

## **JACKSON CITY COUNCIL MEETING**

### **MINUTES**

**SEPTEMBER 25, 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.**

The Council joined in the pledge of allegiance.

#### **ROLL CALL.**

Present: Mayor Martin J. Griffin and Councilmembers Carl L. Breeding, Kimberly Jaquish, Laura Dwyer Schlecte, Andrew R. Frounfelker and Derek J. Dobies 6. Absent at Roll Call: Councilmember Daniel P. Greer 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.

#### **EXECUTIVE SESSION TO DISCUSS LEGAL OPINIONS, ACQUISITION OF REAL PROPERTY AND PENDING LITIGATION.**

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

Councilmember Greer arrived at 6:32 p.m.

#### **RETURN TO OPEN SESSION.**

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

#### **AGENDA.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to amend the agenda by adding Item H. under New Business. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

Motion was made by Councilmember Dobies and seconded by Councilmember Greer to adopt the agenda, as amended. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

### **CITIZEN COMMENTS.**

Toni B. Jones addressed the Council on behalf of another individual who suggested that the downtown Riverwalk Plaza Hotel be converted to a vertical indoor garden.

John Wilson introduced himself as a candidate for 8<sup>th</sup> District County Commissioner. He also discussed his ideas on economic growth and development.

### **PRESENTATIONS/PROCLAMATIONS.**

None.

### **CONSENT CALENDAR.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

#### Consent Calendar

- A. MEETING MINUTES:  
Approval of the minutes of the regular City Council meeting of September 11, 2012.
- B. CITY ASSESSOR DESIGNATION ó 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 Complied 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.

### **COMMITTEE REPORTS.**

None.

**APPOINTMENTS.**

None.

**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.**

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

**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).**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to authorize submission of the CAPER to HUD. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

**RESOLUTIONS.**

**A. BUILDING CODE BOARD OF EXAMINERS AND APPEALS FEE RESOLUTION:  
RESOLUTION REVISING THE BUILDING CODE BOARD OF EXAMINERS AND  
APPEALS FEE SCHEDULE.**

Motion was made by Councilmember Schlecte and seconded by Councilmember Frounfelker to adopt the resolution, as amended, by deleting the second and third "Be It Further Resolved" paragraphs and changing the department name from Community Development to Neighborhood and Economic Operations. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies 5. Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

**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.**

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

**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.**

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, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

**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.**

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to adopt Ordinance No. 2012.22. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies 5. Nays: Councilmembers Breeding and Jaquish 2. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt Ordinance No. 2012.23. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobies 6. Nays: Councilmember Breeding--1. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt Ordinance No. 2012.24. The motion was adopted by the following vote. Yeas: Mayor

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

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt Ordinance No. 2012.25. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobiesô 5. Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

**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.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to adopt Ordinance No. 2012.26. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobiesô 7. Nays: 0. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to adopt Ordinance No. 2012.27. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobiesô 7. Nays: 0. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Schlecte to adopt Ordinance No. 2012.28. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Jaquish, Greer, Schlecte, Frounfelker and Dobiesô 6. Nays: Councilmember Breeding--1. Absent: 0.

**OTHER BUSINESS.**

None.

**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).**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobiesô 5. Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Dobies to approve the request. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobiesô 7. Nays: 0. Absent: 0.

**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 CONTACT NO. 071B1300005 IN THE AMOUNT OF \$31,741.00.**

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 Greer, Schlecte, Frounfelker and Dobiesô 5. Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

Councilmember Breeding requested a listing of vehicles purchased during fiscal years 2011/12 and 2012/13 and the account line items they were charged to.

**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).**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor

Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7.  
Nays: 0. Absent: 0.

**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.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the Mayor’s recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Greer, Schlecte, Frounfelker and Dobies 2.  
Nays: Councilmembers Breeding and Jaquish--2. Absent: 0.

**G. PURCHASE OF REAL PROPERTY:  
CONSIDERATION OF A RECOMMENDATION TO AUTHORIZE THE ACTING CITY  
MANAGER TO PURCHASE REAL PROPERTY BY NOVEMBER 15, 2012.**

Motion was made by Councilmember Dobies and seconded by Councilmember Frounfelker to approve the recommendation. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

**H. ITEM ADDED WHEN THE AGENDA WAS ADOPTED.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Dobies to authorize the Mayor and Clerk to sign a Development Agreement with the potential purchaser of the property located at 117 W. Louis Glick Highway, Jackson, Michigan. The Development Agreement shall include provisions allowing the purchaser to lease the Farmer’s Market parking lot from 5:00 p.m. to 11:59 p.m. Friday evenings from May through October, and on March 17<sup>th</sup> (all day). The rent of the property shall be at market rate as established by the Neighborhood and Economic Operations Department. The Development Agreement will be subject to the approval of the City Attorney. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

**CITY COUNCILMEMBERS’ COMMENTS.**

Motion was made by Councilmember Breeding and seconded by Councilmember Schlecte that the Deputy City Manager be given the title of Interim City Manager. The motion was adopted by the following vote. Yeas: Mayor Griffin and Councilmembers Breeding, Jaquish, Greer, Schlecte, Frounfelker and Dobies 7. Nays: 0. Absent: 0.

Councilmember Greer stated that Proposal 5 on the November 6, 2012, ballot is just bad policy and urged voters to vote “No” on this proposal.

Councilmember Schlecte inquired about the new dollar store on Cooper Street. Interim City Manager Burtch explained the new Dollar General store will comply with the City’s new building design standards and will look more residential in character.

Councilmember Frounfelker thanked everyone for the September 19 goal setting session.

Councilmember Dobies announced that one of his constituents, Wendy Clifton, will hold a 10<sup>th</sup> anniversary celebration for her business, *A Frame Above*, on Tuesday, October 2 from 4 ó 7 p.m. There will be 10% off in the store the week of the event.

Mayor Griffin announced that the first work group to be established will be for medical marihuana. Appropriate staff will be present, so that a complete product will come to Council, along with a recommendation. He also commended City Engineer Jon Dowling for a job well done on the signage announcing hydrant flushing in the City. He believes this should be done for leaf pick-up as well.

#### **MANAGER'S COMMENTS.**

Interim City Manager Burtch stated that flow charts will be distributed to the Council prior to the next goal setting session. He also discussed a solar project, which would be done privately, and stated he will bring this matter to Council in October.

#### **ADJOURNMENT.**

No further business being presented, the Mayor adjourned the meeting at 7:48 p.m.

Lynn Fessel  
City Clerk



Jackson Downtown Development Authority

October 1, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: **Special Event Application: Consideration of a request from Zombie Walk Jackson**

**RECOMMENDATION: Approval of the request from Zombie Walk Jackson to hold Zombie Walk Jackson 2012 on Saturday, October 13<sup>th</sup> from 3pm to 7:00pm on various city streets (Brown St., Wildwood St., Michigan Ave, and Mechanic St.) and Parking Lot 5.**

**DEPARTMENTAL APPROVAL SUMMARY**

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

<b>Department</b>	<b>Approval</b>	<b>Denial</b>	<b>Economic Impact</b>
Police	x		\$300
Fire	x		\$0
Engineering	x		\$0
Public Works	x		\$100
Recreation	x		\$0
DDA	x		\$0
			<hr/>
			<b>\$400</b>

**Conditions and Considerations:**

- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- Any markings on pavement or sidewalk shall be in temporary, ie chalk, material.

**Insurance Status:** Approved

att: Special Event Application: Zombie Walk Jackson 2012  
Route/Assistance Map

JG

CITY OF JACKSON  
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Zombie Walk Jackson  
Organization Address: 544 Chestnut Jackson, MI 49202  
Organization Agent JASON MULHOLLAND Title: ORGANIZER  
Phone: (work) (517) 917-7247 Phone: (home) SAME Phone: (during the event) SAME  
Agent's Address 544 Chestnut Jackson, MI 49202  
Agent's E-Mail Address Jasmulholland@gmail.com  
Event Name Zombiewalk Jackson 2012

Please give a brief description of the proposed special event: A CHARITY EVENT FOR THE PURPOSE OF RAISING DONATIONS AND AWARENESS FOR THE MARCH OF DIMES

Event Day(s) & Date(s) October 13<sup>th</sup> 2012  
Event Time(s) 4:30 PM - 7:00 PM  
Set-Up Date & Time October 13<sup>th</sup> 3 PM Tear-Down Date & Time October 13<sup>th</sup> 6 PM  
1625 N. WISNER Bigby COFFEE  
Event Location EVENT starts @ 2 locations 1625 Spring Arbor Rd. THE HUB

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO  
How many years has this event occurred? 3 yrs

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

STREET CLOSURES: Start Date/Time Oct 13<sup>th</sup> 5:45 PM through Date/Time: Oct 13<sup>th</sup> 6:30 PM

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.  
If yes, what time? \_\_\_\_\_ until \_\_\_\_\_

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

**ENTERTAINMENT:** Are there any entertainment features related to this event? YES  NO   
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

**ATTENDANCE:** What is the expected (estimated) attendance for this event? 300-500

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event? YES  NO   
If yes, how many? \_\_\_\_\_

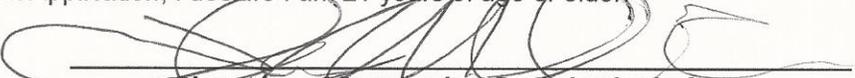
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event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

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

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

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:  
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy.  
A \$25 Special Event Application fee must be submitted along with this Special event Application.  
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.  
The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.  
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.  
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

October 19, 2012  
Date

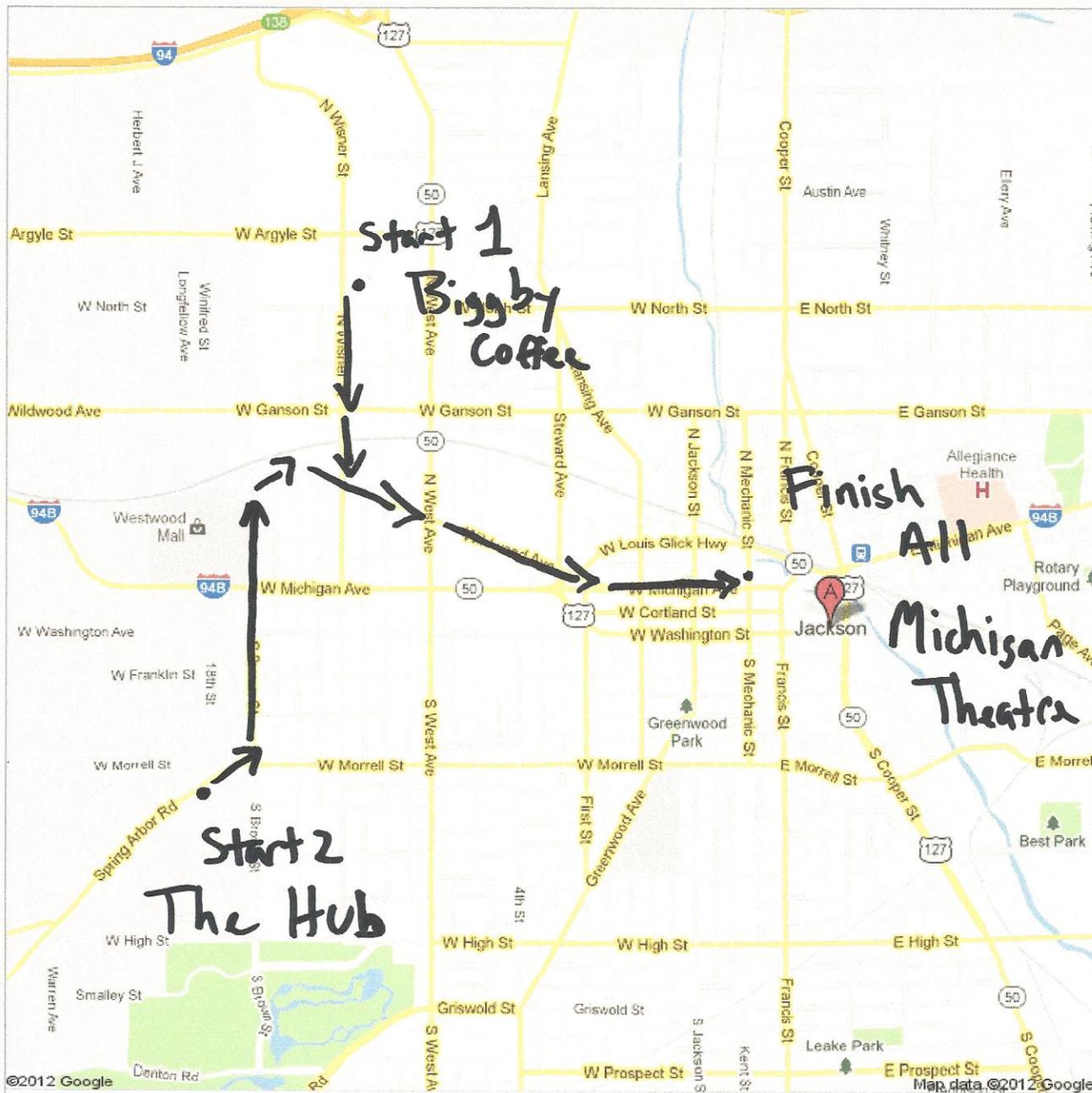
  
Signature of Sponsoring Organization's Agent

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



Address Jackson, MI

Get Google Maps on your phone  
Text the word "GMAPS" to 466453



Jackson Downtown Development Authority

October 1, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Jonathan Greene, Executive Director

SUBJECT: **Special Event Application: Consideration of a request from Church World Service/Jackson Crop Walk**

**RECOMMENDATION: Approval of the request from Church World Service/Jackson Crop Walk to host the Jackson Area Crop Walk on Sunday, October 14<sup>th</sup> from 1pm to 4:30 pm on various city streets (Cortland St., Francis St., Mason St., High St., Jackson St., Randolph St., Greenwood Ave., Biddle St., Blackstone St.).**

**DEPARTMENTAL APPROVAL SUMMARY**

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

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

**Conditions and Considerations:**

- Applicant is responsible for removal/cleanup of trash, garbage, and debris
- Any markings on pavement or sidewalk shall be in temporary, ie chalk, material.

**Insurance Status:** Approved

att: Special Event Application: Jackson Crop Walk  
Route Map

JG

CITY OF JACKSON  
SPECIAL EVENT APPLICATION

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

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: CHURCH WORLD SERVICE / JACKSON CROP WALK

Organization Address: 475 RIVERSIDE DR., SUITE 700, NEW YORK, NY 10115

Organization Agent PAUL FRACKER Title: CO. COORDINATOR

Phone: (work) \_\_\_\_\_ Phone: (home) 782-6963 Phone: (during the event) 817-9555

Agent's Address 729 OAKDALE AVE., JACKSON, MI 49203-2919

Agent's E-Mail Address philfracker@comcast.net

Event Name JACKSON AREA CROP WALK

Please give a brief description of the proposed special event: BEGINNING AND ENDING AT FIRST UNITED METHODIST CHURCH A 3.2 MILE (1 MILE SHORT) WALK/JOG FOR ANTICIPATED 100-150 WALKERS/JOGGERS IN JACKSON TO RAISE FUNDS TO HELP ERADICATE HUNGER AROUND THE WORLD AND HERE IN JACKSON. SEE COVER LETTER FOR FURTHER DETAILS

Event Day(s) & Date(s) SUNDAY, OCTOBER 14, 2012

Event Time(s) 01:00 PM (REGISTRATION) 02:00 PM - APPROX. 04:30 PM WALK

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

Event Location PUMC ! JACKSON CITY STREETS (SEE MAP)

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO  
How many years has this event occurred? 36 THIS YEAR

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

STREET CLOSURES: Start Date/Time NA through Date/Time: \_\_\_\_\_

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, please attach liquor license and liquor liability insurance.

If yes, what time? \_\_\_\_\_ until \_\_\_\_\_

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

**ENTERTAINMENT:** Are there any entertainment features related to this event? YES  **NO**   
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

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

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

**REST ROOMS:** Are you planning to provide portable rest rooms at the event? YES  **NO**   
If yes, how many? \_\_\_\_\_

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

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

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

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

A \$25 Special Event Application fee must be submitted along with this Special event Application.  
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.

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

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

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

09/18/2012  
Date

*Phillip M. Jones*  
Signature of Sponsoring Organization's Agent

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

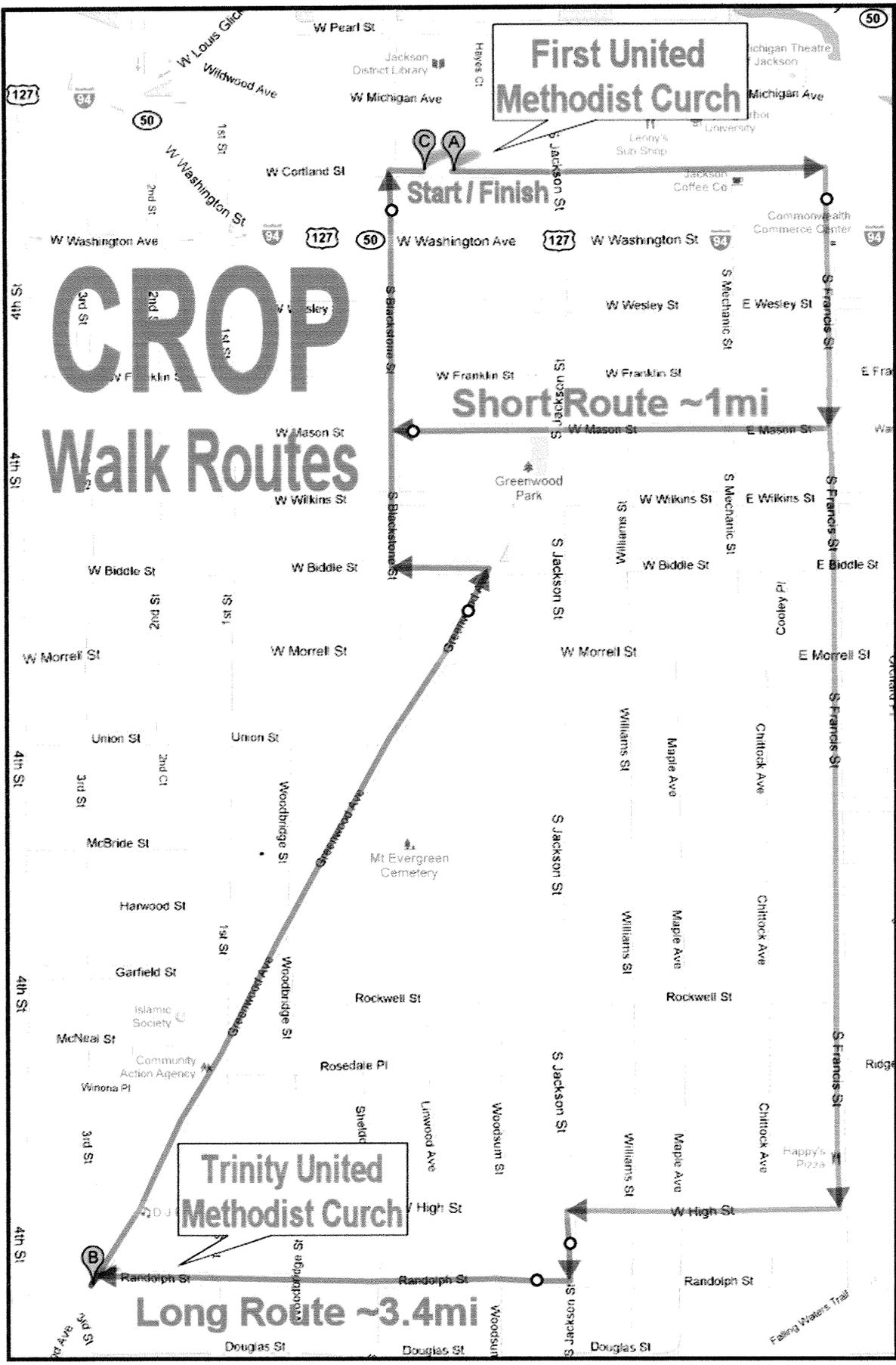
**First United Methodist Church**

# CROP Walk Routes

**Short Route ~1mi**

**Trinity United Methodist Church**

**Long Route ~3.4mi**





# Neighborhood & Economic Operations

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Planning & Economic Development  
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## CITY COUNCIL MEETING October 9, 2012

**TO:** Honorable Mayor and City Councilmembers

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

**SUBJECT:** Final Change Order 1 – InterCity Bike Path Repaving

---

**RECOMMENDATION:** To approve Change Order 1 to the contract with Quality Asphalt Paving Inc., in the increased amount of \$5,557.83 to balance quantities for contract pay items and to add pay items not included in the original contract for the InterCity Bike Path Repaving Project, and authorization for the Interim City Manager and City Engineer to execute the appropriate document.

The Final Change Order 1 to the contract with Quality Asphalt Paving, Inc. for the InterCity Bike Path is attached.

This change order balances quantities for final payment. It represents an increase of \$5,557.83 and contains work not included in the original contract. Additional work included removing and replacing pavement at the trail intersection with Merriman to accommodate ramp reconstruction. Other increases and decreases are tabulated in the Change Order.

We request approval of Final Change Order 1 and authorization for the Interim City Manager and the City Engineer to sign the document. This project is being paid from the Capital Projects Fund.

RTM:sms

C: 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

**FINAL BALANCING CHANGE ORDER NO. 1**  
**To Contract for**  
**InterCity Bike Path Repaving**  
**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** **\$90,910.75**

**Change Order No. 1** **\$5,557.83**  
Details of changes are shown on the attached pages.

**NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1** **\$96,468.58**

**REASON FOR CHANGE:**

1. To balance quantities for contract pay items and to add pay items not included in the original contract.

**CONTRACT COMPLETION**

The contract completion date remains unchanged.

\_\_\_\_\_  
Prepared by Randall T. McMunn, P.E.  
Assistant City Engineer

ACCEPTED BY:

\_\_\_\_\_  
Quality Asphalt Paving, Inc.

\_\_\_\_\_  
Date

ACCEPTED BY:

\_\_\_\_\_  
Jon H. Dowling, P.E.,  
City Engineer / Director of Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrick H. Burtch, Acting City Manager

\_\_\_\_\_  
Date

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

							Amount	
							ADD	DEDUCT
1	Mobilization, Max. \$3,000	1	0	1	LS	3000.00	\$ -	\$ -
2	Tree, Rem, 6 inch to 18 inch	1	2	3	Ea	650.00	\$ 1,300.00	\$ -
3	Curb & Gutter, Rem	48	41	89	Ft	31.00	\$ 1,271.00	\$ -
4	Sidewalk, Rem	60	-22.5	37.5	Syd	18.65	\$ -	\$ (419.63)
5	Fence, Rem and Set New End Posts	1	0	1	LS	200.00	\$ -	\$ -
6	Subgrade Undercutting, Type II	50	-50	0	Cyd	26.00	\$ -	\$ (1,300.00)
7	Erosion Control, Inlet Protection, Grate Filter	5	0	5	Ea	245.00	\$ -	\$ -
8	HMA Base Crushing and Shaping	2622	-78	2544	Syd	4.20	\$ -	\$ (327.60)
9	Geotextile, Stabilization	1393	-18	1375	Syd	2.10	\$ -	\$ (37.80)
10	Curb and Gutter, Conc, Detail F4	48	60	108	Ft	30.60	\$ 1,836.00	\$ -
11	Detectable Warning Surface	50	10	60	Ft	48.50	\$ 485.00	\$ -
12	Sidewalk Ramp, Conc, 6 inch	500	275	775	Sft	7.80	\$ 2,145.00	\$ -
13	Sidewalk, Conc, 4 inch	324	400	724	Sft	8.30	\$ 3,320.00	\$ -
14	Sidewalk, Conc, 6 inch	400	-296	104	Sft	8.75	\$ -	\$ (2,590.00)
15	Shared Use Path, Aggregate	307	33.94	340.94	Ton	18.65	\$ 632.98	\$ -
16	Shared Use Path, Grading	3100	-177	2923	Ft	2.00	\$ -	\$ (354.00)
17	Shared Use Path, HMA	520	-0.26	519.74	Ton	72.00	\$ -	\$ (18.72)
18	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	7	2	9	Ea	50.00	\$ 100.00	\$ -
19	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	7	2	9	Ea	1.00	\$ 2.00	\$ -
20	Plastic Drum, High Intensity, Lighted, Furn	20	0	20	Ea	7.50	\$ -	\$ -
21	Plastic Drum, High Intensity, Lighted, Oper	20	0	20	Ea	1.00	\$ -	\$ -
22	Sign, Type B, Temp, Prismatic, Furn	285	-15	270	Sft	3.00	\$ -	\$ (45.00)
23	Sign, Type B, Temp, Prismatic, Oper	285	-15	270	Sft	1.00	\$ -	\$ (15.00)
24	Fertilizer, Chemical Nutrient, CI A	187	-187	0	Lb	1.00	\$ -	\$ (187.00)
25	Seeding, Mixture THM	361	-161	200	Lb	2.00	\$ -	\$ (322.00)
26	Hydromulch	4133	-4093	40	Syd	0.50	\$ -	\$ (2,046.50)
27	HMA Surface, Rem	0	92.2	92.2	Syd	15.50	\$ 1,429.10	\$ -
28	Remove Conc Headers at Merriman RR Xing	0	1	1	Lsum	700.00	\$ 700.00	\$ -
							\$ 13,221.08	\$ (7,663.25)
							\$ 5,557.83	
							\$ 96,468.58	



# Neighborhood & Economic Operations

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---

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Code Enforcement  
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Engineering  
(517) 788-4160

Planning & Economic Development  
(517) 768-6433

**CITY COUNCIL MEETING**  
**October 9, 2012**  
**NEW BUSINESS**

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Patrick H. Burtch, Interim City Manager

**SUBJECT:** CDBG and HOME Financial Summaries through August 31, 2012

---

**RECOMMENDATION**

**To accept and place on file the CDBG and HOME Financial Summaries through August 31, 2012.**

Attached please find the Financial Summaries for CDBG and HOME funds for the two months ended August 31, 2012.

Cc: Heather Soat, Accounting Manager  
Michelle Pultz-Orthaus, Records Management Coordinator

**City of Jackson  
Community Development Block Grant  
Monthly Financial Summary  
For the Two Months Ended August 31, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
<b><u>Public Services</u></b>							
1 AWARE (FY 2011/2012)	5,500	4,580	-	920	5,500	-	100.0%
2 King Center Summer Program	40,000	-	-	-	-	40,000	0.0%
3 Salvation Army - Heating Assistance (FY 2011/2012)	55,954	48,354	-	7,600	55,954	-	100.0%
<b><u>Administration</u></b>							
4 Administration & Planning							
FY 2011/2012	205,000	106,871	10,088	7,734	114,605	90,395	55.9%
FY 2012/2013	215,000	-	-	-	-	215,000	0.0%
<b><u>Code Enforcement</u></b>							
5 City Code Enforcement Division							
FY 2011/2012	485,000	370,196	30,807	73,232	443,428	41,572	91.4%
FY 2012/2013	535,000	-	-	-	-	535,000	0.0%
6 City Attorney Office							
FY 2011/2012	29,000	22,663	-	2,954	25,617	3,383	88.3%
FY 2012/2013	52,000	-	-	-	-	52,000	0.0%
<b><u>Housing Rehabilitation Projects</u></b>							
7 City Emergency Hazard Repair Program							
FY 2010/2011	125,000	112,395	2,574	12,605	125,000	-	100.0%
FY 2011/2012	54,900	-	5,892	5,892	5,892	49,008	10.7%
FY 2012/2013	104,000	-	-	-	-	104,000	0.0%
8 World Changers	17,201	-	-	-	-	17,201	0.0%
9 City Rehab Administration (Denied Loans)							
FY 2009/2010	1,000	403	(195)	(195)	208	792	20.8%
FY 2010/2011	1,000	348	(766)	(304)	44	956	4.4%
FY 2012/2013	1,000	-	-	-	-	1,000	0.0%
10 John George Home - building repairs							
FY 2010/2011	10,000	9,660	340	340	10,000	-	100.0%
FY 2011/2012	12,500	-	-	-	-	12,500	0.0%
<b><u>Street Projects</u></b>							
11 Mason - Jackson to Francis (FY 2009/2010)	141,910	139,763	2,147	2,147	141,910	-	100.0%

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
12 Special Assessments (FY 2009/2010)	22,718	3,096	-	-	3,096	19,622	13.6%
13 Wilkins - Jackson to Williams (FY 2010/2011)	103,000	93,599	-	-	93,599	9,401	90.9%
14 Wilkins - Williams to Mechanic (FY 2010/2011)	106,000	-	-	-	-	106,000	0.0%
15 Special Assessments (FY 2010/2011)	10,000	-	-	-	-	10,000	0.0%
16 Biddle - Jackson to Williams (FY 2011/2012)	53,000	5,750	-	-	5,750	47,250	10.8%
17 Forest - Bend to Edgewood (FY 2011/2012)	106,000	6,307	1,334	1,334	7,641	98,359	7.2%
18 Homewild - Ellery to Edgewood (FY 2011/2012)	119,000	7,546	3,954	3,954	11,500	107,500	9.7%
19 Special Assessments (FY 2011/2012)	25,000	-	-	-	-	25,000	0.0%
<b><u>Other Projects</u></b>							
20 Public Works - curb ramps							
FY 2011/2012	10,000	1,714	-	-	1,714	8,286	17.1%
FY 2012/2013	10,000	-	-	-	-	10,000	0.0%
<b><u>Economic Development</u></b>							
21 Job Creation Loans (FY 2010/2011)	50,000	-	-	-	-	50,000	0.0%
<b><u>Public Improvements</u></b>							
22 Demolition Engineering - 212 W Mich (FY 2010/2011)	38,000	-	-	-	-	38,000	0.0%
23 Demolition - Neighborhood Economic Stabilization	494,924	-	1,680	1,680	1,680	493,244	0.3%

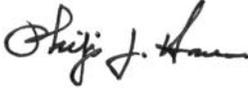
NOTE: All funds are FY 2011/2012 allocations unless otherwise indicated

**City of Jackson  
HOME  
Monthly Financial Summary  
For the Two Months Ended August 31, 2012**

	<u>Budgeted</u>	<u>Expended Prior Year</u>	<u>Actual Month-to-Date</u>	<u>Actual Year-to-Date</u>	<u>Total Funds Expended- to-Date</u>	<u>Balance</u>	<u>Percent Spent</u>
1 Rehabilitation Assistance Program							
FY 2011/2012	144,017	94,865	-	49,152	144,017	-	100.0%
FY 2012/2013	184,391	-	2,078	14,399	14,399	169,992	7.8%
2 HOME Administration							
FY 2011/2012	32,189	-	-	32,189	32,189	-	100.0%
FY 2012/2013	25,500	-	-	-	-	25,500	0.0%
3 JAHC - Downpayment Assistance							
FY 2010/2011	40,000	20,365	-	3,000	23,365	16,635	58.4%
4 JAHC - CHDO Operating Expenses							
FY 2009/2010	15,000	6,901	304	427	7,328	7,672	48.9%
FY 2010/2011	18,000	-	-	-	-	18,000	0.0%
5 CAA - CHDO Operating Expenses							
FY 2011/2012	16,000	-	-	-	-	16,000	0.0%
FY 2012/2013	12,500	-	-	-	-	12,500	0.0%
6 JAHC - CHDO Acquisition/Rehab/Resale							
FY 2010/2011	90,000	73,146	-	-	73,146	16,854	81.3%
7 CAA - CHDO Acq/Rehab/Resale (FY 2011/2012)							
FY 2011/2012	53,250	-	-	-	-	53,250	0.0%
FY 2012/2013	40,000	-	-	-	-	40,000	0.0%
8 JAHC - Administration (FY 2010/2011)	6,000	5,652	-	348	6,000	-	100.0%
9 Habitat for Humanity (FY 2011/2012)	75,000	13,706	10,454	10,454	24,160	50,840	32.2%
10 City - Acq/Rehab/Resale (FY 2011/2012)	240,000	119,420	-	-	119,420	120,580	49.8%



CITY COUNCIL MEETING  
October 9, 2012

TO: Honorable Mayor and City Councilmembers  
FROM: Philip Hones, Finance Director   
DATE: September 28, 2012  
SUBJECT: **Year End (Pre-Audit) Financial Reports for June 30, 2012**

---

**RECOMMENDATION: RECEIPT OF YEAR END FINANCIAL REPORTS (PRE-AUDIT) FOR JUNE 30, 2012**

Attached are the following financial reports:

- 1. Financial Statements as of and for the 12 Months Ended June 30, 2012 (Pre-Audit)**  
These are the normal financial statements for all funds (except CDBG) that are submitted monthly. These statements are revenue and expense summaries of the detail statements that will be given to the auditors to perform their annual audit, which will start October 1<sup>st</sup>.
- 2. General Fund - Summary of Revenues, Expenditures and Changes in Fund Balances – FY 2010 and 2011 Actual, FY 2012 Pre-Audit and FY 2013 Budgeted.**  
This statement compares revenues, expenditures and changes in fund balance, for the General Fund only, for the periods indicated. Estimate of fund balance at June 30, 2012 and how the current budget for FY 2013 will change that estimated figure are shown.
- 3. Comparative Balance Sheet – General Fund – June 30, 2012 and 2011.**  
This report shows the General Fund balance sheet (unaudited) for June 30, 2012 with comparative data for 2011. At the bottom of this report I have shown the fund balance components as a percent of expenditures.

Lastly, I will be submitting a proposed fund balance policy for the General Fund hopefully for the October 23<sup>rd</sup> meeting. The City currently has an unwritten policy that should be reviewed in light of current governmental accounting recommended practices and formalized by adoption of a resolution. Adoption of such a policy will help the City prepare for contingencies and improve its credit rating as well as provide a more definable reserve balance target during the budget process.



# City of Jackson, Michigan Financial Statements

As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)  
*(Unaudited)*

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

**City of Jackson, Michigan**  
**General Fund Expenditure Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

Function Department	2011/12 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<b><u>Legislative :</u></b>						
101-101 City Council	78,582	80,982	6,255	78,779	97.28%	2,203
<b><u>Judicial:</u></b>						
101-137 Administrative Hearings Bureau	22,851	22,851	3,385	22,849	99.99%	2
	<b>22,851</b>	<b>22,851</b>	<b>3,385</b>	<b>22,849</b>	<b>99.99%</b>	<b>2</b>
<b><u>General Government :</u></b>						
101-172 City Manager	248,315	241,703	30,389	237,605	98.30%	4,098
101-192 City Clerk-Elections	151,568	163,045	15,715	159,351	97.73%	3,694
101-201 Finance	428,698	426,640	50,301	426,577	99.99%	63
101-209 City Assessor	295,358	314,698	32,565	300,165	95.38%	14,533
101-210 City Attorney	393,824	394,049	52,551	387,167	98.25%	6,882
101-215 City Clerk	198,545	193,113	21,417	193,083	99.98%	30
101-226 Personnel	166,545	184,791	46,207	198,357	107.34%	(13,566)
101-233 Purchasing	89,294	90,650	6,655	85,894	94.75%	4,756
101-253 City Treasurer	279,341	274,211	28,337	274,210	100.00%	1
101-254 City Income Tax	211,038	204,757	16,622	177,524	86.70%	27,233
101-258 Management Information Services	330,867	329,370	26,657	327,453	99.42%	1,917
101-265 City Hall & Grounds	338,657	336,263	45,097	331,320	98.53%	4,943
101-276 Cemeteries	186,363	216,363	14,669	220,932	102.11%	(4,569)
101-299 Unallocated	694,527	769,022	136,329	768,881	99.98%	141
	<b>4,012,940</b>	<b>4,138,675</b>	<b>523,511</b>	<b>4,088,519</b>	<b>98.79%</b>	<b>50,156</b>
<b><u>Police Department :</u></b>						
101-301 Police	7,268,805	7,325,616	610,697	7,148,315	97.58%	177,301
101-308 STEP Grants	0	24,899	3,900	17,032	68.40%	7,867
101-311 JCCAE Grant	0	7,963	0	6,148	77.21%	1,815
101-312 OHSP Grant	0	9,000	0	4,863	54.03%	4,137
101-313 Consortium Training	11,485	46,337	301	14,637	31.59%	31,700
101-314 In-Service Training	8,478	16,984	1,864	8,826	51.97%	8,158
101-315 MCOLES Traininig	0	33,283	4,819	22,003	66.11%	11,280
	<b>7,288,768</b>	<b>7,464,082</b>	<b>621,581</b>	<b>7,221,824</b>	<b>96.75%</b>	<b>242,258</b>
<b><u>Fire Department :</u></b>						
101-340 Fire Suppression	3,327,889	3,437,053	542,310	3,357,123	97.67%	79,930
	<b>3,327,889</b>	<b>3,437,053</b>	<b>542,310</b>	<b>3,357,123</b>	<b>97.67%</b>	<b>79,930</b>
<b><u>Other Public Safety :</u></b>						
101-350 Public Safety - Unallocated	1,684,850	1,795,850	194,237	1,776,911	98.95%	18,939
101-426 Office of Emergency Measures	64,601	64,601	1,338	44,116	68.29%	20,485
	<b>1,749,451</b>	<b>1,860,451</b>	<b>195,575</b>	<b>1,821,027</b>	<b>97.88%</b>	<b>39,424</b>

( Continued - )

**City of Jackson, Michigan**  
**General Fund Expenditure Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

Function Department	2011/12 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<b><i>Public Works :</i></b>						
101-441 Tax Property Maintenance	8,000	12,897	1,905	8,883	68.88%	4,014
101-442 Civic Affairs	43,765	49,790	8,394	43,273	86.91%	6,517
101-447 Grounds Maintenance	42,600	50,320	5,528	40,706	80.89%	9,614
101-448 Sidewalk Construction	52,000	77,940	0	40,773	52.31%	37,167
101-450 Street Lighting	454,458	501,754	72,681	492,901	98.24%	8,853
101-455 Weed Control	39,300	52,008	16,660	48,174	92.63%	3,834
101-690 Forestry	186,363	368,379	12,533	243,281	66.04%	125,098
	<b>826,486</b>	<b>1,113,088</b>	<b>117,701</b>	<b>917,991</b>	<b>82.47%</b>	<b>195,097</b>
<b><i>Recreation &amp; Culture :</i></b>						
101-692 Parks, Recreation & Grounds Admin	616,109	600,070	33,228	592,614	98.76%	7,456
101-697 Parks & Facilities Maintenance	539,350	518,545	106,559	518,119	99.92%	426
101-698 Lt. Nixon Memorial Pool	131,735	131,735	23,706	142,065	107.84%	(10,330)
101-699 Sharp Park Swimming Pool	94,877	94,877	33,131	101,703	107.19%	(6,826)
101-803 Historical District	11,973	7,870	957	7,626	96.90%	244
	<b>1,394,044</b>	<b>1,353,097</b>	<b>197,581</b>	<b>1,362,127</b>	<b>100.67%</b>	<b>(9,030)</b>
<b><i>Community Enrichment &amp; Development:</i></b>						
101-401 Planning	28,213	68,375	12,666	66,749	97.62%	1,626
101-896 Human Relations	57,691	67,691	5,526	66,001	97.50%	1,690
	<b>85,904</b>	<b>136,066</b>	<b>18,192</b>	<b>132,750</b>	<b>97.56%</b>	<b>3,316</b>
<b><i>Contributions to Other Funds:</i></b>						
101-999 Contributions to Other Funds:	<b>21,500</b>	<b>403,310</b>	<b>221,000</b>	<b>446,000</b>	<b>110.58%</b>	<b>(42,690)</b>
<b>Total General Fund Expenditures</b>	<b>18,808,415</b>	<b>20,009,655</b>	<b>2,447,091</b>	<b>19,448,989</b>	<b>97.20%</b>	<b>560,666</b>

**City of Jackson**  
**All Other Funds - Expenditure Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

Fund Type/Fund Name	2011/12 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<b><u>Special Revenue Funds :</u></b>						
202 Major Street	4,103,574	8,085,947	4,821,827	7,681,750	95.00%	3,264,120
203 Local Street	2,025,823	1,687,566	82,791	1,297,306	76.87%	1,604,775
208 Ella W. Sharp Park Operating	675,998	666,693	109,609	675,393	101.30%	557,084
210 Land Acquisition Fund	50,000	40,000	6,537	28,561	71.40%	33,463
211 Housing Initiative Fund	15,000	8,676	6,864	8,677	100.01%	1,812
245 Public Improvement	1,145,597	1,335,542	945,494	1,120,044	83.86%	390,048
249 Building Department	558,342	536,412	70,484	536,380	99.99%	32
251 Housing Code Enforcement	0	0	0	0	N/A	0
252 Building Demolitions Fund	0	225,000	100,591	111,837	49.71%	113,163
257 Budget Stabilization	16,000	9,000	7,900	7,900	87.78%	1,100
265 Drug Law Enforcement	45,517	48,519	3,323	37,042	76.35%	11,477
268 BYRNE/JAG Grants	167,386	222,696	6,610	111,689	50.15%	111,007
269 COPS Hiring Recovery Prog. Grant	196,246	212,010	44,951	195,666	92.29%	16,344
270 LAWNET Grant	35,475	8,488	1,005	6,957	81.96%	1,531
289 Neighborhood Stabilization Grant	265,000	223,306	8,441	115,526	51.73%	107,780
295 2008 Brownfield Assessment Grant	25,000	72,725	154	12,286	16.89%	60,439
296 Recreation Activity	245,706	245,706	69,198	250,181	101.82%	(4,475)
297 JPS Recreation Millage Program	239,000	228,000	42,889	231,036	101.33%	(3,036)
298 2008 Brownfield Revolving Loan	96,200	96,200	53,003	14,937	15.53%	81,263
<b><u>Debt Service Funds :</u></b>						
324 2003 MTF Bond D/S	283,235	283,235	0	283,010	99.92%	225
365 City Hall D/S	653,071	657,071	3,134	658,303	100.19%	(1,232)
368 Building Authority D/S	133,360	133,360	0	132,910	99.66%	450
395 2001 DDA TIF D/S	550	550	0	275	50.00%	275
396 2011 DDA TIF Refinancing D/S	5,624,828	5,492,735	0	5,491,774	99.98%	961
397 2012 BRA TIF Refunding D/S	0	9,121,300	(2,156)	9,119,132	99.98%	2,168
398 2002 BRA TIF D/S	637,703	418,347	0	418,346	100.00%	1
399 2007 BRA TIF Refunding D/S	446,529	446,529	0	448,529	100.45%	(2,000)
<b><u>Capital Projects Funds :</u></b>						
401 Capital Projects Fund	635,000	571,462	135,437	340,570	59.60%	230,892
402 Water Equipment and Replacement	1,698,995	1,833,144	293,956	1,483,555	80.93%	349,589
404 Sanitary Sewer Maintenance Fund	517,165	516,800	39,459	351,589	68.03%	165,211
405 Sanitary Sewer Replacement	745,500	597,481	28,923	467,012	78.16%	130,469
406 Wastewater Equip. Replacement	1,095,000	1,020,500	115,716	1,179,061	115.54%	(158,561)
494 Brownfield Redevelopment Auth.	1,342,648	2,377,050	(21,101)	2,371,902	99.78%	5,148
496 DDA Project	539,069	319,091	114,715	373,802	117.15%	(54,711)
<b><u>Enterprise Funds :</u></b>						
583 Sharp Park Golf Practice Center	66,151	60,928	30,503	62,004	101.77%	(1,076)
585 Auto Parking System	28,563	30,560	8,912	27,712	90.68%	2,848
586 Parking Assessment	150,043	134,406	12,958	100,908	75.08%	33,498
589 Stormwater Utility	792,148	985,564	247,051	888,296	90.13%	97,268
590 Sewer	6,942,700	6,831,506	1,500,200	5,888,440	86.20%	943,066
591 Water	7,491,560	7,989,034	1,625,699	7,022,957	87.91%	966,077
599 Parking Deck Fund	719,251	465,995	310,131	502,884	107.92%	(36,889)

( Continued - )

**City of Jackson**  
**All Other Funds - Expenditure Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

Fund Type/Fund Name	2011/12 Budget		Actual Month	Actual Year	Percent Spent	Variance - Favorable	
	Original	Amended	To Date	To Date		(Unfavorable)	
<b><u>Internal Service Funds :</u></b>							
641	Public Works Administration	617,445	603,153	20,154	465,166	77.12%	137,987
642	Engineering Administration	385,888	404,774	36,783	382,033	94.38%	22,741
643	Local Site Remediation Revolving	201,000	267,402	113,650	222,636	83.26%	44,766
661	Motor Pool and Garage	1,474,726	1,551,212	263,016	1,299,225	83.76%	251,987
663	Equipment Revolving Fund	72,136	55,300	0	55,300	100.00%	0
677	Workers' Compensation	208,500	133,786	55,647	186,228	139.20%	(52,442)
678	Prescription Drug	864,600	885,541	147,818	862,852	97.44%	22,689
679	Health Care Deductible Reimb.	44,200	80,635	182,671	222,075	275.41%	(141,440)
680	Health Care Deductible Reimb.-Fire	163,500	152,912	32,864	134,427	87.91%	18,485
<b><u>Trust &amp; Agency Funds :</u></b>							
702	County & School Tax Collection	35,000	16,000	8,781	8,781	54.88%	7,219
711	Cemetery Perpetual Maintenance	64,500	55,600	47,121	51,826	93.21%	3,774
718	Ella W. Sharp Endowment	45,050	40,925	40,911	40,911	99.97%	14
731	Employees' Retirement System	3,270,000	3,500,000	293,856	3,515,146	100.43%	(15,146)
732	Policemen's/Firemen's Pension	1,040,000	1,040,000	326,859	1,018,205	97.90%	21,795
733	Policemen's/Firemen's Pens.-345	4,750,000	5,775,000	1,042,144	5,377,570	93.12%	397,430
736	Public Employees Health Care	10,000	20,000	0	0	0.00%	20,000
<b><u>Special Assessment Funds :</u></b>							
895	Special Assessment	324,149	344,298	0	343,536	99.78%	762

**City of Jackson**  
**All Funds - Revenue Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

Fund/Fund Name	2011/12 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<b><u>General Fund :</u></b>					
Property Taxes	6,898,278	6,803,778	(127,139)	6,842,984	100.58%
Income Taxes	7,250,000	7,375,000	45,624	7,297,281	98.95%
Licenses & Permits	252,725	256,931	57,984	260,632	101.44%
Federal Grants	2,585	19,318	4,987	12,511	64.76%
State Grants	12,465	44,453	26,644	32,322	72.71%
State Revenue Sharing	2,286,500	3,872,376	1,278,867	3,906,181	100.87%
Contributions From Local Units	29,665	49,070	17,882	43,085	87.80%
Charges For Goods & Services	1,185,949	1,089,507	174,720	1,141,615	104.78%
Fines & Forfeits	237,580	170,290	16,357	199,215	116.99%
Investment Income	50,000	21,000	3,128	10,009	47.66%
Contributions From Other Funds	171,500	216,627	65,276	216,983	100.16%
Miscellaneous	278,034	364,486	690	290,320	79.65%
Total General Fund Revenues	18,655,281	20,282,836	1,565,020	20,253,138	99.85%
<b><u>Special Revenue Funds :</u></b>					
202 Major Street	3,912,693	7,867,871	5,399,824	7,905,417	100.48%
203 Local Street	2,007,167	1,598,069	395,591	1,397,743	87.46%
208 Ella W. Sharp Park Operating	677,950	666,825	257,863	675,151	101.25%
210 Land Acquisition Fund	50,000	40,000	30,000	30,001	75.00%
211 Housing Initiative Fund	15,000	35	4	35	100.00%
245 Public Improvement	1,057,500	1,048,800	7,539	1,054,307	100.53%
249 Building Inspection	554,520	518,610	119,098	523,168	100.88%
251 Housing Code Enforcement Fund	0	0	11,513	23,913	N/A
252 Building Demolitions Fund	0	225,000	65,930	294,703	130.98%
257 Budget Stabilization	16,000	9,000	841	7,900	87.78%
265 Drug Law Enforcement	31,250	39,689	9,240	47,044	118.53%
268 BYRNE/JAG Grants	167,386	222,696	46,033	111,710	50.16%
269 COPS Hiring Recovery Prog. Grant	196,246	212,010	44,951	195,665	92.29%
270 LAUNET Grant	35,475	8,488	1,753	6,957	81.96%
289 Neighborhood Stabilization Grant	265,000	223,306	(7,523)	115,526	51.73%
295 2008 Brownfield Assessment Grant	25,000	72,725	154	12,286	16.89%
296 Recreation Activity	300,500	296,000	18,322	253,688	85.71%
297 JPS Recreation Millage Program	240,000	223,200	227,554	227,555	101.95%
298 2008 Brownfield Revolving Loan	96,200	96,200	5,300	14,937	15.53%
<b><u>Debt Service Funds :</u></b>					
324 2003 MTF Bond D/S	283,235	283,235	0	283,010	99.92%
365 2003 City Hall D/S	657,500	657,500	3,285	660,561	100.47%
368 Building Authority D/S	133,360	133,360	0	132,910	99.66%
395 2001 DDA TIF D/S	550	550	0	275	50.00%
396 2011 DDA TIF Refinancing D/S	5,624,828	5,493,166	0	5,492,206	99.98%
397 2012 BRA TIF Refunding D/S	0	9,121,300	0	9,121,288	100.00%
398 2002 BRA TIF D/S	637,703	418,347	0	418,346	100.00%
399 2007 BRA TIF Refunding D/S	446,529	446,529	0	446,529	100.00%

(Continued-)

**City of Jackson**  
**All Funds - Revenue Summary**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

- Continued -

Fund/Fund Name	2011/12 Budget		Actual Month To Date	Actual Year To Date	Percent Collected	
	Original	Amended				
<b><u>Capital Projects Funds :</u></b>						
401	Capital Projects Fund	635,000	538,102	333,993	337,110	62.65%
402	Water Equipment and Replacement	1,014,000	1,406,000	301,221	1,425,858	101.41%
404	Sanitary Sewer Maintenance Fund	517,165	516,800	39,458	351,589	68.03%
405	Sanitary Sewer Replacement	663,000	654,778	55,160	658,619	100.59%
406	Wastewater Equip. Replacement	643,000	643,000	52,877	631,855	98.27%
494	Brownfield Redevelopment Auth.	1,272,500	1,205,246	975	1,204,580	99.94%
496	DDA Project	1,046,602	1,046,602	358	1,038,975	99.27%
<b><u>Enterprise Funds :</u></b>						
583	Sharp Park Golf Practice Center	68,200	61,750	22,797	63,150	102.27%
585	Auto Parking System	28,250	24,179	12,186	24,482	101.25%
586	Parking Assessment	91,839	122,104	15,666	113,834	93.23%
589	Stormwater Utility	773,000	1,104,707	163,117	1,258,699	113.94%
590	Sewer	5,171,900	5,300,415	1,018,233	5,388,167	101.66%
591	Water	6,795,327	7,336,148	2,023,052	8,062,380	109.90%
599	Parking Deck Fund	256,932	257,235	862	260,006	101.08%
<b><u>Internal Service Funds :</u></b>						
641	Public Works Administration	617,445	615,153	73,134	647,553	105.27%
642	Engineering Administration	385,888	315,947	41,008	324,724	102.78%
643	Local Site Remediation Revolving	165,000	80,894	356	80,095	99.01%
661	Motor Pool and Garage	1,341,764	1,330,781	150,709	1,255,557	94.35%
663	Equipment Revolving Fund	72,136	55,300	0	55,300	100.00%
677	Workers' Compensation	265,000	296,640	54,923	289,808	97.70%
678	Prescription Drug	810,300	896,050	84,436	898,013	100.22%
679	Health Care Deductible Reimb.	93,000	116,500	15,638	115,368	99.03%
680	Health Care Deductible Reimb.-Fire	170,000	191,264	15,349	168,625	88.16%
<b><u>Trust &amp; Agency Funds :</u></b>						
702	County & School Tax Collection	35,000	16,000	621	8,781	54.88%
711	Cemetery Perpetual Maintenance	89,500	110,600	16,683	81,774	73.94%
718	Ella W. Sharp Endowment	85,050	80,102	37,567	37,567	46.90%
731	Employees' Retirement System	4,183,000	4,183,000	894,440	2,360,275	56.43%
732	Policemen's/Firemen's Pension	885,000	872,000	(77,867)	347,964	39.90%
733	Policemen's/Firemen's Pension-345	7,168,528	7,173,528	(886,525)	1,938,813	27.03%
736	Public Employees Health Care	40,000	40,000	(18,771)	(244)	-0.61%
<b><u>Special Assessment Funds :</u></b>						
895	Special Assessment	324,149	344,298	(142,272)	223,210	64.83%

**City of Jackson**  
**Notes to Revenue & Expenditure Summaries**  
**As of and For the 12 Months Ended June 30, 2012 (Pre-Audit)**  
**(Prepared on the Adopted Budget-Basis )**

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

**Note 2:** This is the final financial statement prior to the audit for fiscal year 2012. Any changes to these figures will be the result of audit adjustments. These adjustments are expected to be minimal.

**City of Jackson**  
**General Fund**  
**Summary of Revenues, Expenditures and Changes in Fund Balances**  
**FY 2010 and 2011 Actual, FY 2012 Pre-Audit and FY 2013 Budgeted**

	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Adopted
			Budget	Pre-Audit	
<b>Revenues:</b>					
Property Taxes	7,681,891	7,016,183	6,803,778	6,842,984	<b>6,722,592</b>
Income Taxes	6,519,574	6,977,923	7,375,000	7,297,281	<b>7,600,000</b>
Licenses And Permits	250,602	269,548	256,931	260,632	<b>264,425</b>
Federal Grants	80,213	340,633	19,318	12,511	<b>1,881</b>
State Grants	40,423	36,694	44,453	32,322	<b>10,300</b>
State Revenue Sharing	4,458,912	4,458,563	3,872,376	3,906,181	<b>3,918,607</b>
Charges For Services	1,412,009	1,288,032	1,138,577	1,184,700	<b>1,232,141</b>
Fines And Forfeits	261,677	224,881	170,290	199,215	<b>171,290</b>
Investment Income	23,086	19,145	21,000	10,009	<b>26,000</b>
Contributions From Other Funds	154,839	180,454	216,627	216,983	<b>162,300</b>
Miscellaneous	462,054	620,813	364,486	290,320	<b>141,843</b>
<b>General Fund Revenues</b>	<b>21,345,280</b>	<b>21,432,869</b>	<b>20,282,836</b>	<b>20,253,138</b>	<b>20,251,379</b>
<b>Expenditures:</b>					
Legislative/Judicial	105,922	99,213	103,833	101,628	<b>103,533</b>
General Government	4,445,965	4,166,038	4,138,675	4,088,519	<b>4,251,059</b>
Police Department	8,493,886	7,794,218	7,464,082	7,221,824	<b>7,560,143</b>
Fire Department	4,916,357	4,637,980	3,437,053	3,357,123	<b>3,175,335</b>
Other Public Safety	1,733,214	1,605,415	1,860,451	1,821,027	<b>2,091,340</b>
Engineering & Public Works	1,207,077	1,180,116	1,113,088	917,991	<b>994,143</b>
Recreation & Culture	1,430,861	1,277,920	1,353,097	1,362,127	<b>1,405,277</b>
Community Enrichment & Development	171,586	145,051	136,066	132,750	<b>221,803</b>
Contributions to Other Funds	138,900	168,500	403,310	446,000	<b>655,875</b>
<b>General Fund Expenses</b>	<b>22,643,768</b>	<b>21,074,451</b>	<b>20,009,655</b>	<b>19,448,989</b>	<b>20,458,508</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	(1,298,488)	358,418	273,181	804,149	(207,129)
<b>Fund Balance - Beginning of Year</b>	1,956,450	657,962	1,016,380	1,016,380	<b>1,820,529</b>
<b>Fund Balance - End of Year</b>	<b>657,962</b>	<b>1,016,380</b>	<b>1,289,561</b>	<b>1,820,529</b>	<b>1,613,400</b>
<b>ADD:</b>					
<b>Budget Stabilization Fund</b>	<b>1,603,500</b>	<b>1,603,500</b>	<b>1,603,500</b>	<b>1,603,500</b>	<b>1,603,500</b>
<b>Total Available Surplus For General Fund Operations</b>	<b>2,261,462</b>	<b>2,619,880</b>	<b>2,893,061</b>	<b>3,424,029</b>	<b>3,216,900</b>
<b>As a Percent of G/F Expenditures</b>	<b>9.99%</b>	<b>12.43%</b>	<b>14.46%</b>	<b>17.61%</b>	<b>15.72%</b>

**City of Jackson, Michigan**  
**Comparative Balance Sheet**  
**General Fund \***  
**June 30, 2012 and 2011**  
**(Unaudited)**

	2012	2011
<b>Assets:</b>		
Pooled cash and investments	\$ 481,515	\$ -
Accounts receivables, net	284,548	208,777
Income taxes receivable	1,781,390	1,883,998
Due from other governments	1,120,492	1,529,431
Inventories	-	-
Other receivables		-
Due from other funds	227,907	-
Prepaid expenditures	4,655	419,317
Long-term advances to other funds	50,000	50,000
<b>Total Assets</b>	<b>\$ 3,950,507</b>	<b>\$ 4,091,523</b>
<b>Liabilities and Fund Balances:</b>		
Accounts payable	\$ 309,870	\$ 304,323
Accrued payroll	191,877	533,052
Other liabilities	18,063	36,140
Due to other funds	-	3,022
Interfund payable	-	554,587
Deferred revenue	6,668	40,518
<b>Total Liabilities</b>	<b>526,478</b>	<b>1,471,642</b>
<b>Fund Balances:</b>		
Nonspendable	54,655	469,317
Restricted	-	-
Committed	-	-
Unassigned	3,369,374	2,150,564
<b>Total Fund Balances</b>	<b>3,424,029</b>	<b>2,619,881</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 3,950,507</b>	<b>\$ 4,091,523</b>

**Fund Balance as a Percent of Expenditures:**

<b>Expenditures</b>	<b>\$ 19,448,989</b>	<b>\$ 21,074,451</b>
<b>As a Percent of Expenditures:</b>		
Nonspendable Fund Balance	0.28%	2.23%
Unassigned Fund Balance	17.32%	10.20%
<b>Total Fund Balance</b>	<b>17.61%</b>	<b>12.43%</b>

\* *Includes Budget Stabilization Fund*

**RESOLUTION**

**BY THE CITY COUNCIL:**

**WHEREAS**, October 31st is Halloween and children of all ages dress up as goblins, ghosts, ghouls, and “things that go bump in the night”; and

**WHEREAS**, this has traditionally been a festive and fun event; and

**WHEREAS**, the City Council wishes to keep the tradition a safe one for children of all ages.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Jackson establishes Halloween hours between 6:00 p.m. and 8:00 p.m. on Wednesday, October 31, 2012, and encourages all children to “trick or treat” during that time period, and further encourages residents to turn porch lights on between said hours.

\* \* \* \* \*

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 October 9, 2012.

**IN WITNESS WHEREOF**, have hereunto affixed my signature and the seal of the City of Jackson, Michigan on this 9th day of October, 2012.

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



## Police Department

216 E. Washington Avenue - Jackson, MI 49201  
Telephone: (517) 788-4100 — Facsimile: (517) 788-4129

### CITY COUNCIL MEETING October 9, 2012

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Matthew R. Heins  
Chief of Police

**SUBJECT:** Byrne Justice Assistance Grant (JAG)

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**Recommendation:**

**Adopt a resolution amending the 2012-2013 Budget to reflect the receipt of the Byrne Justice Assistance Grant (JAG) Fund, in the amount of \$26,800.**

An Edward Byrne Memorial grant in the amount of \$26,800 has been awarded to the Jackson Police Department by the Department of Justice, Office of Justice Programs. This grant will be used by the department to purchase new Sig Sauer 9mm handguns and holsters.

The police department is now requesting the City Council adopt the attached resolution amending the 2012/2013 fiscal year budget.

MRH/AP/ap/F:ByrneJAGmemo.doc  
cc: S. Maga

**RESOLUTION**

WHEREAS, the City has entered into the federal government's Edward Byrne Memorial 2011/2015 Justice Assistance Grant (JAG) Program, through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

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

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

**Byrne JAG Grant Fund**

	<u><b>Increase</b></u>
<b>REVENUES:</b>	
268-305-213-501.000 Federal Grant	<u>26,800</u>
<b>EXPENDITURES:</b>	
268-305-213-982.000 Machinery & Equipment	<u>26,800</u>
	<u>26,800</u>

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

I, Lynn Fessel, 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 October 9, 2012.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, on this 10th day of October 2012.

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



# 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 October 9, 2012

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

**FROM:** Patrick Burtch, Interim City Manager

**SUBJECT:** Approve Resolution to Create Sidewalk Reconstruction CDBG Activity to use for Presumed Benefit Residents

### RECOMMENDED ACTION

**Approve attached resolution reallocating \$5,000 World Changers funds to new CDBG Activity for sidewalk reconstruction for presumed benefit residents**

After receiving a request for assistance from an elderly, disabled homeowner regarding a heaved City sidewalk in front of their home in a generally ineligible CDBG area in the City, I realized a need exists to assist a specific population of City residents with public infrastructure repairs.

The regulation at 24 CFR 570.208(a)(2)(i)(A) allows the Low-Mod Limited Clientele (LMC) National Objective to be used if it will “benefit a clientele who are generally presumed to be principally low- and moderate-income persons.” The regulation further states:

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low- and moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census’ Current Population Reports definition of “severely disabled,” homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

Persons are considered severely disabled if they:

- Use a wheelchair or another special aid for 6 months or longer;
- Are unable to perform one or more functional activities (seeing, hearing, having one’s speech understood, lifting and carrying, walking up a flight of stairs and walking);
- Need assistance with activities of dialing living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
- Are prevented from working at a job or doing housework;
- Have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia or mental retardation; or
- Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

For a homeowner to qualify for assistance, they must exhibit one or more of the factors listed above and sidewalk reconstruction would be limited to the area of street frontage.

City of Jackson, Michigan  
 Resolution to Amend the 2010/2011 (Year 36)  
 and 2012/2013 (Year 38) CDBG Budgets

Whereas, the U.S. Department of Housing and Urban Development approved Community Development Block Group (CDBG) programs for fiscal years 2010/2011 (Year 36) and 2012/2013 (Year 38); and

Whereas, the City Council previously allocated funds in Year 36 for CDBG World Changers rehabilitation services; and

Whereas, the City Council desires to reallocate a portion of these funds to be made available for use in Year 38 for Sidewalk Replacement.

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

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Change</u>
<b>Entitlement Year 36 (2010/2011)</b>			
<u>Account #</u>	<u>Account Description</u>		
286-723-036-815.099	World Changers	45,585	(5,000)
286-743-036-969.038	Contribution to Year 38	70,146	5,000
<b>Entitlement Year 38 (2012/2013)</b>			
<u>Account #</u>	<u>Account Description</u>		
286-000-038-695.036	Contribution from Year 36	70,146	5,000
286-726-038-822.010	Sidewalk Replacement	0	5,000

\* \* \* \* \*

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 2nd day of October, 2012.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 3rd day of October, 2012.

\_\_\_\_\_  
 Lynn Fessel

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

**Julius A. Giglio**

*City Attorney*

**Bethany M. Smith**

*Deputy City Attorney*

**Gilbert W. Carlson**

*Assistant City Attorney*

**OFFICE OF THE**



161 West Michigan Avenue

Jackson, MI 49201

(517) 788-4050

(517) 788-4023

Fax: (517) 788-4059

**CITY ATTORNEY**

**CITY COUNCIL MEETING**

October 9, 2012

**NEW BUSINESS**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio 

SUBJECT: Jackson Housing Commission Resolution

DATE: October 2, 2012

**REQUESTED ACTION:** The requisite action is to approve the resolution and direct staff to forward it to the Jackson Housing Commission for submittal of the requested reports.

The Michigan Housing Facilities Act, 1933 P.A. (Ex. Sess.), MCL 125.651 et seq. (the "Act"), provides in part that the City Council, by resolution, may request that the Jackson Housing Commission prepare and submit a report containing an itemization of actual expenses paid to its members and identifying compensation of officers and employees of the Housing Commission.

The Mayor has requested that such a resolution be placed before the City Council for its consideration.

If Council has any questions regarding this matter, please feel free to contact me.

JAG/dn

Enc.

cc w/enc: Patrick Burtch, Acting City Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson has heretofore established the Jackson Housing Commission under the authority of the housing facilities act, 1933 P.A. 18 (Ex. Sess.), MCL 125.651 et seq. (hereinafter "the Act"); and

WHEREAS, Section 6 of the Act was amended in 1996 to provide, in part, that "The governing body...may adopt a resolution that requires approval...before the commission may accept or enter into agreements relating to...grants." MCL 125.656(2); and

WHEREAS, Section 9 of the Act was amended in 1996 to provide, in part, that "The governing body of the incorporating unit, by resolution, may request the commission to prepare and submit a report containing an itemization of actual expenses paid to members of the commission as provided in section 4(4) and of compensation of officers and employees fixed as provided in section 5(3)..." [MCL 125.659]; and

WHEREAS, the City Council wishes to adopt a resolution to provide that the Jackson Housing Commission prepare and submit a report as allowed under the Act.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to 1933 P.A. 18 (Ex. Sess.), as amended, MCL 125.651 et seq., the Jackson Housing Commission shall prepare and submit a report containing an itemization of actual expenses paid to members of the commission as provided in section 4(4) and of compensation of officers and employees fixed as provided in section 5(3).

BE IT FURTHER RESOLVED that the report shall identify, for the last three fiscal years, all remuneration and fringe benefits provided to officers and/or employees of the commission, all employment agreements entered into by the commission, and all grants from any public or private source received by the commission.

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 seal of the City of Jackson, Michigan on this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Lynn Fessel

**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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**Jackson, MI 49201**  
**(517) 788-4050;**  
**(517) 788-4023**  
**Fax: (517) 788-4059**

**CITY COUNCIL MEETING**  
**October 9, 2012**  
**NEW BUSINESS**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Bethany M. Smith, Deputy City Attorney

SUBJECT: Revision to the Non-Owner Occupied Residential Property Registry

**RECOMMENDATION: Approve the revisions to Section 14-5 of Chapter 14.**

Attached please find a proposed Ordinance that adds a provision requiring land contract purchasers to submit an affidavit to the Department of Neighborhood and Economic Operations attesting to their interest in the land contract. This provision is meant to decrease the number of fraudulent land contracts that are utilized to circumvent the registration requirements of the Non-Owner Occupied Residential Property Registry.

The recommendation is to approve the Ordinance.

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

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

ORDINANCE NO. 2012-\_\_\_\_\_

An ordinance amending Chapter 14 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the registration of non-owner occupied residential properties and requiring submission of a land contract affidavit.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the registration of non-owner occupied residential properties by requiring purchasers in land contract transactions to provide an affidavit as proof of the land contract.

Section 2. That Section 14-5 of Chapter 14 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

- (1) A single family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the Department of Neighborhood and Economic Operations. The affidavit shall be submitted to the Chief Building Official within 45 days of the execution of the land contract. For land contracts executed prior to the effective date of this amendment, the affidavit must be submitted within 60 days of the effective date of this ordinance. If the affidavit is not submitted to the Chief Building Official within the time required, the dwelling is not exempted from the registration requirement of this Article; or
- (2) Upon the sale of any single family residential dwelling that is intended for occupancy by the buyer where possession is delayed for up to ninety (90) days; or

- (3) The premises are a jail, school, or government-owned care facility; provided however that this does not create an exception for state or federally subsidized housing facilities;  
or
- (4) The premises are occupied by a person with a documented or recorded life estate in the premises.

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

ORDINANCE NO. 2012-\_\_\_\_\_

An ordinance amending Chapter 14 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the registration of non-owner occupied residential properties and requiring submission of a land contract affidavit.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the registration of non-owner occupied residential properties by requiring purchasers in land contract transactions to provide an affidavit as proof of the land contract.

Section 2. That Section 14-5 of Chapter 14 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 14-5. Exceptions.

A property registration is not required under the following circumstances:

- (1) A single family residential dwelling that is entirely owner-occupied; provided, however in the case of a single family residential dwelling that is subject to a land contract, the land contract purchaser must submit an affidavit stating his or her land contract interest, which shall be an affidavit form as provided by the Department of Neighborhood and Economic Operations. The affidavit shall be submitted to the Chief Building Official within 45 days of the execution of the land contract. For land contracts executed prior to the effective date of this amendment, the affidavit must be submitted within 60 days of the effective date of this ordinance. If the affidavit is not submitted to the Chief Building Official within the time required, the dwelling is not exempted from the registration requirement of this Article; or
- (2) Upon the sale of any single family residential dwelling that is intended for occupancy by the buyer where possession is delayed for up to ninety (90) days; or

- (3) The premises are a jail, school, or government-owned care facility; provided however that this does not create an exception for state or federally subsidized housing facilities;  
or
- (4) The premises are occupied by a person with a documented or recorded life estate in the premises.

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

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

**CITY COUNCIL MEETING**  
**October 9, 2012**  
**NEW BUSINESS**

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

**FROM:** Bethany M. Smith, Deputy City Attorney

**SUBJECT:** Revisions to the Animals Ordinance

**RECOMMENDATION:** **To approve the revisions to the Animals Ordinance and place it on the next regular City Council meeting agenda for adoption.**

Attached please find a clean copy and a black-lined version of a proposed Ordinance that revises Section 4-3 of the City Code of Ordinances regarding the keeping of certain animals. The revision will prohibit horses, goats, ducks, geese, doves, pigeons, chickens and other livestock or fowl from being kept within the City. These animals are currently prohibited by Section 14-71. This ordinance revision seeks to put Section 4-3 and Section 14-71 in harmony with each other.

A subsection has also been added regarding the keeping of dogs and cats which mirrors the language relating to kennels contained in the Zoning Ordinance at Section 28-5. By adding the subsection to the Animals Ordinance, it will make it easier for citizens to find the information relating to the number of dogs and cats permitted.

The requisite action is to approve the Ordinance.

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

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

ORDINANCE NO. 2012-\_\_\_\_\_

An ordinance amending Chapter 4 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the keeping of certain animals within the city.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the keeping of certain animals within the city.

Section 2. That Section 4-3 of Chapter 4 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 4-3. Keeping of certain animals restricted.

- (a) The keeping of any hogs or swine or cows within the limits of the city is declared to be a nuisance and is prohibited.
- (b) The keeping of all poisonous reptiles is prohibited. The keeping or sale of all wild or exotic reptiles or animals is prohibited, unless applicable state and/or federal licenses are obtained.
- (c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl is likewise declared to be a nuisance and is prohibited. No such livestock or fowl shall be permitted at large.
- (d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in Section 28-71(3) of the Code of the City of Jackson This does not include dogs or cats less than four (4) months old.

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

ORDINANCE NO. 2012-\_\_\_\_\_

An ordinance amending Chapter 4 of the Code of Ordinances to provide for the public health, safety and welfare of the Citizens of the City of Jackson by regulating the keeping of certain animals within the city.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose.

The City Council adopts this ordinance to regulate the keeping of certain animals within the city.

Section 2. That Section 4-3 of Chapter 4 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 4-3. Keeping of certain animals restricted.

- (a) The keeping of any hogs or swine or cows within the limits of the city is declared to be a nuisance and is prohibited.
- (b) The keeping of all poisonous reptiles is prohibited. The keeping or sale of all wild or exotic reptiles or animals is prohibited, unless applicable state and/or federal licenses are obtained.
- (c) The keeping of any horses, goats, ducks, geese, doves, pigeons, chickens or other livestock or fowl, ~~within one hundred (100) feet of any dwelling house or public street~~ is likewise declared to be a nuisance and is prohibited. ~~All such animals, livestock or fowl shall be confined to pens, coops or yards or other enclosures which shall not be closer to any dwelling house, street or public place than the distances specified in this section and~~  
#
- (d) The keeping of more than three (3) dogs or more than three (3) cats, or any combination of dogs and cats totaling more than three (3), is prohibited unless the property is classified as a kennel in a C-4 zoning district as provided in Section 28-71(3) of the Code of the City of Jackson. This does not include dogs and cats less than four (4) months old.

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

**Julius A. Giglio**

*City Attorney*

**Bethany M. Smith**

*Deputy City Attorney*

**Gilbert W. Carlson**

*Assistant City Attorney*

**OFFICE OF THE**



**161 West Michigan Avenue**

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**CITY ATTORNEY**

**CITY COUNCIL MEETING**

**October 9, 2012**

**NEW BUSINESS**

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Julius A. Giglio, City Attorney

A handwritten signature in black ink, appearing to read 'JAG', is written over the name 'Julius A. Giglio' in the 'FROM' field.

SUBJECT: Ordinance Amendments for Administrative Services

DATE: October 2, 2012

**REQUESTED ACTION: Approve the proposed ordinances and place them on the next regular City Council meeting agenda for adoption.**

Attached please find a series of ordinances that amends the City Code's designation of various departments and eliminates the designation of Police and Fire Department and replaces them with a new Department of Police and Fire Services which will be headed by the Director of Police and Fire Services.

The requisite action is to approve the proposed Ordinances and place them on the next available council agenda for final adoption.

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

cc w/att: Patrick Burch, Interim City Manager

ORDINANCE 2012 - \_\_\_\_\_

An Ordinance amending Article I of Chapter 2 of the City of Jackson Code of Ordinances to eliminate and/or rename administrative services departments of the City.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this ordinance is to eliminate and/or rename existing administrative services departments of the city and identify the official head of each department. Additionally, the police and fire departments shall now be known as the Department of Police and Fire Services and shall be headed by the Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

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

\* \* \* \* \*

**Sec. 2-1. Administrative service.** The administrative service of the city shall be under the overall supervision and direction of the city manager, except as otherwise provided by the charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of the department head listed opposite each department:

TABLE INSET:

<b>Office or Department</b>	<b>Official Head</b>
Office of Clerk	City Clerk
Office of Assessor	City Assessor
<del>Office of City Manager</del>	<del>City Manager</del>
Department of Finance	Director of Finance
Office of Treasurer/Income Tax Administrator	City Treasurer/Income Tax Administrator
<del>Department of Police—and Fire Services</del> <del>Department</del>	<del>Chief of Police</del> Director of Police and Fire Services
<del>Fire Department</del>	<del>Fire Chief</del>
<del>Department of Engineering</del>	<del>City Engineer</del>
Department of Public <del>Services</del> /Public Works <del>Division</del>	Director of Public <u>Works</u> <del>Services</del>
<del>Department of Sewage Treatment</del>	<del>Director of Sewage Treatment Services and Facilities</del>
Department of Parks, Recreation and Grounds	Director of Parks, Recreation and Grounds

Ella W. Sharp Park	Superintendent of Ella W. Sharp Park
Department of Public Services/Water Division	Director of Public Services
Personnel Department	Personnel Director
Purchasing Department	Purchasing Agent
Department of Planning	Planning Director
Department of Neighborhood & Economic Operations Department of Community Development	Community Development Director
Office of City Attorney	City Attorney
Department of Management Information Systems	Superintendent of Management Information Systems

\* \* \* \* \*

~~**Sec. 2-7. Police department.** The police department is hereby created, and shall be headed by the chief of police, who shall be the commanding officer of the police force. The chief shall direct the work of the police department, and shall be responsible for law enforcement within the city.~~

**Sec. 2-8. ~~Fire department~~ Department of Police and Fire Services.** The Department of Police and Fire Services ~~fire department~~ is hereby created, and shall be headed by the Director of Police and Fire Services ~~fire chief~~, who shall be the commanding officer of the both the fire and police divisions within the department. The Director ~~chief~~ shall direct the work of the police and fire services department, and shall be responsible, along with the Deputy Chief of Police and Deputy Fire Chief, for law enforcement, all-fire prevention and fire suppression, as well as all other fire or rescue-related work assigned by the city manager ~~to the fire department~~.

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

ORDINANCE 2012 - \_\_\_\_\_

An Ordinance amending Article II of Chapter 26 of the City of Jackson Code of Ordinances to define the duties of the Director of Police and Fire Services and the Deputy Fire Chief.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this amendment is to designate the Deputy Fire Chief as the head of the Fire Division and to provide that the Director of Police and Fire Services shall oversee the Fire Division.

Section 2. That Article II of Chapter 26 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

\* \* \* \* \*

**Sec. 10-26. Deputy Fire Chief.** The fire ~~department~~division shall be headed by the deputy fire chief and shall be charged with the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the performance of other public services of an emergency nature assigned to it, and the conducting of an educational fire prevention program.

\* \* \* \* \*

**Sec. 10-28. Departmental rules.** ~~The fire chief~~The Director of Police and Fire Services shall adopt rules and regulations for the government of the ~~department~~fire division, subject to the approval of the city manager, and may change and repeal the same upon notice to and approval by the city manager. Such rules and regulations shall designate the chain of command for the ~~department~~fire division, so that in the absence or disability of the deputy fire chief or any officer of the ~~department~~fire division, the responsibility for the operation of the ~~department~~division shall immediately and automatically be vested in the next ranking officer or member of the ~~department~~division on duty at the time of ~~the a~~ fire.

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

ORDINANCE 2012 - \_\_\_\_\_

An Ordinance amending Chapter 1, Section 1-2 of the City of Jackson Code of Ordinances to define the Director of Police and Fire Services.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this ordinance is to define the newly created position of Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

Section 2. Section 1-2 of Chapter 1 of the Jackson City Code of Ordinances shall read as follows:

Director of Police and Fire Services shall be the person designated by the city manager to be in charge of the Department of Police and Fire Services, which shall include a police division and a fire division. Wherever the term "Chief of Police," "Police Chief," or "Fire Chief" is used in the Code, it shall mean the Director of Police and Fire Services or his/her designee.

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

ORDINANCE 2012 - \_\_\_\_\_

An Ordinance amending Article 1 of Chapter 21 of the City of Jackson Code of Ordinances to provide that the Department of Police and Fire Services shall be headed by the Director of Police and Fire Services, who shall prescribe rules of conduct for police and fire officers.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The purpose of this amendment is to remove the designation of Police Chief as the head of the Police Department and to create a police division of the city which shall be headed by the Director of Police and Fire Services. This ordinance is not intended to nor should it be construed to create a combined public safety department. There will be no requirement for either a police officer or firefighter to train and/or become certified in the other discipline, unless said officers of either division voluntarily choose to do so.

Section 2. That Article 1 of Chapter 21 of the City of Jackson, Michigan Code of Ordinances, be amended to read as follows:

\* \* \* \* \*

**Sec. 21-1. The Director of Police and Fire Services**~~Chief.~~ The ~~d~~Department of ~~p~~Police and Fire Services shall be headed by the ~~police chief~~Director of Police and Fire Services, who shall be the commanding officer ~~of the police force~~for the department. He ~~or she~~ shall direct the police and fire work of the city and be responsible for the enforcement of law and order as well as fire safety and protection.

\* \* \* \* \*

**Sec. 21-3. Department rules.** The ~~chief~~Director of Police and Fire Services ~~of police~~ may prescribe rules for the ~~government~~conduct of police and fire officers of the city, subject to approval of the City mManager, which shall be entered in a book ~~of Department of pPolice and Fire Services~~ ~~department~~ rules and orders and may be amended or revoked by the ~~police chief~~Director of Police and Fire Services upon written notice to the City mManager. It shall be the duty of all members of the ~~police force~~and fire service to comply with such rules and orders while effective.

\* \* \* \* \*

**Sec. 21-4. Acting chief**~~Director.~~ In case of the absence from the city of the ~~police chief,~~ ~~or his disability~~Director of Police and Fire Services, or inability from any cause, to act as ~~police chief~~Director of Police and Fire Services, the City Manager shall designate and

| appoint someone ~~other member of the police department~~ to act as ~~chief~~ Director during such absence or disability.

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



# City of Jackson

## Dept. of Personnel & Labor Relations

---

Crystal Y. Dixon, Director

CITY COUNCIL MEETING

October 9, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources *CYD*

SUBJECT: Adoption of MERS Defined Contribution Plan for POLC Non. Supv. Unit

**RECOMMENDED ACTION:**

**To adopt a Defined Contribution Plan through the Municipal Employees' Retirement System of Michigan (MERS) for all employees hired on or after 7/1/12 into the Police Officers Labor Council Non-Supervisory Unit.**

---

**Background Information:**

On September 11, 2012, City Council approved a new collective bargaining agreement with the Police Officers Labor Council (POLC) Non-Supervisory Unit. A provision in the new agreement will require employees hired into the POLC Non-Supervisory Unit on or after July 1, 2012 to participate in a defined contribution (DC) plan as part of their retirement benefit.

Earlier this year, the City had reviewed defined contribution plans offered through the Municipal Employees' Retirement System of Michigan (MERS) and the ICMA Retirement Corporation. Upon review of the two plans, a recommendation was made to the City Manager to proceed with the MERS plan. The City Manager concurred. The Defined Contribution plan is also now in place for newly hired members of the International Association of Fire Fighters.

In order to comply with the provisions of the newly adopted POLC Non-Supervisory Unit's collective bargaining agreement, it is important to establish the defined contribution plan for this employee population. Therefore it is recommended that City Council adopt the Defined Contribution Plan through MERS for all employees hired on or after July 1, 2012 into the POLC Non-Supervisory Unit.

# MERS Restated Defined Contribution Plan Adoption Agreement



1184 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 | www.mersmi.org

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Defined Contribution under MERS Plan Document ("MERS Defined Contribution Plan")** as authorized by Section 19A of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Defined Contribution Plan, unless otherwise specified. This Adoption Agreement, together with Section 19A of the MERS Plan Document and the MERS Restated Uniform Defined Contribution Program Resolution ("Resolution"), constitute the entire MERS Benefit Program Defined Contribution Plan Document.

I. EMPLOYER: City of Jackson, Michigan  
Name of municipality or court

### II. EFFECTIVE DATE

- 1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: July 1, 2012.  
Month and Year
- 2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Defined Contribution Plan for this Division, the effective date of this amendment and restatement shall be the first day of: \_\_\_\_\_ . This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: \_\_\_\_\_ .  
Month and Year

### III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

All members hired into the Police Officers Labor Council Non-Supervisory Unit on or after July 1, 2012.

\_\_\_\_\_  
Specify employee classification and division numbers

# MERS Restated Defined Contribution Plan Adoption Agreement

## IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 3.0 % of Earnings or \$ \_\_\_\_\_ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).
2. Each Participant is required to contribute 6.0\* % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) \*If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement. See supplement page.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

Yes  No

**[Note to Employer:** Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.
4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

Weekly  Bi-weekly  Monthly

## V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

# MERS Restated Defined Contribution Plan Adoption Agreement

## VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year:       1    2    3    4    5

- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

\_\_\_\_\_ % after 1 year of service.  
\_\_\_\_\_ % after 2 years of service.  
\_\_\_\_\_ % (not less than 25%) after 3 years of service.  
\_\_\_\_\_ % (not less than 50%) after 4 years of service.  
\_\_\_\_\_ % (not less than 75%) after 5 years of service.  
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:\_\_\_\_\_).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

- VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

Yes                       No

- VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a)(including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

## MERS Restated Defined Contribution Plan Adoption Agreement

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- IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19A and the MERS Defined Contribution Plan, the provisions of Section 19A shall control.
- X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.
- XI. The Employer hereby agrees to the provisions of the Plan.
- XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the MERS Benefit Program Defined Contribution.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Employer: \_\_\_\_\_

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

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

Attest: \_\_\_\_\_

City of Jackson, Michigan  
Defined Contribution Plan  
Contribution Parameters  
POLC Non-Supervisory Unit

<u>Employer</u>	<u>Employee</u>
3%	6%
3%	7%
3%	8%
3%	9%
3%	10%
3%	11%
3%	12%
3%	13%
3%	14%
3%	15%
3%	16%
3%	17%
3%	18%
3%	19%
3%	20%

## MERS 2010 Restated Uniform Defined Contribution Program Resolution



1184 Municipal Way Lansing, MI 48917 | 800.767.2808 | Fax 517.703.9711

[www.mersomichigan.com](http://www.mersomichigan.com)

This Resolution, together with Section 19A of the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, constitute the entire Benefit Program DC ("MERS Defined Contribution Plan") Plan Document.

**WHEREAS**, the MERS Plan Document of 1996, effective October 1, 1996, authorized a defined contribution option (Section 19A, Benefit Program DC) as a new benefit program that a participating municipality or participating court ("court") may adopt for MERS members to be administered under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed third-party administrator.

**WHEREAS**, as a new provision, Section 19A, along with the remainder of the Plan, received from the Internal Revenue Service a Letter of Favorable Determination (dated July 8, 1997, with most current Letter dated June 15, 2005) that the Plan is a qualified Plan under Section 401(a) of the Internal Revenue Code, and an exempt trust under Section 501(a).

**WHEREAS**, Benefit Program DC became operational in August 1997, following the July 8, 1997, Letter of Favorable Determination.

**WHEREAS**, this Restated Uniform Resolution has been approved by the Board under the authority of 2004 PA 490 (amending 1996 PA 220), Section 36(2)(a); MCL 38.1536(2)(a), declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Board authorized Section 19A, the Benefit Program DC, which shall not be implemented unless in strict compliance with the terms and conditions of this Restated Resolution.

- It is expressly agreed and understood as an integral and nonseverable part of this Restated Resolution that Section 43B of the Plan Document shall not apply to this Restated Uniform Resolution and its administration or interpretation.
- As provided in Plan Document Section 19A(2), in the event any alteration of the terms or conditions stated in this Restated Uniform Resolution is made or occurs, under Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Benefit Program DC; to authorize the transfer of any defined benefit assets to the Benefit Program DC; or to continue administration by MERS (or any duly-appointed third-party administrator).

**WHEREAS**, concurrent with this 2010 Restated Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS documents necessary for adoption and implementation of the MERS Benefit Program DC.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body adopts MERS Benefit Program DC as provided below.

MERS 2010 Restated Uniform Defined Contribution Program Resolution

I. NEW EMPLOYEES (Plan Sec 19A(4) – (10))

AVAILABLE FOR ADOPTION SO LONG AS THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

Effective the first day of July 1, 2012, (to be known as the **ADOPTION DATE**),

the City of Jackson, Michigan hereby adopts Benefit Program  
(MERS municipality/court)

DC for members hired into Police Officers Labor Council Non-Supervisory Unit on or after 7/1/12  
(specify division #s)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Defined Contribution Program Adoption Agreement (Attachment 2, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution) **subject to the provisions of the Plan Document. A member is immediately vested 100% in any employee contributions (Section 19A(5)), and is vested in employer contributions under the employer vesting schedule (Section 19A(6)).**
- (B) **EARNINGS** under the Adoption Agreement shall be defined as “Compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the member’s W-2 statement.
- (C) **VESTING** shall be as allowed and specified under:
  - (1) Plan Section 19A(6); and
  - (2) the Adoption Agreement.

<b>STOP</b>	If covering new employees only, skip II and go to III on page 5.	<b>STOP</b>
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MERS 2010 Restated Uniform Defined Contribution Program Resolution

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE BENEFIT PROGRAM DC FOR NEW EMPLOYEES ESTABLISHED (Plan Sec 19A(18)-(21))

THIS OPTIONAL PROVISION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MERS BENEFIT PROGRAM CLASSIFICATION(S) OF THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the **Adoption Date**, pursuant to Plan Section 19A(18) all current **MERS defined benefit** members who are members of the same employee classification described in Section I above on the **Adoption Date** shall:

**THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:**

- where vested under this municipality's applicable MERS vesting program (10, 8, or 6 years)
- where the employee has at least the following number of years of credited service for this municipality on **Adoption Date**: \_\_\_\_\_ (insert whole number less than vesting program)
- without regard to vesting

be offered the opportunity to irrevocably elect coverage under Benefit Program DC, under the detailed procedures provided in Plan Section 19A(19)-(21).

Section 19A(19) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program DC.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of \_\_\_\_\_, 20\_\_\_\_, (insert month and year) which shall be known as the "**CONVERSION DATE.**"

## MERS 2010 Restated Uniform Defined Contribution Program Resolution

The opportunity for current employees on the Adoption Date to participate in the Benefit Program DC shall (select one of the following two choices):

- apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) **CONTRIBUTIONS** shall be as provided in Section I (A) above.

(C) **EARNINGS** shall be as provided in Section I (B) above.

(D) **VESTING** shall be as provided in Section I (C) above, and participants shall be credited, on participant written request and MERS verification of such service, with all eligible service, if any, specified in Plan Section 19A(3):

Where a member has previously acquired in the employ of any participating municipality or court:

- (a) not less than one year of defined benefit service (including Benefit Program H, Hybrid) in force with any participating municipality or court;
- (b) eligible credited service where the participating municipality or court has adopted the Reciprocal Retirement Act, 1961 PA 88;
- (c) at least 12 months in which employer contributions by a participating municipality or court have been made on behalf of the member under Benefit Program DC or Benefit Program H,

such service shall be applied toward satisfying the vesting schedule for employer contributions.

(E) For each employee irrevocably electing to participate in Benefit Program DC, then under Plan Section 19A(21), MERS shall transfer to the member's credit (as adjusted through MERS' records to the Conversion Date) the greater of:

- (1) The member's accumulated contributions in the reserve for employee contributions; or
- (2) The actuarial present value (as determined in Paragraph (F) below).

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contribution in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

## MERS 2010 Restated Uniform Defined Contribution Program Resolution

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- (F) Per Plan Section 19A(21)(b)(i), the MERS Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:
- (1) **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).**
  - (2) **The funded level for the member's specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) **as of the Adoption Date** from the most recent MERS annual actuarial valuation report data provided by MERS' actuary. In the APV calculation, the funded level used shall be:

### THE GOVERNING BODY SHALL SELECT ONLY ONE OF THE FOLLOWING:

- Table 12 Termination Liability funded level for the division (not less than 80% nor exceeding 100% funded level).
- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on \_\_\_\_\_% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

### III. EFFECTIVENESS OF THIS RESTATED RESOLUTION

**BE IT FINALLY RESOLVED:** This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19A, the Adoption Agreement, and this Resolution have been met. All dates for implementation of Benefit Program DC under Section 19A shall be determined by MERS from the date of filing with MERS of this 2010 Restated Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's designated primary contact.

## MERS 2010 Restated Uniform Defined Contribution Program Resolution

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In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and any third-party administrator selected by MERS, if applicable and necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Restated Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on  
October 9, 2012.

\_\_\_\_\_  
(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Defined Contribution Program Resolution (this form, MD-069)
- MERS Restated Defined Contribution Plan Adoption Agreement (MD-070)
- Certified minutes stating governing body approval, and/or union contract language

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Authorized MERS signatory)

# MEMBERSHIP AGREEMENT

(For Defined Benefit, Defined Contribution and Hybrid Plans)



This **AGREEMENT** dated October 9, 2012, by and between the Retirement Board (“**Board**”) of the Municipal Employees’ Retirement System (“**MERS**”), and the governing body of the City of Jackson, Michigan, an eligible participating municipality or court (“**participating entity**”), is entered into under the provisions of 1996 PA 220 and the Plan Document of 1996. This Agreement does not waive or excuse or render inapplicable all duties and obligations imposed on the parties by law or the MERS Plan Document of 1996 as each may be revised periodically.

Through Resolution adopted October 9, 2012, this entity has elected to participate in MERS in accordance with Plan Section 41 or 41A.

(Check Boxes I, II, or III, as applicable.)

**I. MERS DEFINED BENEFIT PLAN IS INITIALLY ADOPTED**

A. The participating entity has furnished MERS with data regarding each person in its employ and the Board’s actuary has computed the liabilities for service benefits payable and which may become payable (on account of service already, and to be, rendered), as required by Plan Section 42, through Initial Actuarial Valuation dated \_\_\_\_\_, 20\_\_\_\_.

B. As a condition of MERS membership, and pursuant to the Board’s power as Plan Administrator and Trustee under Plan Section 36, MCL 38.1536, it is appropriate and necessary to enter into this Agreement providing for the payment of the required contributions of a participating entity.

1. On or before January 1 each calendar year, the Board’s actuary shall make an Annual Actuarial Valuation of the participating entity’s accrued service liabilities, and if necessary, adjust the amount of the annual contributions to be paid by the entity to MERS in monthly installments. A copy of the annual valuation and required contributions shall be provided by MERS to the participating entity on or before January 1 each year.
2. The Wage and Service Reports due monthly, and the Member Contributions (if any) and Employer Contributions due and payable monthly, shall be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment.
3. Should the participating entity agree to the crediting of all or a portion of pre-MERS prior service rendered to it by its covered employees in the Resolution for Adopting MERS Defined Benefit Programs, then the provisions of that Resolution are incorporated by reference in this Agreement. This includes, but is not limited to, the amortization of any unfunded prior service obligations, as adjusted in the Annual Actuarial Valuation.
4. Each contribution payment received from the participating entity (or covered employee, where there are employee contributions) shall be promptly credited by MERS to the appropriate Reserve.
5. If at any time the balance standing to the participating entity’s credit in the Reserve for Employer Contributions and Benefit Payments is insufficient to pay all service benefits due and payable to the entity’s retirants and beneficiaries, the participating entity agrees and

covenants to promptly remit to MERS the amount of such deficiency as determined and certified by the Board. The Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a municipality's retirement plan is a contractual obligation of the municipality, and prohibits the use of the municipality's required current service funding to finance unfunded accrued liabilities.

6. It is further agreed that should the participating entity fail to make its required contribution when due, the retirement service benefits due and payable by MERS on behalf of the entity to its retirants and beneficiaries may be suspended until the delinquent payment is received by MERS, and subject to applicable interest and penalty charges per Plan Section 45A(3) and the MERS Enforcement Procedure for Prompt Reporting and Payment.<sup>(Form 86)</sup>

**II. MERS DEFINED CONTRIBUTION PROGRAM IS INITIALLY ADOPTED**

The participating entity elects to come under the provisions of Plan Section 19A, and as a condition of membership, agrees to comply with Section 19A and all other provisions and requirements applicable to MERS Benefit Program DC.

**III. MERS HYBRID PROGRAM (BENEFIT H) IS INITIALLY ADOPTED**

The participating entity elects to come under the provisions of Plan Section 19B, and as a condition of membership, agrees to comply with Section 19B and all other provisions and requirements applicable to MERS Benefit Program H. All provisions of Section I of this Agreement above shall fully apply to the extent there is no conflict with any provision of Plan Section 19B.

**MUNICIPAL EMPLOYEES' RETIREMENT BOARD**

By: \_\_\_\_\_  
Chief Executive Officer  
Municipal Employees' Retirement System of Michigan

**GOVERNING BODY**

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



# City of Jackson

## Dept. of Personnel & Labor Relations

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Crystal Y. Dixon, Director

CITY COUNCIL MEETING

October 9, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources *CD*

SUBJECT: Adoption of MERS Retiree Health Savings Plan for POLC Non-Supv. Unit

### RECOMMENDED

**ACTION: To adopt the Municipal Employees' Retirement System of Michigan (MERS) Health Care Savings Program for all employees hired on or after 7/1/12 into the Police Officers Labor Council Non-Supervisory Unit.**

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### Background Information:

On September 11, 2012, City Council approved a new collective bargaining agreement with the Police Officers Labor Council (POLC) Non-Supervisory Unit. A provision in the new agreement will require employees hired into the POLC Non-Supervisory union on or after July 1, 2012, to participate in a health care savings program to fund their retirement health insurance benefit.

Interim City Manager Patrick Burtch and I reviewed retiree health savings plans offered through the Municipal Employees' Retirement System of Michigan (MERS) and through ICMA Retirement Corporation. Upon review of the two plans, Interim City Manager Burtch decided to proceed with the MERS Health Care Savings Program. This plan offers more flexibility for the employee to name a contingent beneficiary in the event of the employee's death.

In order to comply with the provisions of the newly adopted POLC Non-Supervisory Unit's collective bargaining agreement, it is important to establish the retiree health care savings program promptly. Therefore, it is recommended that City Council adopt the retiree Health Care Savings Program through MERS for all employees hired on or after July 1, 2012 into the POLC Non-Supervisory Unit.

**MERS Health Care Savings Program  
Uniform Resolution**



1184 Municipal Way Lansing, MI 48917 | 800.767.2808 | Fax 517.703.9711

[www.mersofmichigan.com](http://www.mersofmichigan.com)

**WHEREAS**, the Municipal Employees' Retirement System ("MERS") Plan Document of 1996, effective October 1, 1996, authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 36(2)(a)); MCL 38.1536(2)(a)).

**WHEREAS**, the Board has authorized MERS' establishment of the health care savings program ("HCSP" or "Program"), which a participating municipality or court, or another eligible public employer that is a political subdivision of the State which constitutes a "municipality" under MERS Plan Document Section 2B(4); MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees.

**WHEREAS**, MERS has been determined by the Internal Revenue Service to be a taxqualified "governmental plan" and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated June 15, 2005).

**WHEREAS**, the Board has established a governmental trust (the "Trust Fund") to hold the assets of the HCSP, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed Program Administrator.

**WHEREAS**, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 et seq. ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries.

**WHEREAS**, a separate MERS health care trust fund created under PA 149 also constitutes a governmental trust established by a public corporation ("municipality") as an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the PA 149 trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code.

**WHEREAS**, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality and court enrolled in MERS Defined Benefit Plan, Health Care Savings Program, the Retiree Health Funding Vehicle, and the Investment Services Pool Program, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 45; MCL 38.1545.

**WHEREAS**, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Pool Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual meeting under Plan Section 45; MCL 38.1545.

## MERS Health Care Savings Program Uniform Resolution

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**WHEREAS**, adoption of this Uniform Resolution and Participation Agreement (the "Uniform Resolution") by each Eligible Employer is necessary and required in order that the benefits available under the MERS HCSP may be extended.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this HCSP Resolution that Section 43B of the MERS Plan Document shall not apply to this Uniform Resolution Adopting MERS HCSP, the Participation Agreement, the Trust Plan Document, the Trust Agreement, and their administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS HCSP is made or occurs, under MERS Plan Document Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Trust; or to continue administration by the Program Administrator or by MERS directly.

**WHEREAS**, concurrent with this HCSP Uniform Resolution, and as a continuing obligation, this governing body has completed, approved, and submitted to MERS documents necessary for participation in and implementation of the HCSP. This obligation applies to any documents deemed necessary to the operation of the Trust by the Program Administrator.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body adopts (or readopts) the MERS HCSP as provided below.

### SECTION 1. HCSP PARTICIPATION

**EFFECTIVE** July 1st, 2012, (to be known as the ADOPTION DATE) the

MERS HCSP is hereby adopted by the City of Jackson  
(MERS municipality or court or other eligible employer)

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Health Care Savings Program Adoption Agreement. Basic Employer Contributions, Mandatory Salary Reduction Contributions, Mandatory Leave Conversion Contributions, and Post-Tax Employee Contributions, shall be remitted pursuant to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the MERS Trust Fund.
- (B) **INVESTMENT** of funds accumulated and held in the Health Care Savings Program Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, as provided by MERS Plan Document Section 39; MCL 38.1539, and PA 149.
- (C) **THE ELIGIBLE EMPLOYER** shall abide by the terms of the HCSP, including all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

**SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS**

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS HCSP Trust Fund (as a sub-fund within all pooled HCSP trust funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under Public Employee Retirement System Investment Act, pursuant to PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS HCSP Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all HCSP funds held in trust for all Eligible Employers.
- (C) All monies in the MERS HCSP Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.
- (D) The Eligible Employer will fund on a defined contribution, individual account, basis its MERS HCSP Trust sub-fund to provide funds for health care benefits for "Eligible Employees" who shall constitute "qualified persons." Participation in and any coverage under HCSP shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9 Section 24 of the Michigan Constitution of 1963.
- (E) The Eligible Employer designates and incorporates as "Eligible Employees" who shall constitute "qualified persons" under this HCSP Resolution those who are "Eligible Employees as defined in the HCSP Participation Agreement under this HCSP.
- (F) The Eligible Employer may designate the appropriate employer contacts who shall receive necessary reports, notices, etc.; shall act on behalf of the Eligible Employer; and may delegate any administrative duties relating to the Fund to appropriate departments.

**SECTION 3. EFFECTIVENESS OF THIS HCSP UNIFORM RESOLUTION**

This Resolution shall have no legal effect until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 36(2)(a), 1999 PA 149 and other relevant laws, and this Resolution have been met. Upon MERS' determination that all necessary documents have been submitted, MERS shall record its formal approval upon this Resolution, and return a copy to the Eligible Employer's designated primary contact.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 54 of the MERS Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

## MERS Health Care Savings Program Uniform Resolution

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I hereby certify that the above is a true copy of the Uniform Resolution Adopting The MERS Health Care Savings Program, adopted at the official meeting held by the governing body of this municipality:

On \_\_\_\_\_, 20\_\_\_\_\_  
(Signature of authorized official)

Please send MERS fully executed copy of:

1. HCSP Uniform Resolution (this form, MD-169)
2. HCSP Participation Agreement (MD-170)
3. Certified minutes stating Governing Body approval, and a copy of the union contract language and/or personnel policy

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_\_  
(Authorized MERS signatory)

MERS Health Care Savings Program  
Participation Agreement



1184 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersmi.com

I. PARTICIPATING EMPLOYER

Employer Name: The City of Jackson  
Name of municipality or court

Municipality Number: 3808 Division Number: \_\_\_\_\_

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:  
July 1st, 2012  
Date

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: \_\_\_\_\_  
Date

This Participation Agreement is intended to replace and serve as an amendment of the Employer's preexisting program, which was originally effective: \_\_\_\_\_  
Date

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Police Officers Labor Council Non-Supervisory Unit Hired After 7/1/12  
Name of HCSP Covered Group

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program. Subject to other conditions in the Trust Document and this Participation Agreement, the following Covered Group of Employees are deemed to be "qualified persons" eligible to participate in the Health Care Savings Program:

Check one or both:

With respect to Covered Groups, this Participation Agreement covers all employees who are in a collective bargaining unit, subject to the terms of the collective bargaining agreement.

With respect to Covered Groups, this Participation Agreement covers all employees who are subject to the same personnel policy, according to the terms of the policy.



# MERS Health Care Savings Program Participation Agreement

**REINSTATEMENT OF FORFEITURES.** If a Participant experiences Forfeiture, but is re-employed by the same employer within a defined period assets may be reinstated to the Participant's HCSP account.

**Check only one:**

- Yes, reinstate all Forfeitures for participants re-employed within \_\_\_\_\_ period.  
Time period
- No, do not reinstate Forfeitures.

- B.  **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

\$62.50 per month
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- C.  **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

**Check one or more:**

- As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.
- As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.
- As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.
- As of \_\_\_\_\_, \_\_\_\_\_ % of \_\_\_\_\_  
Annual date or X weeks before termination      Percentage      Type of Leave Conversion (sick, vacation, etc.)  
must be contributed to the HCSP.

# MERS Health Care Savings Program Participation Agreement

**Post-Tax Employee Contributions.** Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

## VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

## VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

## VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

## IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Employer: The City of Jackson

Authorized Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

Please send MERS fully executed copy of:

1. HCSP Uniform Resolution (MD-169)
2. HCSP Participation Agreement (this form number MD-170)
3. Certified minutes stating Governing Body approval, and a copy of the union contract language and/or personnel policy

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_  
(Authorized MERS signatory)



## Department of Public Works – Utility Division

2995 Lansing Avenue - Jackson, MI 49202

Telephone: (517) 788-4075 — Facsimile: (517) 788-4641

### CITY COUNCIL MEETING

October 9, 2012

**MEMO TO: Honorable Mayor Griffin and City Council Members**

**FROM: Patrick Burtch, Interim City Manager**

**SUBJECT: Consideration of a request to approve the purchase of three (3) vehicles for the Department of Public Works -Utility Division**

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#### **RECOMMENDATION:**

**To authorize the purchase of two (2) new 2012 GMC Canyon light duty pickups at a cost of \$15,967.00 each and one (1) new 2013 GMC Sierra one ton dump truck at a cost of \$30,694.75 from Red Holman Buick-GMC, Westland, Michigan, through the State of Michigan MiDEAL contract number 071B1300007 for a total purchase amount of \$62,646.75.**

The purchase of one light duty pickup will be for the water distribution crew for use in reading water meters and responding to customer service calls. This will replace a 1997 Ford F-150 that is currently in need of a new rear differential due to worn gears, a new engine manifold to replace one that is rusted out, and the floor boards are rusting through. This vehicle was included in the approved 2012-2013 water department budget account 402-591-985.

The second light duty pickup will be assigned to the wastewater treatment plant for use as on-site operational transportation that does not require a full size vehicle. This will replace a 2003 Dodge Dakota that has had about \$3,000 to \$5,000 in repairs completed annually over the last several years, and currently requires a new heater blower motor control, a new coolant fan assembly, driver's side door hinge replacement, and a new or re-built starter. This vehicle was included in the approved 2012-2013 wastewater treatment department budget account 406-548-985.

The third vehicle, a one ton dump truck, is for use by the water treatment plant in their daily maintenance activities such as transporting well parts and hauling waste grit created in the treatment process. The new one will replace the current 1992 Ford F-350 that is rusted through in the cab and box and requires front end repairs, and was handed down to the water plant from the distribution crew when they replaced it several years ago due to its condition as an asphalt cold patching vehicle. This vehicle was included in the approved 2012-2013 water department budget account 402-591-985.

***RED HOLMAN BUICK GMC***

35100 FORD RD  
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 405 Fax (734) 721-1780

[aclix@hotmai.com](mailto:aclix@hotmai.com)

State of Michigan MiDeal Contract # 071B1300007

MiDeal Spec # 3958-0020

**City of Jackson Pricing**

**(MiDeal Pricing)**

**2012 GMC Canyon Reg Cab 4x2**

**4850# GVWR Gas / Auto Trans Reg Cab w/ 6' Box**

**SPEC 20 - 2012 GMC Canyon Reg Cab 2wd \$ 15,976.00**

**\*\*Note: Locking Rear Differential No Longer Available From the Factory  
and Vinyl Flooring/Vinyl Seating No Longer Available from the Factory.**

Prices Quoted are for a MiDeal Dealer Stock Purchase, Subject to Prior Sale.  
Unit may have equipment in addition to or differing from Standard MiDeal Spec.  
FOB Westland, MI

# **RED HOLMAN BUICK GMC**

35100 FORD RD  
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 405 Fax (734) 721-1780  
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007  
MiDeal Spec # 3958-0072

## **City of Jackson Pricing**

**(MiDeal Pricing)**

### **2013 GMC Sierra 3500HD Reg Cab 4x2 DRW 60"CA Dump**

**13200# GVWR Diesel / Allison Auto Trans 3-4 yd Dump Body**

<b>SPEC 72 - 2012 GMC Sierra 3500HD Reg Cab 4wd</b>	<b>\$ 20,458.00</b>
GSA – 2013 Price Adjustment due to GSA Constraints	\$ 850.00
GT5 – 4.10 Rear Axle Ratio	\$ 95.00
G80 – Locking Rear Differential	\$ 375.25
JL1 – Integrated Trailer Brake Controller	<u>\$ 218.50</u>
	Sub-Total
	\$ 21,996.75
MTEZ 2-3 yd Dump Body Pkg	<u>\$ 7,537.00</u>
	<b>Total</b>
	<b>\$ 29,533.75</b>

#### **Options:**

N2N – 60 Gallon Fuel Tanks (20/40 In-Frame)	+ \$ 100.00
6TB – 6" Black Oval Step Bars (Steel)	+ \$ 685.00– include
MLB – LED Mini-Lightbar	+ \$ 476.00– include
STB – 4-Way Strobe Kit (2 in Grille/2 in Rear)	+ \$ 681.00

*# 30,694.75*

Prices Quoted are for a MiDeal Factory Order.

FOB Westland, MI.

Delivery Available per MiDeal (\$1.50 per mile roundtrip based on Mapquest)



# City of Jackson

## Dept. of Personnel & Labor Relations

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Crystal Y. Dixon, Director

CITY COUNCIL MEETING

October 9, 2012

MEMO TO: Honorable Mayor and City Council Members

FROM: Crystal Y. Dixon, City/County Director of Human Resources *cmr*  
Patrick Burtch, Interim City Manager

SUBJECT: Request to Approve Market- Based Wage Adjustment for GIS Coordinator, Wade Renando

### RECOMMENDED

**ACTIONS:** To amend the Personnel Policy as follows: Amend Article V – Classified Service, Section V-2A. by approving the re-assignment of the GIS Coordinator classification from Class Grade 10 to Class Grade 11.

**#2. To approve the recommended market based salary adjustment for Wade Renando, GIS Coordinator to Class Grade 11, Step 8 (\$28.4992 hourly).**

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### Background

The City's Geographic Information System (GIS) Coordinator position is responsible for managing the City's GIS system. Duties include maintaining software and equipment associated with the GIS; creating and maintaining digital and hard copy exhibits of information in the City's data layers including tax parcels, assessment data; water, sanitary and stormwater utilities; roads and addresses; zoning and soils; school districts, fire, EMS, law and rescue response districts; rivers, streams, sewer and water mains and other data. A copy of the job description is enclosed for your review for any needed updates.

The position requires a minimum of an Associate or Bachelor's Degree in geographic information systems/computer science or related field. (Bachelor's degree is preferred) and at least two years of successful GIS/mapping experience, including some program management. Must have experience with ESRI software, data experience. AUTOCAD and Microsoft Access or SQL server experience are desirable. Additionally, the position requires experience with Microsoft Office including PowerPoint and good project management and communication skills.

### Incumbent Information

Wade Renando, is the incumbent GIS Coordinator and was hired by the City into this classification on February 11, 2008. Mr. Renando possesses a Master of Science Degree in Geography, a Bachelor's Degree in history and political science, and prior to his hire by the City, he had approximately six (6) years of GIS technician experience with Jackson County GIS, and has additional related experience with other employers prior to that.

**Wage and Market Wage Information**

Currently, the City's GIS Coordinator position is assigned to Class Grade 10 with a range of \$42,907 minimum to \$60,108 maximum. Mr. Renando is currently at Step 8 earning \$55,770 or \$26.8124 per hour. Mr. Renando is a non-union employee.

**Market wage data for comparable classifications includes:**

**State of Michigan GIS (State Police)** - \$43,243 min. - \$63,211 max

**Jackson County GIS Coordinator** - \$53,439 min. - \$61,238 max.

**Lansing, Michigan Area Market Salary Data** - \$57,055 min. - \$62,384 (75<sup>th</sup> percentile).

**City of Jackson GIS Coordinator** - \$42,907 min. to \$60,108 max.

**Recommendation**

Mr. Renando is currently at Class Grade 10, Step 8 earning \$55,770 or \$26.8124 per hour. The City's current pay grade assignment for this classification is below the comparable market wage rates.

Based upon the wage market data and to support retention of a qualified employee, I recommend that you consider **amending the Class Grade for the GIS Coordinator from Class Grade 10 to Class Grade 11 which has a range of \$45,674 min. to \$63,865 max. I also recommend that you approve a pay adjustment for Mr. Renando to Class Grade 11, Step 8 to \$59,278 (or \$28.4992 hourly).**

This recommended pay adjustment is in keeping with the Personnel Policy and past practice for non-union employees. Thank you for your consideration.

Enclosure



# City of Jackson

## Dept. of Personnel & Labor Relations

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Crystal Y. Dixon, Director

September 26, 2012

To: Patrick Burtch, Interim City Manager

From: Crystal Y. Dixon, City/County Director of Human Resources *CYD*

Subject: Request for Compensation Review – Wade Renando, GIS Coordinator

My office was requested to review the compensation of the position of GIS Coordinator held by Wade Renando.

### **Background**

The City's Geographic Information System (GIS) Coordinator position is responsible for managing the City's GIS system. Duties include maintaining software and equipment associated with the GIS; creating and maintaining digital and hard copy exhibits of information in the City's data layers including tax parcels, assessment data; water, sanitary and stormwater utilities; roads and addresses; zoning and soils; school districts, fire, EMS, law and rescue response districts; rivers, streams, sewer and water mains and other data. A copy of the job description is enclosed for your review for any needed updates.

The position requires a minimum of an Associate or Bachelor's Degree in geographic information systems/computer science or related field. (Bachelor's degree is preferred) and at least two years of successful GIS/mapping experience, including some program management. Must have experience with ESRI software, data experience. AUTOCAD and Microsoft Access or SQL server experience are desirable. Additionally, the position requires experience with Microsoft Office including PowerPoint and good project management and communication skills.

### **Incumbent Information**

Wade Renando, is the incumbent GIS Coordinator and was hired by the City into this classification on February 11, 2008. Mr. Renando possesses a Master of Science Degree in Geography, a Bachelor's Degree in history and political science, and prior to his hire by the City, he had approximately six (6) years of GIS technician experience with Jackson County GIS, and has additional related experience with other employers prior to that.

### **Wage and Market Wage Information**

Currently, the City's GIS Coordinator position is assigned to Class Grade 10 with a range of \$42,907 minimum to \$60,108 maximum. Mr. Renando is currently at Step 8 earning \$55,770 or \$26.8124 per hour. Mr. Renando is a non-union employee.

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**Recommendation**

Mr. Renando is currently at Class Grade 10, Step 8 earning \$55,770 or \$26.8124 per hour. The City's current pay grade assignment for this classification is below the comparable market wage rates.

Based upon the wage market data and to support retention of a qualified employee, I recommend that you consider **amending the Class Grade for the GIS Coordinator from Class Grade 10 to Class Grade 11 which has a range of \$45,674 min. to \$63,865 max. I also recommend that you approve a pay adjustment for Mr. Renando to Class Grade 11, Step 8 to \$59,278 (or \$28.4992 hourly).**

This recommended pay adjustment is in keeping with the Personnel Policy and past practice for non-union employees. These changes, upon your recommendation and approval, will ultimately require final approval of City Council.

Please advise me on your decision in this matter. Thank you for your consideration.

Enclosure

Class Grade 10

Title: GIS Coordinator

General Summary:

Under the supervision of the Manager of Information Technology, manages the City's geographic information system (GIS). Duties include maintaining software and equipment associated with GIS; overseeing the building and maintenance of the City GIS database and applications; providing quality control and integration of city-developed GIS data; assisting in the hiring and training of GIS technical staff; assisting to configure the database to produce a variety of reports; providing support for the City GIS Committee; and serving as the City liaison to the Jackson County GIS group. Performs a variety of tasks designed to keep the City's GIS databases and applications up-to-date and organized, requiring knowledge of the system, close coordination with a wide variety of City departments and outside agencies. Organizes, plans, and manages the long-term success of the GIS program.

Essential Duties

1. Maintains and implements the GIS strategic plan that serves as a blueprint for the GIS program at the City. Prepares reports concerning progress of City GIS program.
2. Assists departments in the creation and maintenance of the City-wide GIS database.
3. Assists departments in the creation and maintenance of City-wide GIS applications.
4. Coordinates meetings of a City-wide GIS Committee in regards to GIS implementation and continued upkeep. May be required to prepare Committee agendas, communications, and meeting minutes.
5. Provides technical support related to GIS software, database, and system information to other City staff.
6. Trains City department staff in the operations, use, and procedures of the GIS software. Provides continuing education as needed for upgrades and new programs.
7. Facilitates creation and maintenance of digital and hard copy exhibits of information in the City's data layers including tax parcels and assessment data; water, sanitary, and stormwater utilities; roads and addresses; zoning; soils; school districts; fire, EMS, law and rescue response districts; rivers, streams, sewers and water mains; and other data.
8. Facilitates the creation of tax parcel maps on an annual or more frequent basis for all City departments and the general public.
9. Facilitates and may coordinate field data collection projects using GPS in a GIS context.
10. Assists in developing procedures and/or scripts concerning input of tabular and spatial data, data conversion, creation, analysis and output.
11. Develops rules and standards governing database access and maintenance in cooperation with the City GIS Committee and departmental operations.
12. Makes presentations related to the assignment.
13. May facilitate creation and maintenance of web-based access to the GIS for users both internal (City departments & operations) and external (general public and other interested parties).

14. May facilitate the creation and maintenance of emergency services mapping data in conjunction with Central Dispatch, including jurisdictional boundaries and street addressing layers for Computer Aided Dispatch emergency mapping systems.
15. May coordinate joint GIS operations and/or acquisitions with other agencies or units of government.
16. Communicates with other GIS professionals, attends conferences, studies available literature and other resources to maintain up-to-date knowledge related to position and responsibilities, and researches GIS software and databases.
17. Assists the Manager of Information Technology and other MIS staff in other projects/tasks as may be assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so assigned. The listing of particular examples does not preclude the assignment of other tasks of related kind or character or of lesser skills.

#### Minimum Qualifications and/or Requirements

**Education:** Must have an associate's or bachelor's degree in geographic information systems/computer science or related field. (Bachelor's degree is preferred.)

**Experience:** Must have two years of successful GIS/Mapping experience, including some program management. Must have experience with ESRI software. Experience with AUTOCAD is desired. Must have basic database experience. Data base experience in Microsoft Access or SQL Server is desired. Must have experience with office management software, such as Microsoft Office including Powerpoint. Must have good project management and communication skills (both oral and written).

In addition to the above requirements, all City positions require: the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as if pertains to and reflects upon their employment with the City, and to be physically and mentally able to perform the essential duties of their position without excessive absences.

#### Physical Aspects of Job:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. Repetitive hand and finger movements will frequently be required. The employee is required to travel between work sites in a personal vehicle. The employee will occasionally be required to stoop, bend, kneel and/or crouch. The employee will

