



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

AGENDA – CITY COUNCIL MEETING

September 28, 2010
7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by Daniel P. Greer, 3rd Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Citizen Comments. (3-Minute Limit)**
6. **Presentations/Proclamations.**
 - A. Mayor’s presentation of a Special Tribute to Gerry Callison, for his winning essay, “Why I moved to Michigan,” in the Pure Michigan Contest Essay, 2010 MSHDA Emerging City Summit.
 - B. Consideration of a resolution urging the U. S. Department of Defense to select Boeing to build the Air Force’s next generation of aerial refueling tankers in Jackson, Michigan.
 1. Presentation of the resolution to Ms. Kali Fox, Regional Manager/Assistant to Senator Debbie Stabenow.
 - C. Presentation by Vic Cooperwasser, Tetra Tech, regarding the City of Jackson Storm Water Utility Feasibility Study.
 - *1. Consideration of the adoption of the Storm Water Utility, and award of a contract to Tetra Tech in the amount of \$50,500.00, for the implementation assistance, and authorization for the Mayor and City Clerk to execute the appropriate document(s).
 - D. City Manager’s presentation regarding his proposal for cost savings, departmental reorganization, and public safety options.
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of September 14, 2010.
 - B. Approval of the request from Church World Services to conduct their annual CROP Walk on Sunday, October 10, 2010, from 1:00 to 5:00 p.m., on City sidewalks near Trinity United Methodist Church (no street closures requested). (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments. Proper insurance coverage received and approved.)
 - C. Approval of Final Change Order No. 1, to the contract with Jules Swartz and Sons Excavating, Inc., in the increased amount of \$45,131.67, for additional items not included in the original contract for the Monroe Street Water Main and Sanitary Sewer Replacement project, and authorization for the City Manager and City Engineer to execute the appropriate document(s), in accordance with the recommendation of the City Engineer.
 - D. Approval of the contract award to Great Lakes Engineering Group, LLC, Lansing, at their bid of \$19,820.00, for the 2010 Bridge Consulting Services Contract, and authorization for the City Clerk and City Manager to execute the appropriate document(s), in accordance with the recommendation of the Purchasing Agent and the City Engineer.

- E. Receipt of a Summons and Complaint filed by Joyce Lowder v. City, and referral to the City Attorney for appropriate action.
 - F. Receipt of CDBG Financial Summary Report through August 31, 2010.
 - G. Receipt of the City of Jackson's summary of revenue and expenditures for twelve (12) months ended, June 30, 2010 (pre-audit).
 - H. Receipt of the City of Jackson's summary of revenue and expenditures for two (2) months ended, August 31, 2010.
 - I. Establishment of October 12, 2010, at the City Council meeting as the time and place to hold a public hearing to receive comments for the submittal of a United States Environmental Protection Agency (EPA) Site Assessment Grant application for hazardous substances.
8. **Committee Reports.**
- *A. Receipt of the City Affairs Committee Report.
9. **Appointments.**
- A. Approval of the Mayor's recommendation, in concurrence with the Human Relation Commission's recommendation, to appoint Derek Dobies to the Human Relations Commission to a current vacancy beginning immediately, and ending December 31, 2012.
 - B. Approval of the Mayor's recommendation, in concurrence with the Downtown Development Authority, to appoint Kyle Huntoon to the Downtown Development Authority to a current vacancy, beginning immediately and ending December 31, 2012.
 - C. Approval of the Mayor's recommendation to reappoint Sheila Patterson to the Civil Service Commission beginning immediately and ending August 31, 2012, and Teresa Delph, beginning immediately, and ending August 31, 2013.
10. **Public Hearings.**
- *A. Public hearing on an application for an Industrial Facilities Tax Exemption Certificate filed by Technique, Inc., 2341 Enterprise Drive. (City Affairs Committee recommends approval.)
 - *1. Resolution approving the application. (City Affairs Committee recommends approval.)
 - B. Public hearing to receive citizen comment on the City's performance in administering 2009-2010 Community Development Block Grant (CDBG) and HOME Programs.
 - 1. Authorization to submit the Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) by the deadline of September 30, 2010.
11. **Resolutions.**
- A. Consideration of a resolution establishing Halloween hours between 6:00 and 8:00 p.m. on Saturday, October 30, 2010.
 - B. Consideration of a resolution honoring the celebration of the 100th anniversary of the Consumers Energy Company's Trail Street Laboratory. (Resolution to be presented at event.)
12. **Ordinances.**
- A. Consideration of an Ordinance amending Chapter 2, Section 2-4, City Code, identifying the City Manager's responsibility for preparing City Council agendas.
 - *B. Consideration of an Ordinance amending Chapter 10, Section 10-53, Section F-403.0, City Code, providing for the open burning of wood-based products in outdoor-burning devices. (City Affairs Committee recommends not amending the Ordinance.)
13. **Other Business.**

14. **New Business.**
 - A. Consideration of the request by The Jackson College of Arts & Design (JCAD) Initiative for recognition by the City of Jackson as the “Mayor’s Blue Ribbon Committee” to bring a college of arts and design to downtown Jackson.
 - B. Consideration of the request to authorize the Mayor to execute the Neighborhood Stabilization Program grant amendments #5 through #9, and for the City Attorney to make minor modifications to the agreement if necessary, in accordance with the recommendation of the Community Development Director.
15. **City Councilmembers’ Comments.**
16. **Manager’s Comments.**
17. **Adjournment.**

*Item Added, Deleted, or Changed.

SPECIAL TRIBUTE

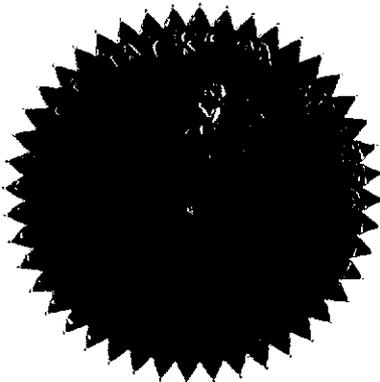
LET IT BE KNOWN, that it is a sincere pleasure to honor Gerry Callison, for his winning essay, "Why I Moved To Michigan," in the 2010 Michigan State Housing Development Authority (MSHDA) Pure Michigan Essay Contest; and

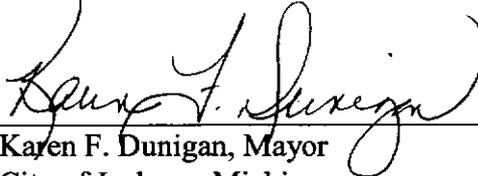
WHEREAS, Gerry Callison, recently moved from the state of Wisconsin to Jackson, Michigan to gain employment at Commonwealth Associates; and

WHEREAS, having lived in Jackson for a short while, Gerry was compelled to share his enthusiasm for Jackson by entering an essay contest through the State of Michigan; and

WHEREAS, Gerry's winning essay showcased Jackson in a positive light, and was a testament to the "good life" that can be lived in the Jackson community.

IN SPECIAL TRIBUTE, therefore, this document is signed and dedicated to offer an accolade of tribute to Gerry Callison for so eloquently capturing the positives of living in Jackson, Michigan, in his essay.




Karen F. Dunigan, Mayor
City of Jackson, Michigan
September 28, 2010

PURE MICHIGAN CONTEST ESSAY

By Gerry Callison

It was about a month after my job in Wisconsin had been eliminated in a round of downsizing, and I was on a road trip that included a stop at my grandparents' house in Warren. The little needle was reaching the bottom of my gas gauge, so I decided to stop and fill up. I remembered going through Jackson while riding on Amtrak and always thinking that it looked like a nice town, so I took a scenic detour down Main Street to get back onto the expressway. I saw the corporate headquarters of a large electric utility right around the area that the main drag ended, and being an electrical power grid engineer, thought, "gee, could I move to Jackson?" "No, it would never work." That initial sentiment has been turned upside down.

A few weeks later, when I told them about my job search, some family members suggested that I look into a company called Commonwealth Associates, also located in Jackson. I decided to humor them, and look at the company's website. I was surprised to see that the company did the precise kind of work that I had wanted to get into. A forwarded resume led to a job interview that yielded a job offer, and before I knew it, I was unloading a UHaul truck in Jackson!

The six months that I have been in the state have completely eliminated my initial sentiments of, "no, Jackson would never work." Jackson offers a very peaceful daily life with lakes and wineries in the immediate area, and a very low cost of living. Ann Arbor and Lansing have world class culture and entertainment opportunities, and are close enough to visit on a typical week night. I have found the people to be hard working, friendly, and very anxious to introduce me into the community.

The woes of the state of Michigan have gained global media coverage over the last year. While the challenges faced are undeniably daunting, I am very encouraged by how communities are coming together to adapt and rebuild themselves. It has been an extreme pleasure for me to build my new life here in Michigan, and I look forward to playing my part in building an even better future for my new home.

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the United States Department of Defense is in the process of procuring the Air Force's new KC-X aerial refueling tankers that our service members urgently need. Boeing is a trusted American company with a history of creating American jobs and providing America's military with superior military products; and

WHEREAS, Michigan and the United States are in desperate need of job opportunities; and

WHEREAS, the City of Jackson, the State of Michigan, and the United States stand to benefit greatly from the job creation and economic impact of a Boeing contract – supporting an estimate 50,000 American jobs; creating an estimated 450 jobs in Michigan, and generating an estimated \$25 million in annual economic impact in the state of Michigan; and

WHEREAS, America's national security interests are best served by America's tanker being built by American workers in American facilities. The Eaton Corporation, located in the City of Jackson, would benefit from the jobs the Boeing NewGen Tanker contract would create in Michigan; and

WHEREAS, Boeing's NewGen Tanker is best suited to meet or exceed the 372 requirements set forth in the Air Force's request for proposal and would save American taxpayers billions of dollars. Selecting Boeing tanker is in the best interest of American soldiers, national security and workers, especially those in Michigan's grown defense industry and the City of Jackson,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Jackson, Michigan, fully supports that the Department of Defense should select Boeing to build the Air Force's next generation of aerial refueling tankers in Jackson, Michigan.

DATED this 28th Day of September, 2010.

Karen F. Dunigan, Mayor

Carl L. Breeding
1st Ward Councilmember

Kenneth E. Gaiser
4th Ward Councilmember

Robert B. Howe
2nd Ward Councilmember

Andrew R. Frounfelker
5th Ward Councilmember

Daniel P. Greer
3rd Ward Councilmember

John R. Polaczyk
6th Ward Councilmember

CITY OF JACKSON, MICHIGAN
STORM WATER UTILITY FEASIBILITY STUDY

Prepared by
Tetra Tech
Ann Arbor, Michigan
September, 2010

ACKNOWLEDGMENT

Tetra Tech acknowledges and appreciates the cooperation of the following City of Jackson personnel during the preparation of this report:

Mr. Warren Renando, Interim City Manager

Mr. Jon Dowling, City Engineer

Mr. David Taylor, City Assessor

Ms. Deborah Koehn, Deputy City Assessor

Ms. Lucinda Schultz, Accounting Manager

Mr. Jules Giglio, City Attorney

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EXECUTIVE SUMMARY

INTRODUCTION

The City of Jackson must raise the funds necessary to meet the regulatory requirements of the State Michigan to manage the City's storm water system. These requirements were contained in the latest Municipal Separate Storm Sewer System (MS4) Watershed Permit #MIG610000 issued May 22, 2008. This requires the City to maintain its storm sewers, clean catch basins, sweep streets to prevent dirt and debris from reaching the Grand River, and educate the public about the watershed. Additional requirements were listed in the Certificate of Coverage issued to the City May 13, 2009 as follows:

Requirement	Completion Date
Submit revised Public Participation Process (PPP)	December 1, 2009
Submit revised/updated Storm Water Pollution Prevention Initiative (SWPPI), including Public Education Plan (PEP) and Illicit Discharge Elimination Plan (IDEP)	June 1, 2010
Develop an ordinance requiring storm water detention and 80% removal of suspended solids	June 1, 2010
Submit first progress report and a storm sewer system map for the IDEP	June 1, 2011
Submit second progress report and revised Watershed Management Plan (WMP)	June 1, 2013

Storm water management historically has been financed with general revenues from property taxes and road funds. As a result, reliance on property taxes to finance storm water management has proved inadequate. An alternative to property taxes is to charge storm water utility user fees to parcel owners in rough proportion to the amount of storm water runoff generated by their parcels. The utility approach is the best way to finance storm water management because it provides a stable, secure source of funds and because it is more equitable. User fees based on a user's contribution of storm water are fairer than property taxes and can be charged to non-taxable parcels. A storm water utility also provides the means to recover increasing costs through small adjustments in the storm water utility user fee.

The storm water utility user fee concept is the most dependable and equitable approach available to local governments for meeting their storm water management financial obligations.

The storm water utility is an increasingly common funding source that can address the financing dilemma without increasing property taxes. User fees, which have been routinely used by communities to finance sanitary sewer and water utilities, are now being applied to storm water management. The storm water utility approach is used in more than 800 communities in the United States, and the number is growing.

This report analyzes the need to establish a storm water utility in the City of Jackson, Michigan and presents an annual budget for the utility. It recommends a user fee system based on parcel area characteristics and estimates the user fees that would be needed to generate the revenue necessary to manage the storm water system.

RECOMMENDATIONS

This report recommends the following actions:

- Use of the Equivalent Hydraulic Area (EHA) method to calculate storm water user fees. This method charges all parcels (including undeveloped) a user fee based upon their relative contribution to storm water runoff to the storm water system, expressed in EHA units. The number of EHA units is determined by multiplying the impervious area of a parcel by an impervious runoff factor and multiplying the parcel's pervious area by a pervious runoff factor, totaling the result and dividing by the EHA of an average developed residential parcel to determine the number of EHA units for the parcel.
- Charge all single family residential (SFR) parcels a flat rate user fee of \$8.00 per quarter. The term “single family residential parcels” includes both one and two family units with a total parcel area of up to two acres.
- Charge all other parcels based on their specific, individual measurements of their impervious and pervious areas, and their resultant individual EHA units.
- Charge tax-exempt parcels in the same way that they are charged for water and sanitary sewer service. In the case of storm water, the charge will be based on the number of EHA units of the parcel (in the same way that water and sanitary sewer charges are based on water usage).
- Charge undeveloped parcels and non-water/sanitary sewer customer parcels (parking lots, for example).
- Do not charge for streets, highways or parcels that retain all storm water on site.
- Develop a storm water user fee credit manual to allow for user fee credits.
- Issue bills as a part of the water and sanitary sewer bills issued quarterly and monthly. Issue stand-alone bills to users without water or sanitary sewer service. Stand-alone bills can be issued less frequently, but in no case longer less frequently than once per year.

REVENUES

This report calculates estimated annual revenues based on a preliminary estimate of total EHA units in Jackson. These are summarized in Table 1.

Table 1
Estimated Revenues at Projected Storm Water User Fees

User Fee per EHA Unit		Quarterly Residential Flat Rate	Estimated Annual Revenue (Estimated FY 2010/2011 Storm Water System Budget)
Quarterly	Monthly		
\$8.00	\$2.70	\$8.00	\$773,000

NOTE: The user fees developed in this report are preliminary because the parcel area information is an initial estimate. Should the City decide to proceed to implement the storm water utility, refined user fees will be determined based on confirmation of the impervious and pervious areas of all measured parcels.

INTRODUCTION

The purpose of this report is to investigate the feasibility of developing a Storm Water Utility framework which when implemented will generate sufficient revenues to meet the City of Jackson's storm water system fiscal needs. Revenues generated by the utility would enable the City to remove the storm water program from ad valorem tax and other funding support, which will release funds for other uses, such as street construction and improvements. It is important that the method used be fair and equitable to the City's customers. Also, implementation should not be unduly complex.

A storm water utility is funded by storm water user fees deposited into an enterprise fund that can only be used for managing the storm water system. The utility system is user-oriented, with costs allocated based on the storm water runoff potential of each parcel billed. This report evaluates the storm water utility with respect to the source of revenue, the magnitude of income, and the level of service. The proposed utility would bill parcels based on their impervious and pervious areas. These areas are used to calculate the storm water runoff potential for each parcel. Storm water management can be financed as a utility comparable to water and sanitary sewer systems. However, storm water is more challenging to define in terms of usage when creating a fair and equitable system of user fees. This requires a reasonable, equitable, and consistent interpretation and execution of the chosen billing method.

On October 29, 1999, the United States Environmental Protection Agency (USEPA) issued the National Pollutant Discharge Elimination System (NPDES) Storm Water Phase II Rule. This Rule seeks to implement a program that will protect surface water quality through the control of pollution from storm water discharges in communities serving populations below 100,000. The City of Jackson is required to comply with this unfunded Federal mandate. This will place a significant demand on the City's financial resources.

Table 2 compares the property tax funding method to the storm water utility funding method.

Table 2
Comparison of Storm Water Funding Methods

	Property Taxes	Storm Water Utility User Fees
Political Acceptance	Many competing programs for a resource limited by the will of the elected officials to impose taxes.	Required community support and the political will to create a new funding source based on user fees.
Equity or Cost/Benefit	Impacts only those who pay property taxes, and is not related to the cost of the services. Tax exempt users of the storm water system pay nothing.	Fee for services received and imposed on all those who contribute to the need for storm water services.
Feasibility	Already in place. Needs political will.	Requires mechanism for billing user fees and administering the storm water utility.
Ease of Administration	System in place to manage the general fund.	Once the base user fee and master account files are created, it is relatively easy to maintain.
Legal Structure	Functioning already.	The authority to levy fees must be obtained by the passage of an ordinance.
Funding Level	Must compete with other City priorities and can be used for operating and capital costs.	Dedicated source of funds for the storm water program, allowing the use of user fees for debt payment, operating costs, and capital improvements.
Funding Dedication	Must compete for funds each budget year.	Dedicated to program.

Source: American Public Works Association training manual, *Designing and Implementing an Effective Storm Water Management Program*

STORM WATER RATE METHOD

DESIRABLE FEATURES

The following features are desirable in the proposed storm water user fee method:

1. It should be simple to implement.
2. It should be simple to understand (calculate) by the average citizen.
3. It should be fair and equitable.
4. It should be politically acceptable.
5. The user fee should generate enough revenue to fund storm water system operation, maintenance, and capital expenses as well as regulatory expenses.
6. There should be a uniform user fee for all single family residential (including duplexes) users up to a parcel area of two acres.
7. User fees should be reasonable relative to the storm water user fees for residential parcels nation-wide.
8. All parcels (developed, undeveloped, public, private, taxable, and non-taxable) will be billed except for streets and highways and parcels that retain storm water entirely on site (no discharge).
9. Users must be offered credits toward reducing the user fees charged to them in accordance with a user fee credit manual.
10. Bills will be sent to parcel owners (not to renters).
11. Bills will be added to existing water and sanitary sewer utility bills. Other billing approaches (such as a stand-alone bill) should be used for parcels that are not billed for water or sanitary sewer service.
12. The storm water utility should provide the following benefits:
 - Allow the City to have the financial resources to comply with storm water regulations.
 - Improve storm water system preventive maintenance and construction.
 - Make more money available for other City programs.

EQUIVALENT HYDRAULIC AREA METHOD

This report recommends using the equivalent hydraulic area storm water billing method.

This storm water utility billing method charges all parcels (including undeveloped) a fee based upon their "equivalent hydraulic area" (EHA). The EHA of a parcel is determined by multiplying the impervious area of a parcel by an impervious area response factor and then multiplying the parcel's pervious area by a pervious area response factor and totaling the results. The number of EHA units is then calculated by dividing the EHA by the EHA of the average single family residential parcel in Jackson. Hydraulic response factors are defined as the fraction of rainfall that runs off to the storm drainage system as shown in Figure 1. Therefore, impervious areas will have a much higher response factor than pervious areas. Typical values of response factors are 0.95 for impervious areas and 0.15 for pervious areas.

Single family residential parcels (including duplexes) up to two acres in total area will pay a flat user fee based on the average EHA of all developed single family residential parcels in the City of Jackson. For all other parcels, user fees will be based on individual measurements of the parcel's impervious and pervious areas.

The EHA of a parcel is calculated as follows:

$$\text{EHA} = (\text{IA} \times 0.95) + (\text{PA} \times 0.15)$$

Where:

IA = Impervious Area

Impervious Area is the area covered by impervious surfaces (such as buildings, parking lots, sidewalks, etc.) which tend to prevent water from seeping into the ground.

PA = Pervious Area

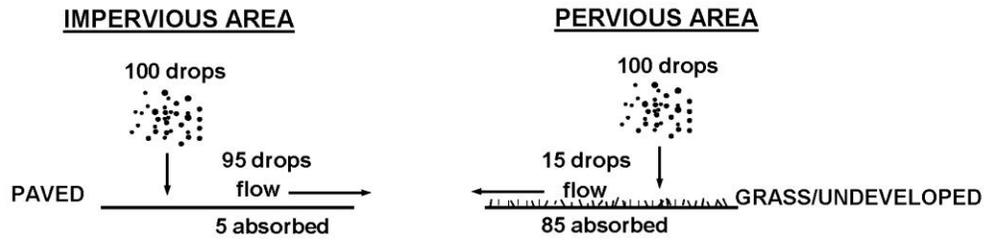
Pervious Area is the area covered by pervious surfaces (such as lawns, fields, forests, etc.) which tend to allow water to seep into the ground.

The number of EHA units of a parcel is calculated as follows:

$$\text{EHA/EHA of the Average Single Family Residential Parcel in Jackson}$$

FIGURE 1 EQUIVALENT HYDRAULIC AREA METHOD

**FIGURE 1
EQUIVALENT HYDRAULIC AREA**



$$\text{TOTAL RUNOFF} = \text{PAVED AREA} \times \left(\frac{95}{100}\right) + \text{PERVIOUS AREA} \times \left(\frac{15}{100}\right)$$

$$\text{Equivalent Hydraulic Area (EHA)} = (0.95 \times \text{Impervious Area}) + (0.15 \times \text{Pervious Area})$$

EQUIVALENT HYDRAULIC AREA ESTIMATES

INTRODUCTION

In order to calculate storm water utility user fees, it is necessary to estimate the number of EHA units in the City. To do this, it is necessary to develop an estimate of the impervious and pervious areas for each land use in Jackson. Approximate total and impervious area of each parcel within the City of Jackson, provided by the City Assessor's office, was used to develop the approximate number of EHA units in the City.

The total City impervious and pervious area estimates are preliminary. Final user fees and projected revenues will be determined in the implementation phase based on confirmation of each measured parcel's impervious and pervious areas. Individual measurements will be used to develop the number of EHA units, and hence user fees, for each "measured" parcel.

SINGLE FAMILY RESIDENTIAL EHA UNIT (FLAT RATE)

Based on analyzing the impervious and pervious areas of all developed single family residential parcels (including duplexes) in Jackson, the EHA for these parcels was calculated as 2,022 square feet (SF), which will be defined as 1 EHA unit. The flat rate for all undeveloped single family residential parcels will be set at 0.15 of the EHA unit flat rate. Table 3 summarizes the EHA unit estimate for flat rate single family residential parcels.

**Table 3
EHA Units for Flat Rate Residential Parcels (Class Code 401)**

Parcel Type	Number of Parcels	EHA Units per Parcel	Total Flat Rate Residential EHA Units
Developed	10,954	1	10,954
Undeveloped	1,388	0.15	208
	12,342		11,162

MEASURED PARCEL EHA UNIT ESTIMATE

Table 4 summarizes the EHA unit estimate for parcels which will be individually measured.

Table 4
Estimated EHA Units for Measured Parcels

Code	Description	Count	Total Area (Acres)	Total Adjusted Impervious Area (Acres)	Estimated EHA Units
201	Commercial	1,361	908	374	9,379
301	Industrial	313	672	225	6,057
403	Neighborhood Enterprise Zone	7	0	0	4
701	Exempt	206	145	8	605
702	Exempt Federal Property	1	6	0	21
703	Exempt Churches	193	126	5	489
704	Exempt Schools	44	213	0	688
706	Exempt Parks	77	770	0	2492
707	Exempt Cemetery	6	30	0	97
708	Exempt Disabled vets	2	0	0	1
709	Exempt Emergency & Medical	37	53	4	242
710	Exempt State Owned	16	10	0	32
711	Exempt County	46	68	0	228
712	Exempt City and Township	157	187	7	716
713	Michigan Department of Transportation	0	0	0	0
718	Exempt State Assessed	1	12	3	94
	TOTAL	2,467	3,200	626	21,145

TOTAL EHA UNIT ESTIMATE

From Tables 3 and 4, the total EHA unit estimate is 11,162 plus 21,145 = 32,307. However, parcels will be offered credits to allow reduction in user fees. Therefore, to account for the overall EHA unit reduction which would result, the total EHA units (32,307) was reduced by 25% to 24,230 EHA units.

ESTIMATED FY 2010/2011 STORM WATER SYSTEM BUDGET

Table 5 presents a tabulation of the estimated fiscal year (FY) 2010/2011 budget for the City’s storm water system.

**Table 5
Estimated FY 2010/2011 Storm Water System Budget**

Description	Current Fund	Current Account	Budget
Drains At Large	General Fund	101.445	60,000
Storm Drain Construction	Public Improvement Fund	101.446	24,400
Major Street Machine Sweeping	Gas and Weight Tax	202.463M.700	87,000
Major Street Haul Sweepings	Gas and Weight Tax	202.463M.701	36,000
Major Street Leaf Pickup	Gas and Weight Tax	202.463M.703	39,000
Forestry Leaf Mulching	Gas and Weight Tax	202.463M.703	40,000
Major Street Catch Basin Work	Gas and Weight Tax	202.463M.712	60,000
Major Street Clean Catch Basins	Gas and Weight Tax	202.463M.713	40,000
Local Street Machine Sweeping	Gas and Weight Tax	203.463L.900	131,000
Local Street Haul Sweepings	Gas and Weight Tax	203.463L.901	65,000
Local Street Catch Basin Work	Gas and Weight Tax	203.463L.912	30,157
Local Street Clean Catch Basins	Gas and Weight Tax	203.463L.913	39,000
Local Street Leaf Pickup	Gas and Weight Tax	203.463L.903	79,000
Storm Water Billing	Water Fund	591.558	42,302
	TOTAL		\$772,859
	TOTAL (ROUNDED)		\$773,000

ESTIMATED STORM WATER UTILITY USER FEES

INTRODUCTION

The following sections present estimated quarterly storm water utility user fees required to recover the estimated FY 2010/2011 storm water system budget presented in Table 5. Examples of measured parcel bills are also presented.

USER FEES PER EHA UNIT

The estimated user fees per EHA unit are calculated in Table 6.

**Table 6
Estimated User Fee per EHA Unit for FY 2010/2011**

Budget	EHA Units = 32,307 less 25% for credits	Annual User Fee per EHA Unit = \$773,000/24,230	Quarterly User Fee per EHA Unit = \$32.00/4	Monthly User Fee per EHA Unit = \$32.00/12
\$773,000	24,230	\$31.91 (Use \$32.00)	\$8.00	\$2.67 (Use \$2.70)

QUARTERLY SINGLE FAMILY RESIDENTIAL FLAT RATE USER FEES

Estimated quarterly single family residential flat rate user fees are calculated in Table 7.

**Table 7
Estimated Quarterly Single Family Residential Flat Rate User Fees**

Single Family Residential Parcel Type	EHA Units	Flat Rate User Fee
Developed	1.00	\$ 8.00
Undeveloped (1)	0.15	\$1.20

- (1) Undeveloped parcels without associated water/sewer bills will be sent stand-alone storm water user fee bills. The City can determine the frequency of the stand-alone bills based on the dollar amount of the bills. However, the maximum recommended billing period is one year. For example, the City may choose to issue an annual stand-alone bill for an undeveloped residential parcel once a year. Based on \$1.20 per quarter the annual bill would be \$4.80.

MEASURED PARCEL EXAMPLE USER FEES

Table 8 gives example measured parcel monthly storm water user fees.

**Table 8
Measured Parcel Example Monthly Storm Water User Fees**

Class	Parcel ID	Name	EHA Units	Monthly User Fee @ \$2.70 per Month per EHA Unit	
Commercial	2-2469.2000	1012 JACKSON CROSSING	RAMCO-GERSHENSON PROPERTIES LP	408.70	\$1,103.50
	2-243900000	1100 W ARGYLE ST	MERCHANTS CROSSING IMPROVEMENTS LLC	191.27	\$ 516.44
	2-247000000	1600 N WEST AVE	DAYTON HUDSON CORP #T0673	182.58	\$ 492.96
	2-246700000	1400 N WISNER ST	HD DEVELOPMENT OF MARYLAND INC	164.53	\$ 444.23
	2-2469.5000	1250 BOARDMAN RD	SEARS ROEBUCK & CO	133.03	\$ 359.18
	2-0544.1000	308 VAN BUREN ST	JACKSON 230 LLC	126.44	\$ 341.39
	2-1742.0100	1089 N WISNER ST	JACKSON PROPERTIES LLC	113.83	\$ 307.34
	2-1737.0100	916 N WEST AVE	ARGYLE ACRES MALL LTD PTNSHP	111.59	\$ 301.29
	6-1528.B000	1111 S ELM AVE	MILLER FAMILY LTD PARTNERSHIP	95.41	\$ 257.60
	6-1845.3C00	2403 E HIGH ST	JWK JACKSON HOLDINGS LLC	92.97	\$ 251.02
Industrial	6-157500000	701 E WASHINGTON AVE	WOLV TECH& CERTAINTEED	377.76	\$1,019.95
	6-1843.5000	2400 ENTERPRISE RD	EQUESTOR PARTNERS LLC	305.73	\$ 825.47
	2-198700000	1410 W GANSON ST	GEN-THREE LLC	243.03	\$ 656.17
	6-1832.5000	2218 E HIGH ST	H & O INDUSTRIAL PROP LLC	190.34	\$ 513.91

	6-184800000	3100 E HIGH ST	ALRO STEEL CORP	188.84	\$ 509.88
	2-121700000	512 N WISNER ST	KELSEY HAYES CO	157.19	\$ 424.42
	6-122600000	1504 PAGE AVE	PENMARK INC	143.44	\$ 387.29
	6-184700000	2500 ENTERPRISE RD	ALRO STEEL CORP	142.74	\$ 385.39
	6-1832.0100	2100 ENTERPRISE RD	WAY BAKERIES INC	120.82	\$ 326.22
	6-1528.A000	1150 S ELM AVE	RAMSEY HOLDING CO LLC	120.36	\$ 324.96
Exempt	2-2438.5000	1200 N WEST AVE	JACKSON COUNTY BUILDING AUTHORITY	86.98	\$ 234.85
	1-0844.1000	SHAHAN DR	CITY OF JACKSON	39.10	\$ 105.58
	1-025300000	537 UNITED WAY	UNITED WAY OF JACKSON COUNTY III	23.73	\$ 64.07
	5-222900000	CHALET TERRACE	CITY OF JACKSON	18.73	\$ 50.58
	5-223000000	CHALET TERRACE	CITY OF JACKSON	18.60	\$ 50.21
	2-055700000	301 STEWARD AVE	CITY OF JACKSON	17.13	\$ 46.24
	1-0409.0200	750 N BLACKSTONE ST	COUNTY OF JACKSON	16.88	\$ 45.57
	8-1277.1000	901 E PORTER ST	WOODLAND HILLS PRESERVATION LTD	15.96	\$ 43.10
8-2492.0400	100 ARMORY CT	EXCEL-ARTSWALK LTD DIV HOUSING	10.86	\$ 29.32	
Exempt Churches	8-222900000	915 COOPER ST	ST JOHNS CATHOLIC CHURCH	79.43	\$ 214.46
	8-2634.1000	123 W PORTER ST	VILLAGE HOPE CHURCH INC	30.03	\$ 81.08
	8-128900000	1000 E PORTER ST	ST JOSEPH HOME	27.98	\$ 75.54
	8-159400000	707 N WATERLOO AVE	BISHOP OF THE DIOCESE OF LANSING	13.39	\$ 36.15
	3-100800000	811 S WISNER ST	QUEEN OF MIRACULOUS MEDAL CHURCH	13.11	\$ 35.41
	3-1509.1000	1012 W HIGH ST	CASCADES BAPTIST CHURCH	12.83	\$ 34.64
	7-098800000	1210 E MICHIGAN AVE	NEW TRIBES MISSION INC	10.58	\$ 28.56
	8-1250.1000	903 VIRGINIA ST	NORTHEAST MISSION- ARY	10.24	\$ 27.65
	8-2598.1000	COOPER ST	VILLAGE HOPE CHURCH INC	8.08	\$ 21.81
	3-024600000	741 W MICHIGAN AVE	FIRST PRESBYTERIAN CHURCH	7.37	\$ 19.89

Exempt Schools	3-319400000	2400 FOURTH ST	JACKSON SCHOOLS	153.97	\$ 415.72
	2-2468.3000	1143 N BROWN ST	JACKSON SCHOOLS	94.62	\$ 255.47
	2-064500000	544 WILDWOOD AVE	JACKSON SCHOOLS	48.98	\$ 132.25
	3-1218.0100	1200 S WISNER ST	JACKSON SCHOOLS	42.15	\$ 113.82
	3-3168.1000	DAHLEM ST	JACKSON SCHOOLS	38.88	\$ 104.99
	2-055900000	522 WILDWOOD AVE	JACKSON SCHOOLS	34.25	\$ 92.48
	3-3194.1A00	FOURTH ST	JACKSON SCHOOLS	32.69	\$ 88.27
	8-0970.1000	1024 FLEMING AVE	JACKSON SCHOOLS	23.11	\$ 62.40
	2-2468.9000	1401 N BROWN ST	JACKSON SCHOOLS	20.04	\$ 54.09
	3-121900000	1226 S WISNER ST	JACKSON SCHOOLS	16.54	\$ 44.66
Exempt Parks	3-325600000	ELLA SHARP PARK	CITY OF JACKSON	1712.00	\$4,622.40
	3-314800000	BROWN ST	JACKSON COUNTY ROAD COMM	127.30	\$ 343.70
	3-3256.A000	1 VACANT (Part of Sharp Park)	CITY OF JACKSON	85.13	\$ 229.84
	3-315600000	KIBBY RD	SPARKS WM & MATILDA FOUND INC	62.04	\$ 167.51
	8-222800000	400 E NORTH ST	CITY OF JACKSON	55.41	\$ 149.62
	7-098000000	210 GILBERT ST	CITY OF JACKSON	44.59	\$ 120.40
	3-316600000	1970 KIBBY RD	SPARKS FOUNDATION	33.28	\$ 89.87
	5-225300000	1107 ADRIAN AVE	CITY OF JACKSON	32.31	\$ 87.25
	6-166300000	LEWIS ST	CITY OF JACKSON	1712.00	\$ 52.51
	3-313100000	KIBBY RD	SPARKS WM & MATILDA FOUND INC	127.30	\$ 51.26
Exempt Cemeteries	4-101500000	1047 GREENWOOD AVE	CITY OF JACKSON	87.25	\$ 235.57
	2-074700000	N WEST AVE	TEMPLE BETH ISRAEL OF JACKSON	3.22	\$ 8.68
	2-074600000	367 CARR ST	TEMPLE BETH ISRAEL OF JACKSON	2.49	\$ 6.72
	4-063300000	906 S JACKSON ST	CITY OF JACKSON	2.42	\$ 6.54
	4-060500000	210 ROCKWELL ST	CITY OF JACKSON	0.65	\$ 1.75
	2-074800000	364 CARR ST	TEMPLE BETH ISRAEL OF JACKSON	0.62	\$ 1.68
Exempt Emergency & Medical	7-078700000	205 N EAST AVE	FOOTE HOSPITAL	46.73	\$ 126.17
	7-039500000	300 N EAST AVE	FOOTE HOSPITAL	24.16	\$ 65.23
	2-092200000	524 LANSING AVE	JACKSON COUNTY BUILDING AUTH	18.10	\$ 48.86
	3-314600000	817 W HIGH ST	FOOTE HOSPITAL	16.07	\$ 43.38
	6-0190.1000	211 S WATERLOO AVE	FOOTE HOSPITAL	12.26	\$ 33.10

	6-022000000	1125 E MICHIGAN AVE	FOOTE HOSPITAL	10.48	\$ 28.30
	7-0001.1000	1 JACKSON SQ	FOOTE HOSPITAL	8.88	\$ 23.99
	6-0248.1000	1111 TEN EYCK ST #200	FOOTE HOSPITAL	8.80	\$ 23.75
	3-0577.1000	805 W MICHIGAN AVE	FOOTE HOSPITAL	8.69	\$ 23.47
	7-110100000	110 N ELM AVE	JACKSON OSTEOPATHIC HOSP	8.65	\$ 23.36
	6-008000000	200 S WATERLOO AVE	FOOTE HOSPITAL	8.51	\$ 22.98
	1-018900000	512 N JACKSON ST	CITY OF JACKSON	7.99	\$ 21.56
	7-1092.1000	135 SEYMOUR AVE	CARELINK OF JACKSON	6.83	\$ 18.44
Exempt State	6-003400000	301 E LOUIS GLICK HWY	STATE OF MICHIGAN	5.73	\$ 15.46
	6-004800000	N FRANCIS ST	CITY OF JACKSON	2.18	\$ 5.89
	7-0001.6000	JACKSON SQ	STATE OF MICHIGAN	1.91	\$ 5.15
	6-010800000	HUPP AVE	STATE OF MICHIGAN	1.45	\$ 3.93
	7-0001.7000	JACKSON SQ	STATE OF MICHIGAN	1.20	\$ 3.23
	2-076600000	421 N WEST AVE	MDOT	0.96	\$ 2.60
	2-081200000	428 N WEST AVE	MDOT	0.96	\$ 2.59
	2-081100000	426 N WEST AVE	MDOT	0.90	\$ 2.44
	5-127200000	1313 CHITTOCK AVE	STATE OF MICHIGAN	0.71	\$ 1.93
Exempt County	1-036300000	104 W GANSON ST	COUNTY OF JACKSON	115.04	\$ 310.61
	8-0972.A000	930 FLEMING AVE	COUNTY OF JACKSON	21.00	\$ 56.71
	1-085100000	1715 LANSING AVE	COUNTY OF JACKSON	18.10	\$ 48.86
	8-2468.1000	W NORTH ST	COUNTY OF JACKSON	7.95	\$ 21.46
	1-084900000	1697 LANSING AVE	COUNTY OF JACKSON	7.11	\$ 19.20
	1-085000000	LANSING AVE	COUNTY OF JACKSON	6.84	\$ 18.48
	1-055600000	W NORTH ST	COUNTY OF JACKSON	5.45	\$ 14.72
	1-085300000	ST CLAIR AVE	COUNTY OF JACKSON	4.84	\$ 13.07
	4-019000000	213 W WASHINGTON AVE	COUNTY OF JACKSON	4.31	\$ 11.62
	4-021500000	212 W FRANKLIN ST	COUNTY OF JACKSON	4.04	\$ 10.91
	1-008200000	244 W MICHIGAN AVE	JACKSON DISTRICT LIBRARY	2.75	\$ 7.43
	1-055500000	W NORTH ST	COUNTY OF JACKSON	2.62	\$ 7.08
Exempt City	6-1854.1000	PAGE AVE	CITY OF JACKSON	84.70	\$ 228.68
	1-009000000	209 W LOUIS GLICK HWY	CITY OF JACKSON	56.10	\$ 151.47
	5-219200000	800 E SOUTH ST	CITY OF JACKSON	44.91	\$ 121.26
	5-219700000	LOSEY ST	CITY OF JACKSON	41.95	\$ 113.28
	5-218900000	740 E MANSION ST	CITY OF JACKSON	40.54	\$ 109.46
	8-000100000	E NORTH ST	CITY OF JACKSON	37.48	\$ 101.21

	8-118500000	BLAKELY AVE	CITY OF JACKSON	29.82	\$ 80.50
	5-219300000	850 E SOUTH ST	CITY OF JACKSON	22.73	\$ 61.38
	5-028100000	521 WATER ST	CITY OF JACKSON	19.71	\$ 53.22
	1-011000000	226 W LOUIS GLICK HWY	CITY OF JACKSON	19.44	\$ 52.50
Exempt Railroad Right-of-Way	6-152800000	901 S ELM AVE	PENNSYLVANIA LINES LLC	101.90	\$ 275.14
	6-153700000	769 E WASHINGTON AVE	FT WAYNE JACKSON & SAGINAW RR	7.10	\$ 19.16
	6-011800000	500 E WASHINGTON AVE	PENNSYLVANIA LINES LLC	6.67	\$ 18.00
	6-122700000	1 VACANT	C E PARKER GENERAL TAX AGENT	5.88	\$ 15.88
	6-155500000	E WASHINGTON AVE	PENNSYLVANIA LINES LLC	5.46	\$ 14.74
	6-012000000	E WASHINGTON AVE	PENNSYLVANIA LINES LLC	5.07	\$ 13.69
	6-005600000	ELIZABETH ST	NAT'L RAILROAD PASSENGER CORP	4.33	\$ 11.68
	6-155600000	E WASHINGTON AVE	C E PARKER GENERAL TAX AGENT	4.27	\$ 11.52

STORM WATER USER FEES FOR THE CITY OF JACKSON

The City of Jackson would be billed for its buildings, cemeteries, and parks. Table 8, above, included the approximate monthly storm water bills for several City parcels.

ESTIMATED STORM WATER MONTHLY BILLS FOR TOP TEN AD VALOREM TAXPAYERS

An analysis was performed of the impervious and pervious areas of the parcel numbers associated with the City’s top ten ad valorem taxpayers. The estimated number of EHA units assignable to these taxpayers was developed and the projected estimated monthly storm water bills were calculated based on the \$2.70 per month per EHA unit developed earlier in this report. The results are summarized in Table 9.

**Table 9
Estimated Monthly Storm Water Bills for Top Ten Ad Valorem Taxpayers**

Taxpayer	Number of Parcels	EHA Units	Monthly Bill	% of Total Revenue
Kinder Morgan Michigan/Alphagen	1	97.07	\$262.10	0.41%
Consumers Energy	31	210.17	\$567.46	0.88%
Wolverine Technology/Certainteed	2	411.68	\$1,111.52	1.73%
Ramco (Jackson Crossing/Jackson West)	2	424.86	\$1147.12	1.78%
Allegiance Health/Health Center (1)	47	343.21	\$926.67	1.44%
Alro	16	429.26	\$1,159.01	1.80%
Home Depot/HD Development of Maryland	1	164.53	\$444.23	0.69%
Jackson Iron & Metal/Omnisource	10	258.96	\$699.18	1.09%
Eaton/Aeroquip	6	138.98	\$375.25	0.58%
Merchant's Crossing (Kroger Shopping Center)	1	191.27	\$516.44	0.80%
	117	2,669.99	\$7,208.98	11.19%
City Billable Total		24,230	\$64,416.67	100.00%
Percentages		11.02%	11.19%	

(1) Includes tax-exempt parcels

ESTIMATED SFR AND NON-SFR REVENUE COMPONENTS

An approximation of the revenue that would be generated by single family residential and non-single family residential parcels as a whole is presented in Table 10.

Table 10
Estimated Annual Revenue Generated by SFR and Non-SFR Parcels

Component	EHA Units	Annual Revenue Generated	% of Total Revenue
Annual SFR Revenue Component	8,371.50	\$267,888	34%
Annual Non-SFR Component	15,858.75	\$513,823	66%
Total	24,230.25	\$781,711.50	100%

COMPARATIVE SFR STORM WATER BILLS NATIONWIDE

Table 11 presents quarterly bills to typical single family residential customers across the country. The average single family residential bill is \$12.50 per quarter.

Table 11
Typical Single Family Residential Quarterly Storm Water Bills Nationwide

STATE/PROVINCE	COMMUNITY	QUARTERLY RATE
Alabama	Storm Water Management Authority	1.26
Arizona	Flagstaff	5.52
	Oro Valley	8.70
	Peoria	2.25
California	Albany	10.41
	Berkeley	20.00
	Carlsbad	5.85
	Carmel	26.31
	Citrus Heights	16.62
	Concord	6.51
	Davis	14.49
	Del Mar	9.00
	Elk Grove	8.76
	Escondido	6.30
	Fortuna	1.65

	Fremont	3.39
	Galt	7.29
	Los Angeles	5.76
	Modesto	14.55
	Monterey	16.32
	Oceanside	3.00
	Ontario	3.00
	Palo Alto	32.85
	Poway	13.08
	Rancho Palos Verdes	21.51
	Sacramento	44.43
	Sacramento County	17.55
	San Bruno	11.55
	San Diego	5.85
	San Jose	13.59
	San Marcos	5.31
	Santa Clarita	6.00
	Santa Cruz	5.31
	Santa Rosa	5.88
	Stockton	6.30
	Tracy	8.25
	Vallejo	5.91
	Vista	5.40
	Woodland	15.00
Colorado	Arapahoe County	15.00
	Arvada	12.90
	Aurora	11.49
	Boulder	25.35
	Canon City	12.00
	Castle Rock	21.03
	Colorado Springs	22.56
	Columbia County	10.50
	Denver	16.35
	Federal Heights	9.45
	Fort Collins	42.78
	Golden	9.60
	Greeley	11.25
	LaFayette	12.81
	Lakewood	5.94
	Littleton	6.00
	Longmont	21.39
	Louisville	6.00
	Loveland	30.00
	Northglenn	6.00
	Parker	15.00
	Pueblo	10.50
	Westminster	4.50
	Windsor	10.50
	Woodland Park	6.00

Delaware	Lewes	22.50
	Wilmington	40.30
District of Columbia	District of Columbia	1.74
Florida	Alachua County	18.00
	Altamonte Springs	17.25
	Atlantic Beach	12.00
	Auburndale	2.25
	Aventura	7.50
	Bartow	11.25
	Bay County	10.00
	Bay Harbor Islands	7.50
	Boca Raton	8.70
	Boynton Beach	15.00
	Bradenton Beach	24.99
	Brevard County	9.00
	Cape Canaveral	9.00
	Cape Coral	18.75
	Casselberry	8.70
	Charlotte County	9.00
	Clearwater	31.50
	Clermont	15.00
	Cocoa	9.00
	Cocoa Beach	15.00
	Coconut Creek	7.95
	Coral Gables	10.50
	Daytona Beach	18.00
	DeBary	21.00
	DeLand	12.64
	Delray Beach	13.50
	Deltona	15.00
	Dundee	3.30
	Dunedin	13.50
	Edgewater	18.00
	Eustis	9.00
	Fort Lauderdale	8.70
	Fort Meade	12.75
	Fort Myers	9.00
	Fort Pierce	13.50
	Gainesville	19.50
	Griffin	11.85
	Gulf Breeze	12.00
	Gulfport	8.61
	Haines City	6.00
Hallandale Beach	6.51	
Hialeah	7.50	
Hialeah Gardens	6.00	
Hillsborough County	3.00	
Holly Hill	18.00	
Hollywood	8.07	

Homestead	9.54
Jacksonville	15.00
Jacksonville Beach	15.00
Jupiter	11.55
Key Biscayne	22.50
Key West	15.00
Kissimmee	15.93
Lake Mary	9.00
Lake Worth	8.70
Lakeland	6.00
Largo	10.71
Leesburg	9.00
Leon County	5.01
Longwood	9.00
Malabar	9.00
Marathon	15.00
Margate	6.90
Medley	7.50
Melbourne	4.50
Miami-Dade County	12.00
Miami Beach	17.40
Miami Shores	9.75
Miami Springs	8.85
Minneola	12.00
Miramar	6.00
Mount Dora	12.75
Naples	34.20
Neptune Beach	9.00
New Port Richey	10.08
New Smyrna Beach	15.00
Niceville	7.95
North Bay Village	6.75
North Lauderdale	9.00
North Miami	13.95
North Miami Beach	11.10
Oakland Park	18.00
Ocala	9.00
Ocoee	15.00
Oldsmar	10.50
Opa-Locka	5.70
Orlando	29.97
Ormond Beach	18.00
Oviedo	12.00
Palm Bay	7.50
Palmetto	21.18
Pembroke Park	16.50
Pensacola	13.20
Pinecrest	9.00
Plant City	12.36

	Polk City	4.50
	Pompano Beach	10.80
	Port Orange	24.75
	Port Richey	6.00
	Port St. Lucie	26.25
	Redington Beach	7.50
	Riviera Beach	13.50
	Rockledge	9.00
	Safety Harbor	11.25
	Saint Augustine	15.00
	Saint Cloud	19.05
	Saint Johns County	19.50
	Saint Petersburg	18.00
	Sanford	12.00
	Sarasota County	20.11
	Satellite Beach	9.00
	Sebastian	12.00
	South Daytona	15.00
	South Miami	7.50
	Stuart	7.95
	Sunrise	6.96
	Sweetwater	7.50
	Tallahassee	18.75
	Tamarac	12.00
	Tampa	9.00
	Tarpon Springs	16.95
	Tavares	9.00
	Tequesta	12.63
	Titusville	15.91
	Venice	8.94
	Viera	9.00
	Volusia County	18.00
	West Miami	7.50
	West Palm Beach	18.12
	Wilton Manors	10.50
	Winter Garden	12.00
	Winter Haven	7.86
	Winter Park	12.00
	Winter Springs	9.75
Georgia	Athens-Clarke County	10.50
	Augusta	12.00
	Cartersville	11.25
	Clayton County	11.25
	Columbia City	9.60
	Columbia County	7.88
	Conyers	9.99
	Covington	9.69
	Decatur	15.00
	DeKalb County	12.00

	Doraville	12.00
	Evans	10.50
	Fairborn	12.24
	Fayetteville	8.85
	Griffin	10.50
	Gwinnett County	25.92
	Henry County	9.96
	Hinesville	12.75
	Loganville	12.00
	Peachtree City	8.07
	Perry	11.55
	Rockdale City	10.17
	Rockdale County	10.17
	Smyrna	6.15
	Snellville	14.00
	Valdosta	7.50
	Warner Robins	8.25
	Woodstock	12.60
Idaho	Coeur D'Alene	12.00
	Pocatello	7.32
Illinois	Aurora	10.35
	Bloomington	13.05
	Moline	23.07
	Morton	14.22
	Normal	13.80
	O'Fallon	9.00
	Rock Island	16.47
	Rolling Meadows	4.95
Indiana	Anderson	10.50
	Berne	21.00
	Bloomington	8.10
	Chesterton	15.00
	Cicero	9.45
	Clarksville	8.85
	Columbia City	11.25
	Dyer	18.00
	Fishers	14.85
	Fort Wayne	10.95
	Fortville	24.00
	Geneva	9.00
	Greendale	13.17
	Greenfield	6.00
	Indianapolis	6.75
	Jasper	6.00
	Jeffersonville	10.50
	Leo/Cedarville	21.60
	Marion	15.00
	McCordsville	22.50
	Merrillville	15.00

	New Albany	9.51
	Schererville	18.00
	Shelbyville	18.00
	Tell City	6.00
	Valparaiso	9.00
	Washington	9.00
	Westfield	8.25
Iowa	Ackley	9.25
	Ames	7.80
	Ankeny	9.00
	Bettendorf	6.00
	Boone	6.00
	Buffalo	3.00
	Burlington	9.00
	Carroll	9.00
	Cedar Falls	9.00
	Cedar Rapids	8.70
	Clear Lake	4.50
	Clive	9.75
	Coralville	3.00
	Davenport	7.02
	De Witt	7.50
	Des Moines	19.29
	Dubuque	7.50
	Forest City	15.00
	Fort Dodge	9.00
	Garner	7.89
	Hiawatha	3.00
	Iowa City	6.00
	Marengo	4.50
	Marshalltown	6.48
	Mason City	3.00
	Sioux City	9.00
State Center	9.00	
Storm Lake	6.00	
Waukee	8.25	
West Des Moines	8.25	
Kansas	Arkansas City	9.00
	Bonner Springs	7.50
	Lawrence	12.00
	Lenexa	12.00
	Manhattan	3.30
	Mission	12.00
	Olathe	11.25
	Overland Park	6.00
	Parsons	3.00
	Pittsburg	8.91
	Shawnee	9.00
	Topeka	10.86

	Wichita	6.00
Kentucky	Danville	4.50
	Fayette County	7.50
	Florence	7.50
	Hopkinsville	9.00
	Louisville-Jefferson Co MSD	19.02
	Murray	4.50
	Oldham County	10.29
	Radcliff	12.00
	Sanitary District 1, Northern KY	12.54
	Warren County	12.00
Maine	Augusta	10.32
	Lewiston	10.00
Maryland	Annapolis	5.49
	Charles County	6.00
	Montgomery County	4.84
	Takoma Park	7.17
Massachusetts	Chicopee	10.00
	Newton	6.25
Michigan	Adrian	4.80
	Ann Arbor	28.46
	Berkley	40.16
	Chelsea	4.50
	Harper Woods	47.50
	Marquette	15.96
	New Baltimore	10.00
	St. Clair Shores	11.15
	Alexandria	10.50
Minnesota	Andover	6.19
	Anoka	5.28
	Apple Valley	11.94
	Arden Hills	11.94
	Baxter	6.00
	Belle Plaine	8.25
	Bemidji	9.00
	Blaine	5.25
	Bloomington	11.46
	Brooklyn Center	9.00
	Brooklyn Park	5.50
	Buffalo	14.25
	Burnsville	7.33
	Byron	9.00
	Carver	9.99
	Centerville	2.00
	Chanhassen	3.22
	Circle Pines	9.00
	Columbia Heights	7.38
	Coon Rapids	8.55
Cottage Grove	10.50	

Crystal	9.30
Deephaven	15.00
Delano	6.00
Duluth	11.25
Eagan	7.64
Eden Prairie	3.00
Edina	14.39
Elko New Market	13.50
Excelsior	7.98
Fairmont	6.27
Falcon Heights	3.25
Faribault	9.50
Farmington	8.50
Fridley	3.30
Golden Valley	22.00
Grand Rapids	16.05
Hopkins	13.50
Hutchinson	16.17
Jordan	9.27
Lake Elmo	7.50
Lakeville	5.25
Lauderdale	7.50
Long Lake	10.80
Loretto	16.50
Mahtomedi	10.52
Mankato	9.00
Maple Plain	8.91
Maplewood	12.36
Marshall	7.20
Mayer	2.00
Mendota Heights	5.00
Minneapolis	29.31
Minnetonka	14.40
Minnetrissa	9.00
Moorhead	13.50
Mound	6.48
Mounds View	7.50
New Brighton	14.65
New Hope	18.33
New Prague	7.92
North Mankato	8.25
North St. Paul	64.20
Northfield	13.50
Norwood Young America	3.00
Oak Park Heights	3.00
Oakdale	5.00
Orono	9.79
Osseo	9.00
Owatonna	4.35

	Plymouth	12.99
	Prior Lake	9.00
	Ramsey	7.79
	Richfield	9.90
	Robbinsdale	11.85
	Rochester	12.00
	Rogers	9.00
	Rosemount	10.72
	Roseville	5.00
	Saint Peter	22.50
	Savage	12.00
	Shakopee	8.43
	Shoreview	10.90
	Shorewood	15.12
	South St. Paul	7.50
	St. Anthony	13.00
	St. Bonifacius	5.00
	St. Louis Park	11.50
	St. Paul	14.46
	St. Paul Park	8.00
	Stillwater	4.50
	Tonka Bay	3.40
	Vadnais Heights	9.00
	Victoria	10.00
	Waconia	15.06
	Watertown	4.50
	Wayzata	9.99
	West St. Paul	9.25
	Woodbury	16.50
	Columbia - Boone County	8.30
Missouri	Kansas City	9.00
	St. Louis	0.72
	Billings	7.80
Montana	Great Falls	21.78
	Helena	5.52
	Kalispell	5.16
	Carson City	5.10
Nevada	Ashville	7.00
North Carolina	Belmont	9.00
	Bessemer City	6.21
	Burlington	6.00
	Chapel Hill	19.50
	Charlotte	22.89
	Clemmons	11.10
	Concord	12.90
	Cornelius	12.09
	Cumberland County	3.00
	Dallas	6.24
	Davidson	5.55

	Durham	14.76
	Elizabeth City	9.00
	Fayetteville	9.00
	Gastonia	8.25
	Greensboro	11.70
	Greenville	17.10
	High Point	3.00
	Hunterville	12.09
	Indian Trail and Stallings	10.50
	Jacksonville	12.00
	Kannapolis	12.00
	Kernersville	9.87
	Lumberton	7.50
	Matthews	12.09
	Mecklenburg County	12.09
	Mint Hill	12.09
	Mount Holly	7.50
	Oak Island	7.50
	Oxford	6.00
	Pineville	12.09
	Raleigh	12.00
	Rocky Mount	11.25
	Spring Lake	7.50
	Washington	12.60
	West Charlotte MSBU	3.13
	Whitakers	9.75
	Wilmington	22.80
	Wilson	8.82
	Winston-Salem	14.75
	Winterville	6.00
	Grand Forks	8.70
North Dakota	Ashland	10.50
Ohio	Aurora	3.75
	Barberton	15.00
	Bucyrus	12.00
	Butler County	3.25
	Canal Winchester	7.50
	Canton	12.00
	Chillicothe	3.00
	Cincinnati	8.10
	Cleveland	14.25
	Columbus	11.34
	Cortland	4.50
	Cuyahoga Falls	9.00
	Dayton	12.84
	Delaware	7.50
	Forest Park	9.00
	Fostoria	20.38
	Franklin	10.50

	Gahanna	8.13
	Gambier	12.00
	Greenville	8.85
	Hamilton	16.50
	Hamilton County	1.70
	Hubbard	9.00
	Hudson	9.00
	Ironton	43.65
	Kent	6.90
	Lake County	7.50
	Lancaster	15.00
	Lebanon	10.50
	Loveland	13.50
	Marion	12.48
	Marysville	8.25
	Mason	9.00
	Medina	6.75
	Middletown	9.75
	Milford	18.00
	Montpelier	9.00
	Monroe	9.00
	Muskingum Conservancy District	3.00
	Newark	19.50
	New London	12.00
	Painesville	8.25
	Pataskala	3.00
	Pinkerton	4.50
	Piqua	14.10
	Ravenna	9.00
	Reynoldsburg	6.00
	Sheffield	7.50
	Sheffield Lake	14.55
	Sidney	2.49
	Springboro	9.00
	Toledo	10.41
	Trenton	15.00
	Trotwood	12.00
	Trumbull County (Townships)	7.50
	Trumbull County (Municipalities)	3.75
	Union	9.00
	Urbana	6.00
	Wadsworth	13.50
	Warren	70.20
	Wooster	14.40
	Xenia	9.03
	Zanesville	2.82
	Broken Arrow	9.00
Oklahoma	Edmond	9.00
	Enid	6.00

	Oklahoma City	10.20
	Tulsa	15.81
	Bend	12.00
Oregon	Cannon Beach	10.50
	Cornelius	19.14
	Corvallis	14.94
	Cottage Grove	9.60
	Estacada	15.45
	Eugene	27.12
	Florence	18.00
	Gresham	24.39
	Hillsboro	12.00
	Hood River	7.50
	Keizer	8.10
	Lake Oswego	19.92
	Medford	10.77
	Milwaukie	27.45
	Oregon City	12.00
	Portland	50.46
	Roseburg	9.75
	Saint Helens	13.62
	Sandy	9.00
	Springfield	25.89
	Sweet Home	3.00
	Talent	4.23
	Tigard	12.00
	Troutdale	9.72
	Tualatin	12.00
	West Linn	13.04
Wilsonville	12.00	
Philadelphia	26.49	
Pennsylvania	Regina	15.84
Saskatchewan	Aiken	9.66
South Carolina	Aiken County	9.66
	Beaufort County	12.25
	Bluffton	25.00
	Charleston	18.00
	Charleston County	9.00
	Columbia	11.85
	Conway	15.75
	Dorchester County	7.29
	Easley	6.00
	Florence	10.50
	Georgetown	12.00
	Georgetown County	13.00
	Greenville	14.49
	Greenville County	6.75
	Greer	5.40
	Hilton Head	11.11

	Horry County	7.35
	Mount Pleasant	4.50
	Myrtle Beach	10.50
	North Augusta	12.00
	North Charleston	6.00
	North Myrtle Beach	18.00
	Rock Hill	7.11
	Spartanburg County	12.00
	Summerville	9.00
	Sioux Falls	5.43
South Dakota	Alcoa	12.00
Tennessee	Chattanooga	9.00
	Collierville	6.75
	Dyersburg	3.00
	Franklin	12.00
	Hamilton County	9.00
	LaVergne	10.50
	Maryville	11.91
	Memphis	6.54
	Signal Mountain	7.50
	Abilene	8.85
Texas	Allen	8.40
	Arlington	8.40
	Austin	20.22
	Azle	9.00
	Baytown	5.13
	Bedford	10.50
	Brian	30.00
	Cleburne	5.70
	Colleyville	21.00
	Corinth	9.00
	Dallas	12.00
	Denton	20.40
	DeSoto	18.00
	Duncanville	7.50
	El Paso	8.91
	Eules	7.50
	Flower Mound	4.50
	Fort Worth	8.70
	Gainesville	6.00
	Garland	7.20
	Georgetown	3.00
	Grapevine	12.00
	Grand Prairie	7.50
	Haltom City	14.85
	Highland Park	20.25
	Houston	10.50
	Irving	6.48
Keller	15.00	

	Lancaster	15.00
	Laredo	6.75
	Lubbock	14.97
	Mansfield	10.50
	McKinney	7.80
	Mesquite	9.00
	North Richland Hills	6.66
	Plano	6.75
	Rowlett	6.00
	San Antonio	11.04
	San Marcos	9.63
	Southlake	24.00
	Stephenville	9.00
	Terrell Hills	8.40
	The Colony	7.50
	University Park	18.30
	Wautauga	18.00
	Wichita Falls	5.25
	Centerville	12.00
Utah	Draper	12.00
	Hyrum	12.00
	Logan	10.50
	Midvale	9.75
	Murray City	10.65
	Nibley	12.00
	Ogden	13.92
	Orem	13.50
	Payson	15.00
	Provo	12.09
	Salt Lake City	9.00
	Sandy	15.00
	Spanish Fork	9.00
	Springville City	11.88
	Taylorsville	12.00
	West Valley	12.00
	South Burlington	13.50
Vermont	Arlington County	6.51
Virginia	Chesapeake	13.35
	Hampton	13.80
	James City	14.70
	Newport News	13.05
	Norfolk	24.75
	Portsmouth	16.50
	Prince William County	4.50
	Richmond	11.25
	Staunton	18.60
	Suffolk	11.85
	Virginia Beach	15.60
Algona	14.25	

Washington	Anacortes	9.00
	Arlington	10.35
	Auburn	29.70
	Bainbridge Island	28.86
	Bellevue	36.24
	Bellingham	21.00
	Blaine	12.48
	Bonney Lake	18.00
	Bothell	18.84
	Bremerton	23.28
	Burlington	9.30
	Centralia	18.00
	Chehalis	16.41
	Clark County	3.75
	Des Moines	20.46
	Duval	50.76
	East Wenatchee	8.76
	Edmonds	23.34
	Enumclaw	18.00
	Everett	23.25
	Federal Way	19.77
	Ferndale	19.50
	Fife	20.40
	Friday Harbor	27.00
	Gig Harbor	21.60
	Hoquiam	4.53
	Issaquah	31.00
	Kelso	9.66
	Kent	13.53
	King County	27.75
	Kirkland	42.45
	Kitsap County	14.33
	Lacey	20.25
	LaConner	30.00
	Lake Forest Park	7.50
	Liberty Lake	1.53
	Longview	10.63
	Lynnwood	12.75
	Marysville	24.00
	Mercer Island	39.00
Monroe	27.00	
Mountlake Terrace	17.49	
Mount Vernon	18.15	
Mukilteo	23.55	
Normandy Park	30.00	
North Bend	37.08	
Oak Harbor	23.10	
Olympia	30.75	
Orting	27.00	

	Pierce County	6.51
	Port Angeles	18.00
	Port Orchard	11.25
	Port Townsend	18.00
	Puyallup	30.12
	Redmond	49.68
	Renton	17.16
	Richland	7.80
	Sammamish	37.50
	San Juan County	11.55
	Sea Tac	11.25
	Seattle	34.29
	Skagit County	6.45
	Snohomish	9.75
	Snohomish County	13.00
	Spokane	12.00
	Spokane County (Glenrose)	14.50
	Stanwood	18.00
	Sultan	15.00
	Tacoma	34.77
	Thurston County	5.01
	Tukwila	17.75
	Tumwater	17.10
	University Place	30.00
	Vancouver	12.00
	Walla Walla	8.43
	Wenatchee	9.93
	West Richland	8.40
	Woodinville	21.27
	Woodway	36.25
	Yakima	12.51
	Yelm	7.50
	Fairmont	16.50
West Virginia	Beckley	11.25
	Morgantown	15.00
	Princeton	3.75
	Appleton	27.22
Wisconsin	Baraboo	11.50
	Bellevue	12.00
	Beloit	6.00
	Butler	16.50
	Cambridge	6.99
	Cudahy	12.00
	Delafield	7.25
	Eau Claire	10.75
	Elm Grove	22.74
	Fitchburg	13.05
	Garner's Creek	24.00
Glendale	9.75	

Grand Chute	12.00
Green Bay	13.17
Greendale	19.50
Greenville	15.00
Janesville	4.30
John Creek	12.00
Holmen	12.25
Hobart	18.00
Howard	11.00
Kenosha	15.00
Lake Delton	3.00
Lancaster	6.24
Lisbon	10.00
Madison	13.75
Manitowoc	18.00
Marshfield	16.50
Menomonie	8.80
Milwaukee	20.55
Monona	15.00
Monroe	15.00
Mount Pleasant	62.50
Neenah (City)	14.00
New Berlin	15.00
North Fond du Lac	15.00
Oak Creek	6.00
Oshkosh	12.23
Poynette	12.51
Racine	13.22
River Falls	5.88
Sheboygan	9.00
South Milwaukee	9.00
St. Francis	12.00
Sun Prairie	15.00
Superior	17.70
Sussex	15.00
Washburn	12.00
Watertown	4.00
Wauwatosa	10.50
West Allis	13.00
Weston	11.95
Total Dollar Amount	\$10,347.85
Number of Storm Water Utilities	828
Average Amount, per Quarter	\$12.50

IMPLEMENTATION PLAN

Upon authorization from the City Council, the City could proceed to implement the elements of the storm water utility described in this report in the following manner:

- Development of the Customer Database consisting of these steps:
 - Collect area data from City Assessor department.
 - Define user categories and development of database format.
 - Check existing water/sewer customer data against tax assessor data.
 - Enter flat rate billing data.
 - Measure non-flat rate parcels, determine EHA units per parcel, EHA data entry into the billing system.
 - Calculate final EHA unit count, enter final budget, determine initial user fee per EHA unit, including single family residential flat rate.

- Develop a Storm Water User Fee Credit Manual

A storm water credit is a reduction in a portion of the storm water user fee. Credits usually are based on two types of activities performed by the parcel owner:

- Peak flow credit for reducing the peak flow of runoff from the parcel through the use of storm water detention or retention. The amount of the peak flow credit is based on the degree of peak flow reduction achieved.
- Maintenance credit for performing maintenance on the part of the public, open channel storm water system that goes through the owner's property. The amount of the credit can be based on the type of channel and the acreage drained by the channel.

Typical guidelines include:

- The credit cannot exceed the storm water user fee for the parcel
- The City must be given a right-of-entry or easement
- Credit applications must be submitted on the correct City forms
- Establishment of a credit Appeals Board

The City should review and consider the merits of establishing storm water utility user fee credits based on feasibility and equitability. Example credits are:

- On site retention or detention facilities
- Landscape and vegetative control
- Direct drainage to water of the state

- Use of permeable materials onsite
 - Filtering systems
 - Components managing upstream or offsite storm water
 - Facilities re-using storm water
 - Storm water public education or information programs
 - Other components, programs, or activities that result in measurable reductions in storm water runoff or pollutant loadings
- Ordinance Development and Adoption consisting of these steps:
 - Technical Input to City Attorney.
 - Ordinance Development by City Attorney's office:
 - First Draft
 - Reviews
 - Second Draft
 - Ordinance Approval Process by City Council:
 - Publish
 - Public Hearing
 - Adoption
 - Public Education
 - Identification of key users and groups.
 - Preparation of pamphlets and presentations as needed.
 - Meet with local newspaper, non-taxable users, taxable users and service organizations to describe the storm water utility and its user fee method.

Target milestone dates for implementation of the Jackson storm water utility are shown in Table 12.

Table 12
Implementation Target Milestone Dates

	<u>Date</u>
1. Start Implementation Phase	October, 2010
2. Start Public Education Program	October, 2010
3. Start Measuring Non-Flat Rate Parcels	October, 2010
4. Develop Credit Manual	November, 2010
5. Complete Measuring Non-Flat Rate Parcels	December, 2010
6. Start Technical Input for Ordinance Rules and Regulations	January, 2011
7. Prepare Public Education Materials	January, 2011
8. Meet with Local Groups	February, 2011
9. Develop Billing Database	January, 2011
10. Develop Ordinance Rules and Regulations with Attorney's Input	February, 2011
11. Ordinance Approval Process	March, 2011
12. Initiate Customer Billing	April, 2011



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 768-6435

August 11, 2010

TO: Warren D. Renando, City Manager

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

RE: Storm Water Utility – Request to Approve Contract with Tetra Tech

The Department of Public Works is requesting that a storm water utility be created to fund the activities currently included in the General Fund Drains at Large, Leaf Pickup, Mulching, Street Cleaning and Catch Basin Maintenance in the Major and Local Street accounts.

Tetra Tech was contacted based on their expertise with establishing storm water utilities within the state of Michigan. Tetra Tech responded with the attached proposal and has completed the feasibility study. Based on the results of the feasibility study presented by Tetra Tech to the City Council the Department recommends proceeding with the implementation of the storm water utility. The cost for the implementation assistance is \$50,500.

With your concurrence, it is the recommendation of the Department of Public Works that the City Council adopts the Storm Water Utility and that a contract with Tetra Tech for the implementation assistance in the amount of \$50,500 be submitted to City Council for their approval, and the Mayor and City Clerk be authorized to sign a Professional Services Agreement. This will be paid from the Water and Sewer funds.

If you have any questions, please contact me.

Cc: Randall T. McMunn, P.E., Assistant City Engineer
Lucinda Schultz, Accounting Manager

JHD:sms



TETRA TECH

July 21, 2010

Mr. Warren Renando
City Manager
City of Jackson
161 West Michigan Avenue
Jackson, MI 49201-1303

**Re: Storm Water Utility Feasibility Study and Implementation Assistance
Proposal for Professional Engineering Services**

Dear Mr. Renando:

In response to your request, we are pleased to offer our proposal to prepare a Storm Water Utility Feasibility Study and to provide Implementation Assistance for the City of Jackson.

BACKGROUND

The City currently funds its storm water management program from Street and General Fund revenues. These revenues are declining at the same time that storm water regulatory requirements are expanding. Storm water management can be funded by user fees (rates) in the same way that the City's water and sewer programs are funded by water and sewer rates.

In order to develop a valid storm water user fee structure, the rates should be calculated to conform to the guidance provided by the Michigan Supreme Court in the case of *Bolt v. Lansing*. The guidance is that valid user fees must:

1. Serve a *regulatory* purpose
2. Be *proportional* to the necessary cost of the service
3. Be *voluntary*

SCOPE OF WORK

Feasibility Study: The tasks which will be performed by Tetra Tech (Tt), to complete the Feasibility Study are as follows:

1. Budget Development

Tt staff will meet with City staff responsible for the City's storm drainage operations to determine the current level of operation and maintenance expenditures. The system's current problems and needs will be identified. In like fashion, Tt staff will estimate the administrative and capital needs of the system. All budgets will be based on fiscal year 2010/11 data projected to the fiscal year of initial billing. We understand that the City has projected an initial annual need in the range of \$650,000. We will review these work categories as applicable:

- Operation and Maintenance
 - Street sweeping
 - Leaf collection
 - Catch basin repair
 - Storm sewer cleaning
 - Storm system inspection
 - Ditch cleanout



- Cleaning of ponding areas
- Storm water pumping stations
- Capital
 - New construction
 - Storm sewer and appurtenances repair and replacement
 - Storm sewer equipment replacement
 - Storm sewer and appurtenances construction in association with street work
 - Storm sewer capital improvement program
- Engineering
 - Storm water studies (Master plans, etc.)
 - Storm sewer and appurtenances design
 - Storm sewer and appurtenances construction inspection
- Storm Water System Management
 - Administrative (percentage of City Manager's time, etc.)
 - Public awareness
 - Illicit connection removal
 - NPDES storm water permit compliance
 - Storm water system inventory
 - Storm water system inspection

2. Billing

Tt staff will meet with City of Jackson staff to obtain their input on the proposed billing system which will be capable of billing the following parcel types. This meeting will be scheduled concurrent with the budget development meeting.

- Parcels with water and wastewater service
- Parcels without water and wastewater service
- Taxable parcels
- Non-taxable parcels

3. Rate Method

Tt staff will meet with City of Jackson staff to obtain their input on the proposed rate method which will have the following attributes. This meeting will be scheduled concurrent with the budget development meeting.

- Equivalent Hydraulic Area to determine billable areas
- A flat rate for Single Family Residential (SFR) parcels
- Detention basin discounts
- Street and highway billing
- Parks and recreation billing
- New customer, new construction one-time storm water system development charge (connection fee)

4. Preliminary Area Analysis

Tt staff will work with the City Assessor's office to develop a preliminary area analysis for all parcel categories which will be billed. This preliminary area analysis will be a conservative number, leaning toward the low side since it is important that projected revenues be based on a realistic estimate of the City's storm water utility billable area. The billable acreage data will include:



- Estimated total and impervious acreage within Jackson, broken down by land use:
 - Single family residential
 - Multi-family
 - Commercial
 - Industrial
 - Institutional
 - Vacant land
 - Undeveloped parcels
 - Local streets
 - County roads
 - State and Federal Highways
 - Railroads
 - Parcels that discharge directly into waterways
 - City property
- Estimated number of single family residential parcels in Jackson.
- Representative sample, selected by the City Assessor, of the impervious and pervious areas of 100 SRF parcels.
- The top ten **taxable** developed parcels in Jackson with the largest impervious areas. Provide the impervious area and the total area of each parcel.
- The top ten **tax-exempt** developed parcels in Jackson with the largest impervious areas. Provide the impervious area and the total area of each parcel.

5. Rate Calculation

Tt staff will calculate storm water rates (including the SFR flat rates and the rate per EHA for measured parcels) based on the EHA storm water rate method, initial year total budget and preliminary area analysis.

6. National Storm Water Rate Comparison

The proposed Jackson storm water SFR flat rate will be shown in the context of a comparison to Tt's national storm water utility rate database, currently comprised of over 800 entries.

7. Implementation Plan

Tt staff will describe recommended implementation steps, including a schedule, covering, at a minimum, the following:

- Identify the personnel who will conduct individual parcel area measurements
- Identify the personnel who will enter the area data into the City storm water utility billing system
- Identify the top ten customers who will probably receive the highest storm water bills and suggest a plan to notify them
- Public education brochure preparation and distribution plan
- Public relations PowerPoint slide presentation and handout preparation
- Determination of the groups which will be invited to attend the presentations and receive the handouts
- Ordinance adoption plan
- Target date to initiate billing based on reasonable dates to complete the items given above.

8. Reports and Presentation

Tt will prepare a draft report for review by City staff. Upon receipt of the City's review comments, Tt will prepare a final report and will present the results of the final report to City officials at a City



Council meeting. Assuming City approval of this proposal by August 17, 2010 and data collection meeting on August 18th followed by all necessary data provided timely to us by the City we will deliver the draft report by September 1st. We will meet with City staff on September 15th to review the draft report and will deliver the final report by September 21st. We will meet with City staff to review the final report and plan for the presentation to City Council. We will present the results to the City Council on September 28th.

Implementation Assistance: Upon authorization by the City to proceed with implementation of the storm water utility, Tt staff will perform the following tasks to assist the City in that effort:

1. Credit Manual

Tt staff will prepare a draft storm water utility Credit Manual to establish the criteria for customers to receive credits toward their storm water bills. The Credit Manual will be consistent with the City's proposed Storm Water Management Manual as described in the City's proposed *Post-Construction Storm Water Management for New Development and Redevelopment* ordinance. Tt will meet with City staff to review the draft Credit Manual and prepare a final version incorporating the City's input. Tt will meet with City staff to review the final Credit Manual.

2. Parcel Area Measurement and Data Entry

Tt staff will help establish the parcel area measurement and data entry guidelines to be followed by the City personnel who will be performing the parcel area measurements and data entry. Guidelines will be developed for both SFR and non-SFR parcels and credits established by the Credit Manual will be incorporated. Tt staff will conduct monthly progress reviews of these efforts. Three meetings are budgeted.

3. Meet With the Top Ten Storm Water Utility Customers

Based on the results of the parcel area measurements conducted in Task 2, Tt staff will attend meetings with representatives of the ten taxable customers who will be receiving the largest storm water bills. Meetings with the top ten tax-exempt customers will also be held. It is recommended that City representatives also attend these meetings. The purpose of these meetings will be to explain the storm water utility concept to these customers, show them their proposed storm water bills, and respond to their questions and concerns. Three meetings are budgeted.

4. Prepare Public Education Brochure

Tt staff will prepare a master public education brochure describing the City's proposed storm water utility. The brochure will contain the initial rates proposed and date of billing initiation. All material will be reviewed and approved by City staff. The City will be responsible for printing and distribution costs.

5. Prepare PowerPoint Presentation

Tt staff will prepare an electronic slide (PowerPoint) presentation. All material will be reviewed and approved by City staff.

6. Meet With Media, Service Organizations and User Groups

Tt staff will attend meetings with media (such as newspaper, TV, and radio), service organizations (such as Kiwanis, Rotary, Lions, etc.), and user groups (such as churches, industrial, commercial, residential, schools and colleges). The purpose of these meetings will be to explain the storm water utility concept and respond to questions. Three meetings are budgeted.

7. Ordinance Adoption

Tt will furnish a draft storm water utility ordinance and example storm water utility ordinances from other communities to Jackson's City Attorney to assist him to prepare a storm water utility ordinance for Jackson. Tt staff will review and comment on the City's draft ordinance prior to the City's public hearing and ordinance reading process.



8. General Assistance

During the entire Implementation period, Tt staff will provide as much as 80 hours of time to City staff to assist them in answering questions regarding the storm water utility. The City's staff will be able to forward any letters or telephone messages concerning customer's questions to us for review and/or response as required.

Assuming City Council chooses to proceed with the implementation of a storm water utility at the September 28, 2010 meeting, implementation of the storm water utility can be accomplished by April 2011 assuming that those tasks dependant on City staff are completed in a timely fashion.

ITEMS NOT INCLUDED

The following items are not included. Any of them can be included upon receipt of the City's written approval for a scope and budget adjustment:

- Meetings beyond those included above
- Review of alternative billing methods
- Technical support for the City in defense of any legal challenges to the storm water utility
- Preparation of a storm water master plan
- Storm water master plan public hearing assistance
- General assistance to City staff to respond to customer questions beyond the Implementation period (i.e., no general assistance provided after billing is initiated)
- Projections of storm water rates for any years subsequent to the rates required in the initial fiscal year
- Projections of storm water budget or regulatory requirements beyond the initial fiscal year
- Inclusion of a storm water pollution factor into the rate calculation

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be a lump sum of \$12,400 for the Feasibility Study and \$50,500 for Implementation Assistance. Acceptance of this proposal will constitute the City's notice to proceed with the Feasibility Study only. We will proceed with Implementation Assistance only upon the City's written authorization to proceed as a completely separate task.

We look forward working with you on this vital project for the City of Jackson.

Sincerely,

Vic Cooperwasser, P.E.
Senior Project Manager

JACKSON CITY COUNCIL MEETING

MINUTES

SEPTEMBER 14, 2010

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:00 p.m. by Mayor Karen F. Dunigan.

PLEDGE OF ALLEGIANCE – INVOCATION.

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

ROLL CALL.

Present: Mayor Karen F. Dunigan and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—7. Absent: none.

Also Present: Interim City Manager Warren D. Renando, City Attorney Julius A. Giglio, City Clerk Lynn Fessel, City Assessor David Taylor, City Engineer Jon Dowling, Police Chief Matt Heins, Fire Chief Mike Beyerstedt and Community Development Director Carol Konieczki.

AGENDA.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the agenda. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

CITIZEN COMMENTS.

Irma Ojeda discussed the ordinance regarding front yard parking, asking that it be enforced fairly.

Michael Kurczewski addressed the Council to clarify any misconceptions regarding the transfer of the City's website development from his company to the current developers. He stated that when they delivered the website to the current developer, the site was fully functional and operating 100%.

Stephen Osmond and Bob Lazebnik asked the Council to support their request regarding the placement of a kiosk in front of the Jackson Symphony Orchestra building. Mr. Lazebnik explained that the kiosk is a Jackson created piece of art and a plus to the downtown area.

Andrew Lopez asked the Council to preserve the glass mural located in the 212 W. Michigan Avenue building if it is demolished and requested that it go to a location where it will be appreciated.

Denise Collis asked the Council to consider awarding the bid for asbestos abatement at 212 W. Michigan Avenue to her company, ALAM, Inc.

Billie Buda, Nina Rusnell, Dave Rusnell and Nanette Keyser spoke in opposition to the proposed ordinance to provide for the open burning of wood-based products in outdoor burning devices.

David Welihan asked the Council to support the Jackson County Veteran's Council request to place a War on Terror Memorial in Withington Park.

PRESENTATIONS/PROCLAMATIONS.

None.

CONSENT CALENDAR.

Councilmember Polaczyk requested that Item M be removed for separate consideration. Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to approve the following Consent Calendar, with Item M removed for separate consideration. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of August 17, 2010, and special meeting minutes for August 27, 2010.
- B. Approval of payment of the Jackson County Emergency Dispatch MDC Maintenance invoice in the amount of \$10,000.00, for the period of September 2010 through August 2011, in accordance with the recommendation of the City Manager.
- C. Approval of the payment of the Region 2 Planning Commission invoice in the amount of \$6,959.25, for planning services for the month of August 2010, in accordance with the recommendation of the City Manager.
- D. Approval of the designation of Daniel P. Greer, 3rd Ward City Councilmember, as the official representative to cast the vote of the municipality at the Michigan Municipal League Annual Business Meeting to be held on September 22, 2010, at the Hyatt Regency, Dearborn, Michigan.
- E. Approval of the request from the Jackson High School Homecoming Parade Committee to close portions of Brown Street, Wildwood, and Daniel Road, to hold their annual Homecoming Parade on Friday, September 24, 2010, with police assistance, beginning at 6:00 p.m. (Approval recommended by the Police, Fire, and Traffic Engineering Departments. Proper insurance coverage received.)
- F. Approval of the request from St. John Jackson Family Fall Festival to conduct their Family Fall Festival Fireworks using a portion of Nixon Park to release fireworks on Saturday, September 25, 2010, at dusk. (Approval recommended by the Police, Fire, Recreation, Public Works, and Engineering Departments. Proper insurance coverage received.)
- G. Approval of the request from Jackson Area Catholic Schools – Jackson Family Fall Festival, to conduct a Family Fall Festival 5K run/walk and kids fun run on neighborhood streets near Nixon Park, with street closures beginning at E. North and Leroy Streets, with police

- assistance, on September 25, 2010, from 7:30 – 10:30 a.m. (Recommended approval received from the Police, Fire, Recreation/Forestry, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
- H. Approval of the request from the Rose Queen Pageant to conduct the Downtown Merchant's/Artist's Walking Tour and small parade, with street closures on Mechanic Street between Michigan Avenue and Washington Avenue on Friday, September 24, 2010, from 5:30 – 7:00 p.m. (Recommended approval received from the Police, Fire, Parks/Forestry, Public Works and Engineering Departments. Proper insurance coverage received.)
 - I. Approval of Traffic Control Order No. (TCO) 2066, modifying parking on the west side of N. Jackson Street south of Louis Glick Highway.
 - J. Approval of Traffic Control Order Nos. (TCO) 2067-2070, making accommodations for the change of Brown Street to a three-lane cross-section with bicycle lanes.
 - K. Approval of Traffic Control Order Nos. (TCO) 2071-2072, new lane configuration on Daniel Road creating language for lane usage, and review of lane usage due to redesign and reconstruction of Wildwood Avenue between Durand Street and West Avenue.
 - L. Approval of the following requests from the Community Development Department: receipt of the draft Consolidated Annual Performance and Evaluation Report (CAPER), authorization to disseminate the draft CAPER for public review and to begin the 15-day comment period, establishment of September 28, 2010, at the City Council meeting as the time and place to hold a public hearing to receive citizen comments on the CAPER, and revision of the Consolidated Plan 2009-2010 CDBG/HOME Allocation Timetable, in accordance with the recommendation of the Community Development Director.
 - M. *Removed for separate consideration.*
 - N. Receipt of CDBG Financial Summary Report through July, 2010.
 - O. Receipt of the Dangerous Building Report through August 31, 2010.
 - P. Establishment of September 28, 2010, at the City Council meeting as the time and place to hold a public hearing on the request filed by Technique, Inc., 2341 Enterprise Drive, for an application for an Industrial Facilities Tax Exemption Certificate, and referral to the City Affairs Committee for recommendation.

CONSENT CALENDAR ITEM M.

Approval of the request from the Jackson Veteran's Council monument committee to place a War on Terror Memorial in Withington Park, in accordance with the recommendation of the Parks and Recreation Commission.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

COMMITTEE REPORTS.

- A. **CONSIDERATION OF THE RULES AND PERSONNEL COMMITTEE REPORT.**
 - 1. **CONSIDERATION OF THE AGREEMENT FOR CITY MANAGER SERVICES BETWEEN THE CITY AND WARREN D. RENANDO.**

Motion was made by Councilmember Greer and seconded by Councilmember Howe to receipt the report and approve the Agreement for City Manager Services between the City and Warren D. Renando. The motion was adopted by the following vote. Yeas: Mayor

Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

None.

RESOLUTIONS.

- A. CONSIDERATION OF A RESOLUTION AMENDING THE FISCAL YEAR 2004-2005 (YEAR 30), 2007-2008 (YEAR 33), 2008-2009 (YEAR 34), 2009-2010 (YEAR 35), AND 2010-2011 (YEAR 36) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGETS TO REALLOCATE UNEXPENDED FUNDS IN THE AMOUNT OF \$13,370.00, AND BUDGET PROGRAM INCOME RECEIVED IN EXCESS OF BUDGETED AMOUNTS IN THE AMOUNT OF \$105,967.00 TO VARIOUS ELIGIBLE CDBG ACTIVITIES AS DETAILED. (POSTPONED AT THE AUGUST 17, 2010, MEETING.)**

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to adopt the resolution, with the exception that \$10,000.00 be allocated to the Salvation Army and \$-0- be allocated to the Fair Housing Center of Southeastern Michigan. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- B. CONSIDERATION OF A RESOLUTION AMENDING THE 2010-2011 BUDGET TO REFLECT THE RECEIPT OF THE EDWARD BYRNE MEMORIAL 2009-2013 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM GRANT, IN THE AMOUNT OF \$44,646.00.**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- C. CONSIDERATION OF A RESOLUTION FROM THE LIQUOR CONTROL COMMISSION REGARDING THE REQUEST TO TRANSFER OWNERSHIP OF AN ESCROWED 2010 CLASS C LICENSED BUSINESS WITH ENTERTAINMENT PERMIT AND DANCE PERMIT LOCATED AT 100 S. COOPER FROM THE APPLE INC., TO TINI BIKINIS-JACKSON LLC. (APPROVAL SUBJECT TO FINAL INSPECTION.)**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ORDINANCES.

A. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 10, SECTION 10-53, SECTION F-403.0, CITY CODE, PROVIDING FOR THE OPEN BURNING OF WOOD-BASED PRODUCTS IN OUTDOOR-BURNING DEVICES.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to refer the proposed ordinance to the City Affairs Committee and have a recommendation come back in 30 days. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding—1. Absent: 0.

OTHER BUSINESS.

A. CONSIDERATION OF THE DETERMINATION OF WHO HAS THE AUTHORITY AND RESPONSIBILITY OF ESTABLISHING THE CITY COUNCIL MEETING AGENDAS AS REQUESTED AT THE AUGUST 17, 2010, CITY COUNCIL MEETING.

Motion was made by Councilmember Breeding and seconded by Councilmember Howe that the City Manager be authorized with the responsibility to establish and/or to prepare the agenda for all City Council meetings, and that agenda items submitted by 5:00 p.m. on Wednesday to the City Manager by Councilmembers or Appointed Officials must be included in the next regular meeting agenda, and that the City Attorney be directed to fashion appropriate language for an ordinance which will capture the above action. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

NEW BUSINESS.

A. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO COCHRAN ELECTRIC COMPANY, AT THEIR LOW BID PRICE OF \$72,841.00, TO PURCHASE AND INSTALL A MEDIUM VOLTAGE STARTER AT THE WATER TREATMENT PLANT, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM WATER DIRECTOR.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO RIETH RILEY CONSTRUCTION, MASON, AT THEIR LOW BID PRICE OF \$80,211.00, FOR HMA PATCHING SERVICES ON AN AS-NEEDED BASIS DURING THE CONSTRUCTION SEASON, IN ACCORDANCE WITH THE RECOMMENDATION OF THE INTERIM WATER DIRECTOR.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- C. CONSIDERATION OF THE REQUEST TO APPROVE THE PURCHASE OF A 2011 FORD F-250 TRUCK THROUGH THE MIDEAL PURCHASE PROGRAM IN THE AMOUNT OF \$18,044.00, AND THE PURCHASE OF ONE (1) STANDARD SERVICE BODY FROM FITZGIBBONS FLEET FABRICATORS AT THEIR LOW BID PRICE OF \$8,025.00 FOR A TOTAL COST OF \$26,069.00, IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE INTERIM WATER DIRECTOR.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- D. CONSIDERATION OF THE REQUEST TO PURCHASE THREE PATROL VEHICLES, UTILIZING THE MACOMB COUNTY AND OAKLAND COUNTY PURCHASING CONTRACTS, FROM SIGNATURE FORD, OWOSSO, AND SHAHEEN CHEVROLET, LANSING, WITH A TOTAL PURCHASE PRICE OF \$56,605.00, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CHIEF OF POLICE.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: Councilmember Breeding--1. Absent: 0.

- E. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO SEAL TECH INSULATION, INC., BELLEVILLE, AT THEIR LOW BID PRICE OF \$30,869.60, FOR ROOF INSULATION AT FIRE STATION #1, IN ACCORDANCE WITH THE RECOMMENDATION OF THE FIRE CHIEF.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Howe to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- F. CONSIDERATION OF THE REQUEST FOR IMMEDIATE APPROVAL OF A REVOCABLE LICENSE FROM THE JACKSON SYMPHONY ORCHESTRA (JSO) FOR CONSTRUCTION OF A KIOSK IN THE CITY'S RIGHT-OF-WAY IN FRONT OF THEIR BUILDING AT 215 W. MICHIGAN AVENUE, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Dunigan and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Gaiser discussed front yard parking and asked if an item could be placed on the next agenda, regarding how it can be enforced and who is responsible for enforcing it. He also remarked on the importance of mutual/automatic aid with our neighbors; Fire Chief Beyerstedt stated that we have mutual aid with Leoni Township, but not automatic aid because they withdrew. Mr. Gaiser will conduct a 4th Ward neighborhood meeting on October 4 in the Council Chambers.

Councilmember Greer asked if Council could get a communication on the Blackman/Leoni merger. The City Manager responded that he will provide a report. He thanked the Council for designating him as the official representative at the MML Annual Business Meeting. He thanked the Police Chief, the City Engineer, Officer Marcetic, Frank Weathers and Lt. Simpson for attending a meeting with Seymour Street residents regarding speeding. It was a very productive meeting, staff did a great job and there will be another meeting in the near future.

Councilmember Polaczyk thanked the Police Department for the efforts put forth in the Queens neighborhood. There was some vandalism and they got it under control in a short period of time. He also stated that he is not sure how to deal with Pit Bull violence, but it is something that needs to be considered.

Councilmember Breeding inquired about the electronic sign at the corner of Francis and Washington on the Commonwealth property. The City Attorney reported that the sign is properly placed and permitted. He also asked for an update from the Fairground Committee. The City Manager replied there has been one meeting and he wants a second; there are still some issues that need to be resolved. He also suggested that the names of all appointed officials and staff, in attendance, be listed in the minutes.

Mayor Dunigan, considering that Council approved the placement of the War on Terror Memorial tonight, reminded everyone that there will be a ceremony on Veterans Day, November 11. She encouraged everyone to attend to show respect for those who have passed and their families.

MANAGER'S COMMENTS.

Mr. Renando reported on the search for an Interim Personnel Director, including a possible merger with the County. He will start the process of looking for a Utilities Director. There may be a storm water ordinance on the next agenda, along with an updated version of the financial documents presented on August 17. He reported on the establishment of an "insurance committee" that will investigate alternatives and hopefully find significant savings for employee health care. He will also be looking at privatization, sharing of functions and reductions and he hopes that Council will give him direction on what they wish him to pursue. He contacted the MML regarding a City Manager search and the soonest they can begin is probably January.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:27 p.m.

Lynn Fessel
City Clerk



Downtown Development Authority (DDA)

Memorandum

Date: September 22, 2010
To: Honorable Mayor and City Council
From: Jonathan Greene, Executive Director
RE: Special Event Request: Church World Services – CROP Walk

Please find the attached Special Event Application from Church World Services requesting approval to conduct their annual CROP Walk. The event is proposed to take place on City sidewalks near Trinity United Methodist Church (see attached map) on Sunday, October 10, 2010 from 1:00pm to 5:00pm. Recommended approval has been received from the Police, Fire, Parks/Forestry, Public Works, and Engineering Departments. Insurance coverage has also been received and approved for this event. The event is not expected to have an economic impact on the mentioned City departments.

att: Special Event Application: Church World Services – CROP Walk
Proposed Route

JG/jt

CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By DDA Office: 9.20.10 Time: 1:18 By: JL

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

Organization Address: _____

Organization Agent JACKSON PHIL FRACKER Title: CO. COORDINATOR

Phone: (work) 787-9241 Phone: (home) 782-6963 Phone: (during the event) 937-5078

Agent's Address 729 OAKDALE JACKSON MI 49203

Agent's E-Mail Address phil.fracker@jacksonhousing.com or philfracker@comcast.net

Event Name JACKSON AREA CROP HUNGER WALK

Please give a brief description of the proposed special event: SEE ATTACHED LETTER

Event Day(s) & Date(s) SUNDAY 10-10-2010

Event Time(s) 01:PM REGISTRATION 02PM WALK

Set-Up Date & Time 01PM 10-10-10 Tear-Down Date & Time ~ 05 PM 10-10-10

Event Location START & END POINT FIRST UMC

ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 34

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? 170

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.)

NOTE: NO street closures requested. Walk proposed to take place on sidewalks only.

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.

09/20/10
Date

William M. Francis
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**

September 20, 2010

The Honorable Mayor Karen F. Dunigan
All City Council Members
161 West Michigan Avenue
Jackson, MI 49201



Dear Mayor and Council Members:

Re: 2010 CROP Walk Event
Sunday, October 10, 2010

The Jackson Area CROP Walk Event Committee respectfully requests permission to conduct a three mile walk on Jackson streets from 02:00 p.m., to approximately 04:00 p.m., Sunday, October 10, 2010. The 35th CROP Event in Jackson hopes to raise at least \$ 15,000 to help fight hunger around the world. Twenty-five *per cent* of what is raised is returned to the Jackson Community to help with local hunger concerns. This year's designated local recipients are the Salvation Army and Immanuel Lutheran Church Food Pantries.

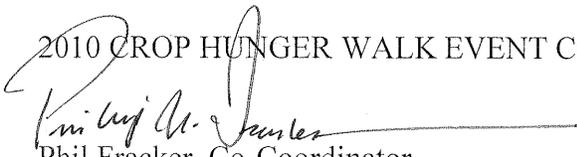
The walk will begin and end at First United Methodist Church downtown. (See enclosed map for route.) No skateboarding, cycling, rollerblading or the like is permitted. Wheelchairs and pull wagons are allowed. All walkers/runners are instructed to observe pedestrian traffic regulations.

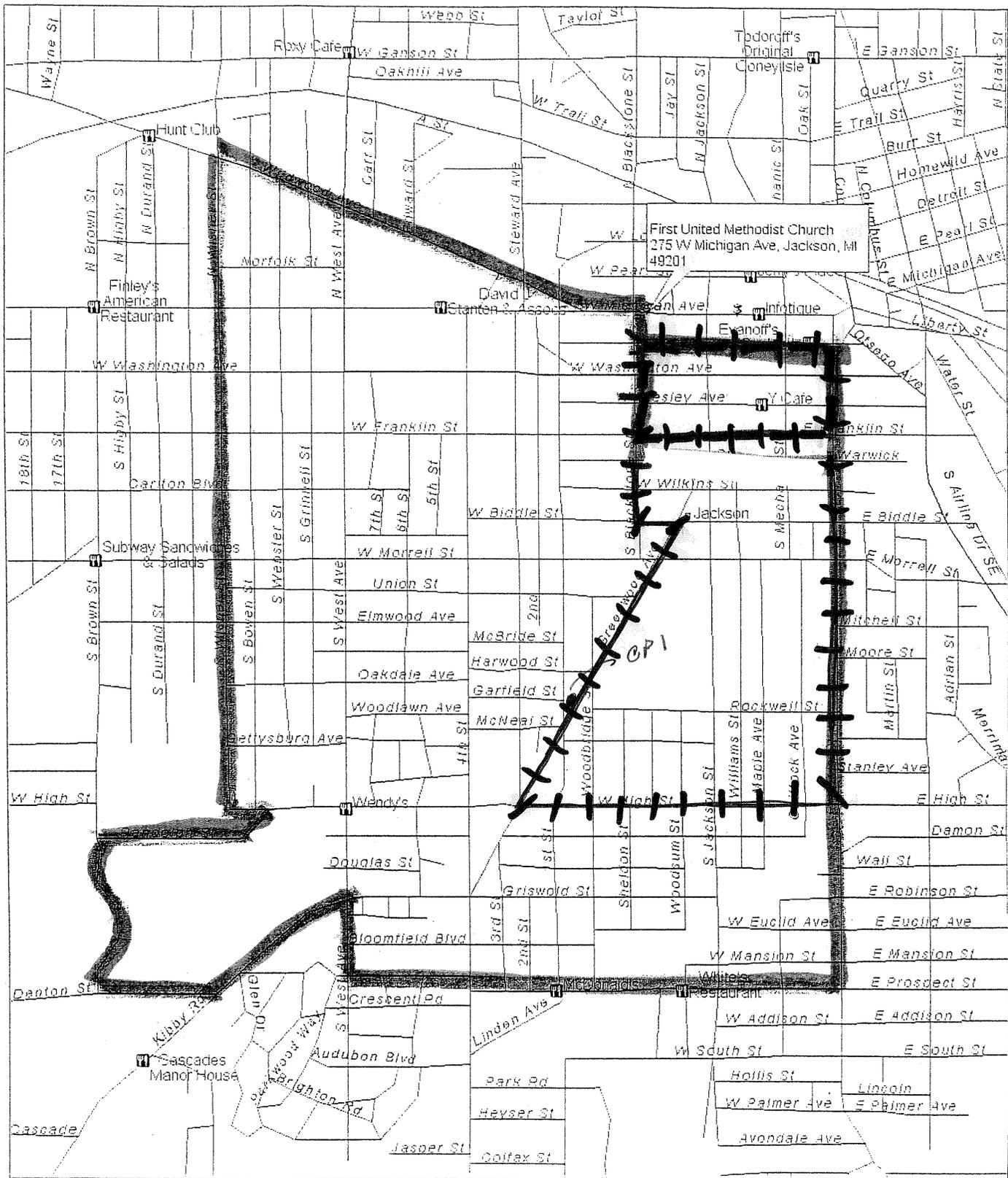
Liability insurance certification naming the City of Jackson as an additional insured has been provided.

Thank you for your consideration in this matter.

Sincerely,

2010 CROP HUNGER WALK EVENT COMMITTEE


Phil Fracker, Co-Coordinator
729 Oakdale
Jackson, MI 49201
787-9241 (w)
782-6963 (h)



MICROSOFT AUTOMAP
Streets Plus

Greater Jackson Area CROP Walk
 CP11 TRINITY UMC



CITY OF JACKSON

SPECIAL EVENT APPLICATION, Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **CROP Walk**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

Approvals noted below, by departments, indicate they have been made aware of the request and the reasonability of their department have been met.

Police Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Fire Dept.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Dept. Pub. Serv.: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

DDA: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Have businesses been notified for street closures?: YES NO N/A

Parks/Forestry: _____ Recommend Approval: YES NO Est. Economic Impact:\$ 0

Reason for disapproval: _____

Any special requirements/conditions:

None.

Insurance / Indemnification Received: 8/24/10

Insurance Approved: yes

City Council Approved: _____ Denied: _____

Approval/ Denial Mailed: _____



September 21, 2010

TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Final Change Order 1, Monroe Street Water Main and Sanitary Sewer Replacement

Attached is the Final Change Order 1 to the contract with Jules Swartz and Sons Excavating, Inc., for the Monroe Street Water Main and Sanitary Sewer Replacement project.

This change order balances quantities for final payment. This represents an increase of \$45,131.67 and contains items not included in the original contract. A large portion of this increase is for additional asphalt beyond what was anticipated. Between Blackstone Street and Lansing Avenue an additional base course of lift of asphalt was placed resulting in a \$23,989.72 increase for item 0038, HMA, 13A.

With your concurrence, I request Final Change Order 1 be submitted to City Council for their approval and the City Manager and City Engineer be authorized to sign. This project is being paid from the Sanitary Sewer and Water Funds.

JHD:sms

FINAL BALANCING CHANGE ORDER NO. 1
To Contract for
Monroe Street Water Main and Sanitary Sewer Replacement
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 **\$322,921.37**

Change Order No. 1 **\$45,131.67**
Details of changes are shown on the attached pages.

NEW CONTRACT AMOUNT AS SET BY CHANGE ORDER NO. 1 **\$368,053.04**

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 Troy R. White, P.E.
Civil Engineer II, Department of Engineering

ACCEPTED BY:

Jules Swartz and Sons Excavating, Inc.

Date

ACCEPTED BY:

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

Date

Warren D. Renando, City Manager

Date

**MONROE STREET WATER MAIN AND SANITARY SEWER REPLACEMENT
FINAL BALANCING CHANGE ORDER NO. 1**

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

Prop Line	Item Description	Current Contract Quantity	Quantity Change	Revised Quantity	Units	Unit Price	Amount	
							ADD	DEDUCT
0001	Mobilization, Max. \$9,000.00	1.00	0.00	1.00	LS	9,000.00	\$ -	\$ -
0002	Tree, Rem, 19 inch to 36 inch	4.00	0.00	4.00	Ea	150.00	\$ -	\$ -
0003	Tree, Rem, 37 inch or larger	1.00	0.00	1.00	Ea	200.00	\$ -	\$ -
0004	Tree, Rem, 6 inch to 18 inch	2.00	-1.00	1.00	Ea	150.00	\$ -	\$ (150.00)
0005	Dr Structure, Rem	3.00	2.00	5.00	Ea	300.00	\$ 600.00	\$ -
0006	Sewer, Rem, Less than 24 inch	47.00	-23.00	24.00	Ft	10.00	\$ -	\$ (230.00)
0007	Sewer, Abandon, 8 inch	80.00	0.00	80.00	Ft	2.00	\$ -	\$ -
0008	Curb and Gutter, Rem	978.00	289.00	1,267.00	Ft	1.00	\$ 289.00	\$ -
0009	Sidewalk, Rem	36.00	26.00	62.00	Syd	5.00	\$ 130.00	\$ -
0010	Earth Sawcut	310.00	-310.00	0.00	Ft	1.00	\$ -	\$ (310.00)
0011	Pavt Sawcut	3,636.00	68.00	3,704.00	Ft	0.01	\$ 0.68	\$ -
0012	Driveway, Rem	184.00	-5.00	179.00	Syd	5.00	\$ -	\$ (25.00)
0013	Tree Preservation	1.00	0.00	1.00	LS	1,000.00	\$ -	\$ -
0014	Erosion Control, Gravel Access Approach	1.00	-1.00	0.00	Ea	0.01	\$ -	\$ (0.01)
0015	Erosion Control, Inlet Protection, Sediment Trap, Round	1.00	0.00	1.00	Ea	140.00	\$ -	\$ -
0016	Erosion Control, Inlet Protection, Grate Filter, Rectangular	24.00	0.00	24.00	Ea	115.00	\$ -	\$ -
0017	Project Cleanup	1.00	0.00	1.00	LS	4,000.00	\$ -	\$ -
0018	Aggregate Base, 8 inch	5,745.00	-151.80	5,593.20	Syd	2.20	\$ -	\$ (333.96)
0019	Trench Undercut and Backfill	24.00	-5.00	19.00	Cyd	15.00	\$ -	\$ (75.00)
0020	Exploratory Trenching	30.00	-10.00	20.00	Ft	8.00	\$ -	\$ (80.00)
0021	Sanitary Sewer Backfill, Class II	584.00	-18.00	566.00	Ft	1.00	\$ -	\$ (18.00)
0022	Sanitary Sewer, PS46 PVC, 18 inch	20.00	-20.00	0.00	Ft	54.00	\$ -	\$ (1,080.00)
0023	Sanitary Sewer, SDR26 PVC, 8 inch	564.00	12.00	576.00	Ft	24.79	\$ 297.48	\$ -
0024	Sanitary Sewer, Service Connection beyond 10 feet	114.00	-22.00	92.00	Ft	14.65	\$ -	\$ (322.30)
0025	Sewer Backfill, Class II	30.00	-10.00	20.00	Ft	2.00	\$ -	\$ (20.00)
0026	Sewer, CI E, 12 inch	30.00	-22.00	8.00	Ft	25.64	\$ -	\$ (564.08)
0027	Sanitary Sewer, Service Connection with 8 inch x 6 inch Wye	12.00	-1.00	11.00	Ea	165.00	\$ -	\$ (165.00)
0028	Sewer Lateral Repair	5.00	4.00	9.00	Ea	100.00	\$ 400.00	\$ -
0029	Dr Structure, Adj, Add Depth	2.00	-2.00	0.00	Ft	100.00	\$ -	\$ (200.00)
0030	Dr Structure Cover, Adj, Case 1	6.00	1.00	7.00	Ea	200.00	\$ 200.00	\$ -
0031	Sanitary Manhole, Add Depth of 48 inch dia, 8 feet to 15 feet	6.00	-1.00	5.00	Ft	200.00	\$ -	\$ (200.00)
0032	Dr Structure, Temp Lowering, Modified	5.00	-3.00	2.00	Ea	100.00	\$ -	\$ (300.00)
0033	Manhole Drop Connection	1.00	0.00	1.00	Ea	546.00	\$ -	\$ -
0034	Mh Cover, Short	1.00	0.00	1.00	Ea	437.20	\$ -	\$ -
0035	Mh Cover, Std	8.00	-4.00	4.00	Ea	437.20	\$ -	\$ (1,748.80)
0036	Sanitary Manhole, 48 inch dia	4.00	2.04	6.04	Ea	1,808.92	\$ 3,690.20	\$ -
0037	Hand Patching	8.00	-1.10	6.90	Ton	150.00	\$ -	\$ (165.00)
0038	HMA, 13A	1,297.00	352.79	1,649.79	Ton	68.00	\$ 23,989.72	\$ -
0039	HMA Surface, Rem, Modified	5,746.00	-258.00	5,488.00	Syd	1.76	\$ -	\$ (454.08)
0040	Cement	1.00	0.10	1.10	Ton	100.00	\$ 10.00	\$ -
0041	Driveway, Nonreinf Conc, 6 inch, Modified	210.00	24.00	234.00	Syd	23.40	\$ 561.60	\$ -
0042	Curb and Gutter, Conc, Det F4	978.00	296.00	1,274.00	Ft	9.50	\$ 2,812.00	\$ -

**MONROE STREET WATER MAIN AND SANITARY SEWER REPLACEMENT
FINAL BALANCING CHANGE ORDER NO. 1**

Page 2 of 3

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

Prop Line	Item Description	Current Contract Quantity	Quantity Change	Revised Quantity	Units	Unit Price	Amount	
							ADD	DEDUCT
0043	Sidewalk Ramp, ADA, Modified	100.00	180.00	280.00	Sft	10.00	\$ 1,800.00	\$ -
0044	Sidewalk, Conc, 4 inch, Modified	175.00	525.00	700.00	Sft	2.00	\$ 1,050.00	\$ -
0045	Sidewalk, Conc, 6 inch, Modified	50.00	-50.00	0.00	Sft	2.50	\$ -	\$ (125.00)
0046	Post, Mailbox	1.00	-1.00	0.00	Ea	15.00	\$ -	\$ (15.00)
0047	Pavt Mrkg, Ovly Cold Plastic, 6 inch, White	97.00	69.00	166.00	Ft	2.55	\$ 175.95	\$ -
0048	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	60.00	-9.00	51.00	Ft	9.25	\$ -	\$ (83.25)
0049	Pavt Mrkg, Ovly Cold Plastic, Only	1.00	0.00	1.00	Ea	105.00	\$ -	\$ -
0050	Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	1.00	0.00	1.00	Ea	95.00	\$ -	\$ -
0051	Pavt Mrkg, Ovly Cold Plastic, Thru and Lt Turn Arrow Sym	1.00	0.00	1.00	Ea	145.00	\$ -	\$ -
0052	Pavt Mrkg, Waterborne, 4 inch, White	132.00	-52.00	80.00	Ft	0.37	\$ -	\$ (19.24)
0053	Pavt Mrkg, Waterborne, 4 inch, Yellow	4,618.00	-968.00	3,650.00	Ft	0.37	\$ -	\$ (358.16)
0054	Barricade, Type III, High Intensity, Double Sided, Lighted,Furn	9.00	0.00	9.00	Ea	45.60	\$ -	\$ -
0055	Barricade, Type III, High Intensity, Double Sided, Lighted,Oper	9.00	0.00	9.00	Ea	1.00	\$ -	\$ -
0056	Dust Palliative, Applied	3.00	-2.89	0.11	Ton	50.00	\$ -	\$ (144.50)
0057	Minor Traf Devices	1.00	0.00	1.00	LS	2,000.00	\$ -	\$ -
0058	Plastic Drum, High Intensity, Lighted, Furn	60.00	50.00	110.00	Ea	8.40	\$ 420.00	\$ -
0059	Plastic Drum, High Intensity, Lighted, Oper	60.00	50.00	110.00	Ea	1.00	\$ 50.00	\$ -
0060	Sign, Type B, Temp, Furn	619.00	-20.00	599.00	Sft	5.70	\$ -	\$ (114.00)
0061	Sign, Type B, Temp, Oper	619.00	-20.00	599.00	Sft	0.25	\$ -	\$ (5.00)
0062	Site Preparation, Max. ____	1.00	0.00	1.00	LS	500.00	\$ -	\$ -
0063	Acer Platanoides `Emerald Queen`, 2 1/2 inch	1.00	0.00	1.00	Ea	210.00	\$ -	\$ -
0064	Gleditsia Triacanthos Inermis `Skyline Honey Locust`, 2-1/2 in	3.00	-1.00	2.00	Ea	222.00	\$ -	\$ (222.00)
0065	Pyrus Calleryana `Cleveland Select Pear`, 2-1/2 inch	3.00	-1.00	2.00	Ea	210.00	\$ -	\$ (210.00)
0066	Gate Valve and Box, 6 inch	1.00	0.00	1.00	Ea	848.00	\$ -	\$ -
0067	Gate Valve and Box, 8 inch	8.00	0.00	8.00	Ea	1,109.60	\$ -	\$ -
0068	Hydrant, Rem	5.00	-1.00	4.00	Ea	130.00	\$ -	\$ (130.00)
0069	Tapping Valve and Box, 8 inch	1.00	0.00	1.00	Ea	1,302.80	\$ -	\$ -
0070	Water Main, 6 inch, Cut and Plug	3.00	1.00	4.00	Ea	176.80	\$ 176.80	\$ -
0071	Hydrant Extension	2.00	2.00	4.00	Ft	650.00	\$ 1,300.00	\$ -
0072	Water Main Backfill, Class II	2,976.00	-102.40	2,873.60	Ft	0.01	\$ -	\$ (1.02)
0073	Water Main, 6 inch	39.00	-12.00	27.00	Ft	25.80	\$ -	\$ (309.60)
0074	Water Main, 8 inch	2,937.00	-1.70	2,935.30	Ft	19.72	\$ -	\$ (33.52)
0075	Gate Box, Adj, Case 1	10.00	1.00	11.00	Ea	150.00	\$ 150.00	\$ -
0076	Gate Box, Temp Lowering	1.00	-1.00	0.00	Ea	250.00	\$ -	\$ (250.00)
0077	Hydrant Assembly	6.00	0.98	6.98	Ea	2,437.60	\$ 2,388.85	\$ -
0078	Tapping Sleeve, 8 inch x 8 inch	1.00	0.00	1.00	Ea	1,420.00	\$ -	\$ -
0079	Water Main, Connect New 6 inch to Existing 6 inch	1.00	0.00	1.00	Ea	1,030.40	\$ -	\$ -
0080	Water Main, Connect New 8 inch to Existing 6 inch	4.00	0.00	4.00	Ea	1,300.00	\$ -	\$ -
0081	Water Main, Connect New 8 inch to Existing 8 inch	3.00	1.00	4.00	Ea	1,500.00	\$ 1,500.00	\$ -
0082	Water Serv, Long, 1 inch	9.00	-1.00	8.00	Ea	685.40	\$ -	\$ (685.40)
0083	Water Serv, Reconnect, 1 inch	20.00	9.00	29.00	Ea	403.20	\$ 3,628.80	\$ -
0084	Water Serv, Reconnect, 1-1/2 inch	1.00	0.00	1.00	Ea	448.80	\$ -	\$ -

**MONROE STREET WATER MAIN AND SANITARY SEWER REPLACEMENT
FINAL BALANCING CHANGE ORDER NO. 1**

Page 3 of 3

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

Prop Line	Item Description	Current Contract Quantity	Quantity Change	Revised Quantity	Units	Unit Price	Amount	
							ADD	DEDUCT
0085	Water Serv, Reconnect, 3/4 inch	16.00	-6.00	10.00	Ea	299.70	\$ -	\$ (1,798.20)
0086	Water Serv, Short, 1 inch	3.00	4.00	7.00	Ea	554.40	\$ 2,217.60	\$ -
0087	Water Main Fittings, DI	800.00	198.00	998.00	Lb	3.91	\$ 774.18	\$ -
0092	Sewer, DI, Pressure Class 350, 10 inch	0.00	21.00	21.00	Ft	95.33	\$ 2,001.93	\$ -
0097	Water Serv, Reconnect beyond 10 feet, 1 inch	0.00	51.00	51.00	Ft	30.00	\$ 1,530.00	\$ -
0102	Water Serv, Reconnect beyond 10 feet, 3/4 inch	0.00	12.00	12.00	Ft	30.00	\$ 360.00	\$ -
0107	Water Main, 8 inch, Cut and Plug	0.00	1.00	1.00	Ea	500.00	\$ 500.00	\$ -
0112	Sanitary Sewer, 45 deg Bend for Service Connection	0.00	12.00	12.00	Ea	42.00	\$ 504.00	\$ -
0117	Topsoil Surface, 4 inch	0.00	535.00	535.00	Syd	3.00	\$ 1,605.00	\$ -
0122	Seeding, Fertilizer and Mulch	0.00	535.00	535.00	Syd	1.80	\$ 963.00	\$ -

Total: \$ 56,076.79 \$ (10,945.12)

Net Change: \$ 45,131.67

Current Contract Amount: \$ 322,921.37

Revised Contract Amount: \$ 368,053.04



161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4160 — Facsimile: (517) 788-4639

September 22, 2010

TO: Warren D. Renando, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: Request to Award Bridge Consulting Services Contract

On September 9, 2010, qualification documents and proposals were received from four consultants by the Purchasing Department for 2010 Bridge Consulting Services. The primary purpose of the contract is to perform safety inspections and load rating for bridges under City of Jackson jurisdiction according to federal law. The consultant will also provide advice on bridge maintenance issues on an as needed basis.

Unlike bid solicitations, Requests for Qualifications and Proposals (RFQP) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. A point system is used to evaluate proposals and select the most qualified firms that considers experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

Qualifications and proposals for the 2010 Bridge Consulting Services were reviewed by a team consisting of Jon Dowling, City Engineer, Randy McMunn, Assistant City Engineer and SanDee Porter, Public Works Assistant. The following is a listing of the firms submitting proposals and their ranking as ranked by the review team:

<u>Consulting Firm</u>	<u>Total Rating</u>	<u>Cost</u>
Great Lakes Engineering Group, LLC, Lansing, MI	875	\$19,820.00
Fishbeck, Thompson, Carr & Huber, Farmington Hills, MI	870	\$19,904.50
DLZ Michigan, Inc., Lansing, MI	845	
Rowe Professional Services Co., Flint, MI	680	

Cost proposals were opened and reviewed for the two highest ranking firms. Based upon the qualification ranking and completeness of their cost proposal, and in concurrence with the Purchasing Agent, the Department of Engineering recommends the award of the Bridge Consulting Services contract to Great Lakes Engineering Group, LLC, of Lansing, for \$19,820.00. With your concurrence, I request this recommendation be submitted to City Council for their approval and the City Clerk and the City Manager be authorized to sign the contract documents. Funding is available from the Major Street Fund.

If you have any questions, please contact me.

JHD:sms

c: Randall T. McMunn, P.E., Assistant City Engineer
Lynn Fessel, City Clerk
Shelly Allard, Purchasing Coordinator
Lucinda Schultz, Accounting Manager

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050;
(517) 788-4023
Fax: (517) 788-4059

MEMORANDUM
September 20, 2010

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Joyce Lowder –v- City of Jackson

Attached please find a Summons and Complaint filed by Joyce Lowder against the City. The requisite action is receipt of the Summons and Complaint, and referral to the City Attorney for handling.

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

JAG/dr
Enc.

cc: Lynn Fessel, City Clerk, w/enc.

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF WAYNE

JOYCE LOWDER,

Plaintiff,

-v-

C/A No. 10-2892-NF
Hon.

JACKSON TRANSPORTATION AUTHORITY,
acting under authority and agent of
CITY OF JACKSON, MICHIGAN, a
Municipal corporation, and
THE ASU GROUP, as administrator of the
Jackson Transportation Authority PIP
obligation, jointly and severally,

Defendants.

LAW OFFICES OF CHUI KAREGA
BY: CHUI KAREGA (P27059)
Attorney for Plaintiff
19771 James Couzens Highway
Detroit, Michigan 48235-1937
(313) 864-0663

Hon. Chad C. Schmuck
P27803

RECEIVED
CITY of JACKSON
SEP 20 2010
CLERK'S OFFICE

BY _____

COMPLAINT

NOW COMES Plaintiff, by and through counsel, CHUI KAREGA (P27059), as a
complaint against defendant insurance company, states as follows:

1. The amount in controversy herein exceeds the sum of Twenty Five
Thousand Dollars (\$25,000.00), exclusive of interest and costs.

2a. At all times material to these proceedings, defendant, City of Jackson, Michigan has been a corporation, organized under, and existing by virtue of the laws of the state of Michigan.

2b. At all times material, defendant, City of Jackson has been the owner and operator of motor vehicles for hire under the name JTA Reserve-A-Ride program in which citizens receive fee based transportation.

2c. Defendant Jackson Transportation Authority is, and at all times material, has been, the operator of the motor vehicles described in the preceding sub-paragraph.

2d. The conduct of defendants City of Jackson, Michigan and Jackson Transportation Authority described in this complaint involved the operation, maintenance, or ownership of a motor vehicle on a public highway within the meaning of the governmental immunity statute. Accordingly neither defendant is immune from liability.

2e. Within the meaning of the provisions of Act 294 of the Public Acts of 1972 (being MCLA 500.3101, et seq) defendant's City of Jackson and Jackson Transportation were responsible for providing insurance or self insurance coverage to Plaintiff.

2f. Defendant, the ASU Group, upon information and belief, at all times material, has been the administrator of Personal Injury Protection benefits for the City of Jackson and its Jackson Transportation Authority.

3. During September, 2009, Plaintiff was injured in the operation,

maintenance, or ownership of a motor vehicle (being operated by defendant's City of Jackson and Jackson Transportation Authority) within the meaning of Act 294 of the Public Acts of 1972 (being MCLA 500.3101, et seq).

4. At all times material to these proceedings, defendants, and each of them, has been an insurer company of automobile insurance in the state of Michigan and doing business in the county of Jackson.

5. At all times material to these proceedings, your Plaintiff was covered by insurance with each defendant. Said insurance was then in effect under and in accordance with the provisions of Act 294 of the Public Acts of 1972 (being MCLA 500.3101, et seq) for which applicable premiums were paid.

6. At all times material to these proceedings, under the terms and conditions of said aforescribed insurance, each defendant was obligated to pay to, or on behalf of Plaintiff certain expenses or losses in the event that Plaintiff sustained bodily injury and/or death in an accident arising out of the ownership, operation, maintenance or use of a motor vehicle.

7. That on or about the above stated date, Plaintiff sustained an accidental bodily injury within the meaning of defendant's contract of insurance and Act 294 of the Public Acts of 1972, as amended.

8. That as a direct and proximate result of said accidental bodily injury, Plaintiff incurred allowable expenses consisting of reasonable charges for reasonable

necessary products, services and accommodations for Plaintiff's care, recovery and rehabilitation which defendant is obligated to pay pursuant to the terms of the contract of insurance and MCLA 500.2107(a).

9. That as a direct and proximate result of said accidental bodily injury, Plaintiff suffered a work loss consisting of loss of income from work which Plaintiff would have performed if Plaintiff had not been injured; which each defendant is obligated to pay pursuant to the terms of the aforesaid contract of insurance and MCLA 500.3107(b).

10. That as a direct and proximate result of said accidental bodily injury, Plaintiff reasonably incurred ordinary and necessary services in lieu of those that Plaintiff would have performed had Plaintiff not been injured; which each defendant is obligated to pay pursuant to the terms of the contract of insurance and MCLA 500.3107(b).

11. That each defendant never commenced the payment of benefits pursuant to the terms of the contract of insurance and the statutes made and provided, and has thereafter indicated a decision to terminate or never pay the benefits, and/or has in fact terminated benefits; despite repeated demands of Plaintiff to defendant; and Plaintiff's compliance with all the conditions precedent to receipt of funds.

12. That each defendant has unreasonably refused to pay to Plaintiff or unreasonably delayed in making payment of benefits to Plaintiff and/or provide Plaintiff with necessary forms and/or documents to facilitate payment in violation of the terms of the contract of insurance and MCLA 500.3142; and continues to do so.

13. That as a direct and proximate result of said injury described herein Plaintiff reasonably incurred ordinary and necessary services in lieu of those that each Plaintiff would have performed had Plaintiff not the disability occurred; which the Defendant is obligated to pay pursuant to the terms of said policy of insurance, self insured status, and statutes made and provided.

WHEREFORE, Plaintiff prays:

- a. That this Court grant judgment against the Defendant in whatever amount Plaintiff is found to be entitled to for compensatory damages for the breach of said policy of insurance.
- b. That this Court adjudicated Defendant adjudicate Defendant's liability for such benefits payable to Plaintiff.
- c. That this Court award to Plaintiff interest on all damages found to be due and owing to Plaintiff at the rate of 12% per annum.
- d. That Plaintiff recover of the Defendant interest at the rate of 12% per annum pursuant to the Revised Judicature Act together with taxable costs.
- e. That in accordance with the Michigan Court Rules, this Court determine the total amount of liability of the Defendant for benefits due and payable to the Plaintiff pursuant to said policy of insurance and the statute made and provided.

COUNT II

NOW COMES Plaintiff by counsel as further complaint against Defendants City of Jackson, Michigan and its Jackson Transportation Authority realleges paragraphs 1 through 12, above, and states as follows:

13. On or about September, 2010 Plaintiff was the passenger of a motor vehicle lawfully stopped in the City of Jackson, county of Jackson, State of Michigan to permit Plaintiff to enter the vehicle as part of the JTA Reserve-A-Ride program.

14. Plaintiff suffered the accidental bodily injury described in paragraph 9, above, while attempting to get into the vehicle.

15. The accidental bodily injury suffered by Plaintiff resulted from and was caused by the negligence of defendants, City of Jackson and its Jackson Transportation Authority, in the acts, or omissions to act:

- a. In utilizing a vehicle in the JTA Reserve-A-Ride program vehicle which would not or was difficult to accommodate Plaintiff;
- b. In failing to utilize a vehicle which would accommodate any handicap of Plaintiff;
- c. In failing to use due care and circumspection;
- d. In operating a vehicle upon a public highway in a careless or negligent manner likely to endanger person and/or property in violation of MCLA 257.626(b); and
- e. In allowing the vehicle to move while Plaintiff was attempting to enter the vehicle.

16. The negligent actions described in paragraph 15, above, were the act or omissions of the operator of the JTA vehicle. The name of the operator is presently

unknown to Plaintiff but certainly known to defendants. Upon information and belief, the operator was an employee or agent of defendants, City of Jackson and Jackson Transportation Authority.

17. As a direct and proximate result of the negligence of defendants, described above, Plaintiff has sustained serious and permanent bodily injury, including injury to muscular, skeletal and nervous systems, resulting in a serious impairment of body functions, and serious permanent disfigurement. As a further direct and proximate result of the negligence of defendant, described above, each Plaintiff has sustained and will continue to sustain medical and hospital expenses in the care and treatment of said injuries, loss of earning capacity, loss of wages, pain and suffering, loss of the enjoyment of some of the ordinary pleasures of life, and disability.

WHEREFORE, Plaintiff prays the court enter Judgment against defendants, City of Jackson and its Jackson Transportation Authority in favor of Plaintiff in such sum as shall be determined Plaintiff is entitled upon trial of this cause in excess of Twenty Five Thousand Dollars (\$25,000.00); together with interest thereon and taxable costs; payable by each defendant.

COUNT III

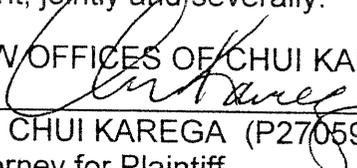
18. Defendant, City of Jackson or its Jackson Transportation Authority, upon information and belief, is and has been at all times material the registered owner of the vehicle being operated by at the time Plaintiff tried to use the JTA Reserve-A-Ride program in this matter.

19. Pursuant to the Owners Liability Statute, MCLA 257.401, et seq Defendants City of Jackson or its Jackson Transportation Authority are liable to Plaintiff for damages resulting from the negligence of the operator of the vehicle.

20. Defendants City of Jackson and its Jackson Transportation Authority are also liable to Plaintiff due to the negligent use of a vehicle which would not accommodate a person known to have distinguishing weight characteristics; and because the vehicle being operated by defendant was not suitable for transportation of the handicapped.

WHEREFORE, Plaintiff prays the court enter Judgment against defendants, City of Jackson and its Jackson Transportation Authority, jointly and severally in favor of Plaintiff in such sum as shall be determined Plaintiff is entitled upon trial of this cause in excess of Twenty Five Thousand Dollars (\$25,000.00); together with interest thereon and taxable costs; payable by each defendant, jointly and severally.

LAW OFFICES OF CHUI KAREGA


BY: CHUI KAREGA (P27059)

Attorney for Plaintiff

19771 James Couzens Highway

Detroit, Michigan 48235-1937

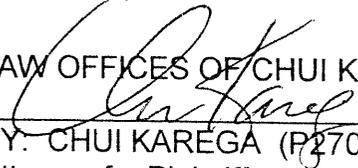
(313) 864-0663

Dated: September 15, 2010

JURY DEMAND

NOW COMES Plaintiff, by counsel, and hereby demand trial by jury on all issues against all parties in this matter.

LAW OFFICES OF CHUI KAREGA


BY: CHUI KAREGA (P27059)

Attorney for Plaintiff

19771 James Couzens Highway

Detroit, Michigan 48235-1937

(313) 864-0663

Dated: September 15, 2010

STATE OF MICHIGAN		SUMMONS AND COMPLAINT	CASE NO.
4th JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE			10-2892NF

Court address: 312 S. Jackson Street, Jackson, Michigan 49201 (517) 788-4450
 Court telephone no. 4450

Plaintiff name(s), address(es), and telephone no(s).
 Joyce Lowder
 136 Stanley
 Jackson, Michigan 49203

Plaintiff attorney, bar no., address, and telephone no.
 Chui Karega (P27059)
 19771 James Couzens Highway
 Detroit, Michigan 48235-1937
 (313) 864-0663

Defendant name(s), address(es), and telephone no(s).
 City of Jackson
 161 W. Michigan Avenue
 Jackson, Michigan

RECEIVED
 CITY of JACKSON
 SEP 20 2010
 CLERK'S OFFICE

SUMMONS NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:
 1. You are being sued.
 2. YOU HAVE 21 DAYS after receiving this summons to file an answer with the court and serve a copy on the other party or to take other lawful action (28 days if you were served by mail or you were served outside this state).
 3. If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the complaint.

Issued 9/15/10 This summons expires 12/15/10 Court clerk Jon A. Davis

*This summons is invalid unless served on or before its expiration date.

COMPLAINT Instruction: The following is information that is required to be in the caption of every complaint and is to be completed by the plaintiff. Actual allegations and the claim for relief must be stated on additional complaint pages and attached to this form.

Family Division Cases

There is no other pending or resolved action within the jurisdiction of the family division of circuit court involving the family or family members of the parties.
 An action within the jurisdiction of the family division of the circuit court involving the family or family members of the parties has been previously filed in _____ Court.
 The action remains is no longer pending. The docket number and the judge assigned to the action are:

Docket no. Judge Bar no.

General Civil Cases

There is no other pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint/
 A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint has been previously filed in _____ Court.
 The action remains is no longer pending. The docket number and the judge assigned to the action are:

Docket no. Judge Bar no.

VENUE

Plaintiff(s) residence (include city, township, or village) Jackson	Defendant(s) residence (include city, township, or village) Jackson
Place where action arose or business conducted Jackson	

I declare that the complaint information above and attached is true to the best of my information, knowledge, and belief.

September 15, 2010

Date Signature of attorney/plaintiff

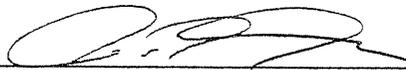
If you require special accommodations to use the court because of disabilities, contact the court immediately to make arrangements.

NOTICE TO PLAINTIFF
AND/OR PLAINTIFF'S ATTORNEY

1. You must serve a copy of this notice and the case scheduling order with the summons and complaint.
2. You must file a proof of service within 91 days showing that the case scheduling order has been served on the defendant.
3. Failure to file a proof of service may result in dismissal or imposition of costs.

RECEIVED
CITY of JACKSON
SEP 20 2010
CLERK'S OFFICE

BY _____



Chad C. Schmucker
Circuit Judge

Copies of this notice and the case scheduling order were provided to the person who filed the complaint.

Dated: 9/15/10

Loni A. Davis
Deputy County Clerk

Deputy Court Clerk

10 - 2892 NF

CASE SCHEDULING ORDER
(ND, NF, NI, NM, NO, NS and NZ)

Event	Date	Time
ADR Pre-Trial	Tuesday, December 28, 2010	11:00 a.m.
Pre-Trial	Tuesday, July 26, 2011	11:00 a.m.
Trial	Monday, August 15, 2011	8:30 a.m.

Pursuant to MCR 2.301(A) and MCR 2.401(B)(2):

1. **Information on the Web.** You may obtain more information about Judge Schmucker's procedures by going to <http://www.co.jackson.mi.us/schmucker/>. The information available includes Scheduling Orders, the Approved Mediator's List, the ADR Plan, a sample ADR Pre-Trial Stipulation and various motion and trial procedures including requesting an adjournment and scheduling a motion. **(You can verify motions, pre-trial and trial dates and times on the web. You can also see the entire day's docket.)**

2. **What is an ADR Pre-Trial?** All Civil Cases are scheduled for an ADR Pre-Trial. The purpose is to establish a plan for Alternative Dispute Resolution. The parties and attorneys should consider the different types of ADR - Arbitration, Case Evaluation, Mediation and determine when ADR should occur.

Traditionally, most attorneys have selected Case Evaluation at the end of discovery. However, Case Evaluation across the State resolves only fifteen to twenty percent of the cases. Mediation reportedly resolves fifty to seventy-five percent of the cases. You do not need to accept one or the other. You can select both but you must decide which you want to do first.

Few attorneys come to court for the ADR Pre-Trial. Some are conducted by phone but usually the attorneys enter into a stipulation before the ADR Pre-Trial. The ADR Stipulation is self-explanatory, and is available on the web page.

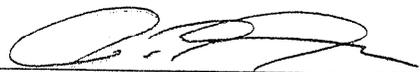
Select the ADR option that best suits the case. If you cannot reach an agreement, the court will decide. You can amend an ADR Plan by stipulation. If an amended ADR Plan will affect a scheduled pretrial or trial date, you must show good cause. Failure by both parties to appear at the ADR Pre-Trial will be considered by the Court as a request for an immediate Trial date.

3. **Pretrial Conference.** The parties are expected to be present at the pretrial or available by telephone. Attorneys are expected to be **present** in Court. This is NOT a settlement conference. Parties are encouraged to arrange mediation prior to the final pre-trial.

4. **Witness Disclosure.** All of plaintiff's witnesses must be disclosed four months from the date the Complaint was filed. All of defendant's witnesses must be disclosed five months from the date the Complaint was filed. Witness lists must be in the form provided by MCR 2.401(I) and shall be filed with the Court.

5. **Experts.** Challenges to expert testimony based on *Daubert v Merrell Dow Pharmaceuticals, Inc.*, 509 US 579 (1973), MRE 702.4 or *Davis Fry, (People v Young)*, 418 Mich 1 (1983) must be filed and scheduled for hearing at least 28 days prior to the scheduled trial date. In a medical malpractice case, this also includes any challenge to an expert testimony based on MCL 600.2169. I will waive the 28 day requirement if a party can establish good cause for failing to comply.

6. **Discovery.** Discovery shall be completed eight months after the case is filed. The parties may extend discovery by written agreement between themselves, without the necessity of a Court Order, up to the date of the final pre-trial.
7. **Medical Examinations.** Any examination should be completed three months prior to trial and opposing counsel shall have one month from receipt of the report for a deposition. If the report is not exchanged within two months of trial the witness will not be allowed to testify.
8. **Exhibits.** Exhibits must be exchanged no later than three weeks prior to trial. If no objections are filed within seven days of trial, the exhibits will be admitted into evidence unless good cause is shown for the late objection. Each party submitting exhibits must file a Proof of Service listing the exhibits that have been exchanged, but the exhibits should not be filed with the Court. Any objection must refer to the specific exhibit and must set forth the reason for the objection. Any exhibits not disclosed will not be admitted and any objection not filed will be deemed waived, unless good cause is shown for the lack of compliance with this Order.
9. **Extending Deadlines.** Deadlines for witness disclosure for medical examinations, discovery, and exhibits may be extended by written stipulation provided the changes do not effect the pretrial or trial dates. The agreement should be in writing but does not have to be confirmed in a Court order.
10. **Motions for Summary Disposition.** If the motion is noticed for hearing less than 28 days prior to the trial date, the Court, in its discretion, may not decide the motion until the conclusion of the trial.
11. **Jury Instructions.** Requested jury instructions, voir dire, and trial briefs shall be filed by noon on the Friday before trial. The court will conduct all voir dire. Standard Jury Instructions should be requested by number only without supplying the Court with a copy of the instruction.
12. **Amending Case Scheduling Order.** A motion to amend shall be filed as soon as possible and shall contain proposed dates for modification and facts showing good cause.
13. **Service of Case Scheduling Order.** The Plaintiff must serve this Order with the Summons and file a Proof of Service. If an attorney appears in this case after the issuance of this Order, Plaintiff shall serve a copy of this order on the attorney within 14 days of receipt of the attorney's Appearance and/or Answer.
14. **Motions.** When scheduling a motion, an additional copy of both the motion and notice of hearing should be sent directly to the Judge each time the motion is scheduled. Civil motions are heard on Tuesdays and Fridays at 10:00 a.m. except that summary disposition or lengthy motions are scheduled for a specific date to be arranged with the Judge's secretary, (517) 788-4365.
15. **Trial Procedures.** If attorneys plan on publishing exhibits to the jury, they are expected to have individual copies for all jurors if practicable. Trial exhibits should be labeled prior to the start of the trial.
16. **Sanctions.** Failure of either party to comply with this Order, may result in sanctions against the offending party and/or counsel, including attorney fees, and may result in dismissal of the case or default.
17. **Decorum.** Attorneys, litigants, and witnesses are expected to dress appropriately for court. Shorts and tank tops are not considered appropriate attire for adults.



Honorable Chad C. Schmucker, Circuit Court Judge



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

September 20, 2010

TO: Warren D. Renando, Interim City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: CDBG Financial Summary through August 2010

Attached is a Financial Summary for the CDBG funds through August 2010.

Please place this item for consideration on the September 28, 2010 City Council agenda.

Cc: Heather Soat, Financial Analyst
Michelle Pultz, Project Coordinator

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Two Months Ended August 31, 2010**

	<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>
<u>Public Services</u>							
1 Family Services & Children's Aid							
FY 2009/2010	10,000	7,263	2,737	2,737	10,000	-	100.0%
FY 2010/2011	7,000	-	-	-	-	7,000	0.0%
2 JAHC - Homeownership Training	8,000	-	-	-	-	8,000	0.0%
3 MLK Summer Program	40,000	-	-	-	-	40,000	0.0%
4 Center for Family Health	20,000	-	-	-	-	20,000	0.0%
5 Partnership Park-After School Programs							
FY 2009/2010	5,000	4,485	515	515	5,000	-	100.0%
FY 2010/2011	5,000	-	-	-	-	5,000	0.0%
6 United Way - 211 Services							
FY 2009/2010	12,000	9,000	-	3,000	12,000	-	100.0%
FY 2010/2011	10,000	-	-	-	-	10,000	0.0%
7 Salvation Army - Heating Assistance	70,000	-	-	-	-	70,000	0.0%
8 AWARE	15,000	-	-	-	-	15,000	0.0%
<u>Administration</u>							
9 Administration & Planning							
FY 2009/2010	216,425	125,853	17,958	31,479	157,332	59,093	72.7%
FY 2010/2011	249,700	-	-	-	-	249,700	0.0%
<u>Code Enforcement</u>							
10 City Code Enforcement Division							
FY 2009/2010	450,000	373,952	39,640	70,666	444,618	5,382	98.8%
FY 2010/2011	503,345	-	-	-	-	503,345	0.0%
11 City Attorney Office	63,000	-	-	-	-	63,000	0.0%
<u>Housing Rehabilitation Projects</u>							
12 Owner Occupied Housing Rehabilitation							
FY 2007/2008	259,035	206,871	27,980	27,980	234,851	24,184	90.7%

	<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>
FY 2008/2009	58,980	-	-	-	-	58,980	0.0%
FY 2009/2010	88,000	-	-	-	-	88,000	0.0%
FY 2010/2011	60,000	-	-	-	-	60,000	0.0%
13 City Emergency Hazard Repair Program							
FY 2009/2010	125,000	81,944	11,029	20,551	102,495	22,505	82.0%
FY 2010/2011	125,000	-	-	-	-	125,000	0.0%
14 New Neighbor Program (FY 2005/2006)	80,000	64,216	-	815	65,031	14,969	81.3%
15 World Changers							
FY 2008/2009	46,250	16,231	7,688	29,707	45,938	312	99.3%
FY 2010/2011	45,585	-	-	-	-	45,585	n/a
16 Cleanup	-	-	-	-	-	-	n/a
17 City Rehab Administration (Denied Loans)							
FY 2008/2009	3,000	1,947	-	-	1,947	1,053	64.9%
FY 2009/2010	1,000	-	-	-	-	1,000	0.0%
FY 2010/2011	1,000	-	-	-	-	1,000	0.0%
18 John George Home - building repairs	10,000	-	-	-	-	10,000	0.0%
19 DDA - Façade Loans (FY 2008/2009)	18,000	5,026	-	-	5,026	12,974	27.9%
20 Grace Haven - shelter repairs (2008/2009)	18,000	-	-	-	-	18,000	0.0%
<u>Street Projects</u>							
21 Mason - Jackson to Mechanic (FY 2009/2010)	91,000	12,120	299	299	12,419	78,581	13.6%
22 Mason - Mechanic to Francis (FY 2009/2010)	72,000	6,718	-	-	6,718	65,282	9.3%
23 Loomis - Leroy to North (FY 2009/2010)	90,000	12,393	-	-	12,393	77,607	13.8%
24 Loomis - North to Argyle (FY 2009/2010)	47,000	-	-	-	-	47,000	0.0%
25 Monroe Street Sidewalk (FY 2009/2010)	30,000	-	-	-	-	30,000	0.0%
26 Special Assessments (FY 2009/2010)	22,718	-	-	-	-	22,718	0.0%
27 Wilkins - Jackson to Williams	103,000	-	-	-	-	103,000	0.0%
28 Wilkins - Williams to Mechanic	106,000	-	-	-	-	106,000	0.0%
29 Wilkins - Mechanic to Francis	136,000	-	-	-	-	136,000	0.0%
30 Special Assessments	10,000	-	-	-	-	10,000	0.0%
<u>Other Projects</u>							
31 Public Works - curb ramps							
FY 2008/2009	40,000	33,337	6,663	6,663	40,000	-	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>
FY 2009/2010	67,523	-	26,517	26,517	26,517	41,006	39.3%
FY 2010/2011	20,000	-	-	-	-	20,000	0.0%
32 Tree Removal/Replacement							
FY 2009/2010	25,000	18,751	-	-	18,751	6,249	75.0%
FY 2010/2011	14,000	-	-	-	-	14,000	0.0%
<u>Economic Development</u>							
33 Job Creation Loans	50,000	-	-	-	-	50,000	0.0%
<u>Public Improvements</u>							
34 Grand River Arts Walk (FY 2008/2009)	328,906	300,530	28,376	28,376	328,906	-	100.0%
35 JPD Equipment	7,752	-	-	-	-	7,752	0.0%
36 Demolition	38,000	-	-	-	-	38,000	0.0%

NOTE: All funds are FY 2010/2011 allocations unless otherwise indicated

S:\Finance\Reports\2010-2011\CDBG Monthly Financial Summary\2010-08-31.xls\CDBG



City of Jackson, Michigan Financial Statements

As of and For the 12 Months Ended June 30, 2010

(Unaudited)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

Function Department	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Legislative :</u>						
101-101 City Council	85,857	81,024	6,881	81,454	100.53%	(430)
<u>Judicial:</u>						
101-137 Administrative Hearings Bureau	23,742	22,580	1,716	24,467	108.36%	(1,887)
	23,742	22,580	1,716	24,467	108.36%	(1,887)
<u>General Government :</u>						
101-172 City Manager	259,967	149,385	26,986	160,547	107.47%	(11,162)
101-192 City Clerk-Elections	157,629	130,470	7,970	111,169	85.21%	19,301
101-201 Finance	447,572	422,993	48,362	422,541	99.89%	452
101-209 City Assessor	403,112	392,895	33,177	386,137	98.28%	6,758
101-210 City Attorney	564,993	482,462	43,145	479,684	99.42%	2,778
101-215 City Clerk	223,579	216,263	21,888	208,442	96.38%	7,821
101-226 Personnel	350,816	295,679	23,438	287,505	97.24%	8,174
101-233 Purchasing	113,034	122,304	7,254	119,450	97.67%	2,854
101-253 City Treasurer	332,816	309,350	26,663	311,980	100.85%	(2,630)
101-254 City Income Tax	221,916	193,693	12,290	182,260	94.10%	11,433
101-258 Management Information Services	346,189	334,060	32,469	310,678	93.00%	23,382
101-265 City Hall & Grounds	339,717	347,802	33,373	332,775	95.68%	15,027
101-276 Cemeteries	481,523	447,714	63,276	436,617	97.52%	11,097
101-299 Unallocated	515,342	598,268	211,850	696,175	116.37%	(97,907)
	4,758,205	4,443,338	592,141	4,445,960	100.06%	(2,622)
<u>Police Department :</u>						
101-301 Police	8,433,711	8,151,781	910,551	8,067,954	98.97%	83,827
101-303 Police Youth Services - JPS	320,763	302,624	38,931	296,031	97.82%	6,593
101-308 STEP Grants	0	13,333	0	13,333	100.00%	0
101-311 JCCA Grant	0	12,434	1,753	7,310	58.79%	5,124
101-313 Consortium Training	26,313	48,277	1,735	15,007	31.09%	33,270
101-314 In-Service Training	10,217	14,296	2,563	10,959	76.66%	3,337
101-315 MCOLES Training	0	36,856	7,616	27,513	74.65%	9,343
101-318 Homeland Security Grant	0	55,811	0	55,295	99.08%	516
101-319 ARRA Block Grant	0	137,069	0	483	0.35%	136,586
	8,791,004	8,772,481	963,149	8,493,885	96.82%	278,596
<u>Fire Department :</u>						
101-337 Fire Administration	284,800	319,414	33,581	320,687	100.40%	(1,273)
101-340 Fire Suppression	4,964,074	4,593,938	518,954	4,468,516	97.27%	125,422
101-341 Fire Prevention	15,938	12,692	907	9,552	75.26%	3,140
101-343 Fire Training	87,887	125,161	21,156	117,601	93.96%	7,560
	5,352,699	5,051,205	574,598	4,916,356	97.33%	134,849
<u>Other Public Safety :</u>						
101-350 Public Safety - Unallocated	1,534,967	1,662,587	207,755	1,673,127	100.63%	(10,540)
101-401 Planning	135,349	130,936	19,388	103,109	78.75%	27,827
101-426 Office of Emergency Measures	66,493	64,626	24,193	60,088	92.98%	4,538
	1,736,809	1,858,149	251,336	1,836,324	98.83%	21,825

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

- Continued -

Function Department	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Public Works :</u>						
101-441 Tax Property Maintenance	10,000	8,000	451	5,538	69.23%	2,462
101-442 Civic Affairs	57,475	46,043	6,589	41,278	89.65%	4,765
101-445 Drains at Large	72,088	60,000	21,734	48,618	81.03%	11,382
101-446 Storm Drain Construction	10,000	7,922	(1,764)	7,531	95.06%	391
101-447 Grounds Maintenance	154,515	44,515	4,296	37,998	85.36%	6,517
101-448 Sidewalk Construction	60,000	124,953	33,817	50,510	40.42%	74,443
101-450 Street Lighting	407,412	553,321	15,210	480,473	86.83%	72,848
101-455 Weed Control	30,461	30,480	9,461	22,983	75.40%	7,497
	801,951	875,234	89,794	694,929	79.40%	180,305
<u>Recreation & Culture :</u>						
101-690 Forestry	576,720	506,568	30,086	512,147	101.10%	(5,579)
101-692 Parks, Recreation & Grounds Admin	714,740	712,479	52,472	700,738	98.35%	11,741
101-697 Parks & Facilities Maintenance	522,172	516,862	81,112	505,816	97.86%	11,046
101-698 Lt. Nixon Memorial Pool	142,368	140,805	26,315	123,686	87.84%	17,119
101-699 Sharp Park Swimming Pool	131,266	94,393	17,180	89,331	94.64%	5,062
101-803 Historical District	14,203	12,603	2,839	11,290	89.58%	1,313
	2,101,469	1,983,710	210,004	1,943,008	97.95%	40,702
<u>Health & Welfare :</u>						
101-896 Human Relations	70,418	62,863	5,257	68,477	108.93%	(5,614)
<u>Contributions to Other Funds:</u>						
101-999 Contributions to Other Funds:	217,575	177,471	138,900	138,900	78.27%	38,571
Total General Fund Expenditures	23,939,729	23,328,055	2,833,776	22,643,760	97.07%	684,295

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

Fund Type/Fund Name	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Special Revenue Funds :</u>							
202	Major Street	7,868,522	6,986,648	2,442,827	5,060,055	72.42%	1,926,593
203	Local Street	1,616,802	1,077,309	49,199	1,073,911	99.68%	3,398
208	Ella W. Sharp Park Operating	744,413	695,206	90,980	663,754	95.48%	31,452
210	Land Acquisition Fund	50,000	50,000	7,664	48,410	96.82%	1,590
211	Housing Initiative Fund	30,000	7,529	76	6,595	87.59%	934
245	Public Improvement	1,266,517	1,061,234	822,661	991,602	93.44%	69,632
249	Building Department	476,248	477,291	43,588	418,008	87.58%	59,283
257	Budget Stabilization	40,000	16,000	14,159	14,159	88.49%	1,841
265	Drug Law Enforcement	41,931	98,620	9,105	86,092	87.30%	12,528
266	Project Safe Neighborhood Grant	0	57,510	5,666	26,992	46.93%	30,518
268	BYRNE/JAG Grants	136,104	348,270	38,619	294,347	84.52%	53,923
269	COPS Hiring Recovery Prog. Grant	591,920	177,576	41,776	168,159	94.70%	9,417
270	LAWNET Grant	30,589	132,722	15,756	128,471	96.80%	4,251
288	Lead Hazard Control Grant	721,495	667,664	29,910	667,735	100.01%	(71)
289	Neighborhood Stabilization Grant	0	602,675	139,210	539,886	89.58%	62,789
293	Waterfront Redevelopment Grant	277,777	277,021	0	0	0.00%	277,021
295	2008 Brownfield Assessment Grant	97,466	168,664	82	106,360	63.06%	62,304
296	Recreation Activity	294,299	251,797	37,075	231,519	91.95%	20,278
297	JPS Recreation Millage Program	250,000	248,000	41,417	233,826	94.28%	14,174
298	2008 Brownfield Revolving Loan	0	100,000	0	3,800	3.80%	96,200
<u>Debt Service Funds :</u>							
323	Mich. Urban Land Assembly D/S	144,000	144,000	12,000	144,000	100.00%	0
324	2003 MTF Bond D/S	277,815	277,815	225	278,040	100.08%	(225)
365	City Hall D/S	616,186	616,686	0	616,936	100.04%	(250)
368	Building Authority D/S	128,784	128,784	450	128,934	100.12%	(150)
395	2001 DDA TIF D/S	1,139,263	1,139,263	0	1,139,263	100.00%	0
398	2002 BRA TIF D/S	590,848	590,848	0	590,848	100.00%	0
399	2007 BRA TIF Refunding D/S	448,929	448,929	0	448,929	100.00%	0
<u>Capital Projects Funds :</u>							
401	Capital Projects Fund	177,827	172,542	(10,936)	69,613	40.35%	102,929
402	Water Equipment and Replacement	2,320,187	2,363,094	237,859	1,331,568	56.35%	1,031,526
404	Sanitary Sewer Maintenance Fund	484,720	484,720	78,999	468,302	96.61%	16,418
405	Sanitary Sewer Replacement	700,000	726,837	7,052	392,574	54.01%	334,263
406	Wastewater Equip. Replacement	1,090,000	544,000	(7,944)	31,317	5.76%	512,683
494	Brownfield Redevelopment Auth.	1,342,864	1,371,614	26,369	1,365,956	99.59%	5,658
496	DDA Project	1,388,102	1,362,020	47,429	1,360,612	99.90%	1,408
<u>Enterprise Funds :</u>							
583	Sharp Park Golf Practice Center	81,900	73,101	30,247	63,440	86.78%	9,661
585	Auto Parking System	91,613	89,767	8,022	47,949	53.41%	41,818
586	Parking Assessment	197,456	197,668	33,651	208,605	105.53%	(10,937)
590	Sewer	6,868,145	6,683,605	1,869,139	6,452,673	96.54%	230,932
591	Water	7,817,555	7,346,905	1,085,321	6,402,227	87.14%	944,678
599	Parking Deck Fund	440,512	420,345	280,304	434,568	103.38%	(14,223)

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Internal Service Funds :</u>							
641	Public Works Administration	644,715	642,747	35,610	568,740	88.49%	74,007
642	Engineering Administration	342,863	349,509	28,697	322,855	92.37%	26,654
643	Local Site Remediation Revolving	184,000	101,000	0	5,713	5.66%	95,287
661	Motor Pool and Garage	1,660,549	1,773,855	31,521	1,472,757	83.03%	301,098
663	Equipment Revolving Fund	75,071	75,071	0	75,071	100.00%	0
677	Workers' Compensation	459,400	666,508	35,140	692,156	103.85%	(25,648)
678	Prescription Drug	1,043,700	926,303	132,796	844,516	91.17%	81,787
679	Health Care Deductible Reimb.	214,175	89,180	8,910	62,157	69.70%	27,023
680	Health Care Deductible Reimb.-Fire	0	223,250	45,577	204,080	91.41%	19,170
<u>Trust & Agency Funds :</u>							
702	County & School Tax Collection	50,000	50,000	19,354	19,354	38.71%	30,646
711	Cemetery Perpetual Maintenance	71,000	60,000	52,809	59,426	99.04%	574
718	Ella W. Sharp Endowment	46,300	47,250	40,822	40,822	86.40%	6,428
731	Employees' Retirement System	2,300,000	2,690,000	216,561	2,671,471	99.31%	18,529
732	Policemen's/Firemen's Pension	1,310,000	1,145,000	299,373	1,129,730	98.67%	15,270
733	Policemen's/Firemen's Pens.-345	4,350,000	4,550,000	209,236	4,415,748	97.05%	134,252
736	Public Employees Health Care	10,000	10,000	483	1,878	18.78%	8,122
<u>Special Assessment Funds :</u>							
895	Special Assessment	331,992	268,601	0	166,866	62.12%	101,735

City of Jackson
All Funds - Revenue Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

Fund/Fund Name	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>General Fund :</u>					
Property Taxes	7,692,601	7,662,601	691,611	7,681,890	100.25%
Income Taxes	8,000,000	6,900,000	207,977	6,519,574	94.49%
Licenses & Permits	244,250	241,250	55,333	249,724	103.51%
Federal Grants	4,650	211,377	4,045	70,213	33.22%
State Grants	15,381	49,312	34,100	40,423	81.97%
State Revenue Sharing	5,129,901	4,392,762	677,978	4,458,913	101.51%
Contributions From Local Units	153,073	157,710	70,557	152,778	96.87%
Charges For Goods & Services	1,146,822	1,324,311	135,345	1,215,323	91.77%
Fines & Forfeits	214,200	274,507	17,387	261,677	95.33%
Investment Income	190,000	90,000	18,391	23,086	25.65%
Contributions From Other Funds	190,750	200,918	95,689	154,839	77.07%
Miscellaneous	480,887	549,338	29,781	516,839	94.08%
Total General Fund Revenues	23,462,515	22,054,086	2,038,194	21,345,279	96.79%
<u>Special Revenue Funds :</u>					
202 Major Street	7,603,765	6,711,650	2,963,940	4,958,531	73.88%
203 Local Street	1,609,411	1,132,608	652,107	1,146,283	101.21%
208 Ella W. Sharp Park Operating	743,800	702,030	227,577	662,354	94.35%
210 Land Acquisition Fund	50,000	50,000	50,000	50,000	100.00%
211 Housing Initiative Fund	30,000	4,155	3,275	3,275	78.82%
245 Public Improvement	1,190,880	1,161,461	126,075	1,174,476	101.12%
249 Building Inspection	476,248	476,237	99,222	418,160	87.81%
257 Budget Stabilization	40,000	16,000	1,543	14,159	88.49%
265 Drug Law Enforcement	36,000	77,841	3,752	62,477	80.26%
266 Project Safe Neighborhood Grant	0	57,510	7,015	26,992	46.93%
268 BYRNE/JAG Grants	136,104	348,270	116,365	294,346	84.52%
269 COPS Hiring Recovery Prog. Grant	591,920	177,576	84,193	168,159	94.70%
270 LАWNET Grant	30,589	132,722	56,737	128,471	96.80%
288 Lead Hazard Control Grant	721,495	667,664	19,173	667,735	100.01%
289 Neighborhood Stabilization Grant	0	602,675	170,484	539,886	89.58%
293 Waterfront Redevelopment Grant	277,000	277,000	2,000	0	0.00%
295 2008 Brownfield Assessment Grant	97,466	168,664	1,282	106,360	63.06%
296 Recreation Activity	290,000	252,745	22,128	234,149	92.64%
297 JPS Recreation Millage Program	250,000	252,675	124,665	253,590	100.36%
298 2008 Brownfield Revolving Loan	0	100,000	858	3,800	3.80%
<u>Debt Service Funds :</u>					
323 Mich. Urban Land Assembly D/S	144,000	144,000	12,000	144,000	100.00%
324 2003 MTF Bond D/S	277,815	277,815	225	278,040	100.08%
365 2003 City Hall D/S	587,500	585,000	50,070	587,690	100.46%
368 Building Authority D/S	128,784	128,784	450	128,934	100.12%
395 2001 DDA TIF D/S	1,139,300	1,139,263	0	1,139,263	100.00%
398 2002 BRA TIF D/S	591,000	590,848	0	590,848	100.00%
399 2007 BRA TIF Refunding D/S	449,000	448,929	0	448,929	100.00%
<u>Capital Projects Funds :</u>					
401 Capital Projects Fund	177,827	118,272	37,509	52,852	44.69%
402 Water Equipment and Replacement	1,721,000	1,307,271	(195,841)	1,307,776	100.04%
404 Sanitary Sewer Maintenance Fund	484,720	484,720	74,133	468,302	96.61%
405 Sanitary Sewer Replacement	681,000	664,666	56,324	664,486	99.97%
406 Wastewater Equip. Replacement	664,000	643,000	55,017	641,226	99.72%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name	2009/10 Budget		Actual Month To Date	Actual Year To Date	Percent Collected	
	Original	Amended				
<u>Capital Projects Funds : (Continued)</u>						
494	Brownfield Redevelopment Auth.	1,450,094	1,423,402	1,396,004	1,418,013	99.62%
496	DDA Project	1,000,760	991,852	984,675	991,239	99.94%
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	76,000	68,847	24,269	63,907	92.82%
585	Auto Parking System	112,710	114,779	56,401	109,726	95.60%
586	Parking Assessment	120,500	103,593	5,902	95,056	91.76%
590	Sewer	5,343,000	5,362,724	1,165,631	5,146,000	95.96%
591	Water	7,065,296	6,354,888	1,666,816	7,362,709	115.86%
599	Parking Deck Fund	272,000	257,354	1,069	260,076	101.06%
<u>Internal Service Funds :</u>						
641	Public Works Administration	647,215	657,372	41,014	599,012	91.12%
642	Engineering Administration	342,863	358,837	29,115	384,491	107.15%
643	Local Site Remediation Revolving	183,112	190,324	515	189,610	99.62%
661	Motor Pool and Garage	1,324,083	1,339,209	88,880	1,248,500	93.23%
663	Equipment Revolving Fund	75,071	75,071	0	75,071	100.00%
677	Workers' Compensation	355,300	325,300	66,187	304,029	93.46%
678	Prescription Drug	1,056,060	813,500	61,032	764,031	93.92%
679	Health Care Deductible Reimb.	417,300	123,000	11,918	122,253	99.39%
680	Health Care Deductible Reimb.-Fire	0	233,295	12,707	150,118	64.35%
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	50,000	50,000	1,190	19,354	38.71%
711	Cemetery Perpetual Maintenance	96,000	85,000	47,933	114,046	134.17%
718	Ella W. Sharp Endowment	46,300	47,250	80,513	80,513	170.40%
731	Employees' Retirement System	4,211,310	5,911,310	(1,118,899)	4,789,867	81.03%
732	Policemen's/Firemen's Pension	1,017,537	1,792,537	(142,437)	1,205,520	67.25%
733	Policemen's/Firemen's Pension-345	7,731,531	8,731,531	(1,853,417)	7,482,659	85.70%
736	Public Employees Health Care	120,480	120,480	(18,611)	43,313	35.95%
<u>Special Assessment Funds :</u>						
895	Special Assessment	331,992	268,601	91,971	278,701	103.76%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 12 Months Ended June 30, 2010
(Pre-Audit - Prepared on the Adopted Budget-Basis)

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

Note 2: This report includes the financial information that will be given to the City's auditors for the annual audit. All material year-end adjustment have been made and it is not anticipated that these figures will change.



City of Jackson, Michigan Financial Statements

As of and For the 2 Months Ended August 31, 2010
(Unaudited)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

Function Department	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Legislative :</u>						
101-101 City Council	81,472	81,472	5,763	19,818	24.32%	61,654
<u>Judicial:</u>						
101-137 Administrative Hearings Bureau	22,851	22,851	656	1,609	7.04%	21,242
	22,851	22,851	656	1,609	7.04%	21,242
<u>General Government :</u>						
101-172 City Manager	258,765	258,765	15,333	30,197	11.67%	228,568
101-192 City Clerk-Elections	134,401	134,401	23,721	30,178	22.45%	104,223
101-201 Finance	403,965	403,965	30,959	62,746	15.53%	341,219
101-209 City Assessor	306,843	306,843	23,336	48,698	15.87%	258,145
101-210 City Attorney	410,912	410,912	28,671	56,417	13.73%	354,495
101-215 City Clerk	186,360	185,360	17,138	29,168	15.74%	156,192
101-226 Personnel	262,782	262,782	18,456	40,083	15.25%	222,699
101-233 Purchasing	86,167	86,167	7,535	14,396	16.71%	71,771
101-253 City Treasurer	268,927	268,927	19,708	36,725	13.66%	232,202
101-254 City Income Tax	202,486	202,486	14,010	26,358	13.02%	176,128
101-258 Management Information Services	313,183	313,183	24,845	77,135	24.63%	236,048
101-265 City Hall & Grounds	325,386	325,386	21,236	37,939	11.66%	287,447
101-276 Cemeteries	427,079	427,079	33,530	57,333	13.42%	369,746
101-299 Unallocated	582,029	582,029	47,801	82,820	14.23%	499,209
	4,169,285	4,168,285	326,279	630,193	15.12%	3,538,092
<u>Police Department :</u>						
101-301 Police	7,801,119	7,801,119	521,786	1,107,179	14.19%	6,693,940
101-303 Police Youth Services - JPS	289,234	289,234	15,127	35,731	12.35%	253,503
101-308 STEP Grants	0	0	0	0	N/A	0
101-311 JCCAE Grant	0	0	3,636	5,115	N/A	(5,115) <i>Note 2</i>
101-313 Consortium Training	18,403	18,403	0	72	0.39%	18,331
101-314 In-Service Training	12,363	12,363	2,225	3,615	29.24%	8,748
101-315 MCOLES Training	0	0	0	0	N/A	0
101-318 Homeland Security Grant	0	0	0	0	N/A	0
101-319 ARRA Block Grant	0	0	0	0	N/A	0
	8,121,119	8,121,119	542,774	1,151,712	14.18%	6,969,407
<u>Fire Department :</u>						
101-337 Fire Administration	274,262	274,262	20,759	42,663	15.56%	231,599
101-340 Fire Suppression	4,145,181	4,145,181	434,965	740,745	17.87%	3,404,436
101-341 Fire Prevention	12,136	12,136	168	168	1.38%	11,968
101-343 Fire Training	189,466	189,466	11,660	22,850	12.06%	166,616
	4,621,045	4,621,045	467,552	806,426	17.45%	3,814,619
<u>Other Public Safety :</u>						
101-350 Public Safety - Unallocated	1,751,129	1,751,129	83,176	223,826	12.78%	1,527,303
101-401 Planning	9,805	9,805	299	610	6.22%	9,195
101-426 Office of Emergency Measures	64,315	64,315	4,346	8,658	13.46%	55,657
	1,825,249	1,825,249	87,821	233,094	12.77%	1,592,155

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

- Continued -

Function Department	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
	Original	Amended				
<u>Public Works :</u>						
101-441 Tax Property Maintenance	8,000	8,000	2,659	2,659	33.24%	5,341
101-442 Civic Affairs	43,765	43,765	1,568	5,148	11.76%	38,617
101-445 Drains at Large	60,000	60,000	472	3,751	6.25%	56,249
101-446 Storm Drain Construction	24,400	24,400	264	351	1.44%	24,049
101-447 Grounds Maintenance	42,600	42,600	5,323	9,093	21.35%	33,507
101-448 Sidewalk Construction	40,000	40,000	685	4,082	10.21%	35,918
101-450 Street Lighting	521,215	521,215	50,229	124,361	23.86%	396,854
101-455 Weed Control	31,269	31,269	3,551	7,503	24.00%	23,766
	771,249	771,249	64,751	156,948	20.35%	614,301
<u>Recreation & Culture :</u>						
101-690 Forestry	491,297	491,297	46,643	66,329	13.50%	424,968
101-692 Parks, Recreation & Grounds Admin	587,913	587,913	33,863	97,510	16.59%	490,403
101-697 Parks & Facilities Maintenance	513,587	513,587	44,948	76,718	14.94%	436,869
101-698 Lt. Nixon Memorial Pool	131,735	131,735	33,476	57,872	43.93%	73,863
101-699 Sharp Park Swimming Pool	94,877	94,877	25,532	50,161	52.87%	44,716
101-803 Historical District	11,973	11,973	(2,834)	6,681	55.80%	5,292
	1,831,382	1,831,382	181,628	355,271	19.40%	1,476,111
<u>Health & Welfare :</u>						
101-896 Human Relations	58,411	58,411	4,198	14,529	24.87%	43,882
<u>Contributions to Other Funds:</u>						
101-999 Contributions to Other Funds:	53,900	54,900	0	0	0.00%	54,900
Total General Fund Expenditures	21,555,963	21,555,963	1,681,422	3,369,600	15.63%	18,186,363

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

Fund Type/Fund Name	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Special Revenue Funds :</u>							
202	Major Street	5,247,863	5,247,863	455,502	603,910	11.51%	4,643,953
203	Local Street	2,533,973	2,533,973	93,250	155,559	6.14%	2,378,414
208	Ella W. Sharp Park Operating	703,161	703,161	71,340	133,576	19.00%	569,585
210	Land Acquisition Fund	50,000	50,000	3,950	5,237	10.47%	44,763
211	Housing Initiative Fund	30,000	30,000	920	920	3.07%	29,080
245	Public Improvement	1,640,144	1,640,144	259	115,724	7.06%	1,524,420
249	Building Department	493,757	493,757	29,695	53,615	10.86%	440,142
257	Budget Stabilization	16,000	16,000	0	0	0.00%	16,000
265	Drug Law Enforcement	44,791	44,791	10,734	252	0.56%	44,539
266	Project Safe Neighborhood Grant	0	0	6,625	9,582	N/A	(9,582) <i>Note 2</i>
268	BYRNE/JAG Grants	246,475	246,475	6,966	13,594	5.52%	232,881
269	COPS Hiring Recovery Prog. Grant	385,828	385,828	0	0	0.00%	385,828
270	LAWNET Grant	34,599	34,599	10,276	19,608	56.67%	14,991
289	Neighborhood Stabilization Grant	1,097,325	1,097,325	42,923	47,827	4.36%	1,049,498
295	2008 Brownfield Assessment Grant	100,000	100,000	10,129	10,129	10.13%	89,871
296	Recreation Activity	252,106	252,106	23,543	40,372	16.01%	211,734
297	JPS Recreation Millage Program	241,000	241,000	33,255	71,510	29.67%	169,490
298	2008 Brownfield Revolving Loan	900,000	900,000	0	0	0.00%	900,000
<u>Debt Service Funds :</u>							
323	Mich. Urban Land Assembly D/S	64,000	64,000	12,000	24,000	37.50%	40,000
324	2003 MTF Bond D/S	280,925	280,925	272,170	272,170	96.88%	8,755
365	City Hall D/S	635,436	635,436	0	0	0.00%	635,436
368	Building Authority D/S	128,783	128,783	0	115,378	89.59%	13,405
395	2001 DDA TIF D/S	1,244,100	1,244,100	0	0	0.00%	1,244,100
398	2002 BRA TIF D/S	620,128	620,128	0	0	0.00%	620,128
399	2007 BRA TIF Refunding D/S	447,729	447,729	0	0	0.00%	447,729
<u>Capital Projects Funds :</u>							
401	Capital Projects Fund	418,000	418,000	6,683	6,963	1.67%	411,037
402	Water Equipment and Replacement	1,626,851	1,626,851	216,138	253,702	15.59%	1,373,149
404	Sanitary Sewer Maintenance Fund	500,000	500,000	35,392	96,704	19.34%	403,296
405	Sanitary Sewer Replacement	732,125	732,125	82,727	84,703	11.57%	647,422
406	Wastewater Equip. Replacement	1,620,000	1,620,000	2,067	2,067	0.13%	1,617,933
494	Brownfield Redevelopment Auth.	1,359,067	1,359,067	5,026	10,150	0.75%	1,348,917
496	DDA Project	1,469,209	1,469,209	12,970	25,955	1.77%	1,443,254
<u>Enterprise Funds :</u>							
583	Sharp Park Golf Practice Center	70,603	70,603	4,378	8,377	11.86%	62,226
585	Auto Parking System	70,401	70,401	914	1,846	2.62%	68,555
586	Parking Assessment	189,342	189,342	4,884	11,541	6.10%	177,801
590	Sewer	6,690,773	6,690,773	378,284	655,796	9.80%	6,034,977
591	Water	7,344,283	7,344,283	376,765	649,985	8.85%	6,694,298
599	Parking Deck Fund	820,041	820,041	6,531	11,563	1.41%	808,478

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
	Original	Amended					
<u>Internal Service Funds :</u>							
641	Public Works Administration	636,115	636,115	33,513	92,753	14.58%	543,362
642	Engineering Administration	357,487	357,487	23,767	53,175	14.87%	304,312
643	Local Site Remediation Revolving	201,000	201,000	0	0	0.00%	201,000
661	Motor Pool and Garage	1,711,914	1,711,914	56,471	96,986	5.67%	1,614,928
663	Equipment Revolving Fund	23,798	23,798	0	0	0.00%	23,798
677	Workers' Compensation	658,325	658,325	30,123	30,123	4.58%	628,202
678	Prescription Drug	888,800	888,800	67,464	67,464	7.59%	821,336
679	Health Care Deductible Reimb.	89,180	89,180	2,923	2,923	3.28%	86,257
680	Health Care Deductible Reimb.-Fire	223,250	223,250	12,499	13,699	6.14%	209,551
<u>Trust & Agency Funds :</u>							
702	County & School Tax Collection	50,000	50,000	0	0	0.00%	50,000
711	Cemetery Perpetual Maintenance	64,500	64,500	0	0	0.00%	64,500
718	Ella W. Sharp Endowment	45,000	45,000	0	0	0.00%	45,000
731	Employees' Retirement System	2,700,000	2,700,000	324,602	574,660	21.28%	2,125,340
732	Policemen's/Firemen's Pension	1,050,000	1,050,000	0	0	0.00%	1,050,000
733	Policemen's/Firemen's Pens.-345	4,750,000	4,750,000	16,821	331,592	6.98%	4,418,408
736	Public Employees Health Care	10,000	10,000	0	0	0.00%	10,000
<u>Special Assessment Funds :</u>							
895	Special Assessment	365,529	365,529	77,999	77,999	21.34%	287,530

City of Jackson
All Funds - Revenue Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Collected
	Original	Amended			
<u>General Fund :</u>					
Property Taxes	7,016,817	7,016,817	3,620,360	4,246,409	60.52%
Income Taxes	6,900,000	6,900,000	672,618	1,533,989	22.23%
Licenses & Permits	252,750	252,750	570	1,445	0.57%
Federal Grants	3,522	3,522	0	0	0.00%
State Grants	14,603	14,603	0	0	0.00%
State Revenue Sharing	4,392,762	4,392,762	0	0	0.00%
Contributions From Local Units	146,659	146,659	0	56	0.04%
Charges For Goods & Services	1,323,740	1,323,740	67,593	163,191	12.33%
Fines & Forfeits	258,060	258,060	23,580	41,870	16.22%
Investment Income	110,000	110,000	201	192	0.17%
Contributions From Other Funds	194,850	194,850	259	346	0.18%
Miscellaneous	533,229	533,229	17,713	62,423	11.71%
Total General Fund Revenues	21,146,992	21,146,992	4,402,894	6,049,921	28.61%
<u>Special Revenue Funds :</u>					
202 Major Street	5,258,954	5,258,954	59,523	59,795	1.14%
203 Local Street	2,508,281	2,508,281	0	0	0.00%
208 Ella W. Sharp Park Operating	722,050	722,050	95,750	158,568	21.96%
210 Land Acquisition Fund	50,000	50,000	0	0	0.00%
211 Housing Initiative Fund	30,000	30,000	0	0	0.00%
245 Public Improvement	1,115,903	1,115,903	576,943	676,261	60.60%
249 Building Inspection	498,057	498,057	40,122	83,052	16.68%
257 Budget Stabilization	16,000	16,000	344	344	2.15%
265 Drug Law Enforcement	41,758	41,758	7,010	16,325	39.09%
268 BYRNE/JAG Grants	246,475	246,475	0	0	0.00%
269 COPS Hiring Recovery Prog. Grant	385,828	385,828	0	0	0.00%
270 LAUNET Grant	34,599	34,599	0	19,608	56.67%
289 Neighborhood Stabilization Grant	1,097,325	1,097,325	0	0	0.00%
295 2008 Brownfield Assessment Grant	100,000	100,000	0	0	0.00%
296 Recreation Activity	263,500	263,500	4,297	9,960	3.78%
297 JPS Recreation Millage Program	245,800	245,800	0	0	0.00%
298 2008 Brownfield Revolving Loan	900,000	900,000	0	0	0.00%
<u>Debt Service Funds :</u>					
323 Mich. Urban Land Assembly D/S	64,000	64,000	12,000	24,000	37.50%
324 2003 MTF Bond D/S	280,925	280,925	272,170	272,170	96.88%
365 2003 City Hall D/S	637,000	637,000	343,890	389,021	61.07%
368 Building Authority D/S	128,783	128,783	0	115,378	89.59%
395 2001 DDA TIF D/S	1,244,100	1,244,100	0	0	0.00%
398 2002 BRA TIF D/S	620,128	620,128	0	0	0.00%
399 2007 BRA TIF Refunding D/S	447,729	447,729	0	0	0.00%
<u>Capital Projects Funds :</u>					
401 Capital Projects Fund	418,000	418,000	24,006	24,006	5.74%
402 Water Equipment and Replacement	961,650	961,650	78,747	177,903	18.50%
404 Sanitary Sewer Maintenance Fund	500,000	500,000	35,376	96,687	19.34%
405 Sanitary Sewer Replacement	664,400	664,400	54,418	108,418	16.32%
406 Wastewater Equip. Replacement	643,000	643,000	52,124	103,624	16.12%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name	2010/11 Budget		Actual Month To Date	Actual Year To Date	Percent Collected	
	Original	Amended				
<u>Capital Projects Funds : (Continued)</u>						
494	Brownfield Redevelopment Auth.	1,356,900	1,356,900	652	652	0.05%
496	DDA Project	1,149,393	1,149,393	73	73	0.01%
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	72,700	72,700	12,273	12,273	16.88%
585	Auto Parking System	57,270	57,270	1,143	2,464	4.30%
586	Parking Assessment	102,564	102,564	3,021	7,768	7.57%
590	Sewer	5,362,750	5,362,750	174,605	350,009	6.53%
591	Water	6,337,828	6,337,828	0	326,041	5.14%
599	Parking Deck Fund	255,800	255,800	361	459	0.18%
<u>Internal Service Funds :</u>						
641	Public Works Administration	613,640	613,640	42,875	105,454	17.18%
642	Engineering Administration	361,287	361,287	25,475	66,035	18.28%
643	Local Site Remediation Revolving	179,000	179,000	115	115	0.06%
661	Motor Pool and Garage	1,332,225	1,332,225	85,331	210,338	15.79%
663	Equipment Revolving Fund	23,798	23,798	0	0	0.00%
677	Workers' Compensation	325,300	325,300	17,889	46,289	14.23%
678	Prescription Drug	810,500	810,500	51,875	123,707	15.26%
679	Health Care Deductible Reimb.	123,000	123,000	16,020	32,510	26.43%
680	Health Care Deductible Reimb.-Fire	223,250	223,250	10,098	25,238	11.30%
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	50,000	50,000	2,090	2,090	4.18%
711	Cemetery Perpetual Maintenance	89,500	89,500	10,642	16,996	18.99%
718	Ella W. Sharp Endowment	45,000	45,000	0	0	0.00%
731	Employees' Retirement System	4,160,000	4,160,000	(38,796)	1,122,548	26.98%
732	Policemen's/Firemen's Pension	1,112,329	1,112,329	0	0	0.00%
733	Policemen's/Firemen's Pension-345	7,247,800	7,247,800	(102,130)	518,438	7.15%
736	Public Employees Health Care	120,480	120,480	0	0	0.00%
<u>Special Assessment Funds :</u>						
895	Special Assessment	365,529	365,529	78,476	79,957	21.87%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 2 Months Ended August 31, 2010
(Prepared on the Adopted Budget-Basis)

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

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



Jackson Brownfield Redevelopment Authority

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 768-6433 — Facsimile: (517) 780-4781

September 23, 2010

TO: Warren D. Renando, City Manager

FROM: Carol Konieczki, Community Development Director

RE: Setting a Public Hearing to Hear Public Comments for the Submittal of a United States Environmental Protection Agency Site Assessment Grant for Hazardous Substances

Community Development Staff is preparing a \$400,000 application for a United States Environmental Protection Agency (EPA) Brownfield Re-development Grant.

The United States Environmental Protection Agency Site Assessment Grant provides funds to identify and prioritize Brownfield sites for redevelopment and conduct environmental site assessments including Phase I and Phase II Eligibility Determinations (ED) and Baseline Environmental Assessments (BEA).

Before acting upon the application the City Council is required by the United States Environmental Protection Agency to hold a public hearing to provide public comment prior to submission.

Staff is requesting that City Council hold a public hearing to be held on the 12th of October, 2010, at 7:00 pm, during a regularly scheduled Council Meeting, to consider a grant application in the amount of \$200,000 to the United States Environmental Protection Agency for Hazardous Substance Assessments and \$200,000 for Petroleum Assessments. This hearing will be held in Council Chambers of City Hall, 161 West Michigan Avenue, Jackson, Michigan. Notice of such a hearing will be published in an official paper of general circulation not less than ten (10) days prior to the hearing. Interested parties shall have the opportunity to be heard relative to the application.

Recommended action is for Council to establish Tuesday, October 12th, 2010, at 7:00pm, in Council Chambers, as the time and place to hold a public hearing regarding the EPA Site Assessment Grant.

CK/bh

Cc: Barry Hicks, Economic Development Project Manager



161 W. Michigan Avenue - Jackson, MI 49201-1303
Telephone: (517) 788-4028 — Facsimile: (517) 768-5820

MEMO TO: Honorable Mayor and City Councilmembers

FROM: Daniel P. Greer, 3rd Ward City Councilmember
City Affairs Committee Chairman

DATE: September 27, 2010

SUBJECT: City Affairs Committee Recommendations

The City Affairs Committee met on Monday, September 27, 2010, with Councilmembers Polaczyk, Howe, and myself in attendance along with various City staff.

Consideration was given to the proposed amendments to the Burning Ordinance. The City Affairs Committee unanimously recommends leaving the ordinance as it is currently written, and that it be enforced that way.

The Committee also considered and unanimously recommends the approval of an application for an Industrial Facilities Exemption Certificate for Technique, Inc.

Your consideration and concurrence with the above recommendations would be appreciated.

DPG:JG:skh

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

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

MEMO TO: City Councilmembers
FROM: Karen F. Dunigan, Mayor 
DATE: September 23, 2010
SUBJECT: Human Relations Commission

In accordance with City Code, Chapter 15, Section 15-33. The HRC shall consist of nine citizens; at least five must be City residents. Nominations to fill vacancies shall be made by City Council or HRC to Mayor; at least one for each appointment. Mayor appoints subject to Council confirmation. HRC may appoint up to three ex-officio citizen members for indefinite terms; in addition, one City Councilmember shall be an ex-officio member. Three appointments made annually for three-year terms upon expiration of appointments ending 12/31/99.

It is my desire, therefore, to appoint Derek Dobies to the Human Relations Commission to fill a current vacancy, in concurrence with the recommendation from the Human Relations Commission, beginning immediately, and ending December 31, 2012.

KFD:skh

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

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

MEMO TO: Edward Peterson, Nominating Committee Chairman
Jackson Human Relations Commission

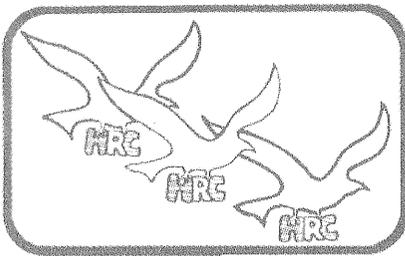
FROM: Karen F. Dunigan, Mayor

DATE: September 7, 2010

SUBJECT: HRC Vacancies

I have received your recent memorandum recommending two applicants to the two current vacancies, one of which lives inside the City of Jackson, and one which lives outside the City limits in Jackson County. Due to the current circumstances, I will concur with your recommendation of the appointment of Derek Dobies, who is a resident of the City of Jackson. However, I am rejecting your recommendation of Valarie Cochran-Toops who lives outside of the City limits in Jackson County. This is due to a recent vote of the City Council, who strongly stated that they were not interested in supporting the appointment of non-city residents to the Human Relations Commission. Therefore, at the next City Council meeting on September 28, 2010, I will be recommending Derek Dobies for the Council's Commission to fill the current vacancy.

KFD:skh



CITY OF JACKSON

HUMAN RELATIONS COMMISSION

161 W. MICHIGAN AVENUE

JACKSON, MICHIGAN 49201

PHONE: (517)788-4167

FAX: (517) 768-5820

MEMO TO: Honorable Karen F. Dunigan

FROM: Ed Peterson, Nominating Committee Chair

DATE: September 2, 2010

SUBJECT: Recommendation for Appointments to the Human Relations Commission
to fill Current Vacancies

In accordance with the City Code, Chapter 15, there are nine members to be appointed by the Mayor, with the approval of the City Council. The Human Relations Commission will submit one nominee to the Mayor for each vacancy as it occurs. At least 5 of the 9 must be City residents.

At its August 18, 2010 meeting, the HRC voted to recommend the appointments of Derek Dobies and Valerie Cochran-Toops to the HRC. Both applications are attached.

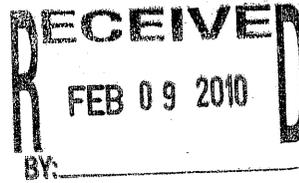
Your consideration of these recommendations is appreciated.

EP:mh

Attachments

Cc: HRC members

CITY OF JACKSON



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

Office of Mayor
Karen F. Dunigan

MICHIGAN

City of Jackson Board/Commission Application

Name: DEREK DOBIES

Address: 918 FIRST STREET Zip: 49203

Home Phone: none Other-Phone: CELL: 810-623-3198

Occupation: REGIONAL DIRECTOR E-mail Address: derekdobies@gmail.com
MI STATE SENATE CAUCUS
Community Involvement/Activity

Volunteer, Cascades Humane Society

Eagle Scout, Boy Scouts of America

Are you a registered voter? YES Ward? 6th

1. _____ 2. _____

3. _____

List additional information you feel may be pertinent to board or commission.

Had a great time at the "freedom meet" w/ the Commission & Mayor
& Councilman Gaiser & looking forward to the opportunity for getting
more involved!

Feel free to attach any information. (Resume, press clippings)
APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Derek Dobies
Signature of Applicant

2/8/10
Date

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

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

MEMO TO: City Councilmembers

FROM: Karen F. Dunigan, Mayor 

DATE: September 23, 2010

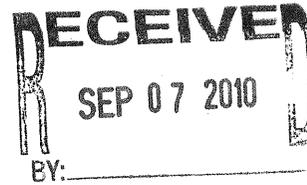
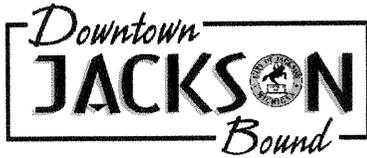
SUBJECT: Downtown Development Authority

In accordance with City Code Section 2-401 providing for creation of Authority pursuant to Act 197 of the Public Acts of 1975, adopted 3/22/77 and City Commission resolution adopted 11/26/91. Members are appointed by the Mayor subject to Council confirmation, for four year terms. The Mayor serves during term of office. The Board shall consist of 13 members, with at least seven having an interest in downtown district property, and at least one member a resident of the downtown district, including the Midtown Association president.

It is my desire to appoint Kyle Huntoon to the Downtown Development Authority, filling a current vacancy, beginning immediately, and ending on December 31, 2012.

KFD:skh

APP-CC



Downtown Development Authority (DDA)

Memorandum

Date: August 30, 2010
To: Mayor Karen F. Dunigan
From: Jonathan Greene, Executive Director
RE: DDA Board Vacancy

The DDA Board has reviewed the applications to fill the current DDA Board vacancy and is requesting you recommend Kyle Huntoon for appointment to the DDA Board filling the term ending 12/31/2012.

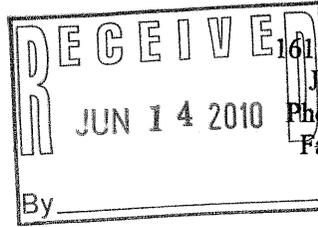
Mr. Huntoon, a registered voter, is a resident of the DDA District and serves on the DDA's Economic Restructuring Committee.

X

CITY OF JACKSON



MICHIGAN



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

Office of Mayor
Karen F. Dunigan

City of Jackson Board/Commission Application

Name: Kyle Huntoon

Address: 131. S. Mechanic St Zip: 49201

Home Phone: 517-914-6259 Other Phone: _____

Occupation: Civil Engineer E-mail Address: khuntoon@cai-engr.com

Community Involvement/Activity

DDA Economic Restructuring Comm. St. Vincent DePaul

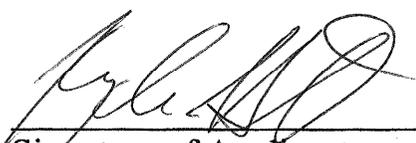
Are you a registered voter? Ward? 5th

1. DDA 2. _____

3. _____

List additional information you feel may be pertinent to board or commission.

Feel free to attach any information. (Resume, press clippings)
APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR



Signature of Applicant

06.14.2010

Date

CITY OF JACKSON



MICHIGAN

Office of Mayor
Karen F. Dunigan

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

MEMO TO: City Councilmembers
FROM: Karen F. Dunigan, Mayor
DATE: J4 September 23, 2010
SUBJECT: Civil Service Commission

In accordance with City Code, Sec. 2-301, Charter Section 7.7, the Mayor appoints with Council confirmation, five members to three year terms. The members must have been registered electors in the City for at least two years.

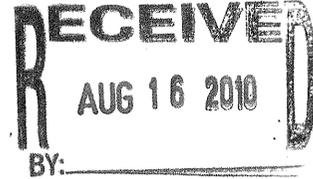
It is my desire, therefore, to reappoint Sheila Patterson to the Civil Service Commission, beginning immediately, and ending August 31, 2012.

It is also my desire to reappoint Teresa Delph to the Civil Service Commission, beginning immediately and ending August 31, 2013.

KFD:skh

ATTN: Sharon

CITY OF JACKSON



Office of Mayor
Karen F. Dunigan

MICHIGAN

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

City of Jackson Board/Commission Application

Name: Sheila Patterson

Address: 732 Lawrence St. Zip: 49203

Home Phone: (517) 780-7968 Other Phone: (517) 788-1893

e-mail address: Sapatterson@ Occupation: Bus. Support Consult. II

cmsenergy.com
Community Involvement/Activity

Jackson Public School Bld NAA CP

Jackson Community College Jackson Recreation Dept.

Are you a registered voter? YES Ward? 6

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

1. Civil Service Comm. 2. _____

3. _____

List additional information you feel may be pertinent to board or commission

Also, see attached

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

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR

Sheila Patterson
Signature of Applicant

8/16/2010
Date

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

Sheila Patterson
732 Lawrence St.
Jackson, MI 49203
(517) 780-7968
sapatterson@cmsenergy.com

Summary

- Self-motivated professional, able to make and implement decisions and set effective priorities to achieve both immediate and long-term performance goals.
- Excellent interpersonal communication, problem solving skills, organization, and time management skills, excel in assuring customer needs are met.
- Skilled at problem resolution in a fast-paced environment.
- Action oriented with the ability to work closely with staff members at all levels of organization.
- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, and Access); and have the ability to quickly learn and develop proficiencies in miscellaneous applications and databases.

Professional Experience

Consumers Energy, Jackson, MI

August 2006 – Present

Business Support Consultant, Business Services, Facility Operations

- Serve as the focal point for facility related health, safety and environmental compliance issues statewide.
- Assist Property Supervisors statewide with the identification and resolution of governmental and regulatory compliance related issues, including MIOSHA, and other health and safety regulations.
- Administration of Facility Management Lock Out/Tag Out and Confined Space programs.
- Provide assistance to Property Supervisors in conducting self-audits, emergency drills, presentations, and associated training activities.
- Work closely with Field Environmental Coordinators, Health and Safety Consultants and Internal Auditors to clarify Company position and compliance with agency requirements.
- Participate in weekly and monthly team meetings. Familiar with work environment.
- Proficient with the Emergency Procedures Database, Health and Safety Database, Fire Standards, and Environmental Database.

Consumers Energy, Jackson, MI

May 2004 – August 2006

Business Support Consultant, Meter Technology Center

- Served as the focal point for facility related health, safety and environmental compliance issues for Meter Technology Center (MTC).
- Assisted facilities, safety, and environmental departments to ensure internal self-audits are performed and ensure timely completion of activities for MTC.
- Provided assistance to facilities in conducting self-audits, emergency drills, presentations, and associated training activities for MTC.
- Worked closely with Environmental Coordinator and Health and Safety Consultant to clarify Company position and compliance with agency requirements.
- Developed and Implemented Safety Action Plan for MTC.
- Familiar with Facilities Management Lock Out/Tag Out and Confined Space Programs.
- Coordinated: ANSI Stds: (American Nat'l Stds Inst.) B109 meter compliance.

- Coordinated: MPSC: (Mich. Public Serv Comm.) meter test data analysis and rules compliance.
- Coordinated: PPM's: (Policy & Proc. Manuals) in-house job compliance and region responsibilities for meter tracking.
- Knowledgeable: MMOP: (Meter Move Out Program) monitor/coordinate the removal of inside set (0-500 cfh) gas mtrs (7 yr prog).
- Coordinated: GRIB: (Gas Rate Instr. Bull.) all technical stds and MPSC compliance data.
- Knowledgeable: Routine Exch. Prog; coordinate the removal and exchange of all gas meters mandated by commission stds.
- Knowledgeable: Purchase Orders; approval of meters, tools and equipment (monetary limitations).
- Acted as supervisor during peers' and supervisor's absences.
- Knowledgeable: Union Contract.

January 2002 –
April 2004

Rates Analyst

- Implemented all pricing changes and ensure accurate billing of special contracts.
- Administered contracts to maximize revenues allowable under contract provisions while maintaining existing customer base.
- Supported multiple training initiatives encompassing business practices and company policies.
- Implemented tariff revisions ordered by the appropriate state legislative entity before the required date.
- Determined the effects of legislative orders and coordinate the appropriate company response among affected departments.
- Developed proposed tariff language revisions and serve as ultimate interpreter of company tariffs governing policies and procedures.

State of Michigan

Michigan Department of Transportation

Bureau of Finance and Administration

Contracts Services Division, Payments Unit, Lansing, MI

May 2000 -
January 2002

Payments Analyst

- Management of payments to contractors on road construction, aeronautics, demolition and railroad contracts totaling more than \$300 million annually.
- Reviewed, analyzed and trouble-shoot solutions for complex problems involving litigation, legislative proposals or sensitive issues.
- Acted as Section and Division representative at meetings. Revised payment procedures to meet new requirements. Reviewed changes in specifications, administrative board policies and contracts impacting the payment process.
- Advised and answered, orally and in writing, inquiries, providing detailed information regarding interpretation of payment procedures, departmental policies and establish rules and regulations. Answered inquiries concerning acceptability of documents and the status of projects.
- Attended planning sessions and made presentations as required on rules and regulations of the payment process.

State of Michigan
Department of Management and Budget
Office of Retirement Services
Information Technology and Re-Engineering, Lansing, MI

April 1999 –
May 2000

Analyst

- Performed various functions relating to the delivery of services to active employees, retirees, public school employers and state agencies.
- Participated in the defining requirements, development and implementation of complex data applications for the multiple retirement systems. Analyzed ORS business requirements and activities to recommend system solutions to improve effectiveness and accuracy.
- Researched both public and private industries for technology that is cost-effective to improve efficiency and service. Participated in writing and reviewing materials/documents for system development. Facilitated implementation of new and modified systems and software applications.
- Trained staff in development and procedures of new systems. Facilitated an effective cross-training process.
- Conducted presentations before groups and other interested parties for retirement purposes. Interacted with variety of professionals.

Citizens Banking Corporation, Jackson, MI

January 1995-
April 1999

Promoted to Personal Banker(Branch Manager)

- Directly responsible for deposit growth, loan growth, referrals, annuities, business development calls, sales activities and staff for the branch.
- Attracted new business and expanded current business accounts through the promotion of products and services.
- Monitored sales staff performance goals and oversaw incentive programs.
- Trained personnel in new products and information.
- Developed effective sales training programs and presentations.
- Acted as bank representative in various civic and community functions to further enhance its image and develop additional business.
- Completed assigned special projects.

Education

Masters in Business Administration, May 2001

Emphasis in Management

Spring Arbor University, Spring Arbor, MI

Bachelor of Arts, May 1993

Spring Arbor College, Spring Arbor, MI

Major: Business Administration

Certification

Driver Education Certification, May 2000

Central Michigan University, Mt. Pleasant, MI

Recognition/ Awards

Consumers Energy Foundation

- Board of Directors. 2007 - 2009

Minority Advisory Panel

- Prism Award for Exemplary Diversity Achievements, 2005

Jackson Business & Professional Women's Organization

- Young Careerist Nominee, 2004

Greater Jackson Chamber of Commerce

- Jackson Community Leadership Academy, 2004

Consumers Energy, Peak Performer Award, 2002

- In appreciation of support in the GM arbitration case

University of Wisconsin-Madison, School of Business

- Completed AGA Gas Rates Fundamental Course

Civic/Community Memberships

Consumers Energy:

CMS (*Community Minded Services*) Club

- Member, 2002 – Present
- Chair Community Services, 2008
- President, 2003-04
- Vice-President, 2002-03

WAP (*Woman's Advisory Panel*), 2004 – 2007 (3 year term)

AABE (*American Association of Blacks in Energy*), 2002 – Present

- Vice-President, 2008 -2010
- Secretary, 2006 – 2008 (2 year term)
- Assistant Secretary, 2004 – 2006 (2 year term)
- National Scholarship Committee Co-Chair, 2006 - Present

Board Member, 2004 – 2008 (4 year term)

Re-elected 2008 – 2012 (4 year term)

Jackson Public School Board of Education

- Vice-President, 2006 - Present
- Secretary, 2004 - 2006
- Community Relations Committee Chair

Board Member, Appointed 2008 - 2009

Elected 2009 – 2015 (6 year term)

Jackson Community College Board of Trustees

Committee Member, 2006 – Present

Parks and Recreation Commission

Board Member, term renewed 2006 – 2008

Civil Service Commission, City of Jackson

Board Member, 2002 – 2006

Family Services and Child Aide

- Honorary Board Member, 2006 - present

Board Member, 2003 – 2007
Salvation Army

At-Large-Excutive Committee Member, 2007 - Present
NAACP

References

Available upon request

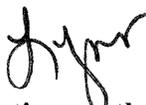


City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

September 21, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Lynn Fessel, City Clerk 

RE: Public Hearing and Resolution on the Application filed by Technique, Inc., located at 2341 Enterprise Drive, for an Industrial Facilities Exemption Certificate

Attached please find a resolution, along with supporting documentation on the application filed by Technique, Inc., for an Industrial Facilities Exemption Certificate for their facility located at 2341 Enterprise Drive. If Council adopts the resolution, it will be forwarded to the State Tax Commission for their consideration.

Please consider adopting the resolution after the public hearing is held at the September 28th City Council meeting.

Thank you.

Attachment

C: Warren Renando, City Manager
Dave Taylor, City Assessor
Julius Giglio, City Attorney
Barry Hicks, Economic Development Project Manager

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Act 198 of the Public Acts of 1974, as amended, was enacted for the purpose of stimulating economic development in the state by providing tax benefits to industry through the establishment of Plant Rehabilitation Districts and Industrial Development Districts; and

WHEREAS, the Jackson City Council, acting under the authority of said Act, did on July 20, 2010, create by resolution Industrial Development District No. 94, made up of property located at 2341 Enterprise Drive, Jackson, Michigan, as particularly described in said resolution; and

WHEREAS, pursuant to the provision of said Act, Technique, Inc. filed on August 3, 2010, an application for an Industrial Facilities Exemption Certificate for a facility located within said district for 12 years; and

WHEREAS, the applicant has complied with the applicable requirements contained in Section 5 and 9 of the Act; and

WHEREAS, the applicant and the City have executed a letter of agreement regarding Act 334 of 1993 and an affidavit in accordance with State Tax Commission Bulletin No. 3; and

WHEREAS, notice of receipt of the application has been given in writing to the Assessor of the City of Jackson and to the legislative body of each taxing unit which levies ad valorem property taxes in the City of Jackson; and

WHEREAS, a public hearing on said application was held on September 28, 2010; and

WHEREAS, the Jackson City Council has determined that the granting of an Industrial Facilities Exemption Certificate, considered with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of the local government unit or impairing the financial soundness of the taxing unit which levies an ad valorem property tax in the City of Jackson;

NOW, THEREFORE, BE IT RESOLVED that the Jackson City Council hereby approves this application for 12 years after project completion and directs the City Clerk to so certify and to forward a copy to the State Tax Commission for consideration by that body.

* * * * *

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 September 28, 2010.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the City of Jackson, Michigan, on this 29th day of September, 2010.

Lynn Fessel, City Clerk

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>John Jessel, City Clerk</i>	Date received by Local Unit <i>August 3, 2010</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Technique, Inc.	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332110	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 2341 Enterprise Drive, Jackson, MI, 49203	1d. City/Township/Village (indicate which) Jackson	1e. County Jackson
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Jackson	3b. School Code 38170
4. Amount of years requested for exemption (1-12 Years) 12		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Facility at 2341 Enterprise Drive will be used to house a BLM Laser Tube to serve Technique's client base in North Carolina. As opposed to moving operations to NC, this new operation will allow Technique to service NC clients from Jackson. A tax abatement in the form of an IFT will help keep Technique competitive due to the geographic barriers.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs \$535,764.00
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs \$535,764.00
6c. Total Project Costs * Round Costs to Nearest Dollar	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	_____	_____	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	4/5/10	4/5/11	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. **3** 10. No. of new jobs at this facility expected to create within 2 years of completion. **4**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) _____

b. TV of Personal Property (excluding inventory) _____

c. Total TV _____

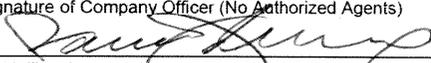
12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) **7/20/10** 12c. Is this application for a speculative building (Sec. 3(8))?
 Yes No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name S. Brian Jurasek, CPA	13b. Telephone Number (517) 788-8660	13c. Fax Number (517) 788-9872	13d. E-mail Address brian@willispc.com
14a. Name of Contact Person Tom Jurasek	14b. Telephone Number (517) 788-8660	14c. Fax Number (517) 788-9872	14d. E-mail Address tomj@willispc.com
▶ 15a. Name of Company Officer (No Authorized Agents) Ronald W. Johncox			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 789-8495	15d. Date 7-29-10
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2427 Research Drive PO Box 4010, Jackson, MI 49203		15f. Telephone Number (517) 789-8988	15g. E-mail Address rj@tirps.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Technique, Inc
2341 Enterprise Drive
Jackson, MI 49203
Itemized List

Machine & Equipment List

<u>Equipment</u>	<u>Purchase/Installation Date</u>	<u>Costs</u>
BLM Laser Tube	April 5, 2010	\$487,000
Delivery, rigging, training & installation		\$15,186
Lift truck	September 1, 2010	\$10,000
Computers	June 1, 2010	\$5,578
Furniture & fixtures	June 1, 2010	\$18,000
Total Costs:		<u>\$535,764</u>



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

September 21, 2010

TO: Warren D. Renando, City Manager

FROM: Carol L. Konieczki, Community Development Director

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

City Council established September 28, 2010 to conduct a Public Hearing to obtain citizen comment on the City's performance during the 2009-2010 CDBG/HOME program year. The attached CAPER, a draft of which was submitted to Council on September 14, 2010, summarizes program performance from the past fiscal year and since 2005, the beginning of the Five-Year Consolidated Plan.

Once the Public Hearing is closed, requested action is for City Council to authorize submittal of the CAPER to HUD as written or with modifications as Council may direct. As an entitlement community, we are required by 24 CFR 91.520 to submit the CAPER to HUD within 90 days after the close of the program year. All publication and comment periods will have been met by September 28, 2010, allowing sufficient time for remittance to HUD.

Please place this item on the September 28, 2010 City Council agenda to hold the public hearing and, upon closure, authorize submission of the CAPER to HUD before September 30, 2010.

cc: Michelle L. Pultz, CD Project Coordinator
Heather L. Soat, Financial Analyst

S:\CDBG-HOME\CAPER\2009-2010\CAPER Public Hrg & Req to Submit.doc

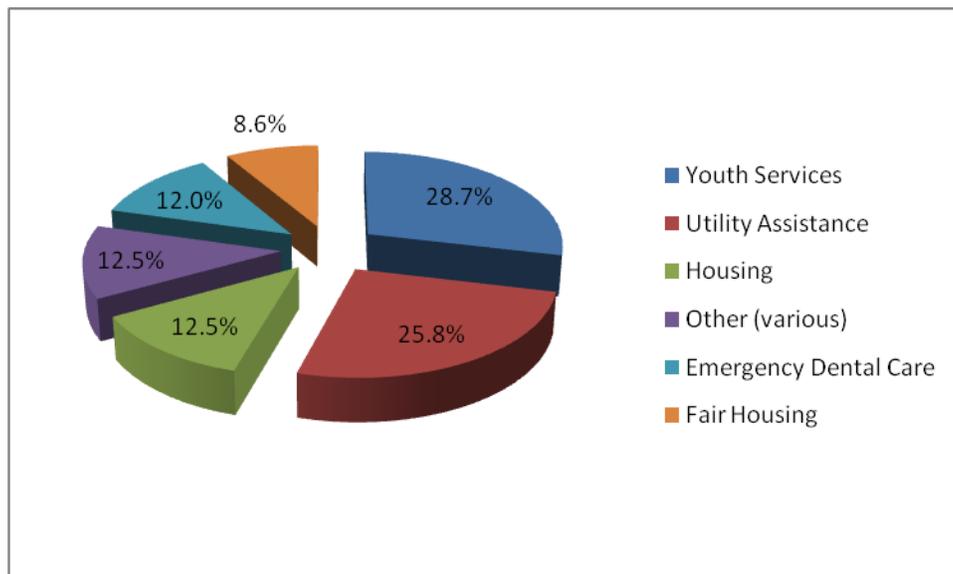
Executive Summary

This Consolidated Annual Performance and Evaluation Report (CAPER) will cover those Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) activities undertaken by the City of Jackson or one of its subrecipients during the 2009-2010 fiscal year (FY). It will provide information regarding the program's strengths and weaknesses, as well as specific project accomplishments and ways the program can be improved.

The City of Jackson is an entitlement community and has been since the inception of the CDBG program in 1975. The City remains committed to meeting community needs of providing decent, safe, and sanitary affordable housing, improving the living conditions of its low- and moderate-income residents, and expanding the economic opportunities in the community. The Jackson City Council carefully weighs applications for funding received annually against the ever-changing needs of the community. The City of Jackson, as well as the State of Michigan, has realized little recovery from the recent failed economy, foreclosure rate, and job market, which continues to harshly impact the City and its citizens. By carefully selecting entities that will provide the greatest benefit to low- and moderate-income persons and families, the Council is able to sustain, and oftentimes improve, their quality of life.

Public Services

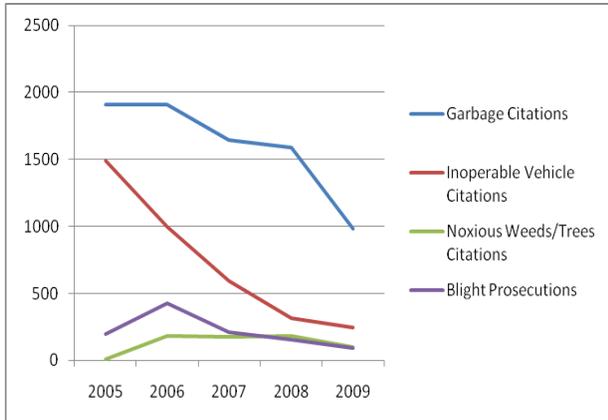
Funding was allocated to entities that provided guidance to area youth through after school and summer programs, emergency adult dental care, foreclosure prevention and homeownership training, information and referral services, and utility assistance. By supporting these agencies with CDBG funds, the low- and moderate-income persons living in the City were able to access and utilize services they may not have been able to afford on their own. Since 2005, City Council has provided assistance under the public service cap as follows:



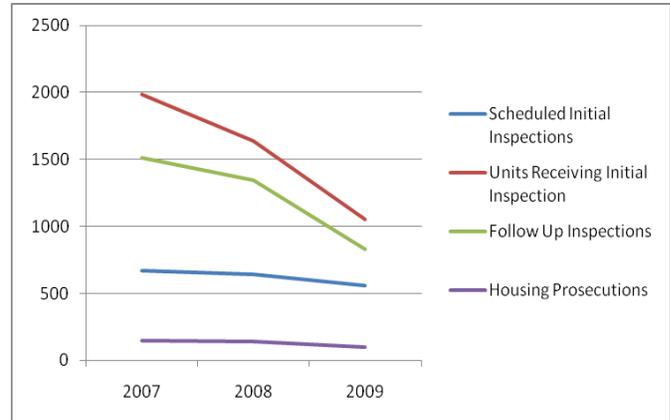
Code Enforcement and Rehabilitation

From July 1, 2009 through June 30, 2010, the Community Development Department continued its efforts to provide decent, affordable housing through its rental inspection and rehabilitation

programs. In addition, enforcement of the City’s blight ordinances provided a more suitable living condition in its residential neighborhoods. Although CDBG funds were allocated to support this function, the City’s only Ordinance Enforcement Officer was partially funded through the General Fund in order to conduct similar activities in non-CDBG eligible areas of the City. Balancing the City’s General Fund budget required wage reductions, achieved via furlough time and the elimination of non-essential or duplicative employee positions, including the Ordinance Enforcement Officer. The elimination of the Ordinance Enforcement Officer position, which had also conducted rental inspections, is already having a significant impact on the effectiveness of the City’s Code Enforcement program:



Ordinance Enforcement



Rental Housing Inspections

As indicated above, in 2009 the City’s rental inspection program initiated 556 new inspections among its two code enforcement officers. Those initial inspections resulted in 1,052 individual units being monitored to bring them up to local code. In addition, 829 follow up inspections were scheduled (total unit number not available). If code compliance was not achieved within 90 days of the initial inspection and the property owner was making progress but needed additional time, they had an opportunity to appeal to the Building Code Board of Examiners and Appeals (BCBA) for an extension of time to complete repairs. Among other mitigating factors, should the property owner choose not to present their case before the BCBA, or if hazardous conditions remained, such as smoke detectors not being installed by the first reinspection, a Violation and Notice of Hearing was issued mandating they appear at the City’s Administrative Hearings Bureau (AHB). During FY 2009-2010, 99 AHB cases involving rental housing were initiated.

In an attempt to alleviate blight, the City’s inspectors wrote 984 garbage, trash, and debris citations that resulted in 64% voluntary compliance. Those properties not in compliance on reinspection were referred to the Department of Public Works for cleanup. Two hundred forty-eight (248) inoperable or unlicensed vehicles were cited that resulted in 85% voluntary compliance. Dead or fallen trees were cited 100 times resulting in a 56% voluntary compliance rate. The City’s AHB was utilized to gain compliance; 96 blight ordinance cases were initiated during FY 2009-2010.

The City’s Housing Rehabilitation Program completed 16 rehabilitation projects and 22 emergency hazard cases during FY 2009-2010. Five additional rehabilitation projects were initiated but not completed before June 30, 2010 and are currently in progress.

After a one year hiatus, World Changers returned to Jackson to provide assistance to the City's low- and moderate-income residents. During the week of June 14 through 18, 180 junior and high school youth and adults from Michigan, Ohio, North Carolina, Missouri, Alaska, Wisconsin, Alabama, Illinois, Kentucky and Kansas converged on Jackson to replace ten roofs, paint four homes and install two handicap ramps. CDBG funds were used to purchase the necessary construction materials and the World Changers provided the labor. In collaboration with these projects, City Council waived permit fees of \$1,210 and, for the first time, members from Jackson First Church of the Nazarene provided smoke alarms with ten-year batteries free of charge for World Changers project homeowners who consented to the installation.



Before



After



Before



After

Jobs Creation Initiative

The City of Jackson had a very unique and successful opportunity to provide a jobs creation loan to a local manufacturer diversifying from auto parts production. In 2004, RTD Manufacturing was a successful, small, family-owned growing company based in Ann Arbor producing components for automotive companies and suppliers located in and around the Detroit area. After seeking a new facility to accommodate its expanding business in the Ann Arbor/Detroit area without success, RTD management came to Jackson County and found a vacant building to suit their needs in the city that formerly housed Worthington Steel. City

Council provided incentives to RTD which made the building even more attractive. At the beginning of production in its new location, RTD brought 25 new jobs to the City of Jackson and purchased materials and services mostly from Jackson area businesses. During the next two years, RTD's sales increased 34% which resulted in additional jobs created to meet the increased demand.

In 2008 when the automotive industry began its sharp decline, RTD diversified its customer base by meeting the needs in the aerospace and alternative energy fields. Although automotive work dwindled to near nothing, RTD was able to maintain sales and employees but at a lower level than in previous years. The economic downturn continued to harshly affect the entire manufacturing base in America well into 2009. Although experiencing a sharp decline in sales and employees in 2009, RTD was not deterred and eventually was awarded a federal military contract in the amount of \$727,720 to manufacture IED brackets for military vehicles. The successful completion of this contract held promise for additional federal contracts with the potential to bring a significant economic stimulus for the Jackson community. However, RTD did not have the cash flow necessary to gear up for the production. It was at this time that RTD again turned to the City of Jackson for assistance.

On December 15, 2009, City Council approved a \$100,000 short term jobs creation loan to RTD Manufacturing from CDBG funds. With this loan, RTD was able to purchase the materials needed to produce the IED brackets and hire the additional employees needed to complete the federal contract. RTD successfully fulfilled the initial contract and was able to repay the City by April 2010. The loan not only provided the direct assistance to RTD, but also stimulated several other Jackson area businesses that provided the goods and materials needed for production and shipment.



Other Projects

The John George Home, a home for 35 elderly, indigent men, received funding to construct a new emergency stairwell. This was a multi-phase project that also utilized CDBG funds from 2008-2009 to construct an emergency elevator on the north side of the building, with additional funding resources provided by the community. The combined project removed an antiquated exterior steel open fire escape, unusable by most of the elderly residents, and replaced it with an elevator and staircase large enough for emergency personnel ingress and egress. The elevator has also provided much improved access for disabled residents and visitors to the second floor.



John George Home (Before)



John George Home (After)

The City's Engineering Department completed design, specifications, bids and contracts for street reconstruction on Mason Street from Jackson to Francis and the installation of a new sidewalk on Monroe Street from North Blackstone to the railroad tracks (approximately 1.1 miles). Work on Mason Street is anticipated to begin by September 7 and be completed by October 30. The sidewalk installation is slated to begin in August and be completed in September 2010. Further, Engineering is currently working on the design and specifications for Loomis Street from Leroy to Argyle; the bidding process and award of contract are anticipated to occur over the winter months so work can begin in the spring of 2011. Each of these projects will include the addition of handicap curb ramps at intersections and/or where feasible to provide unrestricted access to the elderly and disabled populations. A companion allocation was awarded to the City's Department of Public Works (DPW), which installed 18 sidewalk handicap curb ramps in 11 intersections during 2009-2010. The continuation of this project fits with requirements of as required by 28 CFR 35.150(d)(2). DPW staff consults with disAbility Connections, a local non-profit agency supporting disabled Jackson County residents in their efforts to live independently, for priority placement of the curb ramps.

In an effort to protect and beautify neighborhoods, the Forestry Department removed 110 dead, diseased, dying and/or dangerous ash trees decimated by the Emerald Ash Borer. New trees of varied hardy species will be planted to replace the removed ash trees. Finally, City Council approved funding a one-day citywide cleanup in which City residents were able to dispose of various household and yard debris in one location at no cost. More information on the very successful Fall Cleanup held in November 2009 is provided subsequently in this report.

Summary of Resources and Distribution of Funds

During the reporting period of July 1, 2009 through June 30, 2010, the following funds were made available from the U.S. Department of Housing and Urban Development (HUD) to the City of Jackson:

Community Development Block Grant		\$1,645,948
Entitlement Grant B-09-MC-26-0021	\$1,394,249	
Program Income	\$198,370	
Reprogrammed Funds	\$53,329	
 HOME Investment Program		 \$677,606
Entitlement Grant M07-MC260214	\$365,975	
Reprogrammed Funds	\$311,631	
Total:		<u>\$2,323,544</u>

CDBG funds were allocated as follows:

Activity	Amount	Approx. %
Public Services	\$152,500	10.21%
Administration & Planning	216,425	14.48%
Code Enforcement	450,000	30.12%
Rehabilitation	250,000	16.73%
Public Improvements	425,324	26.46%
 Total:	 <u>\$1,494,249</u>	 <u>100.00%</u>

HOME funds were allocated as follows:

Activity	Amount	Approx. %
Rehab Assistance	\$260,975	71.31%
CD Administration	35,000	9.56%
CHDO Operating Costs	15,000	4.10%
Acquisition/Rehab/Resale (CHDO)	55,000	15.03%
 Total:	 <u>\$365,975</u>	 <u>100.00%</u>

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

CDBG

Date	Description	Amount
9/22/2009	Allocate excess program income to Cleanup	\$5,000
9/22/2009	Allocate excess program income to Streets – Special Assessment Assistance	\$19,917
9/22/2009	Allocate excess program income to NRC #1	\$1,187
12/15/2009	Reallocate funds from Rehabilitation to Job Creation	\$36,000
1/12/2010	Allocate excess program income to Cleanup	\$3,329
3/9/2010	Reallocate prior year Rehabilitation funds to Emergency Hazard	\$50,000

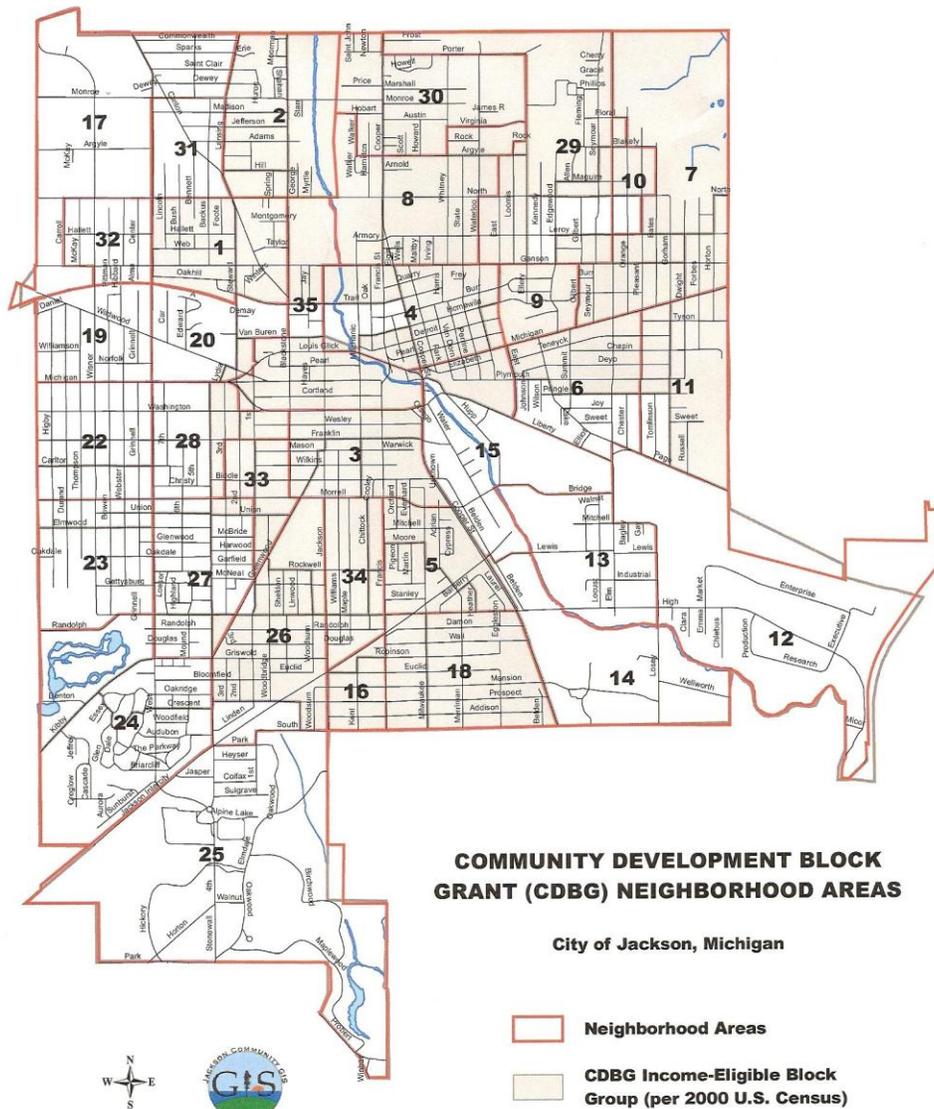
HOME

Date	Description	Amount
8/12/2009	Allocate excess program income and reallocate prior years funds to Rehabilitation Assistance Program	\$311,154
8/12/2009	Reallocate funds from prior years to CHDO Acquisition/Rehab/Resale	\$477
8/12/2009	Reallocate funds from prior years to Downpayment Assistance	\$287
11/10/2009	Reallocate funds from Rehabilitation Assistance Program to Downpayment Assistance	\$25,000
1/12/2010	Reallocate funds from HOME Administration to JAHC Administration	\$5,000

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

Agency Receiving Funds	Allocated	Expended	Percentage
CDBG			
Center for Family Health	\$ 15,000	\$ 15,000	100.00%
Family Services and Children’s Aid	10,000	7,263	72.63%
Jackson Affordable Housing – Foreclosure Prevention	12,500	12,500	100.00%
Jackson Affordable Housing – Homeownership Counseling	6,000	6,000	100.00%
MLK Center Summer Program	40,000	40,000	100.00%
Partnership Park Neighborhood Ass’n	5,000	4,485	89.7%
The Salvation Army	52,000	52,000	100.00%
United Way 211 Call Center	12,000	9,000	75.00%
Community Development – Administration	216,425	127,449	58.89%
Community Development - Code Enforcement	450,000	373,760	83.06%
Community Development - Rehabilitation	200,000	74,124	37.06%
Cleanup	8,329	8,329	100.00%
Dept. of Public Works	67,523	26,517	39.27%
Engineering – Monroe St Sidewalk	30,000	0	0%
Engineering – Street Paving/Reconstruction	302,801	31,530	10.41%
Forestry	25,000	18,751	75.00%
John George Home	50,000	50,000	100.00%

Agency Receiving Funds	Allocated	Expended	Percentage
Jobs Creation Initiative	36,000	36,000	100.00%
HOME			
Jackson Affordable Housing - CHDO Reserve	\$55,000	0	0%
Jackson Affordable Housing - CHDO Operating Costs	15,000	0	0%
Jackson Affordable Housing – Down Payment Assistance	25,000	7,405	29.62%
Jackson Affordable Housing – Administration	5,000	2,102	42.04%
Community Development – Rehabilitation	260,975	8,878	3.40%
Community Development – Administration	35,000	0	0%



General CAPER Narratives

Assessment of the Five-Year Goals and Objectives

An excerpt from the Strategic Plan contained in the City's 5-Year Consolidated Plan submitted and approved by HUD in 2005 identifies the four major goals of the Community Development Department's program to expend CDBG and HOME funding:

- 1) Provide safe, decent and affordable housing by preserving the existing housing stock and developing opportunities for the addition of affordable homeownership units.
- 2) Encourage an economic climate that supports businesses providing livable-wage jobs in economic sectors likely to remain in strong demand for the foreseeable future by creating permanent jobs, undertaking long-term economic development efforts through entrepreneurial training, enhancing skills through education and training, and providing supportive services to enable access to these employment opportunities.
- 3) Prevent and eliminate blight by improving public facilities whose primary beneficiaries are residents with low- and moderate-incomes.
- 4) Provide an adequate level of human services that satisfies basic social, physical, mental, emotional, and economic needs of all residents, especially those with low- and moderate-incomes.

Examining each goal separately, information is provided below:

Goal 1

Rehabilitation/Emergency Hazard/World Changers

Residents of the City of Jackson have been especially hard hit with the continuing economic woes. Community Development's rehabilitation staff remains committed to supplying emergency hazard and rehabilitation loans to homeowners choosing to remain in their current housing. Staff strives to increase its production even though the division is short staffed. In addition to CDBG and HOME funded rehabilitation projects, staff has been involved with stand alone lead hazard control and Neighborhood Stabilization Program projects.

Since 2005, the City has completed 154 rehabilitation projects, funded as follows:

Year	No. Cases	CDBG Funds			HOME	Total
		Reg. Rehab	Emerg. Hazard			
31	16	\$ 65,974	\$ 44,434	\$ 32,585	\$142,993	
32	23	46,890	49,834	151,014	247,738	
33	25	44,279	101,861	286,490	432,630	
34	50	188,991	139,313	143,694	471,998	
35	40	200,532	136,127	126,651	463,310	
	Total:	\$546,666	471,569	\$740,434	\$1,758,669	

As of June 30, 2010, the City had an additional five rehabilitation projects in process, which will be completed early in the 2009-2010 fiscal year.

Down Payment Assistance/Foreclosure Prevention/Homeownership Counseling

Jackson Affordable Housing Corporation (JAHC) received HOME funding to provide Down Payment Assistance and CDBG funding for Foreclosure Prevention and Homeownership Counseling and Training. A total of 407 households received homeownership information and referrals. Of these, 141 households were extremely low-income, 166 were low-income, and 80 were moderate-income. In addition, 12 households closed mortgages with assistance from JAHC and funding was provided to eight (8) households to avert foreclosure proceedings.

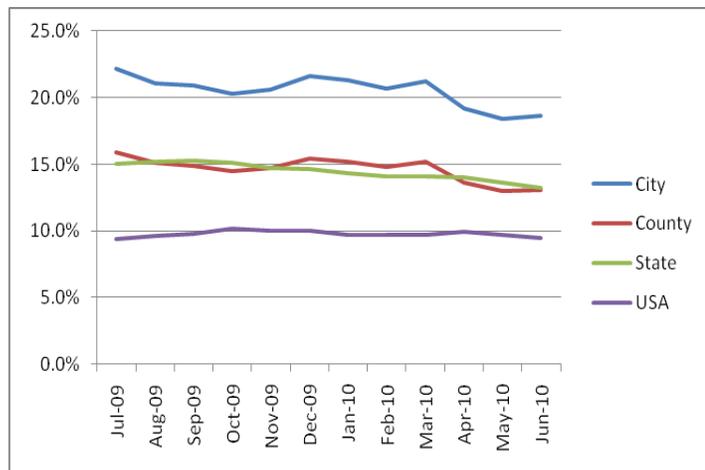
Goal 2

Economic Opportunities

Jackson has historically been a manufacturing town with a majority of the manufacturing being directly impacted by the automotive industry. To avoid going out of business, many local manufacturers had to alter their focus from producing auto parts to other areas of needs they hadn't before considered, such as parts for the health care industry. As relayed earlier in this report, one such manufacturer was RTD Manufacturing. Due to the significant downturn in demand for auto parts, RTD diversified its customer base by meeting the needs in the aerospace and alternative energy fields. Although experiencing a sharp decline in sales and employees in 2009, RTD eventually was awarded a federal military contract in the amount of \$727,720 to manufacture IED brackets for military vehicles.

With the assistance of a \$100,000 short term Jobs Creation Initiative Loan provided by the City from CDBG funds, RTD was able to successfully fulfill the terms and conditions of the initial federal award. In return, 44 jobs were created or retained by RTD and/or its suppliers.

With the continuing high unemployment rates experienced in Michigan, Jackson County and especially the City of Jackson, the City's Economic Development Program Manager continues to present the Jobs Creation Initiative loan as an economic development incentive to eligible businesses. However, local businesses are not currently willing to provide the type of investments required to receive these loans. City staff continues to explore alternate means of providing economic



development incentives for eligible businesses and persons to help overcome the declining economy and job market using CDBG funds. The City's unemployment rate peaked in July 2009 at 22.2%. April, May and June 2010 provided a slight improvement with jobless rates ranging from 18.4% to 19.2%; however, July 2010 saw a return to over 20% unemployment.

Goal 3

Elimination of Blight

City inspectors continued with blight ordinance enforcement activity, citing homeowners for garbage, trash and debris; inoperable or unlicensed vehicles; and dead, diseased, dying or dangerous trees. Homeowners voluntarily complied with the citations and removed or eliminated the violations, requiring no further action from the City, 64.02% of the time for garbage, 84.68% of the time for inoperable or unlicensed vehicles, and 56% of the time with tree or brush issues. When violations remained at reinspection, those matters were brought before the City's Administrative Hearings Bureau (AHB) where final resolution was achieved through eventual compliance or with the homeowner being defaulted. Further, the Administrative Hearings Officer assessed fines and costs in most instances as penalty for not bringing the code violations into compliance voluntarily.

Further efforts to eliminate blighted areas of the City included making neighborhoods safer by removing and replacing diseased, dead, dying or dangerous ash trees affected by the Emerald Ash Borer, and continuation of a sidewalk handicap curb ramp installation program.

The City experienced another very successful citywide cleanup day sponsored by CDBG funds. City of Jackson residents were provided a single location to dispose of yard waste, metal, tires, mattresses/boxsprings and other general refuse at no cost. Residents again expressed their gratitude for the opportunity to effectively dispose of items, especially larger items, cluttering their yards and homes. Below is a comparison of the April 26, 2008 and November 14, 2009 cleanup days:

	April 26, 2008	November 14, 2009
Number of vehicles	300	over 500
Number of volunteers	< 10	48
Garbage from Dumpsters	39 tons	81.37 tons
Scrap Tires	800	1,400
Scrap Metal	60 cubic yards	4.16 tons
Yard Waste	80 yards	Nominal
Mattresses/Boxsprings	not collected separately	177

Emmons Service, Inc. provided nine 40-yard dumpsters, increased from four 40-yard dumpsters in 2008, which allowed for a more continuous flow of garbage collection, hauling, and re-setting of the dumpsters. HUCO/Kurpinski Recycling collected tires, scrap metal, TVs (13), LP tanks (4) and car batteries (17). Disposal of the scrap metal provided Kurpinski enough funds to offset the cost of disposing of the other items listed. The Society of St. Vincent de Paul Thrift Stores collected mattresses and boxsprings to send to a facility in Illinois for refurbishing.

Goal 4

Public Services

CDBG funds were used to assist the City of Jackson's disadvantaged youth with the following services:

- FAST – a family-oriented prevention service with goals of enhancing family functioning, avert children from experiencing failures in school, substance abuse awareness by the children and family, and stress reduction between parents and children from daily life situations.
- Partnership Park Downtown Neighborhood Association – homework assistance, conflict resolution skills, and life skills training in addition to recreational activities.
- Martin Luther King Center Summer Recreation Program – in addition to arts and crafts, swimming lessons and other sports clinics and camps, the youth were given peer pressure practice, life skills training and cultural diversification trips.

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

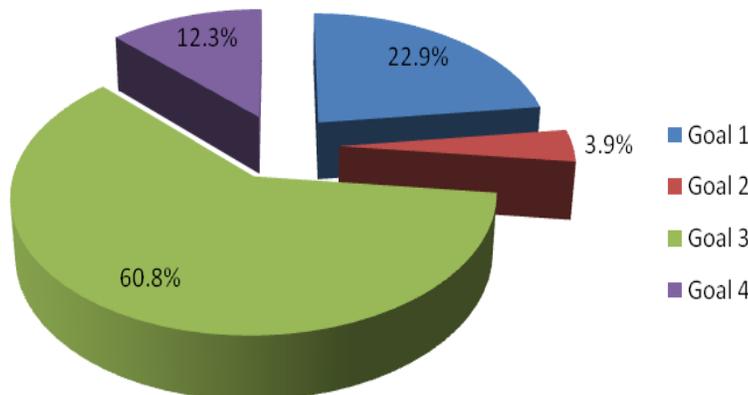
- Emergency dental care through the Center for Family Health.
- Foreclosure prevention and homeowner training and counseling through Jackson Affordable Housing Corporation.
- Utility shutoff prevention through The Salvation Army.
- Information and referral services through the United Way’s 211 Call Center.

The City of Jackson received \$7,780,740 in CDBG funding since 2005 and has allocated said funds to attain its stated goals as follows:

Goal 1 – Decent, affordable housing	\$1,659,961
Goal 2 – Economic Development	121,500
Goal 3 – Elimination of Blight	3,944,665
Goal 4 - Public Services.....	903,319

Through budget amendments reallocating funds from projects that came in under budget, from subrecipients that were unable to successfully spend down their funding, or budgeting program income, the City was able to provide additional funding towards its goals as follows:

Goal 1 – Decent, affordable housing	\$ 202,954
Goal 2 – Economic Development	197,426
Goal 3 – Elimination of Blight	992,417
Goal 4 - Public Services.....	96,909



Of the entities listed on Pages 7 and 8 that have not yet expended their 2009-2010 funding, City Council reviewed each request to extend the time within which to spend Year 35 funds as follows:

Subrecipient	Balance	Plans to Rectify
CDBG		
Downtown Development Authority (DDA)	\$5,180 (Year 34)	The DDA experienced a complete change in staffing in early 2009 and requested an extension of time to spend funds until 6/30/10. The DDA currently has three façade loan applications it is reviewing.
Engineering (sidewalk)	\$30,000	Project has been bid and contract awarded; work scheduled to begin in August and be completed by end of September 2010.
Engineering (street reconstruction)	\$270,972.90	Reconstruction of the Mason Street project is scheduled to begin on September 7 and be completed by the end of October 2010. Loomis Street has been designed and specifications written; bids will be taken and contract awarded during the winter months so reconstruction can begin in spring 2011.
Department of Public Works (DPW)	\$26,516.68	Eighteen curb ramps were installed in eleven intersections by June 30, 2010. As DPW received an additional allocation for the 2010-11 grant year, an extension of time to spend the funds was approved until 6/30/11.
Forestry	\$6,249.36	Forestry successfully completed its plans to remove 110 ash trees and came in under budget. As Forestry received an additional allocation for the 2010-11 grant year, an extension of time to spend the funds was granted until 6/30/11.
Community Development – Administration	\$91,870	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Community Development - Code Enforcement	\$76,402	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Community Development - Rehabilitation	\$139,876	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.

HOME		
Jackson Affordable Housing Corp. (JAHC) – CHDO Reserve	\$16,694.68 (Year 34)	JAHC is the City's only CHDO and receives no less than 15% of the City's annual HOME entitlement to conduct eligible CHDO reserve activities (acquisition/rehab/resale). The time to spend funds was extended to 6/30/11.
JAHC – CHDO Operating Expenses	\$1,541.75	Operating expenses are tied to CHDO expenses; an extension of time was granted to 6/30/11.
Community Development – Rehabilitation	\$545,160	Continuing to spend down prior year funding; remaining funds carried over to FY 2010-11.
Habitat for Humanity	\$13,266.86	Funds extended to 6/30/11 to be used on a YouthBuild project.

Community Development rehabilitation staff continues to evaluate and update its program guidelines for rehabilitation projects. As homeowners are unable to afford a housing upgrade by moving to a new home, low- and moderate-income residents apply for rehabilitation or emergency hazard assistance to improve the home they currently own but are unable to meet the expense on their own. The economic development staff continues to incorporate more opportunities to create jobs, such as funding microenterprises or providing Section 108 loans.

Affirmatively Furthering Fair Housing

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

The City's Analysis of Impediments to Fair Housing Choice was updated and received by the City Council in early 2010. The Summary of Recommendations are as follows:

Alleviate Identified Impediments to Fair Housing Choice - opportunities to alleviate or eliminate the impediments identified on pages 2 and 3 of the Analysis should be given high consideration, whether it is by providing a specific service or supporting community partners who are better able to address the issues.

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

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

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

Neighborhood Revitalization – City Council is advised place high importance on continued efforts to improve the Neighborhood Stabilization Program (NSP) Target Neighborhood after NSP grant funds have been expended to provide additional enhancement to this distressed area of the City. Medium importance should be placed on continued financial support to the Partnership Park Downtown Neighborhood as significant investment and revitalization has already occurred.

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

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

While no action had been taken in relation to recommendations by June 30, 2010, the Fair Housing Center of Southeastern Michigan may be receiving CDBG funding from a budget amendment to conduct fair housing activities.

Affordable Housing

Foster and Maintain Affordable Housing

During fiscal year 2009-2010, the City provided funding to JAHG for various activities relative to affordable housing, such as downpayment assistance, homeownership counseling, foreclosure prevention, and acquisition/rehabilitation/resale as the City's CHDO. The City's Community Development Department provides a rehabilitation program for owner-occupied, low-income households who are unable to access home improvement loans through traditional lenders for repairs. Emergency hazard loans of up to \$10,000 are made available to qualifying households to repair an immediate, urgent need, such as a furnace in the winter, a roof during the rainy season, etc. All of the above programs offer loans, rather than grants, ensuring future funding from program income will be available to assist another low-income family.

Preserving Decent, Affordable Rental Units

In order to protect the health, safety and welfare of area tenants, the City's Code Enforcement program takes a proactive stance on the City's rental housing by systematically inspecting all rental units in a designated area. During FY 2009-2010, 556 rental buildings consisting of 1,052 housing units received an initial inspection. After an initial inspection by a Code Enforcement Officer, landlords are given no less than 30 days nor more than 90 days within which to bring any non-emergency violations noted up to code per Chapter 14 of the City of Jackson Code of Ordinances. The Building Code Board of Examiners and Appeals may extend the time limit set for correction of violations if the owner can show a good faith effort to comply with the repair order. Non-compliance cases are prosecuted through the City's Administrative Hearings Bureau. Ideally, rental units should be subject to re-inspection at the expiration of the two-year certificate of compliance; however, due to the annual reduction of CDBG funds from HUD, the Community Development Department is severely understaffed. While the target time to reinspect a designated area is three to five years, it is estimated that at the current staffing levels, inspectors will not be back in the designated area for six to eight years.

Eliminate Barriers to Affordable Housing

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

In its efforts to eliminate barriers to affordable housing, the City provided CDBG funding to JAHC for its foreclosure prevention program, and homeownership counseling and training. In addition, HOME funds were allocated to JAHC to provide down payment assistance to new homebuyers. As the City's only CHDO, JAHC also received HOME funds for acquisition, rehabilitation, and resale to low- and moderate-income homebuyers.

Address Accessibility Needs of Persons with Disabilities

On August 15, 2006, the Jackson City Council took action to waive the inspection fees for work performed by local non-profit charitable organizations, specifically for handicap-accessible ramps. Since that time, 37 ramps have been installed for disabled homeowners by disAbility Connections, the Rotary Club, and Mission Serve. Eleven of those ramps were constructed during fiscal year 2009-2010.



Continuum of Care

The City of Jackson supports the Jackson County Continuum of Care (CoC), which received Emergency Shelter Grant funding from the Michigan State Housing Development Authority (MSHDA) to address the needs of the homeless. A City staff member co-chairs and attends the monthly CoC meetings comprised of approximately 25 members of other community agencies and leaders. The ongoing meetings are utilized to provide consistency and support for those invested in addressing homelessness programming and resources. The City continues to work with the community and non-profit agencies to coordinate resources to prevent and eliminate homelessness.

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

Interfaith Shelter	78 beds (homeless)
AWARE Shelter	26 to 30 beds at shelter (abused women); 43 transitional
CAA	12 TBRA beds, 108 transitional beds, 7 permanent supportive housing
Training & Treatment Innovations	75 beds in supportive housing
MPRI	25 transitional beds (prisoner re-entry)

The CoC receives Emergency Solution Grants (ESG), Homeless Assistance Recovery Program (HARP), Tenant Based Rental Assistance (TBRA) from MSHDA, and also receives a Supportive Housing Program (SHP) grant from HUD.

As a CDBG and HOME entitlement community, the City of Jackson received \$568,942 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds from HUD. From January 1 to June 30, 2010, nearly one-half of the funds had been spent on the City's homeless or soon-to-be homeless population. During that time, 71 households (183 persons) received rental assistance to keep them from becoming homeless, and 26 households (58 persons) deemed homeless were provided short- to medium-term housing. Further, with HPRP funding to

support an attorney at Legal Services of South Central Michigan, 115 households (266 persons) received representation in court during an eviction hearing to prevent them from losing their housing. Additionally, the CoC received \$226,168 in funds from MSHDA to provide HPRP activities for Jackson County, excluding the City. The Community Action Agency reports it has provided assistance to 88 persons in 26 households.

City staff was also actively involved in the planning and implementation of the second Project Homeless Connect conducted by the CoC, which took place on November 20, 2009. With a small grant from the Michigan Coalition Against Homelessness, Project Connect 2009 was able to expand upon its first event in 2008, reaching more of the intended population and providing additional services. An exit interview conducted at Project Connect allowed for a Point in Time (PIT) count, which was entered into the County's HMIS. Results from the PIT count were as follows:

Number of guests served	254
Number of male guests	80
Number of female guests	140
Number of children (0 – 18 years)	34
Number of guests who stated they were homeless	87
Number of guests who stated they were	
doubled up	46
couch surfing	10
shelter	19
car/outside/hotel	12
Number of guests who stated they were unemployed	189

The event drew 130 volunteers and 50 service providers and offered the following services at no cost to the participants:

Service	# Guests Served
Completed SOAR Application	13
Shelter Reservations	7
Completed DHS Application	99
Commodity Food	250
Preventive Medical Care	40
Bicycle Repair	42
Bus Passes	35
Clothing Voucher	65
Court/Legal Screening/Legal Service	47
Credit Counseling	10
Employment Assistance	38
Eyeglass Repair	63
Haircuts	35
Housing Counseling	39
ID Assistance	23
Massage	17
Meals for the day	264
Mental Health Screening	25
Hygiene Kits	220
Substance Abuse Services	12

Students from Spring Arbor University attended the event to obtain footage for a documentary they planned. The Jackson Transportation Authority provided free bus rides to and from the event for anyone who identified Project Connect as their destination. All in all, it was a wonderful event not only for the homeless, but also for the community members who volunteered to assist. Due to the success of the November 2009 Project Connect event, the CoC allocated funding for another Project Connect event on July 23, 2010, which initial numbers indicate was even more successful.

Other Actions

Address Obstacles to Meeting Underserved Needs

Many factors continue to need to be addressed to meet underserved needs. For instance, more jobs need to be made available for low- and moderate-income persons in which the potential employee may be able to perform but is lacking the required experience. Lack of transportation also contributes to continued unemployment in several ways:

- Unable to afford public transportation or no routes established near work place;
- Unable to afford proper insurance, registration and licensing for a vehicle;
- Unable to afford vehicle maintenance and repairs.

More affordable housing units are needed in the community, as many landlords are reluctant to take Section 8 vouchers. However, as noted in the 2010 Analysis of Impediments to Fair Housing Choice, there is a lack of developers and resources to create more affordable or low-income housing. City Inspectors noted large families of five or more persons have difficulty finding housing with enough bedrooms as real estate investors purchased many of the City's larger single-family homes and then converted them into two to four unit apartment buildings. The disabled population faces accessibility issues to affordable scattered site housing, severely limiting their residency choices. While availability of affordable housing units remains a high priority to the City when allocating its CDBG and HOME funds, the state and local economy has continued a downward trend with no significant recovery in the foreseeable future.

Among other of the City's homeless shelters, the Interfaith Shelter provides shelter, housing, food, advocacy services, referral services, and budgeting assistance for those persons seeking help. The Interfaith Shelter averages nearly 6,800 meals served and provides shelter to approximately 88 adults and 25 children on a monthly basis.

Overcome Gaps in Institutional Structures and Enhance Coordination.

The City of Jackson works with other organizations, including public institutions, non-profit organizations, and private industry and continues to strengthen relationships with agencies that provide services to Jackson's low- and moderate-income residents. The City encourages its citizens and business leaders to participate in all aspects of its programs and governing decisions. In addition to public hearings on specific issues, citizens are given time at the beginning of each City Council meeting to address the City Council on issues of concern to them. Through this citizen input, the City Council has developed alternative program plans to address concerns in some cases.

City staff has attended meetings of the Partnership Park Neighborhood Association to receive and act on issues addressed during those meetings. Staff has also attended meetings of the

Jackson Area Association of Realtors and Jackson Area Landlord's Association to discuss programs offered by the City, such as its rehabilitation and lead hazard control programs. Additional meetings of community service providers are regularly attended by City staff, such as Neighbors in Need, Income Community Solutions, Continuum of Care, and the Emergency Needs Coalition to stay informed of the City's community development and housing needs. By increasing the City's involvement in community meetings, more effective coordination and collaboration with housing providers, social service agencies, and local government can be achieved.

The City of Jackson intends to apply to HUD for a Community Challenge Planning Grant and Choice Neighborhoods Initiative, and will also participate in a Sustainable Communities Planning Grant for regional planning. Should the City be successful in obtaining these grants, it will allow for the development of an updated comprehensive plan through a needs assessment and gaps analysis to provide city and community leaders a visionary and goal-oriented plan workable with various public, private, governmental and quasi-governmental divisions. The assessment/analysis will concentrate on housing and neighborhood needs, stimulate economic development, improve public transportation, and review future land use and zoning changes necessary to advance progression.

Improve Public Housing and Resident Initiatives

The Jackson Housing Commission (JHC) is the City's Public Housing Authority (PHA). The JHC manages 543 units of public housing in three Asset Management Projects and a Section 8 program of 475 participants. After assessing the housing needs of the City and surrounding Jackson County area, JHC has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium-sized agency.

In addition, the JHC has:

- No plans to demolish any of its properties. In fact, the JHC plans extensive physical improvements at each location within the next three years. Comments and suggestions from the various Resident Advisory Boards (Shahan-Blackstone, Chalet Terrace, Reed Manor and Section 8) are taken into consideration and, if feasible, implemented.
- A HUD-approved Home Ownership Plan to sell 50 scattered site units to qualifying low- and moderate-income homebuyers. As of June 3, 2008, 10 units had been sold. Proceeds from future sales will be used for good supporting housing purposes to include, but not be limited to, development of low-income housing.
- Implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout the developments.
- Created and continues to facilitate self-sufficiency programs to improve resident employability, as well as solicit support services for the elderly and families with disabilities.

The waiting list for Section 8 housing is quite extensive, totaling 1,084 families for 475 units. Of those on the waiting list, 97% are extremely low-income (less than or equal to 30% area media income) households. Unfortunately, the waiting list for Section 8 housing has been closed for

two years and only experiences a 21% turnover rate, which will allow only 9% of those families on the waiting list to attain Section 8 housing.

Public Housing has a waiting list of 295 families for 543 units and generally experiences a 24% turnover rate, which will allow approximately 44% of those families on the waiting list to attain public housing. Extremely low-income families make up 98% of Public Housing's waiting list.

The JHC received \$889,894 in Capital Funds Recovery Grant from the American Recovery and Reinvestment Act of 2009. The 40 single-family scattered site units remaining in the Home Ownership Plan are currently receiving updates, including new roofs, water heaters, furnaces, windows and doors.

Evaluate and Reduce Lead-Based Paint Hazards

The City of Jackson and the Jackson County Health Department are actively involved with environmental concerns regarding lead-based paint (lead was banned from residential paint in 1978). Based on 2000 Census Data, of the 15,241 housing units located in Jackson, it is estimated that 14,225 were built before 1978. According to HUD data, more than three-fourths of pre-1978 homes contain lead-based paint, meaning approximately 10,670 homes in the City of Jackson contain lead-based paint. Of the total number of homes potentially containing lead-based paint, it is estimated that 3,308 (31%) of the households occupying such homes are very low-income (0 - 50% MFI), and 1,921 (18%) are low-income (51 - 80% MFI).

The City of Jackson Community Development staff conducts visual inspections for defective paint surfaces. During routine inspections of properties involved in rehabilitation, homeowners are given educational materials about the dangers of lead-based paint. Women, Infants and Children (WIC) participants are advised of the availability of lead-based blood tests offered through the Jackson County Health Department. City of Jackson inspectors are trained on the requirements of the HUD Lead Safe Housing Rule (24 CFR 35, as amended 6/21/04) and ensure lead-based paint problems are properly resolved in all City funded housing rehabilitation projects.

Since HUD's lead-based paint regulations took effect in September 2000, the City has seen rehabilitation costs increase by 60%. Unfortunately, the City's funding sources did not increase at the same rate, making it more and more difficult to have a significant impact on the housing in the community. Because of the age of the housing stock, the homes of virtually all applicants for rehabilitation assistance must be tested for lead-based paint.

Over the years, the City has utilized a number of certified companies to provide lead risk assessments and clearance reports for its projects. The City also maintains a list of approved area general contractors certified by the State of Michigan to utilize lead-safe work practices, interim controls, and lead-based paint hazard abatement to housing rehabilitation projects. Jackson is fortunate to have an experienced rehabilitation staff with over 50 years of combined rehabilitation experience with the City. All have received training in implementation of HUD Lead-Based Paint Regulations under the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992, and are able to conduct housing inspections, integrate and incorporate the findings of a lead risk assessment and paint inspection, and prepare construction specifications for City rehabilitation projects to address both issues.

In 2006, the City of Jackson was awarded a two million dollar HUD Office of Healthy Homes Lead Hazard Control Grant to provide funds to low- and moderate-income families living in the City of Jackson and Jackson County to accomplish the national initiative to eliminate childhood lead poisoning. The program offered testing for lead paint hazards in the home, testing of young children under age 6 for elevated blood lead levels, and funding to remediate the lead paint hazards from the home. The program provided up to \$20,000 of assistance to eligible homeowners and up to \$15,000 per unit of assistance to eligible rental properties with families of low- and moderate-income living in the unit. The City partnered with Community Action Agency, the Jackson County Health Department, and the Center for Family Health to promote and implement the program within the City of Jackson and throughout Jackson County. Lead program staff has received specialized training in the areas of lead risk assessment, lead paint testing, and lead clearance testing. With this funding, the City was able to provide 173 lead safe units. Approximately 18% of the total number of children under age 6 in Jackson County have been tested for blood lead levels, with 3% having levels greater than or equal to 10 micrograms per deciliter, indicating an elevated blood lead level as defined by the Center for Disease Controls.

The current grant expired on March 31, 2010 and, while the City applied for HUD FY2009 continuation of funding, we were not successful. HUD complimented the City of Jackson for presenting an excellent application, and strongly encouraged the City to apply for 2010 funds. A debriefing session revealed scoring was just shy of having been approved:

Rating Factor	Total Possible Points	City's Score
Capacity of Applicant and Relevant Organizational Experience	20	16.95
Need/Extent of the Problem	15	13.00
Soundness of Approach	40	31.40
Leveraged Funds	10	10.00
Results and Program Evaluation	15	13.05
EZ/EZRC	2 (bonus)	n/a
Total:	102	84.40

The loss of this grant funding has not only put City of Jackson children at risk of elevated blood lead levels (nearly 86% of the City's housing stock was built before 1970), it has also created an economic impact to the community. For each job awarded, a lead paint risk assessor, contractor and crew (2 – 3 people), lead clearance professional, and local material suppliers were used. Loss of the grant also led to the termination of two City employees who staffed the administrative and project development duties. City staff is maintaining a waiting list, currently at 55 potential participants, should the City be successful in attaining FY2010 funding.

Ensure Compliance with Program and Comprehensive Planning Requirements

The Community Development Project Coordinator is responsible for oversight of the administration of CDBG/HOME funds, which includes, but is not limited to:

- Receiving applications for funding and reviewing same for eligibility.

- Performing a risk analysis of applicants requesting funds.
- Preparing reports to the Community Development Director for the Mayor and City Council.
- Performing environmental reviews.
- Staffing Citizen Advisory Council meetings to obtain public comment.
- Preparing the One-Year Action Plan for submission to HUD.
- Preparing Subrecipient Agreements to those entities receiving an allocation.
- Preparing the CAPER.
- Monitoring subrecipients: quarterly desk reviews and annual on-site reviews.
- Reviewing reimbursement requests for eligibility.
- Conducting site visits to projects while in progress.
- Conducting Davis-Bacon interviews on construction sites for Labor Standards compliance.
- Maintaining files and records relating to the overall administration of the programs.

The Department's Financial Analyst supervises the Project Coordinator and, in addition to assisting in some of the responsibilities listed above, is in charge of meeting all aspects of HUD's financial reporting requirements, such as:

- Review payment requests for accuracy and eligibility.
- Reconcile financial records with IDIS.
- Prepare and reconcile reports submitted with the CAPER.
- Prepare reports to the Community Development Director for the Mayor, City Council, City Manager as requested.
- Prepare Federal Cash Control Report.
- Ensure accuracy of data entered in IDIS.
- Prepare budgets and forecasts.

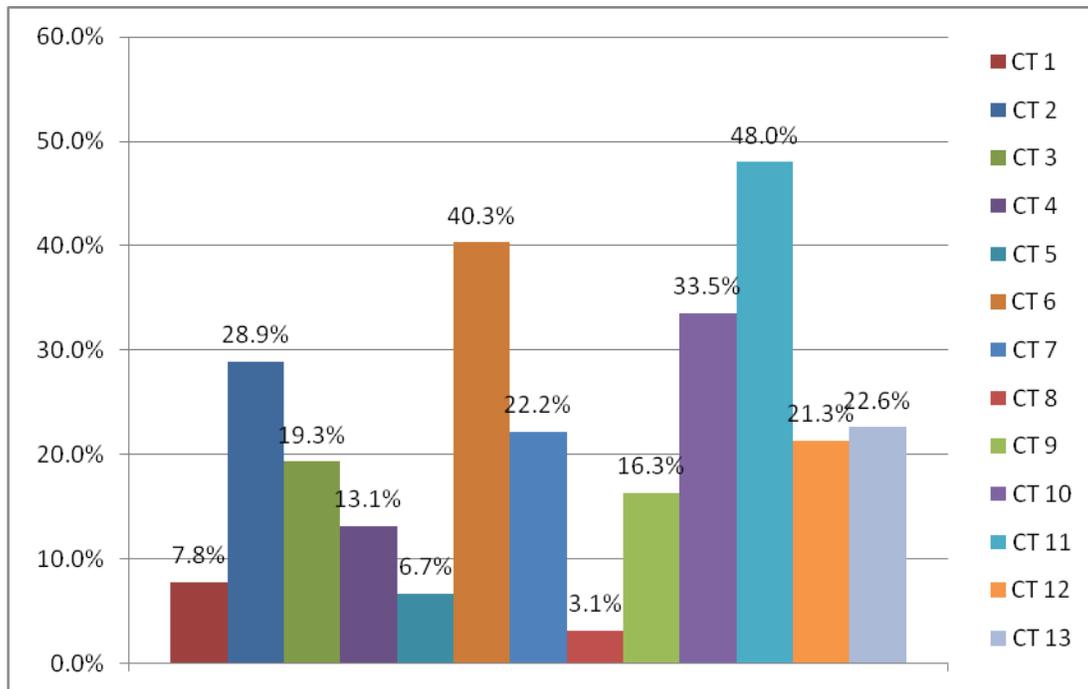
Reduce the Number of Persons Living Below the Poverty Level

The Federal Financial Institutions Examination Council (FFIEC) published Summary Census Information based on estimates in 2010. The 2010 HUD Estimated Median Family Income for the County of Jackson is \$58,600; only Census tract 8 in the City surpassed that amount by recording an estimated Median Family Income of \$78,336.

CT	Percent Minority	Percent Below Poverty	2000 Median Family Income	2010 Est. Median Family Income	Tract Median Family Income %
1	12.04%	7.84%	\$40,230	\$46,259	78.94%
2	28.35%	28.93%	\$26,548	\$30,525	52.09%
3	16.51%	19.35%	\$35,682	\$41,032	70.02%
4	12.52%	13.06%	\$38,115	\$43,827	74.79%
5	11.49%	6.74%	\$47,177	\$54,246	92.57%
6	30.03%	40.29%	\$21,728	\$24,987	42.64%
7	21.86%	22.16%	\$32,917	\$37,850	64.59%
8	9.83%	3.09%	\$68,125	\$78,336	133.68%
9	21.17%	16.30%	\$41,480	\$47,700	81.40%
10	48.32%	33.53%	\$26,213	\$30,144	51.44%
11	80.09%	48.04%	\$16,847	\$19,373	33.06%
12	24.96%	21.30%	\$40,912	\$47,044	80.28%
13	62.74%	22.64%	\$35,491	\$40,809	69.64%

Source: 2010 FFIEC Census Reports

Based on this information, approximately 21.8% of the City’s residents live at or below the poverty level, with two of the highest concentrations in Census tracts 6 and 11, where the average number of residents living at or below the poverty level is over 40%.



Poverty Rates by Census Tract

The City of Jackson has neither the resources nor facilities to carry out programs directly targeted at reducing the number of households at or below the poverty level; however, it does provide funding to public service agencies that can provide basic needs services at no or little cost to an individual or family. The U.S. Census Bureau released updated information regarding poverty levels in 2007. The local high unemployment rate, fueled by the downsizing of the automotive industry and rising costs of food and transportation, led to an increase of the number of people living in poverty. While the reported numbers are for Jackson County, it is reasonable to assume the City has experienced the same, if not worse, increase. The statistics also revealed the majority of those living in poverty were women, with the highest concentration being between ages 18 and 24. In addition, one of five children live in poverty, and nearly 60% of those children live in homes without a father. Local agencies that offer assistance to low-income individuals have seen the number of people who seek help rise, but their funding sources to provide services remain the same or are reduced. The State continues to make drastic budget cuts, further aggravating the cycle of poverty and the ability of families to recover.

Leveraging Resources

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

As stated above, the City of Jackson was also a recipient of a multi-year, two million dollar HUD Office of Healthy Homes Lead Hazard Control grant that worked in conjunction with the City's rehabilitation program to improve the current housing conditions and create a healthier living environment throughout the community and will apply for the 2010 Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program. The City's CDBG and HOME grants do not require matching funds, but consideration is taken regarding the amount of other funds leveraged in a project when making allocation decisions.

Citizen Comment

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

During the preliminary planning stages to develop the City's 5-Year Consolidated Plan, the current Citizen Participation Plan was evaluated. After much research and analysis of the current Citizen Participation Plan structure and consultation with similar-sized entitlement communities in Michigan, it was determined improvements could be made to that plan, including the Citizens Advisory Council. Staff is currently revising the Citizen Participation Plan as authorized by the Jackson City Council, which will restructure the advisory council to be comprised of community leaders and citizens from CDBG-eligible areas that could conduct public hearings, receive citizen comments, provide reports to City Council regarding those hearings and comments, provide guidance to Councilmembers in the application/allocation process, and evaluate annual grant performance.

Because the City deviated from its current Citizen Participation Plan during its redevelopment, extra measures were taken to solicit public comment. Community service providers catering to low- and moderate-income persons posted flyers created by Community Development staff announcing the day, date, time, and reason for the public hearing. Among the agencies that posted the flyers were: Community Action Agency's housing assistance office, the AWARE shelter, Jackson County Department of Human Services, The Salvation Army, South Central Michigan Works!, the three Jackson Housing Commission public housing complexes, the Community Development Department's lobby, and on the front entrance doors to City Hall.

Self-Evaluation

Decent Affordable Housing

The City of Jackson continues to fund activities to sustain the availability and affordability to housing for low- and moderate-income persons. These activities include down payment assistance, foreclosure prevention, homeownership counseling and training, and rehabilitation. Community Development rehabilitation staff has been implementing new policies and procedures to streamline its program, which includes the use of a software package specifically designed to track the rehab cases. Staff will continue to review policies and procedures over the next year to modify its program where necessary to provide an efficient and beneficial service to its recipients.

Economic Opportunities

The City of Jackson has provided successful economic opportunities to businesses in the form of its Jobs Creation Initiative. With the bleak outlook for a positive, quick turn around in the City's, County's and State's economy and unemployment rate, Community Development staff is pursuing implementation of other CDBG-funded activities, such as microenterprise assistance, to support more job opportunities for the City's low- and moderate-income residents.

Elimination of Slum/Blight

The City of Jackson strives to improve the look of the City, from infrastructure repair, façade improvements to the downtown to make it more inviting, and helping keep neighborhoods clean through ordinance enforcement. As areas are cleared of blight, pride is restored to the community. Although it is an ongoing effort to maintain the cleanliness, the City has instituted procedures to deal with habitual offenders.

Public Services

The need for non-profit and charitable agency services for low- and moderate-income persons has risen sharply as the economy and job market has diminished. In future public service allocations, the City will be looking more closely at those services that provide assistance for basic needs – health, food and shelter. Until the City and State of Michigan are in an economic recovery, the City will continue to support agencies that provide the most beneficial basic needs to the community.

Monitoring

The City of Jackson requires its subrecipients to submit quarterly Direct Benefits Activity Reports to remotely monitor each subrecipient's performance. If performance is not up to expectations, City staff contacts the subrecipient to provide any technical or other assistance to help them meet program regulations, achieve their performance goals, improve service being delivered, and assure timely delivery of benefits to low- and moderate-income persons. Reimbursement requests are meticulously reviewed to assure proper documentation is received to verify activities as being both eligible and meeting a National Objective. At least once yearly, the Community Development Department's Financial Analyst and Project Coordinator make an on-site visit to thoroughly review the subrecipient's overall program administration as well as individual project files.

Program Narratives

CDBG Program

The goals of using CDBG funds in the City of Jackson are to provide safe, decent, affordable housing to low- and moderate-income persons, encourage an economic climate, prevent or eliminate slum and blight, and make available certain public services to meet the basic needs of the low- and moderate-income residents. To accomplish these goals, CDBG funds were allocated for each goal as follows:

Goal 1 – Safe, Decent and Affordable Housing

Code Enforcement Community Development Dept.	Funding \$450,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved rental properties (see also Goal 3 for blight citations)	Planned Units	Actual Units 1,097 rental units inspected

Rehabilitation Community Development Dept.	Funding \$200,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved housing conditions for owner-occupied residences	Planned Units 23 units	Actual Units 0 Residential Rehab projects 18 Emergency Hazard projects
<i>Note: In addition to what is reported above, 11 rehab and 4 hazard projects were completed with prior years' funding.</i>		

Rehabilitation – Emergency Stairwell John George Home	Funding \$50,000 CDBG	Target Area CT000400, BG5
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Improved accessibility for residents and emergency personnel	Planned Units 1	Actual Units 1

Goal 2 – Encourage an Economic Climate

Jobs Creation Initiative Community Development	Funding \$36,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Jobs	
Outcome Provided loans to businesses for improvements while creating/retaining jobs for low-income residents	Planned Units 1	Actual Units 1

Goal 3 – Prevent and Eliminate Blight

<p>Code Enforcement Community Development Dept.</p>	Funding \$450,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Improved neighborhoods (see also Goal 1 for rental housing info)</p>	Planned Units	Actual Units 984 garbage citations written 248 Inoperable/Unlicensed Vehicle citations written 100 Dead Trees written
<p>Cleanup Community Development Dept.</p>	Funding \$8,329 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Provided City residents a one-day opportunity to dispose of household and yard debris free of cost</p>	Planned Units	Actual Units 81.37 tons of garbage 1,400 scrap tires 4.16 tons scrap metal 177 mattresses/boxsprings
<p>Monroe Street Sidewalk City Engineering</p>	Funding \$30,000 CDBG	Target Area CT000200, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Installed 1,000 feet of new sidewalk</p>	Planned Units 1	Actual Units 0
<p>Street Paving/Reconstruction City Engineering</p>	Funding \$302,801 CDBG	Target Area CT000600; CT001000, BG1; CT001100, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
<p>Outcome Improved drivability of local streets</p>	Planned Units 2	Actual Units 0
<p>Sidewalk Handicap Curb Ramps Department of Public Works</p>	Funding \$67,523 CDBG	Target Area CT000700; CT001000; CT001100; CT001200
	Planned Beneficiaries Low- and Moderate-Income Clientele (presumed)	
<p>Outcome Improved accessibility for elderly or disabled residents</p>	Planned Units 27	Actual Units 18

Ash Tree Removal/Replacement City Forestry	Funding \$25,000 CDBG	Target Area CT000700; CT001000;CT001100, BG1
	Planned Beneficiaries Low- and Moderate-Income Area	
Outcome Removed dead, dying, diseased, and/or dangerous tree to beautify neighborhoods	Planned Units 100	Actual Units 110

Goal 4 – Public Services

Emergency Adult Dental Care Center for Family Health	Funding \$15,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided affordable oral health care	Planned Units 1,100	Actual Units 866

Partnership Park After School Program Partnership Park Neighborhood Association	Funding \$5,000 CDBG	Target Area CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted youth in obtaining educational and social skills	Planned Units 40	Actual Units 45

Families and Schools Together Family Service & Children’s Aid	Funding \$10,000 CDBG	Target Area CT001300, BG3; CT001000, BG4; CT000600, BG1
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided counseling for students and their families to enhance family functioning, prevent student failure, prevent alcohol/drug abuse, and reduce family stress	Planned Units 50	Actual Units 412

Homeownership Counseling & Training Jackson Affordable Housing Corp.	Funding \$6,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided information and training to prospective homeowners	Planned Units 650	Actual Units 407

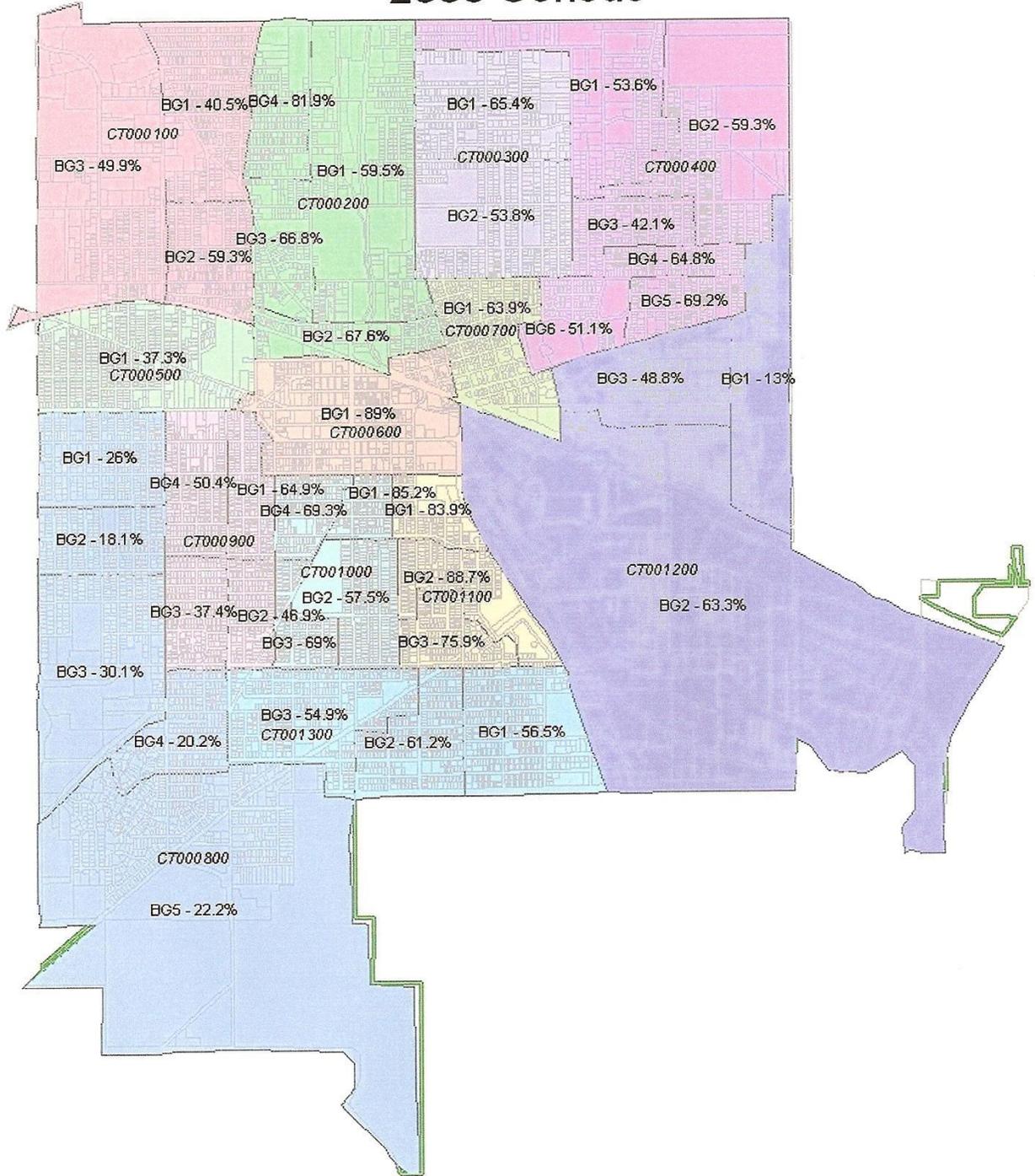
Foreclosure Prevention Jackson Affordable Housing Corp.	Funding \$12,500 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Assisted LMI families through a one-time financial crises	Planned Units 3	Actual Units 8

MLK Summer Youth Program Parks & Recreation Dept.	Funding \$40,000 CDBG	Target Area CT001100, BG1, 2 & 3
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provided staff and operating expenses for summer enrichment program for youth	Planned Units 400	Actual Units 517

Utility Assistance The Salvation Army	Funding \$52,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Allowed families to keep their power and heat on	Planned Units 135	Actual Units 152

2-1-1 Call Center United Way of Jackson County	Funding \$12,000 CDBG	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Provide an information and referral service	Planned Units 4,199	Actual Units 4,952

City of Jackson, Michigan Census Tracts - Block Groups - LowMod Percentage 2000 Census



Use of CDBG Funds for National Objectives

All CDBG funds received were allocated to meet National Objectives, specifically targeted to the City's low- and moderate-income residents, eliminating slum/blight, or meeting urgent needs.

Anti-Displacement and Relocation

No projects were funded that involved demolition of occupied property. Relocation was not necessary on any of the rehabilitation projects.

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

Low/Mod Job Activities

The City of Jackson implemented its Jobs Creation Initiative Loan Program in 2003 as an economic development incentive to expand business and create jobs for low- and moderate-income residents. Ambs Message Center received the first loan in 2004, followed by Anesthesia Business Consultants in 2005, and Daryl's Downtown Restaurant in 2006. The policy adopted by the City Council is as follows:

City of Jackson Jobs Creation Initiative Loan Program (Initiated 11/25/03)

Eligibility Requirements:

- 1) The business must be located within a CDBG eligible area of the City of Jackson and must not have received federal funds through any current or previous City, DDA, or MSHDA Program.
- 2) The business must make a minimum investment of \$500,000 in construction or building improvements within two (2) years.
- 3) The business must create at least one (1) full-time income job for a low-moderate income individual for each \$5,000 of CDBG funds within three to five (3 – 5) years.
- 4) The business must agree to a Promissory Note and Development Agreement.
- 5) The business must be current on taxes and special assessments
- 6) The business must not have any active code violations cited.

On December 15, 2009, City Council approved a \$100,000 short term jobs creation loan to RTD Manufacturing from CDBG funds. With this loan, RTD was able to purchase the materials needed to produce the IED brackets and hire the additional employees needed to complete a federal contract. RTD successfully fulfilled the initial contract and was able to repay the City by June 2010. The loan not only provided the direct assistance to RTD,

but also stimulated several other Jackson area businesses that provided the goods and materials needed for production and shipment.

Program Income Received

Program Income Type	Amount
CDBG	
Sale of Real Property	\$ 1,170
Economic Development Loan Repayments	115,750
Deferred Loan Repayments	21,706
MSHDA PIP Loan/Inspection Fees	-0-
HOME Administration	30,000
Accounts Receivables, Permits, Code Enf., etc.	38,497
Other Program Income	868
Total CDBG Program Income:	<u>\$207,991</u>
HOME	
HOME Program Loan Repayment	-0-
Total HOME Program Income:	<u>-0-</u>

Loans and Other Receivables

As of June 30, 2010, the City of Jackson has the following open outstanding loans:

No. of Loans	Type	Balance
208	Rehab (repayable)	\$2,765,884.77
44	Lead (forgivable)	192,509.36
69	Emergency Hazard (repayable)	367,793.36
1	Section 108 (repayable)	700,000.00

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

No. of Loans	Type	Balance
4	Deposit Loan (repayable)	\$1,045,375.00

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

Tax ID No.	Address	
5-0591	208 E Morrell	
5-1090	140 Stanley	NSP rehab
5-1345	115 Damon	NSP rehab
4-0654	941 S Jackson	NSP rehab
5-0683	1043 Chittock	NSP rehab
6-1104	1906 Plymouth	
7-1194	1911 E Ganson	
7-0348	604 Detroit	NSP rehab
3-0128	509 W Franklin	NSP rehab
7-1057	1707 E Ganson	NSP rehab
3-1630	733 Oakdale	NSP rehab
8-0356	544 N Pleasant	NSP rehab

JAHC and Habitat for Humanity have the following properties for sale:

Tax ID No.	Address	
7-0890	1212 Burr	Sold
8-0786	1306 Leroy	Rehab complete; listed
8-1633	734 N Waterloo	Rehab ongoing
5-2128	333 E Euclid	Sold
4-0588	606 S Mechanic	Sold

HOME Program

Rehabilitation Assistance Community Development	Funding \$260,975 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 6	Actual Units 0
<i>Note: In addition to what is reported above, 5 rehab projects were completed with prior years' funding.</i>		

Down Payment Assistance Jackson Affordable Housing Corp.	Funding \$25,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased homeownership opportunities	Planned Units 6 - 8	Actual Units 3

Acquisition/Rehab/Resale Jackson Affordable Housing Corp.	Funding \$55,000 HOME	Target Area City-wide
	Planned Beneficiaries Low- and Moderate-Income Clientele	
Outcome Increased availability of improved housing units	Planned Units 1 - 2	Actual Units 0

The goal of using HOME funds in the City of Jackson is to provide decent, affordable housing to low- and moderate-income persons, which is of highest priority. To accomplish this goal, HOME funds were allocated for rehabilitation assistance, acquisition/rehabilitation/resale, and down payment assistance. The City's Community Housing Development Organization (CHDO), JAHC, was able to complete a rehabilitation project started in 2008-2009 and sell it to a low-income household. JAHC also acquired two other modest homes at 1306 Leroy and 734 North Waterloo in 2009-2010. The rehabilitation at Leroy has been completed and the home is currently being marketed to eligible purchaser, while North Waterloo is currently in the process of being rehabilitated.

The City of Jackson does not use HOME funds for rental housing, so no on-site inspections of rental units were conducted of HOME funded rental housing, and no affirmative marketing was required. No HOME match is required to be paid by the City of Jackson for FY2009 as HUD continues to determine the City is in severe fiscal distress. Forms HUD-40107 (HOME Program Annual Performance Report) and HUD-40107-A (HOME Match Report) are attached to the CAPER as required.

Housing Opportunity for People with Aids (HOPWA) Program

The City of Jackson does not receive HOPWA funding.

Emergency Shelter Grants (ESG) Program

The City of Jackson does not receive ESG funding.

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 Saturday, October 30, 2010, 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 September 28, 2010.

IN WITNESS WHEREOF, have hereunto affixed my signature and the seal of the City of Jackson, Michigan on this 28th day of September, 2010.

_____ City Clerk

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, Consumers Energy has been a leader in providing energy to the Jackson community and beyond for more than 120 years. Consumers Energy was founded in 1886 by William Augustine Foote, a flour mill operator and entrepreneur who enjoyed tinkering with electricity; and

WHEREAS, in 1910 the Central Chemistry Lab was organized as part of Production and Transmission for the purpose of analyzing coal. In 1925 the west wing and south garage of the Consumers Energy Company's Trail Street Laboratory was erected. This building housed the electric meter shop, facilities for testing and a garage for company cars. In 1929 the east wing of the Trail Street building was erected, housing the gas meters shop, and the Chemistry Lab upstairs while an expansion of the parking garage was built downstairs; and

WHEREAS, following the vision statement of the Consumers Energy Laboratory Services the Laboratory Services is the single point of contact for providing technical expertise in the areas of calibration, chemistry, nondestructive and material testing; and

WHEREAS, it is their commitment to maintaining and strengthening their long-term working relationships by ensuring that professionalism, competence, confidence, and trust are demonstrated with every service they provide, that makes the Consumers Energy Laboratory Services stand out in their profession,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Jackson, Michigan, hereby wishes to express their sincere appreciation to the Consumers Energy Laboratory Services for their many contributions to the City of Jackson, and their many customers in the State of Michigan, and wish to congratulate them upon their recent recognition of their 100th anniversary.

DATED this 28th Day of September, 2010.

Karen F. Dunigan, Mayor

Carl L. Breeding
1st Ward Councilmember

Kenneth E. Gaiser
4th Ward Councilmember

Robert B. Howe
2nd Ward Councilmember

Andrew R. Frounfelker
5th Ward Councilmember

Daniel P. Greer
3rd Ward Councilmember

John R. Polaczyk
6th Ward Councilmember

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050;
(517) 788-4023
Fax: (517) 788-4059

MEMORANDUM
September 21, 2010

TO: Honorable Mayor and City Council

FROM: Julius A. Giglio, City Attorney

RE: Ordinance Regarding Duties of the City Manager

At the council meeting of September 14, 2010, Council directed me to draft appropriate language for an ordinance to authorize the city manager to prepare city council agendas. As Council is aware, Section 2.4 of the City Code (Office of the City Manager) identifies various duties and responsibilities for the city manager. Section 2.4 (3) appears to be the appropriate place to add the requirement for preparation of city council agendas.

Attached is a proposed ordinance that provides that the city manager is responsible for “establishing and/or preparing the agenda for council meetings.”

If the ordinance meets with your approval you should advance the ordinance for final adoption.

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

JAG/dr
Enc.

cc: Warren Renando, City Manager, w/enc.

ORDINANCE NO. 2010-____

An Ordinance amending Chapter 2, Section 2-4 of the Code of Ordinances, City of Jackson, Michigan to identify the city manager's responsibility for preparing city council agendas.

Section 1. That Chapter 2, Section 2-4 (3) of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

- (3) Attend council meetings. The manager shall have the right to take part in discussion but shall not vote. The manager shall be responsible for establishing and/or preparing the agenda for council meetings. The agenda shall include all items submitted to the manager by either council members or appointed officials provided such items are submitted by 5:00 p.m. on the Wednesday preceding the next regularly scheduled council meeting.

Section 2. This Ordinance takes effect 30 days after its adoption.



September 8, 2010

TO: Warren D. Renando
City Manager

FROM: Michael E. Beyerstedt
Fire Chief

SUBJECT: Request For Revision of Burning Ordinance

The Fire Department, in conjunction with the City Attorney, is requesting City Council to amend the City of Jackson Burning Ordinance. After reviewing the current burning ordinance with the City Attorney, it became clear that there is currently no provision in the ordinance allowing for the use of chimineas or “approved burning devices.” The issue is that during the administration of the previous two fire chiefs, citizens were advised that these devices were allowed, and many taxpayers have purchased such devices based on this advice. The revised burning ordinance language (*see attachment*) will allow such devices to be used in a safe manner, while still prohibiting burning barrels, garbage burning, campfires, and leaf burning.

Please place this request on the City Council Agenda for September 14, 2010. I will be present to answer any questions on this matter.

Attachment (Revised Ordinance)

ORDINANCE 2010 - _____

An Ordinance amending Chapter 10, Section 10-53, Section F-403.0 Code of Ordinances, City of Jackson, Michigan to provide for the open burning of wood-based products in outdoor-burning devices.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. Purpose

The City Council wishes to allow the outdoor burning of wood as wood-based fires when such burning is performed consistent with manufacturer's instructions for outdoor burnings devices such as chimineas and fire pits.

Section 2. That Chapter 10, Section 10-53, Section F-403.0, of the Code of Ordinances, City of Jackson, Michigan be amended to read as follows:

Sec. F-403.0. **Open burning.** Section F-403.0 is amended to read as follows:

Sec. F-403.1. **Outdoor burning:** Except otherwise allowed in this section, the outdoor burning of refuse, leaves, papers, or any other combustible waste material is prohibited.

Sec. F-403.2 **Allowable burning:** The following outdoor burning is allowed:

1. Outdoor cooking is allowed for cooking of food on any barbecue, grill, or other appliance primarily designed for outdoor cooking and when used in a manner consistent with the manufacturer's instructions. However, any odor created by the outdoor cooking must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor cooking that creates a fire hazard or become reasonably objectionable.
2. Outdoor fires are allowed for the burning of wood in devices designed by manufactures as backyard fire pits when the burning is
 - a. contained within a device located more than fifteen (15) feet from any neighboring property line,
 - b. occurring at a one-family or two-family dwelling and not prohibited by the property owner,
 - c. attended by a responsible adult, and
 - d. performed in a safe manner consistent with the manufacturer's instructions.

When burning wood in such devices, the wood used for the burning must be seasoned natural wood. The burning wood must not have been painted,

varnished, or coated with similar materials; must not have been pressure treated with preservatives; and must not contain resins or glues typically present in plywood or other composite wood products.

However, any odor created by an outdoor fire must not create a foul or offensive odor or cause smoke emissions that are reasonably offensive to nearby persons. The Code Official may require the owner or responsible person to extinguish any outdoor fire that creates a fire hazard or become reasonably objectionable.

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

JCAD INITIATIVE
ART 634
634 North Mechanic Street
Jackson, MI 49201

September 16, 2010

To: The Honorable Mayor Karen Dunigan
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

From: The Jackson College of Arts & Design (JCAD) Initiative

Dear Karen,

Per our discussion in January of this year, the JCAD Initiative is united by our passion and goal to bring a college of arts and design to downtown Jackson.

Inspired by SCAD (Savannah College of Arts and Design) this college can transform our city by restoring and rehabilitating many vacant buildings in our downtown area. The city will be the campus. Imagine our downtown sidewalks filled with students racing from their dormitories (now vacant hotels) to classrooms in the revitalized business and industrial buildings that are now vacant and falling into ruin.

To reiterate, a study by the Georgia Foundation for Independent Colleges in 2005 indicated SCAD contributed more than \$256 million to the Savannah area economy. Imagine this for Jackson: A year-round flow of students, and their families and friends who come to visit them at our downtown campus – lined with shops, eateries and services – creating a perennial energy and vibrant economy in our community.

We have been working with an economic development consultant to conduct an initial feasibility study for this initiative. Among his recommendations was that the JCAD core group would acquire more legitimacy if we were recognized by the City Council as the "Mayor's Blue Ribbon Committee" to bring a college of arts and design to downtown Jackson.

This designation, he says, would help us considerably in raising the funds needed to contract with his company for the initial feasibility study.

We invite the City of Jackson to join this initiative by recognizing our group as a legitimate representative of this vision. For the City Council's enlightenment, I am enclosing a copy of our vision statement and business plan.

Sincerely,

Willa Davis
Graphic Artist

Margaret Riggle
ART634

Indra Jha
Elite Engineering Services, Inc.

Ron Griffith
Spring Arbor University

Travis Fojtasek
ACAJC

Peter Behncke
Leutz Cabinets & Woodworking

Trent Harris
Law Office of Trent Harris, PLC

JCAD VISION AND BUSINESS PLAN STATEMENT

September 16, 2010

Executive Summary

The purpose of this plan is to provide a vision for the Jackson College of Art and Design (“JCAD”), a residential college of commercial and industrial arts and design. In Michigan, no college exists which provides a comprehensive education in creative design, a field that is becoming vitally important as our economy transitions from a manufacturing economy to a knowledge-based service economy. A residential college, fashioned after the Savannah College of Arts and Design (“SCAD”), would meet this need, and also bring to Jackson students, faculty, support staff, and visitors. With JCAD would come an influx of people, energy, ideas, and disposable income to Jackson. JCAD could potentially become a regional cultural attraction, an economic stimulus, and engine for growth in the Jackson community.

Opportunities

- **Market demand for design education:** While career opportunities in art and design fields nationwide are expected to see an increase of approximately 12 percent, in Michigan these career opportunities are expected to increase by closer to 18 percent.¹ The economy of tomorrow is widely acknowledged to be centered on “knowledge-based workers”, professionals who can identify and analyze problems, and then design and create products and services to solve those problems.
- **Relative lack of design schools in Michigan:** Michigan lacks a college-level educational program dedicated to the whole of commercial and industrial design.² Though some college programs offer majors and minors in areas of study that are parts of design (art, photography, graphic design, architecture), no Michigan college has a focus mainly on design as its own process and discipline. Further, no college in Michigan has adopted the SCAD model for a residential design school sited in the midst of an urban downtown.
- **Future growth of knowledge-based jobs.** Jackson’s workforce has traditionally been mostly light- to heavy-manufacturing, reflecting Jackson’s role in the industrial revolution and the auto industry of the past 100 years. However, Michigan’s light and heavy manufacturing has largely dried up in the past 30 years, and is not expected to return in the future. In contrast, service and “knowledge-based” jobs are predicted to be the anchor of the future Michigan and national economies. Whereas the proportion of Jackson residents with a high school diploma exceeds 77 percent, only about 13 percent of Jackson residents have a bachelor’s degree or higher.³ Jackson needs to begin taking steps to align and prepare itself for the education and skills needed for the state and national economies of the next 100 years.
- **Jackson’s affordable yet underutilized downtown real estate.** Downtown Jackson has a large amount of affordable property, both in terms of commercial and residential development that is significantly vacant. Once part of a thriving central business district,

¹ <http://www.artschoolsdigital.com/art-schools-review/michigan-art-schools.html>, (Retrieved May 4, 2010).

² See Gap Study prepared by JCAD members.

³ <http://www.city-data.com/city/Jackson-Michigan.html> (Retrieved July 1, 2010).

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many former downtown businesses have since relocated to suburban or out-of-state locations, draining downtown Jackson of the density and foot traffic necessary to support a wide range of retail and service-oriented businesses. With few exceptions, the businesses that do remain in downtown Jackson are mainly “9 to 5” businesses, causing downtown’s Jackson to be deserted at night. Jackson needs to begin taking steps to increase density and traffic downtown, so a broader range of businesses and development can be sustainable in Jackson’s central business district both day and evening hours.

- **The need to cultivate ties with a new generation of Jackson residents and workers.** Most of Jackson’s residents know and agree that the City of Jackson is a great place to live. However, Jackson’s population has steadily decreased at an average rate of about seven percent per decade since 1960.⁴ Despite the fact that the City of Jackson’s population is relatively “young” as a whole⁵, the loss of businesses from Jackson and Michigan in the past few decades has made it necessary for more and more of Jackson’s young people to move to remote cities and states for jobs.^{6,7} In the process, Jackson has

⁴ Jackson population growth/decline by decade, 1850-2008.

<u>Year</u>	<u>Population</u>	<u>Change from prior decade</u>
1850	2,363	n/a
1860	5,000	111.6%
1870	14,447	188.9%
1880	16,105	11.5%
1890	20,798	29.1%
1900	25,180	21.1%
1910	31,433	24.8%
1920	48,374	53.9%
1930	55,187	14.1%
1940	49,656	-10.0%
1950	51,088	2.9%
1960	50,720	-0.7%
1970	45,484	-10.3%
1980	39,739	-12.6%
1990	38,303	-3.6%
2000	36,316	-5.2%
2008	33,501	(estimated)
2009	33,315	(estimated)

1850-2000 statistics from United States Census Bureau “American Factfinder”. Estimated 2008 and 2009 population from U.S.Census Bureau estimate quoted in Jackson Citizen Patriot, June 25, 2010, http://www.mlive.com/news/jackson/index.ssf/2010/06/census_estimates_that_jackson.html (Retrieved June 28, 2010).

⁵ “According to the 2000 Census, the City’s median age was 31.3 years. The City’s median age was lower than the median age for the County and the State, which were 36.5 and 35.5 years respectively. This was due in part to the fact that people under 35 years of age comprised 55.3% of the City’s population, compared with 47.3% of the County’s and 49.2% of the State’s population.” Quote and data taken from City of Jackson Comprehensive Plan, 2010 Edition.

⁶ Though some 7,000 people live and work within the City of Jackson, a far greater number (10,364) must commute outside of Jackson each day to work. <http://www.city-data.com/city/Jackson-Michigan.html> (Retrieved July 1, 2010). This daily exodus not only represents a loss of disposable income and foot traffic for Jackson businesses, but also results in substantial transportation expenses and lost leisure time for Jackson residents who commute, reducing these residents’ overall standard of living.

⁷ Since 2001, Michigan has suffered a net population loss of approximately 465,000. In 2008 alone, Michigan lost approximately 109,000 people. The educated and young are an alarmingly high proportion of this exodus. While the percentage of Michigan residents with a college degree is about 25%, 39% of people leaving Michigan have college degrees. Also, while the percentage of Michigan’s over-65 population is about 13%, only 2.5% of people leaving Michigan are that old. The Detroit News, April 2,

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lost the energy, ideas, and social and cultural ties that those young people can contribute to Jackson. Without means to attract and retain more young professionals to call Jackson home, the City of Jackson's population will further decrease, causing reduced economic activity and further erosion of the tax base. Jackson needs to begin taking steps to once again become a destination for young professionals to live, work, start families, and ultimately, stay.

Proposed Solution

JCAD's sponsors seek to bring a commercial and industrial arts and design college to Jackson, and house it in the city's downtown using historic downtown buildings that are currently vacant. Using the Savannah College of Art and Design as a prototype, we seek to charter the Jackson College of Arts and Design ("JCAD"). JCAD would serve unmet needs in Michigan for college-level commercial arts and design programs. Leveraging Jackson's historic commercial and cultural assets, JCAD would seek to re-use one or more underutilized downtown buildings for its campus. As JCAD grows, it could then acquire, preserve, and re-use other nearby vacant or underutilized buildings to create a residential campus across Jackson's central business district. At first, JCAD's presence might be expected to bring an annual influx of fresh students, visitors, ideas, and consumer spending to downtown Jackson. Over time, JCAD's supporters, students, faculty, and graduates who settle in the Jackson area would help to prepare and transform Jackson's workforce for the 21st-century knowledge-based economy. Ultimately, our goal is that JCAD will serve as a catalyst to produce not only educational benefits, but also downtown redevelopment, economic growth, and historic and cultural preservation for the greater Jackson area.

Discussion of SCAD As a Prototype

Savannah College of Art and Design ("SCAD") was founded in 1978 in order to offer college degree programs in art and design that were not previously available in southeast Georgia, and to create a specialized professional art college that would draw students from across the United States and abroad. SCAD started small, opening its doors in September 1978 with five trustees, four administration members, seven faculty members, and 71 students studying in eight different majors. SCAD graduated its first class of graduates in 1981, awarding eight baccalaureate degrees.

From its inception, SCAD sought to broaden its reach and raise its profile by hosting lectures and exhibitions by nationally-recognized artists, as well as by producing arts and design festivals that became regional, then national, and finally international draws. From its first Sidewalk Art Festival in 1981, SCAD has gone on to host a number of successful annual festivals, including the SCAD International Festival, the Savannah Film Festival, the Game Designers eXchange, and several others. By serving as a forum and gathering place for innovation in the arts and design, SCAD not only broadened its own reach but brought considerable attention and tourism to the City of Savannah. For example, SCAD's Savannah Film Festival brought over 36,000 attendees to Savannah in 2006. According to an economic impact study published by the Georgia

2009, <http://detnews.com/article/20090402/METRO/904020403/Leaving-Michigan-Behind--Eight-year-population-exodus-staggers-state> (Retrieved 06/09/2010).

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Foundation for Independent Colleges in 2005, SCAD has contributed more than \$256 million to the Savannah-area economy.

Aside from serving as a magnet for students and visitors to Savannah, SCAD has also consistently sought to serve as a conservator and celebrator of Savannah's own history and culture. SCAD's purchase of the 1892 Savannah Volunteer Guard Armory was SCAD's first of many acquisitions of abandoned or run-down historic buildings in downtown Savannah. As SCAD grew, it went on to acquire, renovate, and re-purpose over 60 buildings to occupy a downtown campus that now includes more than 2 million square feet of space.⁸ SCAD's focus on design, sustainability, and historic preservation has allowed the entire City of Savannah to function not only as SCAD's campus, but also its laboratory and classroom. SCAD design and preservation students regularly consult on historic preservation in Savannah, and volunteer their time and efforts for community preservation projects. In this way, SCAD helps to preserve and celebrate the beauty, history, and culture of Savannah for future generations. Accordingly, SCAD has been recognized for adaptive reuse and urban revitalization by the National Trust for Historic Preservation, the American Institute of Architects and the International Downtown Association.

Finally, SCAD's focus on creative thinking has provided the stimulus for a shift in Savannah's culture. Many of SCAD's graduates, after spending years studying and working on their craft at SCAD, later have decided to settle permanently in Savannah.⁹ While some graduates have opened their own businesses, others have drawn major corporations to Savannah that recognize the value of SCAD graduates' creative and problem-solving skills.¹⁰ In short, SCAD's culture of creativity, innovation, and adaptive re-use has rubbed off on Savannah, giving it renewed vitality, energy, and direction. As the United States' economy has shifted from manufacturing-based to service-based instead, SCAD's potent blend of creative thinking skills with commercial applications has positioned both SCAD's students and Savannah well for the future knowledge-based economy.

From SCAD's meager beginnings in 1978, SCAD has grown by leaps and bounds ever since. By 1983 SCAD grew to 500 students, then up to 1000 students by 1986, and today SCAD's enrollment hovers around roughly 7,500 students. Today, SCAD is accredited to award both bachelors' and masters degrees, and offers Bachelor of Arts, Bachelor of Fine Arts, Master of Architecture, Master of Arts, Master of Arts in Teaching, Master of Fine Arts, and Master of Urban Design degrees in 42 majors and 52 minors. In 2009 SCAD employed more than 1,500 full- and part-time employees, including 500 full- and part-time faculty¹¹, and over 7,500 students. From its humble beginnings in a single building with a handful of faculty and a few

⁸ The value of the real estate held by SCAD in Chatham County, SC alone is estimated at approximately \$165 million. Savannah Morning News, February 22, 2009 <http://savannahnow.com/node/676935>.

⁹ Approximately 3,000 former SCAD students have stayed in Savannah after graduating or returned later to join companies or start businesses in the area. Savannah Morning News, February 22, 2009, <http://savannahnow.com/node/676935>.

¹⁰ "There are projects that, without SCAD, they wouldn't even look at in Savannah. We regularly receive inquiries from companies ... directly related to the fact that SCAD is here." Brynn Grant, Vice President for Savannah Economic Development Authority, quoted in Savannah Morning News, February 22, 2009, <http://savannahnow.com/node/676935>.

¹¹ SCAD faculty salaries, which range from about \$45,000 to \$120,000, recycle dollars through local restaurants, shops, galleries and theaters. Savannah Morning News, February 22, 2009, <http://savannahnow.com/node/676935>.

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dozen students, SCAD's own transformation, as well as its effect on Savannah, is a testament to the power a visionary institution can have on the fabric of a community, spinning off educational, economic, and cultural benefits for the greater Savannah area.

Things about SCAD we want to replicate with JCAD

With JCAD, we would like to replicate SCAD's success in education, economic development, and historic and cultural preservation. SCAD has shown how by starting small, a design school can grow into a thriving institution, spur development and cultural shift, and produce benefits for both the school's students and its community.

Why We've Targeted Design Education

JCAD's sponsors have targeted design education because we believe that a design education emphasizes the importance of vision, creative problem solving, and collaborative implementation skills. In turn, these skills are transferable to a wide range of professions, and address Jackson's need for "knowledge-based" workers of the future. We believe these design education skills can also provide the foundation for a culture of entrepreneurship.

In design, a successful designer must be able to analyze trends and information from a number of disciplines in order to identify a potential need or problem; he or she then must be able to communicate, problem-solve, and collaborate effectively with others in order to create valuable solutions that will meet the need. Finally, the designer crafts the identity and messages that will be used to market the solutions to an identifiable audience. We believe these skills are invaluable not only to designers, but also to anyone who will work in the knowledge-based economy.

In the knowledge-based economy, workers will need to strategically think across multiple disciplines, creatively solve problems, and communicate and bring together varied resources in order to meet a need. We believe it is no coincidence that these same skills bear a close similarity to the qualities of entrepreneurship. Thus, by targeting a design education JCAD's sponsors aim to cultivate essential skills for the knowledge-based economy, as well as to stimulate a culture of entrepreneurship at JCAD and in Jackson.

Why Jackson Is A Good Fit for a SCAD-like Project

We believe that Jackson's history provides considerable support for hosting a SCAD-like institution. For example:

Crossroads/exchange tradition. As discussed above SCAD's success can be partly attributed to SCAD's efforts to make itself, and Savannah, an exchange and meeting place for people and ideas. Likewise, From Jackson's earliest days, it has been known as a meeting place and crossroads for people, goods, money and ideas. Horace Blackman came to Jackson in 1829 in order to profit from Jackson's location at a portage on what is now the Grand River. Jackson lay along the early Territorial Road from Detroit to Grand Rapids, which in previous generations had been a Native American trading route. As Jackson grew through the late 1800's, it became a

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center of manufacturing and commercial activity. By 1900, eight railroad lines intersected in Jackson, earning it the names “Hub Town” and “Center City” and making it the third most populous city in Michigan. As the automotive industry grew through much of the 1900’s, Jackson’s central location between the steel mines of the upper Great Lakes, the iron foundries in Chicago, and the auto manufacturers in Detroit positioned it to become a popular home for suppliers of automotive and related industries. By being “in the middle” of things, Jackson became a place for people to share, collaborate, and create, giving rise to the familiar Jackson adage “The world takes what Jackson makes.”¹²

Today Jackson no longer goes by the names Hub Town or Center City, but it continues to have considerable advantages as a crossroads for people, goods, money, and ideas. Just as when Jackson was founded in the mid-1800’s, Jackson continues to be an important stop for shopping, dining, and lodging along the interstate route between Detroit and Chicago. Jackson’s train station on the high-speed Midwest Regional Rail System network is expected to bring between \$18-28 million in new development to the city.¹³ In addition to having its own airport, Jackson is also convenient to Lansing’s Capital Region International Airport and Detroit Metropolitan Wayne County Airport. Jackson’s three colleges, Jackson Community College, Baker College, and Spring Arbor University, annually attract thousands of students to the area to study.¹⁴ Jackson is located roughly equidistant from Michigan’s three major public research universities, the University of Michigan, Michigan State University, and Western Michigan University. Also nearby are Albion College, Adrian College, Hillsdale College, Kalamazoo College, and Olivet College.

Throughout its history, Jackson has been well-positioned in the nation’s Midwest, as well as in lower Michigan, to serve as a meeting place, an exchange, and a forum for diverse people, things, and ideas. Many of Jackson’s residents cite Jackson’s central location and ease of visiting nearby cities as a selling point. The reverse is also true: Jackson’s central location makes it an ideal place for people from these cities and beyond to visit, come together, share experiences, and exchange goods, money, and ideas.

Architectural tradition. A second factor that contributed to SCAD’s success is that Savannah’s historic architecture has provided SCAD a “classroom” throughout the city. SCAD’s students live, work, and play among Savannah’s historic districts and vintage architecture. SCAD’s students are able to observe, be inspired by, learn from, and apply their skills to many of the historic buildings in Savannah through their classwork, volunteering, and community service projects. Like Savannah, Jackson is recognized for its abundant stock of old buildings and homes.¹⁵ Jackson continues to preserve and celebrate its century-old homes and buildings,

¹² Classified Buyer’s Guide of the City of Jackson, Michigan, pg. 6, R.L. Polk & Co., publisher, 1922.

¹³ http://www.michigan.gov/documents/mdot/MDOT-MWRR1_Michigan_brochure_193255_7.pdf (retrieved June 9, 2010).

¹⁴ Jackson Community College fall 2008 enrollment was 6,690, <http://www.jccmi.edu/info/about.htm> (Retrieved July 1, 2010); Baker College Jackson campus enrollment is approximately 1,830, <http://www.cappex.com/colleges/Baker-College-of-Jackson-414160> (Retrieved July 1, 2010); Spring Arbor University’s enrollment exceeds 4,000, http://www.arbor.edu/edu_detail.aspx?id=40744 (Retrieved July 1, 2010).

¹⁵ City-data.com ranks the City of Jackson #48 in the nation for its ratio of young people to old homes. <http://www.city-data.com/top22.html> (Retrieved July 1, 2010).

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through several ordinance-protected historic districts in and around downtown. Jackson recognizes the value of its architectural history, thus students of a SCAD-like school in Jackson would be able to take advantage of many historic buildings and architecture from which to draw inspiration, learn, and practice their craft.

Preservation and sustainability tradition. A third hallmark of SCAD has been SCAD's adaptive re-use of existing buildings and materials, preserving not only Savannah's history and beauty, but also embracing the movement for sustainable uses of land and natural resources. Likewise, preservation and sustainability have a long tradition in Jackson. Ella Merriman Sharp, an influential Jackson citizen of the late 1800's, is perhaps Jackson's most prominent steward of the community and environment. Her continuing legacy is still seen in Jackson's outstanding network of city and county parks, as well as Jackson's long-standing recognition as a Tree City USA. Outdoor conservation and recreation continues to be a major pastime of Jacksonians at places such as the Dahlem Center, the MacReady Reserve, the Falling Waters Trail, and the Waterloo Recreation Area. The City and County of Jackson continue to make preservation and sustainability a priority through their efforts to re-purpose and re-use historic downtown properties such as the Hayes Hotel, and by developing trail networks for recreation, tourism, and sustainable transportation. Jackson also recently opened the Green Market, a farmer's market devoted solely to locally-grown organic and sustainable agriculture.

Creative/entrepreneurial tradition. From its beginning, Jackson was shaped by individuals and companies who were able to identify needs, and then devise and create products and services to meet those needs. Horace Blackman recognized the potential of Jackson as a trade, travel, and river navigation crossroads between Detroit and Chicago in 1829.¹⁶ His settlement grew by 1900 to become the third-largest city in Michigan, as well as a junction for eight railroad lines, the most in the state.¹⁷ William Withington implemented some of the first mass-production techniques to make Withington, Cooley & Company a leader in agricultural hand tool manufacturing. William Sparks, through Sparton Corporation, designed and made the first all-electric car horn, and later developed vacuum tubes which paved the way for mass-production of consumer radios and televisions. Peter F. Hurst designed and made interchangeable hoses for aircraft, starting what would become Aeroquip. William A. Foote designed and made an oil circuit switch that allowed long-distance electrical transmission, starting what would become Consumers Energy. Two bakers with a coveted donut recipe decided to sell their mix, instead of just the donuts, becoming the nation's first industrial bakery mix company now Dawn Food Products. In short, Jackson owes its lifeline to individuals who were able to recognize problems and opportunities, create solutions, and act on a plan to bring those solutions to life through products and services.

Activism/community involvement tradition. Part of SCAD's success owes to its efforts to immerse itself into the Savannah community and participate in efforts to improve the community through service projects, volunteering, and other civic engagement. Likewise, Jackson has a strong tradition of civic participation. From Ella Merriman Sharp to some of Jackson's newest civic organizations such as Jackson Citizens for Economic Growth and QUESTIONS, Jackson's

¹⁶ <http://www.ellasharp.org/our-100-years.html> (Retrieved July 1, 2010).

¹⁷ Id.

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citizens are highly involved in their community. This involvement is perhaps fitting in the city that gave birth to the Republican Party, as well as home to The Jackson Citizen Patriot, a newspaper that daily hosts vigorous debate through numerous citizen letters and editorials. We believe a SCAD-like project is aligned with the interests of many of Jackson's civic groups, and would receive their support as well. A listing of these groups can be found at Appendix A at the rear of this report.

Jackson is reinventing itself. Jackson is active in its strategy of urban renewal and improvement. For example, Jackson's recent community reinvestment activities have included:

- completion of a new \$75 million corporate campus for Consumers Energy was built in downtown Jackson;
- completion of the Armory Arts Village redevelopment project;
- beginning of construction on The Center for Family Health's \$9 million downtown medical campus over five acres at 505 North Jackson Street
- decision of Michigan Equine Partnership to build multi-million dollar equestrian park for up to 2,000 horses or other livestock in northern Jackson County¹⁸
- by proposed development agreement with Independent Choice for the former downtown Consumers Energy building in order to build a new 50,000 square foot medical office building¹⁹
- proposed redevelopment of the downtown Hayes Hotel by Lansing developer Gillespie Group, into a mixed commercial/residential building with "urban flats" on upper floors²⁰
- proposed development of Carnegie Place, a residential, retail and office development north of the former Hayes Hotel and west of the Carnegie branch of the Jackson District Library, by Gillespie Group²¹
- recent growth of Allegiance Health into a regional health care system and national leader in quality of care;
- state approval of five tax-free Renaissance Zones throughout Jackson to stimulate investment and development;
- passage of multiple millages to preserve, renovate, and expand local schools and libraries, despite the poor economy;
- uncapping of the Grand River and breaking ground on the Grand River Arts Walk riverfront parks system;
- development of non-motorized recreational paths throughout the city, with the goal to eventually provide continuous non-motorized paths between Jackson and surrounding communities;
- opening of the "Green Market", a farmer's market for locally-grown organic sustainable foods and agriculture

¹⁸ <http://www.enterprisegroup.org/news-story/622/>

¹⁹ Source: Jackson Citizen Patriot, Page A1, June 30, 2010.

²⁰ http://www.mlive.com/news/jackson/index.ssf/2010/06/developer_makes_offer_to_devel.html (Retrieved July 1, 2010).

²¹ <http://documents.ellipseinc.com/doccenter/generic/194/Carnegie%20Article%20Jax%20Cit%20Pat%203-12-10.docx> (Retrieved July 1, 2010).

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Educational strategy

We propose to create JCAD's educational programs following the general blueprint of SCAD, utilizing downtown Jackson as a home and living classroom. The programs that we would seek to bring to JCAD in order to address "gaps" in existing design programs in Michigan would include:

- Urban design
- Sustainable design
- Design management
- Service design
- Industrial design
- Historic preservation
- Production design

The above list of educational programs has been created based on the gap study performed by JCAD thus far. These programs would be subject to change based on the results of future developments and information, for example, the independent feasibility study proposed below.

Funding Strategy

One favorable funding factor is the potential donation of existing City of Jackson-owned vacant real estate to JCAD for redevelopment. This could include the vacant Hayes Hotel property, Woolworth Building, or another suitable underutilized property that the City of Jackson desires to return to productive use. Also, in order to obtain funding for JCAD, we would seek to draw from public, public/private, and private funding sources.

Public sources

JCAD may be able to take advantage of other tax and development incentives offered by the city, state, and federal governments, including:

- Federal and State Historic Preservation Tax Credits
- Low-income Housing Tax Credits
- Brownfield Redevelopment Funds (as applicable)
- Tax-free bond financing available through the County Economic Development Corporation
- Jackson DDA Façade Improvement incentives
- Others...

Public/private sources

JCAD buildings may be eligible for inclusion in a tax-free Renaissance Zone, which will be an incentive for private developers/investors and tenants. Renaissance Zones are areas approved by the State of Michigan where businesses and residents are exempt from paying most taxes. The zones are designed to provide selected areas with a powerful market-based incentive, the

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elimination of most State and local taxes, and to spur new job and investment for the community. The tax benefits of Renaissance Zones include:

- No Michigan Single Business Tax (SBT)
- No Michigan Personal Income Tax
- No 6-mill State Education Tax
- No Local Real & Personal Property Tax (except debt taxes)
- No City Income Tax

Private sources

JCAD may be able to take advantage of private funding, including for example:

- Creation of a Real Estate Investment Trust (REIT)
- Pre-sale and leasing of unfinished store-front units by a private developer
- Others...

Planning Efforts to Date

The JCAD concept was started in October 2009 by Jackson residents Indra Jha (design engineer), Margaret Riggle (General Manager, Art 634), and Willa Davis (graphic designer). A month later, this core planning group was joined by Travis Fojtasek, PhD (educator), and later was joined by Peter Behncke (master carpenter and designer) and Trent Harris (attorney). JCAD has held several formal meetings, beginning with a February 15, 2010 "Plan the Plan" meeting and a March 17, 2010 meeting. Subsequently, the JCAD core planning group has met on a twice-monthly basis to further develop JCAD strategy.

Our initial work has been to create working teams in charge of various aspects of the project. For example, several team members completed a "gap study" of Michigan undergraduate programs as compared to the design programs offered at SCAD. A separate group has been tasked with identifying and contacting community shareholders to be brought "on board" into the planning process. Another group has worked on this vision statement to create a formal statement of JCAD's mission, goals, and strategy. JCAD has also engaged the City of Jackson regarding possible donation of the Hayes Hotel or other City-owned vacant property for a JCAD campus.

Thus far, The Enterprise Group, Inc. has shown a serious interest in this project, by facilitating and attending our February 15, 2010 and March 17, 2010 meetings. Also, JCAD has obtained preliminary support of Jackson's political leadership and arts and cultural organizations as demonstrated by attendance of the "Plan the Plan" meeting by Mayor Karen Dunigan, board members of the Jackson Arts & Cultural Alliance, former Michigan Governor's Office cultural and economic development executive Neeta Delaney, and others.

Proposed Next Steps

In a relatively short time, JCAD has gone from being a mere idea, to a goal, to a plan with a number of people working to make it a reality. JCAD is an ambitious and wide-ranging project,

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however. In order to move forward with this project, JCAD's sponsors believe an independent feasibility study should be performed. Such a study would formalize the planning and evaluation process for JCAD, as well as provide an independent, objective basis for involving community stakeholders, forging strategic alliances and partnerships, and bringing in funding.

We are currently discussing with SCAD the possibility of having one or more of their representatives come to Jackson to consult on our project, and draft a report of findings and recommendations for JCAD. In recent years, SCAD has opened several satellite campuses, including campuses in Atlanta, Georgia, Lacoste, France, and Hong Kong, China. We would seek to use SCAD's experience and expertise in evaluating and opening new campuses to inform our own efforts for JCAD.

For example, using the findings and recommendations of this study, JCAD's constituents would then decide whether JCAD can/should be implemented in Jackson, and a strategy for next steps could be laid out. Questions to be addressed by the feasibility study might include the following:

- What are the existing offerings in the Michigan/Midwest area for undergraduate-level commercial and industrial design school programs?
- Where are the undergraduate-level design programs where JCAD could have the greatest and most immediate impact?
- What is the size of the educational market (students) that JCAD might potentially serve? In Michigan? In the Midwest? Nationally?
- What are the demographic/economic trends and data of potential design students, and their families?
- What are the demographic/economic trends and data driving the market for employment of design-trained professionals?
- What educational programs should JCAD offer to have the most success?
- For a school in the SCAD/JCAD mold, what are the startup and ongoing costs for a student body of size X? (to be determined – for example, we could propose starting with an estimate of 50 students)
- What are the possible advantages/disadvantages for JCAD being a public or a private school, as that may affect JCAD's mission, viability, and ability to obtain funding?
- What public and private funding options/strategies are currently available to JCAD?
- Others...

Call to Action

Based on the above, JCAD now requests \$XXXX to fund a preliminary feasibility study to be performed by representatives of SCAD (or another institution with similar scope, background, and success as SCAD). Pending the result of this feasibility study, we would then refine plans for making JCAD a reality. If the feasibility study suggests that JCAD may be successful, we then would likely seek additional funding to identify and perform engineering studies for one or more buildings in downtown Jackson that would be appropriate to acquire and use as part of JCAD's campus.

Conclusion

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Our vision for JCAD is to create a college focusing on commercial arts and design, filling a niche in the educational and commercial needs of southern Michigan. By bringing a residential college of arts and design to downtown Jackson, we envision that JCAD will provide a unique educational opportunity in Michigan, help stimulate commercial and cultural development within Jackson, and possibly help Jackson grow into the next successful chapter of its rich commercial and cultural history.

Appendix A
Partial Listing of Jackson Civic Groups

Economic/Business

Jackson Downtown Development Authority
The Enterprise Group
Jackson Area Manufacturers Association
Jackson Citizens for Economic Growth
QUESTIONS
Greater Jackson Chamber of Commerce
Jackson Convention & Visitors Bureau
Jackson Area Association of Realtors
Jackson Midtown Association

Arts/Cultural/Entertainment

Arts and Cultural Alliance of Jackson County
Jackson Symphony Orchestra
Ella Sharp Museum of Art & History
Michigan Shakespeare Festival
JTV – Jackson Television
Armory Arts Village Association
Art 634
Center Stage Jackson
Jackson School of the Arts



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

September 22, 2010

TO: Warren D. Renando, Interim City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Authorization to Execute Neighborhood Stabilization Program Grant Amendments

On January 30, 2009, the Community Development Department applied for Neighborhood Stabilization Program (NSP) Housing Economic Recovery Act (HERA) funds through the Michigan State Housing Development Authority (MSHDA). On April 28, 2009, MSHDA announced \$1,700,000 in funds had been awarded to the City of Jackson to be used within its oldest residential Neighborhood and area of greatest need, which is bound by Waterloo Street to the East, Ganson Street to the North, Mechanic Street to the West and Pearl Street to the South.

The original term of the grant was from March 17, 2009 to June 30, 2010. Community Development previously received grant amendments to decrease the award to \$1,665,721 and extend the grant through July 31, 2010 to commit the remaining balance of funds. Community Development has recently received several grant amendments from MSHDA as MSHDA prepared to meet reporting deadlines to the Department of Housing and Urban Development. Grant Amendments #5 through #9 are as follows:

Grant Amendment #5 – decreases the grant to \$1,030,876 to reflect ineligible projects and recapture of unused funds:

\$24,071 – downpayment assistance not utilized by subrecipient; balance recaptured

\$115,000 – rehabilitation of city-owned property at 1043 Chittock Street previously approved by MSHDA now deemed ineligible stating no contract was in place by July 23 and the property was not purchased with NSP1 funds; rehabilitation of 1604 First Street owned by the Jackson Land Bank Authority ineligible as no contract was in place by July 23 due to lack of clear title to execute the contract

\$4,004 – acquisition of tax reverted vacant lot for future development of the Grand River Arts Walk previously approved by MSHDA; project now deemed ineligible by MSHDA stating it does not meet a national objective covered by the environmental review determination

\$491,770 – demolition of 212 W. Michigan Avenue not an eligible activity as asbestos abatement apart from demolition is not eligible and no demolition contract was in place by the commitment deadline

Grant Amendment #6 – extends the grant to 9/15/2010

Grant Amendment #7 – reallocates funding within rehabilitation activities; no change to grant award

Grant Amendment #8 – decreases the grant to \$960,339 to reflect the reduction of administrative funds; and extends the grant to 12/31/2010

Grant Amendment #9 – increases the grant to \$970,038 to reflect the contingency funding for rehabilitation projects

Action requested is to authorize the Mayor to execute the Neighborhood Stabilization Program grant amendments #5 through #9 and the authorization for the City Attorney to make minor modifications to the agreement, if necessary, for finalization.

Please place this item on the September 28, 2010 agenda for City Council consideration.



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

GARY HEIDEL
INTERIM EXECUTIVE DIRECTOR

LANSING

September 7, 2010

Ms. Carol Konieczki
Community Development Director
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

Dear Ms. Konieczki:

Based on our initial review of the city's project files on September 1, 2010, we have determined that the following projects will not be awarded funding and/or have been determined to be disallowed costs through NSP1:

Disallowed Activities:

Address	Set-up Amount	Disbursed Amount	Reason for Disallowance
V/L #1 – 0854.10000	Pending set-up for \$4,004	\$0	Does not meet a national objective covered by the environmental review determination
1604 First Street	\$71,151	\$0	No contract in place as of July 23; not purchased with NSP1 funds prior to July 23
1043 Chittock	\$59,280	\$0	No contract in place as of July 23; not purchased with NSP1 funds prior to July 23
115 Damon	\$77,690	\$70,423	Property was represented as abandoned or foreclosed. Not abandoned or foreclosed; no proof of vacancy. Construction contracts reflect "occupied" during rehab; not an NSP eligible property type
140 Stanley	\$81,830	\$74,062	Property was represented as abandoned or foreclosed. Not abandoned or foreclosed; no proof of vacancy. Construction contracts reflect "occupied" during rehab; not an NSP eligible property type

Resolved

Resolved



Resolved
↓

Address	Set-up Amount	Disbursed Amount	Reason for Disallowance
941 S. Jackson	\$38,734	\$15,637	Property was represented as abandoned or foreclosed. Not abandoned or foreclosed; no proof of vacancy. Construction contracts reflect "occupied" during rehab; not an NSP eligible property type
904 Orchard St.	\$60,265	\$54,374	Property was represented as abandoned or foreclosed. Not abandoned or foreclosed; no proof of vacancy; not an NSP eligible property type
1310 LeRoy	\$1,602	\$0	DPA only activities must be foreclosed or abandoned; no documentation in file
260 Griswold	\$2,875	\$0	DPA only activities must be foreclosed or abandoned; no documentation in file
111 E Monroe	\$3,447	\$3,447	DPA only activities must be foreclosed or abandoned; private seller, no documentation of foreclosed status in file
1212 Burr	\$3,900	\$3,900	DPA only activities must be foreclosed or abandoned; private seller, no documentation of foreclosed status in file
212 W. Michigan	\$378,647	\$0	Asbestos abatement not an eligible activity apart from demolition; no demolition contract

If the City of Jackson disputes this determination, we will accept documentation for further review until 5:00 p.m. Friday, September 10.

Pending activities: The table below identifies additional documentation required to meet HUD's obligation requirements; documentation specified must be received by 5:00 p.m., Friday, September 10:

Address	Maximum set-up	Amount Disbursed	Documentation required
611 Webster	\$3,105	\$3,105	Documentation of foreclosed status (seller appears to be loan servicer)
1701 E. Ganson	Pending set-up for \$46,592	\$0	Documentation of abandoned or foreclosed status; signed construction contract
509 W Franklin	Pending set-up for \$82,279	\$0	Approved bid specifications and signed construction contract

Resolved
↓

Resolved ↓

Address	Maximum set-up	Amount Disbursed	Documentation required
544 N Pleasant	Pending set-up for \$58,863	\$0	Documentation of abandoned or foreclosed status; signed construction contract
604 Detroit	Pending set-up for \$97,304	\$0	Documentation of abandoned or foreclosed status (sheriff's deed in file?)
733 Oakdale	Pending set-up for \$109,539	\$0	Signed Construction Contract
209 W. Louis Glick	\$55,000	\$0	Signed demolition contract

Remaining activities: Deviations from the OPAL set-up amount need to be documented and justified. All change orders that have been issued for any remaining activities in progress must be provided to our office prior to 5:00 p.m., Friday, September 10, 2010.

Document submission instructions: Please provide the above documents by 5:00 p.m. Friday, September 10, 2010 to Julie Gardner (gardnerj@michigan.gov) with copies to Diane Karkau (karkaud@michigan.gov) and Tonya Young (youngt4@michigan.gov). Electronic submissions such as pdf copies are acceptable. However, if you do not receive a confirming e-mail from one of these persons, please follow-up with a phone call to Diane to confirm delivery. MSHDA cannot assume responsibility for undelivered or misdirected e-mail.

Additional issues: Upon review of the project files, it appears that several other compliance issues may exist. Follow-up regarding the following concerns should be conducted prior to the formal monitoring visit which will be scheduled for October 2010:

- Written City procedures/notification to owners prior to privately-owned demolitions.
- Verification that all MSHDA approved properties meet a national objective and documentation of that national objective property type (foreclosed, vacant, demolished, abandoned) is located within each site-specific file.
- City procedures/documentation to ensure that administrative costs and activity delivery staff time costs are identified and documentation is in the master file ensuring that there is no overlap between this billing.
- Procurement procedures and supporting documentation is available within the master file.

Ms. Carol Konieczki
September 7, 2010
Page Four

Based on the compliance requirements of the Neighborhood Stabilization Program and the conditions of HUD's clearance of its finding relating to these activities, this documentation is required to assure allowability of activities undertaken by the City of Jackson. For activities where documentation is not provided by 5:00 p.m. Friday, September 10, MSHDA will reduce Jackson's allocation so MSHDA can fund other allowable NSP 1 activities.

We appreciate your city's cooperation and timely response to this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard G. Ballard", written over a faint, illegible typed name.

Richard G. Ballard, Director
Office of Community Development

cc: Warren Renando, City Manager, City of Jackson
Cindy Vails, NSP Specialist, HUD
Gary Heidel
Bill Parker
Tonya Young
Diane Karkau
Julie Gardner
Jess Sobel
Sue DeVries

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



MEMORANDUM

DATE: September 10, 2010

TO: Warren Renando
Interim City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: August Manager's Report

Chief Matthew Heins

- Attended:
 - Pre-Determination Meetings (3)
 - Meeting with MAPE Representative regarding furlough
 - Meetings with City Manager and Personnel Director regarding personnel issues
 - Evidence Progress Meeting
 - JPS Stakeholders Meeting
 - Meeting with Frank Weathers and Community Action Agency regarding mediation
 - Meeting with Bill Anderson and representative from Harris Electronics
 - Harold White Breakfast
 - Meeting with Councilman John Polaczyk
 - Meeting with Blackman DPS Director Mike Jester and Spring Arbor Police Chief Russ Ratkiewicz
 - Area Chiefs Meeting
 - Meeting with Olivet College
 - Meeting to discuss In-Service Training
 - Meeting regarding staffing reductions impact
 - Discipline Meetings (2)
 - Review of Bonneau shooting with Officer Bonneau's sister, Emily
 - Arson Investigation meeting
 - Meeting with Lt. Tim Gill of the Michigan State Police
- Shot annual firearms qualification match
- Appeared on Bart Hawley on JTV
- Time Away from Office:

- 4 hours of Furlough
- 8 hours of Vacation

Deputy Chief John Holda

- Attended:
 - Act 345 Meeting
 - Pre-Determination Meetings
 - Evidence Progress Meeting
 - Staffing Reduction Impact meeting
 - Department Head meeting
 - City Council meeting
 - Meeting with representative of Omega regarding Crime Mapping
 - Salvation Army Advisory Board Meeting
- Projects
 - CrimeMapping.com updates
 - County Records Management System implementation meeting scheduled for mid-September
 - MICR Reporting
 - LEIN Validation
 - MDC Updates
- Time Away From Office:
 - 40 hours of Vacation

Lieutenant Christopher Simpson

- Attended:
 - Pre-Determination Meetings
 - Evidence Progress Meeting
 - CRAC Unit Raid
 - Harold White Breakfast
 - In-Service Training Meeting
 - Staffing Reduction Impact Meeting
 - HRC Meeting
 - Discipline Meeting
 - CRAC Unit Meeting

Lt. Elmer Hitt

- Attended:
 - Meeting with City Attorney & Bob Dietz regarding over parking tickets ordinance
 - John George Home Board Meeting
 - Mock Disaster at Spring Arbor University
 - Arson Investigation meeting
 - Meeting with AT&T regarding JPD as backup PSAP
 - SRT Training
- Other update information:

- Boiler project nearing completion. Project is under budget. Looking at using remaining grant funds for lighting upgrades. Grant budget adjustment is required for approval.
- Began researching cost of contracting out transcription of police reports. Cost analysis will be performed between outsourced and in-house transcription.
- Project Safe Neighborhoods Grant is nearing the end. By the end of September, the majority of the funds will have been spent. Funds have to be spent by October 31, 2010. We will continue to schedule monthly gun case review meetings with PSN partners.
- Awarded the 2010 Byrne JAG. Grant funds will be used to purchase Tasers and evidence management software. Scheduled to go before Council on September 14th.
- Continued investigation of large scale drug case resulting in excess of \$100,000 in forfeitures.
- 40 Hours Vacation

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

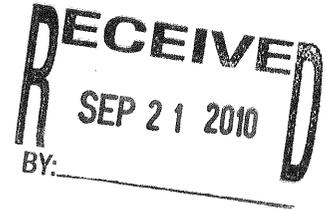
OFFICE OF THE



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050 / (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM
September 21, 2010



TO: Warren Renando, Interim City Manager

FROM: Julius A. Giglio, City Attorney

RE: Front Yard Parking

In response to your inquiry as to who is authorized to issue tickets for violation of front yard parking, attached please find Section 25-27.13 of the Jackson City Code (Attachment 1). We have adopted by reference both the Michigan Vehicle Traffic Code and the Uniform Traffic Code for Cities, Townships and Villages (Vehicle and Traffic Code). We added Section 25-27.13 to the Vehicle and Traffic Code, which prohibits front yard parking and provides that both police officers and community development department enforcement officers are authorized to issue tickets.

Additionally, the zoning ordinance at Section 28-106(f)(1) (Attachment 2) also prohibits parking in front yard setbacks in any residential district. Under Section 28-210(3), the zoning inspector may call upon the chief of police or designees to assist in the enforcement of the zoning ordinance. Accordingly, a police officer may also issue tickets under the zoning ordinance. However, it is my understanding that we normally do not issue parking tickets for front yard parking under the zoning ordinance, but rather have utilized that Vehicle and Traffic Code for such violations.

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

JAG/dr
Enc.

cc w/enc. Matt Heins, Chief of Police
Carol Konieczki, Director of Community Development
Susan Murphy, Deputy City Attorney
Gilbert Carlson, Assistant City Attorney

Attachment 1

Sec. 25-27.13. Front yard parking prohibited.

(a) *Definitions.*

Front yard means an open, unoccupied space on the same lot as a residential building used for residential purposes, located between the line of the building facing the street (excluding steps and unenclosed porches) and the street line, extending the full width of the lot. On a corner lot, each yard adjoining a street is considered a front yard.

Vehicle means any vehicle, whether operable or not, and includes, but is not limited to a bus, trailer, or recreational vehicle.

(b) *[Exceptions.]* It is unlawful to park any vehicle on the front yard. However, this section does not apply to the following conditions:

- (1) To a vehicle parked in the designated driveway.
- (2) To a vehicle parked temporarily for loading or unloading.
- (3) To a vehicle parked in a legally established parking area as designated by parking plans in connection with a site plan approved by the city planning commission.

(c) *Enforcement.* Any enforcement officer in the community development department or the police department is authorized to issue a parking ticket for a vehicle violating this section.

(d) *Penalty.* A person violating this section is subject to a penalty imposed as a parking violation under section 25-30(a)(3) and (a)(4).

(Ord. No. 2006.18, § 2, 11-14-06)

Attachment 2

- (f) *Parking in residential districts.*
- (1) Parking in the front yard setback of any lot in an R district shall be prohibited except in the approved driveway.
 - (2) Commercial vehicles exceeding a one-ton licensed capacity shall be prohibited from parking in any driveway, driveway approach, or front yard setback parking space except temporarily as a part of a related commercial activity.

FRONT YARD PARKING

	TOTALS	OPEN	NOTICE	WARRANT	VOID	PAID
2007	116	0	0	21	25	70
2008	143	2	0	33	29	79
2009	62	1	0	20	7	34
2010	25	6	1	3	6	9
TOTALS	346	9	1	77	67	192



Department of Community Development

161 W. Michigan Avenue • Jackson, MI 49201-1303•
Facsimile (517) 768-5832

Administrative Services
(517) 788-4060

Building Inspection
(517) 788-4012

Rehabilitation Services & Information
(517) 788-4070

INFORMATIONAL ITEM

TO: Warren D. Renando, Interim City Manager
DATE: September 23, 2010
FROM: Carol L. Konieczki, Community Development Director
SUBJECT: Change of Funding for Rehab Project at 1043 Chittock

On June 8, 2010, the City Council approved award of a rehabilitation contract to At-A-Moments Notice for rehabilitation of 1043 Chittock (former Resident Officer Program (ROP) house). The amount of that contract was \$49,100.00, to be funded through the NSP program.

MSHDA deemed the project ineligible, therefore, we are changing the funding source for this project from the Neighborhood Stabilization Program (NSP) to H.O.M .E. the change in funding source will not affect the nature or scope of the project.

Please place this notification in the Councilmembers packets as an informational item for the September 28, 2010 meeting.

cc: Shelly Allard, Purchasing Coordinator
Dennis M. Diffenderfer, Rehab Coordinator
Kim VanEvery, Loan Assistant
Michelle Pultz, CD Project Coordinator

