



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

AGENDA - CITY COUNCIL MEETING

September 25, 2012

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE** - Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **ROLL CALL.**
4. **EXECUTIVE SESSION** to discuss a legal opinion and acquisition of real property.
5. **RETURN TO OPEN SESSION.**
6. **ADOPTION OF AGENDA.**
7. **CITIZEN COMMENTS. (3-Minute Limit)**
8. **PRESENTATIONS/PROCLAMATIONS.**
9. **CONSENT CALENDAR.**
 - A. **Meeting Minutes:**
Approval of the minutes of the regular City Council meeting of September 11, 2012.
 - B. **City Assessor Designation - Land Division:**
Approval of a request to designate the City Assessor as the official to approve or disapprove of all requested land splits and respond to completed applications per the requirements of Michigan Compiled Laws Section 560 (Land Division Act).
 - C. **Request for Street Reconstruction on Beverly Park Place:**
Receipt of a petition requesting street reconstruction on Beverly Park Place and referral to staff for appropriate action.

D. City Financial Statements Ending August 31, 2012:
Receipt of the City of Jackson's summary of revenue and expenditures for two (2) months ended, August 31, 2012.

***E. Special Meeting Minutes:**
Approval of the minutes of the special City Council meeting of September 19, 2012.

10. COMMITTEE REPORTS.

11. APPOINTMENTS.

12. PUBLIC HEARINGS.

***A. Item deleted.**

B. 2011-12 CAPER:

Public hearing to receive citizen comments on the City's Performance in administering 2011-12 Community Development Block Grant (CDBG) and HOME Programs.

1. Authorization to submit the 2011-12 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD).

13. RESOLUTIONS.

A. Building Code Board of Examiners and Appeals Fee Resolution:
Resolution revising the Building Code Board of Examiners and Appeals fee schedule.

B. "Super-Minority" Constitutional Amendment:
Resolution supporting a "NO" vote on the proposed "Super-Minority" Constitutional Amendment being placed on the November 6, 2012, General Election ballot.

C. Corrective Resolution for Special Assessment Roll No. 4212:
Corrective Resolution for Special Assessment Roll No. 4212 for Delinquent Miscellaneous General Fund Accounts Receivable, confirmed on September 11, 2012.

D. Corrective Resolution for Special Assessment Roll No. 4213:
Corrective Resolution for Special Assessment Roll No. 4213 for Delinquent Miscellaneous Building Department Fund Accounts Receivable, confirmed on September 11, 2012.

14. ORDINANCES.

A. Zoning Code Amendments - Building Design Standards:

Final adoption of Ordinance No. 2012.22 amending Chapter 28 (Zoning), City Code, making minor revisions to Sec. 28-115, which deals with building design standards.

B. Zoning Code Amendments - Environmental Standards:

Final adoption of Ordinance No. 2012.23 amending Chapter 28 (Zoning), City Code, revising Sec. 28-110 which contains standards for environmental protection, and adding select definitions to Sec. 28-5.

C. Zoning Code Amendments - Landscaping and Fencing Standards:

Final adoption of Ordinance No. 2012.24 amending Chapter 28 (Zoning), City Code, adding Sec. 28-126 (visibility at intersections) to accommodate recent amendments to the City's landscaping (Sec. 28-105) and fencing (Sec. 28-125) standards.

D. Jackson Housing Commission:

Final adoption of Ordinance No. 2012.25 amending Chapter 14, Article III, City Code, to provide that the City Council has the authority, upon the recommendation of the Mayor, to establish and approve compensation of Jackson Housing Commission officers and employees.

E. City Code Amendment - Delinquent Water and Sewer Charges:

Final adoption of Ordinance No. 2012.26 amending Article IV, Chapter 27, City Code, to provide for more frequent placement of liens upon the tax rolls for delinquent water and sewer charges for the health, safety and welfare of the Citizens of the City of Jackson.

F. City Code Amendment - Installation of Carbon Monoxide Detectors:

Final adoption of Ordinance No. 2012.27 amending Section 14-61, Article II, Division 3, Chapter 14, City Code, adding the requirement of carbon monoxide detectors.

G. City Code Amendment - Establishing Provisions for Recording Documents:

Final adoption of Ordinance No. 2012.28 amending Section 17-27, Article II, Chapter 17, City Code, establishing provisions for recording documents.

15. OTHER BUSINESS.

16. NEW BUSINESS.

A. 2012 As Needed Survey Consulting Services Contract, Change Order No. 1:

Consideration of a request to approve Change Order No. 1 to the contract

with Wade Trim, Taylor, in the increased amount of \$34,485.00, to provide a survey for planned future projects, and authorization for the Acting City Manager and City Engineer to execute the appropriate document(s).

B. Purchase Order for Road Salt:

Consideration of a request to authorize the purchase of road salt from Cargill, Inc., North Olmsted, Ohio, at a total purchase price of \$182,480.00, which is reflected by a unit price cost of \$45.62 per ton.

C. DPW Truck Purchase:

Consideration of a request to authorize the purchase of one (1) 2013 Ford F-250, 4x4, extended cab truck with snowplow through the State of Michigan MiDeal Contract No. 071B1300005 in the amount of \$31,741.00.

D. Request to Renew Tree Service Contract:

Consideration of a request to approve Renewal No. 1 of the Division I Tree Trimming/Removal Contract with Lonnie's Hauling & Tree Service in the amount of \$87,665.00, and to authorize the Mayor and City Clerk to execute the appropriate document(s).

***E. Item Deleted.**

F. City Council Standing Committees - Work Groups:

Consideration of Mayor's recommendation to dissolve City Council Standing Committees, and replace them with work groups as needed.

G. Purchase of Real Property:

Consideration of a recommendation to authorize the Acting City Manager to purchase real property by November 15, 2012.

17. CITY COUNCILMEMBERS' COMMENTS.

18. MANAGER'S COMMENTS.

19. ADJOURNMENT.

***Item deleted or added.**

JACKSON CITY COUNCIL MEETING

MINUTES

SEPTEMBER 11, 2012

CALL TO ORDER.

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

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. The invocation was given by Councilmember Dobies, who called for a moment of silence in remembrance of those who perished during the September 11 attacks on our Country.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Daniel P. Greer, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies. Absent with excuse: Councilmember Kimberly Jaquish--1.

Also present: Deputy City Manager Patrick Burtch, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, Police Chief Matt Heins, City Assessor David Taylor and City Engineer Jon Dowling

AGENDA.

Motion was made by Councilmember Schlecte and seconded by Councilmember Greer to add to the executive session the discussion of purchase of real estate. The motion was adopted by the following roll call vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies. Nays: 0. Absent: Councilmember Jaquish. 1.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the agenda, as amended. The motion was adopted by unanimous voice vote.

EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION, A LEGAL OPINION, COLLECTIVE BARGAINING AGREEMENT(S) AND PURCHASE OF REAL ESTATE.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to go into closed executive session. The motion was adopted by the following roll call vote. Yeas:

Councilmembers Breeding, Greer, Schlecte, Frounfelker, Dobies and Mayor Griffin 6. Nays: 0. Absent: Councilmember Jaquish 1.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to return to open session. The motion was adopted by unanimous voice vote.

ACTION ITEM.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Schlecte that in the matter of the Voice of the People Media v. the City of Jackson, we move forward as recommended by the City Attorney. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

CITIZEN COMMENTS.

Mark Parker discussed the Faith Temple Word of Faith Ministries Back to School Family Outreach event on Friday, September 14, 2012.

Peter Bormuth complained about the use of herbicides in City cemeteries. He also discussed testing Wastewater Treatment Plant effluent for dioxins.

Michael O'Rourke thanked the City Council and the City Engineer for the Douglas Court sewer construction project.

Herman Hill expressed his extreme displeasure with the resolution and ordinance on tonight's agenda that if approved will provide that the City Council has the authority, upon the recommendation of the Mayor, to establish and approve compensation of Jackson Housing Commission officers and employees.

PRESENTATIONS/PROCLAMATIONS.

None.

CONSENT CALENDAR.

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

Consent Calendar

A. MEETING MINUTES:

Approval of the minutes of the regular City Council meeting of August 14, 2012.

B. CITY LICENSE RENEWAL:

Approval of a City license renewal for the year ending April 30, 2013, in accordance with the recommendation of the City Clerk.

C. BACK TO SCHOOL FAMILY OUTREACH:

Approval of the request from Faith Temple Word of Faith Ministries to host the Back to School Family Outreach event on Friday, September 14, 2012, from 5:00 p.m. to 8:00 p.m. at the Riverwalk Amphitheater. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)

D. Item Deleted.**E. JACKSON HIGH SCHOOL HOMECOMING PARADE:**

Approval of the request from Jackson High School to conduct their Homecoming Parade on Friday, October 19, 2012, from 6:00 p.m. to 7:00 p.m., with street closures along Brown, Daniel, and Wildwood Streets beginning at 5:30 p.m. and ending at 6:30 p.m. (Recommended approval has been received from the Police, Fire, Engineering, Public Works, and Recreation Departments, and the Downtown Development Authority. Contingent upon receipt of proper insurance coverage.)

F. TRAFFIC CONTROL ORDER (TCO) NO. 2135:

Approval of Traffic Control Order (TCO) No. 2135 to allow parking on Sundays on Moore Street between Milwaukee and Martin Streets.

G. TRAFFIC CONTROL ORDER (TCO'S) NOS. 2136 AND 2137:

Approval of Traffic Control Order (TCO's) Nos. 2136 and 2137 limiting on-street parking on Waterloo Avenue near Eaton Corporation, and on Plymouth Street west of Waterloo Avenue.

H. WILDWOOD AVENUE WATER MAIN REPLACEMENT CONTRACT FINAL CHANGE ORDER NO. 1:

Approval of Final Change Order No. 1 to the contract with RJT Construction Company, in the decreased amount of \$12,327.10, changing contract quantities to match final quantities placed for the Wildwood Avenue Water Main Replacement, and authorization for the Deputy City Manager and City Engineer to execute the appropriate document(s).

I. ALLEGIANCE HEALTH – MICHIGAN TAX TRIBUNAL PETITION:

Receive a petition filed by Allegiance Health, Parcel #P-29123, and referral to the City Assessor and City Attorney for appropriate action.

J. JACLYN BLAKE VS. CITY OF JACKSON – MOTION FOR SUPERINTENDING CONTROL:

Receive a Motion for Superintending Control filed in Jackson County Circuit Court by Jaclyn Blake vs. City of Jackson, and referral to the City Attorney for appropriate action.

K. DRAFT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER):

Receive the draft copy of the Consolidated Annual Performance and Evaluation Report (CAPER), and reconfirm the September 25, 2012, Public Hearing.

L. FOURTH STREET PUBLIC MEETINGS REPORT:

Receive the reports from Fourth Street public meetings and approval of the conceptual project layout.

M. PETITION BY JACKSON COUNTY FOR ALLEY VACATION:

Receive a petition circulated by Michael Overton, County of Jackson, to vacate a 16.5 foot wide alley in Durand's Addition and referral to staff for appropriate action.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

A. CITY AFFAIRS/RULES & PERSONNEL COMMITTEE VACANCY: CONSIDERATION OF THE MAYOR'S RECOMMENDATION TO APPOINT HIMSELF TO THE CITY AFFAIRS/RULES & PERSONNEL COMMITTEE FILLING A CURRENT VACANCY.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer that the Council select Mayor Griffin to fill the vacancy on the City Affairs/Rules & Personnel Committee. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

PUBLIC HEARINGS.

RECESS AS A CITY COUNCIL AND CONVENE AS A BOARD OF REVIEW.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to recess as a City Council and convene as a Board of Review. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

A. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4212 FOR DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE.

Mayor Griffin opened the public hearing. William Martens spoke in opposition to the special assessment on Stencil No. 2-1219.1, stating he did his due diligence before buying this property and was told there were no outstanding bills in the system. The City Clerk reported on correspondence received from Tim Crittenden objecting to the special assessment on Stencil No. 8-1510 and Titi Woki objecting to the special assessment on Stencil No. 4-0705. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING ROLL NO. 4212.

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

B. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4213 FOR DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS RECEIVABLE.

Mayor Griffin opened the public hearing. No one spoke; the City Clerk reported on correspondence received from Kassie Elliott objecting to the special assessment on Stencil No. 8-0163. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING ROLL NO. 4213.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

C. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4214 FOR DELINQUENT MISCELLANEOUS CDBG FUND ACCOUNTS RECEIVABLE.

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

1. RESOLUTION CONFIRMING ROLL NO. 4214.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

D. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4215 FOR DELINQUENT MISCELLANEOUS WASTE WATER FUND ACCOUNTS RECEIVABLE.

1. RESOLUTION CONFIRMING ROLL NO. 4215.

All invoices on this roll were paid. No action taken or required.

E. PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4216 FOR DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE.

Mayor Griffin opened the public hearing. Richard Berry, Jr. addressed the Council discussing property (917 Adrian) that belonged to his deceased father and stating that he will take care of this billing. The Mayor closed the public hearing.

1. RESOLUTION CONFIRMING ROLL NO. 4216.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

ADJOURN AS A BOARD OF REVIEW AND RECONVENE AS A CITY COUNCIL.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adjourn as a Board of Review and reconvene as a City Council. The motion was adopted by unanimous voice vote.

F. PUBLIC HEARING ON THE NECESSITY OF CONTINUING THE METERLESS PARKING SYSTEM IN THE DOWNTOWN AREA OF THE CITY FOR 2012-2013.

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

- 1. RESOLUTION DETERMINING THE NECESSITY OF CONTINUING THE METERLESS PARKING SYSTEM, ORDERING THE CITY ASSESSOR TO PREPARE SPECIAL ASSESSMENT ROLL NO. 4217, AND ESTABLISHING SEPTEMBER 25, 2012, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING CONFIRMING THE METERLESS PARKING SYSTEM ASSESSMENT ROLL.**

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

G. PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED AMENDMENTS TO CHAPTER 28 (ZONING), CITY CODE, WHICH WOULD REVISE SEC. 28-115, BUILDING DESIGN STANDARDS.

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

- 1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28 (ZONING), CITY CODE, REVISING SEC. 28-115, BUILDING DESIGN STANDARDS. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)**

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies 5. Nays: Councilmember Breeding 1. Absent: Councilmember Jaquish 1.

H. PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED AMENDMENTS TO CHAPTER 28 (ZONING), CITY CODE, WHICH WOULD REVISE 28-110 (ENVIRONMENTAL PROTECTION STANDARDS) AND AMENDING SEC. 28-5 (DEFINITIONS) TO ACCOMMODATE THE NEW ENVIRONMENTAL PROTECTION STANDARDS.

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

- 1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28 (ZONING), CITY CODE, REVISING SEC. 28-110 (ENVIRONMENTAL PROTECTION STANDARDS), AND AMENDING SEC. 28-5 (DEFINITIONS) TO ACCOMMODATE THE NEW ENVIRONMENTAL PROTECTION STANDARDS. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)**

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobiesô 5. Nays: Councilmember Breedingô 1. Absent: Councilmember Jaquishô 1.

I. PUBLIC HEARING TO RECEIVE COMMENT ON THE PROPOSED AMENDMENTS TO CHAPTER 28 (ZONING), CITY CODE, WHICH WOULD CREATE SEC. 28-126 (VISIBILITY AT INTERSECTIONS) TO ACCOMMODATE RECENT AMENDMENTS TO THE CITY'S LANDSCAPING (SEC. 28-105) AND FENCING (SEC. 28-125) STANDARDS.

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

1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 28 (ZONING), CITY CODE, CREATING SEC. 28-126 (VISIBILITY AT INTERSECTIONS) TO ACCOMMODATE RECENT AMENDMENTS TO THE CITY'S LANDSCAPING (SEC. 28-105) AND FENCING (SEC. 28-125) STANDARDS. (CITY PLANNING COMMISSION AND STAFF RECOMMEND APPROVAL.)

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobiesô 5. Nays: Councilmember Breedingô 1. Absent: Councilmember Jaquishô 1.

RESOLUTIONS.

**A. BLOOMFIELD PARK IMPROVEMENT AGREEMENT RESOLUTION:
RESOLUTION ACCEPTING THE TERMS OF THE BLOOMFIELD PARK IMPROVEMENT AGREEMENT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT TO MATCH THEIR GRANT OF \$70,000.00 AS APPROVED IN THE FISCAL YEAR 2012-2013 BUDGET, AND AUTHORIZATION FOR THE CITY CLERK TO SIGN THE RESOLUTION AND STAFF TO SIGN THE PROJECT AGREEMENT SUBJECT TO THE APPROVAL OF THE CITY ATTORNEY.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

**B. JACKSON HOUSING COMMISSION:
RESOLUTION THAT ESTABLISHES THE CITY COUNCIL'S AUTHORITY TO APPROVE COMPENSATION FOR THE OFFICERS AND EMPLOYEES OF THE JACKSON HOUSING COMMISSION.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas:

Mayor Griffin and Councilmembers Greer, Frounfelker and Dobiesô 4. Nays: Councilmembers Breeding and Schlecteô 2. Absent: Councilmember Jaquishô 1.

1. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 14, ARTICLE III, CITY CODE, TO PROVIDE THAT THE CITY COUNCIL HAS THE AUTHORITY, UPON THE RECOMMENDATION OF THE MAYOR, TO ESTABLISH AND APPROVE COMPENSATION OF JACKSON HOUSING COMMISSION OFFICERS AND EMPLOYEES.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Frounfelker and Dobiesô 4. Nays: Councilmembers Breeding and Schlecte--2. Absent: Councilmember Jaquishô 1.

ORDINANCES.

A. CITY CODE AMENDMENT – DELINQUENT WATER AND SEWER CHARGES: CONSIDERATION OF AN ORDINANCE AMENDING ARTICLE IV, CHAPTER 27, CITY CODE, TO PROVIDE FOR MORE FREQUENT PLACEMENT OF LIENS UPON THE TAX ROLLS FOR DELINQUENT WATER AND SEWER CHARGES FOR THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF THE CITY OF JACKSON.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

B. CITY CODE AMENDMENT – INSTALLATION OF CARBON MONOXIDE DETECTORS: CONSIDERATION OF AN ORDINANCE AMENDING SECTION 14-61, ARTICLE II, DIVISION 3, CHAPTER 14, CITY CODE, ADDING THE REQUIREMENT OF CARBON MONOXIDE DETECTORS.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

C. CITY CODE AMENDMENT – ESTABLISHING PROVISIONS FOR RECORDING DOCUMENTS: CONSIDERATION OF AN ORDINANCE AMENDING SECTION 17-27, ARTICLE II, CHAPTER 17, CITY CODE, ESTABLISHING PROVISIONS FOR RECORDING DOCUMENTS.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the ordinance and place it on the next regular Council meeting agenda for adoption. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: 0. Absent: Councilmember Jaquishô 1.

D. ZONING CODE AMENDMENT – FENCING AND LANDSCAPING:

FINAL ADOPTION OF ORDINANCE NO. 2012.19, AMENDING CHAPTER 28, CITY CODE, REPLACING SEC. 28-125 (STANDARDS FOR FENCES, WALLS, AND LANDSCAPE BERMS), AND AMENDING SEC. 28-5 (DEFINITIONS) TO ACCOMMODATE THE NEW FENCING AND LANDSCAPING (SEC. 28-105) STANDARDS.

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt Ordinance No. 2012.19. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

E. ZONING CODE AMENDMENT – LANDSCAPE STANDARDS AND SITE PLAN REVIEW:

FINAL ADOPTION OF ORDINANCE NO. 2012.20, AMENDING CHAPTER 28, CITY CODE, REPLACING SEC. 28-105 (LANDSCAPE STANDARDS), AND AMENDING SEC. 28-5 (DEFINITIONS) AND SEC. 28-135 (SITE PLAN REVIEW PROCEDURES AND REQUIREMENTS) TO ACCOMMODATE THE NEW LANDSCAPING STANDARDS.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to adopt Ordinance No. 2012.20. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

F. CITY CODE – ELLA W. SHARP PARK FUND:

FINAL ADOPTION OF ORDINANCE NO. 2012.21, AMENDING SECTION 19-56 OF ARTICLE II, DIVISION 2 (TRUSTEES OF THE ELLA W. SHARP PARK FUND), CHAPTER 19, CITY CODE, TO ADD TWO ALTERNATE MEMBERS TO THE ELLA W. SHARP PARK FUND BOARD OF TRUSTEES.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt Ordinance No. 2012.21. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

OTHER BUSINESS.**A. LAND DIVISION – 1708 S. COOPER ST.:**

CONSIDERATION OF THE REQUEST TO APPROVE THE LAND DIVISION FOR PROPERTY LOCATED AT 1708 SOUTH COOPER STREET ACCORDING TO THE ATTACHED MAPS. (POSTPONED AT THE AUGUST 14, 2012, CITY COUNCIL MEETING.)

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

NEW BUSINESS.

A. MML VOTING DELEGATE:

CONSIDERATION OF THE RECOMMENDATION TO NOMINATE AND ELECT COUNCILMEMBER LAURA D. SCHLECTE AS THE VOTING DELEGATE TO REPRESENT THE CITY AT THE ANNUAL MICHIGAN MUNICIPAL LEAGUE CONVENTION, TO BE HELD ON MACKINAC ISLAND, FROM OCTOBER 3-5, 2012.

Motion was made by Councilmember Greer and seconded by Mayor Griffin to nominate and elect Councilmember Laura D. Schlecte as the voting delegate to represent the City. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

B. TENTATIVE COLLECTIVE BARGAINING AGREEMENT – POLC NON-SUPERVISORY:

CONSIDERATION OF THE REQUEST TO APPROVE THE TENTATIVE COLLECTIVE BARGAINING AGREEMENT REACHED BETWEEN THE CITY OF JACKSON, AND THE POLICE OFFICERS LABOR COUNCIL NON-SUPERVISORY UNIT, COMMENCING JULY 1, 2012, THROUGH JUNE 30, 2016.

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

C. THIRD ST. AND DOUGLAS COURT SEWER CONSTRUCTION CONTRACT:

CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO BAILEY EXCAVATING, INC., FOR A TOTAL COST OF \$99,025.00, FOR THE THIRD STREET AND DOUGLAS COURT SEWER CONSTRUCTION CONTRACT, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE CITY ENGINEER.

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

D. CONSUMERS ENERGY STANDARD STREETLIGHTING CONTRACT:

CONSIDERATION OF THE REQUEST TO APPROVE CHANGES TO THE CONSUMERS ENERGY STANDARD STREETLIGHTING CONTRACT AND RESOLUTIONS, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO SIGN THE APPROPRIATE DOCUMENTS.

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

E. POLICE DEPARTMENT – PURCHASE OF VEHICLES:

CONSIDERATION OF THE REQUEST TO APPROVE THE PURCHASE OF VEHICLES AS FOLLOWS:

1. PURCHASE THREE (3) 2013 CHEVROLET IMPALA POLICE VEHICLES IN THE TOTAL AMOUNT OF \$59,646.00, THROUGH THE STATE OF MICHIGAN MIDEAL CONTRACT NUMBER 071B1300008.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the purchase of three (3) 2013 Chevrolet Impala Police Vehicles. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

2. PURCHASE ONE (1) 2013 FORD INTERCEPTOR POLICE VEHICLE IN THE AMOUNT OF \$25,200.00, THROUGH THE STATE OF MICHIGAN MIDEAL CONTRACT NUMBER 071B1300005.

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the purchase of one (1) 2013 Ford Interceptor Police Vehicle. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

**F. POLICE DEPARTMENT – PURCHASE OF VEHICLE.
CONSIDERATION OF THE REQUEST TO PURCHASE ONE (1) 2013 CHEVROLET IMPALA PATROL VEHICLE IN THE AMOUNT OF \$19,882.00, THROUGH THE STATE OF MICHIGAN MIDEAL CONTRACT NUMBER 071B1300008.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to approve the purchase of one (1) 2013 Chevrolet Impala Patrol Vehicle. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Greer, Schlecte, Frounfelker and Dobies 6. Nays: 0. Absent: Councilmember Jaquish 1.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Greer explained that the Super Majority Issue made the November ballot and it actually creates a Super Minority. He will receive more information on this and other November 6 proposals when he attends the MML annual convention.

Councilmember Schlecte discussed the 2013 meeting schedule for the Council and upcoming dates/deadlines for 2013 elections.

Councilmember Frounfelker recognized Partnership Park residents in the audience and noted that City staff is working with the Community Action Agency and Partnership Park to clean up the playground that was damaged by arson. He asked when Van Buren Street is scheduled for reconstruction. He asked Council to bring their ideas to the special meeting on September 19, keeping in mind the commitment to citizen value, adopted earlier by the Council. He commended Eric Arnold, Jimmie Ferguson, Dantea Brown and Brian Kolb for their excellent work in cleaning up the landscaping in the downtown area and expressed his gratitude to Kelli Hoover, Director of Parks, Recreation and Grounds, as well. In closing, he thanked whomever is responsible for illuminating the Consumers mural at 212 W. Michigan Avenue.

Mayor Griffin echoed Councilmember Frounfelker's sentiments regarding the phenomenal job City staff has done in cleaning up the downtown area.

MANAGER'S COMMENTS.

Deputy City Manager Burtch discussed the demolition at Argyle and Cooper, stating this was not a City demolition, but was done by a private contractor. If the City had been aware of the date of this demolition, we would have made certain the appropriate safety precautions were taken. He also announced that there will be nine housing demolitions this week.

ADJOURNMENT.

No further business being presented and upon a motion by Councilmember Greer, seconded by Councilmember Frounfelker, the Mayor adjourned the meeting at 8:15 p.m.

Lynn Fessel
City Clerk



City Council Meeting
September 25, 2012

MEMO TO: Honorable Mayor and City Councilmembers
CC: Patrick Burtch, Deputy City Manager
FROM: David Taylor, City Assessor *DT*
SUBJECT: Land Division

In order to facilitate the requirements of the Land Division Act and to ensure that we are in compliance with the 45 day mandate, I recommend that the Council designate the City Assessor as the designated official for the City to approve or deny applications to split property.

ACTION REQUESTED:

Designation of the City Assessor as the official to approve or disapprove of all requested land splits and respond to completed applications per the requirements of Michigan Compiled Laws Section 560 (Land Division Act).

Please feel free to contact me if you have questions regarding this request.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Petition for Street Construction on Beverly Park Place

**RECEIPT OF A PETITION REQUESTING STREET RECONSTRUCTION ON
BEVERLY PARK PLACE AND REFERRAL TO STAFF FOR APPROPRIATE
ACTION.**

Attached you will find a petition, signed by residents and submitted by Dani Meier, requesting street reconstruction on Beverly Park Place. Recommended action is receipt of the petition and referral to staff for appropriate action.

Thank you.

C: Deputy City Manager
City Engineer
City Assessor

TO: Mayor Griffin & Jackson City Councilmembers
FROM: Dani Meier, Neighborhood Representative, Beverly Park Place
RE: Petition for Street Construction, Beverly Park Place
DATE: September 11, 2012

Attached is a formal petition for street construction. As you know, Mr. Mayor, the process for collecting these signatures has taken place over several months. During that time, you, Deputy City Manager Burch, and Derek Dobies met twice with residents of Beverly Park Place. In the last meeting, all three of you made clear that this petition merely started the process of getting an assessment and that the nitty gritty of specifics (including actual costs) would be sorted out later on the process.

With that understanding, we collected the necessary signatures. My initials in red next to some signatures signals confirmation that when I took over responsibility for collecting signatures in June-July, those earlier signers were still on board with what they signed on to in April.

If you have any questions, please feel free to call or email me.



Dani Meier, PhD
517.914.5814
dani.i.meier@gmail.com

RECEIVED
CITY of JACKSON
SEP 12 2012
CLERK'S OFFICE

BY _____

PETITION FOR STREET CONSTRUCTION

Jackson, Michigan, April 23, 2012

To the Honorable Mayor
and City Council
City of Jackson, Michigan

Dear Mayor and Councilmembers:

We, the undersigned owners of abutting property on Beverly Park Street, between Bloomfield Blvd. and Ansbold, hereby respectfully request that street be reconstructed on said property and agree to pay our proportion of the cost of same as determined by your Honorable Body:

Name Address/Lot Number/Subdivision Date

Erica Chrisa Bills DM	755 Beverly Park Place	4/23/12
Jade Shuyen Clinton DM	760 Beverly Park Street	4-24-12
Michael G. Wilson DM	759 Beverly Park Place	4-23-12
Kemp Wilson DM	759 Beverly Park Place	4-23-12
f/k/a Kemp Wilson		
Kimberly St. Charles DM	743 Beverly Park Place	4/23/12
Heather M. Ford	744 Beverly Park Place	4/23/12
Mathew Stern	742 Beverly Park	4/23/12
Samantha Brown DM	736 Beverly Park Pl.	4/23/12
Sally & Ed Stebbins DM	733 Beverly Park Pl.	4/23/12
Honey A. Coymon	739 Beverly Park Place	4-24-12
Cheri Walters DM	758 Beverly Park Place	4-24-12
Yvonne Thomas DM	725 Beverly Park Pl. DM	4-24-12
William & Kandra DM	729 Beverly Park	4-25-12
Karen & Lawrence DM	729 Beverly Park	4-25-12
Niranga Boyer DM	738 Beverly Park Pl	4-29-12
Dani Meier (Dani Meier)	750 Beverly Park Pl	6/9/12
Rebecca Ammon	726 Beverly Park Pl	7/2/12
Charles Lake	722 Beverly Park Pl.	7/20/12
Carolyn Jewell	723 Beverly Park Pl.	7/20/12

Petition circulated by: Name Erica Bills, Address 755 Beverly Park

Phone No. 480-244-3153

Dani Meier, 750 Beverly Park Pl
517-914-5814



City Assessor

161 West Michigan Avenue • Jackson, Michigan 49201
Telephone: (517) 788-4033 • Facsimile: (517) 780-4762

Memo

To: Honorable Mayor and City Council
From: David Taylor, City Assessor *DT*
CC: Patrick Burtch, Deputy City Manager, Lynn Fessel City Clerk & Julius Giglio, City Attorney and
Jon Dowling, City Engineer
Date: 9/19/2012
Re: Report on petition to repave Beverly Park Place

Pursuant to Section 22-1(e) of City Ordinances, I have checked the names and addresses on the petitions and the verified the frontage of the properties of the owners that have signed, it appears that 65% of the owners of the properties have requested that the street be repaved. This conforms with the requirement of Section 22-1 (a) that the petition be signed by 50% of the frontage of the property to be assessed.



City of Jackson, Michigan Financial Statements

As of and For the 2 Months Ended August 31, 2012
(Unaudited)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 2 Months Ended August 31, 2012
(Prepared on the Adopted Budget-Basis)

Function Department	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Legislative :</u>						
101-101 City Council	80,682	80,682	5,350	19,866	24.62%	60,816
<u>Judicial:</u>						
101-137 Administrative Hearings Bureau	22,851	22,851	2,310	3,773	16.51%	19,078
	22,851	22,851	2,310	3,773	16.51%	19,078
<u>General Government :</u>						
101-172 City Manager	237,127	287,914	79,353	94,831	32.94%	193,083
101-192 City Clerk-Elections	148,744	148,744	24,589	31,166	20.95%	117,578
101-201 Finance	421,295	421,295	34,831	61,142	14.51%	360,153
101-209 City Assessor	314,153	314,153	22,827	40,024	12.74%	274,129
101-210 City Attorney	416,459	416,459	30,150	53,460	12.84%	362,999
101-215 City Clerk	198,465	198,465	18,237	29,014	14.62%	169,451
101-226 Personnel	183,789	183,789	14,706	18,965	10.32%	164,824
101-233 Purchasing	91,890	91,890	11,960	5,649	6.15%	86,241
101-253 City Treasurer	276,707	276,707	20,461	36,968	13.36%	239,739
101-254 City Income Tax	199,353	199,353	12,112	20,927	10.50%	178,426
101-258 Management Information Services	360,973	360,973	27,971	38,818	10.75%	322,155
101-265 City Hall & Grounds	340,337	340,337	72,467	80,106	23.54%	260,231
101-276 Cemeteries	250,000	250,000	26,892	52,655	21.06%	197,345
101-299 Unallocated	760,980	760,980	54,675	96,806	12.72%	664,174
	4,200,272	4,251,059	451,231	660,531	15.54%	3,590,528
<u>Police Department :</u>						
101-301 Police	7,543,533	7,543,533	518,553	964,651	12.79%	6,578,882
101-308 STEP Grants	0	0	2,127	7,765	N/A	(7,765) <i>Note 2</i>
101-311 JCCAE Grant	0	0	1,590	1,590	N/A	(1,590) <i>Note 2</i>
101-312 OHSP Grant	0	0	1,856	4,014	N/A	(4,014) <i>Note 2</i>
101-313 Consortium Training	12,124	12,124	700	700	5.77%	11,424
101-314 In-Service Training	4,486	4,486	0	2,625	58.52%	1,861
	7,560,143	7,560,143	524,826	981,345	12.98%	6,578,798
<u>Fire Department :</u>						
101-340 Fire Suppression	3,066,078	3,175,335	297,789	517,524	16.30%	2,657,811
	3,066,078	3,175,335	297,789	517,524	16.30%	2,657,811
<u>Other Public Safety :</u>						
101-350 Public Safety - Unallocated	2,023,881	2,023,881	215,897	331,474	16.38%	1,692,407
101-401 Planning	121,803	121,803	8,180	10,666	8.76%	111,137
101-426 Office of Emergency Measures	67,459	67,459	4,659	9,260	13.73%	58,199
	2,213,143	2,213,143	228,736	351,400	15.88%	1,861,743

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 2 Months Ended August 31, 2012
(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				
<u>Public Works :</u>						
101-441 Tax Property Maintenance	8,813	8,813	1,848	3,873	43.95%	4,940
101-442 Civic Affairs	50,240	50,240	3,308	4,674	9.30%	45,566
101-447 Grounds Maintenance	49,320	49,320	979	1,568	3.18%	47,752
101-448 Sidewalk Construction	40,000	40,000	60	55	0.14%	39,945
101-450 Street Lighting	513,209	513,209	36,907	36,907	7.19%	476,302
101-455 Weed Control	46,198	46,198	5,563	7,668	16.60%	38,530
101-690 Forestry	286,363	286,363	38,216	62,617	21.87%	223,746
	994,143	994,143	86,881	117,362	11.81%	876,781
<u>Recreation & Culture :</u>						
101-692 Parks, Recreation & Grounds Admin	621,837	621,837	34,222	65,100	10.47%	556,737
101-697 Parks & Facilities Maintenance	547,170	547,170	60,378	97,603	17.84%	449,567
101-698 Lt. Nixon Memorial Pool	132,225	132,225	41,505	59,479	44.98%	72,746
101-699 Sharp Park Swimming Pool	95,593	95,593	28,576	57,881	60.55%	37,712
101-728 Economic Development	100,000	100,000	46	2,746	2.75%	97,254
101-803 Historical District	8,452	8,452	576	1,023	12.10%	7,429
	1,505,277	1,505,277	165,303	283,832	18.86%	1,221,445
<u>Contributions to Other Funds:</u>						
101-999 Contributions to Other Funds:	655,875	655,875	0	0	0.00%	655,875
Total General Fund Expenditures	20,298,464	20,458,508	1,762,426	2,935,633	14.35%	17,522,875

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 2 Months Ended August 31, 2012
(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				
<u>Special Revenue Funds :</u>						
202 Major Street	9,693,083	9,693,083	433,337	494,250	5.10%	9,259,746
203 Local Street	1,603,111	1,603,111	248,975	280,253	17.48%	1,354,136
208 Ella W. Sharp Park Operating	690,279	690,279	80,366	131,957	19.12%	609,913
210 Land Acquisition Fund	40,000	40,000	1,883	2,025	5.06%	38,117
245 Public Improvement	1,264,621	1,264,621	450	125,405	9.92%	1,264,171
249 Building Department	489,376	489,376	36,111	64,704	13.22%	424,672
251 Housing Code Enforcement	861,250	861,250	25,032	30,704	3.57%	830,546
252 Building Demolitions	500,000	500,000	18,053	18,793	3.76%	481,207
253 212 W. Michigan Bldg. Demolition	0	0	0	237,240	N/A	(237,240) <i>Note 2</i>
257 Budget Stabilization	10,000	10,000	0	0	0.00%	10,000
265 Drug Law Enforcement	43,216	43,216	551	1,081	2.50%	42,135
268 BYRNE/JAG Grants	17,590	17,590	7,730	12,259	69.69%	5,331
270 LAWNET Grant	0	0	0	140	N/A	(140) <i>Note 2</i>
272 SAFER Grant	0	1,875,156	0	0	0.00%	1,875,156
289 Neighborhood Stabilization Grant	0	0	18,137	20,956	N/A	(20,956) <i>Note 2</i>
295 2008 Brownfield Assessment Grant	0	0	0	0	N/A	0
296 Recreation Activity	247,532	247,532	60,895	86,749	35.05%	160,783
297 JPS Recreation Millage Program	227,956	227,956	22,435	57,017	25.01%	170,939
298 2008 Brownfield Revolving Loan	875,187	875,187	0	0	0.00%	875,187
<u>Debt Service Funds :</u>						
324 2003 MTF Bond D/S	284,705	284,705	284,705	284,705	100.00%	0
365 City Hall D/S	676,389	676,389	0	0	0.00%	676,389
368 Building Authority D/S	132,512	132,512	450	125,405	94.64%	7,107
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	0	0.00%	247,925
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	0	0.00%	406,094
399 2007 BRA TIF Refunding D/S	387,212	387,212	203,547	261,908	67.64%	125,304
<u>Capital Projects Funds :</u>						
401 Capital Projects Fund	387,212	387,212	3,425	4,925	1.27%	382,287
402 Water Equipment and Replacement	1,907,430	1,907,430	203,547	261,908	13.73%	1,645,522
404 Sanitary Sewer Maintenance Fund	512,166	512,166	20,187	43,553	8.50%	468,613
405 Sanitary Sewer Replacement	890,011	890,011	74,972	78,853	8.86%	811,158
406 Wastewater Equip. Replacement	414,000	414,000	32,727	32,727	7.91%	381,273
494 Brownfield Redevelopment Auth.	1,285,887	1,285,887	1,451	3,248	0.25%	1,282,639
496 DDA Project	340,475	340,475	867	1,725	0.51%	338,750
<u>Enterprise Funds :</u>						
583 Sharp Park Golf Practice Center	63,775	63,775	5,024	9,394	14.73%	54,381
585 Auto Parking System	31,958	31,958	325	710	2.22%	31,248
586 Parking Assessment	117,994	117,994	4,210	9,059	7.68%	108,935
589 Stormwater Utility	1,040,019	1,040,019	82,469	143,445	13.79%	896,574
590 Sewer	6,809,036	6,809,036	376,897	631,485	9.27%	6,177,551
591 Water	8,028,255	8,028,255	644,166	954,925	11.89%	7,073,330
599 Parking Deck Fund	780,923	780,923	11,022	14,531	1.86%	766,392

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 2 Months Ended August 31, 2012
(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					
<u>Internal Service Funds :</u>							
641	Public Works Administration	624,499	624,499	22,022	65,441	10.48%	559,058
642	Engineering Administration	422,241	422,241	24,614	56,171	13.30%	366,070
643	Local Site Remediation Revolving	201,000	201,000	9,054	9,054	4.50%	191,946
661	Motor Pool and Garage	1,779,246	1,779,246	123,815	156,019	8.77%	1,623,227
663	Equipment Revolving Fund	43,880	43,880	0	0	0.00%	43,880
677	Workers' Compensation	133,798	133,798	18,278	18,278	13.66%	115,520
678	Prescription Drug	395,250	395,250	69,552	69,552	17.60%	325,698
679	Health Care Deductible Reimb.	384,250	384,250	18,790	18,790	4.89%	365,460
680	Health Care Deductible Reimb.-Fire	0	0	8,654	9,694	N/A	(9,694) <i>Note 2</i>
<u>Trust & Agency Funds :</u>							
702	County & School Tax Collection	20,000	20,000	0	0	0.00%	20,000
711	Cemetery Perpetual Maintenance	60,100	60,100	0	0	0.00%	60,100
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	288,177	581,855	16.62%	2,918,145
732	Policemen's/Firemen's Pension	990,000	990,000	0	0	0.00%	990,000
733	Policemen's/Firemen's Pens.-345	4,875,000	4,875,000	703,199	704,099	14.44%	4,170,901
736	Public Employees Health Care	8,000	8,000	0	0	0.00%	8,000
<u>Special Assessment Funds :</u>							
895	Special Assessment	649,247	649,247	0	0	0.00%	649,247

City of Jackson
All Funds - Revenue Summary
As of and For the 2 Months Ended August 31, 2012
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>General Fund :</u>					
Property Taxes	6,722,592	6,722,592	3,447,910	4,227,716	62.89%
Income Taxes	7,600,000	7,600,000	482,263	1,748,460	23.01%
Licenses & Permits	264,425	264,425	(4,237)	2,343	0.89%
Federal Grants	1,881	1,881	943	6,021	320.10%
State Grants	10,300	10,300	22,003	22,003	213.62%
State Revenue Sharing	3,918,607	3,918,607	0	0	0.00%
Contributions From Local Units	29,396	29,396	4,792	8,019	27.28%
Charges For Goods & Services	1,159,160	1,159,160	51,763	135,606	11.70%
Fines & Forfeits	171,290	171,290	18,617	34,184	19.96%
Investment Income	26,000	26,000	519	1,207	4.64%
Contributions From Other Funds	162,300	162,300	2,847	2,847	1.75%
Miscellaneous	185,428	185,428	80,419	80,207	43.26%
Total General Fund Revenues	20,251,379	20,251,379	4,107,839	6,268,613	30.95%
<u>Special Revenue Funds :</u>					
202 Major Street	9,503,721	9,503,721	2,899	2,900	0.03%
203 Local Street	1,550,965	1,550,965	157	157	0.01%
208 Ella W. Sharp Park Operating	692,700	692,700	111,900	168,737	24.36%
210 Land Acquisition Fund	40,000	40,000	0	0	0.00%
245 Public Improvement	1,023,300	1,023,300	522,552	641,316	62.67%
249 Building Inspection	489,475	489,475	54,264	92,345	18.87%
251 Housing Code Enforcement Fund	861,250	861,250	65,750	130,111	15.11%
252 Building Demolitions Fund	500,000	500,000	8,342	8,382	1.68%
257 Budget Stabilization	10,000	10,000	1,193	1,193	11.93%
265 Drug Law Enforcement	32,530	32,530	(1,008)	4,066	12.50%
268 BYRNE/JAG Grants	17,590	17,590	2,795	27,950	158.90%
270 LAWNET Grant	0	0	1,250	1,320	N/A <i>Note 2</i>
272 SAFER Grant	0	1,875,156	0	0	0.00%
289 Neighborhood Stabilization Grant	0	0	21,625	42,301	N/A <i>Note 2</i>
295 2008 Brownfield Assessment Grant	0	0	0	0	N/A <i>Note 2</i>
296 Recreation Activity	296,000	296,000	12,750	29,706	10.04%
297 JPS Recreation Millage Program	222,200	222,200	13	13	0.01%
298 2008 Brownfield Revolving Loan	875,187	875,187	37	266,244	30.42%
<u>Debt Service Funds :</u>					
324 2003 MTF Bond D/S	284,705	284,705	284,705	284,705	100.00%
365 2003 City Hall D/S	677,500	677,500	397,653	463,023	68.34%
368 Building Authority D/S	132,512	132,512	450	125,405	94.64%
395 2001 DDA TIF D/S	550	550	0	0	0.00%
396 2011 DDA TIF Refinancing D/S	247,925	247,925	0	0	0.00%
397 2012 BRA TIF Refunding D/S	406,094	406,094	0	0	0.00%
399 2007 BRA TIF Refunding D/S	695,329	695,329	0	0	0.00%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 2 Months Ended August 31, 2012
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name	2012/13 Budget		Actual Month To Date	Actual Year To Date	Percent Collected	
	Original	Amended				
<u>Capital Projects Funds :</u>						
401	Capital Projects Fund	375,000	375,000	0	0	0.00%
402	Water Equipment and Replacement	1,506,000	1,506,000	126,423	251,423	16.69%
404	Sanitary Sewer Maintenance Fund	512,166	512,166	20,187	41,397	8.08%
405	Sanitary Sewer Replacement	654,778	654,778	556,793	109,673	16.75%
406	Wastewater Equip. Replacement	643,000	643,000	53,501	105,021	16.33%
494	Brownfield Redevelopment Auth.	1,113,579	1,113,579	1,393	1,393	0.13%
496	DDA Project	840,548	840,548	450	450	0.05%
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	64,500	64,500	7,518	11,974	18.56%
585	Auto Parking System	26,300	26,300	1,202	2,243	8.53%
586	Parking Assessment	131,989	131,989	4,593	10,563	8.00%
589	Stormwater Utility	1,105,520	1,105,520	100,086	203,895	18.44%
590	Sewer	5,293,615	5,293,615	458,485	694,217	13.11%
591	Water	7,511,331	7,511,331	951,730	1,952,120	25.99%
599	Parking Deck Fund	257,235	257,235	1,076	1,507	0.59%
<u>Internal Service Funds :</u>						
641	Public Works Administration	630,499	630,499	46,944	86,497	13.72%
642	Engineering Administration	425,765	425,765	29,913	54,016	12.69%
643	Local Site Remediation Revolving	81,522	81,522	498	498	0.61%
661	Motor Pool and Garage	1,337,049	1,337,049	123,039	219,662	16.43%
663	Equipment Revolving Fund	43,880	43,880	0	0	0.00%
677	Workers' Compensation	280,000	280,000	24,739	43,034	15.37%
678	Prescription Drug	356,050	356,050	56,739	113,201	31.79%
679	Health Care Deductible Reimb.	414,400	414,400	12,254	24,123	5.82%
680	Health Care Deductible Reimb.-Fire	0	0	12,744	25,488	N/A Note 2
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	20,000	20,000	3,875	3,875	19.38%
711	Cemetery Perpetual Maintenance	85,100	85,100	4,043	6,458	7.59%
718	Ella W. Sharp Endowment	82,000	82,000	0	0	0.00%
731	Employees' Retirement System	4,183,000	4,183,000	637,587	1,223,627	29.25%
732	Policemen's/Firemen's Pension	971,431	971,431	0	0	0.00%
733	Policemen's/Firemen's Pension-345	7,200,342	7,200,342	671,384	731,049	10.15%
736	Public Employees Health Care	40,000	40,000	0	0	0.00%
<u>Special Assessment Funds :</u>						
895	Special Assessment	649,247	649,247	1,025	6,804	1.05%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 2 Months Ended August 31, 2012
(Prepared on the Adopted Budget-Basis)

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

Note 2: A budget amendment is pending for this variance.

Financial Summary Narrative:

General Fund

Expenditures in the General Fund are, for the most part, tracking at expected levels through the first two months of this fiscal year.

Other Funds

Other major funds are also, for the most part, at revenue and expense levels that are expected at this point in the fiscal year. A new fund - the 212 W. Michigan Building Demolition Fund - has been established to track the revenues and expenditures related to the demolition of the old Consumers Building. A budget amendment will be submitted for adoption for this fund in the near future.

**JACKSON CITY COUNCIL
SPECIAL MEETING MINUTES
SEPTEMBER 19, 2012**

CALL TO ORDER.

The Jackson City Council met in special session in the 10th Floor Conference Room in City Hall and was called to order by Mayor Martin J. Griffin at 6:38 p.m.

ROLL CALL.

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Kimberly Jaquish, Daniel P. Greer, Laura Dwyer Schlechte, Andrew R. Frounfelker and Derek J. Dobies 7.
Absent: 0.

ADOPTION OF THE AGENDA.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to adopt the agenda. The motion was adopted by unanimous voice vote.

CITIZEN COMMENTS.

None.

DISCUSS EXPECTATIONS OF A GOAL SETTING SESSION AND HOW THAT SESSION(S) MIGHT BE FACILITATED.

After discussion of mission statements, goal setting and facilitation, the Council decided that at the first session they will discuss (1) Enhance the Quality of Life for Residents and (2) Strengthen the City's Economy under the Citizen Value & Council Goals previously adopted by Council. A template will be distributed for completion prior to the session, so that each member may share his/her ideas on how to expand values (1) and (2).

ADJOURNMENT.

No further business being presented, the Mayor adjourned the meeting at 7:45 p.m.



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 September 25, 2012

TO: Honorable Mayor Griffin and City Councilmembers

FROM: Patrick Burtch, Deputy City Manager

SUBJECT: Public Hearing for CDBG/HOME Program Performance and Request for Authorization to Submit the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD

RECOMMENDED ACTION

Conduct Public Hearing to receive citizen comment regarding the CAPER and authorize submittal to HUD

City Council established September 25, 2012 to conduct a Public Hearing to obtain citizen comment on the City's performance during the 2011-2012 CDBG/HOME program year. The attached CAPER, a draft of which was submitted to Council on September 11, 2012, summarizes program performance from the past fiscal year and since 2010, the beginning of the current Five-Year Consolidated Plan.

Once the Public Hearing is closed, requested action is for City Council to authorize submittal of the CAPER to HUD as written or with modifications as Council may direct. As an entitlement community, the City is required by 24 CFR 91.520 to submit the CAPER to HUD within 90 days after the close of the program year. All publication and comment periods will have been met by September 27, 2012, allowing sufficient time for remittance to HUD.



City of Jackson



Department of Neighborhood & Economic Operations



Consolidated Annual Performance and Evaluation Report

2011-2012 Community Development Block Grant (CDBG)

~and~

HOME Investment Partnerships Program (HOME)

Prepared by:

Department of Neighborhood & Economic Operations
161 W Michigan Avenue, Jackson, MI 49201
(517) 788-4060

Submitted to HUD:

September 27, 2012

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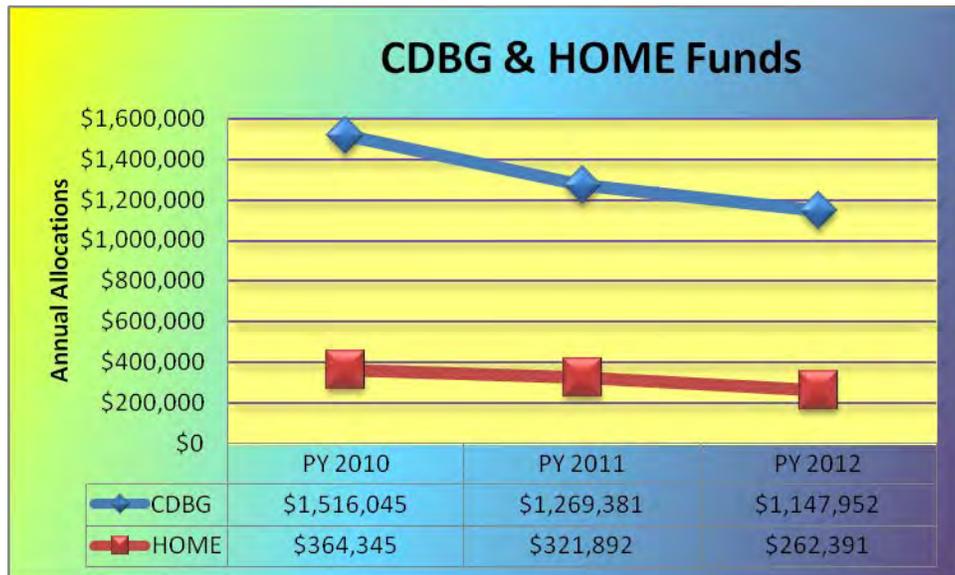
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Executive Summary

This Consolidated Annual Performance and Evaluation Report (CAPER) will cover those Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) activities undertaken by the City of Jackson or one of its subrecipients during the 2011-2012 fiscal year (FY). It will provide information regarding each program’s strengths and weaknesses, as well as specific project accomplishments and ways the programs can be improved.

The City of Jackson is an entitlement community and has been since the inception of the CDBG program in 1975 and a participating jurisdiction with the HOME program since 1991. The City remains committed to meeting community needs of providing decent, safe, and sanitary affordable housing, improving the living conditions of its low- and moderate-income residents, and expanding the economic opportunities in the community.

The City’s current Five-Year Consolidated Plan is in place for the period of 2010-2015; 2011 marked the second year of that Plan. The period covered by this CAPER, July 1, 2011 to June 30, 2012, saw a reduction in formula allocation in both CDBG (16.3%) and HOME (11.7%) funds from 2010 levels. Although not covered in this CAPER, 2012 formula allocations were further reduced from 2011 levels by 9.6% in CDBG and 18.5% in HOME funds. When compared to 2010 levels, CDBG funds available to the City of Jackson have been reduced by 24.3% and HOME funds by 28%. This sudden, sharp reduction in grant funds to the community has resulted in serious reconsideration of priorities.



During Program Year (PY) 2011, the Mayor, City Manager and Deputy City Manager developed and initiated the “Jackson Overall Economic Stabilization” (JOES) program. The strategic plans revolve around

- Reducing the supply of vacant, abandoned, dilapidated housing through demolition, thereby increasing demand;
- Increasing code enforcement, such as rental inspections and blighting violations, implementing a non-owner occupied residential property registry and a foreclosed, vacant and abandoned residential property registry, and exploring the feasibility of a point of sale ordinance;

- Increasing zoning enforcement to curb illegal uses in all zoning districts, especially in the one- and two-family residential districts;
- Exploring viable waste disposal plans, including metro garbage and recycling options;
- Supporting homeownership and single family reversions through strategic rehabilitation and limited new construction where practical;
- Managing and right-sizing public infrastructure assets.

The initial phase of JOES will concentrate on removing the overabundance of vacant, abandoned, dilapidated housing while providing rehabilitation and limited new construction opportunities to maintain and increase homeownership. In July 2011, City inspectors began an intensive data-gathering project of assessing vacant housing conditions and estimating rehabilitation costs with a standardized pricing schedule. City staff has revised several ordinance sections to the Housing, Building and Zoning codes to include a non-owner occupied residential property registry (NOORPR), a foreclosed, vacant and abandoned residential property registry (FVARPR), and to establish more stringent demolition and building standards.

On June 26, 2012, City Council approved re-naming the “Department of Community Development” to the “Department of Neighborhood & Economic Operations.” This name change was made as a result of a re-structuring of City Departments to provide a cost savings measure to the City by eliminating several department heads and combining departments. The Department of Neighborhood & Economic Operations includes Community Development, Planning, Economic Development, Engineering, Inspection and the Administrative Hearings Bureau.

Public Services

City Council was faced with challenging decisions to make with PY 2011 allocations because of the significant reduction in grant funds received by the City. Very serious considerations were made concerning the level of public service to support and still achieve the goals and objectives of the City and the Consolidated Plan. Many community service organizations received no or greatly reduced financial assistance, impacting the clientele they serve. However, many of the same community service providers were able to obtain other financial resources in order to further their missions.



Funding was allocated to entities that provided guidance to area youth through summer programs, emergency adult dental care, information and referral services, and utility assistance. The Aware Shelter, an emergency shelter for sexual assault and domestic violence victims, also received financial support for its client advocates. By supporting these agencies with CDBG funds, the low- and moderate-income persons living in the City were able to access and utilize services they may not have been able to afford on their own.

Code Enforcement and Rehabilitation

From July 1, 2011 through June 30, 2012, the Neighborhood & Economic Operations Department continued its efforts to provide decent, safe, affordable housing through its rental inspection and rehabilitation programs. In addition, enforcement of the City's blight ordinances provided a more suitable living condition in its residential neighborhoods.

Inspectors in the Neighborhood & Economic Operations Department issued 1,455 garbage citations, 215 inoperable vehicle citations, and 184 tree citations. Property owners receiving a violation notice overwhelmingly continued to voluntarily rectify the situation; however, those choosing to ignore the citations were issued a Violation and Notice of Hearing mandating their appearance at the City's Administrative Hearings Bureau (AHB).

Due to the initiation of JOES, a hiatus was placed on rental inspections for most of 2011 to allow inspectors the time required to evaluate over 800 vacant residential properties. Inspectors still responded to tenant complaints about rental housing conditions, but, for the most part, new systematic inspections of rental housing were put on hold. However, anticipated revenue from the advent of the NOORPR and FVARPR will allow the City to hire additional inspectors and support staff. A significant increase in code enforcement and rental housing inspections is expected to be reported in the 2012 CAPER.

If housing code compliance was not achieved within 90 days of the initial inspection and the property owner was making progress but needed additional time, they had an opportunity to appeal to the Building Code Board of Examiners and Appeals (BCBA) for an extension of time to complete repairs. Among other mitigating factors, should the property owner choose not to present their case before the BCBA, or if hazardous conditions remained, such as smoke detectors not being installed by the first reinspection, a Violation and Notice of Hearing was issued requiring an appearance at the AHB. During FY 2011-2012, 70 AHB cases involving rental housing were initiated.

The City's Housing Rehabilitation Program completed 11 rehabilitation projects and 12 emergency hazard cases during FY 2011-2012. Three additional rehabilitation projects and one emergency hazard cases were initiated but not completed before June 30, 2012 and are currently in progress.

Other Projects

The John George Home, a home for 35 elderly, indigent men, received funding to replace the zone valves in their antiquated heating system. The upgrade will allow residents to better control the temperature in their individual rooms and is expected to save the John George Home significant utility costs.

The City's Engineering Department completed reconstruction of Loomis Street from Leroy to Argyle, Wilkins Street from Greenwood to Francis, and Mason Street from Mechanic to Francis. Each of these projects included the addition of handicap curb ramps at intersections and/or where feasible to provide unrestricted access to the elderly and disabled populations. During winter months, the Engineering Department developed designs, specifications, bids and contracts for street reconstruction (with watermain replacement) on Forest Street from the west bend to Edgewood and Homewild Avenue from Ellery to Edgewood.

A companion allocation was awarded to the City's Department of Public Works (DPW), which installed 6 sidewalk handicap curb ramps in 3 intersections during 2011-2012. The continuation of this project fits with requirements of 28 CFR 35.150(d)(2). DPW staff responded to a request from a disabled resident who lived in a neighborhood and required improved mobility.

Summary of Resources and Distribution of Funds

During the reporting period of July 1, 2011 through June 30, 2012, the following funds were made available from the U.S. Department of Housing and Urban Development (HUD) to the City of Jackson:

Community Development Block Grant	\$1,344,381
Entitlement Grant B-11-MC-26-0021	\$1,269,381
Program Income.....	\$ 75,000
HOME Investment Program	\$560,456
Entitlement Grant M07-MC260214	\$321,892
Reprogrammed Funds	\$238,564
Total:	<u>\$1,904,837</u>

CDBG funds were allocated as follows:

Activity	Amount	Approx. %
Public Services	\$118,954	8.9%
Administration & Planning	205,000	15.2%
Code Enforcement	514,000	38.2%
Jobs Creation Initiative	20,000	1.5%
Rehabilitation	158,427	11.8%
Public Infrastructure Improvements	<u>328,000</u>	<u>24.4%</u>
Total:	<u>\$1,344,381</u>	<u>100.0%</u>

HOME funds were allocated as follows:

Activity	Amount	Approx. %
Rehab Assistance	\$144,017	25.7%
New Construction	75,000	13.4%
CD Administration	32,189	5.7%
CHDO Operating Costs	16,000	2.9%
Acquisition/Rehab/Resale (City)	240,000	42.8%
Acquisition/Rehab/Resale (CHDO)	<u>53,250</u>	<u>9.5%</u>
Total:	<u>\$560,456</u>	<u>100.0%</u>

Budget amendments made during the reporting period allowed for the redistribution of funds from entities that had not expended or rescinded allocated funds for their projects, and program income received in excess of the amount originally budgeted, allowing the City to assist other CDBG or HOME eligible activities. Those budget amendments were as follows:

CDBG

Date	Description	Amount
1/10/2012	Reallocate Code Enforcement salaries and fringes to City Attorney Code Enforcement	\$15,000
2/21/2012	Reallocate unexpended Street Project funds to a different Street Project	26,041

HOME

Date	Description	Amount
5/29/2012	Reallocate Rehabilitation Assistance Program funds to new City activity of Acquisition/Rehabilitation/Resale	\$240,000
6/12/2012	Reallocate Rehabilitation Assistance Program funds to New Construction	40,000

A complete listing of the funds committed during the reporting period and the total amount expended appears below.

Agency Receiving Funds	Allocated	Expended	Percentage
CDBG			
Aware, Inc.	\$ 5,500	\$ 5,500	100.0%
Center for Family Health	10,000	10,000	100.0%
MLK Center Summer Program	40,000	40,000	100.0%
The Salvation Army	55,954	55,954	100.0%
United Way 211 Call Center	7,500	7,500	100.0%
Neighborhood & Economic Operations – Administration	205,000	91,229	44.5%
Neighborhood & Economic Operations - Code Enforcement	485,000	388,389	80.1%
Neighborhood & Economic Operations – Jobs Creation	20,000	0	0.0%
Neighborhood & Economic Operations - Rehabilitation	145,927	0	0.0%
City Attorney – Code Enforcement	29,000	25,617	88.3%
Dept. of Public Works	10,000	1,174	11.7%
Engineering – Street Paving/Reconstruction	303,000	19,603	6.5%
Forestry	15,000	15,000	100.0%
John George Home	12,500	0	0.0%

Agency Receiving Funds	Allocated	Expended	Percentage
HOME			
Community Action Agency - CHDO Reserve	\$53,250	\$ 0	0.0%
Community Action Agency - CHDO Operating Costs	16,000	0	0.0%
Habitat for Humanity – New Construction	75,000	13,706	18.3%
Neighborhood & Economic Operations – Rehabilitation	144,017	3,165	2.2%
Neighborhood & Economic Operations – Administration	32,189	32,189	100.0%
Acquisition/Rehabilitation/Resale (City)	240,000	59,420	24.8%

General CAPER Narratives

Assessment of the Five-Year Goals and Objectives

The 2010-2014 Five-Year Consolidated Plan listed five high priority goals to guide funding decisions:

- 1) Rehabilitation of owner-occupied housing.
- 2) Code enforcement.

- 3) Local street improvements.
- 4) Other public facility/infrastructure improvements.
- 5) Economic development activities.

Examining each priority separately, information is provided below:

Priority 1 – Rehabilitation of Owner-Occupied Housing

Neighborhood & Economic Operations rehabilitation staff remains committed to supplying emergency hazard and rehabilitation loans to homeowners choosing to remain in their current housing. In addition to CDBG and HOME funded rehabilitation projects, staff has been involved with the evaluation of vacant housing to determine the feasibility of rehabilitation versus demolition.

The Five-Year Consolidated Plan designated a local target area in which to focus a portion of its CDBG and HOME funds. This area is called “West of Allegiance Health” and is bordered by Cooper Street to the west, North Street to the north, Waterloo Street to the east and East Michigan Avenue to the south. During PY 2011, 261 homeowners in the target neighborhood were mailed information regarding the City’s rehabilitation program and were invited to apply for a rehabilitation loan. Staff received little response and no rehabilitation projects from the effort.



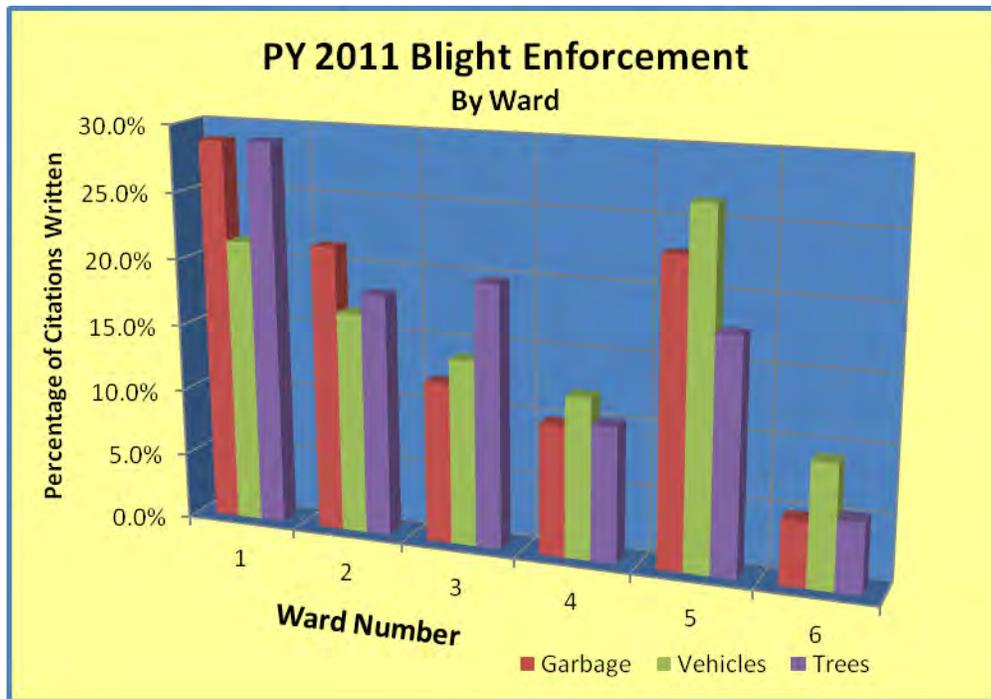
Since 2010, the City has completed 56 rehabilitation projects, funded as follows:

Year	No. Cases	CDBG Funds			Total
		Reg. Rehab	Emerg. Hazard	HOME	
36	33	\$ 99,236	\$119,308	\$219,961	\$438,505
37	23	30,947	75,402	288,539	394,888
Total:		\$130,183	\$194,710	\$508,500	\$833,393

As of June 30, 2012, the City had an additional three rehabilitation and one emergency hazard projects in process, which will be completed early in the 2012-2013 fiscal year.

Priority 2 – Code Enforcement

Neighborhood cleanliness remained a high priority for City inspectors during PY 2011. Although the number of blight citations were down slightly from PY 2010 levels, due in part to the retirement of one inspector and the amount of time invested by inspectors to commence the evaluations of over 800 vacant residential structures and 1,400 vacant lots, neighborhoods were positively impacted from efforts to keep properties tidy either by voluntary compliance or City intervention.

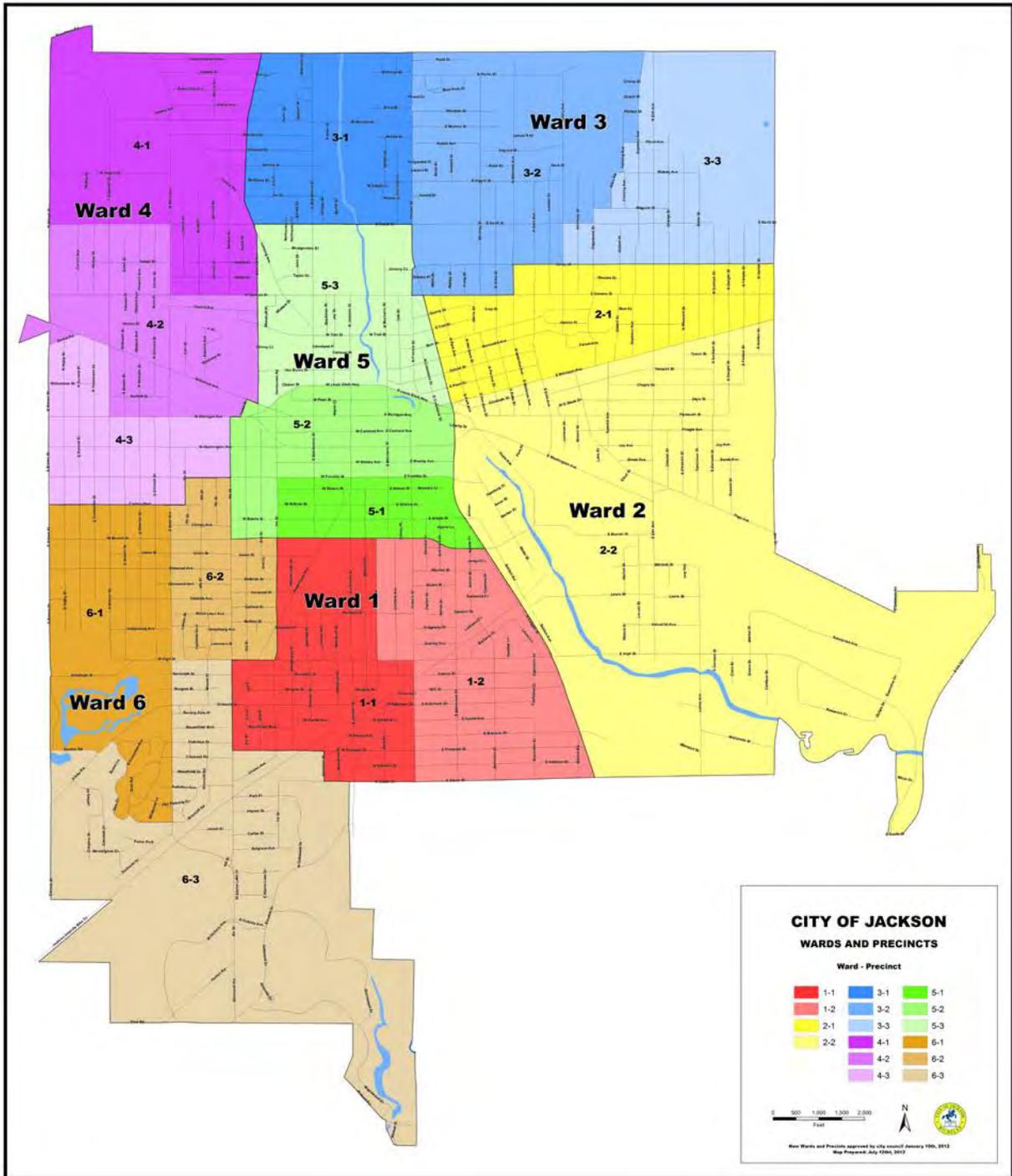


City inspectors continued with blight ordinance enforcement activity, citing homeowners for garbage, trash and debris; inoperable or unlicensed vehicles; and dead, diseased, dying or dangerous trees. More often than not, property owners voluntarily complied with the citations and removed or eliminated the violations, requiring no further action from the City.

As demonstrated in the graph above, Wards 1, 2 and 5 received the most blight citations, which directly correlates to the City's most distressed neighborhoods. These areas experience the highest poverty rates, higher rental-to-homeowner properties, high vacancy rates, and high density rates, among other factors. Wards 1, 2 and 5 also have the highest number of vacant, dilapidated housing in the City with higher than City-wide averages of housing rehabilitation estimates.

Ward	Number of Citations Written			Total	
	Garbage	Vehicles	Trees	Number	Percent
1	420	46	54	520	28.0%
2	314	36	34	384	20.6%
3	176	30	37	243	13.1%
4	145	26	19	190	10.2%
5	332	57	33	422	22.7%
6	71	20	10	101	5.4%
Total:	1,458	215	187	1,860	100.0%

When violations remained at reinspection, those matters were brought before the City's Administrative Hearings Bureau (AHB) where final resolution was achieved through eventual compliance or with the homeowner being defaulted. Further, the Administrative Hearings Officer assessed fines and costs in most instances as penalty for not bringing the code violations into compliance voluntarily.

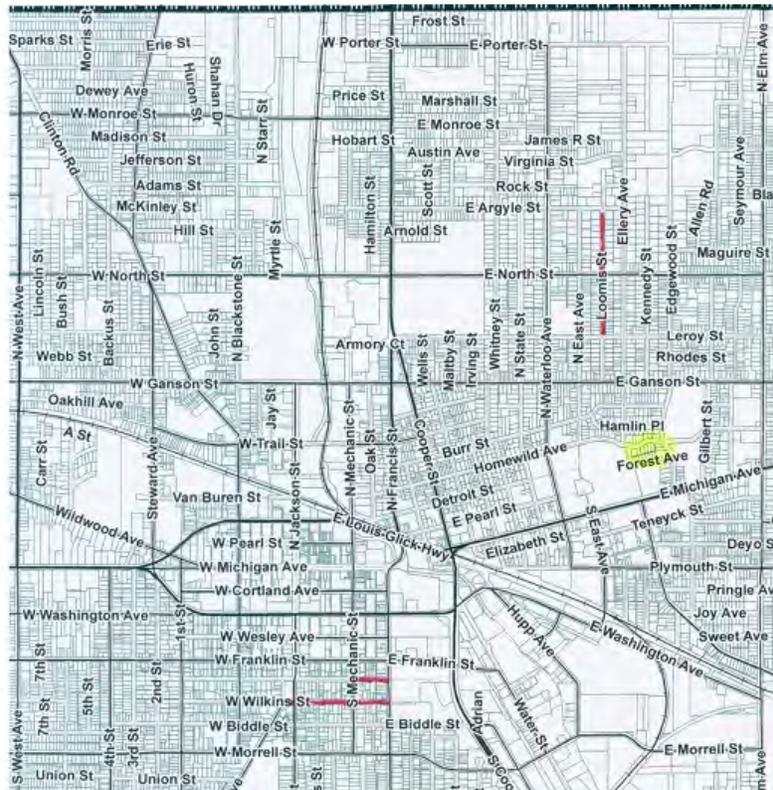


Priority 3 – Local Street Improvements

During PY 2011, the Engineering Department utilized funding allocated for street reconstruction during 2009 and 2010 to complete the following street sections:

Project Location	Project Type	Start Date	Removals	Underground	Curb and Gutter	Asphalt Top Course	Finish Date
Loomis - North to Argyle (Phase 1)	Resurface, Watermain	7/11/2011	8/5/2011	8/4/2011	8/16/2011	9/23/2011	9/23/2011
Loomis - Leroy to North (Phase 2)	Resurface, Watermain	7/14/2011	8/30/2011	8/31/2011	9/6/2011	9/23/2011	9/23/2011
Wilkins - Francis to Jackson (Phase 1)	Reconstr, Watermain	7/5/2011	9/21/2011	9/20/2011	10/3/2011	11/2/2011	11/7/2011
Wilkins - Jackson to Greenwood (Phase 2)	Reconstr, Watermain	10/20/2011	10/21/2011	10/29/2011	10/26/2011	11/1/2011	11/7/2011
Mason - Mechanic to Francis	Reconstr, Watermain	7/5/2011	9/12/2011	8/19/2011	10/3/2011	11/2/2011	11/7/2011

The red highlighted areas on the map below indicate the street sections completed by November 2011. During the winter months, Engineering staff prepared for street reconstruction to take place during the 2012 construction season, which are depicted in the yellow highlighted area below. Preparation consisted of design and specification writing.



Two street sections, identified as “Forest – west bend to Edgewood” and “Homewild – Ellery to Edgewood”, will both have watermain replacement in conjunction with the street reconstruction. Both

projects are expected to begin about August 20, 2012 and be completed before the end of October 2012. In addition to CDBG funds, the City will also invest Water Fund resources to complete these projects. As with all street reconstruction projects, ADA-compliant handicap curb ramps will be installed in the sidewalks at all intersections.

Priority 4 – Other Public Facility/Infrastructure Improvements

In addition to handicap curb ramps installed during street reconstruction, the City continued to allocate CDBG funding to stand alone curb ramp installation projects. During PY 2011, the Department of Public Works installed six handicap curb ramps, two at each of the following intersections: Detroit and Perrine, Homewild and Park, and Homewild and VanDorn. These installations were completed in response to a request from a disabled resident in the neighborhood to improve accessibility to businesses in the area.

Toward the end of PY 2010, the Forestry Department was dissolved after the departure of the superintendent and combined with the Department of Public Works. Funds were fully expended by June 30, 2012 by contracting for the removal of 110 dead, diseased, dying or dangerous Ash trees, and using force account labor to grind the stumps and begin planting replacement trees. Alternate, hardy tree species were used during replanting, including maple, linden, elm and locust varieties.

Priority 5 – Economic Development Activities

During the allocation process for PY 2011 funds, the City was under interim leadership with no Neighborhood & Economic Operations director in place. Although no specific project was identified, City Council allocated \$20,000 in CDBG funds to the City's Jobs Creation Initiative loan program. Since that time, new leadership was installed and Jackson's Mayor, City Manager and Deputy City Manager have designed and implemented an aggressive vision to turn Jackson's economy around. With approximately one year of planning and data gathering behind the Jackson Overall Economic Stabilization (JOES) program, City staff has completed over 800 rehabilitation estimates on vacant housing, approximately 1,400 evaluations of vacant land throughout the City, and substantial ordinance revisions related to housing, building standards, demolitions and zoning.

While no special economic development activity is available to report on during PY 2011, it should be noted that all CDBG and HOME funds received by the City provide an economic impact to the community in some fashion. Public service dollars provide assistance a low- to moderate-income resident may not be able to afford, and may also provide an entity funding to retain employees. Rehabilitation funds allow a low-income homeowner to afford to maintain their home, freeing up income to pay bills, purchase food and clothing, and also allow a contractor to keep its employees working. CDBG also pays for all or a portion of certain public employees, and creates jobs in the community through public infrastructure improvements.

Jackson has historically been a manufacturing community, with an emphasis on production of auto parts. The top four industry categories for civilian employed City population 16 years and over remain unchanged from the 2000 Census data; however, manufacturing no longer leads the group. The 2008-2010 American Community Survey estimates manufacturing fell from 23.7% to 21.8% of employed city workers while educational, health and social services rose from 20.3% to 24.2%.

2000 Census	
Industry	Percent
Manufacturing	23.7%
Educational Services, Health Care, and Social Assistance	20.3%
Retail Trade	11.9%
Arts, Entertainment, Recreation, Accommodation, and Food Services	10.5%
Professional, Scientific, Management, Administrative, and Waste Management	5.9%
Other Services (except Public Administration)	5.7%
Public Administration	4.7%
Construction	4.5%
Transportation, Warehousing, and Utilities	4.0%
Finance, Insurance, Real Estate, Rental and Leasing	3.7%
Wholesale Trade	3.1%
Information	1.8%
Agriculture, forestry, fishing, hunting, and mining	0.2%

2008-2010 American Community Survey	
Industry	Percent
Educational Services, Health Care, and Social Assistance	24.2%
Manufacturing	21.8%
Retail Trade	12.2%
Arts, Entertainment, Recreation, Accommodation, and Food Services	11.8%
Public Administration	6.6%
Professional, Scientific, Management, Administrative, and Waste Management	5.5%
Other Services (except Public Administration)	4.4%
Finance, Insurance, Real Estate, Rental and Leasing	4.0%
Transportation, Warehousing, and Utilities	2.9%
Construction	2.6%
Information	2.0%
Wholesale Trade	1.8%
Agriculture, forestry, fishing, hunting, and mining	0.1%

Source: Table DP-3 from 2000 Census and 2008-2010 American Community Survey

The City of Jackson’s average jobless rate for Program Year 2011 was 12.8%, with a high of 15.7% in July 2011 to a low of 11.2% in April 2012. Comparatively, Jackson County averaged 8.9%, the State of Michigan 9.6%, and the United States 8.4% during this same timeframe. While unemployment is still a major concern among City residents, the 12.8% average was 3.5 percentage points lower than Program Year 2010’s average jobless rate. Unfortunately, economic recovery cannot necessarily be assumed because unemployment percentages have fallen. 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.

In the coming months, it is anticipated the City will hire an employee totally devoted to economic development opportunities. It is also expected that the City’s CDBG-funded Jobs Creation Initiative loan program will be offered as an incentive for potentially viable economic development ventures in the community.

Medium Priority Activities

Nearly all medium priority activities conducted during PY 2011 involved community service providers. CDBG funds were used to assist the City of Jackson’s disadvantaged youth through the Martin Luther King Center Summer Recreation Program which, in addition to arts and crafts, swimming lessons and other sports clinics and camps, youth were given peer pressure practice, life skills training and cultural diversification trips.

Low- and moderate-income adults were provided improved access to such services as:

- Emergency dental care through the Center for Family Health.
- Utility shutoff prevention through The Salvation Army, which prevented 48 families from becoming homeless.
- Information and referral services through the United Way's 211 Call Center.

The Aware Shelter, Jackson's only emergency shelter for domestic violence and sexual assault survivors, utilized CDBG funding to assist with client advocate staffing. Aware's client advocates provide 24-hour intake, crises call, and support services to client survivors.

City Council also continued to financially support the ongoing rehabilitation of 1501 East Ganson Street, which houses the John George Home, a multi-unit facility for elderly, indigent gentlemen. During PY 2011, the John George Home was able to replace the zone valves on 63 individual registers, allowing residents and staff to regulate the heat in winter, which had been running too high. Not only will the residents be more comfortable, but the John George Home anticipates saving money through lower utility bills.

The City of Jackson received \$2,785,426 in CDBG funding since 2010 and, together with anticipated program income of \$175,000, has allocated said funds toward its stated priorities as follows:

High Priority

1 – Rehabilitation of Owner-Occupied Housing	\$ 331,927
2 – Code Enforcement	1,080,345
3 – Local Street Improvements	658,000
4 – Other Public Facility/Infrastructure Improvements.....	59,000
5 – Economic Development Activities	70,000

Medium Priority

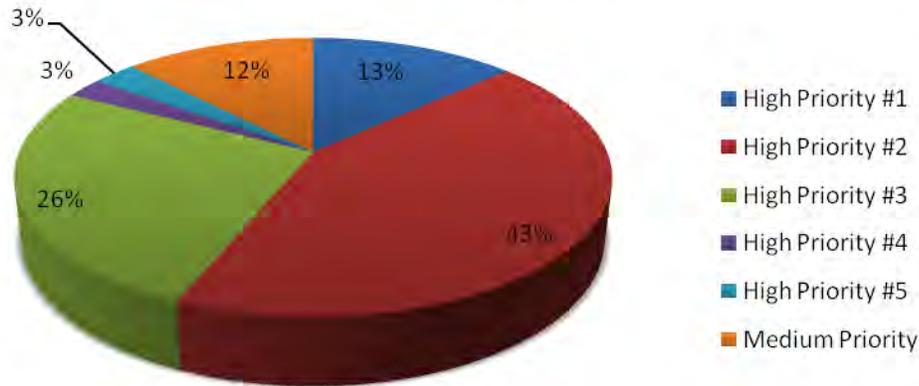
Public Services.....	\$283,954
Rehabilitation of Multi-Unit Senior Housing.....	22,500

Through budget amendments reallocating funds from projects that came in under budget, canceled projects, or budgeting program income, the City was able to provide additional funding towards its priorities as follows:

High Priority

Code Enforcement	\$15,000
Local Street Improvements.....	26,041

Funded Activities



Certain 2011 funded projects and activities needed additional time to complete; others were completed by June 30, 2012 but project accomplishments could not be entered into HUD's Integrated and Disbursement Information System (IDIS) until after July 1, 2012.

CDBG

Subrecipient	Balance	Plans to Rectify
Aware	\$ 0	Project complete
The Salvation Army	0	Project complete
City Attorney's Office	3,383	The City Attorney's Office received a continuing allocation for Year 38 (2012-2013); 2011 balance will be expended before the end of the first quarter.
John George Home	12,500	Project complete; compiling Davis-Bacon information. Upon approval, final reimbursement request will be processed.
Department of Public Works (DPW) – Handicap Curb Ramps	8,286	Remaining funds carried over to FY 2012-13.
Engineering – Street Paving/Reconstruction	283,397	Remaining funds carried over to FY 2012-13.
Neighborhood & Economic Operations – Administration	113,771	Continuing to spend down prior year funding; remaining funds carried over to FY 2012-13.
Neighborhood & Economic Operations - Code Enforcement	96,611	Continuing to spend down prior year funding; remaining funds carried over to FY 2012-13.
Neighborhood & Economic Operations – Jobs Creation Initiative	20,000	Remaining funds carried over to FY 2012-13.
Neighborhood & Economic Operations - Rehabilitation	145,927	Continuing to spend down prior year funding; remaining funds carried over to FY 2012-13.

HOME

Subrecipient	Balance	Plans to Rectify
Neighborhood & Economic Operations – Rehabilitation	\$140,852	Continuing to spend down prior year funding; remaining funds carried over to FY 2012-13.
CAA – CHDO Reserve	53,250	Remaining funds carried over to FY 2012-13.
CAA – CHDO Operating	16,000	Remaining funds carried over to FY 2012-13.
Habitat for Humanity – New Construction	61,294	Remaining funds carried over to FY 2012-13.
Neighborhood & Economic Operations – Acquisition/Rehabilitation/Resale	180,760	Remaining funds carried over to FY 2012-13.

Affirmatively Furthering Fair Housing

The City of Jackson’s fair housing ordinance is outlined in Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances, and prohibits discrimination in sale, lease or rental of real property because of an individual's religion, race, color, national origin, age, sex, marital status, handicap or source of income. Provisions are made in each CDBG Subrecipient Agreement or HOME Contract that the recipient must comply with fair housing and equal opportunity laws.

The City’s Analysis of Impediments to Fair Housing Choice was updated and received by the City Council in early 2010. Impediments were identified in the Analysis as including, but not limited to:

- 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. 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.
- Not In My Back Yard (NIMBY) – opposition by residents to a proposal for a new development near them.
- Lack of housing for 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.
- Lack of a local fair housing organization to investigate complaints and offer educational opportunities.
- 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.
- Lack of affordable and convenient transportation.

Below is the Summary of Recommendations contained in the Analysis of Impediments with notes added to describe steps taken to address and remove the impediments:

Alleviate Identified Impediments to Fair Housing Choice - opportunities to alleviate or eliminate the impediments identified in the Analysis should be given high consideration, whether it is by providing a specific service or supporting community partners who are better able to address the issues.

Note: No applications for CDBG funding have been received which alleviate or eliminate the identified impediments.

Provide Financial Support to Fair Housing Activities – City Council is advised to consider annual CDBG allocations to the Fair Housing Center of Southeastern Michigan to reinstate fair housing activities of education, complaint receipt, testing, investigation, and potential enforcement of Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances.

Note: The Fair Housing Center of Southeastern Michigan applied for \$20,000 in CDBG funds for Program Year 2010. City Council considered the application but elected not to fund the program based on the amount of annual formula allocation received. City administrative staff indicated it had identified unspent prior year program funds that could be allocated toward the project, but a budget amendment was never approved. No further applications for funding have been received from the Fair Housing Center of Southeastern Michigan; no fair housing center exists specifically to address Jackson County needs.

Update Fair Housing Ordinance – City Council is advised to direct the language used in the City of Jackson’s Fair Housing Ordinance, Chapter 14, Article IV, Sections 14-131 through 14-140, City of Jackson Code of Ordinances, be updated to be more reflective of current terminology used for gender and diversity.

Note: The Jackson City Council approved two amendments to Chapter 14 Housing Code during PY 2011. One such amendment, which was adopted on February 21, 2012, included revisions to Article IV to be more reflective of current terminology.

Fair Housing Law Promotion – The Neighborhood & Economic Operations Department is advised to enhance its Fair Housing promotion by including a statement on housing code inspection compliance certificates.

Note: Overall revisions to housing code inspection compliance certificates have been discussed, which would also include the following language:

The City of Jackson prohibits discrimination in the sale, lease or rental of real property based on an individual's religion, race, color, national origin, age, sex, marital status, handicap or source of income.

At this time, revisions to the compliance certificates have not been implemented.

Neighborhood Revitalization – City Council is advised to place high importance on continued efforts to improve the Neighborhood Stabilization Program (NSP) Target Neighborhood after NSP grant funds have been expended to provide additional enhancement to this distressed area of the

City. Medium importance should be placed on continued financial support to the Partnership Park Downtown Neighborhood as significant investment and revitalization has already occurred.

Note: The City's 2010 – 2014 Five-Year Consolidated Plan identified a target area which expanded on the City's NSP Target Neighborhood. The CDBG Target Area and Partnership Park Downtown Neighborhood will be included in implementation of the City's JOES program currently developing. As stated previously, a mass mailing to homeowners in the CDBG Target Area occurred early in 2012 informing homeowners of the City's rehabilitation program and encouraging them to participate.

Transportation - The City is advised to continue, and possibly expand, its participation in various boards, committees and study groups dedicated to improving public transportation in the community.

Note: City staff continues to be involved in boards, committees and study groups dedicated to improving public transportation.

Continued Financial Support for Housing Programs - City Council is advised to maintain, and possibly enhance, financial support from its entitlement grants toward programs designed specifically for housing. Such programs include homeownership counseling, foreclosure prevention, down payment assistance, rehabilitation of housing, and construction of new housing.

Note: City Council continued providing funding for homeowner rehabilitation, emergency hazard, and acquisition/rehabilitation/resale projects.

Inquiries to the Fair Housing Center of Southeastern Michigan as to Fair Housing activity in Jackson County during PY 2011 went unanswered.

Affordable Housing

Foster and Maintain Affordable Housing

During fiscal year 2011-2012, the City continued to provide a rehabilitation program for owner-occupied, low-income households who are unable to access home improvement loans through traditional lenders for repairs. Emergency hazard loans of up to \$10,000 were made available to qualifying households to repair an immediate, urgent need, such as an inoperable furnace in the winter, a leaking roof during the rainy season, etc. These programs offer loans, rather than grants, ensuring future funding from program income will be available to assist another low-income family. The Community Action Agency received an allocation of HOME funds to serve as the City's CHDO and plans to acquire and rehabilitate housing to resell to a low- to moderate-income family.

Preserving Decent, Affordable Rental Units

In order to protect the health, safety and welfare of area tenants, the City's Code Enforcement program takes a proactive stance on the City's rental housing by systematically inspecting all rental units in a designated area. During FY 2011-2012, rental housing inspections were greatly reduced as inspectors participated in the data gathering required to initiate JOES. However, anticipated revenue from instituting two residential property registries will allow the City to hire four to five more inspectors to enhance rental inspections and blight ordinance enforcement. All complaints made by tenants were investigated and proper corrective measures were required of landlords.

After the initial inspection by a Code Enforcement Officer, landlords are given no less than 30 days nor more than 90 days within which to bring any non-emergency violations noted up to code per Chapter 14 of the City of Jackson Code of Ordinances. The Building Code Board of Examiners and Appeals may extend the time limit set for correction of violations if the owner can show a good faith effort to comply with the repair order. Non-compliance cases are prosecuted through the City’s Administrative Hearings Bureau.

Eliminate Barriers to Affordable Housing

With the advent of JOES, specifically starting at the neighborhood level of evaluating vacant and abandoned housing, it has become quite clear a lack of sufficient resources is the biggest deterrent to affordable housing in the City of Jackson. During the past 40 years, the City’s population has decreased 40% while housing units are only 1.8% less now than in 1970. This has led to an overabundance of aged housing stock, 85% of which was built before 1970. Many of the homes have suffered from owners or landlords having insufficient funds or abilities to properly maintain them, leading to an excess of housing well beyond the feasibility of rehabilitating.

After estimating the rehabilitation costs of over 800 residential structures, the City is able to document the average cost to rehabilitate its aged housing stock is \$67,634. However, when reviewed on a Ward by Ward basis, the average cost to rehabilitate vacant housing is as follows:

Ward	Avg Cost	Ward	Avg Cost
1	\$75,280	2	\$69,140
3	\$43,443	4	\$42,457
5	\$122,803	6	\$41,077

The total cost to rehabilitate 804 vacant residential structures in the City of Jackson exceeds \$54 million, many of them so cost prohibitive to elevate from a substandard level it is more economical to demolish the same structures at a cost of \$9.8 million. In either case, the City lacks sufficient resources to take full corrective measures; however, over the coming years, it plans to invest more wisely in rehabilitation and new construction efforts and demolish dilapidated structures as funding allows.

With consistently high unemployment, low income, and an ever shrinking safety net, many of the community’s residents struggle with multiple issues besides housing. Because the need is much greater than the City can provide for, gaps are filled to the extent feasible by non-profit and faith-based entities. While this alleviates some demands, it still is not great enough to assist everyone, nor provide a cure to the problems.

Address Accessibility Needs of Persons with Disabilities

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, nearly 100 ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, World Changers and Mission Serve. The City’s Department of Public Works responds to suggestions for improved accessibility by disabled and elderly residents by installing handicap curb ramps in requested locations.

Continuum of Care

The Jackson County Continuum of Care (CoC) receives annual allocations of Emergency Solutions Grants (ESG) from the Michigan Housing Development Authority (MSHDA). The CoC most recently allocated \$166,638 in funding through September 30, 2012 as follows:

- \$ 8,250 to CAA to serve as Grant Fiduciary and fund the CoC Coordinator position.
- \$18,000 to CAA to serve as the Housing Assessment and Resource Agency.
- \$43,550 to CAA to provide short term rental assistance.
- \$13,200 to Do'Chas II to provide essential services to youth aging out of foster care.
- \$24,350 to The Salvation Army to payment of up to three (3) months' rent arrearages to prevent a family from becoming homeless.
- \$44,938 to AWARE, Inc. for operating expenses related to managing an emergency shelter for survivors of domestic violence and sexual assault.
- \$14,350 to Training & Treatment Innovations (TTI) for utility and/or rental arrearages.

Towards the end of June 2012, MSHDA announced an additional, one-time round of ESG funding, of which the Jackson CoC will receive \$123,745 through August 31, 2013. The allocation is required to be spent as follows: 12% on prevention financial assistance, 3% on prevention financial assistance case management, 60% on rapid re-housing financial assistance, 15% on rapid re-housing financial assistance case management, 3% for Homeless Management Information System database activities, and 7% for administration.

In December 2011, HUD announced the Jackson CoC would receive \$801,593 in renewal funding for the following supportive housing programs:

Garfield Square Project	\$190,243
Housing Advocacy Program Expansion	\$269,267
Jackson HMIS	\$ 54,932
Jackson Leasing Assistance Program	\$112,876
Jackson Leasing Assistance Program II	\$118,144
Partnership Park Permanent Housing	\$ 56,131

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 TTI. The renewal grant award allows CAA to continue its two transitional housing programs, which help residents pay 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.

City staff actively participates in the CoC as a co-chairperson and assisted in the planning and implementation of three Project Homeless Connect events between November 2009 and April 2011. In 2010, the CoC realized its original strategies and goals for ending homelessness in Jackson were not effective and, in light of the ongoing foreclosure crisis, high unemployment rate, and financial decline,

began to rework its strategic plan, action plan and 10 year plan. Goals identified by the strategic plan work group include:

- ✓ Build CoC activities by engaging volunteers interested in specific projects;
- ✓ Improve communication about CoC’s purpose and successful outcomes;
- ✓ Increase advocacy activities;
- ✓ Address unmet needs of target populations.

Beginning in the last quarter of 2010 CoC meetings included significant discussion of subpopulation needs, such as those experienced by domestic violence survivors, youth, elderly, veterans, and persons with dual diagnosis. All respective agencies serving specific subpopulation sectors reported a lack of resources as the greatest hindrance in providing the types of services and supports each group faces. CoC members are continuing in the planning process to develop an achievable action plan and amend the 10 Year Plan to incorporate and implement the modified visioning and elements of the HEARTH Act.

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

2011 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
Total:		15	67	40	107

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
Total:		47	141	30	171

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
Total:		9	23	11	34

Other Actions

Address Obstacles to Meeting Underserved Needs

Among the greatest needs in the City involve transportation, jobs providing a living wage, and affordable, safe housing. Unfortunately, the lack of sufficient resources to meet these needs remains the greatest obstacle to overcome. With reduced grant funding from HUD, the City must rely on social services providers and the faith-based community to address these gaps. With the onset of JOES, the City anticipates Jackson’s economy will begin the long road to recovery.

Overcome Gaps in Institutional Structures and Enhance Coordination.

The City of Jackson administers the grants received from HUD used to carry out activities of the Five-Year Consolidated Plan and Annual Action Plan. City staff works with other organizations, including public institutions, non-profit organizations, and private industry and continues to strengthen relationships with agencies that provide services to Jackson’s low- and moderate-income residents. City staff has participated with United Way’s Income Community Solutions Team and the Jackson County Continuum of Care. The City encourages its citizens and business leaders to participate in all aspects of its programs and governing decisions. In addition to public hearings on specific issues, citizens are given time at the beginning of each City Council meeting to address the City Council on issues of concern to them. Through this citizen input, the City Council has developed alternative program plans to address concerns in some cases.

Improve Public Housing and Resident Initiatives

The Jackson Housing Commission (JHC) is the City’s Public Housing Authority (PHA). The JHC manages 539 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.

SECTION 8 BY THE NUMBERS	
\$2,625,924	Housing Assistance Payments
97%	Lease Up Rate
187	Landlords
461	Voucher Holder Participants
1,196	Individuals

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.

PUBLIC HOUSING BY THE NUMBERS	
PERFORMANCE INDICATORS	
98%	Occupancy Rate
134	New Admissions
150	Youth Participated in Programs
4,332	Non-Emergency Work Orders Completed
1.8	Average # of Days to Complete Non-Emergency Work Orders
531	Emergency Work Orders
97%	Emergency Work Orders Completed within 24 hours
22 Days	Average Vacant Unit Turnaround
DEMOGRAPHICS	
2.0	Average Family Size
68	Elderly Heads of Household (Age 62+)
467	Non-Elderly Heads of Household (Age <61)
357	Female Heads of Household
178	Male Heads of Household
258	Disabled/Handicapped Heads of Household
248	Non-Minority Heads of Household
287	Minority Heads of Household
SOURCES OF INCOME	
1	Own a Business
22	Receive Child Support
2	General Assistance
1	Indian Trust/Per Capita
383	Other Nonwage Sources
15	Pension
166	SSI
181	Social Security
159	TANF (Formerly AFDC)
11	Unemployment Benefits
149	Other Wages
INCOME LEVELS	
455	Extremely Low
73	Very Low
7	Low
TIME ON PROGRAM	
100	<1 Year
91	<2 Years
58	<3 Years
60	<4 Years
29	<5 Years
197	<6 Years

The JHC receives funding from an annual allocation of Capital Funds Program for development, financing, modernization and management improvements to its three housing complexes and 40 scattered site units. The public housing complexes managed by the JHC are:

- Shahan-Blackstone North** – 119 units, 98% occupancy rate
- Reed Manor** – 296 units, 90% occupancy rate
- Chalet Terrace** – 124 units, 95% occupancy rate

CAPITAL FUND PROGRAM PROJECTS

2009 Capital Fund Program	
Chalet-Terrace	Interior Doors
Chalet-Terrace	Ranges and Refrigerators
Reed Manor	Elevators
PHA Wide	Telephones, Computers & Software

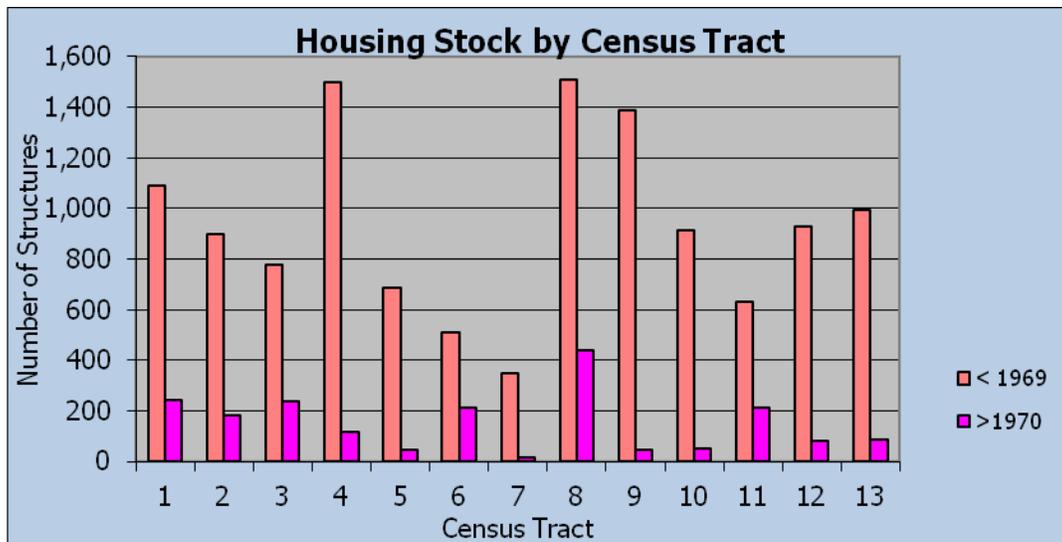
2010 Capital Fund Program	
Chalet-Terrace	Ranges & Refrigerators
Reed Manor	Exterior Lights
Reed Manor	Refrigerators
Reed Manor	Security
Reed Manor	Fob System & Call Boxes

2011 Capital Fund Program	
Reed Manor	Exterior Doors
Reed Manor	Security
PHA Wide	Small Business Computer Server
PHA Wide	Biometric Time Clocks

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.

Evaluate and Reduce Lead-Based Paint Hazards

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 concern 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. As jobs continue to be scarce and families are trying to get by, 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. All 13 Census tracts in the City contain aged housing, as demonstrated below:



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 prior to 1950 remains a significant concern for lead poisoning 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 a large percentage 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 have a significant impact on the housing in the community. Because of the age of the housing stock, the homes of all applicants for rehabilitation assistance living in homes built prior to 1978 must be tested for lead-based paint.

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 purpose of the grant was to provide funds to low- and moderate-income families living in the City of Jackson and Jackson County to accomplish the national initiative to eliminate childhood lead poisoning. The program offered testing for lead-based paint hazards in the home, testing of young children under age six for elevated blood lead levels, and funding to remediate the lead-based paint hazards from the home. To implement this program, the City partnered with other community organizations to provide lead hazard control services to reduce the number of housing units containing lead-based paint hazards. These organizations included CAA, the Jackson County Health Department, and the Center for Family Health (Allegiance Health System).

The City partnered with the CAA to provide lead hazard control services to owner occupants living outside of the city limits and to rental property owners in the Partnership Park area. The Jackson County Health Department provided community education and outreach to families with children under the age of six and local organizations that service families with children under the age of six. The City partnered with the Center for Family Health to provide client referrals for blood lead testing of children under the age of six living in the home. The City also worked with the Jackson Area Landlord Association (JALA) to provide resources to rental property owners and educational information pertaining to childhood lead poisoning, renovating pre-1978 properties and the Michigan Lead Abatement Act. Although the City applied for renewal funding from the U.S. Department of Housing and Urban Development (HUD) in the fall of 2009 and again in the fall of 2010 to continue providing lead-based paint hazard control services, those applications were denied and the program ended in March 2010. With the lack of funding to continue lead-based paint hazard control services, the number of lead-safe housing units being created in the community will be impacted.

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. The City will also utilize the MDCH's Lead and Healthy Homes Program to serve as a referral network to link local contractors to training and educational services for lead abatement certification as well as resources to become certified in the EPA's Renovate Right curriculum.

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.

Ensure Compliance with Program and Comprehensive Planning Requirements

Department of Neighborhood & Economic Operations staff responsible for oversight of the administration of CDBG/HOME funds perform the following functions, which includes, but is not limited to:

- Receiving applications for funding and reviewing same for eligibility.
- Performing a risk analysis of applicants requesting funds.
- Preparing reports for the City Manager, Mayor and City Council.
- Performing environmental reviews.
- Preparing the Five-Year Consolidated Plan, One-Year Action Plan, and Analysis of Impediments for submission to HUD, as required.

- Preparing Subrecipient Agreements to those entities receiving an allocation.
- Preparing the CAPER.
- Monitoring subrecipients: quarterly desk reviews and annual on-site reviews.
- Reviewing reimbursement requests for eligibility.
- Conducting site visits to projects while in progress.
- Conducting Davis-Bacon interviews on construction sites for Labor Standards compliance.
- Maintaining files and records relating to the overall administration of the programs.
- Review payment requests for accuracy and eligibility.
- Reconcile financial records with IDIS.
- Prepare and reconcile reports submitted with the CAPER.
- Prepare Federal Cash Control Report.
- Ensure accuracy of data entered in IDIS.
- Prepare budgets and forecasts.

Reduce the Number of Persons Living Below the Poverty Level

HUD annually releases area median income limits based on information specific to the community. HUD's 2011 Median Family Income estimates for Jackson County were made utilizing a comparison of 2009 American Community Survey 5-year and 1-year estimates.

City of Jackson 2011 Area Median Income Limits

% of Median	Limit per Number of Persons in Household							
	1	2	3	4	5	6	7	8
30%	12,800	14,600	16,450	18,250	19,750	21,200	22,650	24,100
50%	21,300	24,350	27,400	30,400	32,850	35,300	37,700	40,150
60%	25,560	29,220	32,880	36,480	39,420	42,360	45,240	48,180
80%	34,100	38,950	43,800	48,650	52,550	56,450	60,350	64,250
100%	42,600	48,700	54,800	60,800	65,700	70,600	75,400	80,300

(effective June 1, 2011)

A comparison of the 2007-2009 and 2008-2010 American Community Survey Table S1701, Poverty Status in the Past 12 Months, provides a telling picture of the state of the City's impoverished residents:

	2009 ACS Estimate	2010 ACS Estimate
Population for whom poverty status is determined	27.0%	31.9%
AGE		
Under 18 years	37.2%	45.1%
Related children under 18 years.....	36.5%	44.8%
18 – 64 years.....	25.1%	29.7%
65 years and over	12.4%	11.2%
SEX		
Male	26.4%	28.9%
Female	27.5%	34.6%
RACE		
White	22.4%	24.1%
Black or African American	39.9%	49.2%
Two or more races.....	46.5%	59.7%

	2009 ACS Estimate	2010 ACS Estimate
EDUCATIONAL ATTAINMENT		
Less than high school graduate	46.5%	47.8%
High school graduate (includes GED)	22.4%	23.3%
Some college, associate's degree	14.8%	20.1%
Bachelor's degree or higher	3.3%	9.0%

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:

Deferred Loan Program – utilized through the Neighborhood & Economic Operations Department’s Rehabilitation Program offering interest-free loans with no monthly payments. Repayment is deferred for 20 years or until the owner moves, rents out the home, or fails to use the property as their primary residence.

Emergency Hazard Program – as with the Deferred Loan Program, these loans are interest free with no monthly payments and allow the Neighborhood & Economic Operations Department to expedite the correction of hazardous conditions (e.g. leaking roof, non-working furnace, etc.).

Jobs Creation Initiative – incentive-based financing to for-profit businesses that hire and/or train low- and moderate-income City residents.

The Salvation Army – utility shutoff prevention assistance allowed one time per year after a decision letter from the Department of Human Services. If amount owed is significant, client is advised to call other agencies or churches to cover part of the bill.

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 the 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.

Leveraging Resources

Subrecipients have been successful in leveraging CDBG or HOME funds with grants from foundations, lenders, private donations, and other state and federal grant and loan programs. The United Way funds many worthwhile organizations that address the high priority needs of the community’s low-income residents. The City continues to support agencies and developers in applying for other federal, state and public funds.

The City’s CDBG and HOME subgrants do not require matching funds, but consideration is taken regarding the amount of other funds leveraged in a project when making allocation decisions.

Citizen Comment

Citizen input is actively solicited through publication of notifications in the *Jackson Citizen Patriot*, the area's daily newspaper, and *The Jackson Blazer*, a bi-weekly newspaper with an 80% African American readership, and through the City's website. The public is informed of meetings and public hearings and given the opportunity to comment on CDBG/HOME applications received by the City, the Action Plan, how funding is being disseminated before the Request for Release of Funds, and also the CAPER.

To further solicit citizen participation, community service providers catering to low- and moderate-income persons posted flyers created by Neighborhood & Economic Operations staff announcing the day, date, time, and reason for the public hearing. Among the agencies that posted the flyers were: Community Action Agency, the AWARE shelter, Jackson County Department of Human Services, The Salvation Army, the three Jackson Housing Commission public housing complexes, the Neighborhood & Economic Operation Department's lobby, and on the front entrance doors to City Hall. Draft copies of this CAPER were made available for public viewing and comment at the main branch of the public library, City Hall, and the three public housing complexes. The City also posted the draft CAPER on its website with a link to provide comment via e-mail.



Have a Say in Your Community!

The City of Jackson will hold a Public Hearing on Tuesday, September 25, 2012 at 7:00 p.m. on the 2nd Floor of City Hall. The purpose of this Hearing is to offer you an opportunity to voice your opinion on the City's performance with Community Development Block Grant and HOME funds.

Citizen comments are extremely important!

A copy of the City's Consolidated Annual Performance and Evaluation Report is available at City Hall, Jackson District Library Carnegie Branch, Reed Manor, Shahan-Blackstone North, Chalet Terrace, and on the internet at <http://www.cityofjackson.org/neighborhood-and-economic-operations/funding-reports>.

For more information or to provide your thoughts in writing, please contact:

Michelle L. Pultz-Orthaus
Records Management Coordinator
Department of Neighborhood & Economic Operations
161 W Michigan Avenue, 3rd Floor, Jackson, MI 49201
768-6436; mpultz@cityofjackson.org

Self-Evaluation

The City's Five-Year Consolidated Plan and 2011 Action Plan were developed under interim leadership. Since that time, visioning of a new Mayor, City Manager, and Deputy City Manager led the inclusion of a Substantial Amendment to the Five-Year Consolidated Plan with the 2012 Action Plan. Much of 2011 was spent on the development of the JOES, data gathering to support the JOES plan, and beginning phases of implementation. The amount of time devoted by Neighborhood & Economic Operations staff to accomplish the planning and initial implementation somewhat hindered the ability to achieve program accomplishments. However, the City is already achieving a benefit from the plan development through increased code enforcement after hiring two temporary blight ordinance enforcement officers in July 2012. Program accomplishments will be further enhanced in 2012 when four full time and one part time code enforcement officers are hired on a permanent basis. Accomplishments and outcome measures are detailed in the Program Narratives section beginning on page 28.

Monitoring

During review of applications received through an annual competition for grant funds, a risk analysis is conducted of the potential recipient of grant funds. Based on that risk analysis, prospective

organizations are assessed for strengths and weaknesses in order to develop support mechanisms to enhance program delivery. This assessment takes into consideration the nature and eligibility of the activity, whether it is a duplicative service conducted by another agency in a more efficient manner, whether the proposed plan for carrying out the activity is realistic, the organization’s capacity to conduct the activity in a timely fashion, and also for the possibility of any conflicts of interest.

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 be instituted. 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.

Staff also conducts 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 newness 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 anywhere from minor corrective actions or a complete revision of a specific procedure to keep it in compliance with program regulations.

Program Narratives

CDBG Program

The priorities of using CDBG funds in the City of Jackson are rehabilitation of owner-occupied housing, code enforcement activity, local street improvements, other public facility/infrastructure improvements and economic development activities. To accomplish these priorities, CDBG funds were allocated as follows:

Priority 1 – Rehabilitation of Owner-Occupied Housing

Rehabilitation Neighborhood & Economic Operations	Funding \$145,927 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved housing conditions for owner-occupied residences	Planned Units 21 units	Actual Units 1 Residential Rehab project 12 Emergency Hazard projects

Priority 2 – Code Enforcement

Code Enforcement Neighborhood & Economic Operations	Funding \$500,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Improved neighborhoods	Planned Units 1,500 households	Actual Units 11 rental houses inspected 1,455 garbage citations issued 215 Inoperable/Unlicensed Vehicle citations issued 184 Dead Trees issued

Code Enforcement City Attorney's Office	Funding \$29,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Provide legal support in the Administrative Hearings Bureau for the City's Code Enforcement program	Planned Units 200	Actual Units 132

Priority 3 – Local Street Improvements

Street Paving/Reconstruction City Engineering	Funding \$303,000 CDBG	Target Area CT006900 (fka CT000300, BG 2); CT001000, BG1; CT001100, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Improved drivability of local streets	Planned Units 3 street segments	Actual Units 6 street segments

Priority 4 – Other Public Facility/Infrastructure Improvements

Sidewalk Handicap Curb Ramps Department of Public Works	Funding \$10,000 CDBG	Target Area CT006900 (fka CT000700)
	Planned Beneficiaries Low- and Moderate-Income Clientele (presumed)	
Outcome Improved accessibility for elderly or disabled residents	Planned Units 8	Actual Units 6

Ash Tree Removal/Replacement City Forestry	Funding \$15,000 CDBG	Target Area CT006900 (fka CT000700 & CT000300)
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Removed dead, dying, diseased, and/or dangerous tree to beautify neighborhoods	Planned Units 100	Actual Units 110

Priority 5 – Economic Development Activities

Jobs Creation Initiative Neighborhood & Economic Operations	Funding \$50,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Jobs	
Outcome Provided loans to businesses for improvements while creating/ retaining jobs for low-income residents	Planned Units 1	Actual Units 0

Medium Priority Activities

Client Advocate Positions Aware, Inc.	Funding \$5,500 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided staffing to assist survivors of domestic violence and sexual abuse	Planned Units 360	Actual Units 703

Emergency Adult Dental Care Center for Family Health	Funding \$10,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided affordable oral health care	Planned Units 430	Actual Units 971

MLK Summer Youth Program Parks & Recreation Dept.	Funding \$40,000 CDBG	Target Area CT001100, BG1, 2 & 3
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided staff and operating expenses for summer enrichment program for youth	Planned Units 400	Actual Units 351

Utility Assistance The Salvation Army	Funding \$55,954 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Allowed families to keep their power and heat on	Planned Units 363 persons	Actual Units 371

2-1-1 Call Center United Way of Jackson County	Funding \$7,500 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provide an information and referral service	Planned Units 5,150	Actual Units 6,059

Use of CDBG Funds for National Objectives

All CDBG funds received were allocated to meet National Objectives, specifically targeted to the City’s low- and moderate-income residents, eliminating slum/blight, or meeting urgent needs. As indicated on the Financial Summary Report (PR 26), 99.51% of Jackson’s CDBG funds benefited low- and moderate-income persons during the 2011 reporting period.

Anti-Displacement and Relocation

No projects were funded that involved demolition of occupied property. Temporary relocation was necessary during two rehabilitation projects during Program Year 2011.

The City of Jackson and/or its funding recipients provide for reasonable benefits to any person involuntarily and temporarily or permanently displaced as a result of the use of CDBG or HOME funds for

acquisition or rehabilitation of residential property. The City intends to cause no displacement to persons receiving assistance from the CDBG or HOME programs but recognizes that situations may arise wherein displacement, relocation or temporary relocation are the only viable methods for providing assistance. Because the City's approved contractors have extensive experience, they are able to isolate various rooms in the home to perform lead hazard control work during rehabilitation. Once that area has been addressed, the contractor then moves to another section of the home and again isolates the area to do the rehabilitation and lead hazard work. Each area is completed in expedited fashion, without exposure of the family to lead-based paint hazards. Should extensive work be necessary, the budget includes relocation costs.

Low/Mod Job Activities

The City of Jackson implemented its Jobs Creation Initiative Loan Program in 2003 as an economic development incentive to expand business and create jobs for low- and moderate-income residents. Although the loans are still being offered as part of an economic development incentive package, no businesses have applied for assistance since the economic recession beginning in 2008. However, City Council has chosen to retain a minimal amount of funding in the program so it is available should an opportunity present itself.

Program Income Received

Program Income Type	Amount
CDBG	
Sale of Real Property	\$ -0-
Economic Development Loan Repayments	1,586
Deferred Loan Repayments	14,512
MSHDA PIP Loan/Inspection Fees	-0-
HOME Administration	32,189
Accounts Receivables, Permits, Code Enf., etc.	22,458
Other Program Income	<u>901</u>
Total CDBG Program Income:	<u>\$ 71,646</u>
 HOME	
HOME Program Loan Repayment	-0-
Miscellaneous	<u>\$ 25</u>
Total HOME Program Income:	<u>\$ 25</u>

Loans and Other Receivables

As of June 30, 2012, the City of Jackson has the following open outstanding loans:

No. of Loans	Type	Balance
218	Rehab (repayable)	\$2,760,688
60	Lead (forgivable)	182,184
97	Emergency Hazard (repayable)	530,482

The City's only outstanding Section 108 loan was recently paid off. In November 2000, American 1 Federal Credit Union received \$1,285,000 in a Section 108 loan to finance, in part, the renovation of two commercial properties and parking area at 718 and 801 East Michigan Avenue. The objective to create 50 FTE jobs, including hiring 47 low- to moderate-income individuals was successfully fulfilled. American

1 was recently able to obtaining financing with a lower interest rate and, therefore, requested an early payoff of the \$570,000 balance.

The City of Jackson implemented a Deposit Loan program in the early 1980s when mortgage and home improvement loan interest rates were 17% - 20%. It was originally a lump sum deposit and the bank interest earned was used to subsidize the high interest on home improvement loans to between 4% and 8%. As interest rates improved, there was no longer a need for this program; however, the City's agreement with Flagstar Bank required sufficient funds remain in the account to cover the outstanding principal on existing Title I loans. Over time, as the loans have been repaid and less and less interest was needed to subsidize existing loans, the unneeded interest was declared as program income and reused in other block grant eligible activities. Due to inactivity, the Deposit Loan program account will be closed during PY 2012.

No. of Loans	Type	Balance
0	Deposit Loan (repayable)	-0-

The City of Jackson has the following properties for sale that were acquired and/or improved using CDBG funds and are available to sale to low- and moderate-income persons. Several properties will be rehabilitated utilizing Neighborhood Stabilization Program (NSP) funding.

Tax ID No.	Address	
5-0591	208 E Morrell	Demolished December 2011; rehabilitation deemed cost prohibitive
5-1090	140 Stanley	NSP rehab; sold April 2012
5-1345	115 Damon	NSP rehab; sold April 2012
4-0654	941 S Jackson	NSP rehab; sold November 2011
3-1083	702 S Grinnell	Acquired with HOME funds; rehabilitation bids opened July 31, 2012

The following houses are also available for sale, but no CDBG or HOME funds were utilized to acquire or rehabilitate:

Tax ID No.	Address	
7-0348	604 Detroit	NSP rehab; offer accepted August 2012
3-0128	509 W Franklin	NSP rehab; sold May 2012
7-1057	1707 E Ganson	NSP rehab; sold August 2012
3-1630	733 Oakdale	NSP rehab; sold December 2011
8-0356	544 N Pleasant	NSP rehab; sold August 2011

JAHC, Community Action Agency, and Habitat for Humanity have the following properties for sale:

Tax ID No.	Address	
8-1449	622 N Waterloo	Acquired in May 2011; rehab ongoing
4-0925.2	140 Rockwell	Original partner family backed out, new partner family identified and will close in the near future

Tax ID No.	Address	
4-0595	708 S Mechanic	YouthBuild collaborative; original partner family backed out, new partner family identified and will close in the near future
4-0599	806 S Mechanic	YouthBuild collaborative; construction ongoing
7-0702	626 Harris	Construction ongoing
4-0780	132 W Wilkins	Sale closed in August, 2012

HOME Program

Rehabilitation Assistance Neighborhood & Economic Operations	Funding \$185,453 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 18	Actual Units 10

New Construction Greater Jackson Habitat for Humanity	Funding \$75,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased homeownership opportunities	Planned Units 2	Actual Units 0

Acquisition/Rehab/Resale Community Action Agency	Funding \$53,250 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 1	Actual Units 0

Acquisition/Rehab/Resale Neighborhood & Economic Operations	Funding \$240,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 1	Actual Units 0

The goal of using HOME funds in the City of Jackson is to provide decent, affordable housing to low- and moderate-income persons. To accomplish this goal, HOME funds were allocated for rehabilitation assistance, acquisition/rehabilitation/resale, and new construction.

After careful consideration of Jackson Affordable Housing Corporation's (JAHC) performance, staff experience and developer capacity as the City's only Community Housing Development Organization (CHDO), it was determined a new CHDO was required to undertake CHDO-eligible activities. During the past few years, JAHC's progress on completing activities has been slow, the Board of Directors has been

reluctant to start new activities, they no longer have qualified staff except for the Executive Director, and the Executive Director has experienced health and family issues in the past few years that hindered her ability to consistently perform her job duties. For instance, with their last funded project as the City's CHDO, JAHG acquired a modest home at 622 North Waterloo in May 2011, and only recently awarded the rehabilitation bid in June 2012.

The Jackson Overall Economic Stabilization (JOES) Program established the need for strategic initiatives aimed at consolidating and enhancing the City's economic base. To that end, Neighborhood & Economic Operations staff reviewed the viability of homeowner rehabilitation in stabilizing residential neighborhoods. While staff recommended continuance of the owner-occupied rehabilitation program, especially in the City's target neighborhood near Allegiance Health Systems, it also recommended the City Council consider a new approach to providing housing rehabilitation.

The current program of homeowner rehabilitation establishes a cap to the amount of assistance the City can offer in a 20 year deferred loan to the homeowner, thereby limiting the level of rehabilitation that can be conducted. However, establishing a homebuyer program where the City acquires modest single-family homes in need of minor to moderate repair will permit a higher level of rehabilitation to be completed, raising not only the home's value but also that of the neighborhood in which it is sited. This concept is similar to that of the Neighborhood Stabilization Program from the Housing and Economic Recovery Act of 2008. To that end, on June 6, 2012, the City acquired the property at 702 S Grinnell Street. Currently, a rehabilitation cost estimate is being developed for soliciting bids in the near future.

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.

Based on these factors, City Council invited Community Action Agency to apply for 2011-2012 funds as the City's CHDO. After filing an Application of Certification and deemed qualified, CAA applied for and was awarded funding to complete a homebuyer project. Because CAA was very aware of the planning and evaluation processes the City was conducting on vacant housing, it held off selecting a project to acquire and rehabilitate. However, CAA is committed to working with the City to identify a suitable project, especially in light of the FY 2012 HOME Appropriations Laws. The City has set a goal for CAA to identify a project by the end of March 2013 and complete the rehabilitation and resale by June 2016.

The City of Jackson does not use HOME funds for rental housing, so no on-site inspections of rental units were conducted of HOME funded rental housing, and no affirmative marketing was required. No HOME match is required to be paid by the City of Jackson for FY2011 as HUD continues to determine the City is in severe fiscal distress. Forms HUD-40107 (HOME Program +Annual Performance Report) and HUD-40107-A (HOME Match Report) are attached to the CAPER as required.

Housing Opportunity for People with Aids (HOPWA) Program

The City of Jackson does not receive HOPWA funding.

Emergency Shelter Grants (ESG) Program

The City of Jackson does not receive ESG funding.

Julius A. Giglio
City Attorney

Bethany M. Smith
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

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(517) 788-4050
(517) 788-4023
Fax: (517) 788-4059

CITY COUNCIL MEETING
September 25, 2012
NEW BUSINESS

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Bethany M. Smith, Deputy City Attorney *BS*
SUBJECT: Revisions to the Building Code Board of Examiners
and Appeals Fee Resolution

**RECOMMENDATION: To approve the revised Building Code Board of Examiners
and Appeals Fee Resolution.**

Attached please find a proposed Resolution that revises the current fee resolution for the Building Code Board of Examiners and Appeals. The Department of Neighborhood and Economic Operations wishes to give record notice through the recording of a Notice of Decision and Order that will put prospective purchasers of properties on notice that the property has been condemned and the Notice and Order of Condemnation has been upheld by the Building Code Board of Examiners and Appeals. In addition, a new fee for drafting and recording a Release of a Notice of Decision and Order has been added. In order to cover the increased staff time and recording costs, the fees relative to the Building Code Board of Examiners and Appeals will need to be increased.

The requisite action is to approve the resolution.

If council has any questions, please feel free to contact me.

Cc w/att: Patrick Burtch, Acting City Manager
Julius A. Giglio, City Attorney

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City has a Dangerous Structures Ordinance, being Sections 17-26 and 17-27 of the Jackson City Code of Ordinances; and

WHEREAS, the Dangerous Structures Ordinance allows the City to collect fees for costs and expenses incurred by the City in initiating proceedings before the City's Building Code Board of Examiners and Appeals; and

WHEREAS, the Dangerous Structures Ordinance provides in part that such fees for costs and expenses shall be established by Resolution of the City Council; and

WHEREAS, the Community Development Department, Division of Building Inspection, has carefully reviewed the costs and expenses incurred in initiating proceedings before the City's Building Code Board of Examiners and Appeals; and

WHEREAS, the City Council has not increased the costs and expenses for proceedings before the City's Building Code Board of Examiners and Appeals since 1996; and

WHEREAS, the City Council considered the proposed Schedule at its April 13, 2010 meeting and voted to adopt the Schedule as recommended by the Finance Committee;

NOW, THEREFORE, BE IT RESOLVED that pursuant to Chapter 17, Article II of the Jackson City Code, the following is hereby adopted as fees for the costs and expenses identified in Subsection 17-27 (n) of the City's Dangerous Structures Ordinance:

- Any dangerous building or structure posted with a hazardous notice and order as open and accessible or a notice to vacate as unfit for human habitation.....\$ 75.00

- Monthly monitoring fee for condemned, hazardous, or vacated properties\$ 20.00

- Any dangerous building or structure posted with a condemned notice and order that is repaired in accordance with said Notice and Order\$ 175.00

- Any dangerous building or structure for which the Building Code Board of Examiners and Appeals conducts a public hearing and enters a Decision and Order to either continue or dismiss the hearing\$ 175.00

Any dangerous building or structure for which the Building Code Board of Examiners and Appeals enters a Decision and Order to uphold a Notice and Order including recording of a Notice of Decision and Order\$ 330.00

Any follow up inspections required for Building Code Board of Examiners and Appeals hearings whether before or after a final decision\$ 45.00

The recording of a Release of a Notice of Decision and Order of Condemnation.....\$ 40.00

BE IT FURTHER RESOLVED that a copy of the fee schedule shall be provided to the property owner with the first mailing of the Notice and Order; provided, however, all demolition costs, if any, which may be incurred by the City pursuant to a demolition of a dangerous structure, shall continue to be assessed and collected as provided in the Dangerous Structures Ordinance;

BE IT FURTHER RESOLVED that any invoice for a monthly monitoring fee shall be invoiced upon completion of the monthly inspection;

BE IT FURTHER RESOLVED that an invoice for any fee other than the monthly monitoring fee as outlined in the above-recited fee schedule shall be generated either upon the City's determination that the structure is no longer dangerous and unsafe, or upon final disposition by the Board, whichever occurs later; and

BE IT FURTHER RESOLVED that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

* * * * *

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

I, Lynn Fessel, 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 _____, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan on this ____ day of _____, 2012.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

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Any dangerous building or structure for which the Building Code Board of Examiners and Appeals conducts a public hearing and enters a Decision and Order to either continue or dismiss the hearing\$ 175.00

Any dangerous building or structure for which the Building Code Board of Examiners and Appeals enters a Decision and Order to uphold a Notice and Order, including recording of a Notice of Decision and Order\$ 330.00

Any follow up inspections required for Building Code Board of Examiners and Appeals hearings whether before or after a final decision\$ 45.00

The recording of a Release of a Notice of Decision and Order of Condemnation.....\$ 40.00

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BE IT FURTHER RESOLVED that any invoice for a monthly monitoring fee shall be invoiced upon completion of the monthly inspection;

BE IT FURTHER RESOLVED that an invoice for any fee other than the monthly monitoring fee as outlined in the above-recited fee schedule shall be generated either upon the City's determination that the structure is no longer dangerous and unsafe, or upon final disposition by the Board, whichever occurs later; and

BE IT FURTHER RESOLVED that any provision of any other Resolution which is in conflict with this Resolution shall be, and the same is hereby, rescinded.

* * * * *

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

I, Lynn Fessel, 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 _____, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan on this ____ day of _____, 2012.

Lynn Fessel, City Clerk



**CITY COUNCIL MEETING
SEPTEMBER 25, 2012**

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Daniel P. Greer, 3rd Ward City Councilmember *DPG*
DATE: September 18, 2012
SUBJECT: Ballot Proposal 5 – Proposed State Constitution Amendment

RECOMMENDATION:

Resolution supporting a “NO” vote on the proposed “Super-Minority” Constitutional Amendment being placed on the November 6, 2012, General Election ballot.

As you can see from the attached white paper regarding statewide Ballot Proposal 5, the effects from this amendment to our State Constitution would not only have far-reaching negative effects on local municipalities, but also school districts, the business community, and families to name a few. I ask for your support in passing this resolution which clearly states the City of Jackson's opposition to this ballot proposal. Simply stated, it would be bad public policy, as shown from the other states that have this in their Constitution's. Thank you in advance for your support. Please feel free to contact me should have any questions.

DPG:skh

Attachment

**RESOLUTION SUPPORTING A “NO” VOTE ON
“SUPER-MINORITY” CONSTITUTIONAL AMENDMENT**

BY THE CITY COUNCIL:

WHEREAS, the Michigan Supreme Court has ordered that a “Super-Minority” Constitutional Amendment be placed on the November 6, 2012, General Election ballot; and

WHEREAS, this Constitutional Amendment would end simple majority democracy on tax issues in Lansing, and allow a minority of one-third of the members of the House or Senate to block very important tax reforms; and

WHEREAS, only 13 state Senators in Lansing would gain the power to block the votes of the other 135 members of the House and Senate making it nearly impossible to end tax breaks and loopholes currently in Michigan tax law that benefit powerful and rich special interests and their lobbyists over ordinary taxpayers; and

WHEREAS, only seven other states have the provision in their constitution; one state, Mississippi, is the poorest state in the nation; another state, Nevada, has the nation’s highest unemployment rate, and, one of the states, California, failed to balance its state budget on time in 16 of 20 years because the requirement creates partisan gridlock and makes it nearly impossible for politicians to solve problems cooperatively; and

WHEREAS, if this “Super-Minority” Constitutional Amendment should pass on November 6th, our local taxes would almost predictably increase, and in addition, the state’s credit rating would almost certainly plummet, forcing taxpayers at the state and local levels to pay more to cover the costs of borrowing to pay for roads, bridges, schools, and other critical infrastructure needs,

NOW, THEREFORE, BE IT RESOLVED, that the Jackson City Council hereby supports a “NO” vote on this “Super-Minority” Constitutional Amendment and call upon all citizens and taxpayers of the City of Jackson to defeat this dangerous and deceitful hijacking of the State Constitution by voting a resounding “NO” on this proposed amendment at the polls on November 6, 2012.

MOVED by _____ SECONDED by _____ that the Resolution be adopted.

AYES: _____
NAYS: _____
ABSENT: _____

What Michigan Voters Need to Know about Proposal 5

Creating Super Powers for a Super-Minority

Proposal 5 would amend Michigan's Constitution to give a small minority of lawmakers — as few as just 13 state senators — the power to control the state's financial future forever.

Proposal 5 would require a supermajority 2/3 vote of both the state House and Senate before any state tax could be enacted or raised, or the rate or base of taxation increased. In modern history no state tax or tax increase has ever passed the Legislature with a supermajority vote. It has never happened. So in effect, Proposal 5 would make it practically and politically impossible to ever pass a state tax or major tax reform again regardless of the financial circumstance or emergency.

It is important that the public understands the sweeping effects of Proposal 5 on health care, transportation (roads and bridges), K-12 and higher education, the state's credit rating, local taxpayers, public safety and more. It is also important to understand the metrics of the seven states that have this extreme and dangerous mandate of minority rule enshrined in their constitutions. These states tend to be poor (Mississippi is the poorest state in the nation) and in extreme or ongoing fiscal distress (Nevada has the nation's highest unemployment rate, and California consistently fails to meet its constitutional deadline for balancing the state budget).

Proposal 5 would damage Michigan's ability to invest in its future, modernize its tax system and solve unforeseen financial emergencies. Proposal 5 would lower the state's credit rating, thereby driving borrowing costs higher when state and local governments bond to build new roads and bridges, schools, senior centers and parks, and create the kinds of cities young talented people are seeking. Proposal 5 would cost the state jobs by allowing out-of-state companies to continue to receive sales tax breaks while imposing those taxes on Michigan retailers. Proposal 5 would force the closure of hospitals due to a massive shortfall in state Medicaid funds, and it would mean Michigan would become an even greater donor to other — mostly southern — states when it comes to federal funds.

A few specific examples of how Proposal 5 would impact Michigan:

1. ***Creating a shortfall in funds to fix and build roads and a modern mass transit system for Michigan:*** The state needs to raise money to replace shortfalls in the state's gasoline tax. An increase in funding for transportation and transit is supported by business and labor groups, by Gov. Snyder and other leaders. Failure to raise additional resources will mean the state will not be able to receive its full allocation of federal gasoline taxes, letting other,

less deserving states receive those funds. No transportation tax in recent history has passed by a two-thirds majority in both houses. No responsible lawmaker believes the proposal offered by Gov. Snyder would receive such support.

2. ***Local property taxes will increase:*** In superminority states, the trend is clear: State government fails to meet its obligations, and those obligations fall to local governments and schools, which are forced to increase local property taxes. This leads to inequity and disparities between communities in taxes and services. Since most local taxes are property-based, businesses often carry a disproportionate share of those taxes, since local officials and voters can raise tax taxes with little input from business owners. One can expect to see this trend in Michigan, as well.
3. ***Responsible personal property tax reform will be dead:*** The governor and others have agreed that significant replacement revenue is vital as part of a personal property tax reform. The current package of legislation fails that task, according to the Senate Fiscal Agency, meaning additional action is given if the state doesn't want to put more municipalities and school districts in fiscal crisis. That replacement tax will need a 2/3 majority to pass. It is impossible to see a scenario where that will happen.
4. ***The state will be unable to modernize its tax system in a revenue neutral way:*** Michigan policymakers recognize that at times the state must adapt to changes in economics or culture and lower one tax while raising another to help create equity and jobs or address unforeseen trends or emergencies. This happened most recently when Gov. Snyder cut taxes on businesses but raised them on some individuals. Loopholes that help a special interest may be closed, with resulting revenue increases used to lower tax rates overall. Such changes will be impossible in the future – indeed, the governor received only the minimal level of support in his signature accomplishment so far.
5. ***Blowing a major hole in the state's Medicaid budget:*** Michigan's hospitals are required by law to treat all patients who pass through their doors regardless of ability to pay. One way to cover those costs and to maximize access to care for all Michigan citizens is to maintain a robust Medicaid system for low-income children and families and senior citizens. Failure to provide those funds will likely mean major difficulties in maintaining access to critical services, particularly for many smaller hospitals in rural areas and Northern Michigan, putting families at risk by requiring them to drive hours for medical care.

The state's Medicaid system today is paid for in part by a tax approved by the Legislature in 2011, the paid claims tax that raises \$400 million and is matched by \$800 million more in federal funds. This tax sunsets on December 31, 2013. It was approved by a bare majority of lawmakers in

2011. No responsible lawmaker believes this tax will be reapproved by a two-thirds majority, which would blow a \$1.2 billion hole in Michigan's health care system.

6. ***Michigan's retailers will continue to lose sales and shed jobs as out-of-state retailers avoid collecting sales taxes:*** Michigan's sales tax collection system is outmoded, as more and more products are bought online from out-of-state retailers who avoid collecting sales taxes that are collected by retailers on Michigan's Main Streets. Faced with this unfair competition and built-in 6 percent price disadvantage, Michigan retailers have been laying off workers and closing their doors. Other states have passed laws to close this loophole, which costs Michigan about \$289 million annually, according to a Public Sector Consultants study. Other states, including Indiana most recently, have reached collection agreements with out-of-state retailers exploiting the loophole. Michigan could be prevented from closing this loophole through legislative action if just 13 members of the Michigan Senate should say "no" to this basic piece of tax fairness.

7. ***Michigan's credit rating will suffer, driving up government debt and costs:*** No state with a superminority provision covering its overall tax system has a AAA bond rating from Standard and Poors. Should this proposal pass, Michigan will never gain achieve that important rating, which brings with it lower interest rates for state and local borrowing. Indeed, it is likely that the current rating will drop. This will make it more expensive to build firehouses and schools, roads and bridges, and hurt the state's overall infrastructure needed to prosper in the international economy.

8. ***The state's prosperity will suffer:*** Only seven other states have supermajority requirements in their constitutions. Not one is in the top 10 states for personal income. Most are in the bottom half of income compared to other states. Most have higher unemployment rates than the national average. Bottom line: Supermajority states are not prosperous states – in fact, they are most likely to be poor states with little ability to attract the good paying jobs of the future.

For additional information, including a list of those opposing Proposal 5 please visit: www.defendmidemocracy.com



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 18, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Corrective Resolution for Special Assessment Roll No. 4212

**CONSIDERATION OF A CORRECTIVE RESOLUTION
FOR SPECIAL ASSESSMENT ROLL NO. 4212 FOR
DELINQUENT MISCELLANEOUS GENERAL FUND
ACCOUNTS RECEIVABLE, CONFIRMED ON
SEPTEMBER 11, 2012**

Attached please find a corrective resolution for Special Assessment Roll No. 4212 for Delinquent Miscellaneous General Fund Accounts Receivable, confirmed on September 11, 2012.

On September 14, it was discovered that a website credit card payment was made on September 3, 2012, on Invoice No. 1100006001 in the amount of \$106.33. This Invoice should not have been included on Roll No. 4212 and the proper recommended action is to delete it by adopting the corrective resolution.

C: Deputy City Manager

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous General Fund accounts receivable, which assessments were by him placed on Assessment Roll No. 4212 and were reported to the City Council at its regular meeting held on the 14th day of August 2012; and

WHEREAS, on September 11, 2012, the City Council held a public hearing and confirmed said roll; and

WHEREAS, it was discovered that a website credit card payment was made on September 3, 2012, on Invoice No. 1100006001 in the amount of \$106.33.

NOW, THEREFORE, BE IT RESOLVED that the assessment on Stencil No. 8-1977 in the amount of \$106.33 (Invoice No. 1100006001) is hereby deleted.

* * * * *

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

I, Lynn Fessel, 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 25th day of September, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 26th day of September, 2012.

Lynn Fessel, City Clerk



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 18, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk *Lynn*
SUBJECT: Corrective Resolution for Special Assessment Roll No. 4213

**CONSIDERATION OF A CORRECTIVE RESOLUTION
FOR SPECIAL ASSESSMENT ROLL NO. 4213 FOR
DELINQUENT MISCELLANEOUS BUILDING
DEPARTMENT FUND ACCOUNTS RECEIVABLE,
CONFIRMED ON SEPTEMBER 11, 2012**

Attached please find a corrective resolution for Special Assessment Roll No. 4213 for Delinquent Miscellaneous Building Department Fund Accounts Receivable, confirmed on September 11, 2012.

On September 14, it was discovered that a website credit card payment was made on August 21, 2012, on Invoice No. 1100004350 in the amount of \$22.75. This Invoice should not have been included on Roll No. 4213 and the proper recommended action is to delete it by adopting the corrective resolution.

C: Deputy City Manager

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Building Department Fund accounts receivable, which assessments were by him placed on Assessment Roll No. 4213 and were reported to the City Council at its regular meeting held on the 14th day of August 2012; and

WHEREAS, on September 11, 2012, the City Council held a public hearing and confirmed said roll; and

WHEREAS, it was discovered that a website credit card payment was made on August 21, 2012, on Invoice No. 1100004350 in the amount of \$22.75.

NOW, THEREFORE, BE IT RESOLVED that the assessment on Stencil No. 8-1696 in the amount of \$22.75 (Invoice No. 1100004350) is hereby deleted.

* * * * *

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

I, Lynn Fessel, 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 25th day of September, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 26th day of September, 2012.

Lynn Fessel, City Clerk



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.22

**FINAL ADOPTION OF ORDINANCE NO. 2012.22 AMENDING CHAPTER 28,
CITY CODE, TO MAKE MINOR REVISIONS TO SECTION 28-115, WHICH
DEALS WITH BUILDING DESIGN STANDARDS**

Attached please find Ordinance No. 2012.22 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012. ____

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to make minor revisions to Sec. 28-115, which deals with building design standards.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To make minor revisions to the standards for building design which preserve and protect the traditional urban form of the City of Jackson, enhance the economic vitality of its various commercial areas, prevent blight, and protect property values.

Section 2. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SUPPLEMENTAL PROVISIONS

Sec. 28-115. Building design standards.

- (a) *Intent.* The intent of these regulations is to provide specific design guidelines that achieve the following:
- (1) Encourage development and redevelopment that protects and enhances the traditional character of neighborhoods and other areas of the City, fits within its traditional urban form, and creates a character that reinforces a sense of community identity;
 - (2) Encourage a form of development that will achieve the physical qualities necessary to maintain and enhance the economic vitality of the various business districts, maintain the desired character of the City, prevent the creation of blight, and protect property values;
 - (3) Promote the preservation and renovation of historic buildings and sites; and ensure new buildings are compatible with, and enhance the character of, the City's cultural, social, economic, and architectural heritage;
 - (4) Implement objectives of the Comprehensive Plan.
- (b) *Applicability.* All uses except one-family and two-family residential must comply with the design standards of Subsections 28-115 (c), (d), and (e) under the following circumstances:
- (1) *New buildings:* All uses, except one-family and two-family residential, that receive site plan approval for construction of a new building after the effective date of this Section must fully comply with its design standards. Refer to Subsection 28-115 (g) for building design standards for one-family and two-family dwellings.

- (2) *Expansions to buildings:* For buildings existing prior to the effective date of this Section, major building improvements or expansions that require site plan approval may be permitted by the Zoning Administrator (or designee) or Planning Commission without a complete upgrade to meet the standards of this Section, provided there are reasonable improvements to the building in relation to the scale and construction cost of the building improvements or expansion. Major exterior renovations must be consistent with the building design standards herein to the extent deemed practical.
 - (3) *Minor improvements to buildings:* For buildings existing prior to the effective date of this Section, minor changes, improvements, and modifications that are approved administratively will be permitted, provided the improvements do not increase non-compliance with the requirements of this Section.
- (c) *Exterior wall design standards.*
- (1) *Wall materials.* The use of exterior wall materials on walls that are visible from a public road, alley or a parking lot must be in compliance with the maximum percentages permitted in the “Table of Acceptable Exterior Wall Materials.”

Table of Acceptable Exterior Wall Materials

Building Materials	Maximum Percent of Wall That May be Covered by Certain Building Materials by Zoning District (see Subsections (a) and (b))					
	R-3 R-4 R-6	C-1 C-2	C-3	C-4	I-1	I-2
Brick or face brick	100%	100%	100%	100%	100%	100%
Stone (cut)	100%	100%	100%	100%	100%	100%
Split face block	NP	NP	NP	50% (f)	50% (f)	50% (f)
Cast stone (see Subsection (e))	100%	100%	100%	100%	50%	50%
Precast concrete	NP	NP	NP (g)	NP (g)	100%	100%
Concrete formed in place	NP	NP	NP (g)	NP (g)	100%	100%
Metal	NP	NP	NP (h)	NP (h)	75% (c)	75% (c)
Reflective glass	NP	NP	25%	25%	50%	50%
Glass block	25%	25%	NP	25%	25%	25%
Wood siding (see Subsection (i))	100%	100%	NP	50%	75%	25%
Vinyl siding	100%	50%	NP	25%	50%	25%
Finishes (see Subsection (d))	50%	50%	50%	50%	50%	50%

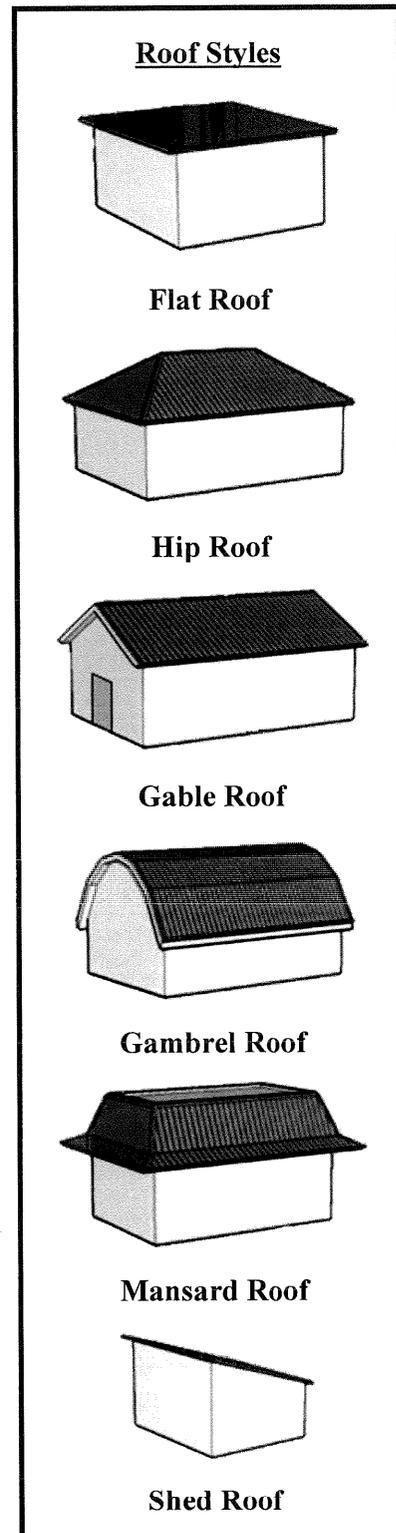
Key: NP = not permitted

- a. Does not include facade areas consisting of doors and windows.
- b. All walls exposed to public view from a public street, alley or an adjacent residential area must be constructed of not less than seventy-five (75%) brick, face brick, stone or cast stone.
- c. Includes flat sheets and seamed or ribbed panels, including aluminum, porcelain and stainless steel and similar material. Such materials cannot be used where contact with vehicles may occur, such as parking areas, traffic ways, and loading areas, unless such walls are adequately protected to prevent damage.

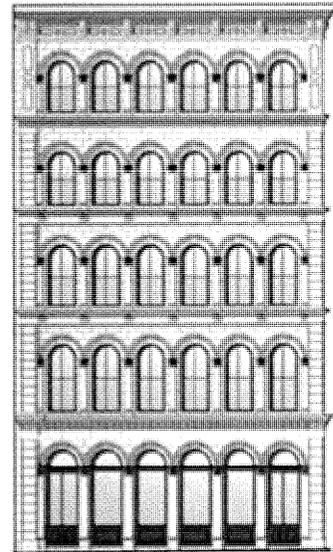
- d. Includes fiberglass, reinforced concrete, polymer plastic (fypon), exterior insulation and finishing systems (EIFS), plaster, stucco and similar materials. Such materials cannot be used where contact with vehicles may occur, such as parking areas, traffic ways, and loading areas, unless such walls are adequately protected to prevent damage.
 - e. The cast stone, including lightweight artificial stone building panels, must complement other materials found in the surrounding area and be approved by the Zoning Administrator (or designee) upon the review of building facade elevations submitted by the applicant.
 - f. A maximum coverage of 50% split faced concrete block is permitted in the C-4 District only upon special approval from the Zoning Administrator (or designee) where the applicant demonstrates special conditions that limit use of other materials and demonstration that other site and building design enhancements are provided. The height limit for split-faced concrete block in the I-1 and I-2 districts is six (6) feet or 30% of the building facade.
 - g. Parking structures may use precast concrete or concrete formed in place if approved by the Zoning Administrator (or designee) upon the review of building facade elevations submitted by the applicant.
 - h. Decorative metal and other embellishments may be used if approved by the Zoning Administrator (or designee) upon the review of building facade elevations submitted by the applicant.
 - i. Must be clapboards, shiplap, cedar shingles, or similar materials approved by the Zoning Administrator (or designee) upon the review of building facade elevations submitted by the applicant.
- (2) *Allowance for other materials.* The Zoning Administrator (or designee) or Planning Commission may waive strict compliance with the Subsection 28-115 (c)(1) when the qualities below listed as a through e can be demonstrated. Review and consultation by the appropriate design professional is encouraged before a final determination is made. The proposed building design and materials schedule must be accompanied by a written design statement which describes how the selected wall materials and material combinations will be consistent with and enhance the building design.
- a. The design and materials are found to be in keeping with the character and history of the neighborhood or other area of the City;
 - b. The materials are found to be permanent and durable;
 - c. The design and materials are compatible with the type of use and development proposed;
 - d. The design and materials can easily be adapted to another use in the future; and
 - c. The design and materials meet the intent of this Section.

- (3) *Mixture of materials.* The application of these standards promotes integration and mixture of materials where more than one (1) material is used on a building. If only one (1) material is used, architectural detailing and articulation, massing, texture and form must be introduced into the building design. Building roof materials must be in harmony with the style and material used on the building walls.
 - (4) *Long walls.* When building walls are one hundred (100) feet or greater in length, design variations must be applied to assure that the building is not monotonous in appearance. Such variations include but are not limited to the following:
 - a. Recess and projections along the building facade. Variations in depth should be a minimum of ten (10) feet;
 - b. Architectural details or features;
 - c. Enhanced ornamentation around building entryways;
 - d. Landscaping;
 - e. Streetscape elements; and
 - f. Variations in building height.
 - (5) *Colors.* Information on building colors must be submitted with the site plan and considered to be part of any site plan approval under Section 28-135. Colors must be compatible with the surrounding area, as agreed to by the Zoning Administrator (or designee) or Planning Commission.
- (d) *Roof design standards.*
- (1) *Compatible design character.* Roof design and materials are considered to be key elements to the City character, and thus must be consistent with the character of the neighborhood or other area of the City. As a part of building design, roofs must be designed in keeping with the overall architecture of the building.
 - (2) *Roof materials.* The following regulations apply to roof materials:
 - a. Asphalt, fiberglass, tile, slate or cedar shingles may be used in all districts.
 - b. Standing seam metal roof systems will be permitted only in the C-1, C-2, C-4, I-1, and I-2 districts, with the exception of non-residential structures in the R-4 and R-6 districts.
 - c. In the I-1 and I-2 Districts, asphalt, fiberglass, tile, slate, cedar or standing seam metal roofing are permitted.
 - d. Asphalt shingles must be heavily textured with colors that are compatible with the building architecture.
 - e. When permitted, the color of standing metal seam roof systems must be subtle and compatible with exterior building materials.

- (3) *Roof style in the R-3, R-4 and R-6 districts.* These districts are intended to maintain a residential character in the City and to be compatible with nearby one-family and two-family neighborhoods. To meet this intent the following roof style elements are required:
- Pitched roofs are required.
 - All roofs must be gambrel, hip or gable roof styles.
 - The slope of the roof must not be less than six on twelve (6:12).
 - Additional roofline treatments are encouraged and may be required by the Zoning Administrator (or designee) or Planning Commission in order to minimize the mass of the roof and in order to promote the residential character. These treatments include, but are not limited to offset rooflines, dormer windows, cupolas, additional accent gables and covered entryways.
- (4) *Roof style in the C-3 district.* New building construction must blend with the existing established building line of the Central Business District. The buildings must be a minimum of two stories or have the appearance of multiple stories. Roofs must be flat with a minimum three (3) foot high parapet and decorative cornices, in keeping with the historic architecture of the Central Business District. An enclosure must be provided that is at least one (1) foot higher than rooftop mechanical equipment that is taller than three (3) feet.
- (5) *Roof style in the C-1, C-2, I-1, and I-2 districts.* New building construction in these districts should attempt to emulate the design character and history of the City. At the same time, the buildings must accommodate the types of uses and sites proposed. As such, the following roof styles are required:



- a. A pitched roof is required;
 - b. The slope of the roof must be at least six on twelve (6:12);
 - c. Additional roofline treatments are encouraged and may be required by the Zoning Administrator (or designee) or Planning Commission in order to minimize the mass of the roof and in order to promote the residential character. These treatments include, but are not limited to dormer windows, cupolas, additional accent gables and covered entryways; and
 - d. The Zoning Administrator (or designee) or Planning Commission may allow a gentler slope roof – including a flat roof with a minimum three (3) foot high parapet and decorative cornices consistent with the design standards of Subsection 28-115 (d)(4).
- (6) *Screening rooftop equipment.* Rooftop equipment must be screened from view of adjacent properties and public rights-of-way. The method to screen rooftop equipment must be compatible with the building through color, scale, materials, and architectural style. The Zoning Administrator (or designee) or Planning Commission may require cross-section details to confirm compliance.
- (e) *Fenestration of nonresidential buildings in the R-4, R-6, C-1, C-2, C-3 and C-4 Districts.*
- (1) Windows and doors must comprise at least forty percent (40%) of the first floor front facade of a building.
 - (2) The window area of a facade above the first floor cannot exceed thirty-five percent (35%) of the total facade area of that floor.
 - (3) Windows above the first floor must be vertical in proportion. Large windows must be broken-up to maintain a vertical proportion.
 - (4) Window areas must be non-reflective glass and clear or lightly tinted in color.
 - (5) Double or fixed hung windows must be used in all retail applications.
 - (6) Sliding windows and doors will not be permitted in the C-3 District.
 - (7) The window encasement cannot have exposed metal in the C-3 District.
 - (8) Window areas cannot be permanently blocked in a manner that obstructs views into the buildings, such as shelving, unless it is used as a display case for products sold on-site.

Fenestration Example

- (f) *General building design accent standards.*
- (1) *Front facade.* Blank walls cannot face a public street. Walls facing a public street must include windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials. A prominent and usable public building entrance must be provided at the front of the building. Wall massing must be broken up with vertical pilasters or other architectural elements to reduce scale.
 - (2) *Pedestrian orientation.* Buildings must be designed at a pedestrian scale with relationship to the street and sidewalk. Buildings must include windows that face the sidewalk and street. Convenient and safe pedestrian access must be provided between the public sidewalk and the building entrance.
 - (3) *Awnings.* Awnings with straight sheds may supplement facades. Awnings cannot be cubed or curved except over doorways. Awnings must be of an opaque material. Translucent or internally lit awnings will not be permitted. In no case may awnings be designed to cover more than thirty-five (35%) percent of the height of each story of a building.
 - (4) *Canopies.* Canopies, such as over gasoline pumps or drive-through structures, must be designed to be consistent with the approved building materials and colors. Support columns must be brick or comprised of materials compatible with the principal structure. The Zoning Administrator (or designee) or Planning Commission may require a peaked roof to complement the principal building. Any canopy lighting must be flush with the canopy.
 - (5) *Neon.* Exposed neon will not be permitted on a building.
 - (6) *Quality and workmanship.* This Section is not intended to regulate the quality, workmanship and requirements for materials relative to strength and durability.
- (g) *Building design standards for one-family and two-family dwelling units.* The following are building design standards for one-family and two-family dwelling units.
- (1) *Applicability.* The regulations of this Subsection apply to one-family and two-family dwelling unit construction under the following circumstances:
 - a. *New dwellings:* All new one-family and two-family dwelling construction that requires a building permit after the effective date of this Section must fully comply with the design standards of this Subsection.
 - b. *Expansions to dwellings:* For dwellings existing prior to the effective date of this Section, major improvements or expansions that require a building permit may be permitted without a complete upgrade to meet the standards of this Subsection. Reasonable improvements are required in relation to the scale and construction cost of the project. Major exterior renovations must be consistent with the building design standards herein to the extent deemed practical.

- c. *Minor improvements to dwellings:* For dwellings existing prior to the effective date of this Section, minor changes, improvements, and modifications that require a building permit will not be required to comply with this Subsection, provided the improvements do not increase non-compliance with the requirements of this Subsection.
- (2) *Intent.* The purpose of this Subsection is to establish standards and regulations governing the location and appearance of one-family and two-family dwelling units in the City of Jackson that are either developed as a new neighborhood or as in-fill housing in an existing neighborhood. It is the intent of these regulations to allow a mix of housing types and living styles in a manner that will not adversely affect existing neighborhoods. For this reason, standards have been set that will regulate the appearance of one-family and two-family dwellings, allowing only those that are compatibly similar in appearance to houses on individual lots in all zoning districts that allow one-family and two-family residences. These regulations will not apply to one-family dwellings located within a state licensed manufacturing housing community.
- (3) *Permits:* Prior to the construction or installation of a one-family or two-family dwelling unit on a residential lot, the individual must obtain a building permit from the Chief Building Official (or designee).
- (4) *General appearance and site standards.* To ensure the compatibility in appearance of one-family and two-family dwelling units, such units must meet the following design and site standards:
- a. Be constructed to the most current State or Federal Building Standards. These include the Stille-DeRossett-Hale Single State Construction Code Act (PA 230 of 1972, MCL 125.1501 et seq.), as amended, and the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. 5401 et seq.), as amended (regulations are at 24 CFR parts 3280, 3282, 3284, 3285, 3286, 3288, and 3800).
 - b. Have a minimum dimension of twenty (20) feet.
 - c. Comply with the gross floor area and lot coverage standards for one-family or two-family dwelling units set forth in Section 28-73. To ensure that neighboring dwellings are compatible in scale and mass, the City may require units to be not less than 90% and no more than one hundred and thirty-five percent (135%) of the average floor area and lot coverage of other one-family or two-family dwelling units within three hundred (300) feet of the subject lot, including dwelling units on both sides of the street of the same block.
 - d. Have two (2) exterior doors (front and rear, or front and side), and where there is a difference in ground elevation, steps must be permanently attached on a frost depth foundation either to the perimeter wall, as outlined in Subsection 28-115 (f) below, or to porches connected to the perimeter wall.

- e. Have a roof with a minimum four on twelve (4:12) pitch and minimum eight (8) inch eave, and with a drainage system that will collect and concentrate the discharge of storm water or snow away from the sides of the dwelling. The roof must have wood shake, asphalt or other acceptable shingles, and meet the snow load standards for this portion of the State of Michigan.
- f. Have an exterior finish architecturally compatible to that of other similar homes in the surrounding area.
- g. Be firmly attached to a permanent foundation constructed on the site in accordance with Chapter 5 of the City Code and must have a wall of the same perimeter dimensions of the dwelling and constructed of such materials and type as required in the applicable building code for one-family or two-family dwellings. In the event that the dwelling is a manufactured home, as defined herein, such dwelling must be installed pursuant to the manufacturer's setup instructions and must be secured to the premises by an anchoring system or device complying with the rules and regulations of the Michigan Manufactured Housing Commission and must have a perimeter wall as required above.
- h. Have a design and appearance determined compatible by the Zoning Administrator upon review of the plans submitted for a particular dwelling. An aggrieved party may appeal the Zoning Administrator's decision to the Board of Appeals as required by Section 28-239.
- i. Be determined compatible, based upon the character, design and appearance of one (1) or more residential dwellings within two thousand (2,000) feet of the subject dwelling provided the surrounding existing dwellings considered are located outside of a manufactured housing community. The foregoing will not be construed to prohibit innovative design concepts involving such matters as solar energy, view, unique land contour, or relief from the common or standard design homes.
- j. Be connected to a public sewer or water system and/or waste treatment or potable water supply system approved by the City of Jackson, or other applicable agencies such as the Michigan Department of Environmental Quality.
- k. Orient all dwelling units toward the public right-of-way such that the facade that faces the street contains a door, windows and other architectural features customary of the front facade of a residence.
- l. Provide concrete sidewalks in accordance with the City sidewalk policy within the dedicated right-of-way along the frontage length of all parcels. An inclined approach is required where sidewalks intersect curbs for barrier free access. The inclined approach must comply with grades established by MDOT. Required sidewalks may be installed following the construction of the dwelling unit. However, a certificate of occupancy will not be issued until the sidewalk is installed along the individual lot's frontages. If the Zoning Administrator determines that, due to weather conditions, sidewalk installation should be de-

layed, a certificate of occupancy may be issued. In which case, a performance guarantee must be provided to the City as required by Section 28-165. The sidewalk must be installed within six months of issuance of the certificate of occupancy. The Zoning Administrator will schedule a follow-up inspection.

- m. All residential driveways must have a concrete approach and a hard-surfaced driveway of concrete or plant-mixed bituminous material in accordance with specifications of the City or other applicable agencies such as the Michigan Department of Transportation. Approaches must be six (6) inches thick, concrete, with the sidewalk floating separate from approaches. The minimum asphalt depth for driveways must be three (3) inches. The minimum concrete depth for driveways must be four (4) inches. Up to two (2) dwellings may be permitted to share a driveway provided it complies with these construction standards.
- n. The provisions of this Subsection will not apply to manufactured homes situated in licensed manufactured housing communities.
- o. Accessory structures must comply with the standards of Section 28-120 and the building design must match that of the dwelling on the site.

Section 3. Effective Date

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



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

SUBJECT: Final Adoption of Ordinance No. 2012.23

FINAL ADOPTION OF ORDINANCE NO. 2012.23 AMENDING CHAPTER 28, CITY CODE, TO REVISE SECTION 28-110, WHICH CONTAINS STANDARDS FOR ENVIRONMENTAL PROTECTION AND ADDING SELECT DEFINITIONS TO SECTION 28-5.

Attached please find Ordinance No. 2012.23 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012. ____

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan to revise Sec. 28-110, which contains standards for environmental protection, and adding select definitions to Sec. 28-5.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To add and revise various standards, which protect the environment of the City of Jackson, thereby enhancing its economic vitality and protecting property values.

Section 2. That Article I of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE I. IN GENERAL

...

Section 28-5. Definitions.

...

Dumpster means a waste receptacle having a capacity of at least one (1) cubic yard and utilized for the temporary storage of refuse pending collection.

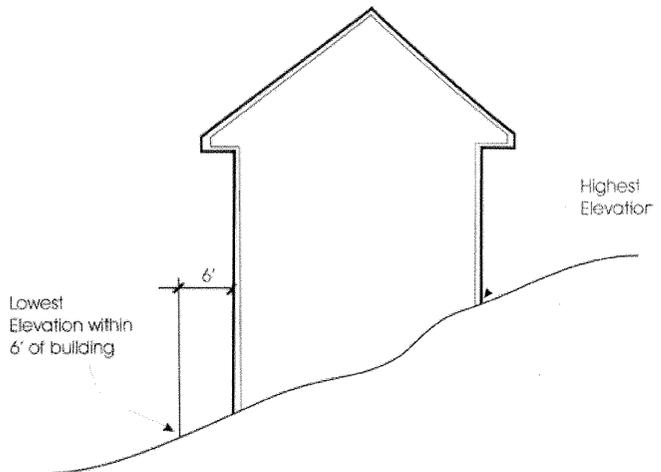
...

Filling means the depositing or dumping of any matter onto, or into the ground, except common household gardening and general farm care.

...

Grade

- (1) *Average grade* means the arithmetic average of the finished grade and highest elevation in an area within six (6) feet of the foundation line of a building or structure.
- (2) *Existing grade* means the elevation of the ground surface in its natural state, before construction begins.
- (3) *Finished grade* means the lowest point of elevation between the exterior wall of the structure and a line within six (6) feet from the exterior wall of the structure.



...

Soil removal means the removal of any kind of soil or earth matter, including top soil, sand, gravel, clay, or similar materials, or combination thereof, except common household gardening and general farm care.

Section 3. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SITE AND BUILDING DESIGN STANDARDS

...

Section 28-110. Environmental protection standards.

- (a) *Intent.* The intent of including environmental protection standards is to ensure that development in the City of Jackson that is reviewed, approved and completed under the regulations of this Ordinance is compatible with the natural systems of this City including woodlands, wetlands, the Grand River and other drainage courses, soils, air and the overall natural quality of life. These features are sensitive and can be negatively impacted by development. The following standards seek to minimize these impacts and are in addition to state regulations related to natural features such as the Natural Resources Environmental Protection Act (PA451 of 1994, MCL 324.101 *et sec*), as amended.
- (b) *Soil removal, filling, and grading standards.*
- (1) *Applicability.* No person is authorized to undertake any tree clearing, grading, stripping, excavating or filling, or undertake any earth change, unless the Zoning Administrator (or designee) has issued a valid grading permit in consultation with the City Engineer (or designee).
 - (2) *Exceptions to applicability.* A grading permit is not required under the circumstances described below. Even though no permits are required for these instances, those operations and construction exempted from obtaining permits must still be in compliance with the rules and regulations concerning grading and erosion specified in this ordinance or other applicable laws and ordinances.
 - a. The activity is associated with an approved site plan, subdivision plat, site condominium plan or private street approval.
 - b. Plowing and tilling of land for purposes of gardening or urban farming provided that:
 1. The activity meets the requirements of this section;
 2. The activity complies with Article V, Post-Construction Stormwater Management for New Development and Redevelopment, of Chapter 27 and the City's Stormwater Management Manual; and
 3. A soil erosion and sedimentation control permit is obtained from Jackson County, if required by Part 91, Soil Erosion and Sedimentation Control,

of the Natural Resources and Environmental Protection Act (PA 451 of 1994, MCL 324.9101), as amended.

- c. The activity involves a volume of soil less than one hundred (100) cubic yards, provided the alteration meets the requirements of this Section.
 - d. The activity is associated with grading or excavating for a building or structure that was authorized by another valid permit.
 - e. If the Zoning Administrator (or designee) certifies in writing that the planned work and the final structure or topographical changes will not: result in or contribute to soil erosion or sedimentation of the water of the state; interfere with any existing drainage course in such a manner as to cause damage to any adjacent property or result in the depositing of debris or sediment on any public way; create any hazard to any persons or property; or have a detrimental influence upon the public welfare or upon the total development of the watershed.
- (3) *Grading permit review and approval procedures.* A separate application is required for each grading permit and the following procedure will apply:
- a. Submission of a completed application as required in Subsection 28-110 (b)(4) and the required fee to the Zoning Administrator (or designee).
 - b. The Zoning Administrator (or designee) will review the application for conformance with Subsection 28-110 (b)(4) and (5). The Zoning Administrator (or designee) may require a re-submittal, or additional information. If the Zoning Administrator (or designee) determines the application complies with the ordinance, the permit will be issued.
 - c. The Zoning Administrator (or designee) will inspect the work upon completion to confirm compliance with the approved plan.
- (4) *Application information requirements.* The plans must be prepared or approved by a person who is trained and experienced in soil erosion and sedimentation control methods and techniques. The plans and specifications accompanying the grading permit application and required fee will be submitted to the Zoning Administrator (or designee) and contain the required data listed below.
- a. A vicinity sketch indicating the site location as well as the adjacent properties within one hundred (100) feet of the site boundaries.
 - b. Scale and north arrow for the plan.
 - c. Name, address and telephone number of the landowner, developer and petitioner.
 - d. The location of existing and proposed utility structures, ditches, culverts.
 - e. The location and distance of drainage structure to which the site will drain.

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- f. The location of existing and proposed buildings and structures.
 - g. A description and details of soil erosion control methods.
 - h. Existing and proposed spot elevations and indicators of existing and proposed drainage patterns for the site and adjacent properties within one hundred (100) feet of its boundaries. The Zoning Administrator (or designee), in consultation with the City Engineer (or designee), may also require existing and proposed topographic contours at no less than 2-foot intervals if he or she determines them to be necessary.
 - i. A timing schedule indicating the anticipated starting time and completion dates for the project.
 - j. Any additional information deemed necessary by the Zoning Administrator (or designee) in consultation with the City Engineer (or designee)
- (5) *Review standards.* All applications will comply with the following standards:
- a. New grades must slope away from buildings and structures, thereby causing surface water to drain away from the walls of the building to a natural or established drainage course.
 - b. New grades cannot be established that will permit an increase surface water run-off onto adjacent properties and public roadways except through established drainage courses.
 - c. New grades cannot result in the creation of standing water; the erosion or filling of a roadside ditch and cannot result in the blockage of public water courses.
 - d. Any land development, dredging, filling or other activity requiring a permit pursuant to Part 91 of the Natural Resources and Environmental Protection Act (PA 451 of 1994, MCL 324.9101 *et sec*) must obtain said permit from the County of Jackson prior to the issuance of a grading permit. The Zoning Administrator (or designee) may require the applicant to submit a letter from the County to confirm non-jurisdiction.
 - e. Any land development which disturbs the existing grade of more than one (1) acre of land or lies within five hundred (500) feet of a river, stream lake or open drain, requires a soil erosion and sedimentation control (SESC) permit per the requirements of Part 91 of the Natural Resources and Environmental Protection Act (PA 451 of 1994, MCL 324.9101), as amended, prior to issuance of a grading permit.
 - f. Any project requiring a grading permit is also required to obtain a letter from the City Engineer (or designee) confirming compliance with Article V, Post-Construction Stormwater Management for New Development and Redevelopment, of Chapter 27 and the City's Stormwater Management Manual.

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- (6) *Performance Guarantee.* The City may require a performance guarantee, as authorized by Section 28-165 of this Chapter, to assure the completion of any improvements shown on the site plan. For the purposes of this section, improvements subject to performance guarantees must include features and actions associated with a project that are considered necessary by the City to protect the natural resources or the health, safety, and welfare of the residents of the City and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening and drainage.
- (7) *Extension of time.* If the applicant is unable to complete work within the specified time, he may, at least ten (10) days prior to the expiration of the permit, present in writing to the Zoning Administrator (or designee) a request or extension of time setting forth the reasons for the requested extension. If such an extension is warranted, the Zoning Administrator (or designee) may grant additional time for the completion of the work, but no such extension releases the owner from the obligation of the performance guarantee, if required, set forth in Subsection 28-110 (b)(6) above.
- (c) *Preserving existing vegetation.*
- (1) *Intent.* The intent of this Section is to preserve existing vegetation unless there are no other site design alternatives. Where healthy plant material exists on a site prior to its development or redevelopment, as determined by the Zoning Administrator (or designee) or the Planning Commission, variations from the landscape requirements contained in Section 28-105 may be approved to allow credit for such plant material if such adjustment is in keeping with the intent of this Ordinance.
- (2) *Inspection.* All existing vegetation must be inspected by the Zoning Administrator (or designee) to ensure the vegetation is high quality and will fulfill the requirements of this Section.
- (3) *Credit for trees.* Credit for tree preservation will be applied at the following rate:
- a. For preserved trees of equal to or greater than twelve (12) inches in caliper, a credit of three (3) trees is permitted.
 - b. For preserved trees less than twelve (12) inches in caliper, a credit of two (2) trees is permitted.
- (4) *Credit for shrubs.* Shrubs may be credited toward shrub requirements on a one (1) for one (1) basis.
- (5) *Removed credit trees.* In the event that healthy plant material credited towards required plantings are removed, damaged, or destroyed, as determined by the Zoning Administrator (or designee), they must be replaced with new plant material meeting the standards of this Section.
- (6) *Mitigation.* Every attempt must be made to preserve healthy mature existing vegetation. In the event that an existing tree with greater than a four (4) inch caliper or

eight (8) feet tall is removed when there are obvious alternatives to its removal, as determined by the Zoning Administrator (or designee), all such trees must be replaced at a ratio of 2 for 1. Each new tree must have a caliper of no less than three (3) inches or a height of no less than six (6) feet.

- (d) *Standards for limiting the external effect of uses.* All uses must comply with the following standards which limit their effect on the surrounding area:
- (1) *Enclosure of uses.* Every use must be operated in its entirety within a completely enclosed structure, unless such mode of operation is deemed impractical by the Zoning Administrator (or designee) or Planning Commission.
 - (2) Every use must be so operated that it is not obnoxious or dangerous to adjacent properties by reason of the following:
 - a. *Smoke.* It is unlawful for any person, firm or corporation to permit the emission of smoke from any source in an amount which is injurious or substantially annoying to persons residing in the affected area.
 - b. *Airborne Solids.* It is unlawful for any person, firm or corporation to operate and maintain (or cause to be operated and maintained) any process or activity that causes injury to neighboring properties.
 - c. *Odor.* The emission of odors found to be obnoxious to any considerable number of persons at their place of residence is prohibited.
 - d. *Gases.* The emission or release of corrosive or toxic gases (in amounts which are injurious or substantially annoying to persons living or working in the affected area) is prohibited.
 - e. *Glare and exterior lighting.* Glare from any process or operation must be shielded so as to be invisible beyond the property line of the premises on which the process is performed. Exterior lighting must also be shielded so that no more than one-half (0.5) of a foot candle is visible beyond that property line.
 - f. *Radioactive materials.* Radiation, including radioactive materials and electromagnetic radiation such as that emitted by the x-ray process or diathermy, cannot exceed quantities established as safe by federal regulations, when measured at the property line.
 - g. *Noise:* The emission of measurable noises from the premises cannot exceed sixty-five (65) decibels (dBs) as measured at the property lines, except that where normal street traffic noises exceed sixty-five (65) dBs, the measurable noise emanating from the premises may equal, but not exceed, traffic noise levels.

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- h. *Vibration.* Machines or operations which cause vibrations are permitted in industrial districts, provided that vibrations do not cause displacement exceeding three thousandths (.003) of an inch as measured at the property line.
- (3) *Outdoor storage and waste disposal.*
- a. All outdoor storage facilities must be enclosed by a fence or wall adequate to conceal such facilities from adjacent properties and adjoining rights-of-way and constructed in accordance with the standards established for them in Section 28-125.
- b. All materials or wastes which might cause fumes or dust or which could constitute a fire hazard or which may be edible by rodents or insects must be stored outdoors in closed containers and screened from the street or adjacent property.
- c. No materials or wastes can be deposited on the property in such form or manner that they may be transferred off the premises by natural causes or forces.
- d. Waste materials cannot be allowed to accumulate on the property in such manner as to be unsightly, constitute a fire hazard or contribute to unsanitary conditions or conditions which will or would be likely to pollute or impair natural resources.
- e. *Screening of trash storage areas.* Any new or altered use which has an outdoor trash storage area containing a dumpster, must comply with the following requirements:
1. Any such area is limited to normal refuse which is collected on a regular basis and must be maintained in a neat, orderly, and sanitary condition.
 2. In no instance may any such refuse be visible above the wall, as required in section 28-110 (d)(3)(e)(3).
 3. A wall, six (6) feet in height, must enclose three (3) sides of the storage area. Such wall must be constructed in accordance with the standards established for it in Section 28-125. Bollards and/or other protective devices must be installed at the opening and to the rear of any storage area to prevent damage to the screening walls. The surface under any such storage area must be constructed of concrete which complies with local building requirements.
 4. Any such storage area must be located in a rear yard and/or be so located and arranged as to minimize its visibility from adjacent streets and uses. The Zoning Administrator (or designee) or Planning Commission may require an obscuring gate when the visibility of such a storage area, from

a public street or adjacent use, is deemed to render an adverse influence. In no instance may any such area be located in an addressed front yard.

(e) *Hazardous materials.*

- (1) *Intent.* Protection of groundwater and surface water quality is of paramount importance to the City of Jackson. No uses or developments are permitted which threaten water quality or which violate standards of County, State, and Federal agencies.
- (2) *Storage of hazardous substances.* Uses that utilize, store, or generate hazardous substances in quantities greater than one hundred (100) kilograms (equal to about twenty-five (25) gallons or two hundred and twenty (220) pounds) must provide secondary containment (double enclosure) for all above ground storage containers.
- (3) *Outdoor aboveground storage.* Secondary containment structures must be designed to protect containers from the effects of storms, wind, fire, and vandalism. Structures that are covered and protected from rain and precipitation must provide secondary containment for ten percent (10%) of the volume of all containers or the volume of the largest container, whichever is greatest. Structures that are not protected from rain and precipitation must provide secondary storage capacity to hold one hundred fifty percent (150%) of the stored substances, unless the Zoning Administrator (or designee) or Planning Commission approves a lesser quantity.
- (4) *Indoor aboveground storage.* Hazardous substances should not be stored indoors in locations which are near a floor drain connecting to soils, groundwater, sanitary sewer lines, or nearby drains and rivers unless secondary containment is provided. Sump pumps and floor depressions to collect and hold leaks and spills may be required by the Zoning Administrator (or designee) in consultation with the City Engineer (or designee).
- (5) *Loading/unloading areas.* Areas used for the loading and/or unloading of hazardous substances must be designed and constructed to trap hazardous materials spilled or leaked and designed to prevent discharge of hazardous substances to floor drains, sanitary sewer lines, rivers, or storm drains.
- (6) *Underground storage tanks.*
 - a. At a minimum, regulations of the Michigan Department of Environmental Quality, Michigan Fire Marshal Division, and the City of Jackson for the installation, inspection, maintenance of a leak detection system, inventory and record keeping, emergency response, and closure must be met.
 - b. All underground storage tanks that have been out-of-service for nine (9) months or longer must be removed from the site before a building permit is issued. The Fire Chief (or designee) may adjust this requirement when a clear timetable for the safe use of the underground tank is established.

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- (7) *County, state, and federal requirements:* At minimum, county, state and federal requirements for storage, leak detection, record keeping, spill prevention, emergency responses, transport and disposal of hazardous substances must be met. It is the responsibility of the commercial facility owner to obtain any applicable county, state, or federal permits or approvals.
- (8) *Site plan review and approval:* Site plans for facilities with hazardous substances must also be reviewed by the Fire Chief (or designee) prior to the approval by the Zoning Administrator (or designee) or Planning Commission.
- (9) Enforcement and Penalties:
- a. Any person who fails to comply with this Section is subject, upon adjudication, to the penalty provided in Chapter 2.5 (Administrative Hearings Bureau), in addition to any other penalties as may be prescribed herein.
 - b. In addition to any other penalty or sanction provided in this Section, or by any other applicable state or federal law, any person violating Section 28-110(h) must pay the costs of removing all hazardous materials that are the subject of the violation, plus the costs of damage to any land, water, wildlife, vegetation or other natural resource, or to any facility which is damaged by the violation.
- (f) *Storage of flammable or explosive materials.* The location or storage of flammable or explosive materials will be regulated as follows. However, Section 28-145 may contain additional requirements for certain conditional uses. The storage of normal household chemicals is exempt from these regulations.
- (1) On any parcel of land in any floodplain in an office, commercial or industrial district, the owner or tenant cannot store flammable materials closer than one hundred (100) feet from a residential district and/or three hundred (300) feet from a residential building. Furthermore, no residential building can be constructed within three hundred (300) feet of an existing flammable storage facility.
 - (2) The storage of flammable materials must be in containers or storage facilities as approved by the local Fire Marshal or other designated fire official.
 - (3) Said containers or storage facilities must be at least forty (40) feet from any side or rear lot line and one hundred fifty (150) feet from the front lot line as measured from the edge of the street right-of-way.
 - (4) The storage of explosive materials must be in accordance with applicable State regulations

Section 4. Effective date.

This ordinance takes effect thirty (30) days from the date of adoption.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.24

FINAL ADOPTION OF ORDINANCE NO. 2012.24 AMENDING CHAPTER 28, CITY CODE, BY ADDING SECTION 28-126 (VISIBILITY AT INTERSECTIONS) TO ACCOMMODATE RECENT AMENDMENTS TO THE CITY'S LANDSCAPING AND FENCING STANDARDS.

Attached please find Ordinance No. 2012.24 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012, ____

An Ordinance amending Chapter 28 of the Code of Ordinances, City of Jackson, Michigan by adding Sec. 28-126 (visibility at intersections) to accommodate recent amendments to the City's landscaping (Sec. 28-105) and fencing (Sec. 28-125) standards.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

To add standards regarding visibility at intersections in the City of Jackson, thereby enhancing its safety and economic vitality, aiding in the creation of a pedestrian friendly environment, and protecting property values.

Section 2. That Article IV of Chapter 28 of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

ARTICLE IV. SITE AND BUILDING DESIGN STANDARDS

...

Sec. 28-126. Visibility at intersections.

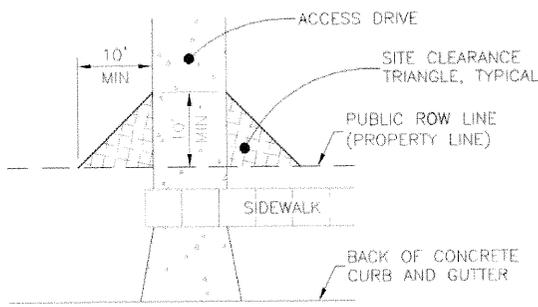
When a driveway intersects a public right-of-way or when the subject property abuts the intersection of public rights-of-way, all fences, walls, hedges, screens, structures, plantings or other landscaping within the site clearance triangle areas described below must permit unobstructed cross-visibility. Shrubs and groundcovers (see 'landscaping' under Sec. 28-5 for a definition and example) located in a site clearance triangle may not be permitted to grow to a height of more than two and one half (2-1/2) feet above the grade at the edge of the pavement. Portions of required berms located within sight clearance triangle cannot exceed a height of two and one half (2-1/2) feet above the pavement grade at the edge of the pavement. Canopy trees may be maintained in this area provided that all branches are trimmed to maintain a clear vision for a vertical height of ten (10) feet above the roadway surface. Other landscaping, except turf grass or ground cover maintained at a height of two and one half (2-1/2) feet, cannot be located closer than three (3) feet from the edge of a driveway.

The site clearance triangles referred to above are:

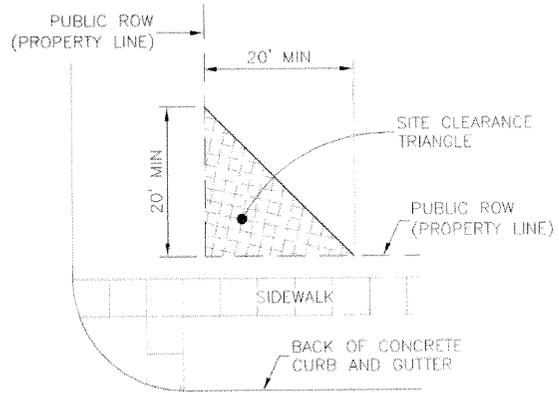
- (a) The area formed at the corner intersection of a public right-of-way and a driveway, two (2) sides of the triangle area being ten (10) feet in length measured along the right-of-way line and access drive line and the third side being a line connecting these two (2) sides. For the purpose of plantings located in the lawn extension/terrace, the site clearance triangle extends beyond the right-of-way line to the curb/edge of pavement at an angle perpendicular to both of those lines.

- (b) The area formed at a corner intersection of two (2) public right-of-way lines, the two (2) sides of the triangular area being twenty (20) feet in length measured along the abutting public right-of-way lines and the third side being a line connecting these two (2) sides. For the purpose of plantings located in the lawn extension/terrace, the site clearance triangle extends beyond the right-of-way line to the curb/edge of pavement at an angle perpendicular to both of those lines.

Site Clearance Triangle Figures



Driveway



Public Rights-of-Way

Section 3. Effective Date

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



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.25

FINAL ADOPTION OF ORDINANCE NO. 2012.25 AMENDING CHAPTER 14, CITY CODE, TO PROVIDE THAT THE CITY COUNCIL HAS THE AUTHORITY, UPON THE RECOMMENDATION OF THE MAYOR, TO ESTABLISH AND APPROVE COMPENSATION OF JACKSON HOUSING COMMISSION OFFICERS AND EMPLOYEES.

Attached please find Ordinance No. 2012.25 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012 - _____

An Ordinance amending Article III of Chapter 14 of the City of Jackson Code of Ordinances to provide that the City Council has the authority, upon the recommendation of the Mayor, to establish and approve compensation of Jackson Housing Commission officers and employees.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council wishes to specifically provide for the power of the City Council, upon the recommendation of the Mayor, to fix and determine the compensation for Jackson Housing Commission officers and employees.

Section 2. That Article III of Chapter 14 of the City of Jackson, Michigan Code of Ordinances be amended to read as follows:

ARTICLE III. HOUSING COMMISSION

Sec. 14-121. Continuation.

The Jackson Housing Commission heretofore created pursuant to Act No. 18 of the Public Acts of Michigan of 1933 (Ex. Sess.), as amended, (MCL 125.651 et seq.), is hereby continued.

Sec. 14-122. Membership.

The members of the housing commission shall be appointed in conformity with a resolution adopted by the city council in accordance with Section 4 of Michigan Public Act 18 of 1933 (Ex. Sess.), as amended, (MCL 125.654).

Sec. 14-123. Powers and duties.

Except as provided herein, or as otherwise may be established by the city council, the housing commission shall have all the powers and duties vested in housing commissions by Act No. 18 of the Public Acts of Michigan of 1933, as amended, (Extra Session), as amended, (MCL 125.651 et seq.), and any laws which are supplemental thereof, ~~it being the legislative intention to vest in the housing commission all powers and duties permitted by law.~~

Sec. 14-124. Employees.

The housing commission shall select and appoint such employees as it shall deem necessary for the proper exercise of its powers, functions and duties, ~~and shall pay them such compensation as it shall, with the approval of the mayor, fix and determine.~~

Sec. 14-125. Compensation

The City Council, upon the recommendation of the Mayor, shall establish and approve the compensation of all officers and employees of the Jackson Housing Commission.

Secs. 14-126 - 14-130. Reserved.

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



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk *Lynn Fessel*
SUBJECT: Final Adoption of Ordinance No. 2012.26

FINAL ADOPTION OF ORDINANCE NO. 2012.26 AMENDING CHAPTER 27, CITY CODE, TO PROVIDE FOR MORE FREQUENT PLACEMENT OF LIENS UPON THE TAX ROLLS FOR DELINQUENT WATER AND SEWER CHARGES FOR THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF THE CITY OF JACKSON.

Attached please find Ordinance No. 2012.26 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012 - _____

An Ordinance amending Article IV of Chapter 27 of the City of Jackson Code of Ordinances to provide for more frequent placement of liens upon the tax rolls for delinquent water and sewer charges for the health, safety and welfare of the Citizens of the City of Jackson.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council wishes to specifically provide for more frequent placement of liens for delinquent water and sewer charges upon the tax rolls in order to increase the amount of delinquent charges collected.

Section 2. That Article IV of Chapter 27 of the City of Jackson, Michigan Code of Ordinances be amended to read as follows:

ARTICLE IV. RATES AND CHARGES

Sec. 27-112. Collection.

The manager is authorized to enforce the payment of charges for water service to any premises by discontinuing the water service to such premises and to enforce the payment of charges for wastewater service to any premises by discontinuing either the water service or the wastewater service, or both, to such premises and a civil action may be instituted by the city against the customer for recovery of such amounts. The charges for water service and wastewater service which, under the provisions of Act No. 94 of the Public Acts of Michigan of 1933 (MCL 141.101 et seq.), as amended, are made a lien on the premises to which furnished, are hereby recognized to constitute such lien; and the manager shall, ~~on April thirtieth and September thirtieth of each year,~~ certify all unpaid charges for such services furnished to any premises which as of these dates have remained unpaid for a period of six (6) months, to the city assessor, who shall enter the lien on the next city tax roll against the premises to which the services shall have been rendered, and the charges shall be collected and the lien shall be enforced in the same manner as provided for the collection of taxes assessed upon such roll and the enforcement of the lien for the taxes. In cases where the city is properly notified in accordance with Act No. 94 of the Public Acts of Michigan of 1933 (MCL 141.101 et seq.), as amended, that a tenant is responsible for water or wastewater service charges, no such service shall be commenced or continued to such premises until there has been deposited with the manager a sum sufficient to cover three (3) times the average quarterly bill for such premises as estimated by the manager. Where the water service to any premises is turned off to enforce payment of water service

charges or wastewater service charges, the water service shall not be recommenced until all delinquent charges have been paid and a deposit as in the case of tenants is made, and there shall be a water turn-on charge of an amount established from time to time by city council rate resolution. In any other case where, in the discretion of the manager, the collection of charges for water or wastewater services may be difficult or uncertain, the manager may require a similar deposit. Such deposits may be applied against any delinquent water or wastewater service charges and the application thereof shall not affect the right of the city to turn off the water service and/or wastewater service to any premises for any delinquency thereby satisfied. No such deposit shall bear interest and such deposit, or any remaining balance thereof, shall be returned to the customer making the same when the customer shall discontinue receiving water and wastewater service. The customer shall notify the city, in writing, of the forwarding address where the deposit, or any remaining balance thereof, shall be mailed. The failure of a customer to notify the city of their forwarding address within six (6) months of termination of service shall result in the deposit, or other remaining balance thereof, being forfeited by the customer.

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



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.27

**FINAL ADOPTION OF ORDINANCE NO. 2012.27 AMENDING CHAPTER 14
TO ADD THE REQUIREMENT OF CARBON MONOXIDE DETECTORS.**

Attached please find Ordinance No. 2012.27 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012.____

An Ordinance to amend Section 14-61 of Article II, Division 3 of Chapter 14 of the City of Jackson Code of Ordinances to add the requirement of carbon monoxide detectors.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 14-61 of Article II, Division 3 of Chapter 14 of the Code of Ordinances, City of Jackson, Michigan, be, and the same hereby is, amended as follows:

Sec. 14-61. Fire safety regulations.

No person shall occupy as owner-occupant, or let to another for occupancy, any dwelling or dwelling unit for the purpose of living therein which does not comply with the following requirements:

- (1) Cooking and heating equipment. All cooking and heating equipment, components and accessories in every heating, cooking and water heating device shall be maintained free from leaks and obstructions, and kept functioning properly so as to be free from fire, health and accident hazards. All installations and repairs shall be made in accordance with the manufacturer's installation and maintenance instructions or other laws or ordinances of the City. Portable cooking equipment employing flame and portable heating equipment employing flame are prohibited, except that unvented fuel-burning room heaters equipped with oxygen depletion sensors and listed in accordance with ANSI Standard Z21.11.2 shall be permitted in single-family, owner-occupied dwelling units only.
- (2) Storage of flammable liquids prohibited.
 - a. No dwelling or dwelling unit shall be located within a building containing any establishment handling, dispensing or storing flammable liquids with a flashpoint of one hundred ten (110) degrees Fahrenheit or lower.
 - b. No dwelling or dwelling unit shall handle, dispense, or store flammable liquids with a flashpoint of one hundred ten (110) degrees Fahrenheit or lower.
- (3) Egress. The owner of every existing dwelling shall be responsible for the safety of all persons in or occupying such premises with respect to the adequacy of means of egress therefrom.
 - a. Any existing dwelling not now provided with exitway facilities as herein prescribed for new dwellings and in which the exitways are deemed inadequate for safety by the Chief Building Official or Fire Official shall be provided with such additional safe means of egress as shall be ordered by the Chief Building Official or Fire Official.
 - b. If new or altered exitway facilities are installed or constructed, they shall comply with all requirements of the Michigan Building Code or Michigan Residential Code.
 - c. It shall be unlawful to obstruct or reduce in any manner the clear width of any doorway, hallway, passageway or any other exitway required by this article. All egress doors shall be readily openable from the side from

- which egress is to be made without the use of a key or special knowledge or effort. Double keyed deadbolt locks are strictly prohibited.
- d. Every sleeping room shall have at least one (1) window or one (1) door opening directly to the outside to serve as an emergency exit if the normal avenues of escape are blocked, which can be opened from the inside without the use of tools and of such size as required by the Michigan Building Code or Michigan Residential Code.
 - e. Fire escapes shall be permitted only by special order of the Chief Building Official in existing buildings when more adequate exitway facilities cannot be provided. Fire escapes shall be constructed in accordance with Michigan Building Code.
- (4) Fire suppression systems. Automatic fire suppression systems shall be provided in non-fire-rated storage and workshop areas larger than one hundred (100) square feet in area in multiple-family or mixed use residential structures.
 - (5) Smoke detectors. Smoke detectors shall be installed in accordance with the Michigan Building Code or the Michigan Residential Code.
 - (6) Carbon Monoxide Detectors. Carbon monoxide detectors shall be installed in accordance with the Michigan Building Code or the Michigan Residential Code.

Section 2. This Ordinance takes effect thirty (30) days after adoption.



CITY CLERK'S OFFICE
Lynn Fessel, City Clerk

CITY COUNCIL MEETING
September 25, 2012

DATE: September 17, 2012
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Lynn Fessel, City Clerk 
SUBJECT: Final Adoption of Ordinance No. 2012.28

**FINAL ADOPTION OF ORDINANCE NO. 2012.28 AMENDING CHAPTER 17
TO ESTABLISH PROVISIONS FOR RECORDING DOCUMENTS.**

Attached please find Ordinance No. 2012.28 approved by the Council at the September 11 meeting. Requested action is adoption of the ordinance.

C: Deputy City Manager

ORDINANCE 2012.____

An Ordinance to amend Section 17-27 of Article II of Chapter 17 of the City of Jackson Code of Ordinances to establish provisions for recording documents.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 17-27 of Article II, Chapter 17 of the Code of Ordinances, City of Jackson, Michigan, be, and the same hereby is, amended as follows:

Sec. 17-27. Abatement of nuisances; procedure.

- (a) Dangerous buildings as public nuisances. All dangerous buildings are hereby determined to be public nuisances and shall be abated by repair, rehabilitation, or demolition in accordance with the procedures specified in this article.
- (b) Departmental examination. The building inspection division of the ~~dDepartment of community development~~ **Neighborhood and Economic Operations** shall examine or cause to be examined any building or structure it believes to be abandoned, unsafe, or damaged, and if same is found to be a dangerous building, the division shall commence proceedings to cause its repair, rehabilitation or demolition. Whenever a building or structure designed or zoned for use as a residence has remained vacant and boarded up for a period in excess of six (6) continuous months, it shall be subject to periodic inspection by the building inspection division of the ~~dDepartment of community development~~ **Neighborhood and Economic Operations** under the provisions of chapter 14 of this Code.
- (c) Commencement of proceedings; notice and order.
 - (1) The building inspection division of the ~~dDepartment of community development~~ **Neighborhood and Economic Operations** shall commence proceedings under this section by issuing a notice and order directed to the owner or owners of record of a building or structure alleged to be dangerous. This notice and order shall require the owner of the building or structure alleged to be dangerous to commence, within the period of time established by the inspection division, the required repairs, rehabilitation or demolition of the building or structure. All required work shall be completed within the period of time set forth in the notice and order by the inspection division. If a building is occupied, the notice and order shall require the affected building, structure, or portion thereof to be vacated and not reoccupied until all required work has been completed and approved by the inspection division.
 - (2) Service of the notice and order shall be made upon the owner or owners of record by:
 - a. Personally delivering a copy to the owner; or

- b. Mailing a copy by certified mail, postage prepaid, return receipt requested, to the owner as indicated by the records of the city assessor and posting a copy thereof upon a conspicuous part of the building or structure; or
- c. When service cannot be made by either of the above methods, by publishing a copy in a newspaper of general circulation within the county at least once each week for three (3) consecutive weeks and posting on or before the date of the last publication, a copy upon a conspicuous part of the building or structure.

(d) Posting of signs on buildings deemed to be dangerous; **recording documents.**

- (1) The building inspection division shall cause to be posted in a conspicuous place on any dangerous building or structure a notice to read:

"Do Not Enter—Unsafe to Occupy"

Such notice shall remain posted until the required repairs, rehabilitation or demolition is completed. Such notice shall not be removed without written permission of the building inspection division, and no person shall enter this building except for the purposes of repairing, rehabilitating, or demolishing same.

- (2) **The building inspection division shall record with the Jackson County Register of Deeds all dangerous structure condemnation notices and orders and Building Code Board of Examiners and Appeals decisions upholding notices and orders within ten (10) business days of such notice, decision or order.**

(e) Abatement procedures. If at the expiration of the time limit in the notice and order the owner has not complied with the requirements thereof, the building inspection division may institute proceedings hereunder to abate the nuisance.

(f) Hearing; testimony; order; findings; noncompliance; costs.

- (1) Upon the request of the building inspection division in cases where a respondent has not complied with a notice and order issued under this article, the building code board of examiners and appeals shall conduct a hearing in order to determine whether the notice and order of the inspection division should be upheld.
- (2) At least seven (7) days prior to the hearing referred to above, the building inspection division shall notify by first class mail the owner as shown by the city assessor's records. This notice shall consist of a copy of a complaint alleging noncompliance with the notice and order and a notice of hearing specifying the time and place of the hearing.

- (3) The building code board of examiners and appeals shall take testimony and consider evidence presented by the building inspection division. In addition, the owner of the property and any interested party may present testimony and evidence if they so desire. Any board member may inspect any structure involved in the hearing prior to its commencement. The building code board of examiners and appeals shall render written findings of fact and a decision at the conclusion of the hearing either upholding the notice and order; upholding the notice and order with modifications; or dismissing the notice and order.
 - a. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, it shall uphold such order; or
 - b. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is a dangerous building or structure, but that the notice and order requires more than is reasonably necessary to abate the nuisance, it shall uphold such order with modifications thereto consistent with any action it deems necessary to abate such nuisance; or
 - c. If the building code board of examiners and appeals determines, based upon the evidence presented at the hearing, that the structure referred to in the inspection division's notice and order is not a dangerous building, the notice and order shall be dismissed.
- (4) If the owner fails to comply with the decision of the board, the building inspection division shall take any and all action needed to bring the building or structure into compliance. The owner in whose name the property appears upon the last local assessment records shall be billed, if possible, for all costs of such action at the address shown on such records. If such owner fails to pay the same within thirty (30) days after mailing of the bill, the city council may cause such costs to be levied and assessed as a special assessment upon the property and against the owner, and the city may bring suit against the owner of record to recover such costs.
- (g) Judicial review. An owner aggrieved by any final decision or order of the building code board of examiners and appeals may appeal the decision or order to the circuit court by filing a petition for an order of superintending control within twenty (20) days from the date of the decision or order.
- (h) Consent provision. The owner of any building or structure may at any time admit in writing that such building is a dangerous building within the meaning of this section and consent that such building may be demolished.
- (i) Emergency order of the city manager. Where it reasonably appears that there is immediate danger to the life or safety of any person unless a dangerous building is immediately altered, repaired or demolished, and notwithstanding the procedures set forth in this article, the city manager may cause the immediate repair, alteration, or

demolition of such structure, and the cost thereof to be charged against the premises and the owner as provided in this section.

- (j) Owner defined. For purposes of this section, the term "owner" means the person shown as owner by the records of the city assessor.
- (k) Building inspector not considered as ex officio member of board of appeals. The building inspector shall not serve as an ex officio member of the building code board of examiners and appeals in any proceeding instituted under this section.
- (l) Transfer of ownership. It shall be unlawful for the owner of any building or structure alleged to be dangerous who has received a notice and order, or upon whom a notice and order has been served pursuant to subsection (c)(2), to sell, transfer, or otherwise dispose of to another until the provisions of the notice and order have been complied with, or until such owner shall first furnish the grantee or transferee a true copy of said notice and order issued by the building official, and shall furnish to the building official a signed and notarized statement from the grantee or transferee acknowledging the receipt of such notice and order, and fully accepting the responsibility, without condition, for making the required repairs, rehabilitation, or demolition to the alleged dangerous building or structure as required by such notice and order.
- (m) Penalties. Any person who willfully refuses to vacate a building ordered vacated under this section, who reoccupies or causes or allows such a building to be reoccupied without satisfying all requirements of a notice and order issued under subsection (c)(1), who, without permission, removes a notice posted on a building pursuant to subsection (d), or who transfers property in violation of subsection (l), shall be guilty of a misdemeanor and punished upon conviction thereof as provided in section 1-18 of the City Code.
- (n) Fees. The city council shall establish by resolution, fees for charges in relation to costs or expenses incurred by the city in initiating or commencing proceedings before the building code board of examiners and appeals (board). Such fees shall include, but not necessarily be limited to, costs or expenses incurred for inspections conducted by city staff prior to board hearings, for actual proceedings before the board, and other costs or expenses relating to prosecution of a case before the board. All fees established pursuant to this subsection shall include the costs associated with reasonable overhead and administrative costs.

If an owner fails to pay an invoice for fees directed to him or her under this subsection, within thirty (30) days of mailing of said invoice, the city may cause the cost reflected in said invoice to be assessed against the premises as a special assessment, pursuant to Serial Section 273 of the City Charter, and the city may institute an action against the owner for the collection of said costs in any court of competent jurisdiction. However, the city's attempt to collect such costs by any process shall not invalidate or waive any lien filed against the property.



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 September 25, 2012

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Change Order 1 – 2012 As Needed Survey Consulting Services Contract

RECOMMENDATION: TO APPROVE CHANGE ORDER 1 TO THE CONTRACT WITH WADE TRIM, IN THE INCREASED AMOUNT OF \$34,485.00 TO PROVIDE SURVEY FOR PLANNED FUTURE PROJECTS, AND AUTHORIZATION FOR THE ACTING CITY MANAGER AND CITY ENGINEER TO EXECUTE THE APPROPRIATE DOCUMENT.

On March 13, 2012, City Council approved the award of the 2012 As Needed Survey Consulting Services contract to Wade Trim of Taylor, Michigan in the amount of \$62,088.00. This contract provides for topographic mapping, sewer manhole data collection and construction staking for the 2012 construction season. The term of this contract is for one year subject to two one-year renewals contingent upon approval by Wade Trim and City Council.

The attached Change Order Number 1 will add quantities for current contract items for the survey of eight separate planned future projects. A summary of the future planned projects and an estimate of the additional quantities required to complete their surveys is shown on attached Figure A. The additional survey is required for the design of these planned projects in 2013. The planned construction year for these projects is 2014 with the exception of the Rockwell and Steward-Lansing intersection projects which are planned for construction in 2013.

This change order represents an increase of \$34,485.00 bringing the total contract amount to \$96,573.00. The costs for the additional survey will be paid for with a combination of Sanitary Sewer Funds, Water Funds and Street Funds.

We request approval of Change Order 1 and authorization for the Acting City Manager and the City Engineer to sign the document.

JHD/TRW:sms

C: Patrick H. Burtch, Acting City Manager
Randall T. McMunn, P.E., Assistant City Engineer
Troy R. White, P.E., Civil Engineer III
Lynn Fessel, Purchasing Agent
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

**CHANGE ORDER NO. 1
To Contract for
2012 As Needed Survey Consulting Services
City of Jackson, Michigan**

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

ORIGINAL CONTRACT AMOUNT **\$ 62,088.00**

CHANGE ORDER NO. 1 **\$ 34,485.00**
Details of changes shown on the attached sheets.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 **\$ 96,573.00**

REASON FOR CHANGE:

The contract is modified to increase quantities of original contract items without change to current contract unit prices. The additional quantities will be used to provide surveys required for the design of future planned projects.

CONTRACT COMPLETION:

Not applicable.

Prepared by Troy R. White, P.E.
Civil Engineer III, Department of Engineering

ACCEPTED BY:

Wade Trim

Date:

ACCEPTED BY:

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

Date:

ACCEPTED BY:

Patrick H. Burtch, Deputy City Manager

Date:

2012 AS NEEDED SURVEYING CONSULTING SERVICES

CHANGE ORDER NO. 1

Page 1 of 1, 9/17/2012

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

Prop Line	Item Description	Current Contract Quantity	Quantity Change	Final Quantity	Units	Contract Unit Price	Amount	
							ADD	DEDUCT
0001	Survey Crew, Two Person	400.00	192.00	592.00	Hour	\$105.00	\$ 20,160.00	\$ -
0002	Office Technician	220.00	180.00	400.00	Hour	\$64.00	\$ 11,520.00	\$ -
0003	Project Supervisor	80.00	33.00	113.00	Hour	\$85.00	\$ 2,805.00	\$ -

Total: \$ 34,485.00 \$ -

Net Change: \$ 34,485.00

Current Contract Amount: \$ 62,088.00

Revised Contract Amount: \$ 96,573.00

FIGURE A

2012 AS NEEDED SURVEY CONSULTING SERVICES CONTRACT

CHANGE ORDER NUMBER 1

Project Street	Project Limits	Proposed Construction	Contract Item		
			Survey Crew, Two Person (hours)	Office Technician (hours)	Project Supervision (hours)
Arnold	Cooper to east end	Water main replacement and street reconstruction	20	20	3
Bowen	Elmwood to Gettysburg	Water main replacement and street reconstruction	32	24	5
Elmwood	Wisner to Bowen	Water main replacement and street reconstruction	16	20	3
Johnson	south end to Plymouth	Water main replacement and street reconstruction	24	20	4
Lansing-Steward Intersection	North Street to 400' south of Steward-Lansing intersection	Intersection realignment for two-way traffic on Steward & Lansing	28	28	6
Rockwell	Jackson to Williams	Sanitary sewer construction	16	20	3
Thompson	Oakdale to Morrell	Water main replacement and street reconstruction	32	24	5
Wilson	south end to Plymouth	Water main replacement and street reconstruction	24	24	4
Total hours per item			192	180	33
x Contract unit price			\$105.00	\$64.00	\$85.00
=Total cost per item			\$20,160.00	\$11,520.00	\$2,805.00
Total Cost (all items)			\$34,485.00		



Department of Public Works

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

CITY COUNCIL MEETING SEPTEMBER 25, 2012

TO: Honorable Mayor and City Councilmembers
FROM: Patrick H. Burch, Acting City Manager *PHB*
SUBJECT: Request to issue Purchase Order for Road Salt for the Department of Public Works, Major & Local Winter Maintenance

RECOMMENDATION:

To authorize the purchase of 4,000 tons of road salt from Cargill, Inc., of North Olmsted, Ohio at a total purchase price of \$182,480.00 which is reflected by a unit price cost of \$45.62 per ton.

Cargill, Inc., of North Olmsted, Ohio submitted the low bid for the 2012/2013 salt purchase through the Jackson County Road Commission. In a cooperative effort, the Jackson County Road Commission combines annual salt projections for the County and the City of Jackson to receive bids for road salt. Approximately 10,000 tons was requested from City and County for this competitive cooperative purchasing arrangement.

The Jackson County Road Commissioners accepted the bid from Cargill, Inc., at their regular board meeting on May 23rd, 2012 for one year. The City of Jackson must issue a purchase order to Cargill, Inc., for its portion for 2012/2013, even though the Road Commission awarded the contract. Last year's (2011/2012) salt purchase from Cargill, Inc., totaled 3,156.23 tons @ \$41.65 per ton, for a total cost of \$131,456.98.

The City Council approved the funds to pay for this purchase in Major & Local Street, Winter Maintenance budgets for 2012/2013.

BID COMPARISON FOR					
JACKSON COUNTY ROAD COMMISSION					
2400 N. Elm Road, Jackson, MI 49201-7643					
					
SODIUM CHLORIDE					
May 8, 2012					
8:00 A.M.					
	Cargill, Inc.	North American Salt Co.	Morton Salt		
Bidder	24950 Country Club Blvd Suite 450 North Olmsted, OH 44070	9900 W. 109th Suite 100 Overland Park, KS 66210	Ice Control Marketing Dept. 123 N. Wacker Dr Chicago, IL 60606-1743	The Detroit Salt Co., LLC 12841 Sanders St. Detroit, MI 48217	American Rock Salt Co., LLC P.O. Box 190 Mt. Morris, NY 14510
(Price per Ton)					
JACKSON GARAGE	\$45.62	\$58.38	\$54.50	\$49.21	No Bid
CLARK LAKE GARAGE	\$45.62	\$58.38	\$54.50	\$49.21	No Bid
HENRIETTA GARAGE	\$45.62	\$58.38	\$54.50	\$49.21	No Bid
PARMA GARAGE	\$45.62	\$58.38	\$54.50	\$49.21	No Bid
CITY OF JACKSON	\$45.62	\$58.38	\$54.50	\$49.21	No Bid
Price Firm Through	5/31/13	4/30/13	4/30/13	6/30/12	
Note:					
At their regular board meeting of May 23, 2012, The Board of Road Commissioners, awarded the Jackson County Road Commission, the Sodium Chloride Bid to Cargill Inc.					



**NOTICE TO BIDDERS
PROPOSAL FOR
SODIUM CHLORIDE
JACKSON COUNTY ROAD COMMISSION
2012 - 2013**

The Board of Jackson County Road Commissioners will receive sealed bids at their office at 2400 Elm Road, Jackson, MI 49201, until 8:00 a.m. Daylight Savings Time, Tuesday, May 8, 2012 for furnishing the following:

SODIUM CHLORIDE BID 2012-2013

Instructions and specifications are available at the Jackson County Road Commission's office, 2400 Elm Road, and will be made a part of the resulting contract.

All proposals must be submitted in enclosed sealed envelopes bearing the name of the bidder and a notation in the lower left corner indicating item for which the bid is submitted. Bids must be received in the business office by the time specified on the cover documents and plainly marked:

"BID ON SODIUM CHLORIDE 2012-2013"

This proposal shall be legibly prepared in ink or typed on the bidding blank furnished. Bid prices must have specific dollar values unless otherwise requested on the bid document. Any bid not stated in dollar value will be disqualified as non-responsive. If any price already entered by the bidder is to be altered, it shall be crossed out with ink, the new price entered above it with ink and initialed by the bidder, also in ink. Proposals prepared with pencil will be rejected.

Material Safety Data Sheets (MSDS) must be submitted with any bid or quote for a product or service that requires the use of a product that must have a Material Safety Data Sheet. MSDS are kept on file at the road commission office by the Director of Operations.

Invoices must be submitted in duplicate.

These prices will not be subject to increase, but will be subject to all price reductions due to decrease in market price at the time of delivery.

A certified analysis of all materials bid on shall accompany each bid.

All bidders must indicate the length of time these bid prices will be firm.

Unless otherwise specified by the bidder and agreed upon by the Jackson County Road Commission, all materials shall meet Michigan Department of Transportation specifications.

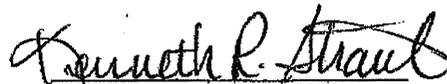
Bidder shall submit paper work verifying all tests performed meet MDOT specifications.

The successful bidder, prior to shipment, shall be required to notify the Director of Operations or the Office Manager of the Jackson County Road Commission, of any change in material or specifications.

Jackson County Road Commission may test any or all materials shipped. Any material shipped that fails to meet the specifications or approved change in specifications will be rejected and shall promptly be replaced by approved material.

Nothing herein is a guarantee of purchase; any and all purchases shall be made at the sole discretion of the Road Commission. The Road Commission reserves the right to reject any/and all bids, or any part of same, received as a result of this Invitation for Bids, to waive irregularities and/or informalities, and to make the award in part or entirety, as is deemed to be in the best interest of the Board of Jackson County Road Commissioners.

The successful bidder, as part of the project award, shall be required to execute, and abide by, the terms and conditions of this contract.



Kenneth R. Straub
Managing Director

Your Local Road Professionals
2400 Elm Road, Jackson, Michigan 49201-7643
Telephone: (517) 788-4230 or 1 (800) 718-3537 • Fax: (517) 788-4237
<http://www.jcrc-roads.org>

**NOTICE TO BIDDERS
GENERAL PROVISIONS AND INSTRUCTIONS
ON
SODIUM CHLORIDE
JACKSON COUNTY ROAD COMMISSION
2012**

Material shall be ordered, delivered, and billed to the Jackson County Road Commission.

Price per ton F.O.B. delivery point shall govern all bids.

Unit prices shall govern regardless of quantities actually ordered.

Bulk Salt to be bid for truck delivery only. (50 ton shipments)

Bidders to submit complete analysis of Salt with this bid

Salt to be treated to prevent caking.

Salt will be free of chunks and moisture.

All materials to meet Michigan Department of Transportation Specifications.

Bidders shall hereby be advised that all truckloads shall be shipped with loads covered by tarps to prevent moisture from getting in the salt. All untarped loads will not be accepted and will be ordered to return to your loading point.

Delivery hours could vary at each location. Please notify the office manager, Marilyn Kilpatrick at 517-788-4230 for late deliveries so that unloading can be arranged at least 4 hours prior to. All deliveries shall be made within a 72-hour period from time of placing the order. Have all delivery drivers call prior to departing to ensure their knowledge of delivery location, approximate arrival time, and ensure a timely delivery to each location.

Submission of bid will be construed as a conclusive presumption that the contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained therein.

**JACKSON COUNTY ROAD COMMISSION
BID SHEET
FOR
SODIUM CHLORIDE (ROCK SALT)
2012 -2013**

ESTIMATED QUANTITY

10,000 TON

2012 / 2013 Prices delivered F.O.B. to:

Price per Ton

Jackson Garage - 2400 Elm Road, Jackson

\$ _____

Clark Lake Garage - 7245 Clark Lake Road, Clark Lake

\$ _____

Henrietta Garage - 11750 Bunkerhill Road, Pleasant Lake

\$ _____

Parma Garage - 2491 North Parma Road, Parma

\$ _____

City of Jackson - 521 Water Street, Jackson

\$ _____

Price Firm to (Date)

____ / ____ / ____

Company or Bidder's Name: _____

Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Contact Person: _____

Authorized Signature: _____

Date: _____

Emergency Number: _____

Mobile Number (if available): _____

Pager Number (if available): _____

Exceptions/Notes: _____

TITLE VI

The JCRC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.

APPENDIX A

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

Compliance with Regulations: The contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

Non-discrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention 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 Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.

Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.

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 its facilities as may be determined by the JCRC to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

Sanctions for Non-compliance: In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the JCRC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate.

Incorporation of Provisions: The contractor shall include the provisions of paragraph (1) through (6) in every subcontract, including procurement of materials 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 JCRC 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 with a subcontractor or supplier as a result of such direction, the contractor may request the JCRC to enter into such litigation to protect the interests of the County, and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.



Department of Public Works

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

CITY COUNCIL MEETING
September 25, 2012

MEMO TO: Honorable Mayor and City Councilmembers
FROM: Patrick Burtch, Acting City Manager *PHB*
SUBJECT: Consideration of a request to approve the purchase of one (1) Ford F-250 Truck for the Department of Public Works

RECOMMENDATION:

To authorize the purchase of one (1) 2013 Ford F-250, 4x4, extended cab truck with snow plow, through the State of Michigan MiDeal Contract Number 071B1300005 in the amount of \$31,741.00.

The Department of Public Works is requesting City Council approval to purchase a Ford F-250, 4x4 extended cab truck through the MiDeal Contract No. 071B1300005, Spec. # 3958-0089. This truck comes fully equipped with municipal lighting and snow plow equipment. This vehicle is used for winter maintenance activities including parking lots and streets, emergency response and daily street maintenance. Furthermore, it will replace truck 228, a 1999 rusting, high mileage vehicle that has becoming increasingly difficult to repair and is prohibitively expensive. The City Council originally approved this expenditure in the 2012/13 motor pool fiscal year budget.

GORNO FORD
22025 ALLEN ROAD
WOODHAVEN, MI 48183

DATE: 7/12/12 (REV. 9.12.12, 9.13.12 & 9.18.12)

TO: CHUCK PARKS/GREG LUCAS, CITY OF JACKSON DPW
517-768-6080 (DIRECT) cparks@cityofjackson.org

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) (FAX) 734-676-7647 jagney@gornoford.com

RE: **GORNO CONTRACT # 071B1300005 (10/1/12 – 9/30/15)**
MiDEAL #3958-0089 2013MY FORD F-250, 4x4, EXT.CAB, 142"WB, 6.75' BOX, OXFORD WHITE/STEEL CLOTH, 6.2L V8, 6spd.A/Tw/OD, A/C, SKID PLATES, AM/FMw/CLOCK, PWR. DISC BRKSw/ABS, AIR BAGS, 3.73 LOCKER AXLE, 10,000 # GVWR, PWR. WINDOWS/LOCKS/MIRRORS, LT245/75Rx17AT, BACK-UP BEEPER, TRAILER TOW PKG., TILT/CRUISE, ELEC. BRK. CNTRL., ADVANCE TRACw/ROLL STABILITY CNTRL., FRNT. TOW HOOKS, TPMS, SNOW PLOW PREP PKG., ENGINE BLOCK HTR., UPFITTER SWITCHES, BLACK MOLDED RUNNING BOARDS, 12.5k H.D. HITCH, E-SHIFT-ON-THE-FLY MUNICIPAL SAFETY LIGHT PKG. (Includes; Amber LED Roof Mount Mini-Light-Bar, Frnt. Amber Grill LED's- & Rear Amber LED Taillight Flashers), RHINO SPRAY-IN-BEDLINER, BUYER'S 8'6"STAINLESS-STEEL V-BLADEw/DEFLECTOR

F.O.B. DELIVERED \$31,741.00
(MSRP = \$45,721.00)

NOTE: DEDUCT \$1,450.00 FROM ABOVE AMOUNT FOR REGULAR CAB/8' BOX (SAME SPECS.)

Lead time to order is estimated at 10 – 12 weeks.

Please review, sign and fax back or fax Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,
Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and City of Jackson. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.



Department of Public Works

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

CITY COUNCIL MEETING
SEPTEMBER 25, 2012

TO: Honorable Mayor Griffin and City Council members
FROM: Patrick H. Burtch, Acting City Manager *PHB*
SUBJECT: Request to Renew Lonnie's Hauling & Tree Service Contract

RECOMMENDATION:

Approve renewal No. 1 of the Division I Tree Trimming/Removal Contract with Lonnie's Hauling & Tree Service in the amount of \$87,665.00 and to authorize the Mayor and City Clerk to execute the appropriate documents.

November 15, 2011, City Council authorized the signing of a tree trimming, removal and emergency trimming contract with Lonnie's Hauling & Tree Service of Jackson, Michigan. Contract provisions afforded the City Council opportunity for two one-year renewals. Lonnie's Hauling & Tree Service agreed that maintaining 2011 unit pricing for 2012 is in the best interest of the City and their company. Subsequently, the only change in price is consequent to an increase in the amount of trimming to be performed. City Council approved the necessary funds to complete this trimming during the 2012/2013 fiscal year City Forestry and Street Funds budget process.



**LONNIE'S HAULING
&
TREE SERVICE**

WE WILL NOT KNOWINGLY BE UNDERBID
BY ANY LICENSED COMPANY
OVER 30 YEARS EXPERIENCE

JACKSON (517) 769-2790

Address: 6562 HAWKINS ROAD Office Phone: 517-769-2790
City: JACKSON, MI 49201 FAX# 517-769-2434

9-14-12

TO WHOM IT MAY CONCERN:

WE APPRECIATE THE OFFER, AND
WOULD BE HONORED TO RENEW THE
CITY CONTRACT AT THE SAME RATES AS
THE CURRENT CONTRACT, FOR ANOTHER
YEAR.

WE ENJOY WORKING FOR THE CITY
OF JACKSON AND WITHIN OUR COMMUNITY
AND WITH GREG LUCAS.

SINCERELY
"LONNIE'S HAULING &
TREE SERVICE"-Jim Miller

BID SHEET

DATE: _____

11-7-11

PROPOSAL FOR: Tree Work (including Tree Trimming - Block Trimming, Tree Removal and Emergency Trimming and Tree Removal)

Updated 9-18-12
Quantities

TO: The Mayor and the City Council
City of Jackson, Michigan

Ladies and Gentlemen:

The Undersigned has examined the plans, specifications, and the location of the above described work, and is fully informed as to the conditions relating to its performance, and understands the quantities shown in the estimate and on the plans are accurate to the best belief and knowledge of the Engineer, but are not guaranteed.

The undersigned hereby proposes to furnish all equipment, materials, supplies, labor, and services necessary to commence and complete the project as described in the Contract Documents; and in strict conformity with the requirements of the Specifications and such other special provisions and supplemental specifications as may be a part of this proposal for the above described project at the following unit prices all labor, equipment and materials necessary for completion of the work, but not specifically listed as a pay item, will be deemed to be included in one or more of the pay items listed in the bid sheet.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged (list addenda by Addendum Number and Date):

Addendum No.	Date
N/A	

SCHEDULE OF BID PRICES

NOTE: UNIT PRICES MUST BE LISTED AND SHALL GOVERN.

DIVISION I: TREE TRIMMING AND REMOVAL

ITEM NO	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST	
1a	Trees less than 17" DBH*	EACH	10 20	125 ⁰⁰	1250⁰⁰	2,500
1b	Trees 18" - 24" DBH*	EACH	25 40	150 ⁰⁰	3750 ⁰⁰	6,000
1c	Trees 25" - 32" DBH*	EACH	30 50	300 ⁰⁰	9000 ⁰⁰	15,000
1d	Trees 33" - 40" DBH*	EACH	30 50	350 ⁰⁰	10500 ⁰⁰	17,500
1e	Trees 41" - 52" DBH*	EACH	20 41	400 ⁰⁰	8000 ⁰⁰	16,400
1f	Trees 53" and larger DBH*	EACH	5 6	950 ⁰⁰	3250 ⁰⁰	3,900
1g	Trimming and Pruning Crew	HRS	100	75 ⁰⁰	7500 ⁰⁰	7,500
TOTAL SECTION I: Tree Trimming and Removal					43,250⁰⁰	68,800

DIVISION II: FULL BLOCK TRIMMING

ITEM NO	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
2a	Large Trees - 17" and greater -	EACH	150 175	43.00	6450.00 7,525
2b	Small Trees - less than 17"	EACH	100	25.00	2500.00 2,500
TOTAL SECTION II: FULL BLOCK TRIMMING					8,950.00 10,025

DIVISION III: HOURLY WORK/EMERGENCY TRIMMING AND TREE REMOVAL

ITEM NO	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
3a	Emergency Call: Includes aerial lift, chip truck and crew	HRS	100 85	100.00	10,000 8,500
3b	Minimum Call In Charge After Hours	#/HRS		200.00	200.00 200
3c	Minimum 60' Aerial Lift	HR	1	40.00	40.00 40
3d	Minimum 9" Capacity Brush Chipper	HR	1	20.00	20.00 20
3e	Trimmer	HR	1	10.00	10.00 10
3f	Groundsman	HR	1	10.00	10.00 10
3g	Chip/Manual Truck (min. 5 cy)	HR	1	20.00	20.00 20
3h	Log Truck	HR	1	40.00	40.00 40
TOTAL SECTION III: Hourly Work/Emergency Trimming and Tree Removal					10,340.00 8,840

Total Division 1	68,800	43,250.00
Total Division 2	10,025	8,950.00
Total Division 3	8,840	10,340.00
Total Divisions 1 - 3	87,665	62,500.00

TOTAL BID WRITTEN OUT: *SIXTY-TWO THOUSAND, FIVE HUNDRED & NO/CENTS*

Bidders Name:	
Address:	<i>6562 HAWKINS ROAD</i>
City, State, Zip:	<i>JACKSON, MI 49201</i>
Telephone:	<i>(517) 769-2790</i>

- I am the person described in and who executed the foregoing bid and that the several matters stated are in all respects true.
- That I am an employee of the firm or company described in and I am authorized to submit said bid.

By *[Signature]* Its *OWNER*



CITY COUNCIL MEETING
September 25, 2012

MEMO TO: City Councilmembers
FROM: Martin J. Griffin, Mayor *mjg*
DATE: September 20, 2012
SUBJECT: City Council Standing Committees

RECOMMENDATION:

Approve the Mayor's recommendation to dissolve City Council Standing Committees, and replace them with work groups as needed.

With most City Councilmembers schedules being so hectic, making it difficult for committee members to attend committee meetings, I am recommending that the City Council Standing Committees be dissolved and replace them with work groups as needed. This should help expedite the process of working through some of the very important issues that come before us. Your consideration and approval of this recommendation is appreciated.

MJG:skh

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: September 7, 2012

TO: Patrick Burtch, Deputy City Manager

FROM: Matthew R. Heins, Chief of Police

SUBJECT: August Manager's Report

Chief Matthew Heins

- Attended:
 - Meetings with Citizens (3)
 - Police Pre-Determination Meetings (2)
 - Discussion with POLC-NS President re: Vacation
 - Officer Interviews (8)
 - Farewell reception for City Manager Larry Shaffer
 - Save Our Youth Walk
 - Vehicle Discussion with Commanders and Staff
 - TV Interview with Eagle Scout Candidate Tim Johnson
 - Meeting with Leon LaBrecque
 - Discussion with JNET Lieutenant
 - POLC-NS Negotiations/Meetings (3)
 - Crime Stoppers Board Meeting
 - State Community Corrections Board
 - Fallen Victim Memorial Re-Dedication
 - Inspection of Fire Tower
 - Nuisance Abatement Meeting
 - Area Chiefs Meeting
 - Tour of JPD for Phil Hoffman
 - Meeting with Summit Fire Chief John Worden
 - Firefighter Grievance Meetings (2)
 - Discussion of IAFF Concerns with Deputy City Manager
 - Retirement Reception for Sergeant David Stadelman
 - Garbage and Rubbish Ordinance Meeting
 - Meeting with Fire Deputy Chief David Wooden
 - CAC Steering Committee Meeting
 - Meeting with HRC Members

- Time Away from Office:
 - 8 hours of personal time

Deputy Chief John Holda

- Attended:
 - Officer Interviews (8)
 - Pre-Determination Meetings (2)
 - MAPE Negotiations
 - Meeting with POLC-NS President re: VAcation
 - CivicPlus Meeting
 - POLC-NS Negotiations/Meetings (5)
 - Department Head Meeting
 - Act 345 Meeting
 - Safe Communities Workgroup Meeting
 - Awards Board Meeting
 - New Vehicle Purchase Discussion
 - Salvation Army Advisory Board
 - Discussion on Employee Evaluations
- IT:
 - IT Meeting with Lori Lewis
 - Hardware and Software Installations
 - Investigate Voice Recognition/Transcription Software
- Time Away from Office:
 - 40 hours vacation
 - 8 hours of personal time

Lt. Christopher Simpson

- Attended:
 - Vehicle Discussion with Commanders and Staff
 - Training Consortium Meeting
 - JNET Meeting with Commanders
 - Policy Review Committee Meeting
 - LEPC Meetings (2)
 - Retirement Reception for Sergeant Stadelman
 - CAC Meeting
- Projects
 - Permanent Prescription Drug Box
 - Professional Development for Officers
 - Follow-Up on Radio Grant through Homeland Security
 - Act as DB Supervisor while Sergeant is off on medical leave
- Time Away from Office:
 - 8 hours personal time

Lt. Elmer Hitt

- Attended:

- Meeting with Citizen
- Conflict Resolution Presentation to Summer Program Students
- Policy Review Committee Meeting
- John George Home Board Meeting
- DDA Meeting
- Meeting with Neighborhood and Economic Operations Department Staff
- Nuisance Abatement Meeting
- SRT Training
- Safe Communities Meeting
- Other Update Information:
 - Jackson Traffic Safety Program funded 80 hours of traffic enforcement overtime. Officers worked 32 hours of OWI Enforcement Overtime and 37 hours of Safety Belt Enforcement.
 - Byrne JAG awarded to JPD for purchase of new duty weapons for officers.
 - National Night Out events were well attended.
- Time Away from Office:
 - 40 hours of vacation
 - 8 hours of personal time