioning as part of the CITY'S facilities.

4. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

5. The PROJECT COST shall be charged to the CITY 100 percent and paid in the manner and at the times hereinafter set forth. Such cost is estimated to be as follows:

PROJECT COST - \$115,300

6. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to the CITY on a monthly basis for the CITY'S share of the cost of work performed to date, less all payments previously made by the CITY. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing". Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to the CITY.

7. Pursuant to the authority granted by law, the CITY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified herein. If the CITY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the CITY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10)

days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the CITY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the CITY with payment thereof, and to notify the CITY in writing of such fact.

8. Upon completion of construction, the facilities being constructed as the PROJECT shall be operated and maintained by the CITY and the DEPARTMENT in accordance with standard practice. The CITY shall be responsible for the electrical cost for the lighted street signs.

9. Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the CITY. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the CITY of its ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401//et seq., as amended, which is incidental to the completion of the PROJECT.

10. In connection with the performance of the PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

11. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the CITY and for the DEPARTMENT; upon the adoption of a resolution approving said contract and authorizing the signatures thereto of the respective officials of the CITY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

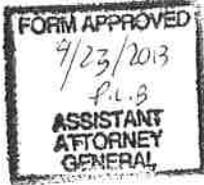
CITY OF JACKSON

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
Department Director MDOT

By \_\_\_\_\_  
Title:



APPROVED BY:  
  
Administrator  
Real Estate

4/23/13  
Date

**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**APPENDIX B  
TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
  - a. Withholding payments to the contractor until the contractor complies; and/or
  - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

## APPENDIX C

### TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

#### Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



CITY COUNCIL MEETING  
May 7, 2013

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Philip Hones, Finance Director  
**SUBJECT:** Annual Economic Vitality Incentive Program (EVIP) Employee Benefits Resolution

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**Recommendation:**

**To adopt the annual resolution certifying that the City has an 80/20 cap on employee medical benefits as required by Public Act 152 of 2011.**

To be eligible for Economic Vitality Incentive Program monies related to employee compensation, the City must adopt an annual resolution certifying the 80/20 cap on employee medical benefits.

Attached is a proposed resolution that will meet this requirement of the EVIP program. The approved resolution, once adopted by the City Council, along with a completed certification form, will be submitted the Michigan Department of Treasury by June 1, 2013 to ensure compliance.

Please let me know if you have any questions.

# ANNUAL 80/20 EMPLOYEE MEDICAL BENEFITS RESOLUTION

**BY THE CITY COUNCIL:**

**WHEREAS**, Public Act 152 of 2011 (hereinafter "the Act") established new restrictions on how much public employers, including the City of Jackson, can pay toward the medical benefit plans offered to employees; and

**WHEREAS**, the City of Jackson has four (4) options as provided for in the Act under which compliance with all provisions of the Act can be achieved; and

**WHEREAS**, the City Council, by majority vote, may select an option under which it would pay no more than eighty percent (80%) of the "total annual costs" of the medical benefit plans it offers to employees; and

**WHEREAS**, the Act does not apply to medical benefit plans that include benefits provided to individuals retired from a public employer; and

**WHEREAS**, the Act applies to medical insurance (including prescription drugs) but does not apply to dental, vision or other insurance plans, such as life or disability insurance; and

**WHEREAS**, the Act requires that no agreement "executed" after September 15, 2011 can include terms which are inconsistent with the requirements of the "80/20 Cap" option.

**NOW THEREFORE BE IT RESOLVED**, that the Jackson City Council does hereby certify that the City has approved and adopted the "80/20 Cap" option as provided for in Public Act 152 of 2011, which became effective January 1, 2012.

\* \* \* \* \*

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 the 7<sup>th</sup> day of May, 2013.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
City Clerk



**CITY COUNCIL MEETING**  
**May 7, 2013**

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Matthew R. Heins  
Director of Police and Fire Services  
**SUBJECT:** HSGP-State Homeland Security Program Purchase

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**Recommendations:**

- A. To adopt a resolution amending the 2012-2013 Budget to reflect receipt of State Homeland Security Program grant monies, in the amount of \$84,238.**
- B. To authorize the purchase of twenty-two Mobile Data Computers (MDCs) from Advanced Wireless through the Oakland County purchasing contract.**

HSGP-State Homeland Security Program grants totaling \$84,238 have been awarded to the Jackson Police and Fire Departments for the purchase twenty-two Mobile Data Computers. Two MDCs are for the Fire Department and twenty for the Police Department.

Police and fire personnel are first responders to incidents in the City of Jackson. These MDCs will be communicating with Central Dispatch, accessing local and state records, booking photos, and other emergency management information. This purchase will provide reliable data thereby ensuring the safety and preparedness of fire and police personnel.

The Police Department is now requesting the City Council approve this purchase and adopt the attached resolution amending the 2012/2013 fiscal year budget.

**RESOLUTION**

WHEREAS, the City has entered into the federal government's 2011 and 2012 State Homeland Security Program (HSGP) grants, through the Region I Board fiduciary, the City of Lansing.

WHEREAS, this grant requires the activity relating to this project be kept in a separate account to facilitate reporting and compliance under the terms of the grant.

NOW, THEREFORE, BE IT RESOLVED, that the 2012/2013 budget be amended as follows:

**General Fund**

	<u><b>Increase</b></u>
<b>REVENUES:</b>	
101-318-000-501.343 Federal-Homeland Security	<u>84,238</u>
<b>EXPENDITURES:</b>	
101-318-000-982.001 Machinery & Equipment-Homeland Security	<u>84,238</u>
	<u>84,238</u>

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

I, Andrew J. Wrozek Jr., 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 7, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 8th day of May 2013.

\_\_\_\_\_ City Clerk



# Neighborhood & Economic Operations

Building a Stronger Jackson

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161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING May 7, 2013

**TO:** Honorable Mayor Griffin and City Councilmembers

**FROM:** Patrick Burtch, City Manager

**SUBJECT:** Request to Reallocate Additional HOME Funds to the Greater Jackson Habitat for Humanity Project at 626 Harris Street

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### RECOMMENDATION

**Approve the resolution to amend the 2012 HOME budget to provide the Greater Jackson Habitat for Humanity additional HOME funding to complete its project at 626 Harris Street.**

In April 2011, the City Council awarded the Greater Jackson Habitat for Humanity \$35,000 in HOME funds to conduct new housing construction. In addition to utilizing some of the HOME funds to construct 806 South Mechanic Street, Habitat selected a vacant lot at 626 Harris Street it had acquired from the Jackson County Land Bank Authority on which to construct a new single family residence. Habitat was also able to secure \$30,000 from Eaton Corporation to initiate the build; however, shortly after construction began, the Habitat executive director resigned, winter months came, and the project stalled after the foundation was installed.

In May 2012, City Council rebudgeted an additional \$40,000 specifically toward completing the 626 Harris build based on an estimate provided by Habitat. The Amended Developer Contract signed by the City and Habitat incorporated specific architectural features to be completed prescribed by the City in order to receive the supplementary funding. The project is very near full completion except for a small amount of additional funding needed to complete the driveway and landscaping requirements. A qualified homebuyer has been identified and will be closing on the purchase in the very near future.

Due to the prominent location of 626 Harris Street, which corners on East Ganson Street, it is recommended the City provide \$2,000 in additional HOME funds for Habitat to successfully complete this new construction project. HOME regulations would require the repayment of funds already drawn for this project should it not be completed in a timely fashion.

cc: Steve Maga,  
Heather Soat  
Michelle L. Pultz-Orthaus

City of Jackson, Michigan  
 Resolution to Amend the Fiscal Year 2012/2013 (Year 38) HOME Budget

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

Whereas, in Year 38 receipts from program income in excess of budgeted expenses were received; and

Whereas, the City Council desires to appropriate the additional program income from Year 38 to be made available for use in Year 38 for the Habitat of Humanity program.

**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
<b>Entitlement Year 38 (2012/2013)</b>				
287-000-038-696.003	Deferred Loan Repayments	0	2,000	2,000
287-286-038-814.006	Habitat for Humanity	0	2,000	2,000

\* \* \* \* \*

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 7th day of May, 2013.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 8th day of May, 2013.

\_\_\_\_\_  
 Andrew J. Wrozek Jr. City Treasurer/Clerk



## City of Jackson Employees Retirement System

161 W. Michigan Avenue - Jackson, MI 49201  
Telephone: (517) 788-4160 — Facsimile: 1 (877) 509-5389

### CITY COUNCIL MEETING May 7, 2013

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Steven Maga, Chairman Employees Retirement System Board  
**SUBJECT:** Amend Article VI, Chapter 2 of City's Code of Ordinances

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#### Recommendation:

**Adoption of an Ordinance amending Article VI of Chapter 2 of the City of Jackson Code of Ordinances to cap the amount of employee contributions to the retirement plan to the normal cost as determined by the City's actuary.**

At its April 10, 2013 meeting, the City of Jackson Employees Retirement System Board approved a motion to submit an ordinance amendment to City Council to cap member employee pension contributions at 50 % of the actuarial determined rate not to exceed the normal cost. Normal cost can be defined as the annual employer cost of the future liability associated with the benefits earned in the current year. This cost is determined by the actuarial cost method.

The ordinance change would have no effect on the required fiscal year 2013/14 employee contributions (11.05%) for employees hired prior to 7/1/2012. For employees hired on or after 7/1/2012, the required employee contribution would be reduced from 9.42% to 7.80%. The higher rate of 9.42% includes a charge for liabilities incurred by the ERS Retirement System in prior years. Due to this inequity, the ERS Board is recommending the Alternate Cost Sharing Arrangement as outlined by the City Actuary in the attached COMMENT 3 section from the annual actuarial study.

The ordinance change, as prepared by the City Attorney, is therefore submitted for City Council review.

ORDINANCE 2013 - \_\_\_\_\_

An Ordinance amending Article VI of Chapter 2 of the City of Jackson Code of Ordinances to cap the amount of employee contributions to the retirement plan to the normal cost as determined by the City's actuary.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council adopts this ordinance to cap the amount of employee contributions to the retirement plan to the normal cost as determined by the City's actuary.

Section 2. That Section 2-522 through Section 2-527 of Article VI of Chapter 2 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

ARTICLE VI. RETIREMENT SYSTEM

Sec. 2-522. - Worker's compensation and unemployment benefits offset.

The amount of any benefits, except payments for medical care, paid a retirant or beneficiary pursuant to the worker's compensation law, or any similar law, of the state or pursuant to a settlement of any claim for worker's compensation benefits; or, any unemployment wage loss benefits, on account of the person's employment by the city, shall be offset against and payable in lieu of benefits provided by the retirement system.

Sec. 2-523. - Refund of member's accumulated contributions.

- (a) Except as otherwise provided in this article, a person who ceases to be a member for any reason except retirement or death, prior to satisfying the age and service requirements for retirement provided in section 2-509, shall be paid his accumulated contributions upon written request filed with the board of trustees.
- (b) If a person dies and no pension becomes or will become payable by the retirement system on account of the death, except as provided in section 2-518, the deceased person's accumulated contributions shall be paid to such person as the deceased person shall have nominated by written designation duly executed and filed with the board of trustees. If there is no such designated person surviving the deceased person, the accumulated contributions shall be paid to the deceased person's estate.
- (c) If a person dies without heirs and without a surviving designated beneficiary, the deceased person's accumulated contributions may be used to pay the deceased person's burial expenses, not to exceed a reasonable sum to be determined by the

board, provided the deceased person leaves no other estate sufficient for such purpose.

- (d) Payment of accumulated contributions as provided in this section may be made in installments according to such rules as the board of trustees may from time to time adopt.

Sec. 2-524. - Reserve for employee contributions.

- (a) The reserve for employee contributions shall be the account in which shall be accumulated, at regular interest, the contributions deducted from the compensation of members and from which shall be made refunds and transfers of accumulated contributions as provided in this article.
- (b) A member's contributions to the retirement system shall be the applicable following amounts:
  - (1) Benefit group general:
    - a. 2.85 percent of each member's annual compensation as of July 1, 1997.
    - b. 3.31 percent of each member's annual compensation as of July 1, 1998.
    - c. After July 1, 1999, the percent of each member's annual compensation determined as necessary by the city actuary as a pro rata employee contribution, to meet, after plan income is included, fifty (50) percent of the annual benefit payment requirements of the retirement system's reserve for retired benefit payments not to exceed the plan's normal cost as determined by the city actuary with a minimum of 2.5% of each member's annual compensation. As used in this Article, the term "normal cost" shall mean the actuarial cost allocated to the current year by the actuarial cost method.
  - (2) Benefit group MAPE:
    - a. 2.85 percent of each member's annual compensation as of July 1, 1997.
    - b. 3.31 percent of each member's annual compensation as of July 1, 1998.
    - c. After July 1, 1999, the percent of each member's annual compensation determined as necessary by the city actuary as a pro rata employee contribution, to meet, after plan income is included, 50 percent of the annual benefit payment requirements of the retirement system's reserve for retired benefit payments not to exceed the plan's normal cost as determined by the city actuary with a minimum of 2.5% of each member's annual compensation.

- (c) The person responsible for preparing the city payroll shall cause the contributions provided for in subsection (b) to be deducted from the compensation of each member on each and every payroll. The deducted contributions shall be paid to the retirement system, and shall be credited to the member's individual accounts in the reserve for employee contributions. Members' contributions shall be made notwithstanding that the minimum compensation provided by law for any member shall be changed thereby. Every member shall be deemed to consent and agree to the deductions made and provided herein. Payment of compensation less the deduction shall be a full and complete discharge and acquittance of all claims and demands whatsoever for services rendered by the member during the period covered by such payment, except as to benefits provided by the retirement system.
- (d) The accumulated contributions of a member shall be transferred from the reserve for employee contributions to the reserve for retired benefit payments upon retirement. At the expiration of a period of three (3) years from the date, a person without entitlement to a vested termination pension provided in section 2-511 ceases to be a member, any balance in the reserve for employee contributions unclaimed by the person or the person's legal representative shall be transferred to the reserve for undistributed investment income.

Sec. 2-525. - Reserve for retired benefit payments.

The reserve for retired benefit payments shall be the account from which shall be paid all pensions and residual refunds as provided in this retirement system. Should any disability retiree be returned to the employ of the city the pension reserve at the date of return shall be transferred from the reserve for retired benefit payments to the reserve for employee contributions in the proportion transfers were made from such accounts at the time of retirement.

Sec. 2-526. - Reserve for employer contributions; city contributions.

- (a) The reserve for employer contributions shall be the account to which shall be credited contributions made by the city to the retirement system and from which shall be made transfers as provided in this section.
- (b) Each year following receipt of the report of the annual actuarial valuation, the excess, if any, of the reported value of pensions being paid and likely to be paid retirees and beneficiaries over the balance in the reserve for retired benefit payments shall be transferred from the reserve for employee contributions to the reserve for retired benefit payments.
- (c) The financial objective of this article is to require city contributions to the retirement system each fiscal year which together with the contributions made by members during the fiscal year shall be sufficient to fully fund the cost of benefits likely to be paid on account of service rendered by members during the year, and to finance unfunded costs of benefits likely to be paid on account of service rendered

by members prior to the current year over a period of not more than forty (40) years. Such contributions shall be computed by the actuary as level percents of member payroll in accordance with generally accepted actuarial principles.

- (d) The board shall annually certify to the city council the contributions determined necessary according to this section, and the council shall appropriate and pay to the retirement system the contributions so certified.
- (e) The city contributions shall be in accordance with the following:
  - (1) Benefit group general:
    - a. 2.85 percent of each member's annual compensation as of July 1, 1997.
    - b. 3.31 percent of each member's annual compensation as of July 1, 1998.
    - c. After July 1, 1999, the percent of each member's annual compensation determined by the city actuary as necessary as a city contribution, to meet, after plan income is included, fifty (50) percent of the annual benefit payment requirements of the retirement system's reserve for retired benefit payments plus any additional amount required over the plan's normal cost as determined by the city's actuary with a minimum of 2.5% of each member's annual compensation.
  - (2) Benefit group MAPE:
    - a. 2.85 percent of each member's annual compensation as of July 1, 1997.
    - b. 3.31 percent of each member's annual compensation as of July 1, 1998.
    - c. After July 1, 1999, the percent of each member's annual compensation determined by the city actuary as necessary as a city contribution, to meet, after plan income is included, fifty (50) percent of the annual benefit payment requirements of the retirement system's reserve for retired benefit payments plus any additional amount required over the plan's normal cost as determined by the city's actuary with a minimum of 2.5% of each member's annual compensation.
  - (3) Special voluntary early retirement program. The city shall pay any and all sums needed on an annual basis to fully defray any extra costs to the plan which are incurred as a result of the additional service credit provided to those persons participating in any special voluntary early retirement program.

Sec. 2-527. - Reserve for undistributed investment income; expenses.

The reserve for undistributed investment income shall be the account to which shall be credited all interest, dividends, and other income from the investment of retirement system assets, all gifts and bequests received by the retirement system, all unclaimed accumulated contributions and pensions, all appropriations for administrative expenses, and all other monies received by the retirement system the disposition of which is not specifically provided. There shall be transferred from the reserve for undistributed investment income all amounts required to credit regular interest to the reserve for employee contributions, reserve for employer contributions, and the reserve for retired benefit payments, and to pay administrative expenses of the retirement system (to the extent monies are appropriated for this purpose). Whenever the board of trustees determines the balance in the reserve for undistributed investment income is more than sufficient to cover current charges to the account, the excess or any part thereof may be used to provide contingency reserves or to meet special requirements of the other reserve accounts of the retirement system. Whenever the balance in the reserve for undistributed investment income is insufficient to meet the current charges to the account, the amount of the insufficiency shall be transferred from the reserve for employer contributions.

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

## COMMENTS AND RECOMMENDATIONS

### COMMENT 1:

**PLAN EXPERIENCE:** Actuarial experience was less favorable than expected for the year ended June 30, 2012 as indicated by the experience loss shown on page A-9. The loss was primarily attributable to unfavorable investment return (please refer to page C-7) on a funding value basis. Liability experience was on target in aggregate, with gains due to lower than expected salary increases and retiree mortality.

### COMMENT 2:

**PLAN AMENDMENTS:** This valuation reflects benefits promised to members in the plan on the valuation date as reported to us by the System's administrator. Members hired on or after July 1, 2012 will have a pension multiplier of 1.25% of their final average compensation for each year of service, a different definition of compensation, and a different member contribution rate. This change does not affect any members as of the date of this valuation.

For purposes of applying a separate contribution rate to members hired on or after July 1, 2012 consistent with current ordinance, we recommend a member contribution rate equal to half of the normal cost plus half of the amortization of the unfunded actuarial accrued liability (UAAL) not attributed to the DROP. The total normal cost for new hires is estimated to be 7.80% of payroll and the total amortization of the UAAL not attributed to the DROP is currently 11.04% of payroll. Thus for the fiscal year ending June 30, 2014, the recommended member contribution rate for members in the new tier is 9.42% of payroll (half of 7.80% plus half of 11.04%).

### COMMENT 3:

**ALTERNATE COST SHARING ARRANGEMENT:** Under the current ordinance member contributions are set equal to half of the normal cost plus half of the amortization of the UAAL with a minimum member contribution of 2.5% of payroll (with the exception that the City funds the impact of the DROP). The City may wish to consider an alternate cost sharing arrangement adding a member contribution cap equal to the normal cost. For the fiscal year ending June 30, 2014, the recommended member contribution for members hired prior to July 1, 2012 is 11.05% of pay, 0.01% of pay less than the normal cost rate of 11.06% for the group. For the fiscal year ending June 30, 2014, the

## COMMENTS AND RECOMMENDATIONS

recommended member contribution for members hired on or after July 1, 2012 is 9.42% of pay, 1.62% of pay more than the normal cost rate of 7.80% for the group. Under the proposed alternate cost sharing arrangement the recommended member contribution would remain at 11.05% of payroll for members hired prior to July 1, 2012 and would decrease to 7.80% of payroll for members hired on or after July 1, 2012. The decrease in the member contributions for members hired on or after July 1, 2012 will be offset by an equal increase in employer contributions.

### COMMENT 4:

**ALTERNATE DROP LIABILITY AMORTIZATION:** Currently the UAAL attributable to the DROP plan is amortized over a closed 15-year period beginning with the June 30, 2008 valuation. There are 10 years left in the DROP amortization. The City may wish to consider a 30-year open period, which is the same period used for the remainder of the plan UAAL. Using the 30-year open amortization decreases the employer contribution by 0.76% of pay, or \$68,366. The recommended employer contribution using this methodology is 11.76% of pay, or \$1,057,870 for the fiscal year beginning July 1, 2013. This methodology change has no effect on the member contributions.

### COMMENT 5:

**ACTUARIAL ASSUMPTIONS AND METHODS:** In determining costs and liabilities, actuaries use assumptions about the future, such as rates of salary increase, probabilities of retirement, termination, death and disability, and an investment return assumption. The Retirement Board sets the actuarial assumptions and methods taking into account recommendations made by the plan's actuary and other advisors. Changes to the assumptions going forward from the previous valuation include decreasing the assumed invest return from 8.00% to 7.50%, decreasing the assumed wage inflation from 4.25% to 3.00%, decreasing the assumed price inflation from 4.25% to 2.50%, and adjustments to the assumed mortality rates.

**CONTRIBUTIONS TO FUND BENEFITS  
EXPRESSED AS PERCENTS OF ACTIVE MEMBER PAYROLL  
FOR THE FISCAL YEAR BEGINNING**

Contributions for	July 1, 2012			July 1, 2013		
	General Members	Water & Sewage Members	Total Weighted Averages	General Members	Water & Sewage Members	Total Weighted Averages
Normal Cost						
Age and Service Allowances	9.15 %	9.18 %	9.16 %	9.04 %	9.03 %	9.04 %
Disability and Survivor	1.01	1.00	1.00	0.97	0.96	0.97
Refunds of Member Contributions	<u>0.98</u>	<u>1.04</u>	<u>1.00</u>	<u>1.04</u>	<u>1.09</u>	<u>1.05</u>
Total Normal Cost	11.14	11.22	11.16	11.05	11.08	11.06
Unfunded Actuarial Accrued Liability#			7.62 %			12.51 %
Total Computed Contribution			18.78			23.57
Contribution for DROP			1.06			1.47
Contribution Excluding DROP			17.72			22.10
<b>Total Contribution Requirement*</b>						
<b>Member Portion</b>			8.86 %			11.05 %
<b>Employer Portion*</b>						
- DROP !			1.06			1.47
- Remaining			<u>8.86</u>			<u>11.05</u>
- Total Computed Rate			9.92 %			12.52 %
- Total Dollar Contribution !			\$ 880,750			\$ 1,126,236

# Amortized over 30 years.

\* The Members and Employer split the contribution requirement. The contribution requirement can be no less than 2.5% for the Members and 2.5% for the Employer.

! Subsequent to the June 30, 2007 valuation, the Board adopted a DROP to be funded by employer contributions for 15 years beginning July 1, 2008. This percentage is based on a closed 15-year amortization of the estimated change in UAAL plus the change in normal cost associated with the DROP. There are 10 years left in the amortization period.



# Neighborhood & Economic Operations

Building a Stronger Jackson

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161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING May 7, 2013

**TO:** Honorable Mayor Griffin and City Councilmembers

**FROM:** Patrick Burtch, City Manager

**SUBJECT:** Request to Approve Submission of the 2013-2014 One-Year Action Plan, Adopt the Resolution of Certifications, and Authorize the Mayor to Sign Required Documents for Submission to HUD

---

### RECOMMENDATION

**Approve submission of the 2013-2014 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.**

On April 23, 2013, City Council approved final allocations for projects to be funded with Program Year 2013 CDBG and HOME grants. The attached One-Year Action Plan incorporates those allocations and is presented for City Council's approval. Minor changes have been made to the draft Action Plan provided to City Council in March, such as correcting typographical errors. A complete copy of the Action Plan will be available in the City Clerk's office for public review for an additional 30 days. Also attached is the Application for Federal Assistance (HUD Form SF-424), the Resolution for Certification (Appendix B), and the Non-State Grantee Certifications (Appendix C). The One-Year Action Plan and other required documentation must be received by HUD on May 17, 2013 to comply with submission dates outlined in 24 CFR 570.302 and 24 CFR 91.15

It should be noted that, as of this writing, HUD has not yet published annual formula allocations for CDBG and HOME funds. Based on direction from HUD, if the allocation amount remains unknown by the time the Action Plan is to be submitted, the City should submit all documentation except the Application for Federal Assistance (HUD Form SF-424). Staff will be closely monitoring HUD's website for publication of grant awards and will update City Council when same is known.

# Department of Neighborhood & Economic Operations



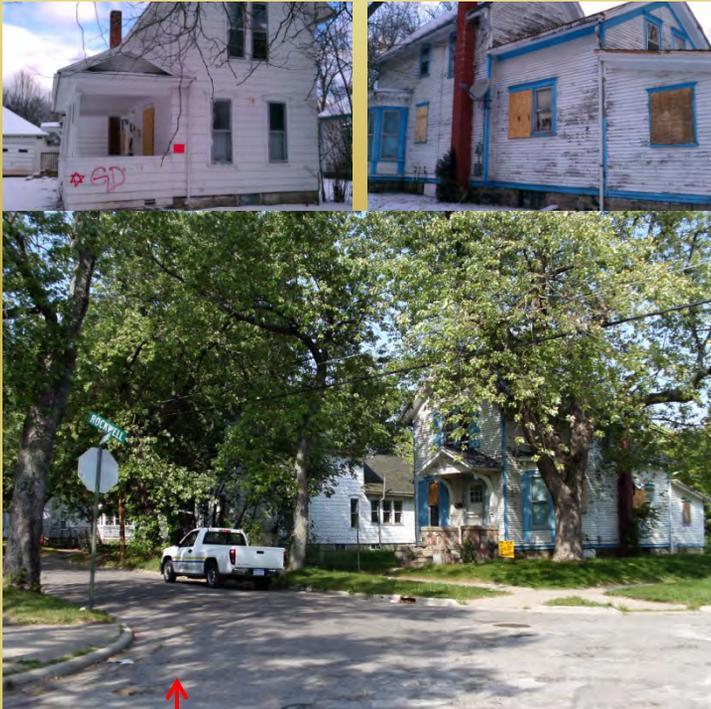
## 2013-2014 Action Plan

Building a Stronger Jackson

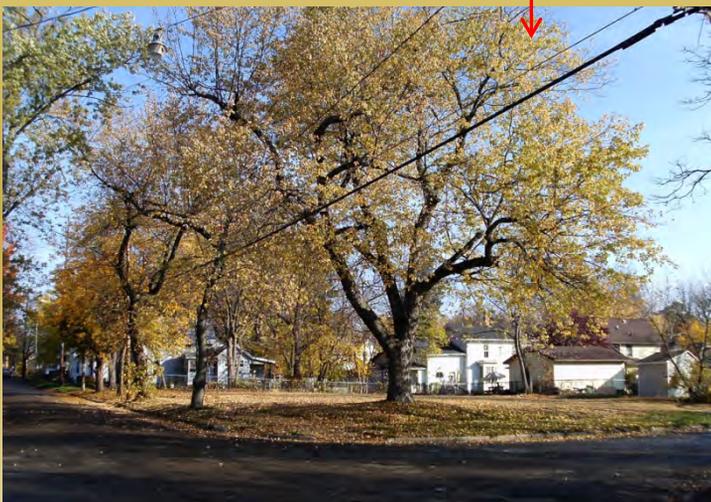


### Community Development Block Grant

Before



Before



After



### HOME Investment Partnerships Program



After

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name: <b>City of Jackson</b>		<b>Organizational Unit:</b> Department: <b>Neighborhood &amp; Economic Operations</b>	
Organizational DUNS: <b>085031656</b>		Division: <b>Neighborhood &amp; Economic Operations</b>	
<b>Address:</b> Street: <b>161 West Michigan Avenue</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: First Name: <b>Michelle</b>	
City: <b>Jackson</b>		Middle Name <b>L.</b>	
County: <b>Jackson</b>		Last Name <b>Pultz-Orthaus</b>	
State: <b>MI</b>	Zip Code <b>49201</b>	Suffix:	
Country: <b>USA</b>		Email: <a href="mailto:mpultz@cityofjackson.org">mpultz@cityofjackson.org</a>	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <b>38-6004701</b>		Phone Number (give area code) <b>517-768-6436</b>	Fax Number (give area code) <b>866-971-2151</b>
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters) <input type="checkbox"/> <input type="checkbox"/> Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) <b>C. Municipal - City</b> Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <b>14.218 Entitlement Grant</b> TITLE (Name of Program): <b>Community Development Block Grant</b>		<b>9. NAME OF FEDERAL AGENCY:</b> <b>U.S. Department of Housing and Urban Development</b>	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> <b>City of Jackson, Michigan</b>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> <b>Various</b>	
<b>13. PROPOSED PROJECT</b> Start Date: <b>July 1, 2013</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant <b>MI-007</b>	
Ending Date: <b>June 30, 2014</b>		b. Project <b>MI-007</b>	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 0.00	b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ 0.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELETED BY STATE FOR REVIEW	
d. Local	\$ 0.00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$ 0.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ 75,000.00	<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>	
g. TOTAL	\$ .00	a. Authorized Representative	
		Prefix First Name <b>Martin</b>	
		Middle Name <b>J.</b>	
		Last Name <b>Griffin</b>	
		Suffix	
b. Title <b>Mayor</b>		c. Telephone Number (give area code) <b>517-788-4028</b>	
d. Signature of Authorized Representative		e. Date Signed	

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
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Organizational DUNS: <b>085031656</b>		Division: <b>Neighborhood &amp; Economic Operations</b>	
<b>Address:</b> Street: <b>161 West Michigan Avenue</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: First Name: <b>Michelle</b>	
City: <b>Jackson</b>		Middle Name <b>L.</b>	
County: <b>Jackson</b>		Last Name <b>Pultz-Orthaus</b>	
State: <b>MI</b>	Zip Code <b>49201</b>	Suffix:	
Country: <b>USA</b>		Email: <b><a href="mailto:mpultz@cityofjackson.org">mpultz@cityofjackson.org</a></b>	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <b>38-6004701</b>		Phone Number (give area code) <b>517-768-6436</b>	Fax Number (give area code) <b>866-971-2151</b>
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters) <input type="checkbox"/> <input type="checkbox"/> Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) <b>C. Municipal - City</b> Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <b>14.239 HOME</b> TITLE (Name of Program): <b>HOME Investment Partnerships Program</b>		<b>9. NAME OF FEDERAL AGENCY:</b> <b>U.S. Department of Housing and Urban Development</b>	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> <b>City of Jackson, Michigan</b>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> <b>Various</b>	
<b>13. PROPOSED PROJECT</b> Start Date: <b>July 1, 2013</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant <b>MI-007</b>	
Ending Date: <b>June 30, 2014</b>		b. Project <b>MI-007</b>	
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g. TOTAL	\$ .00	a. Authorized Representative	
		Prefix First Name <b>Martin</b>	
		Middle Name <b>J.</b>	
		Last Name <b>Griffin</b>	
		Suffix	
b. Title <b>Mayor</b>		c. Telephone Number (give area code) <b>517-788-4028</b>	
d. Signature of Authorized Representative		e. Date Signed	

# Table of Contents

## 2013-2014 Annual Action Plan

Application for Federal Assistance – SF-424

### General

Executive Summary.....	1
General Demographic Information .....	2

### Grant Administration

Grant Programs .....	6
Program Purpose and Objectives .....	6
Match Requirements .....	7
Income Limits .....	7
Section 8/McKinney-Vento Homeless Assistance.....	7
Managing the Process .....	6
Citizen Participation.....	8
Institutional Structure .....	9
Monitoring.....	11

### Housing

Specific Housing Objectives .....	13
Needs for Public Housing.....	14
Barriers to Affordable Housing .....	18
Lead-Based Paint .....	19
Non-Homeless Special Needs Housing .....	20

### Homeless

Specific Homeless Prevention Elements .....	21
Antipoverty Strategy .....	23

### Program Specific Requirements

Community Development Block Grant .....	26
HOME .....	30
Outreach to Minority and Women Owned Businesses .....	32
HOPWA .....	33
ESG.....	33

### Substantial Amendment

Reprogramming of Funds .....	33
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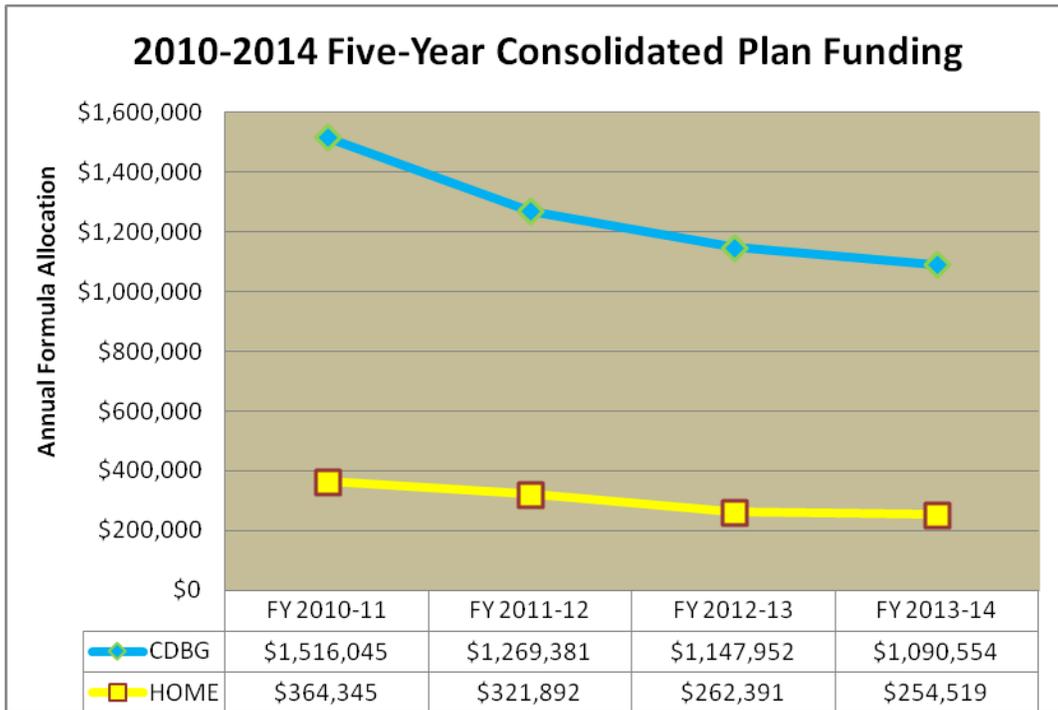
### Appendices

Appendix A	Citizen Comments
Appendix B	City Council Resolution Dated May 7, 2013
Appendix C	Certifications

## Executive Summary

The City of Jackson presents this One-Year Action Plan as the fourth year of its 2010-2014 Five-Year Consolidated Plan and covers the period of July 1, 2013 through June 30, 2014, also referred to as Program Year (PY) 2013 or Fiscal Year (FY) 2013. PY 2013 represents the City's 39<sup>th</sup> consecutive year to receive a Community Development Block Grant (CDBG) formula allocation as an entitlement community and 22<sup>nd</sup> year to receive a HOME Investment Partnerships Program (HOME) formula allocation as a participating jurisdiction.

Since the beginning of the 2010-2014 Five Year Consolidated Plan, the City has received consecutively lower grant amounts to invest in the community:



As demonstrated above, CDBG funds declined more than 28% and HOME funds dropped over 30% in four funding cycles, significantly diminishing the City's ability to improve neighborhood housing and living conditions. (*Note: At the time this draft Action Plan was submitted for the 30-day public comment period, HUD had not yet announced the actual 2013-2014 formula allocations for entitlement communities. The grant amounts noted above for 2013-2014 are estimates based on information received from HUD regarding anticipated cuts to CDBG and HOME.*)

The City of Jackson underwent significant changes during the calendar year 2012:

*City Manager* – Lawrence Shaffer resigned from his position in August 2012 after leading the City of Jackson for 13 months. Patrick Burtch served as Interim City Manager until he was officially installed as City Manager in October 2012.

*Jackson's Overall Economic Stabilization (JOES) Program* – several items anticipated as needed to begin the stabilization of Jackson's economy were put into play. This included the formation of the Non-Owner Occupied Residential Property Registration (NOORPR), Foreclosed, Vacant or Abandoned Residential Property Registration (FVARPR), and ordinance updates to housing, zoning and building/demolition codes.

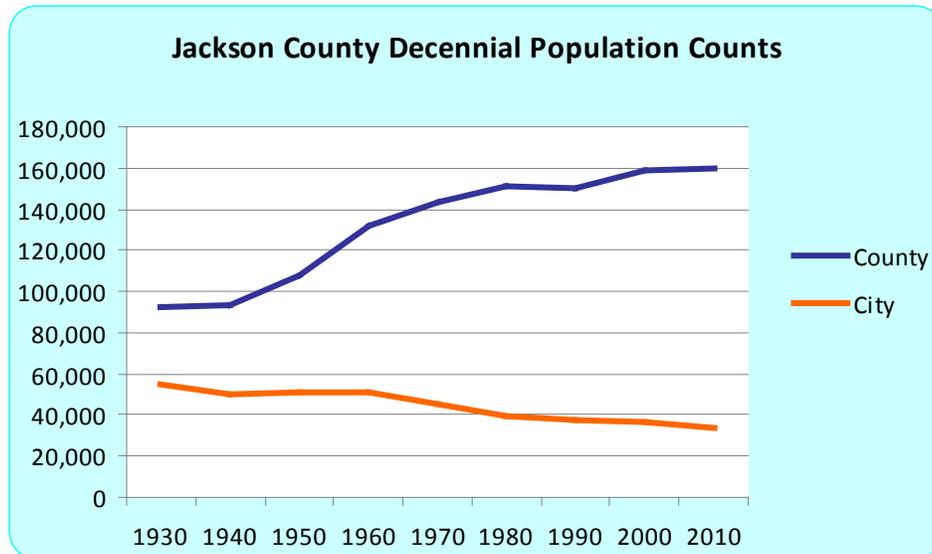
*Reorganization of Departments* – also a core concept of JOES, several departments were combined to provide budget savings, streamline administrative function and offer a structure that makes more sense to a shrinking city. Most notably was the formation of the Department of Neighborhood & Economic Operations, which combined Community Development, Planning, Economic Development, Engineering, Inspection, and the Administrative Hearings Bureau. Other combinations made were Police and Fire Operations (police, fire, emergency measures), Public Works & Utilities (public works, water, sewer, storm water, forestry), Parks, Recreation & Grounds (parks, recreation, cemeteries), and Finance & Information Operations (finance, management information services, purchasing, and City Hall and grounds).

*Staff Increases* – revenue from the NOORPR and FVARPR allowed the Department of Neighborhood & Economic Operations to hire three new full-time inspectors, one part-time inspector, and three new administrative staff positions.

The preliminary phases of the multi-faceted JOES Program concentrates on neighborhood stabilization, which includes, but is not limited to, the overall reduction of vacant, abandoned and dilapidated housing through aggressive demolition, increased code and zoning enforcement, a much more targeted effort for rehabilitation of single family homes, and an asset management plan that reflects the reality of Jackson's overall housing conditions.

### **General Demographic Information**

Jackson County is strategically located in south-central Michigan at the crossroads of two major highways, Interstate 94 and US-127, and also by state highways M-50, M-60 and M-106. Lansing, the capital of Michigan, is located less than an hour's drive north, Detroit approximately 70 miles to the east, and Chicago approximately 200 miles to the west. An historical review of Jackson County's population concentrations and trends confirm the migration of people from the urban core of the City into the surrounding suburban and rural townships, especially since the 1960 Census. In 1930, 60% of Jackson County's population lived within the 11 square mile confines of the City of Jackson; 80 years later, only 21% of the total county population lives in the City. During the past 50 years, Jackson County's population grew by 17.6% while the City lost 33.9% of its residents.



As illustrated in the table below, Jackson’s population has also grown more diverse over 20 years. While the racial makeup of the City remains mostly White and Black or African American residents, the number of White residents has decreased while the number of Black or African American inhabitants has increased, as has the number of persons claiming heritage from two or more races or with a Hispanic or Latino background.

Race	1990 Census	2000 Census	2010 Census	2011 American Community Survey
White	80.2%	73.9%	71.4%	72.1%
Black or African American	17.7%	19.7%	20.4%	21.6%
Two or More Races	n/a	3.7%	5.5%	4.1%
<b>Ethnicity</b>				
Hispanic/Latino	2.5%	4.0%	5.3%	4.7%

Employment opportunities remain a big concern for Jackson residents. While the annual jobless rate in the City has shown consecutive improvement since 2009, it continues to be significantly higher than Jackson County, the state of Michigan, and the United States.

	Annual Jobless Rates				
	2008	2009	2010	2011	2012
<b>United States</b>	5.8%	9.3%	9.6%	8.9%	8.1%
<b>State of Michigan</b>	8.3%	13.3%	12.5%	10.4%	8.9%
<b>Jackson County</b>	8.4%	13.1%	12.6%	9.9%	8.2%
<b>City of Jackson</b>	12.1%	18.6%	17.9%	14.3%	11.8%

Economic recovery cannot necessarily be assumed because unemployment percentages have fallen across the board for two consecutive years. The Bureau of Labor Statistics (BLS) defines unemployment as people who “do not have a job, have actively looked for work in the prior four weeks, and are currently available for work.” Most people leave the labor force when they retire, go to school, have a disability that keeps them from working, or have family

responsibilities. Others may feel they can't get work so stop looking and are then classified as discouraged workers and the BLS removes them from both the unemployment statistics and labor force. Another hidden unemployment figure are those who consider themselves underemployed – those working fewer hours than they would like or are in a job that fails to make optimal use of their capabilities.

Correlative to the joblessness plaguing Jackson's workforce is the increasing number of persons living below the poverty level. The table below demonstrates compares the 2007-2009 American Community Survey (ACS) against the 2009-2011 ACS Poverty Status in the Past 12 Months (S1701):

	2009 ACS Estimate	2011 ACS Estimate
Population for whom poverty status is determined .....	27.0%	31.5%
<b>AGE</b>		
Under 18 years .....	37.2%	42.7%
Related children under 18 years .....	36.5%	42.1%
18 – 64 years .....	25.1%	30.1%
65 years and over .....	12.4%	9.1%
<b>SEX</b>		
Male .....	26.4%	29.0%
Female .....	27.5%	33.7%
<b>RACE</b>		
White .....	22.4%	24.6%
Black or African American .....	39.9%	47.8%
Two or more races .....	46.5%	50.5%
<b>EDUCATIONAL ATTAINMENT</b>		
Less than high school graduate .....	46.5%	45.2%
High school graduate (includes GED) .....	22.4%	27.5%
Some college, associate's degree.....	14.8%	20.0%
Bachelor's degree or higher .....	3.3%	6.0%

In the time span between the 2000 Census and the 2010 Census, the City had 1.4% more total housing units reported, but occupied housing units fell by 6.5% while the number of vacant or abandoned units more than doubled.

	2000 Census		2010 Census	
	Number	Percent	Number	Percent
<b>Total Housing Units</b>	15,241	100.0%	15,457	100.0%
<b>Occupied Housing Units</b>	14,210	93.2%	13,294	86.0%
<b>Owner Occupied</b>	8,181	57.6%	7,004	52.7%
<b>Renter Occupied</b>	6,029	42.4%	6,290	47.3%
<b>Vacant Housing Units</b>	1,031	6.8%	2,163	14.0%

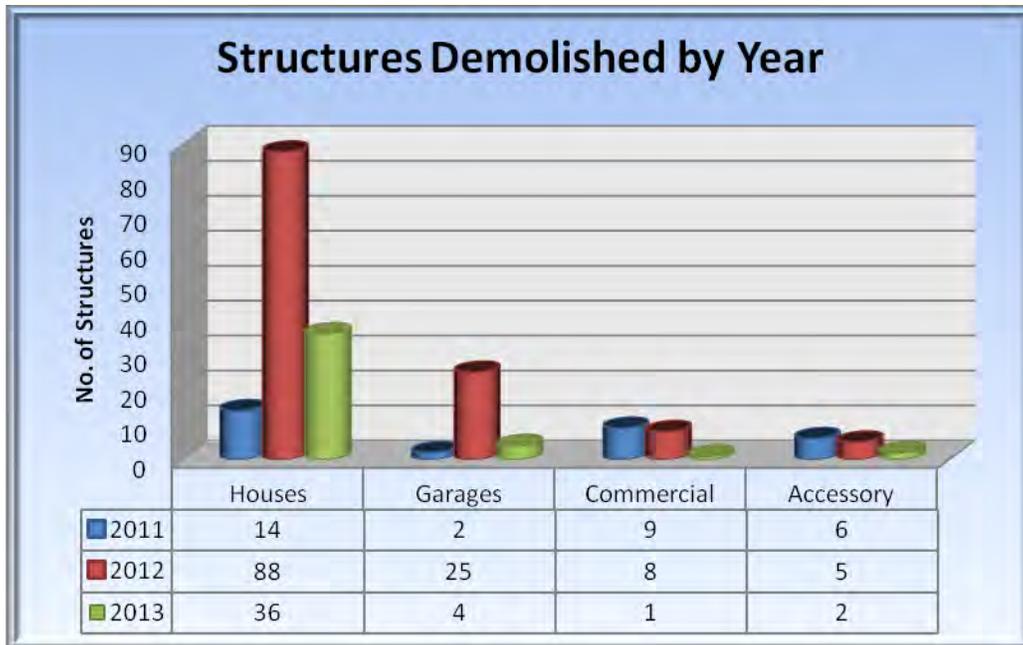
It should also be noted that the 2009-2011 ACS indicates the City now has 2,360 vacant housing units, or 15.2% of all housing units. The total number of housing units has fluctuated less than two percent since 1970 while population has fallen nearly 40% during the same time.

The oversupply of housing within the City is a contributing cause of decreased property values, which are often purchased by negligent investors, including persons or entities that do not live in Jackson, the State of Michigan, or even in the United States. Without adequate property management, further decay of housing and neighborhoods is the inevitable outcome.

As of March 6, 2013, Neighborhood & Economic Operations staff has identified and evaluated 885 vacant residential structures containing 1,163 housing units. The average rehabilitation estimate for these vacant structures is \$69,190, although some areas of the City exhibit an average rehabilitation estimate of over \$120,000 per structure. The rehabilitation estimate to repair all 885 structures evaluated to date exceeds \$61 million, some being in such poor condition as to be deemed beyond repair. Estimated demolition costs to raze the same 885 evaluated structures ranges between \$10 and \$13 million.

Demolition information gathered on a calendar year basis beginning June 1, 2011 – the date the City has adopted as the beginning of the Jackson Overall Economic Stabilization initiative – is demonstrated in the two graphs below:





## Grant Administration

### Grant Programs

The City of Jackson's annual formula allocations received from the U.S. Department of Housing and Urban Development (HUD) for Program Year 2013 are as follows:

#### **Community Development Block Grant** **\$1,165,554**

2012 Entitlement	\$1,090,554
Program Income (estimated)	75,000

#### **HOME Investment Partnerships Program** **\$254,519**

2012 Entitlement	\$254,519
------------------	-----------

### Program Purpose and Objectives

The Community Development Block Grant (CDBG) program is authorized under Title I of the Housing and Community Development Act of 1974, as amended, which has a primary objective of developing viable urban communities. These viable communities are achieved by providing the following, principally for persons of low- and moderate-income:

- ❖ Decent housing;
- ❖ A suitable living environment; and,
- ❖ Expanded economic opportunities.

The HOME program was created by the National Affordable Housing Act of 1990, as amended. The intent of the HOME program is to provide decent affordable housing to lower-income households, expand the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation.

**Match Requirements**

All participating jurisdictions must contribute 25% of every dollar in HOME funds as a means to mobilize community resources in support of affordable housing. The HOME statute provides for a reduction of the matching contribution requirement under three conditions: fiscal distress, severe fiscal distress, and for Presidentially-declared major disasters covered under the Stafford Act. The City of Jackson continues to receive a 100% exemption from HOME match requirements due to fiscal/severe fiscal distress; the CDBG program has no match requirements.

**Income Limits**

Both the CDBG and HOME grants require certain thresholds be met to provide assistance to the City's lower income community. Local income limits are published annually by HUD based on estimates of median family income with adjustments based on family size. The following table provides the current income guidelines for Jackson, effective December 11, 2012:

**2013 Area Median Income (AMI) Limits**

% of Median	Limit per Number of Persons in Household							
	1	2	3	4	5	6	7	8
30%	\$12,350	\$14,100	\$15,850	\$17,600	\$19,050	\$20,450	\$21,850	\$23,250
50%	\$20,550	\$23,450	\$26,400	\$29,300	\$31,650	\$34,000	\$36,350	\$38,700
60%	\$24,660	\$28,140	\$31,680	\$35,160	\$37,980	\$40,800	\$43,620	\$46,440
80%	\$32,850	\$37,550	\$42,250	\$46,900	\$50,700	\$54,450	\$58,200	\$61,950
100%	\$41,100	\$46,900	\$52,800	\$58,600	\$63,300	\$68,000	\$72,700	\$77,400

*Effective December 11, 2012*

References to income levels are as follows:

Extremely low-income	Individuals/families earning 30% AMI or less
Low-income	Individuals/families earning 31% to 50% AMI
Moderate-income	Individuals/families earning 51% to 80%

At least 70% of CDBG activities must provide a benefit to low- and moderate-income beneficiaries (80% of AMI). A low/mod area is a defined, primarily residential area where at least 51% of the residents are low- and moderate-income persons. HOME requires 100% of funds made available to homeownership activities be invested in dwelling units occupied by households that qualify as low-income families, and not less than 90% of families receiving rental assistance have annual incomes that do not exceed 60% AMI.

**Section 8 / McKinney-Vento Homeless Assistance**

The City of Jackson does not receive a direct allocation of either Section 8 or McKinney-Vento Homeless Assistance funds. The Jackson Housing Commission administers Section 8 and other funds available to public housing authorities, such as capital improvement funds. For period of April 1, 2011 to March 31, 2012, JHC received \$2,625,924 in Section 8 funding to pay landlords and utility allowances.

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. The Jackson County Intermediate School

District received \$71,526 in McKinney-Vento funds for the 2012-2013 school year, which is distributed among 14 school districts in the county. A large portion of the funds are used for transportation; however, schools also purchase items such as school supplies, food, eyeglasses, and school activity fees incurred as part of a student's regular school program. The district liaisons work with shelter directors, providing additional support of services and goods on a case-by-case basis.

### **Managing the Process**

The City of Jackson, through its Department of Neighborhood & Economic Operations, acts as lead agency for CDBG and HOME funding and administers the programs covered by the Consolidated Plan and this Action Plan. The Department of Neighborhood & Economic Operations is also charged with carrying out several of the funded activities. Various other City departments will conduct the balance of programs and projects under written agreements.

Plan development steps included:

- ✓ Research and analysis of 2000 and 2010 Census data, 2006-2010, 2008-2010, and 2009-2011 American Community Survey estimated data, and various other reports as noted throughout the Plan;
- ✓ Consultation with community organizations, non-profit service providers, Public Housing Authority, Jackson County Continuum of Care, and other such entities;
- ✓ Analysis of various other planning documents pertinent to the City to target common objectives;
- ✓ Public hearing to receive citizen input on housing and community development needs;
- ✓ Public comment period;
- ✓ City Council approval of the Action Plan.

Consultation with community organizations included, but was not limited to:

#### **Housing**

Community Action Agency  
Jackson Affordable Housing Corporation  
Jackson Housing Commission  
Michigan Prisoner Re-Entry Initiative  
disAbility Connections  
AWARE, Inc.  
Jackson Interfaith Shelter  
Homeless Veterans Program

#### **Social Service Agencies**

The Salvation Army  
LifeWays Community Mental Health  
Training & Treatment Innovations  
South Central Michigan Works!  
Jackson County Intermediate School District  
Segue, Inc.  
Department of Human Services  
United Way of Jackson County  
Do'Chas II  
Central Michigan 2-1-1

Input from the organizations listed above was obtained in various ways, from one-on-one discussions or e-mail exchanges with specific providers to roundtable discussions at various community meetings attended by these agencies. The programs and services these agencies provide are integral to offering a full spectrum of assistance to the community in addition to the resources available from the City.

The Jackson City Council conducted a public hearing on January 22, 2013 to seek public input on community development and housing needs before writing this Action Plan. No comments were received during the public hearing.

## **Citizen Participation**

The City encourages all citizens to participate in not only the CDBG/HOME planning process, but in all processes of the local government. At the beginning of each City Council meeting, citizens are allowed time to address the Mayor, City Manager, Councilmembers and department heads on matters that concern them. Council meetings are held on the second floor of City Hall, which can accommodate persons with disabilities. Meetings are shown live on a local public access television station, JTV, which also replays the meetings at various other times throughout the week.

A flyer announcing a public hearing on January 22, 2013 was created to specifically solicit citizen input for the planning and allocation phases of the Annual Action Plan development, and was posted at the following locations:

- ✓ City Hall – two on the entrance doors, one in the Department of Neighborhood & Economic Operations lobby.
- ✓ Jackson Housing Commission – two copies posted at each public housing complex – Shahan-Blackstone North Apartments, Chalet Terrace, and Reed Manor.
- ✓ Jackson County Department of Human Services
- ✓ Community Action Agency
- ✓ The Salvation Army

Notice of the public hearing to receive citizen comments on housing and community development needs was also published on January 13, 2013, in the *Jackson Citizen Patriot* (local daily paper) and on January 17, 2013 in *The Jackson Blazer*, a local bi-weekly publication spotlighting community and neighborhood events.

Per HUD regulation, a draft Action Plan was released for a 30-day public comment period beginning March 24, 2013. A notice of availability was published in the *Jackson Citizen Patriot* on March 24, 2013 and in *The Jackson Blazer* on March 21, 2013. A printed copy of the Action Plan was made available for review at City Hall in both the Clerk's Office (first floor) and Department of Neighborhood & Economic Operations (third floor), the Jackson District Library Carnegie Branch, Community Action Agency, and the three public housing complexes, Reed Manor, Shahan-Blackstone North, and Chalet Terrace. An electronic version of the Action Plan was also made available on the Department of Neighborhood & Economic Operation's website at <http://www.cityofjackson.org/neighborhood-and-economic-operations/funding-reports>.

## **Institutional Structure**

Development of the Action Plan involved a collaborative effort of the public and private sector, non-profit agencies, community members and other similar entities and organizations.

### *Public Institutions*

The City of Jackson's Charter establishes the City to be a council-manager municipality, with all powers of the City being vested in the Council. The City Council is made up of seven persons, six of whom serve a particular ward of the City, and the Mayor. The Mayor is an elected official voted in by a majority of City registered voters and serves for two years. Individual councilmembers are elected by a majority of electors in the particular Ward they represent and serve for four years. The Mayor is the chief executive officer of the City without administrative

duties, but serves as the official head of the City for ceremonial services, presiding officer of City Council, appoints all members to boards, commissions, authorities and other agencies (subject to City Council confirmation), possesses emergency powers and authority expressly granted by state law, and signs all ordinances, contracts, resolutions, proclamations, and other City documents required by ordinance. The City Manager is appointed by City Council and is the chief administrative officer, having charge of municipal affairs under the direction of City Council.

The Department of Neighborhood & Economic Operations serves many functions for the City, including, but not limited to, administration of HUD grants, blight and housing code enforcement activities, homeowner and emergency hazard rehabilitation, building and trades permitting processes, engineering, planning and zoning, and economic development. Grant administration duties include the financial responsibilities associated with grant activity, such as preparing proper documents for rehabilitation loans, devising contracts and agreements with non-profit organizations and interdepartmental agreements with other City departments, monitoring to ensure compliance with federal regulations, and technical assistance to subrecipients when necessary.

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA), providing housing and other resources to the community's most disadvantaged residents. The JHC manages three separate public housing complexes providing 503 rental units plus 40 scattered site rental homes.

#### *Non-Profit Entities*

It is unfortunate that Program Year 2013 CDBG and HOME funds will be at all time lows and not allow for discretionary public service allocations to non-profit organizations. In the past, the Jackson City Council relied on non-profit entities to provide its low- to moderate-income residents an affordable, sustainable living environment by allocating public service dollars to assist programs directed at this population. However, the City will continue to support the various missions of the community service providers whenever possible. Community Action Agency (CAA) is the recognized leader in the community in its ability to provide a full array of programs and services to low- and moderate-income residents. The City intends to explore and develop its relationship with CAA to support services related to homeownership and other basic needs in the community, especially activities benefitting residents in the most distressed neighborhoods. CAA has proven its ability to target spending, leverage additional resources, and produce desired results and was selected to conduct Community Housing Development Organization (CHDO) activities with the City's HOME funds.

#### *Community Participation*

Various City staff members actively participate on many community-based boards and commissions to remain cognizant of the area's needs. Neighborhood & Economic Operations staff, in particular, is involved with:

- ✓ *Jackson County Continuum of Care* - co-chairperson of the Continuum. The Continuum of Care is made up of approximately 30 agencies and support groups focused on issues surrounding homelessness.
- ✓ *Emergency Needs Coalition* – meets monthly to provide updates on current

community conditions so emergency needs are met. Difficult matters are discussed openly to achieve practical solutions.

- ✓ *Jackson Area Comprehensive Transportation Study* – forum for transportation decision-making and coordinated approach to transportation improvements, including mass transit to low- and moderate-income individuals and families.

While some agencies participate in each of the groups listed above, individual groups include other service providers and community leaders to gain convergence in their particular focus area. Coordination and collaboration between housing providers, social service agencies, and local government is expected to continue in the coming year.

### **Monitoring**

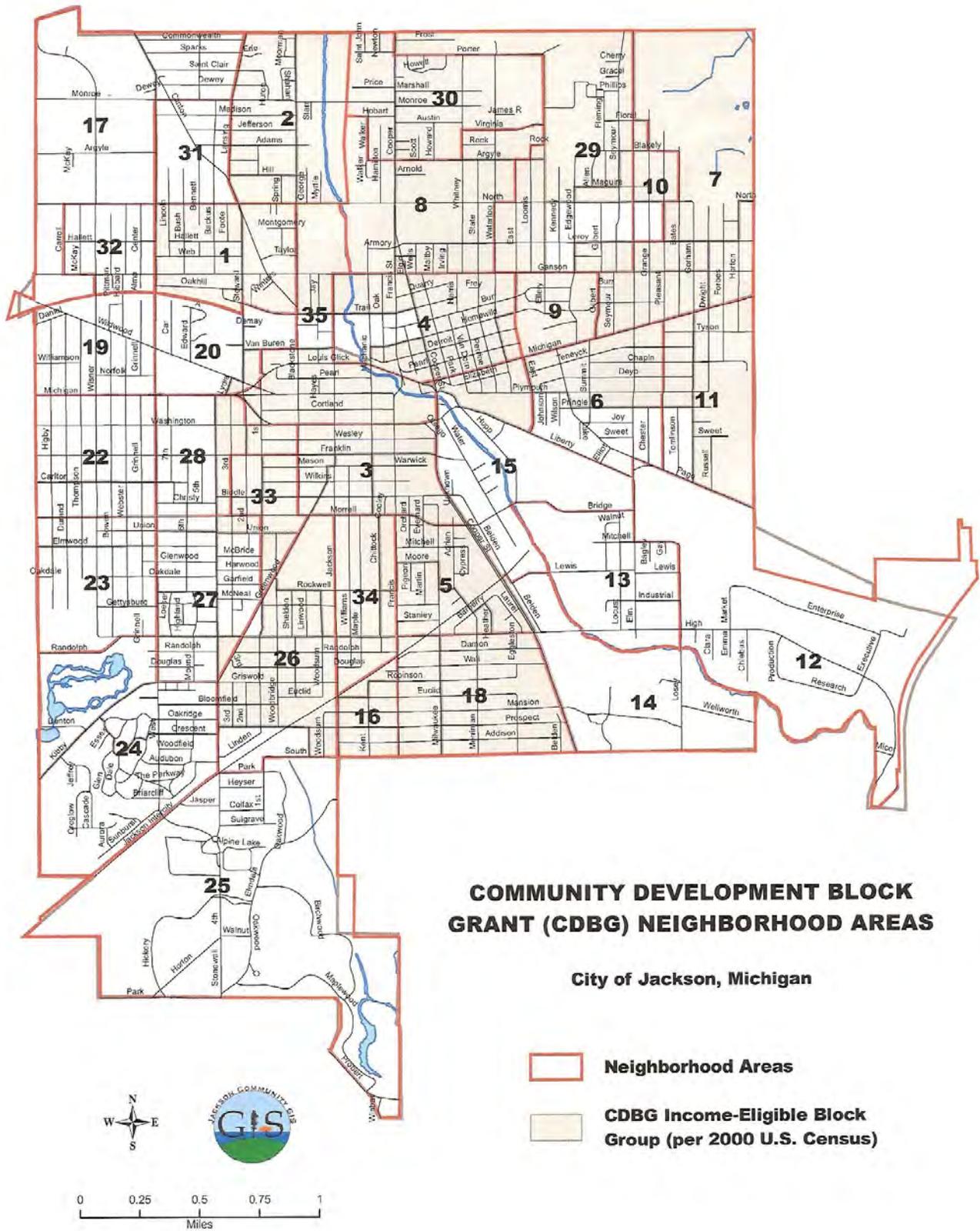
The Department of Neighborhood & Economic Operations monitors the City's performance in meeting goals and objectives set forth in the Five-Year Consolidated Plan. Results are reported in the Consolidated Annual Performance and Evaluation Report (CAPER), which is submitted by September 30 of each year.

Internal fiscal controls are in place and generate accounting system reports that are regularly reviewed by Neighborhood & Economic Operations staff. These reports identify the dollar amount allocated, the amount obligated and the amount expended. Timeliness of expenditures is monitored regularly to ensure compliance with HUD regulations. Reimbursement requests received from subrecipients are reviewed for eligibility and adequate source documentation. Staff reviews the Grantee Summary Activity Report (PR08) monthly as another measure to meet timeliness issues.

During review of applications for grant funds, a risk analysis is conducted of the potential recipient of grant funds and the proposed project. Based on that risk analysis, strengths and weaknesses are assessed in order to develop support mechanisms to enhance program delivery, the nature and eligibility of the activity, whether the proposed plan for carrying out the activity is realistic, and also for the possibility of any conflicts of interest.

During a program year, Neighborhood & Economic Operations staff conducts quarterly desk reviews of performance reports required to be filed by subrecipients of CDBG funds. From those desk reviews, staff is able to determine if a project is on track or when it is expected to begin. Individual agencies may receive one-on-one technical assistance meetings to help explain different aspects of the program and to aid the agency in accomplishing its goals. Each request for reimbursement is required to supply supporting documentation, which is carefully reviewed by more than one staff person before payments are made.

Two staff members conduct annual on-site monitoring of subrecipients receiving grant funds to verify back up documentation to their quarterly reports. This on-site, expanded monitoring is determined based on experience of subrecipient, prior findings, performance reporting issues, or other appropriate areas that may need closer review. While a majority of the City's subrecipients receive very favorable outcomes to the monitoring visits, some issues become apparent requiring an agency to make minor corrective actions or a complete revision of a specific procedure to maintain compliance with program regulations.



# Housing

## Specific Housing Objectives

City leaders have stepped back and examined how CDBG and HOME funds have been utilized and their effectiveness in creating vital, stable neighborhoods. Little cohesive effect was recognized from past practice and, with dwindling grant allocations received from HUD, it is more important than ever that the money invested in the community provides a significant impact. Considering the average cost to rehabilitate the vacant residential properties evaluated by City inspectors to date, it is easily concluded the City and its CHDO, CAA, must re-evaluate their selection processes for homebuyer rehabilitation. Some neighborhoods have deteriorated so extensively, investing any amount of federal funds towards rehabilitation would be considered wasteful. Currently, the City offers the following rehabilitation loans:

*Emergency Hazard (CDBG only)* – low- to moderate-income homeowners may apply for 20 year deferred loans up to \$10,000 at zero percent (0%) interest to expeditiously correct hazardous conditions, such as a leaking roof during the rainy season, a furnace in the winter, a water heater, sewer backups, etc. The City anticipates issuing 20 emergency hazard loans to alleviate dangerous conditions during Program Year (PY) 2013.

*Homeowner Rehabilitation (HOME)* – the City offers \$20,000 loans to correct housing code violations to low- and moderate-income homeowners at zero percent (0%) interest and deferred for 20 years. Loans to correct lead-based paint issues have no maximum and are forgivable over a five (5) year period. Approximately 10 rehabilitation loans are expected to be issued to qualifying homeowners during PY 2013.

*Homebuyer Rehabilitation (HOME)* – the tactical acquisition and rehabilitation of vacant homes to be sold to low- to medium-income homebuyers will be the activity of choice. City and CAA staffs will have control of strategic considerations, such as level of rehabilitation required, neighborhood stability, and marketability of the unit once rehabilitation is complete. With this method, low- to moderate-income families will not be confined to distressed neighborhoods, but will have options to live in cleaner, safer areas of the City in which to grow a family. The City and CAA foresee completion of three (3) or more single-family housing units in PY 2013.

Although no homebuyer assistance project has been specifically identified, it is the intention of the City to consider offering assistance on a case-by-case basis, especially as a component of homebuyer rehabilitation to aid a low- to moderate-income family secure financing.

**Annual Affordable Housing Completion Goals**  
(HUD Table 3B)

Grantee Name: City of Jackson Program Year: 2013-2014	Expected Number of Units To Be Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>					
Homeless households	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	<b>0</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>					
Acquisition of existing units	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	<b>0</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>					
Acquisition of existing units	0	<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0	<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	33	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Homebuyer Assistance	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	<b>33</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>					
Acquisition of existing units	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	33	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	<b>33</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>					
Annual Rental Housing Goal	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	33	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	<b>33</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Needs for Public Housing**

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 543 units of public housing in three Asset Management Projects and a Section 8 program of 475 participants. The mission of the JHC is:

To assist low income families secure safe, decent and affordable housing; create opportunities for resident and participant families to achieve self sufficiency and

economic independence; and assure fiscal and program integrity by all program participants.

To achieve the ideals contained in the mission statement, the JHC set goals and objectives of providing decent, safe and affordable housing; ensuring equal opportunity in housing for everyone; responding to resident requests for maintenance issues in a timely fashion; returning vacated units to occupancy within 25 days; continuing enforcement of its "One Strike" policy for residents and applicants; and improving and/or maintaining financial stability through aggressive rent collections and improved reserve position. The JHC's financial resources include an operating fund, capital fund, dwelling rental income, and Section 8 administrative fees.

After assessing the housing needs of the City and surrounding Jackson County area, JHC has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency. In addition, the JHC has:

- No plans to demolish any of its properties. In fact, the JHC plans extensive physical improvements at each location within the next three years. Comments and suggestions from the various Resident Advisory Boards (Shahan-Blackstone, Chalet Terrace, Reed Manor and Section 8) are taken into consideration and, if feasible, implemented.
- A HUD-approved Home Ownership Plan to sell 50 scattered site units to qualifying low- and moderate-income homebuyers. As of June 3, 2008, 10 units had been sold; however, when the housing crisis affected the ability to sell homes, JHC discontinued this program and reconverted these single family homes back into rental units.
- Implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout the developments.
- Created and continues to facilitate self-sufficiency programs to improve resident employability, as well as solicit support services for the elderly and families with disabilities.

The JHC operates three public housing complexes and manages 40 scattered site, single family rental units as part of its Asset Management Plan. The Executive Director resigned in March 2013; the City is currently seeking a new Executive Director to lead the JHC.

**Chalet Terrace - Complex**

Building Type	Population	Efficiency	Bedroom Size				Total
			1-BR	2-BR	3-BR	4-BR	
Townhouse	Elderly	8	24	0	0	0	32
Townhouse	Family	0	0	20	34	14	68
							<b>100</b>

**Chalet Terrace – Scattered Site Housing (all 3 bedroom)**

903 Chittock Ave	929 Maple Ave	1415 Merriman St
905 Chittock Ave	938 Maple Ave	1513 Merriman St
1014 Chittock Ave	940 Maple Ave	1713 S Milwaukee St
1022 Chittock Ave	1101 Maple Ave	1419 Plymouth St
117 E Mansion St	1411 Merriman St	1213 Plymouth St

1421 Plymouth St  
 2017 Pringle Ave  
 129 Ridgeway St  
 329 E Robinson St

122 Stanley Ave  
 139 Stanley Ave  
 216 Summit Ave  
 217 Summit Ave

514 Summit Ave  
 2000 Sweet Ave  
 313 Wall St

**Reed Manor - Complex**

		Bedroom Size					
Building Type	Population	Efficiency	1-BR	2-BR	3-BR	4-BR	Total
Low Rise Apt	Elderly	201	82	12	0	0	295
							<b>295</b>

**Shahan-Blackstone North - Complex**

		Bedroom Size					
Building Type	Population	Efficiency	1-BR	2-BR	3-BR	4-BR	Total
Townhouse	Family	0	0	74	30	4	108
							<b>108</b>

**Shahan-Blackstone North – Scattered Site Housing (all 3 bedroom)**

329 Adams St	310 Madison St	341 W Monroe St
914 N Blackstone St	312 Madison St	343 W Monroe St
916 N Blackstone St	335 Madison St	909 Spring St
414 Jefferson St	421 Madison St	911 Spring St
416 Jefferson St	409 McKinley St	

The JHC administers 475 Housing Choice Vouchers (HCV), commonly referred to as “Section 8”, in Jackson County to assist very low-income families, the elderly, and the disabled to afford decent, safe and sanitary housing in the private market. Since housing assistance is provided on behalf of an individual or family, participants are able to secure their own housing, including single-family homes, townhouses and apartments that meet program requirements. Over 72% of the housing units receiving HCV assistance are located within the City of Jackson, with the remaining units located in townships throughout Jackson County.

SECTION 8 BY THE NUMBERS	
\$2,508,632	Housing Assistance Payments
98%	Lease Up Rate
185	Landlords
463	Voucher Holder Participants
1,232	Individuals

Source: Jackson Housing Commission Annual Report, Fiscal Year 2013

A resident member participates on the JHC Board, and four separate Resident Advisory Boards exist; one at each of the three complexes and one for Section 8. Due to Resident Advisory Board participation, the JHC incorporated certain requests into its annual and five-year plans and will address other requested items through normal operational activities that do not require use of Capital Funds.

## PUBLIC HOUSING BY THE NUMBERS

### PERFORMANCE INDICATORS

98%	Occupancy Rate
115	New Admissions
150	Youth Participated in Programs
3,562	Non-Emergency Work Orders Completed
1.8	Average # of Days to Complete Non-Emergency Work Orders
485	Emergency Work Orders
95%	Emergency Work Orders Completed within 24 hours
18 Days	Average Vacant Unit Turnaround

### DEMOGRAPHICS

2.0	Average Family Size
78	Elderly Heads of Household (Age 62+)
454	Non-Elderly Heads of Household (Age <61)
345	Female Heads of Household
187	Male Heads of Household
273	Disabled/Handicapped Heads of Household
247	Non-Minority Heads of Household
285	Minority Heads of Household

### SOURCES OF INCOME

1	Own a Business
22	Receive Child Support
1	General Assistance
1	Indian Trust/Per Capita
416	Other Nonwage Sources
14	Pension
186	SSI
182	Social Security
138	TANF (Formerly AFDC)
4	Unemployment Benefits
126	Other Wages

### INCOME LEVELS

453	Extremely Low
68	Very Low
11	Low

### TIME ON PROGRAM

97	<1 Year
72	<2 Years
71	<3 Years
44	<4 Years
48	<5 Years
200	>5 Years

Source: Jackson Housing Commission Annual Report, Fiscal Year 2013

## Barriers to Affordable Housing

The 2010 Analysis of Impediments to Fair Housing Choice lists the following barriers identified by the Jackson County Continuum of Care's Housing Committee:

- Lack of resources/developers to create more affordable or low-income housing.
- Urban food deserts, which is the lack of grocery stores in low- and moderate-income areas. Residents oftentimes rely on local convenience stores, which generally charge significantly more for an identical item found cheaper in a large grocery store. This also greatly reduces the availability of fresh produce, meat, and bakery items.
- Lack of local banking establishments in low- and moderate-income areas – residents again often rely on convenience stores to cash checks and are either charged a sizeable fee for the service, or are required to purchase a certain amount of goods from the store before it will cash the check.
- Landlords who monopolize available housing, which people in the housing community often refer to as 'slumlords' or 'shady dealers'. Tenants feel they are in a Catch-22 – if they complain to the landlord, their complaint goes ignored; if they complain to the City, they risk the chance of becoming homeless should conditions exist that pose a health and safety hazard for the tenant; landlords may retaliate for complaints made by initiating eviction.
- Landlord foreclosures – tenants are rarely given adequate advance notice to find alternate housing.
- Lack of housing for the working poor (middle income) – those persons who work every day and barely make ends meet, but do not qualify for assistance from the Department of Health and Services, food stamps, childcare, etc.

The Jackson Interfaith Shelter, the largest homeless shelter in the City, identified the following issues:

- Lack of jobs available for low- and moderate-income persons in which the potential employee may be able to perform, but is lacking the required experience;
- Unable to afford public transportation or no routes established near work place;
- Unable to afford proper insurance, registration and licensing for their own vehicle;
- Unable to afford vehicle maintenance and repairs.

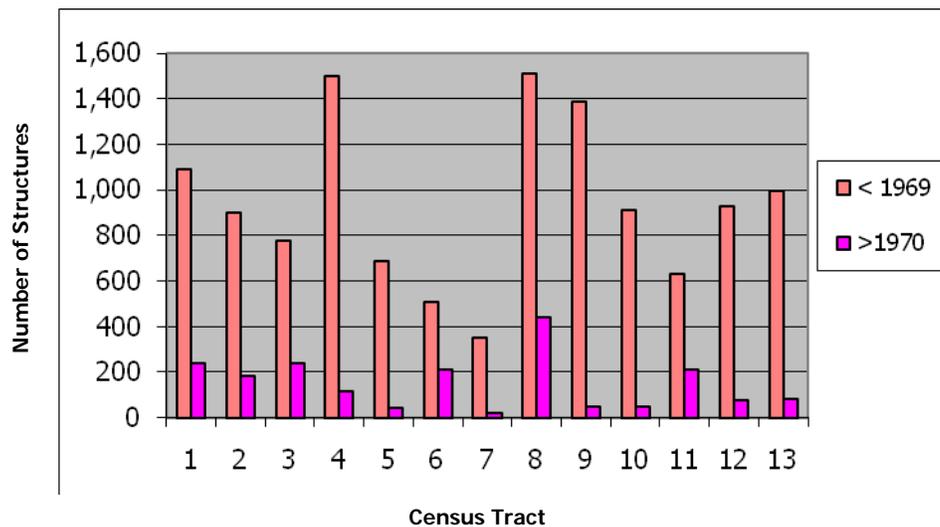
Further, the Human Relations Commission also indicated a lack of fair housing education and enforcement for several consecutive years has created an environment of potential discrimination issues and lack of understanding in the community. City Inspectors noted large families of five or more persons have difficulty finding housing with enough bedrooms as real estate investors purchased many of the City's larger single-family homes and then converted them into two to four unit apartment buildings. The disabled population faces accessibility issues to affordable scattered site housing, severely limiting their residency choices.

The City of Jackson and its CHDO, CAA, will utilize CDBG and HOME funds in the coming year to improve homeowner or homebuyer housing through its emergency hazard and rehabilitation programs. Supporting these programs will ensure necessary repairs are made to alleviate hazardous conditions in a timely fashion and improve energy efficiency when appropriate. The renter population will continue to benefit from the City's rental inspection program, recently reinstated with additional inspectors after a brief hiatus to initiate the Non-Owner Occupied

Residential Property Registry (NOORPR) which requires landlords to register rental units and undergo regular inspections to receive compliance certification.

### Lead-Based Paint

According to the Michigan Department of Community Health (MDCH), environmental exposure to lead in amounts sufficient to cause illness and neurological damage in children remains a significant worry in Michigan. Jackson County has been identified as one of fourteen counties in Michigan at high risk for childhood lead exposure and poisoning. Lead-based paint hazards are a major concern for the City's young children and pregnant women as over 85% of all housing was constructed prior to 1970, with over 51% being built before 1940. The 2000 Census indicated all Census tracts within the City of Jackson contain aged housing, as demonstrated below:



As Jackson residents continue to struggle with the local economy, property maintenance and repair are not high on the list of priorities. As properties decline, the risk of exposure to lead-based paint hazards increases.

Housing built prior to 1978 (when federal law banned the use of lead-based paint in residential housing) is considered to be at risk of containing some amount of lead-based paint. The amount of lead pigment in the paint increases with the age of the housing. Housing built before 1950 is particularly troublesome as 1950 is often recognized as the “threshold” to lower levels of lead-based paint. Prior to about 1940, paint typically contained high amounts of lead, often 10 to 50 percent. In the early 1950s, paint industry standards voluntarily called for limiting lead content to 1%. With approximately 66% of the housing stock built prior to 1950, Jackson housing units pose a high risk of containing significant lead-based paint hazards. Young children of very low- and low-income households are most likely to reside in older housing, and are disproportionately at risk of lead poisoning. It is anticipated that units of owner occupied housing will continue to decline and the ratio of rental units will increase due to the stress of the slow and declining economy. Rental properties make up about one-half of the City's housing units. If units are not maintained, the risk of young children coming into contact with lead-paint hazards continues to climb.

Since HUD's lead-based paint regulations took effect in September 2000, the City has seen rehabilitation costs increase by 60%. Unfortunately, the City's funding sources did not increase at the same time, making it more and more difficult to significantly impact the housing in the community. Because of the age of the housing stock, all applicants for rehabilitation assistance living in homes built prior to 1978 must be tested for lead-based paint. The State of Michigan has enacted legislation to address lead-based paint issues in the state. The City of Jackson and its subgrantees will continue to incorporate and comply with the Michigan Lead Abatement Act to address lead-based paint issues in the community. The City of Jackson and its subgrantees will also comply with the Federal Environmental Protection Agency (EPA)'s Renovation, Remodeling and Paint Law that took effect on April 10, 2010. This law will require contractors performing remodeling and renovation activities in residential properties and child occupied facilities built before 1978 to be certified and to follow specific work practices to prevent lead dust contamination.

From 2006-2010, the City successfully implemented a Lead Hazard Control Program to address lead-based paint hazards in low-income homes built before 1978. The program tested 215 units and provided lead hazard remediation for 174 units. The City will continue to work with referrals from the Jackson County Health Department to identify clients with lead-based paint hazards that may be eligible for a full housing rehabilitation project. These clients will be able to address their lead-based paint hazards and probable code violations in the same project. The downside to this is the amount of funding available per client. Lead hazard remediation may be expensive and may impact the amount of housing projects that can be accomplished through the allocated funding. For families with a child identified as having an elevated blood lead level, the City will refer the family to the Michigan Department of Community Health's Lead and Healthy Homes Program. While the City of Jackson is not identified within the MDCH work plan as a subrecipient community, it does fall under their "statewide" clause of being allowed to provide assistance based on a child with an identified elevated blood lead level. This will provide some opportunity for families with a lead-poisoned child, but it will not aid in the prevention of childhood lead poisoning.

### **Non-Homeless Special Needs Housing**

Certain subpopulations that are not necessarily homeless require special housing or supportive services. Those subpopulations include the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, victims of domestic violence, and public housing residents.

On August 15, 2006, the Jackson City Council took action to waive the permit fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, several ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and World Changers. The Council also routinely waives permit fees for World Changers and/or Mission Serve roofing and handicap ramp projects. The City and its subrecipients make every effort during a rehabilitation project to take into account any special needs of the occupants to increase the likelihood of longer-term occupancy and livability.

While a few affordable apartment complexes exist in the City which are equipped to meet needs of the elderly and disabled, they are located within close proximity to each other, limiting

location choices especially for the disabled. Some disabled tenants have had success in working with landlords to retrofit a housing unit for accessibility; however, oftentimes once that tenant moves out, the retrofitting is also removed making the unit inaccessible for another potential tenant with disabilities. The City will continue efforts to strategically install handicap accessible sidewalk curb ramps in areas of greatest need.

Families requiring more than two to three bedrooms also have difficulty locating rental housing options. There are many residential structures throughout the City that may at one time have been an option; however real estate investors depleted this stock through the years by converting these larger homes into multi-unit dwellings, usually with only one to three bedrooms per unit. The City took steps to enhance its zoning enforcement by identifying and documenting vacant and abandoned homes and should a non-conforming structure not been used for a period of six (6) months, it shall be deemed abandoned and the structure then reverts to the uses allowed in that specific zoning district. This is a way in which the City can potentially return larger single-family dwellings to their original intended use, increasing housing options for families of five or more while decreasing neighborhood density.

## Homeless

### Specific Homeless Prevention Elements

Since 1994, HUD has been encouraging communities to address the problems of housing and homelessness in a coordinated, comprehensive and strategic fashion. In response, an ad hoc committee of Jackson community agencies formed to address the needs required to maintain and expand affordable housing in Jackson. From that committee, the Jackson County Continuum of Care (CoC) was formed and continues to provide a service to the homeless community in an attempt to strategically end homelessness. The CoC receives both federal and state funding to support and sustain those objectives. City staff actively participates in the CoC as co-chair, the Executive Committee, and planning activities.

The CoC receives annual allocations of Emergency Solutions Grants (ESG) from the Michigan Housing Development Authority (MSHDA). The CoC allocated \$186,998 in 2012-2013 ESG funding through September 30, 2013 as follows:

- \$10,350 to CAA to serve as Grant Fiduciary.
- \$34,400 to CAA to serve as the Housing Assessment and Resource Agency.
- \$54,232 to CAA to provide utility arrearage financial assistance, short term rental arrearages, and rapid re-housing short term rental assistance.
- \$13,200 to Do'Chas II to provide essential services to youth aging out of foster care.
- \$2,018 to The Salvation Army for essential services case management.
- \$44,938 to AWARE, Inc. for operating expenses related to managing an emergency shelter for survivors of domestic violence and sexual assault and essential services case management.
- \$7,500 to the CoC for subcontracting for Exhibit 1 preparation and Point in Time count services.

MSHDA provided the CoC with a second round of 2011-2012 ESG funding in the amount of \$123,744 for the period of September 1, 2012 through August 31, 2013, which was allocated as follows:

- \$74,247 to CAA for re-housing assistance.
- \$18,562 to CAA for re-housing case management.
- \$14,849 to CAA for prevention assistance.
- \$3,712 to CAA for prevention case management.
- \$3,712 to CAA for HMIS.
- \$8,662 to CAA for administrative costs.

ESG funding of \$186,998 for October 1, 2012 through September 30, 2013 was allocated as follows:

- \$50,000 to AWARE, Inc. for shelter expenses.
- \$22,931 to Do'Chas II for street outreach.
- \$61,900 to CAA for prevention assistance.
- \$24,120 to CAA for re-housing assistance.
- \$9,349 to CAA for a CoC Coordinator.
- \$5,609 to CAA for HMIS.
- \$13,089 to CAA for administrative costs.

In January 2013, the Jackson CoC applied for \$816,872 from HUD in CoC renewal funding for the supportive housing programs listed in the table below. On March 13, 2013, HUD announced funding awards to renew existing grants that were listed as "Tier 1" in the FY2012 Continuum of Care Program Competition. HUD included a ranking process in the FY2012 NOFA that required CoCs to prioritize projects into two tiers—one that was relatively safe (Tier 1) and one that was potentially at risk (Tier 2)—and prepare for the possibility of a 3.5% reduction from their Annual Renewal Demand (ARD).

<b>Project Name</b>	<b>Type of Project</b>	<b>Beds</b>	<b>Applied For</b>	<b>Received</b>
Garfield Square	Transitional Housing	38	\$193,870	\$193,870
Housing Assistance Program (HAP)	Transitional Housing	63	\$274,402	\$274,402
Mechanic Street – Partnership Park	Permanent Supportive Housing	11	\$57,200	\$59,306
TTI Leasing I	Permanent Supportive Housing	47	\$120,395	\$119,234
TTI Leasing II	Permanent Supportive Housing	29	\$115,026	\$124,302
HMIS	HMIS	n/a	\$55,979	n/a

A second award announcement will include the results for the remaining projects submitted by CoCs in the FY2012 CoC Program Competition, including new projects, Tier 2 renewal projects, and CoC planning funds.

Supportive housing programs develop housing and related supportive services for persons moving from homelessness to independent living. Program funds are to be used to assist homeless people live in a stable place, increase their skills or income, and gain more control over the decisions that affect their lives. Supportive Housing Program funding from HUD is utilized by CAA, Aware, Inc. (in partnership with CAA) and Training and Treatment Innovations (TTI). The renewal grant will allow CAA to continue its two transitional housing programs, which help residents pay for rent for up to two years, and for continued support of five housing units for homeless families in the Partnership Park neighborhood. All three programs assist approximately 60 families per year. A portion of CAA's funding also supports required data collection and reporting through the Homeless Management Information System (HMIS). TTI's

grant funding supports its two leasing assistance programs. In addition to renewal funding, HUD also allowed the CoC to apply for a planning grant in the amount of \$10,211. If received, the CoC will use the planning grant funds to bring the CoC's practice, governance, and structure into compliance with the new HEARTH Act requirements.

On January 23, 2013, the CoC conducted the biennial Point in Time (PIT) count with the following results:

*Information collected is still being tallied and will be inserted in the Action Plan submitted to HUD if available.*

Preliminary count: 110 sheltered households, 48 unsheltered households.

Following is the most recent information regarding shelter providers in the City:

### 2012 Continuum of Care Housing Inventory Chart

#### Emergency Shelters

Provider Name	Facility Name	Family Units	Family Beds	Individual Beds	Total Beds
AWARE, Inc.	AWARE, Inc.	6	22	8	30
Jackson Interfaith Shelter	Jackson Interfaith Shelter	9	45	32	77
<b>Total:</b>		<b>15</b>	<b>67</b>	<b>40</b>	<b>107</b>

#### Transitional Housing

Provider Name	Facility Name	Family Units	Family Beds	Individual Beds	Total Beds
AWARE, Inc.	Transitional Housing	19	41	3	44
CAA	HAP, Garfield	23	95	2	97
Do'Chas II	Transitional Housing	5	5	0	5
MPRI	Rental Assistance	0	0	25	25
<b>Total:</b>		<b>47</b>	<b>141</b>	<b>30</b>	<b>171</b>

#### Permanent Supportive Housing

Provider Name	Facility Name	Family Units	Family Beds	Individual Beds	Total Beds
CAA	Partnership Park	5	14	0	14
TTI	TTI	4	9	11	20
<b>Total:</b>		<b>9</b>	<b>23</b>	<b>11</b>	<b>34</b>

#### Antipoverty Strategy

The 2009-2011 American Community Survey Table DP03: Selected Economic Characteristics reported 25.2% of all families and 31.5% of all people in the City of Jackson were at or below the federal poverty level. The table also provides the following estimated data regarding poverty of families and people whose income in the past 12 months is below the poverty level:

<b>Subject</b>	<b>% Below Poverty</b>
All Families .....	25.2%
With Related Children Under 18 Years .....	36.4%
With Related Children Under 5 Years .....	44.8%
Married Couple Families .....	12.0%
With Related Children Under 18 Years .....	18.0%
With Related Children Under 5 Years .....	9.7%
Families With Female Householder, no Husband Present .....	44.1%
With Related Children Under 18 Years .....	57.1%
With Related Children Under 5 Years .....	82.0%
<b>RACE</b>	
White .....	24.6%
Black or African American .....	47.8%
Two or more races .....	50.5%
<b>EDUCATIONAL ATTAINMENT</b>	
Population 25 years and over .....	24.5%
Less than high school graduate .....	45.2%
High school graduate (includes equivalency) .....	27.5%
Some college, associate's degree.....	20.0%
Bachelor's degree or higher.....	5.9%
<b>EMPLOYMENT STATUS</b>	
Civilian labor force 16 years and over .....	19.3%
Employed.....	11.4%
Male .....	10.1%
Female .....	12.5%
Unemployed.....	48.0%
Male .....	39.8%
Female .....	58.1%
<b>WORK EXPERIENCE</b>	
Population 16 years and over.....	27.2%
Worked full-time, year round in the past 12 months .....	4.2%
Worked part-time or part-year in the past 12 months .....	24.4%
Did not work .....	43.3%
Unrelated individuals for whom poverty status is determined .....	40.5%
Male .....	40.9%
Female .....	40.1%
Worked full-time, year round in the past 12 months .....	1.7%
Worked part-time or part-year in the past 12 months .....	44.8%
Did not work .....	56.8%

The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to assist its low- and moderate-income residents:

*Emergency Hazard (CDBG only)* – low- to moderate-income homeowners may apply for 20 year deferred loans up to \$10,000 at zero percent (0%) interest to expeditiously correct hazardous conditions, such as a leaking roof during the rainy season, a furnace in the winter, a water heater, sewer backups, etc.

*Homeowner Rehabilitation (CDBG/HOME)* – most homeowner rehabilitation will be accomplished with HOME funds as CDBG funds dwindle and are available for neighborhood projects other than rehabilitation. Currently the City offers \$20,000 loans to correct housing code violations to low- and moderate-income homeowners at zero percent (0%) interest and deferred for 20 years. Loans to correct lead-based paint issues have no maximum and are forgivable over a five (5) year period.

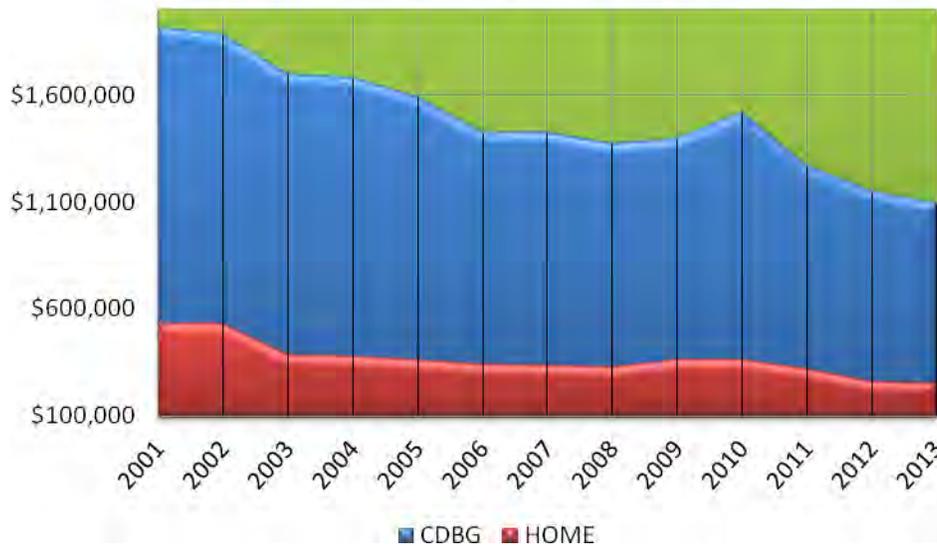
*Homebuyer Rehabilitation (HOME)* – the tactical acquisition and rehabilitation of vacant homes to be sold to low- to medium-income homeowners will be the activity of choice for the Department of Neighborhood & Economic Operations and the City's CHDO, CAA. With this method, low- to moderate-income families will not be confined to distressed neighborhoods, but will have options to live in cleaner, safer areas of the City in which to grow a family.

These local efforts, backed by extremely limited funds, are unlikely to have a significant impact in reducing the number of individuals and families living below poverty level. However, with thoughtful consideration of complementary activities to other programs available in the community, a collaborative effort among all service providers may provide more significant, measurable progress to reducing poverty rates in the City.

## Program Specific Requirements

Program Year 2013 is especially challenging for the City of Jackson with the drastic reduction in both CDBG and HOME formula allocations received from HUD. The City will receive 43% fewer CDBG dollars and over 52% less in HOME funds than it did in 2001. However, reductions in grant allocations have been most severe since 2010 with the City losing over 28% of its CDBG allocation and over 30% of its HOME allocation. Grant funding is at the lowest levels the City has seen, which required City leaders to make difficult but necessary cuts to community services.

### Annual CDBG/HOME Formula Allocations



### Community Development Block Grant

HUD has allocated \$1,090,554 (estimate) in CDBG funds to the City; coupled with \$75,000 in anticipated program income, the 2013-2014 budget is established at \$1,165,554 (estimate). Even though the City's CDBG program will look different from a social services standpoint, Jackson still anticipates no less than 70% of the grant funding will be used for activities that provide a benefit to low- and moderate-income persons.

Outcome/Objective Legend			
	Availability/ Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

**Public Service**

<b>Project:</b> King Center Summer Youth Program <b>Agency:</b> Parks & Recreation Department	<b>Target Area</b> CT 11	<b>Total Funding</b> \$45,500
<b>Output:</b> Provide youth a broader view of new experiences, cultural experiences and educational components		<b>Planned Units</b> 400
<b>Indicator:</b> Number of persons assisted with improved access to a service		400
<b>HUD Outcome/Objective:</b> (SL-1) Availability for the purposes of Suitable Living Environment (05D Youth Services 570.201(e), LMC, 01 People)		

**Total Allocation to Public Services: \$45,500**

CDBG regulations place a 15% cap on the amount of funding that can be obligated to public service activities. In order to financially Jackson's Overall Economic Stabilization (JOES) program to provide the most prompt impact to the City's economic recovery, City Council determined it would only be able to sustain one project under the public services cap. The King Center Summer Youth Program is a City-sponsored youth program proven to be extremely successful and beneficial to approximately 400 low- and moderate-income City youths. Participants are exposed to cultural and educational field trips, summer reading, life skills learning, and free health and hygiene services. In addition, breakfasts and lunches are provided to the participants, and over 30 college and high school students receive work experience, mentoring and job training while assisting with the program.

**Administration and Planning**

<b>Project:</b> Administration and Planning <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> n/a	<b>Total Funding</b> \$46,700
<b>Output:</b> Administration and planning of the CDBG program		<b>Planned Units</b> n/a
<b>Indicator:</b> none required		
<b>HUD Outcome/Objective:</b> 21A General Program Administration 570.206		

**Total Allocation to Administration and Planning: \$46,700**

Under CDBG regulations, costs charged to administrative and planning are subject to a statutory 20% cap. Program administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting and evaluation. Planning costs would include, but are not limited to, studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans.

**Other Projects**

<b>Project:</b> Code Enforcement <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> Eligible CDBG areas City-wide	<b>Total Funding</b> \$422,000
<b>Output:</b> Improved neighborhoods and properties		<b>Planned Units</b> 4,000
<b>Indicator:</b> Number of blight ordinance violations cited, rental inspections conducted, or LMI households assisted		4,000
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Condition (15 Code Enforcement 570.202(c), LMA, other)		

<b>Project:</b> Neighborhood Economic Stabilization – Demolitions <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> City-wide	<b>Total Funding</b> \$155,000
		<b>Planned Units</b>
<b>Output:</b> Demolish vacant, abandoned, severely blighted, and dilapidated housing		30
<b>Indicator:</b> Number of dilapidated residential structures removed		30
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Environment (4 Clearance and Demolition) 570.201(d), LMA, Other)		

<b>Project:</b> Residential Rehabilitation <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> City-wide	<b>Total Funding</b> \$401,000
		<b>Planned Units</b>
<b>Output:</b> Improved housing conditions		30
<b>Indicator:</b> Number of LMI households assisted		30
<b>HUD Outcome/Objective:</b> (DH-3) Sustainability for the purpose of Decent Housing (14A Rehab; Single-Unit Residential 570.202, LMH, 10 Housing Units)		

<b>Project:</b> Historic Preservation <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> 407 W Michigan	<b>Total Funding</b> \$20,354
		<b>Planned Units</b>
<b>Output:</b> Increase range of housing options and related services for persons with special needs		1 1
<b>Indicator:</b> Preservation of historic structure for continued use		
<b>HUD Outcome/Objective:</b> (EO-3) Sustainability for the purpose of providing services (16B Non-residential historic preservation 570.202(d), LMC, 01 People)		

<b>Project:</b> Code Enforcement <b>Agency:</b> City Attorney's Office	<b>Target Area</b> CDBG-eligible areas	<b>Total Funding</b> \$22,000
		<b>Planned Units</b>
<b>Output:</b> Legal support to Department of Neighborhood & Economic Operations to improve neighborhoods and properties		350
<b>Indicator:</b> Number of citations receiving benefit of prosecutorial service or contract reviews		350
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Condition (15 Code Enforcement 570.202(c), LMA, other)		

<b>Project:</b> Tree Planting <b>Agency:</b> Department of Public Works	<b>Target Area</b> CDBG-eligible areas	<b>Total Funding</b> \$15,000
		<b>Planned Units</b>
<b>Output:</b> Improve the beautification of lower income neighborhoods		75
<b>Indicator:</b> Number of trees planted		75
<b>HUD Outcome/Objective:</b> (SL-3) Sustainability for the purpose of Suitable Living Environment (03N Tree Planting 570.201(c), LMA, 11 Public Facilities)		

<b>Project:</b> Handicap Curb Ramps <b>Agency:</b> Department of Public Works	<b>Target Area</b> City-wide	<b>Total Funding</b> \$40,000
		<b>Planned Units</b>
<b>Output:</b> Improve accessibility for disabled and elderly residents		10
<b>Indicator:</b> Number of sidewalks with improved accessibility		10
<b>HUD Outcome/Objective:</b> (SL-1) Accessibility for the purpose of Suitable Living Environment (03L Sidewalks 570.201(c), LMA, 11 Public Facilities)		

**Total Allocation to Other Projects: \$1,053,000**

The key focus of the City Manager, Mayor and City Council continues to be demolition of dilapidated housing. While CDBG disbursements for this activity are limited to 30% of the annual grant expenditure, the City has been able to leverage additional private and public funds. During Fiscal Year 2012-2013, the following funds were obligated toward demolition:

<b>Funding Source</b>	<b>Amount</b>	<b>Restrictions</b>
General Fund	\$500,000	None
Community Development Block Grant	494,924	Subject to a 30% cap per year
Water/Sewer Funds	1,440	Water disconnect
NSP1 Grant Plus Program Income	177,238	Limited to NSP Target Neighborhood

In addition to CDBG, continuing financial support for this program during 2013-2014 will also include appropriations from the City's General Fund and Water/Sewer funds. City staff seeks and applies for appropriate funding to also support the demolition program when such funds are made available. As financial support for this demolition endeavor has grown, the impact on the community is beginning to be realized.

<b>Structure Type</b>	<b>Calendar Year</b>		
	<b>2011</b>	<b>2012</b>	<b>2013*</b>
Residential Structures	14	88	36
Commercial Structures	2	8	1
Garages only	9	25	4
Accessory**	6	5	2
<b>Funding Source</b>			
Public	10	87	34
Private	21	39	9

\*January 1, 2013 – March 16, 2013

\*\*Accessory may mean sheds, porches, decks, walls, etc.

City Council also chose to select a historic preservation project based on prior year applications received for CDBG assistance. The site selected, 407 W Michigan Avenue, houses the non-profit organization, Home of New Vision. The first floor of this historic structure accommodates the Jackson Recovery Resource Center, providing community case management and peer recovery supports, support group meetings, sober social events and similar activities to person recovering from addictions. In addition to serving persons voluntarily seeking help to recover from addictions, the Home of New Vision also partners with the local Recovery Court to provide services to persons mandated to participate in addictions counseling and services. Three apartments exist on the second floor which the Home of New Vision leases to persons in recovery at very affordable rates.

Often referred to as the "Merriman House," 407 W Michigan Avenue meets the definition of "Historic Properties" as it is listed in the local inventory of historic places and is designated in Chapter 13, Historic Preservation, of the City of Jackson Code of Ordinances, Section 13-22, as part of the "Under the Oaks Historic District." This structure is historically significant to Jackson as Ella W. Merriman Sharp resided there for a time during her youth and later retained the house her mother had purchased. Upon her death in November 1912, Ella W. Sharp bequeathed not less than 400 acres of her Hillside Farm to the City of Jackson to be converted

into a public park. Known as the Ella W. Sharp Park (or Sharp Park), the park and museum covers 562 acres on the southern edge of the City of Jackson, offering residents and visitors a variety of activities for all ages. The *Jackson Citizen Patriot* published an article in 1976 about the house, which contained the following information:

From the entries on the abstract for the property the Hopkinses believe the home was built during the Civil War. J. Eaton was the owner in 1860 when the value on the abstract was recorded at \$100. The next entry dated 1865 lists F. A. Webster as the owner and the value at \$4,000, indicating to the present owners [Hopkins] that the house was built between those dates.

In addition to the CDBG formula allocation to be received from HUD, the City anticipates generating program income in FY 2013-14 as follows:

<b>Activity</b>	<b>Program Income</b>
Penalties from non-payment of code enforcement fees	\$ 600
Rehabilitation deferred loan repayments	2,500
HOME Administration	25,400
EDI loan repayments	15,750
Code enforcement fees	30,000
Miscellaneous program income	750
<b>Total estimate program income</b>	<b><u><u>\$75,000</u></u></b>

Program income is defined as the gross income directly generated from the use of CDBG or HOME funds.

### **HOME**

The City of Jackson controls the resale of homebuyer property during the period of affordability using the recapture option as follows:

- 1) Should a homebuyer receiving a direct HOME subsidy in the amount of \$5,000 or less sell the property during the affordability period, repayment of the entire direct HOME subsidy will be triggered.
- 2) Should a homebuyer receiving a direct HOME subsidy in excess of \$5,000 sell the property during the affordability period, repayment of the direct HOME subsidy will be directly tied to the length of time the homebuyer has occupied the home in relation to the period of affordability.

If there are no net proceeds from the sale or the net proceeds are insufficient to repay the HOME subsidy due, the City will recapture the amount of the net proceeds, if any. Recaptured funds will be used for any HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

Jackson City Council made the following 2013-2014 HOME allocations:

<b>Project:</b> Acquisition/Rehabilitation/Resale <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> City-wide	<b>Total Funding</b> \$179,619
		<b>Planned Units</b>
<b>Output:</b> Improved housing conditions		3
<b>Indicator:</b> Number of LMI households assisted		3
<b>HUD Outcome/Objective:</b> (DH-3) Sustainability for the purpose of Decent Housing (14A Rehab; Single-Unit Residential 570.202, LMH, 10 Housing Units)		

<b>Project:</b> Administration <b>Agency:</b> Department of Neighborhood & Economic Operations	<b>Target Area</b> n/a	<b>Total Funding</b> \$25,400
		<b>Planned Units</b>
<b>Output:</b> Administration of the HOME program		n/a
<b>Indicator:</b> none required		
<b>HUD Outcome/Objective:</b> 21A General Program Administration 570.206		

<b>Project:</b> Acquisition/Rehabilitation/Resale <b>Agency:</b> Community Action Agency (CHDO Reserve)	<b>Target Area</b> City-wide	<b>Total Funding</b> \$40,000
		<b>Planned Units</b>
<b>Output:</b> Improved housing conditions		1
<b>Indicator:</b> Number of LMI households assisted		1
<b>HUD Outcome/Objective:</b> (DH-3) Sustainability for the purpose of Decent Housing (14G Acquisition for Rehabilitation 570.202, LMH, 10 Housing Units)		

<b>Project:</b> CHDO Operating Expenses <b>Agency:</b> Community Action Agency	<b>Target Area</b> n/a	<b>Total Funding</b> \$12,500
		<b>Planned Units</b>
<b>Output:</b> Operating expenses related to CHDO activities		n/a
<b>Indicator:</b> none required		
<b>HUD Outcome/Objective:</b>		

**Total HOME Allocations: \$254,519**

These allocations were made with the following regulatory program thresholds in mind:

Activity	Threshold	Funding
Administration	No more than 10% of annual allocation	\$25,451
CHDO Set-Aside	No less than 15% of annual allocation	\$38,178
CHDO Operating Expenses	No more than 5% of annual allocation	\$12,725

Jackson's CHDO, Community Action Agency (CAA), and Department of Neighborhood & Economic Operations staffs will collaborate to strategically acquire and rehabilitate vacant homes to be sold to low- to moderate-income homebuyers. With this method, low- to moderate-income families will not be confined to distressed neighborhoods, but will have options to live in cleaner, safer areas of the City in which to grow a family. The *Consolidated and Further Continuing Appropriations Act of 2012* (PL 112-55) imposes new statutory requirements on HOME-assisted projects, including the following:

*Four-Year Project Completion Deadline* – projects must be completed and ready for occupancy within four (4) years of the date the written agreement is executed.

*Project Certification: Assessment of Project Underwriting, Developer Capacity, and Market Need* – before executing a legally binding written agreement, the City must conduct an underwriting review, assess the developer's capacity and fiscal soundness, and examine neighborhood market conditions to ensure adequate need for the project.

*Deadline for Sale of Homebuyer Units* – the City must convert all homebuyer units that have not been sold to a homebuyer within six (6) months of construction completion to HOME rental units, or repay the HOME investment.

*CHDO Development Capacity* – the City may not reserve HOME funds to a CHDO unless it has determined that the CHDO has sufficient staff and demonstrated development experience.

A change of focus in the expenditure of HOME funds was also arrived at by City leaders. Instead of random home owner rehabilitation, Jackson will systematically select modest housing to acquire in transitional neighborhoods to rehabilitate and offer to low- to moderate-income families for purchase. City officials believe that integrating protected classes and low- to moderate-income families into more financially viable areas of the City rather than relegating these families to already significantly depressed neighborhoods will provide improved access and opportunities for the middle class and those aspiring to join the middle class. Controlling the location of rehabilitation projects through acquisition will also further the goals of Jackson's Overall Economic Stabilization program.

Administration fees will be used as program income for the CDBG program and become part of the CDBG budget. The City does not intend to use HOME funds to refinance existing debt secured by multi-family housing, nor provide Tenant-Based Rental Assistance. Proposed projects will not contain five or more HOME-assisted housing units.

### **Outreach to Minority and Women-Owned Businesses**

Unlike large cities that may have many women- and minority-owned businesses to work with, the City of Jackson has limited resources from which to pull from. The City has an approved bidders list of general contractors from which it solicits rehabilitation bids; currently, the approved bidders list has one woman-owned and two minority-owned businesses. Plans are in place to expand the approved bidders list by advertising its existence in surrounding counties and encouraging general contractors to apply. The Department of Neighborhood & Economic Operations hopes this advertising campaign will increase the number of qualified general contractors and attract additional women- and minority-owned businesses to apply to be on the list.

With other construction projects, such as street reconstruction, the City's Purchasing Department advertises in trade journals, the local newspaper, and on the City's website. Purchasing also maintains a database of approximately 200 entities that have registered to receive project notifications via e-mail; each time a new project is added to the website, an e-mail blast is sent out announcing the request for bids. Purchasing also utilizes the State of Michigan's website to send e-mail or postcard notifications to disadvantaged businesses.

Jackson follows the procurement standards outlined in 24 CFR 85.36. All procurement transactions are conducted in a manner providing full and open competition. The sealed bid

process is utilized for all construction projects, including rehabilitation, outlined under 85.36(d)(2). The City does not discriminate against a business or bidder with respect to soliciting, evaluating, and awarding bids on the basis of race, sex, sexual orientation, color, ethnicity, or national origin.

**Housing Opportunities for Persons with AIDS (HOPWA)**

The City of Jackson does not receive HOPWA funding.

**Emergency Solutions Grant (ESG)**

The City of Jackson does not receive ESG funding; however, ESG funding is provided by the Michigan State Housing Development Authority to the Jackson County Continuum of Care.

**Substantial Amendment**

**Reprogramming of Funds**

A financial assessment of CDBG funds determined the need to reprogram funds from activities that were:

- Completed, but have balances that cannot be spent;
- Not completed, but the project is no longer in operation; or,
- Unable to get the activity started.

A substantial amendment to reprogram funds from previous year Action Plans is required as follows:

<b>Subrecipient</b>	<b>Original Award</b>	<b>Remaining Balance</b>
<b>Program Year 2009</b>		
Job Creation Loan Payments	Excess Program Income	\$ 6,431
Denied Loans	\$ 1,000	697
Special Assessments	22,718	19,622
<b>Program Year 2010</b>		
Wilkins – Jackson to Williams	103,000	9,401
Wilkins – Williams to Mechanic	106,000	106,000
Special Assessments	10,000	10,000
Job Creation	50,000	50,000
Demo – Engineering 212 W Michigan	38,000	38,000
<b>Program Year 2011</b>		
World Changers	40,000	37,695
Biddle – Jackson to Williams	53,000	53,000
<b>Program Year 2012</b>		
World Changers	40,000	40,000
<b>Total CDBG</b>	<b>\$463,718</b>	<b>\$370,846</b>

A total of \$370,846 will be reprogrammed to support the following activities:

<b>Project</b>	<b>Amount</b>	<b>Status</b>
Parks, Recreational Facilities	\$228,000	New activity
Sidewalk Replacement – Downtown	40,000	New activity
Tree Replacement	25,000	Additional Funding
City Housing Initiative	77,846	New Activity
<b>Total:</b>	<b>\$370,846</b>	

# Appendix A

## Citizen Comments

## **January 22, 2013 Public Hearing**

No comments, written or oral, were received at the January 22, 2013 public hearing to receive citizen comments to identify housing and community development needs in the City of Jackson.

## **2013-14 Annual Action Plan**

### **April 11, 2013**

An e-mail was received from a citizen stating CDBG funds do not address the core issues in the City. The citizen felt more money should be spent on programs to rehabilitate drug and alcohol addicts and to teach the value of hard work, the free market and entrepreneurship in school. The citizen did not feel Jackson had a lack of jobs, adequate housing or sustainable environment, but that people lacked motivation, self-worth, and ambition to provide for themselves.

#### *City's Response*

The City doesn't necessarily disagree with the observation of societal issues; however, it was explained to the citizen that federal grant programs come with very specific eligible activities. Further, the reduced funding did not allow for discretionary funds to invest in such programs.

### **April 18, 2013**

A citizen expressed dismay at the number of homes being demolished in the City, declaring it was creating an increase to the homeless population in Jackson. This citizen felt CDBG funds should be used to conduct a comprehensive inventory to create potential historic resources for homes and buildings. Finally, the citizen supported providing funding to non-profit agencies who service the low-income population.

#### *City's Response*

The City has aggressively attacked its overabundance of vacant, foreclosed, dilapidated, and abandoned homes by increasing demolition with various funding sources, including federal and General Fund dollars. No federal funding was used to demolish historic or recently occupied homes. The 2010 Census indicated 2,163, or 14%, of the housing units within the City of Jackson were vacant. Since June 1, 2011, only 226 housing units have been demolished. The City disagrees with the assertion it is increasing the homeless population.

The Jackson Historic District Commission has completed various surveys of the City to identify historic or potentially historic sites or districts. The "Report on Proposed Additional Sites to the Historic District Ordinance" was completed in February 1989; the four volume "Jackson Historic Reconnaissance Survey" was completed in December 2000; and the "Intensive Level Survey of Twenty-Five Properties" was completed in August 2004, to name a few. The City feels there is sufficient information available as to the historic nature of the City of Jackson that no additional funding is necessary at this time.

The City does not disagree there is a need in the community to support its lower income residents. However, it finds there are an adequate number of non-profit agencies and faith-based organizations working to meet this need that receive sufficient funding from other grant and philanthropic opportunities.

# Appendix B

City Council Resolution

Dated May 7, 2013

## RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson, Michigan has prepared a One-Year Action Plan in order to procure federal funds under the Housing and Community Development Act of 1974, as amended, and the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended; and,

WHEREAS, the City of Jackson, Michigan is required by law to provide certain assurances and certifications to the United States Department of Housing and Urban Development (HUD) as part of said procurement; and,

WHEREAS, the City of Jackson, Michigan has in place and is following a Citizen Participation Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED, that the One-Year Action Plan is adopted and approved, the Mayor, as the official representative of the City, is authorized and directed to execute the submission of said Plan for and on behalf of the City of Jackson, Michigan, and the Mayor and the Department of Neighborhood & Economic Operations are authorized to provide such additional information as may be required and to submit said Plan to HUD;

BE IT FURTHER RESOLVED, that the City of Jackson, Michigan hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for these federally-assisted programs, and the City of Jackson, Michigan gives assurances and certifies that, with respect to the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME):

- A. It possesses legal authority to make a grant submission and to execute a community development and housing program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the One-Year Action Plan and amendments thereto, and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the One-Year Action Plan, and to provide such additional information as may be required.
- C. It is following a detailed Citizen Participation Plan which:
  1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
  2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
  3. Provides for technical assistance to representative groups of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Prior to submission of its Housing and Community Development Plan to HUD, the grantee has:

1. Met the citizen participation requirements of 24 CFR 91.105.
  2. Prepared its One-Year Action Plan in accordance with 24 CFR 91 and made the Plan available to the public.
- D. The grants will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d *et seq.*); and,
  2. The Fair Housing Act (42 USC 3601-20).
- E. It will affirmatively further fair housing.
- F. It has developed its Plan to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight, except that the aggregate use of CDBG funds received under Section 106 of the Act, and, if applicable, under Section 108 of the Act, during the 2012-2013 program year shall principally benefit persons of low- and moderate-income in the manner that ensures not less than 70 percent of such funds are used for activities that benefit such persons during such period.
- G. It has developed a community development plan for the period specified in Paragraph F above that identifies community development and fair housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act.
- H. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
1. Funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than under Title 1 of the Act; or,

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate-income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph H(1) above.
- I. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.608.
  - J. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under 24 CFR 570.606(a) and federal implementing regulations, it is following a residential anti-displacement and relocation assistance plan as required under Section 104(d) of the Act and in 24 CFR 570.606(c), and it will comply with the relocation requirements of 24 CFR 570.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
  - K. It has adopted and is enforcing:
    1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
    2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
  - L. To the best of its knowledge and belief:
    1. No federal appropriated funds have been paid, or will be paid, by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
    2. If any funds other than federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
    3. It will require that the language of Paragraph L of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  - M. It will comply with the other provisions of the Act and with other applicable law.
  - N. Before committing to any HOME funds, the City will evaluate HOME Projects that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.



# Appendix C

## Certifications



## Non-State Grantee Certifications

City of Jackson  
161 W. Michigan Avenue  
Jackson, MI 49201  
(517) 768-6436  
www.cityofjackson.org

### Non-State Government Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the City of Jackson certifies that:

**Affirmatively Further Fair Housing.** The City of Jackson will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.

**Anti-displacement and Relocation Plan.** The City of Jackson will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601), and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-lobbying.** To the best of the City of Jackson's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction.** The consolidated plan is authorized under State and local law (as applicable) and the City of Jackson possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with Plan.** The housing activities to be undertaken with CDBG and HOME funds are consistent with the strategic plan.

**Section 3.** The City of Jackson will comply with section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u), and implementing regulations at 24 CFR 135.

**Dated:** May 8, 2013

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Martin J. Griffin, Mayor, City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201  
(517) 788-4028

## Specific CDBG Certifications

The City of Jackson certifies that:

**Citizen Participation.** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan.** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing and expand economic opportunities primarily for persons of low and moderate income.

**Following a Plan.** It is following a current consolidated plan that has been approved by HUD.

**Use of funds.** It has complied with the following criteria:

1. *Maximum Feasible Priority.* With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. *Overall Benefit.* The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) **2013, 2014, 2015** (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. *Special Assessments.* It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guarantee funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The City of Jackson will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the City of Jackson certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force.** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination Laws.** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint.** Its activities concerning lead-based paint will comply with the requirements of 24 CFR 35, subparts A, B, J, K, and R of this title.

**Compliance with laws.** It will comply with applicable laws.

**Dated:** May 8, 2013

---

Martin J. Griffin, Mayor, City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201  
(517) 788-4028

## Specific HOME Certifications

The HOME participating jurisdiction (City of Jackson) certifies that:

**Tenant-Based Rental Assistance.** If the City of Jackson intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs.** It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR 92.205 through 92.209, and that it is not using and will not use HOME funds for prohibited activities, as described in 24 CFR 92.214.

**Appropriate Financial Assistance.** Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

**Dated:** May 8, 2013

---

Martin J. Griffin, Mayor, City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201  
(517) 788-4028

## Appendix to Certifications

### Instructions Concerning Lobbying

#### Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Dated:** May 8, 2013

---

Martin J. Griffin, Mayor, City of Jackson  
161 West Michigan Avenue  
Jackson, MI 49201  
(517) 788-4028

**Julius A. Giglio**

*City Attorney*

**Bethany M. Smith**

*Deputy City Attorney*

**Gilbert W. Carlson**

*Assistant City Attorney*

**OFFICE OF THE**



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (866) 971-2117

**CITY ATTORNEY**

MEMORANDUM

May 7, 2013

NEW BUSINESS

TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio, City Attorney



RE: Revocation of Ordway Motors License

Date: April 30, 2013

**REQUESTED ACTION:** To revoke the Revocable License issued to Rose Taylor d/b/a Ordway Motors by the City of Jackson on March 26, 2003, and to allow the City Attorney to take any and all action necessary to effectuate the revocation of the revocable license.

We have been informed that Ordway Motors has ceased business operations (see Attachment 1). On March 26, 2003, the City granted a Revocable License to Ordway Motors (see Attachment 2). Since Ordway Motors is no longer in business, it would be appropriate to revoke the license heretofore issued.

JAG/dr

Enc.

# Attachment 1

**LYNDA TAYLOR DBA  
ORDWAY MOTOR SALES  
299 W. PROSPECT ST.  
JACKSON, MI 49203**

**FEB. 24, 2013**

**RECEIVED  
CITY of JACKSON  
FEB 24 2013  
CLERK'S OFFICE**

**TO CITY OF JACKSON:**

**ORDWAY MOTOR SALES OF 299 W. PROSPECT ST. OF JACKSON, MI 49203 HAS CLOSED THE BUSINESS. THE STRUCTURE IS EMPTY. THE PROPERTY REVERTS BACK TO YOU, SINCE THE BUSINESS IS NOW CLOSED. IF THERE IS ANYTHING ELSE WE HAVE TO TAKE CARE OF, PLEASE LET ME KNOW BEFORE YOU PROCEED AND WE INCUR ADDITIONAL CHARGES.**

**I DO OWE ON PROPERTY TAXES FROM LAST YEAR AND PLAN TO PAY ON THEM EACH MONTH, AS I STILL HAVE INCOME COMING IN. I AM JUST TRYING TO GET THINGS TAKEN CARE OF.**

**THANKING YOU,  
LYNDA TAYLOR**

# Attachment 2

## REVOCABLE LICENSE

THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the covenants, agreements and obligations hereinafter set forth, does hereby grant to MARY ROSE TAYLOR, D/B/A ORDWAY MOTORS, of 299 West Prospect Street, Jackson, Michigan 49203, hereinafter collectively called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to use a portion of Woodbridge Street (hereinafter "premises") located in the City of Jackson, County of Jackson, and State of Michigan, described as follows, to-wit:

That portion of Woodbridge Street lying South of Prospect Street and North of former NCR R/W, Section 10, T3S, R13W.

ALSO DESCRIBED AS: The vacant triangular shaped portion of the former Woodbridge Street right-of-way formed by the W. Prospect right-of-way, former Airline Drive railroad right-of-way and the 301 W. Prospect Street, Jackson, Michigan property,

on the terms and conditions hereinafter mentioned, to be occupied and used by Licensee for ingress and egress, for displaying automobiles, and placing a business operations office on the Licensor's property described above. Provided, however, anything in this Revocable License to the contrary notwithstanding, it is understood and agreed between the parties that this Revocable License is granted on the condition that title to all water, sewer (storm and sanitary), gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said premises are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said premises within the Woodbridge Street right-of-way for public utility purposes, with present and additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said premises remained an open public right-of-way. Any damage, demolition, or destruction to Licensee's real or personal property by the Licensor that occurs as a result of the above stated shall be the responsibility of the Licensee. Licensee agrees not to seek damages or any remedy from Licensor exercising the rights granted to it as stated above.

As consideration for this License, Licensee agrees to the following obligations, conditions and covenants:

1. Licensor shall retain the right to the unobstructed use of the premises for any purpose, and Licensor shall have the right to enter upon said premises at all times for any purpose, without notice to the Licensee. Licensor agrees to use best efforts in notifying Licensee, but cannot guarantee such notice.

2. Licensee shall not place, further construct, or erect any further structures or fences on said premises, nor store any further materials on said premises without Licensor's prior written approval. Furthermore, Licensee shall not plant any trees, bushes, or shrubs on the premises without the prior written approval of the Licensor's City Engineer.

3. Licensee shall comply with all covenants, clauses, provisions and obligations contained herein, and shall at all times, and at its sole cost and expense, keep and maintain said premises in good repair and in a clean and sanitary condition to the satisfaction of Licensor, which shall include, but not necessarily be limited to, landscaping, paving, and snow removal, and shall comply with all laws, rules and regulations of the United States or its agencies, or the laws, rules and regulations of this state, or any regulatory body of the United States or of the State of Michigan, or of any other governmental or governing body which may now or hereafter have jurisdiction over the subject matter which are now or may hereafter be made effective while this License remains in effect. Licensee shall, without expense to Licensor, cut and remove from said premises all thistles and noxious weeds as are now required or may hereinafter be required to be cut by law. Without limiting the generality of the foregoing, Licensee shall not dispose or suffer to be disposed of any waste material whatsoever upon the premises and shall not store, use, or maintain, or suffer to be stored, used, or maintained, upon said premises any material that is or may be or become hazardous to human health or the environment, or the storage, treatment, or disposal of which is regulated by any governmental authority. Licensee shall indemnify and save Licensor, its successors and assigns, harmless from all losses and expense as a result of the failure of Licensee, its agents, contractors, employees, volunteers, and invitees to comply with the terms of this paragraph.

4. Licensee shall assume all liability for and protect, indemnify, and save Licensor, its successors and assigns, harmless from and against all actions, claims, demands, judgments, losses (including, but not limited to, lost business or profits), expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto and their agents, contractors, subcontractors, employees, volunteers, and invitees, arising in connection with or as a direct or indirect result of Licensee's use of said premises or its exercise of this License, except Licensee shall not be required to indemnify Licensor for injury to persons or damage to property caused by the sole negligence of Licensor.

5. This License is granted subject to Licensor's reserved right to grant future easements, uses, or permits with respect to said premises.

6. Licensee shall secure and maintain in force during the term of this License a policy of Comprehensive Commercial Liability Insurance, acceptable to Licensor, with a minimum general liability limit of \$300,000.00 per occurrence. The policy shall be in the names of Licensee, and shall name the Licensor as additional insured, and shall describe the insured premises as the premises are herein above described. The certificate of insurance evidencing such coverage shall provide that the insurer will not cancel this insurance, or change, restrict, or reduce the insurance provided, or change the name of the insureds, without first giving at least thirty (30) days written notice to the City of Jackson, City Attorney, 161 West Michigan Avenue, Jackson, Michigan 49201, as evidenced by receipt of registered mail. Licensee shall provide evidence of the existence of such insurance to Licensor's City Attorney prior to execution of this License.

7. This License may be revoked at any time under the following conditions:

(A) Licensor may revoke this license upon thirty (30) days written notice to Licensee of Licensor's decision, in its sole discretion, to revoke said License; or

(B) Licensor may revoke this License if Licensee is in default of any of its covenants, agreements, or obligations under this License Agreement, and (i) such default continues unabated for thirty (30) days following Licensor's written notice of default to Licensee.

8. Licensee, upon revocation of this License, shall, at its sole expense, fully remove all materials, fences, improvements or structures placed on the premises, unless Licensor allows same to remain, within one hundred twenty (120) days from receipt of the notice of revocation..

9. All notices given pursuant to this License shall be considered as received when placed in the United States mail, certified mail, return receipt requested, properly addressed to the parties at the addresses herein set forth, with postage thereon fully paid.

10. This instrument is a personal license, and shall not be assigned by Licensee.

IN WITNESS WHEREOF, the parties hereby have executed or caused this instrument to be executed in duplicate by their duly authorized representatives, as of the 26th day of March, 2003.

In the presence of:

LICENSOR: CITY OF JACKSON,  
a Michigan municipal corporation

Karen M. Dietz  
Karen M. Dietz

By Martin J. Griffin  
Martin J. Griffin, Mayor

Angela Arnold  
Angela Arnold

By Lynn Fessel  
Lynn Fessel, City Clerk

STATE OF MICHIGAN )  
                                  )SS:  
COUNTY OF JACKSON)

Subscribed and sworn to before me, this 26th day of March, 2003, by Martin J. Griffin and Lynn Fessel, the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

Christine J. Rebesch  
Notary Public  
Jackson County, Michigan  
My Comm. Exp.: CHRISTINE J. REBESCHER  
Notary Public, Jackson County, MI  
My Commission Expires Jan. 12, 2008





# Neighborhood & Economic Operations

Building a Stronger Jackson

161 W. Michigan Avenue • Jackson, MI 49201-1303 • Facsimile (517) 780-4781

Building Inspection  
(517) 788-4012

Code Enforcement  
(517) 788-4060

Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

## CITY COUNCIL MEETING May 7, 2013

**TO:** Honorable Mayor Griffin and City Councilmembers  
**FROM:** Patrick Burtch, City Manager  
**SUBJECT:** Award Six (6) Demolition Contracts in the Total Amount of \$168,889.40

### RECOMMENDATION:

**Award six (6) demolition contracts in the total amount of \$168,889.40 for demolition of vacant and abandoned structures based on individual unit pricing to:**

Dunigan Brothers.....	\$14,045.40
Graham Construction.....	\$12,350.00
Jule Swartz & Sons Excavating .....	\$11,999.00
Michigan Demolition .....	\$60,719.00
SC Environmental Services.....	\$28,116.00
Smalley Construction.....	\$41,660.00

**and authorize the City Manager to approve any and all change orders required to complete the demolitions.**

On May 2, 2013, sealed bids to demolish 21 properties in the City of Jackson were opened and processed. When bidding for demolition contracts, contractors are required to submit pricing for the entire package and for unit prices (cost to demolish an individual structure); contractors also have the option to submit an alternate, discounted bid of awarded the entire package. After careful scrutiny of the attached Bid Tabulations, it was determined the City would realize a total cost savings of \$13,550.60 if contracts were awarded based on individual unit pricing as follows:

Dunigan Brothers .....	\$14,045.40
Graham Construction .....	\$12,350.00
Jule Swartz & Sons Excavating .....	\$11,999.00
Michigan Demolition .....	\$60,719.00
SC Environmental Services .....	\$28,116.00
Smalley Construction.....	\$41,660.00

A recommendation spreadsheet delineating the individual addresses and amounts awarded to each contractor is also attached.

cc: Shelly Allard, Purchasing Agent  
Frank Donovan, Chief Building Official

Heather Soat, Accounting Manager  
Sheila Prater, Records Mgmt Coordinator



**Bid Tabulation For  
Asbestos Removal and Demolition of Twenty One (21) Residential Buildings  
and Accessory Structures At Various Locations  
Throughout the City of Jackson  
Thursday, May 2, 2013, 9:00 AM**

		<b>MICHIGAN DEMOLITIONS</b> 4788 Cornell Okemos, MI 48864	<b>SMALLEY CONSTRUCTION</b> 1742 West US 10 Scottville, MI 49454	<b>DUNIGAN BROTHERS</b> 911 E. South Street Jackson, MI 49203	<b>SC ENVIRONMENTAL SERVICES</b> 106 Island Ave. Lansing, MI 48910	<b>JULE SWARTZ &amp; SONS EXCAVATING</b> 7855 Dixon Rd. Jackson, MI 49201	<b>BEAL CONSTRUCTION SERVICES</b> 221 Felch Ann Arbor, MI 48103	<b>GRAHAM CONSTRUCTION</b> 3399 Fashion Square Blvd. Saginaw, MI 48603
<b>ITEM NO</b>	<b>ADDRESS/LOCATION</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>	<b>BID AMOUNT</b>
1	600 S. Blackstone St.	17,000.00	13,345.00	16,910.40	19,641.00	11,999.00	15,649.31	16,400.00
2	813 S. Blackstone St.	13,040.00	8,360.00	8,734.40	9,741.00	12,813.00	10,642.87	11,500.00
3	1042 Chittock Avenue	9,422.00	8,345.00	7,425.60	9,741.00	10,562.00	14,438.83	12,600.00
4	113 Damon St.	7,800.00	7,270.00	6,619.80	9,741.00	10,492.00	12,683.17	16,100.00
5	1819 Deyo St.	8,856.00	10,920.00	9,512.00	9,741.00	13,789.00	15,142.29	14,850.00
6	220 S. Dwight St.	7,592.00	9,640.00	8,920.80	9,741.00	15,000.00	17,689.30	12,175.00
7	704 First St.	12,864.00	13,700.00	12,688.20	13,472.00	18,500.00	12,680.08	12,350.00
8	929 Francis St.	10,666.00	9,800.00	10,393.60	9,741.00	16,300.00	14,808.21	14,100.00
9	1035 Francis St.	10,800.00	7,300.00	8,215.00	9,741.00	14,272.00	12,020.57	14,550.00
10	115 S. Gorham St.	10,270.00	14,900.00	14,830.20	9,741.00	16,500.00	17,519.09	17,355.00
11	129 W. High St.	7,500.00	10,325.00	8,395.20	9,739.00	11,800.00	14,047.04	13,950.00
12	603 W. High St.	7,120.00	9,420.00	10,848.50	9,739.00	13,571.00	12,747.07	18,600.00
13	1041 S. Jackson St.	7,180.00	6,100.00	6,242.40	8,641.00	8,700.00	10,567.25	11,500.00
14	408 Northwood Lane	5,400.00	5,400.00	6,808.00	9,739.00	9,900.00	12,352.98	10,500.00
15	1810 Pringle Avenue	8,341.00	8,925.00	11,478.40	9,741.00	12,920.00	13,573.13	14,000.00
16	220 E. Robinson St.	6,552.00	6,420.00	8,046.00	9,741.00	11,500.00	11,645.14	12,900.00
17	239 E. Robinson St.	10,750.00	8,885.00	16,147.20	8,634.00	15,000.00	17,836.15	10,950.00
18	1515 Ten Eyck St.	7,152.00	7,960.00	8,085.00	9,741.00	12,000.00	14,739.20	14,550.00
19	114 E. Wilkins St.	6,800.00	7,380.00	7,420.00	9,741.00	12,000.00	12,980.35	13,150.00
20	114 W. Wilkins St.	7,358.00	11,610.00	11,772.00	9,741.00	12,000.00	19,285.89	13,750.00
21	512 Wilson St.	8,480.00	8,080.00	11,208.60	11,672.00	18,000.00	14,537.61	39,850.00
<b>TOTAL</b>		<b>\$190,943.00</b>	<b>\$194,085.00</b>	<b>\$210,701.30</b>	<b>\$217,910.00</b>	<b>\$277,618.00</b>	<b>\$297,585.53</b>	<b>\$315,680.00</b>
ALTERNATE BID: Discounted Total if awarded all twenty one (21) line items above.			<b>\$182,440.00</b>		<b>\$209,872.00</b>	<b>\$270,000.00</b>	<b>\$282,706.25</b>	<b>\$295,680.00</b>

5%



**Bid Tabulation For  
Asbestos Removal and Demolition of Twenty One (21) Residential Buildings  
and Accessory Structures At Various Locations  
Throughout the City of Jackson  
Thursday, May 2, 2013, 9:00 AM**

Low Unit Price				
	Address	Type of Structure	Amount	Contractor
1	600 S. Blackstone St.	House	\$11,999.00	Jule Swartz & Sons
2	813 S. Blackstone St.	House	8,360.00	Smalley Const
3	1042 Chittock Avenue	House	7,425.60	Dunigan Bros
4	113 Damon St.	House/Garage	6,619.80	Dunigan Bros
5	1819 Deyo St.	House	8,856.00	Michigan Demo
6	220 S. Dwight St.	House	7,592.00	Michigan Demo
7	704 First St.	House	12,350.00	Graham Const
8	929 Francis St.	House	9,741.00	SC Enviro Services
9	1035 Francis St.	House	7,300.00	Smalley Const
10	115 S. Gorham St.	House	9,741.00	SC Enviro Services
11	129 W. High St.	House	7,500.00	Michigan Demo
12	603 W. High St.	House/Garage	7,120.00	Michigan Demo
13	1041 S. Jackson St.	House	6,100.00	Smalley Const
14	408 Northwood Lane	House/Shed	5,400.00	Michigan Demo Smalley Const
15	1810 Pringle Avenue	House/Garage	8,341.00	Michigan Demo
16	220 E. Robinson St.	House	6,420.00	Smalley Const
17	239 E. Robinson St.	House	8,634.00	SC Enviro Services
18	1515 Ten Eyck St.	House	7,152.00	Michigan Demo
19	114 E. Wilkins St.	House	6,800.00	Michigan Demo
20	114 W. Wilkins St.	House	7,358.00	Michigan Demo
21	512 Wilson St.	House/Garage	8,080.00	Smalley Const
		<b>Total:</b>	<b>\$168,889.40</b>	
<b>Awarding low unit price provides \$13,550.60 cost savings to City</b>				

Following Purchasing Guidelines regarding Tie Bids (Section 16.1), both names were written on slips of paper and put into a large plastic bag. On May 3, 2013 at approximately 8:05 a.m., Shelly Allard pulled the slip of paper containing the name "Smalley Construction" from the bag, which was witnessed by Frank Donovan and Michelle Pultz-Orthaus

**Demolition Contracts to be Awarded  
By Address and Contractor**

	<b>Low Unit Price</b>	<b>Type of Structure</b>	<b>Amount</b>	<b>Contractor</b>	
1	1042 Chittock Avenue	House	\$7,425.60	Dunigan Bros	
2	113 Damon St.	House/Garage	6,619.80	Dunigan Bros	<b>\$14,045.40</b>
3	704 First St.	House	12,350.00	Graham Const	<b>12,350.00</b>
4	600 S. Blackstone St.	House	11,999.00	Jule Swartz & Sons	<b>11,999.00</b>
5	1819 Deyo St.	House	8,856.00	Michigan Demo	
6	220 S. Dwight St.	House	7,592.00	Michigan Demo	
7	129 W. High St.	House	7,500.00	Michigan Demo	
8	603 W. High St.	House/Garage	7,120.00	Michigan Demo	
9	1810 Pringle Avenue	House/Garage	8,341.00	Michigan Demo	
10	1515 Ten Eyck St.	House	7,152.00	Michigan Demo	
11	114 E. Wilkins St.	House	6,800.00	Michigan Demo	
12	114 W. Wilkins St.	House	7,358.00	Michigan Demo	<b>60,719.00</b>
13	929 Francis St.	House	9,741.00	SC Enviro Services	
14	115 S. Gorham St.	House	9,741.00	SC Enviro Services	
15	239 E. Robinson St.	House	8,634.00	SC Enviro Services	<b>28,116.00</b>
16	408 Northwood Lane	House/Shed	5,400.00	Smalley Const	
17	813 S. Blackstone St.	House	8,360.00	Smalley Const	
18	1035 Francis St.	House	7,300.00	Smalley Const	
19	1041 S. Jackson St.	House	6,100.00	Smalley Const	
20	220 E. Robinson St.	House	6,420.00	Smalley Const	
21	512 Wilson St.	House/Garage	8,080.00	Smalley Const	<b>41,660.00</b>
		<b>Total:</b>	<b>\$168,889.40</b>		<b>\$168,889.40</b>