



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

AGENDA – CITY COUNCIL MEETING

April 21, 2009

7:00 p.m.

1. **Call to Order.**
2. **Pledge of Allegiance** – Invocation by John R. Polaczyk, 6th Ward City Councilmember.
3. **Roll Call.**
4. **Adoption of Agenda.**
5. **Presentations/Proclamations.**
 - *A. The Mayor will read a proclamation proclaiming the day of May 9, 2009, as National Train Day.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of April 7, 2009.
 - B. Approval of the request from New Moon Entertainment to hold “A Day in May” music festival in Bucky Harris Park on Friday, May 1, 2009, beginning at 12:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Parks/Forestry Departments, and the Downtown Development Authority. Contingent upon receipt of special event insurance coverage).
 - C. Approval of the request from Jackson County Parks to close Brown Street at Randolph Street and Denton Road at 12:00 p.m., Saturday, May 23, 4:00 p.m., Friday, July 3 and 12:00 p.m., Saturday, September 5, 2009 (rain dates, May 24, July 5 and September 6, respectively), to conduct the 2009 Fireworks Display at Cascade Falls Park. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
 - D. Approval of the request from the Ella Sharp Museum Association for authorization for a temporary outdoor service and temporary additional bar permit on Saturday, June 13, 2009, at 3225 Fourth Street, to conduct their annual Art & Wine Festival. (Recommended approval received from the Police, Fire, Public Services, and Parks/Forestry Departments. Proper insurance coverage received.)
 - E. Approval of the request from the Grand River Environmental Action Team (G.R.E.A.T.) to hold their G.R.E.A.T. River Clean-up on Saturday, September 12, 2009, from 8:00 a.m. until 5:00 p.m. (event 10:00 a.m. - 2:00 p.m.). (Recommended approval received from the Downtown Development Authority, Police, Fire, Parks/Forestry, Engineering, and Public Services Departments. Proper insurance coverage received.)
 - F. Receipt of actuarial valuations as of June 30, 2008, communication from the Boards of Trustees of the City of Jackson Employees Retirement System, Act 345 Retirement System and City of Jackson Policemen’s and Firemen’s Pension System, and certifying funding necessary for fiscal year 2009-2010.
 - G. Receipt of the Dangerous Building Report through March 31, 2009.

8. **Committee Reports.**

9. **Appointments.**

10. **Public Hearings.**

- A. Public hearing on the request to rezone Oak Street properties at 615 and 617 Oak Street (The Oak Tree Lounge), and parking for the establishment on Francis Street properties, 616 and 618 Francis Street, from High Density Apartment and Office (R-4) to Light Industrial (I-1). (City Planning Commission recommends that all four parcels be rezoned. Staff recommends that rezoning be limited to the Oak Street properties.)
1. Consideration of an ordinance amending Chapter 28, Section 28.183, City Code, rezoning property located at 615 and 617 Oak Street from High Density Apartment and Office (R-4) to Light Industrial (I-1).
 2. Consideration of an ordinance amending Chapter 28, Section 28.183, City Code, rezoning property located at 615 and 617 Oak Street, and 616 and 618 Francis Street from High Density Apartment and Office (R-4) to Light Industrial (I-1).
- B. Public hearing considering a request for an amendment to the final site plan to Phase 1 of the Armory Arts Village Planned Unit Development District (PUDD). (City Planning Commission recommends approval with conditions.)
- *1. Consideration of the recommendation from the City Planning Commission to approve the amendment to the final site plan to Phase 1 of the Armory Arts Village PUDD with conditions.

11. **Resolutions.**

- A. Consideration of a corrective resolution deleting assessments on Stencil No. 8-2291 from Assessment Roll No. 4166, 612 E. Ganson Street, for delinquent miscellaneous Public Works Fund accounts receivable, and authorization for staff to enter into the appropriate payment agreements according to established policies.

12. **Ordinances.**

13. **Other Business.**

14. **New Business.**

- *A. Consideration of the request to approve the purchase of computer software from BS&A Software in the amount of \$111,770.00, spreading the payment over a three-year period (interest free), and a software **three year** maintenance fee of \$21,900.00, providing the City with software improvements and updates that are made available after the original purchase date, for a total cost of \$133,670.00, in accordance with the recommendation of the Staff Accountant/Information Systems Coordinator.
- B. Consideration of the following requests from the Community Development Department regarding final allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership Funds for Fiscal Year 2009-2010:
1. Receipt and response to any oral or written communication received from the public regarding the 2009 Consolidated Action Plan;
 2. Approval of the modified CDBG/HOME Timetable, and
 3. Table all final allocations to the May 12, 2009, City Council meeting.
- C. Consideration of the following requests from the Community Development Department regarding Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds:
1. Receipt of the draft Substantial Amendment to the Consolidated Plan 2008 Action Plan, with the understanding it may receive significant modifications as programs are developed;
 2. Establishment of April 30, 2009, to May 12, 2009, for public comment on the Substantial Amendment, and
 3. Establishment of May 12, 2009, at the City Council meeting as the time and

place to hold a public hearing to consider the Substantial Amendment.

- D. Consideration of the request to approve the low bid award to Jules Swartz and Sons Excavating, at their bid price of \$59,229.21, for Rotary Park site improvements, and authorization for the Mayor and City Clerk to execute the appropriate document(s), in accordance with the recommendation of the Superintendent of Cemeteries, Forestry and Parks and the Purchasing Agent.
- E. Consideration of the request to establish an Urban Gardening Program in the City, utilizing vacant lots to be used by City residents, and authorization for the Community Development Department to work with the City Attorney's office to draft the necessary documents.

- 15. **City Councilmembers' Comments.**
- 16. **City Manager's Comments.**
- 17. **Executive Session to discuss labor matters.**
- 18. **Return to Open Session.**
- 19. **Adjournment.**

*Agenda Item added, deleted, or revised.

PROCLAMATION

WHEREAS, on May 10, 1869, the “golden spike” was driven into the final tie at Promontory Summit, Utah, to join the Central Pacific and the Union Pacific Railroads, ceremonially completing the first transcontinental railroad; and

WHEREAS, passenger trains provide a safe, convenient, and cost effective travel choice that reduces congestion on roads and in the skies, thus saving fuel and improving air quality; and

WHEREAS, passenger trains bring people from throughout the Midwest to enjoy Michigan’s scenic attractions, festivals, and sporting events; and

WHEREAS, forty-two Michigan towns and cities are served by Amtrak trains and Indian Trails Thruway buses, providing access to some 500 locations across the nation; and

WHEREAS, a record 800,838 passengers traveled Michigan trains last year; and

WHEREAS, Jackson has six daily trains, which last year brought more than 27,902 travelers to our community; and

WHEREAS, many students enrolled in Michigan’s institutions of higher education depend on trains for travel between their homes and schools; and

WHEREAS, Jackson’s historic train station is a gateway to our area and a tool for economic growth,

NOW, THEREFORE, I, JERRY F. LUDWIG, Mayor of the City of Jackson, Michigan, do hereby wish to proclaim the day of May 9, 2009, as:

NATIONAL TRAIN DAY

And that Jackson will join cities and towns across the country encouraging train travel as a smart travel choice, and vital part of our state’s and nation’s transportation system.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Jackson, Michigan, to be affixed this 21st day of April, 2009.

Jerry F. Ludwig, Mayor

JACKSON CITY COUNCIL MEETING

MINUTES

APRIL 7, 2009

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:03 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Frounfelker gave the invocation.

ROLL CALL.

Present: Mayor Jerry F. Ludwig 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: City Manager William R. Ross, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Mayor Ludwig noted the addition of the following language to Item 11.A. under Resolutions: *and for staff to make minor modifications to the documents and take all other actions necessary to close.* Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the agenda, as amended, with the above addition. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY THE CHARTER REVIEW COMMITTEE.

Charter Review Committee Chair Ken Wyatt, Vice-chair Kathy Klaus and Parliamentarian Michael Swope addressed the Council to formally convey the Committee's final report. Committee Members Anthony Horne, Lee Hampton, Paula Harris, Renate Hurd, Rick Saltzgaber, John Vanderpool and Jon Williams were present in the audience.

1. ADOPTION OF A RESOLUTION EXPRESSING THE CITY OF JACKSON'S SINCERE APPRECIATION TO THE MEMBERS OF THE CHARTER REVIEW COMMITTEE FOR THEIR DEDICATED, PROFESSIONAL SERVICE TO THE CITY OF JACKSON.

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

Mayor Ludwig presented each member with a resolution.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to receive the Charter Review Committee's final report. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

CITIZEN COMMENTS.

Rolleen Margerum and Stephen Adkins requested assistance from the City Council regarding special assessments levied in 2007 and 2008 on the property located at 612 E. Ganson that Stephen recently inherited.

Jackson County Sheriff Dan Heins, 12th District Judge Joe Filip and MPRI Community Coordinator Lesia Pikaart all requested the Council to spare the City police department of any cuts in the interest of public safety.

Robert Czartoryski, representing Branch 232 National Association of Letter Carriers, requested a proclamation declaring May 9, 2009, as Letter Carrier Food Drive Day.

CONSENT CALENDAR.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the following Consent Calendar. The motion was adopted by the following vote. Yeas: Mayor Ludwig 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 March 24, 2009, and special meeting minutes of March 26, 2009.
- B. Approval of the payment of the Region 2 Planning Commission Invoice, in the amount of \$10,819.46, for planning services for the month of March 2009, in accordance with the recommendation of the City Manager.
- C. Approval of the request from Orthopaedic Rehab 8K Run Committee to hold their annual run/walk on City streets on Saturday, April 18, 2009, beginning at Kuhl's Bell Tower Market at 8:00 a.m. and ending at the same, with street closures, police assistance at major intersections, and use of the small "band stand" trailer from the Department of Public Services. (Recommended approvals received by the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)

- D. Approval of the request from the Family Service & Children's Aid to hold their 7th annual 5K Run for Fun on City streets on Saturday, April 25, 2009, from 8:30 a.m. until 11:00 a.m., beginning and ending at 330 W. Michigan Avenue, with police assistance at major intersections, and closure of W. Michigan Avenue between Blackstone and First Streets. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- E. Approval of the request from Hanover Horton High School to provide horse carriage rides in downtown Jackson for their students on May 2, 2009, from 7:30 p.m. until 10:30 p.m., with three reserved parking spaces in front of Daryl's Downtown Restaurant. (Recommended approval received from the Police, Fire, Traffic Engineering Departments and the Downtown Development Authority. Proper insurance received from Ann Arbor Carriage, approval pending receipt of proper insurance from Hanover Horton School.)
- F. Approval of the request from the Jackson Police Department to hold their annual Police Memorial Service at Bucky Harris Park on Wednesday, May 13, 2009, at 12:00 p.m., to honor Jackson County police officers who have lost their lives in the line of duty. (Approval recommended by the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments and the Downtown Development Authority. Insurance coverage is in place.)
- G. Approval of the request from the Downtown Development Authority to conduct their Discover Downtown Again "DDA" Day at Bucky Harris Park, Blackman Park, and throughout downtown on Saturday, May 9, 2009, from 10:00 a.m. until 2:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- H. Approval of the request from the Downtown Development Authority to conduct their Summer Planting Day on Saturday, May 16, 2009, from 9:00 a.m. until 11:00 a.m. in downtown Jackson and Bucky Harris Park. (Recommended approval received from the Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- I. Approval of the request from Advance Packaging Corporation to conduct their annual Advance Packaging 5000 5K Run/Walk on Friday, May 15, 2009, beginning at 7:00 p.m., with police assistance and closure of one westbound lane of E. High Street from Executive Drive to Elm Street. (Recommended approvals received by the Police, Fire, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
- J. Approval of the request from Daryl Hoskins, Daryl's Downtown, LLC, for authorization for temporary outdoor service on May 22, June 12, June 26, July 3, July 10, July 17, July 24, July 31, August 14, August 21, August 28, and September 25, 2009, for a series of events. (Approval recommended by the Police, Fire, Public Services, and Traffic Engineering Departments, and the Downtown Development Authority, with contingencies. Proper insurance coverage received.)
- K. Approval of the request from Jackson County Parks to provide police assistance and to close Brown Street at Randolph Street and Denton Road, with class 3 barricades with lights on Friday, August 28, 2009, at 12:00 p.m. through Sunday, August 30, 2009, at 7:00 p.m., to conduct the annual Cascades Civil War Muster. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
- L. Receipt of a Summons and Complaint filed in Circuit Court by John Earl Easley v. City of Jackson regarding a violation of the 4th amendment, and referral to the City Attorney for appropriate action.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

A. PUBLIC HEARING ON THE PROPOSED USE OF THE 2009 JUSTICE ASSISTANCE GRANT (JAG) FUNDS THROUGH THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, IN THE AMOUNT OF \$136,104.00.

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

1. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE COUNTY OF JACKSON FOR THE 2009 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM, AND AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENT(S).

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the Memorandum of Understanding and authorize its execution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION ACCEPTING AN EXCHANGE AGREEMENT BETWEEN THE CITY AND JACKSON COUNTY FOR A LAND SWAP FOR THE GRAND RIVER ARTSWALK PATH, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), *AND FOR STAFF TO MAKE MINOR MODIFICATIONS TO THE DOCUMENTS AND TAKE ALL OTHER ACTIONS NECESSARY TO CLOSE.*

The above language in italics was added at the time the agenda was adopted. Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4175 FOR DELINQUENT MISCELLANEOUS GENERAL FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.

- C. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4176 FOR DELINQUENT MISCELLANEOUS BUILDING DEPARTMENT FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- D. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4177 FOR DELINQUENT MISCELLANEOUS COMMUNITY DEVELOPMENT BLOCK GRANT FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- E. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4178 FOR DELINQUENT MISCELLANEOUS WASTEWATER FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- F. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4179 FOR DELINQUENT MISCELLANEOUS WATER FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**
- G. CONSIDERATION OF A RESOLUTION ESTABLISHING MAY 12, 2009, AT THE CITY COUNCIL MEETING AS THE TIME AND PLACE TO HOLD A PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL NO. 4180 FOR DELINQUENT MISCELLANEOUS PUBLIC WORKS FUND ACCOUNTS RECEIVABLE, AND DIRECTING THE CITY ASSESSOR TO PREPARE THE ROLL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY CLERK.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the resolutions in Items B through G above. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

ORDINANCES.

- A. FINAL ADOPTION OF ORDINANCE NO. 2009.6, AMENDING CHAPTER 28, SECTION 28-71, CITY CODE, ALLOWING 'AUTOMOBILE, TRUCK AND TRAILER DISPLAY AND SALES' AS PERMITTED USE IN I-1 (LIGHT INDUSTRIAL) DISTRICTS.**

Motion was made by Councilmember Breeding and seconded by Councilmember Frounfelker to adopt Ordinance No. 2009.6. The motion was adopted by the following vote.

Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

OTHER BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO B & K LAWCARE, JACKSON, WITH AN ESTIMATED CONTRACT AMOUNT OF \$16,240.00 FOR THE 2009 PRIVATE LOT MOWING CONTRACT, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PUBLIC SERVICES AND THE PURCHASING AGENT.**

Motion was made by Councilmember Breeding and seconded by Councilmember Polaczyk to award the contract to the low bidder, Nocturnal Lawn & Landscape, for an amount not-to-exceed \$14,000.00. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

- B. CONSIDERATION OF AN AMENDMENT TO THE OIL AND GAS LEASE WITH WEST BAY EXPLORATION COMPANY, CORRECTING THE LEGAL DESCRIPTION, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND AUTHORIZATION FOR STAFF TO MAKE ANY MINOR MODIFICATIONS IF NEEDED, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY.**

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the amendment, authorize the Mayor and City Clerk to execute the appropriate document(s) and authorize staff to make any minor modifications if needed. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

NEW BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO ESTABLISH AND ADOPT AN “IDENTITY THEFT PROGRAM” FOR THE CITY WATER BILLING PURSUANT TO THE FEDERAL TRADE COMMISSION’S “RED FLAGS RULE,” EFFECTIVE MAY 1, 2009, IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PUBLIC SERVICES.**

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

- B. CONSIDERATION OF A RECOMMENDATION FROM THE PARKS AND RECREATION COMMISSION TO PREPARE A JOINT 5-YEAR PARKS AND RECREATION PLAN WITH JACKSON COUNTY INCLUDING A FEASIBILITY STUDY OF A POSSIBLE JOINT PARKS AND RECREATION SYSTEM.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to accept the proposal. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmembers Breeding and Gaiser—2. Absent: 0.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Polaczyk announced he will hold a Town Hall meeting on April 14 from 6:00 p.m. until 7:00 p.m. at the Cascades Elementary School. Parks and Recreation Director Jim Parrott and Recreation Supervisor Kelli Hoover will talk about programs being offered this summer.

Councilmember Frounfelker requested a report of all outstanding receivables for fines, fees and penalties, including the number of individuals and the dollar amounts owed.

Councilmember Gaiser expressed his appreciation to the Charter Review Committee for all of their hard work. He thanked the Citizen Patriot Assistant Editor for publishing his request for public input on the budget. He has received numerous letters, met with a number of families and would like to see more input from citizens.

Councilmember Greer also thanked the Charter Review Committee for their efforts and for their report, which is easy to read and deals with tough and complicated issues. He asked the City Manager to explain the funding process for the conversion of one-way streets.

Councilmember Howe also requested the City Manager discuss the one-way street conversion matter.

Mayor Ludwig, regarding the 2009-2010 budget, discussed the current fund balance of 15% and an option of a 12.5% fund balance. He also stated that he asked the City Manager and Finance Director to develop an Option 3, which includes a fund balance of 10% and a request for City employees to forego their 3% wage increase.

CITY MANAGER'S COMMENTS.

City Manager Ross explained the issue of road funding and how it relates to the City's general fund. Street construction, especially The Jackson Area Comprehensive Transportation Study (JACTS) projects, is 80% funded by federal money from the federal gas tax. The local 20% comes from Act 51 money and the public improvement fund. By law, the City cannot spend the federal or state money allocated for road purposes for anything but road purposes and this money cannot be placed in the general fund to pay for general fund activities.

EXECUTIVE SESSION TO DISCUSS LABOR MATTERS.

Motion was made by Councilmember Howe and seconded by Councilmember Greer to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk—7. Nays: 0. Absent: 0.

RETURN TO OPEN SESSION.

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

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Howe to adjourn the meeting. Mayor Ludwig adjourned the meeting at 8:46 p.m.

Lynn Fessel
City Clerk



City Clerk

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

April 15, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: "A Day in May" Music Festival

New Moon Entertainment is requesting use of Bucky Harris Park on Friday, May 1, 2009, beginning at 12:00 p.m. to hold "A Day in May" music festival. The event holder plans to have a variety of live music and family oriented activities.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and parks/Forestry Departments and the Downtown Development Authority.

Please place this request on the Council's April 21st consent calendar for their consideration for approval, contingent upon receipt of special event insurance coverage.

Thank you.

Attachments



CITY OF JACKSON
SPECIAL EVENT APPLICATION

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

Date Received By Clerk's Office: 3/30/09 Time: 2:15 PM By: A. ARNOLD

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

Sponsoring Organization's Legal Name: MICHAEL SERAFIN DBA NEW MOON ENTERTAINMENT

Organization Address: 339 Q OAK GROVE AVE, JACKSON, MI, 49203

Organization Agent: MICHAEL A. SERAFIN Title: PRESIDENT AND OWNER

Phone: Work 1-517-796-5622 Home 1-517-796-5622 During event 1-517-740-4515

Agent's Address: (SAME AS ORGANIZATION ADDRESS)

Agent's E-Mail Address: mserafin@1@yahoo.com

Event Name: "A DAY IN MAY"

Please give a brief description of the proposed special event:

"MAYDAY FESTIVAL IN THE PARK WITH MUSIC AND FUN"
(FAMILY-ORIENTED ACTIVITIES)

Event Day(s) & Date(s): MAY 1, 2009 Event Time(s): NOON - 9PM or 10PM

Set-Up Date & Time: MAY 1, 2009 1000 AM Tear-Down Date & Time: MAY 1, 2009, 1000 PM

Event Location: BUCKY HARRIS PARK, JACKSON & MICHIGAN

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? FIRST ANNUAL

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

STREET CLOSURES: Start Date/ Time: N/A through Date/ Time: N/A

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: N/A

VENDORS: Food Concessions? YES NO (LOCAL MERCHANTS) Other Vendors? YES NO (LOCAL MERCHANTS) selling CD's sell cookbook

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

If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? N/A until N/A



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. *(SEE ATTACHED PROGRAM)*

ATTENDANCE: What is the expected (estimated) attendance for this event? 500-1000
(DAY LONG ATTENDANCE)

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? 4
 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.)
REQUEST PD & RESCUE UNITS ON STANDBY IN CASE OF
MEDICAL EMERGENCY AMONG ATTENDEES (ON CALL 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 as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:
NO ALCOHOL, DANCING OR PHYSICAL ACTIVITIES
(QUOTATION OF COVERAGE ATTACHED VIA CRAFT AGENCY)

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 or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 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 or limitations, 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.

3/30/09
 Date

[Signature]
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: “A Day in May” – Friday, May 1, 2009

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 responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Services: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES* NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Any signage must adhere to the sign ordinance. Contingent upon proof of special event insurance coverage.

Insurance/Indemnification Received: _____ Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____

**“A Day in May”
Festival Program**

May 1, 2009

Bucky Harris Park, Jackson, MI

1200-0200: Music

**Scheduled Performers: Bert and Bea Furman
(Jackson, MI)
Folk and Gospel**

0200-0400 Music

**Scheduled Performer: Bob Marshall
(Ortonville, MI)
Folk and Popular**

0400-0600 Music

**Scheduled Performer: Benny Poole
(Jackson, MI)
Easy Listening and Jazz**

0600-0800 Music

**Scheduled Performer: Steve Berkemeier
(Jackson, MI)
Popular and Sing-Along**

0800-1000 Music

**Recorded
Popular Music 1940-1980**



City Clerk

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

April 15, 2009

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Cascade Falls Park - Fireworks

Jackson County Parks is planning fireworks shows on May 23 (rain date May 24), July 3 (rain date July 5), and September 5 (rain date September 6), along with activities within Cascade Falls Park. They are requesting police assistance with crowd and traffic control and approval of closure of Brown Street at Randolph and Denton, beginning at noon on May 23 and September 5 and closure beginning at 4:00 p.m. on July 3rd.

Recommended approvals have been received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage has been received.

Please place this request on the Council's April 21st consent calendar for their consideration.

Thank you.

Attachments



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 3/10/09 **Time:** 1:30 **By:** A. Arnold

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

Sponsoring Organization's Legal Name: Jackson County Parks

Organization Address: 1992 Warren Ave Jackson, MI: 49203

Organization Agent: Jim Conant Title: Event Coordinator

Phone: Work (517)262-6391 Home _____ During event (517)262-6391

Agent's Address: 1992 Warren Ave Jackson, MI: 49203

Agent's E-Mail Address: Cascadeshow@Aimail.com

Event Name: Cascades Summer Kick-off Celebration

Please give a brief description of the proposed special event: Food Vendors, Fireworks, Live Entertainment

Reschedule 5/24
 Event Day(s) & Date(s): Sat. May 23, 2009 Event Time(s): 5:00 p.m.

Set-Up Date & Time: 9:00 Am May 23, 2009 Tear-Down Date & Time: May 23, 2009 - 11:00 pm

Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 24

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: May 23, noon through Date/ Time: May 23, 11:00 pm

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

VENDORS: Food Concessions? YES NO on County Prop Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
 If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



on county Rep.

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? 8,000-10,000

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO

If yes, you are required to obtain a permit through the City Clerk's Office.

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

As an event organizer, you must consider the availability of 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.)

Street Closure Brown & Randolph Denton
Police Dept. for Crowd Control & Traffic Control in the Park.

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 as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

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 or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 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 or limitations, 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.

Feb 9, 2009
 Date

Kim Conant
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201

(517) 788-4025

Event Title: Cascades Summer Kick-Off with Fireworks, Saturday, May 23, 2009 (raindate May 24th)

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 responsibility of their department has been met.

Police Dept: <u> C. Simpson </u>	Recommend Approval: <u> YES </u> NO	Est. Economic Impact: \$ <u> 900.00 </u>
Fire Dept.: <u> L. Bosell </u>	Recommend Approval: <u> YES </u> NO	Est. Economic Impact: \$ <u> -0- </u>
Traffic Eng.: <u> R. Dietz </u>	Recommend Approval: <u> YES </u> NO	Est. Economic Impact: \$ <u> 91.12 </u>
Public Services: <u> N/A </u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u> -0- </u>
Parks/Forestry: <u> N/A </u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u> -0- </u>
DDA: <u> N/A </u>	Recommend Approval: YES* NO	Est. Economic Impact: \$ <u> -0- </u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/10/2009 Insurance Approved: 03/10/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 3/10/09 **Time:** 1:30 **By:** A. ARNOLD

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

Sponsoring Organization's Legal Name: Jackson County Parks

Organization Address: 1992 Warren Ave. Jackson, MI 49203

Organization Agent: Jim Conant Title: Event Coordinator

Phone: Work (517) 262-6391 Home _____ During event (517) 262-6391

Agent's Address: 1992 Warren Ave. Jackson, MI 49203

Agent's E-Mail Address: Cascadeshow@Aimail.com

Event Name: Cascade Falls Park, July 3rd. Fireworks Show.

Please give a brief description of the proposed special event: Food Vendors, Fireworks + Live Entertainment.

Event Day(s) & Date(s): Fri July 3, 2009 Event Time(s): 5:00 pm

Set-Up Date & Time: 9:00 AM July 3, 2009 Tear-Down Date & Time: July 3, 2009 - 11:00 pm

Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 24

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: July 3, 2009 - 4:00 PM through Date/ Time: July 3, 2009 - 11:00 pm

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
 If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

on County Prop.

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? 10,000-15,000

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 12-15
 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.)
Street Closure Brown @ Randolph + Denton
Police Dept. for Crowd Control + Traffic Control in Park

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 as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

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 or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 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 or limitations, 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.

Feb 19, 2009
 Date

[Signature]
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: Cascades Fireworks Show, Friday, July 3, 2009 (raindate July 5th)

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 responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>900.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>91.12</u>
Public Services: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>N/A</u>	Recommend Approval: YES* NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/10/2009 Insurance Approved: 03/10/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



**CITY OF JACKSON
SPECIAL EVENT APPLICATION**
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 3/10/09 **Time:** 1:30 **By:** A. Arnold

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

Sponsoring Organization's Legal Name: Jackson County Parks
 Organization Address: 1992 Warren Ave. - Jackson, MI 49203
 Organization Agent: Jim Conant Title: Event Coordinator
 Phone: Work (517) 262-6391 Home _____ During event (517) 262-6391
 Agent's Address: 1992 Warren Avenue - Jackson, MI 49203
 Agent's E-Mail Address: Cascadeshow@Aimail.com
 Event Name: Cascades End of Summer Fireworks Show
 Please give a brief description of the proposed special event: Food Vendors, Fireworks
& Live Entertainment

Event Day(s) & Date(s): Sat Sept 5, 2009 Event Time(s): 5:00 pm
 Set-Up Date & Time: 7:00 am Sept 5, 2009 Tear-Down Date & Time: September 5, 2009 11:00 pm
 Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 24

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: Sept 5, 2009 - noon through Date/ Time: Sept 5, 2009 - 11:00 pm

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

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
 If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



on county prop

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? 8,000-10,000

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 12
 As an event organizer, you must consider the availability of 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.)
Street Closure Brown @ Randolph & Denton
Police Dept. for Crowd Control & Traffic Control in Park

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 as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

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 or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 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 or limitations, 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.

Feb 19, 2009
 Date

Shim Convent
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

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

Event Title: End of Summer Fireworks Show, Saturday, September 5, 2009 (raindate September 6th)

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 responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>900.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>91.12</u>
Public Services: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>N/A</u>	Recommend Approval: YES* NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/10/2009 Insurance Approved: 03/10/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

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

April 15, 2009

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Ella Sharp Museum Association Art & Wine Festival

The Ella Sharp Museum Association is requesting authorization for a temporary outdoor service and temporary additional bar permit, to conduct their annual Art & Wine Festival on Saturday, June 13, 2009 at 3225 Fourth Street.

Recommended approvals have been received from the Police, Fire, Public Services and Parks/Recreation Departments. Proper insurance coverage has been received.

If Council approves this request, the City Clerk must sign the application indicating approval of the request by the City, because the proposed outdoor service area is located on city property. The application will then be forwarded to the Michigan Liquor Control Commission for final approval.

Please place this request on the Council's April 21st consent calendar for their consideration.

Thank you.

Attachments



Michigan Department of Energy, Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
 7150 Harris Drive, P.O. Box 30005
 Lansing, Michigan 48909-7505

APPLICATION FOR TEMPORARY AUTHORIZATION

[Authorized by R 436.1023 (2) (3), R 436.1403 (2), R 436.1407 and R 436.1419 of the M.A.C.]

PART 1. APPLICANT INFORMATION

1. Name of License (Corporation, Individual, Limited Liability Company, Limited Partnership):
Ella Sharp Museum Association

2. Street Address, City or Village, Township (if applicable), County, and Zip Code:
3225 Fourth Street, Jackson, Jackson County, 49203

3. Type of License and Number:

4. Business Telephone Number: *517-787-2320* Fax Number: *517-787-2933*

5. Email Address:

PART 2. TYPE OF EVENT Describe the Type of Event(s) Being Held:

Art & Wine Festival

PART 3. TYPE OF AUTHORIZATION REQUESTED

Check only the types of authorization needed and answer the questions required for the authorization requested:
 TEMPORARY OUTDOOR SERVICE OR **TEMPORARY ADDED SPACE**

Please **enclose a diagram** showing proposed outdoor service or added space area, existing licensed premises, any streets and all dimensions requested below.

1. Dates requested: *June 13, 2009*

2. What is the size of the proposed outdoor service area or added space area? *325* feet x *100*

3. Describe the barrier that will be used to enclose the outdoor service or added space area.
 [Include the type of barrier such as fence, rope, etc and the height of the barrier]
4' high orange plastic snow fencing

4. Will there only be table service of alcoholic beverages? Yes No If NO, **Temporary Additional Bar will be needed unless existing Additional Bar Permit will be used.**

5. Describe the type of security that will be used for the event.
Staff members & trained volunteers with armbands

6. Is the proposed outdoor service area or added space area directly next to the licensed premises? Yes No If NO, indicate how many feet there is between the proposed outdoor service or added space and the licensed premises?

7. Are there any dedicated streets within the proposed outdoor service or added space area or is there any intervening property between the licensed premises and outdoor service or added space area? Yes No If YES, explain and include on the **diagram**.

8. Is the proposed outdoor service area, added space and/or any intervening property owned, rented, or leased by the licensee? Yes No If NO, a lease for the outdoor service, added space and/or any intervening property **must** be provided with this application.

9. Is the proposed outdoor service area or added space located on city, village, or township property? Yes No If YES, the city, village or township clerk must sign the application indicating approval of the request by the city, village, or township.

10. Is all of the proposed outdoor service or added space area in the same governmental unit as the licensed premises?
 Yes No If NO, please explain.

TEMPORARY OFFICIAL PERMIT FOR DIFFERENCE IN HOURS OF OPERATION (Check each specific type of activity requested in #2)

1. Dates requested:

2. Type of Activity:

Bowling Do you operate the bowling center? Yes No If NO, please explain.

Dance Do you have a Dance Permit? Yes No If NO, **Temporary Dance will be needed**

Entertainment Do you have an Entertainment Permit? Yes No If NO, **Temporary Entertainment will be needed**

Food Do you operate a full service kitchen? Yes No If NO, please explain.

Golf Do you operate the golf course? Yes No If NO, please explain.

Other Special Event Activity Please describe and explain the type of event.

3. The licensed premises may not be occupied by anyone except the licensee and bona fide employees who are working between the hours of 2:30 A.M. and 12:00 Noon on any Sunday or from 2:30 A.M. until 7:00 A.M. on any other day. Please indicate the extended hours you are applying for to conduct the activities indicated above.

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

TEMPORARY ADDITIONAL BAR Fee is \$350.00

Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

TEMPORARY DANCE

It is required that the Dance Floor be at least 100 square feet, clearly marked, and shall not have tables, chairs and other obstacles on the dance floor while customers are dancing.

Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

TEMPORARY ENTERTAINMENT OR **TEMPORARY TOPLESS ACTIVITY**

1. Dates requested:

Weekdays A.M. to A.M. Sundays A.M. to A.M./P.M.

2. Describe the type of entertainment to be provided.

3. If the entertainment includes a contest with prizes totaling over \$250 in value, please complete the following questions:

a. Explain in detail rules of the contest. *Attach another page, if needed.*

b. Describe and state the retail value of each prize to be awarded.

c. Specify who will be paying for and supplying the prizes.

d. Will there be any alcoholic beverage items with a brand name logo used as prizes for part of the contest? Yes No

IMPORTANT: No alcoholic beverages may be used as part of any contest or as a prize for a contest.
No licensee may receive anything of value from another licensee without prior MLCC approval.

e. Is there a cover charge or entrance fee for the contest or tournament? Yes No If YES, please explain.

PART 4.

WARNING: Section 1003 of the Liquor Control Code of 1998, being MCL 436.2003, provides in part as follows: "A person who makes a false or fraudulent statement to the commission, orally or in writing, for the purpose of inducing the commission to act or refrain from taking action, or for the purpose of enabling or assisting a person to evade the provisions of this act is guilty of a violation of this act and is punishable in the manner provided for in section 909. . ."

I hereby swear that I have read all of the above answers and that they are true and further that I have read and understand the warning.

THE LICENSEE, AN AUTHORIZED CORPORATE OFFICER, OR MEMBER OF A LIMITED LIABILITY COMPANY MUST SIGN THIS APPLICATION.

Rochelle P. Clark Festival Director 3-23-09
Licensee Signature Title Date of Application

Rochelle P. Clark
Contact Name (please print)

Area Code and Telephone Number (517) 787-2320

THE POLICE CHIEF OR SHERIFF WHO HAS JURISDICTION RECOMMENDS THIS REQUEST.

3-16-09 Matthew K Henry 3/17/09
Date of Application Police Chief or Sheriff Signature

216 E Washington
Street Address

Jackson MI 49203
City and Zip Code

Area Code and Telephone Number 517 788-4100

IF REQUESTING TEMPORARY TOPLESS ACTIVITY, OFFICIAL PERMIT FOR DANCE, OFFICIAL PERMIT FOR ENTERTAINMENT, OR THE TEMPORARY OUTDOOR SERVICE AREA IS LOCATED ON CITY, VILLAGE, OR TOWNSHIP PROPERTY, THIS APPLICATION MUST BE SIGNED BY THE CLERK.

This request was approved by the City of Jackson On _____
City, Village Council or Township Board Date

City, Village, Township Clerk Signature

161 W. Michigan Avenue
Street Address

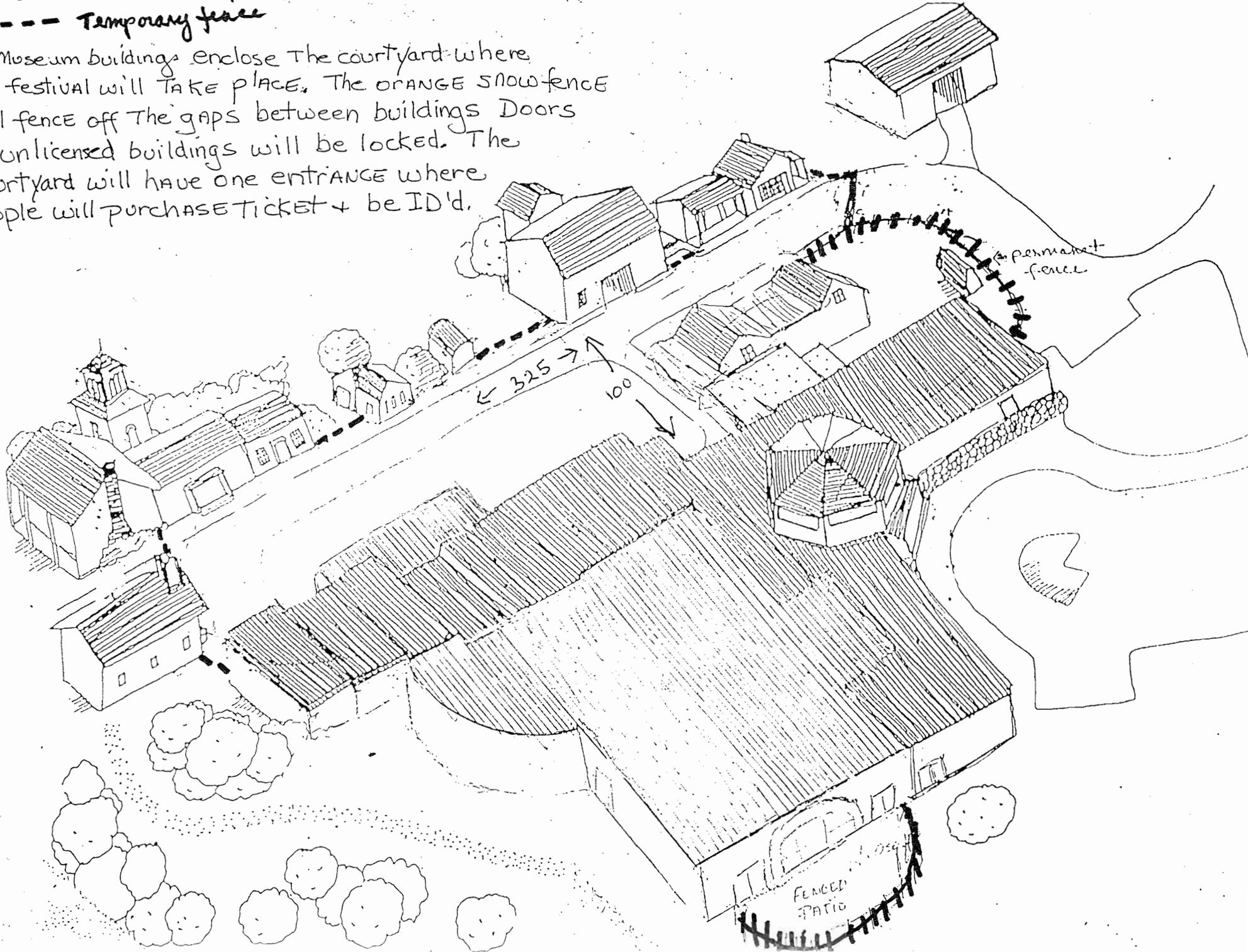
Jackson MI 49201
City and Zip Code

Area Code and Telephone Number (517) 788-4025

++++ Permanent fence

----- Temporary fence

The Museum buildings enclose the courtyard where the festival will take place. The orange snow fence will fence off the gaps between buildings. Doors to unlicensed buildings will be locked. The courtyard will have one entrance where people will purchase ticket + be ID'd.



CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **Ella Sharp Art & Wine Festival – Saturday, June 13, 2009**

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 responsibility of their department has been met.

Police Dept: <u> M. Heins </u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u> L. Bosell </u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u> N/A </u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
Public Services: <u> S. Porter </u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>150.00</u>
Parks/Forestry: <u> E. Terrain </u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u> N/A </u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 03/30/2009 Insurance Approved: 04/01/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

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

April 15, 2009

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Annual Grand River Clean-Up

The Grand River Environmental Action Team (G.R.E.A.T.) is requesting approval to hold their annual Grand River clean-up on Saturday, September 12, 2009, beginning at 10:00 a.m. (rain date September 17, 2009).

Recommended approvals have been received from the Police, Fire, Traffic Engineering, Parks/Forestry and Public Services Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's April 21st consent calendar for their consideration.

Thank you.

Attachments



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 4/30/09 Time: 3:45 By: A. Lundell

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

Sponsoring Organization's Legal Name: Grand River Environmental Action Team

Organization Address: GREAT, PO Box 223, Jackson, MI 49204

Organization Agent: Jim Seitz Title: President

Phone: Work _____ Home 517-787-7492 During event 517-795-9215

Agent's Address: 3705 West Primitia, Jackson, MI, 49201

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

Event Name: Annual Grand River Cleanup

Please give a brief description of the proposed special event: To remove trash from the Grand River & its banks

Event Day(s) & Date(s): Saturday, Sept 12, 09 Event Time(s): 10:00am to 2:00pm

Set-Up Date & Time: 9/12/09 - 8:00am Tear-Down Date & Time: 9/12/09 until 5:00pm

Event Location: In and around the Grand River & Consumers Energy Band Shell

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 27

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

STREET CLOSURES: Start Date/ Time: N/A through Date/ Time: N/A

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, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



**CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2**

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

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? 100 ±

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES **NO**

If yes, you are required to obtain a permit through the City Clerk's Office.

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

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

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

Use of the Band Shell area near Consumers
Energy Building

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 as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

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 or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

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 or limitations, 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.

1/30/2009
Date

James R. Smith
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

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

Event Title: Annual Grand River Clean-up – Saturday, September 12, 2009 (raindate Sept. 19th)

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 responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Public Services: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ 500.00

Parks/Forestry: T. Steiger Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: J. Greene Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 01/30/2009 Insurance Approved: 02/18/2009

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City of Jackson
Finance Department
161 W. Michigan Avenue
Jackson, Michigan 49201
(517) 788-4030
(517) 768-5857 fax

MEMORANDUM

TO: Sharon Hasen, Secretary to the City Manager

FROM: Philip Hones, Finance Director

DATE: April 21, 2009

RE: April 21, 2009 City Council Agenda Items

I am requesting the following items to be placed on the April 21, 2009 City Council Agenda for their consideration and approval:

1. Letter of Funding requested for the City of Jackson Employees Retirement System for FY2009-2010, and a copy of the latest Actuary Report.
2. Letter of Funding requested for the City of Jackson's Policemen's and Firemen's Pension System for FY2009-2010, and a copy of the latest Actuary Report.
3. Letter of Funding requested for the City of Jackson Act 345 Retirement System for FY2009-2010, and a copy of the latest Actuary Report.

Copies of the Actuary Reports will also be available for review in the City Clerk's Office, and will be available in the Reference area of the Jackson District Library downtown branch for a period of six months.

If you have any questions please contact me at 768-6384.

Philip J. Hones
Finance Director

PJH/ss



City of Jackson
Employees Retirement System

161 W. Michigan Avenue
Jackson, Michigan 49201
(517) 768-6382
(517) 768-5857 fax

April 21, 2009

The Honorable Mayor and
Members of the City Council
Jackson, Michigan

In accordance with the Jackson City Code, Chapter 2, Section 2.534, the Board of Trustees of the City of Jackson Employees Retirement System shall annually certify to the City Council the contributions necessary to meet the requirements for annuities, benefits and other payments of the Retirement System for the ensuing fiscal year.

The actuarial valuation of June 30, 2008 recommends that the 2009/10 contribution be as follows:

Employer (City) Contribution at 7.72 % **\$ 863,777**

The actuarially recommended City contribution of \$ 863,777 for fiscal year 2009/10 is an increase of \$22,457 over the recommended contributions for the current fiscal year.

Actuarial experience was less favorable than expected for the year ended June 30, 2008 as indicated by the experience loss (shown on page A-9 in the report). The loss was primarily attributable to unfavorable investment return (please refer to page C-7 in the report) on both a market and a funding value basis. Liability experience was on target in aggregate, with gains due to lower mortality and lower than expected salary increases.

The Board of Trustees of the City of Jackson Employees Retirement System hereby certifies to the City Council the amount of appropriation needed to operate the retirement system.

Sincerely,

Philip J. Hones, Chairman
City of Jackson Employees Retirement System

PH/ss

Attachments



Act 345 Retirement System

City of Jackson, Michigan

161 W. Michigan Avenue
Jackson, Michigan 49201
(517) 768-6382
(517) 768-5857 fax

April 7, 2009

The Honorable Mayor and
Members of the City Council
Jackson, Michigan

In accordance with Rule 15.1 of the City of Jackson Act 345 Retirement System, the Board of Trustees must certify to the City Council each year the amount of public funds needed to meet the requirements for annuities, benefits and other payments of the Retirement System for the ensuing fiscal year.

The actuarial valuation of June 30, 2008 recommends the fiscal year 2009/2010 City contribution should be in the amount of \$3,256,531, or 46.53% of total gross payrolls of the Police and Fire Department employees who are members of the Act 345 Retirement System. The City contribution currently is \$3,191,716, or 45.74% of payroll.

Net actual experience of the Retirement System was less favorable than assumed during the year ending June 30, 2008, resulting in a loss of \$904,023. The overall experience loss was primarily due to recognized investment income which was less than the long-term assumption on a funding basis. Note, that on a market basis the return was (4.73%) and was 5.74% on a funding basis. Effective June 30, 2007, the assumed rate of investment return is 7.75% per year. The Retirement System is reporting a funded ratio of 60.8% compared to 58.8% last fiscal year.

The City is presently levying 5.20 mills to finance the Act 345 Retirement System.

The Board of Trustees of the City of Jackson's Act 345 Retirement System hereby certifies to the City Council the amount of appropriation needed to operate said retirement system.

Sincerely,

David Wooden, Chairman
City of Jackson Act 345 Retirement System



Policemens and Firemens Retirement System City of Jackson, Michigan

161 W. Michigan Avenue
Jackson, Michigan 49201
(517) 768-6382
(517) 768-5857 fax

April 7, 2009

The Honorable Mayor and
Members of the City Council
Jackson, Michigan

In accordance with Serial Section 231, Section 19(f) of the City Charter, the Board of Trustees of the City of Jackson Policemen's & Firemen's Pension Fund must certify to the City Council each year the amount of public funds needed to meet the requirements for said Fund for the ensuing fiscal year.

Net actual experience for the Pension Fund was unfavorable during the year ending June 30, 2008. COLAs granted during the year were larger than anticipated (3.5% on average, compared to 3.0% assumed. These COLA losses were offset by higher than expected mortality experience. Asset losses of \$105,000 contributed to the overall unfavorable experience.

This unfavorable experience increased the employer contribution from \$641,212 for the 2009 fiscal year to \$722,537 for the 2010 fiscal year, an increase of \$113,534 due to proposed assumption changes offset by an experience decrease of \$32,209 from the prior year's recommended contribution of \$641,212.

The actuary currently lists the funded ratio of accrued liabilities at 54.3% funded by Pension Fund assets.

As a result of their valuation for fiscal year ending June 30, 2008, the actuary proposes lowering the investment return assumption from 7.5% to 7.0% and raising the assumed COLA from 3.0% to 3.5% (except for members receiving 3.0%).

The actuary believes this recommended alternative meets the plan requirements for funding as stated in the pension plan agreement dated July 1, 1973.

The Board of Trustees of the City of Jackson's Policemen's and Firemen's Pension Fund hereby certifies to the City Council the amount of appropriation needed to operate said Fund in accordance with the City Charter and the State Constitution and in accordance with the computations of the actuary for the Fund.

Sincerely,

Maurice R. Crawford, Chairman
City of Jackson Policemen's and Firemen's Pension Fund

MRC/ss

CITY OF JACKSON EMPLOYEES RETIREMENT SYSTEM
63RD ACTUARIAL VALUATION REPORT - DRAFT
AS OF JUNE 30, 2008

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2008 ACTUARIAL VALUATION

Pages	Items
- -	Cover Letter
1-6	<i>Executive Summary</i>
	<i>Valuation Results, Comments and Recommendations</i>
A-1	Funding Objective and Contribution Rates
A-2/3	Contributions to Fund Benefits
A-4	Funding Progress Indicators
A-5	Funding Progress - Comparative Schedule
A-6	Development of Funding Value of Assets
A-7	Recommended and Actual Contributions - Comparative Statement
A-8	Summary Statement of System Resources and Obligations
A-9	Active Member Experience Gain (Loss)
A-10/12	Comments and Recommendations
	<i>Summary of Benefit Provisions and Valuation Data</i>
B-1/3	Summary of Benefit Provisions Evaluated or Considered
B-4/5	Summary of DROP Provisions
B-6/8	Retired Life Data
B-9	Inactive Member Data
B-10/13	Active Member Data
B-14	Asset Information
	<i>Funding Objective, Summary of Valuation Process, Methods and Assumptions</i>
C-1/2	Basic Funding Objective and Operation of the Retirement System
C-3/4	Actuarial Valuation Process
C-5	Actuarial Cost Method
C-6/10	Actuarial Assumptions
C-11	Miscellaneous and Technical Assumptions
C-12/13	Glossary
	<i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i>
D-1/2	Required Supplementary Information

March 5, 2009

The Board of Trustees
City of Jackson Employees Retirement System
Jackson, Michigan

Submitted in this report are the results of the 63rd Annual Actuarial Valuation of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Employees Retirement System. **The date of the valuation** was June 30, 2008.

Valuation results, comments, conclusions, recommendations, and our certification are contained in Section A.

The valuation was based upon information, furnished by your Secretary, concerning Retirement System benefits, financial transactions, and individual members, terminated members, retirants and beneficiaries. Data was checked for internal and year-to-year consistency, but was not otherwise audited. This information is summarized in Section B.

Actuarial cost methods, actuarial assumptions, and definitions of technical terms are contained in Section C.

Information needed to comply with Statement No. 25 of the Governmental Accounting Standards Board is contained in Section D.

To the best of our knowledge, this report is complete and accurate and was conducted in accordance with standards of practice prescribed by the Actuarial Standards Board. The undersigned are Members of the American Academy of Actuaries (MAAA) as indicated and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,

David T. Kausch, FSA, EA, MAAA

Dana Woolfrey, ASA, MAAA

DK/DW:mrh

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Valuation Date:	June 30, 2007	June 30, 2008
Fiscal Year Ending:	June 30, 2009	June 30, 2010
Recommended Employer Contributions:		
Annual Amount	\$841,320 !	\$863,777
Percentage of Covered Payroll (Disregarding the Contribution Stabilization Reserve)	7.65% !	7.72%
Membership		
Number of		
Active Members	213	212
Retirees and Beneficiaries	150	148
Inactive, Non-retired Members	13	14
Total	376	374
Total Pensions Being Paid	\$1,765,666	\$1,891,132
Assets		
Market Value*	\$35,534,528	\$33,238,969
Actuarial Value*	34,235,883	35,618,029
Return on Market Value	15.8%	(5.1%)
Return on Actuarial Value	9.0%	5.6%
Ratio - Actuarial Value to Market Value	96.3%	107.2%
Actuarial Information		
Normal Cost %	11.09%	11.26%
Actuarial Accrued Liability (AAL)	38,091,410	40,906,566
Unfunded Actuarial Accrued Liability (UAAL)	3,855,527	5,288,537
Funded Ratio	89.9%	87.1%
Amortization Period	30 years	30 years

* Net of Contribution Stabilization Reserve.

! Revised after the June 30, 2007 valuation to reflect the adoption of the DROP.

Highlights/Changes

Changes to benefit provisions.

No changes in actuarial assumptions.

Contribution increase primarily due to investment losses.

The Executive Summary gives an overview of the entire report. It cannot be used as a substitute for a thorough reading of the full report.

EXECUTIVE SUMMARY

Actuarial Valuation

This is the actuarial valuation of the City of Jackson Employees Retirement System, prepared as of June 30, 2008. Valuations are prepared annually, as of July 1 of each year, the first day of plan year.

The primary purposes of the valuation report are to measure the plan's liabilities; to determine the required employer contribution rate based upon the System's funding policy and to analyze changes in the System's actuarial position.

In addition, the report provides information in connection with the Governmental Accounting Standards Board Statement No. 25 (GASB No. 25), and it provides summaries of the member data, financial data, plan provisions, and actuarial assumptions and methods.

Financing Objectives

The System is supported by member contributions, employer contributions, and net earnings on the investments of the fund. The total contribution is determined by the actuarial valuation. The member contribution rate is set at one-half of total computed contribution less amounts for early retirement windows which are contributed by the City, the employer contribution is the remainder.

The combined member and employer contributions are intended to be sufficient to pay the normal cost and to amortize the Unfunded Actuarial Accrued Liability (UAAL) over a period of 30 years from the valuation date. A thirty-year period is the maximum amortization period allowed by GASB Statement No. 25 in computing the Annual Required Contribution (ARC).

Contribution Requirement

The computed employer contribution for the fiscal year ending June 30, 2010 is \$863,777, 7.72% of covered payroll. This compares with an employer contribution for the fiscal year ending June 30, 2009 of \$841,320, 7.65% of covered payroll.

EXECUTIVE SUMMARY

Funded Status

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) is \$5,288,537, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) is 87.1%. At the time of last year's valuation, the UAAL was \$3,855,527, and the funded ratio was 89.9%. See page A-9 for the development of the actuarial gain or loss over the last year and page A-5 for a history of the funded ratios.

The plan benefits were changed to include DROP and Annuity Withdrawal provisions. These changes are to be funded with employer contributions of 1.15% of payroll for 15 years beginning July 1, 2008.

The plan experienced a loss of \$469,205.

Variability of Future Contribution Rates

The Actuarial Cost Method used to determine the contribution rate is intended to produce contribution rates which are generally level as a percent of payroll. Even so, when experience differs from the assumptions, as it often does, the employer's contribution rate can vary significantly from year-to-year.

Over time, if the year-to-year gains and losses offset each other, the contribution rate would be expected to return to the current level, but this does not always happen.

The Actuarial Value of Assets is greater than the Market Value of Assets by \$2,379,060 as of the valuation date (see page A-6). This difference will be gradually recognized over the next four years in the absence of offsetting losses/gains.

EXECUTIVE SUMMARY

Relationship to Market Value

If Market Value had been the basis for the valuation, the employer contribution rate would have been 8.44% and the funded ratio would have been 81.3%. Market experience after the valuation date has been the worst in recent memory. See the “Looking Ahead” comment on page A-11 for a discussion on future contribution rates.

Benefit Provisions

This valuation reflects benefits promised to members as reported to us by the System’s administrator. Benefit provisions were revised for the June 30, 2008 valuation. These changes include implementation of a DROP plan and allowing members to withdraw accumulated contributions at retirement with a reduced normal retirement benefit.

Actuarial Assumptions and Methods

In determining costs and liabilities, actuaries use assumptions about the future, such as rates of salary increase, probabilities of retirement, termination, death and disability, and an investment return assumption. The Retirement Board sets the actuarial assumptions and methods taking into account recommendations made by the plan’s actuary and other advisors. The retirement rates have been adjusted with the DROP. All other assumptions and procedures used in this valuation are the same as the prior valuation.

Section C summarizes the current assumptions. The most significant assumptions are (i) the assumed investment return, currently set at 8.00%, and (ii) the assumption regarding wage inflation of 4.25% per year which are unchanged from the prior valuation.

We believe the assumptions are internally consistent and are reasonable, based on the actual experience of the System. These actuarial assumptions and methods comply with the parameters for disclosure in GASB Statement No. 25.

EXECUTIVE SUMMARY

The results of the actuarial valuation are dependent on the actuarial assumptions used. Actual results can, and almost certainly will, differ as actual experience deviates from the assumptions. Even seemingly minor changes in the assumptions can materially change the liabilities, calculated contribution rates, and amortization periods.

In addition to the actuarial assumptions, the actuary also makes use of an Actuarial Cost Method to allocate costs to particular years. In common with most public-sector plans, the System uses the Entry Age Normal method. Theoretically, this method produces a level pattern of funding over time, and thereby provides equity between various generations of tax payers. We continue to believe this method is appropriate for the System.

Assets

System assets are held in trust. The System's administrator provided the asset information used in this valuation.

Page B-14 contains exhibits summarizing the plan's assets, presents a summary of the Market Value of Assets held by the fund, shows the allocation of assets held for investment and shows a reconciliation of the assets from the last valuation date to the current valuation date.

Page A-6 shows the development of the Actuarial Value of Assets. The Actuarial Value of Assets is a smoothed Market Value. A smoothed value is used in order to dampen some of the year-to-year fluctuations in valuation results that would occur if the Market Value were used instead. The method used phases in differences between the actual and expected market returns over four years. The expected return is determined using the 8.00% assumption and the plan's Market Value adjusted for contributions received and benefits and refunds paid. Both the actual and expected returns are computed net of expenses.

EXECUTIVE SUMMARY

The Actuarial Value is currently 107.2% of the Market Value. Over any short time period, a disparity between Actuarial Value and Market Value may appear, but in the long-run, we would expect the Actuarial Value and the Market Value to continue to track each other fairly closely.

The investment return rate for the plan year ending June 30, 2008 on Market Value was (5.08%), while it was 5.55% on Actuarial Value. These figures differ because of the asset valuation procedure described above.

GASB Statement No. 25 Disclosure

The Governmental Accounting Standards Board (GASB) Statement No. 25 governs reporting for government-sponsored retirement plans.

For the System, the ARC is defined to the sum of (a) the employer normal cost, and (b) the amount needed to amortize the DROP as a level percentage of payroll over 15 years and the remaining UAAL as a level percentage of payroll over 30 years.

SECTION A

VALUATION RESULTS, COMMENTS AND RECOMMENDATIONS

FUNDING OBJECTIVE

The funding objective of the Retirement System is to establish and receive contributions, expressed as percents of active member payroll, which will remain approximately level from year-to-year and will not have to be increased for future generations of citizens.

CONTRIBUTION RATES

The Retirement System is supported by member contributions, City contributions and investment income from Retirement System assets.

Contributions which satisfy the funding objective are determined by the annual actuarial valuation and are sufficient to:

- (1) Cover the actuarial present value of benefits allocated to the current year by the actuarial cost method described in Section C (the normal cost); and
- (2) Finance over a period of future years the actuarial present value of benefits not covered by valuation assets and anticipated future normal costs (unfunded actuarial accrued liability).

Computed contribution rates for the fiscal year beginning July 1, 2009 are shown on page A-2.

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

Contributions for	July 1, 2008			July 1, 2009		
	General Members	Water & Sewage Members	Total Weighted Averages	General Members	Water & Sewage Members	Total Weighted Averages
Normal Cost						
Age and Service Allowances	9.17 %	9.00 %	9.13 %	9.30 %	9.26 %	9.29 %
Disability and Survivor	0.95	1.00	0.96	0.96	1.02	0.98
Refunds of Member Contributions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.99</u>	<u>1.00</u>	<u>0.99</u>
Total Normal Cost	11.12	11.00	11.09	11.25	11.28	11.26
Unfunded Actuarial Accrued Liability#			N/A			3.03
Total Computed Contribution			N/A			14.29
Contribution for DROP			1.15 !			1.15
Contribution Excluding DROP			13.00			13.14
Total Contribution Requirement*						
Member Portion			6.50 %			6.57 %
Employer Portion*						
- DROP			1.15 !			1.15
- Remaining			<u>6.50</u>			<u>6.57</u>
- Total Computed Rate			7.65 %			7.72 %
- Total Dollar Contribution			\$ 841,320 !			\$ 863,777

Amortized over 30 years.

* The Members and Employer split the contribution requirement. The contribution requirement can be no less than 4.50% for the Members and 2.50% for the Employer. Refer to the "Contribution Stabilization" comment on page A-10 for important information on actual contributions to be made for the fiscal year beginning July 1, 2008 and July 1, 2009 for members and the employer.

! Subsequent to the June 30, 2007 valuation, the Board adopted a DROP to be funded by employer contributions of 1.15% of payroll for 15 years beginning July 1, 2008.

In financing the actuarial accrued liability, the valuation assets of \$35,618,029 were distributed as shown below. Please see page A-6 for information concerning the derivation of valuation assets.

Reserves	Present Valuation Assets Applied to			Totals
	Member Actuarial Accrued Liability	Retired Life Actuarial Liability	Contingency Reserve	
Employees' Contributions	\$ 6,261,881			\$ 6,261,881
Employer Contributions	12,747,064	\$ 1,576,430		14,323,494
Retired Benefit Payments		15,032,654	\$ none	15,032,654
Totals	\$19,008,945	\$16,609,084	\$ none	\$35,618,029

Assets were applied against actuarial accrued liability in determining unfunded actuarial accrued liability as follows:

	Retired Lives	Active Members	Totals
Computed Actuarial Accrued Liability	\$16,609,084	\$24,297,482	\$40,906,566
Applied Assets	16,609,084	19,008,945	35,618,029
Unfunded Actuarial Accrued Liability	\$ none	\$ 5,288,537	\$ 5,288,537

FUNDING PROGRESS INDICATORS

Although there is no single all-encompassing indicator to measure a retirement system's funding progress and current funded status, an aid in understanding funding progress and status can be achieved using the following indicators.

INDICATOR (1) *The ratio of valuation assets to the actuarial accrued liability (AAL)* allocated in the proportion accrued service is to projected total service - a funding level indicator. The ratio is expected to increase in the absence of benefit improvements or strengthening of actuarial assumptions. Prior to 6/30/98, the AAL was computed in accordance with the Pension Benefit Obligation information pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 5, issued November, 1986. Beginning with the 6/30/98 valuation, the accrued liability computed for funding purposes is used in place of the AAL, pursuant to GASB Statement No. 25, which supersedes Statement No. 5.

INDICATOR (2) *The ratio of the unfunded actuarial accrued liability to member payroll* - an inflation adjusted funding requirement indicator. In a soundly financed retirement system, the amount of the unfunded actuarial accrued liability will be controlled and prevented from increasing in the absence of benefit improvements or strengthening of actuarial assumptions. However, in an inflationary environment it is seldom practical to impose this control on dollar amounts which are depreciating in value. The ratio is a relative index of condition where inflation is present in both items. The ratio is expected to decrease in the absence of benefit improvements or strengthening of actuarial assumptions.

INDICATOR (3) *The actuarial present value of gains or losses realized in the operation of the Retirement System* - an experience indicator. Gains and losses are expected to cancel each other over a period of years (in the absence of double-digit inflation) and sizable year-to-year fluctuations are common. Further details on the derivation of the gain (loss) are shown on page A-9.

The Retirement System's funding objective is to meet long-term benefit promises through contributions that remain approximately level from year-to-year as a percent of active member payroll. If the contributions to the System are level in concept and soundly executed, the System will *pay all promised benefits when due -- the ultimate indicator of financial soundness.*

FUNDING PROGRESS INDICATORS - COMPARATIVE SCHEDULE
(\$ AMOUNTS IN THOUSANDS)

Valuation Date	Valuation Assets	AAL	Funded Ratio	UAAL	Member Payroll	Ratio to Payroll	Gain (Loss)
6/30/85	\$ 8,989	\$ 8,255	108.9 %	\$ (734)	\$ 4,411	- %	\$ 244
6/30/86	10,553	8,636	122.2	(1,917)	4,202	-	1,183
6/30/87	12,562	8,770	143.2	(3,792)	4,713	-	1,910
6/30/88	13,867	9,369	148.0	(4,498)	5,376	-	796
6/30/89	14,420	10,060	143.3	(4,360)	5,826	-	(2)
6/30/90(a)	15,353	11,486	133.7	(3,867)	5,968	-	763
6/30/91(a)	16,485	12,451	132.4	(4,035)	6,190	-	657
6/30/92(a)	17,640	14,576	121.0	(3,064)	6,469	-	538
6/30/93	19,588	15,995	122.5	(3,593)	6,978	-	1,064
6/30/94(a)	20,157	18,847	107.0	(1,310)	6,285	-	(847)
6/30/95	21,270	19,578	109.0	(1,692)	6,609	-	279
6/30/96	22,960	21,016	109.0	(1,944)	7,022	-	399
6/30/97	24,810	22,781	108.9	(2,029)	7,340	-	988
6/30/98(a)	27,965	22,927	122.0	(5,038)	7,339	-	2,299
6/30/99	31,654	24,367	129.9	(7,287)	7,784	-	2,040
6/30/00	34,960	25,787	135.6	(9,173)	8,338	-	1,645
6/30/01(a)	36,120	27,705	130.4	(8,415)	8,532	-	(209)
6/30/02	35,151	29,372	119.7	(5,779)	9,257	-	(2,937)
6/30/03(a)	33,229	29,902	111.1	(3,327)	9,691	-	(3,368)
6/30/04(a)	32,919	31,417	104.8	(1,502)	9,600	-	(1,788)
6/30/05	32,395	33,016	98.1	621	9,600	6.5	(1,899)
6/30/06	31,867	35,019	91.0	3,152	10,091	31.2	(2,449)
6/30/07(a)	34,236	38,091	89.9	3,855	10,119	38.1	381
6/30/08(b)	35,618	39,923	89.2	4,305	10,295	41.8	(469)
6/30/08(a)	35,618	40,907	87.1	5,289	10,295	51.4	(469)

(a) After changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

(b) Before changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

AAL - Actuarial accrued liability computed in accordance with GASB Statement No. 5 prior to 6/30/98; after 6/30/97 computed in accordance with GASB Statement No. 25.

UAAL - Unfunded actuarial accrued liability.

DEVELOPMENT OF FUNDING VALUE OF RETIREMENT SYSTEM ASSETS

Year Ended June 30:	2006	2007	2008
A. Funding Value Beginning of Year	\$32,394,793	\$31,867,085	\$34,235,883
B. Market Value End of Year	31,133,973	35,534,528	33,238,969
C. Market Value Beginning of Year	30,233,828	31,133,973	35,534,528
D. Non-Investment Net Cash Flow	(948,197)	(487,895)	(504,860)
E. Investment Income			
E1. Market Total: B - C - D	1,848,342	4,888,450	(1,790,699)
E2. Amount for Immediate Recognition	2,553,656	2,529,851	2,718,676
E3. Amount for Phased-In Recognition: E1-E2	(705,314)	2,358,599	(4,509,375)
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	(176,329)	589,650	(1,127,344)
F2. First Prior Year	(117,647)	(176,329)	589,650
F3. Second Prior Year	31,169	(117,647)	(176,329)
F4. Third Prior Year	(1,870,360)*	31,168	(117,647)
F5. Total Recognized Investment Gain: F1 + F2 + F3 + F4	(2,133,167)	326,842	(831,670)
G. Funding Value End of Year: A + D + E2 + F5	31,867,085	34,235,883	35,618,029
H. Difference Between Market & Funding Value	(733,112)	1,298,645	(2,379,060)
I. Recognized Rate of Return	1.3%	9.0%	5.6%
J. Market Rate of Return	6.2%	15.8%	(5.1%)

* Note that the difference between market and funding value as of 2003 was re-amortized over three equal installments as of 2004.

The Funding Value of Assets recognizes assumed investment income (line E2) fully each year. Differences between actual and assumed investment income (line E3) are phased-in over a closed 4-year period. During periods when investment performance exceeds the assumed rate, Funding Value of Assets will tend to be less than Market Value. During periods when investment performance is less than the assumed rate, Funding Value of Assets will tend to be greater than Market Value. The Funding Value of Assets is unbiased with respect to Market Value. At any time it may be either greater or less than Market Value. If actual and assumed rates of retirement income are exactly equal for 4 consecutive years, the Funding Value will become equal to Market Value.

RECOMMENDED AND ACTUAL CONTRIBUTIONS COMPARATIVE STATEMENT

Fiscal Year	Valuation Date	Dollar Contributions		% of Payroll Contributions*		Weighted Average
		Recommended	Actual	General	Water & Sewage	
81/82 (a)	6-30-80	\$317,591	\$318,647	6.68 %	7.54 %	6.86 %
82/83	6-30-81	292,490	292,553	6.10	6.83	6.26
83/84	6-30-82	287,300	287,300	6.17	6.39	6.22
84/85	6-30-83	260,997	260,997	5.56	5.90	5.64
85/86 (a)	6-30-84	188,421	188,421	3.80	4.71	4.02
86/87	6-30-85	150,464	173,539	3.05	5.14	3.56
87/88	6-30-86	40,113	40,113	0.07	3.31	0.88
88/89	6-30-87	8,514	8,514	0.00	0.67	0.17
89/90	6-30-88	0	0	0.00	0.00	0.00
90/91	6-30-89	0	60,342	0.00	0.00	0.00
91/92 (a)	6-30-90	54,206	112,931	0.00	3.58	0.84
92/93	6-30-91	166,494	172,391	2.50	2.50	2.50
93/94 (a)	6-30-92	173,992	235,460	2.50	2.50	2.50
94/95	6-30-93	187,710	244,504	2.50	2.50	2.50
95/96 (a)	6-30-94	256,928	260,662	3.80	3.80	3.80
96/97	6-30-95	270,136	270,731	3.80	3.80	3.80
97/98	6-30-96	275,762	299,660	3.65	3.65	3.65
98/99 (a)	6-30-97	366,672	363,951	4.61	4.61	4.61
99/00 (a)	6-30-98	312,550	320,315	3.93	3.93	3.93
00/01	6-30-99	329,142	335,840	3.93	3.93	3.93
01/02	6/30/00	352,578	354,918	3.93	3.93	3.93
02/03	6/30/01	360,777	378,931	3.93	3.93	3.93
03/04	6/30/02	391,420	383,883	3.93	3.93	3.93
04/05 (a)	6/30/03	413,924	388,706	3.93	3.93	3.93
05/06 (a)	6/30/04	584,257	572,520	5.60	5.60	5.60
06/07	6/30/05	721,955	722,422	6.92	6.92	6.92
07/08	6/30/06	832,376	803,042	7.59	7.59	7.59
08/09 (a)	6/30/07	841,320		7.65	7.65	7.65
09/10 (b)	6/30/08	738,462		6.60	6.60	6.60
09/10 (a)	6/30/08	863,777		7.72	7.72	7.72

(a) After changes in benefit provisions and/or actuarial assumptions and valuation methods.

(b) Before changes in benefit provisions and/or actuarial assumptions and valuation methods.

* Minimum employer contributions of 2.50% of payroll pursuant to Ordinance amendments effective July 1, 1990 and 1991 plus a contribution for Early Retirement Windows.

SUMMARY STATEMENT OF SYSTEM RESOURCES AND OBLIGATIONS

Present Resources and Expected Future Resources

	June 30, 2007			June 30, 2008		
	General	Water & Sewage		General	Water & Sewage	
		Totals			Totals	
A. Present value of System assets						
1. Net assets from financial statements	\$27,838,972	\$8,025,580	\$35,864,552	\$25,843,435	\$ 7,576,166	\$33,419,601
2. Reduction for contribution stabilization	(256,173)	\$ (73,851)	(330,024)	(139,683)	(40,949)	(180,632)
3. Market value adjustment	(1,008,041)	(290,604)	(1,298,645)	1,839,731	539,329	2,379,060
4. Valuation assets	26,574,758	7,661,125	34,235,883	27,543,483	8,074,546	35,618,029
B. Present value of expected future employer contributions						
1. For normal costs	3,045,964	792,461	3,838,425	2,921,903	806,243	3,728,145
2. For unfunded actuarial accrued liability	2,021,274	1,834,253	3,855,527	3,162,185	2,126,352	5,288,537
3. Total	5,067,238	2,626,714	7,693,952	6,084,088	2,932,595	9,016,682
C. Actuarial present value of expected future member contributions	4,962,358	1,335,929	6,298,287	4,988,310	1,392,981	6,381,291
D. Total	\$36,604,354	\$11,623,768	<u><u>\$48,228,122</u></u>	\$38,615,881	\$12,400,122	<u><u>\$51,016,002</u></u>

Actuarial Present Value of Expected Future Benefit Payments

	June 30, 2007			June 30, 2008		
	General	Water & Sewage		General	Water & Sewage	
		Totals			Totals	
A. To retirants and beneficiaries	\$11,868,427	\$ 3,390,501	\$15,258,928	\$12,498,980	\$ 4,110,104	\$16,609,084
B. To vested terminated members	612,155	187,649	799,804	760,166	119,295	879,461
C. To present active members						
1. Allocated to service rendered prior to valuation date	16,115,450	5,917,228	22,032,678	17,446,522	5,971,499	23,418,021
2. Allocated to service likely to be rendered after valuation date	8,008,322	2,128,390	10,136,712	7,910,213	2,199,224	10,109,436
3. Total	24,123,772	8,045,618	32,169,390	25,356,735	8,170,723	33,527,457
D. Total	\$36,604,354	\$11,623,768	<u><u>\$48,228,122</u></u>	\$38,615,881	\$12,400,122	<u><u>\$51,016,002</u></u>

ACTIVE MEMBER EXPERIENCE GAIN (LOSS)
YEAR ENDED JUNE 30, 2008

Derivation

(1) UAAL* at start of year	\$3,855,527
(2) Normal cost from last valuation	1,122,222
(3) Actual contributions	1,438,100
(4) Interest accrual	295,807
(5) Expected UAAL before changes	3,835,456
(6) Increase due to plan amendment	983,876
(7) Increase due to revised assumptions	0
(8) Expected UAAL after changes	4,819,332
(9) Actual UAAL at end of year	5,288,537
(10) Gain (loss)	(469,205)

* *Unfunded actuarial accrued liability.*

COMMENTS AND RECOMMENDATIONS

CONTRIBUTION STABILIZATION: Beginning with the June 30, 2003 valuation, which was the basis for the year ended June 30, 2005 contributions, the Board of Trustees established a Contribution Stabilization Reserve and adopted the following contribution rates, resulting in the following excess contribution rates.

Member Contributions			
Fiscal Year Ended June 30,	Board Adopted Contribution Rate	Required from Page A-2	Excess for (Withdrawal from) Stabilization Reserve
2005	3.50%	2.50%	1.00%
2006	4.50	4.17	0.33
2007	5.50	5.49	0.01
2008	5.50	6.16	(0.66)
2009	6.00	6.50	(0.50)

Employer Contributions			
Fiscal Year Ended June 30,	Board Adopted Contribution Rate	Required from Page A-2	Excess for (Withdrawal from) Stabilization Reserve
2005	4.93%	3.93%	1.00%
2006	5.93	5.60	0.33
2007	6.93	6.92	0.01
2008	6.93	7.59	(0.66)
2009	7.15	7.65	(0.50)

As of the June 30, 2008 valuation, the Contribution Stabilization Reserve was \$180,632.

In conjunction with the June 30, 2007 valuation, the Board elected to use 0.50% of payroll for member contributions and 0.50% of payroll for employer contributions from the Contribution Stabilization Reserve. Given the current market conditions, the Contribution Stabilization Reserve is expected to decline to approximately \$40,000 by June 30, 2010 (assuming a rate of return on -25%). Based on this, the maximum expected contribution rate reduction for the fiscal year ending June 30, 2011 is 0.19% of payroll for member contributions and 0.19% of payroll for employer contributions. Given the recent economic downturn, we recommend not reducing the contribution rates by using the contribution stabilization reserve. Higher contribution rates will replenish the fund more quickly.

PLAN EXPERIENCE: Actuarial experience was less favorable than expected for the year ended June 30, 2008 as indicated by the experience loss shown on page A-9. The loss was primarily attributable to unfavorable investment return (please refer to page C-7) on both a market and a funding value basis. Liability experience was on target in aggregate, with gains due to lower mortality and lower than expected salary increases.

PLAN AMENDMENTS: The Board adopted two changes to the plan benefits as follows:

- Allow members to withdraw accumulated member contributions at retirement with a reduced normal retirement benefit.
- Allow members to choose a Deferred Retirement Option Plan (DROP) with the following specific provisions.
 - The maximum DROP period is three years,
 - Upon entering the DROP, 100% of the member's frozen accrued benefit will be added to the DROP account,
 - DROP investments will be self-directed,
 - The DROP will be available for four years (July 1, 2008 through June 30, 2012),
 - Member contributions will cease upon entering the DROP, but employer contributions will continue.

PLAN ASSUMPTIONS AND METHODS: The retirement rates have been adjusted in conjunction with the DROP. All other plan assumptions and methods remain unchanged since the last valuation.

LOOKING AHEAD: Due to market value investment returns over the past four years, the funding value of assets exceeds the market value by \$2,379,060. Market experience since the valuation date has been the worst in recent memory. If the market value rate of return for the year ending June 30, 2009 is -25%, then the projected contribution rate would increase by approximately 1% of payroll (for both the members and the employer) to approximately 7.6% of payroll for members and 8.7% of payroll for the employer for the fiscal year beginning July 1, 2010 and ending June 30, 2011. In the absence of a swift economic recovery, additional increases of 1% of payroll (for both members and the employer) would likely occur over each of the next four years as the asset smoothing method fully recognizes the current market loss.

LOOKING AHEAD (CONTINUED): It is important to note that the rapid decrease in market value of assets assumed above will likely result in the funding value of assets being approximately 140% of market value of assets by June 30, 2009. A large difference between market value and funding value of assets may delay contribution increases and therefore delay the system returning to 100% funded. The Board has the option of restricting the funding value of assets to be within a corridor of the market value of assets such as 80% to 120%. If the Board adopts an 80% to 120% corridor, the funding value of assets in the scenario described would decrease to 120% of the market value in the June 30, 2009 valuation, the UAAL would increase and both the employer and member contributions would increase more than described above.

AMORTIZATION PERIODS: Actuarial accrued liabilities now exceed accrued assets by \$5,288,537. The related amortization period of this amount is 30 years.

RESERVE TRANSFERS: The June 30, 2008 actuarial present value of retirement allowances exceeded the balance in the Reserve for Retired Benefit Payments. In order to maintain a balance between the assets and the liabilities allocated to retired lives, we recommend a transfer **to** the Reserve for Retired Benefit Payments **from** the Reserve for Employer Contributions as follows:

Transfers to Reserve for Retired Benefit Payments from Reserve for Employer Contributions		
	General	Water and Sewage
Non-Union	\$911,662	\$ 664,768
Union	0	0
Total	\$911,662	\$ 664,768

The above transfer amounts were based on retirement activity by division and were assumed to have been made as of June 30, 2008 for purposes of this valuation.

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2008)

VOLUNTARY RETIREMENT (no reduction for age)

Eligibility - 30 or more years of service, or age 55 with 25 or more years of service, or age 60 with 10 or more years of service.

Annual Amount - Total service times 2.0% of Final Average Compensation (FAC).

Final Average Compensation - Average of annual compensations for the period of 3 consecutive years producing the highest average and contained within the last 10 years immediately preceding retirement.

DEFERRED RETIREMENT (vested benefit)

Eligibility - Termination of City employment at any age after 10 years of credited service.

Annual Amount - Payable beginning at age 60 (age 55 with 25 years of service), accrued regular retirement amount based on credited service and FAC at time of termination.

DEFERRED RETIREMENT OPTION PLAN (DROP)

Eligibility - 30 or more years of service, or age 55 with 25 or more years of service, or age 60 with 10 or more years of service.

Annual Amount - Computed as a service retirement but based on service, FAC and plan provisions at the time of DROP election. Monthly pension benefits and annuity withdrawal (if chosen) account value at DROP date accumulate in a board-approved defined contribution retirement plan account managed by a board-approved independent investment company.

DUTY DISABILITY RETIREMENT

Eligibility - Total and permanent disability incurred in line of duty with the City for which worker's compensation is being paid.

Annual Amount - Computed in the same manner as the regular retirement amount based on FAC and credited service at time of disability retirement. Minimum is \$150 per month for benefit group (MAPE); minimum is 10% of the first \$4,200 of FAC plus 15% of FAC in excess of \$4,200 for benefit group general. At expiration of worker's compensation period, amount is recomputed to include years during which worker's compensation was paid.

SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2008)

NON-DUTY DISABILITY RETIREMENT

Eligibility - Total and permanent disability after 10 or more years of credited service.

Annual Amount - Computed in same manner as the regular retirement amount based on FAC and credited service at the time of disability retirement; minimum is \$150 per month for benefit group (MAPE); minimum is 10% of first \$4,200 of FAC plus 15% of FAC in excess of \$4,200 for other members.

DUTY DEATH BEFORE RETIREMENT

Eligibility - Death in line of duty with the City.

Annual Amount - To the spouse: One-third of member's final compensation. To one or two children: One-fourth of member's final compensation. To three or more children: An equal share of one-half of the member's final compensation. Amount to spouse continues to remarriage or death; amount to children continues to earlier of marriage, adoption, death, or attainment of age 18. Maximum total amount payable - \$2,100 per year.

NON-DUTY DEATH BEFORE RETIREMENT

Eligibility - 10 or more years of credited service.

Annual Amount - Computed in the same manner as regular retirement based on credited service and FAC at time of death actuarially reduced for a 100% joint and survivor election. Amount is payable to designated beneficiary; otherwise, automatically to surviving spouse.

MEMBER CONTRIBUTIONS

One-half of total computed contribution less amounts for early retirement windows which are contributed by the City. In no event will the Member or City contribution be less than 2.50%.

**SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED
(JUNE 30, 2008)**

OTHER BENEFITS

Military Service Buyback – up to six years of military service may be purchased at no cost to the System.

Service Credit Purchase Option – a contractual employee may be eligible to purchase service credits at no cost to the System.

Annuity Withdrawal Option – actuarial reduction of the member's monthly retirement benefit for such withdrawals.

SUMMARY OF DROP PROVISIONS

Effective Date

July 1, 2008 through June 30, 2012.

Eligibility

A member of the City of Jackson Employees Retirement System who has satisfied the minimum requirements for a normal service retirement. This eligibility is currently 30 or more years of service, or age 55 with 25 or more years of service, or age 60 with 10 or more years of service.

Election of DROP

A member satisfying DROP eligibility conditions would be permitted to either:

- 1) Retire; or
- 2) Continue working and retire at a future date with a pension based on credited service and final average compensation (FAC) at date of termination of employment; or
- 3) Irrevocably elect to participate in the DROP and retire at a date no more than 3 years in the future with a pension based on FAC and service at date of election to participate in the DROP.

DROP Credits

The account of a participating member is credited with:

- The pension payments the member would have been paid if the member had retired on the date of DROP election, and
- The annuity withdrawal funds, if annuity withdrawal option is chosen.

Retirement from DROP

Upon termination of employment the frozen monthly pension begins. The form of payment will be based on the member's election at the time of the DROP election.

SUMMARY OF DROP PROVISIONS (CONCLUDED)

Death during DROP Participation

Benefits payable to a member's beneficiary if death occurs during the DROP participation period will be computed in the same manner as if the member had separated from service the day before the participant's date of death.

Disability during DROP Participation

Benefits payable to a member if disability occurs during the DROP participation period will be computed in the same manner as if the member had retired and terminated employment when the person commenced participation in the DROP.

Covered Payroll

The payroll of DROP participants will be included in the covered compensation upon which regular City contributions are based. However, member contributions will cease upon election of DROP.

RETIRANTS AND BENEFICIARIES COMPARATIVE SCHEDULE

Year Ended June 30	Added to Rolls		Removed from Rolls		Rolls End of Year		Active Per Retired	Average Allowances	Discounted Value of Allowances	
	No.	Annual Allowances	No.	Annual Allowances	No.	Annual Allowances			Total	Average
1984	8	\$ 52,417	2	\$ 9,160	125	\$ 396,937	1.8	\$ 3,176	\$ 3,280,959	\$ 26,248
1985	5	47,230	4	12,693	126	431,474	1.8	3,424	3,647,910	28,952
1986	10	73,365	9	13,022	127	491,817	1.7	3,873	4,251,562	33,477
1987	12	75,119	4	21,551	135	545,385	1.7	4,040	4,575,365	33,892
1988	4	15,721	7	15,490	132	545,616	1.9	4,133	4,466,775	33,839
1989	8	64,390	6	26,587	134	583,419	1.9	4,354	4,782,315	35,689
1990	6	43,249	7	29,220	133	597,448	1.9	4,492	4,825,459	36,282
1991	6	28,222	6	51,790	133	573,880	2.0	4,315	4,737,760	35,622
1992	5	70,834	10	41,222	128	603,492	2.0	4,715	5,067,629	39,591
1993	5	27,007	10	38,419	123	592,080	2.0	4,814	5,202,433	42,296
1994	29 *	489,759	4	16,800	148	1,065,039	1.5	7,196	9,323,792	62,999
1995	2	4,384	7	55,124	143	1,014,299	1.5	7,093	9,018,556	63,067
1996	2	39,867	3	9,003	142	1,045,163	1.5	7,360	9,189,315	64,713
1997	2	6,616	4	49,203	140	1,002,576	1.6	7,161	8,856,225	63,259
1998	8 *	94,502	8	47,606	140	1,049,472	1.6	7,496	8,759,984	62,571
1999	9	132,738	5	51,966	144	1,130,244	1.6	7,849	9,645,640	66,984
2000	8	89,189	9	72,390	143	1,147,043	1.6	8,021	9,985,860	69,831
2001	10	315,129	4	34,351	149	1,427,821	1.5	9,583	11,663,240	78,277
2002	3	25,078	6	72,356	146	1,380,543	1.6	9,456	11,250,485	77,058
2003	8	151,848	9	122,197	145	1,410,194	1.6	9,725	11,543,221	79,608
2004	5	137,576	10	55,440	140	1,492,330	1.6	10,660	12,546,008	89,614
2005	10	160,093	6	62,364	144	1,590,059	1.5	11,042	13,296,443	92,336
2006	3	47,969	4	19,433	143	1,618,595	1.5	11,319	13,411,809	93,789
2007	12	237,858	5	90,787	150	1,765,666	1.4	11,771	15,258,928	101,726
2008	13	237,891	15	112,425	148	1,891,132	1.4	12,778	16,609,084	112,224

* Reflects retirements due to Early Retirement Window provision.

RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY TYPE OF ALLOWANCES BEING PAID

Type of Allowances Being Paid	No.	Annual Retirement Allowances
Age and Service Allowances		
Regular allowances - benefit terminating at death of retiree	41	\$ 490,720
Option I allowance - cash refund annuity plus pension terminating at death of retiree	5	71,993
Option II allowance - joint and survivor benefit	30	318,692
Option III allowance - modified joint and survivor benefit	45	771,301
Allowance to survivor beneficiary of deceased retiree	<u>16</u>	<u>130,778</u>
Total age and service allowances	137	\$1,783,484
Casualty Allowances		
Disability		
Regular	2	24,131
Option I	1	6,234
Option II	2	35,251
Option III	1	5,868
Disability allowance		
Survivor beneficiary	2	7,566
Allowance to survivor beneficiary of deceased member	<u>3</u>	<u>28,598</u>
Total casualty allowances	<u>11</u>	<u>107,648</u>
Total Allowances Being Paid	148	\$1,891,132

RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY ATTAINED AGE

Attained Age	Age & Service		Casualty		Totals	
	No.	Annual Allowances	No.	Annual Allowances	No.	Annual Allowances
40 - 44			1	\$12,498	1	\$ 12,498
45 - 49			1	14,906	1	14,906
50 - 54	2	\$ 55,539	2	31,563	4	87,102
55 - 59	11	327,549	1	12,914	12	340,463
60 - 64	19	371,758	1	4,792	20	376,550
65 - 69	22	217,416	3	14,875	25	232,291
70 - 74	27	326,309			27	326,309
75 - 79	22	206,436			22	206,436
80	7	45,556			7	45,556
81	5	51,648			5	51,648
82	3	22,892			3	22,892
83	2	9,152	1	4,711	3	13,863
84	2	14,203			2	14,203
85						
86	1	15,399			1	15,399
87	2	15,655			2	15,655
88	1	3,823			1	3,823
89						
90	2	29,192			2	29,192
91	1	12,226	1	11,389	2	23,615
92	1	630			1	630
93	1	7,402			1	7,402
94						
95	2	20,297			2	20,297
96	1	6,896			1	6,896
97						
98						
99	2	13,376			2	13,376
Over 100	1	10,130			1	10,130
Totals	137	\$1,783,484	11	\$107,648	148	\$1,891,132

Average Age at Retirement: 60.0 years

Average Age Now: 72.4 years

INACTIVE MEMBERS JUNE 30, 2008
TABULATED BY ATTAINED AGE

Included in the valuation were 14 inactive members. An inactive member is a member who has left City employment with entitlement to a retirement allowance after attaining eligible retirement age.

Attained Age	No.	Annual Estimated Allowances
39	1	\$ 20,905
45	1	9,678
46	2	13,906
47	1	10,373
51	2	39,909
52	2	18,616
53	1	16,889
56	2	28,232
59	1	8,824
61	1	610
<hr/>		
Totals	14	\$167,942

Average Age at Deferment: 44.0 years

Average Age Now: 51.5 years

ACTIVE MEMBERS JUNE 30, 2008
TABULATED BY VALUATION DIVISIONS

Valuation Divisions	No.	Annual Payroll
General members*	160	\$ 7,846,363
Water and Sewage members	52	2,448,770
Total Active members	212	\$10,295,133

* Two DROP participants are included in the Active demographic data.

NUMBER ADDED TO AND REMOVED FROM ACTIVE MEMBERSHIP

Year Ended June 30	Number Added During Year		Terminations During Year								Active Members End of Year	
			Normal Retirement		Disability Retirement		Died-in- Service		Other Withdrawal			
			A	E	A	E	A	E	A	E		
1994	23	50	28	*	6.3	0	0.7	1	0.6	21	11.8	220
1995	15	16	1		0.5	0	0.7	0	0.5	15	13.2	219
1996	8	8	2		1.3	0	0.8	0	0.6	6	11.8	219
1997	12	11	0		1.6	0	0.8	0	0.7	11	10.0	220
1998	26	27	4	*	2.0	2	0.8	1	0.7	20	9.7	219
1999	24	19	7		3.0	1	0.5	0	0.3	11	14.3	224
2000	22	22	3		1.7	1	0.5	0	0.3	18	16.1	224
2001	12	12	5		3.1	0	0.5	0	0.3	7	15.7	224
2002	21	11	1		2.9	0	0.6	0	0.3	10	13.5	234
2003	11	12	4		1.8	0	0.6	1	0.4	7	13.8	233
2004	3	10	4		2.8	0	0.6	0	0.4	6	12.3	226
2005	10	16	8		3.2	1	0.6	0	0.4	7	9.3	220
2006	12	12	1		3.2	2	0.6	0	0.4	9	9.1	220
2007	6	13	9		4.1	0	0.6	0	0.5	4	9.1	213
2008[^]	15	16	8		4.7	0	0.6	1	0.4	7	7.3	212
15 yr total	220	255	85		42.2	7	9.5	4	6.8	159	177.0	

* Early Retirement Window provision in effect.

A Represents actual number.

E Represents expected number.

[^] Two DROP participants are included in the Active demographic data.

COMPARATIVE SCHEDULE

Valuation Date June 30	Active Members			Valuation Payroll	Age	Average		
	Gen.	Water & Sewage	Totals			Service	Pay	
1974	208	46	254	\$ 2,611,142	41.5 yrs.	8.4 yrs.	\$	10,280
1975	218	46	264	3,036,422	40.3	7.6		11,502
1976	206	47	253	3,294,624	40.9	7.9		13,022
1977	218	50	268	3,542,128	40.0	7.8		13,216
1978	238	51	289	4,055,323	39.7	7.5		14,032
1979	212	52	264	4,004,099	40.5	7.9		15,167
1980	217	54	271	4,451,749	40.2	7.9		16,427
1981	207	52	259	4,493,263	40.1	8.3		17,348
1982	177	49	226	4,351,707	42.0	9.3		19,255
1983	173	50	223	4,360,458	41.7	9.2		19,554
1984	177	51	228	4,354,598	41.4	9.0		19,099
1985	177	53	230	4,410,736	41.9	8.8		19,177
1986	159	51	210	4,202,038	42.1	8.9		20,010
1987	174	56	230	4,712,739	40.9	7.8		20,490
1988	190	55	245	5,375,660	40.5	7.8		21,941
1989	200	53	253	5,825,891	40.0	7.7		23,027
1990	199	56	255	5,968,351	40.1	7.8		23,405
1991	203	57	260	6,189,771	40.6	8.3		23,807
1992	196	58	254	6,468,519	41.7	8.9		25,467
1993	194	53	247	6,978,480	42.5	9.7		28,253
1994	170	50	220	6,285,127	41.3	8.5		28,569
1995	169	50	219	6,608,549	42.3	9.1		30,176
1996	169	50	219	7,021,952	42.3	9.9		32,064
1997	168	52	220	7,340,045	43.7	10.5		33,364
1998	169	50	219	7,339,189	43.7	10.2		33,512
1999	175	49	224	7,784,073	43.8	10.0		34,750
2000	175	49	224	8,338,326	43.9	10.2		37,225
2001	177	47	224	8,532,237	44.6	10.5		38,090
2002	181	53	234	9,256,930	45.1	10.8		39,560
2003	182	51	233	9,691,157	45.7	11.3		41,593
2004	174	52	226	9,599,830	46.4	12.0		42,477
2005	169	51	220	9,599,573	46.7	12.4		43,634
2006	169	51	220	10,090,797	47.5	12.8		45,867
2007	163	50	213	10,119,228	47.8	13.1		47,508
2008*	160	52	212	10,295,133	47.6	13.0		48,562

* DROP participants are included in the Active demographic data.

GENERAL ACTIVE MEMBERS AS OF JUNE 30, 2008
BY ATTAINED AGE AND YEARS OF SERVICE

Attained Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
25-29	3	3						6	\$ 193,604
30-34	6	6	2					14	584,193
35-39	6	6	4		1			17	698,447
40-44	4	3	7	3	7			24	1,162,277
45-49	6	10	4	2	6	2		30	1,344,795
50-54	3	4	6	6	5		2	26	1,462,251
55-59	2	8	3	2	11	1		27	1,541,539
60		1		2	1	1	1	6	359,271
61			1			1		2	96,248
62		1		1	1			3	142,003
63							2	2	137,014
64									
65		1						1	32,496
66									
67									
68									
69		1						1	46,774
70					1			1	45,451
Totals	30	44	27	16	33	5	5	160	\$7,846,363

While not used in the financial computations, the following group averages are computed and shown because of their general interest. Two active DROP participants are included with the active demographic data.

Age: 47.1 years

Service: 12.7 years

Annual Pay: \$49,040

**WATER AND SEWAGE ACTIVE MEMBERS AS OF JUNE 30, 2008
BY ATTAINED AGE AND YEARS OF SERVICE**

Attained Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
20-24	1							1	\$ 34,816
25-29	1	1						2	69,527
30-34	2							2	71,965
35-39			2	1				3	128,623
40-44	3	2	3	1				9	405,602
45-49	2	1	2	2	1			8	382,488
50-54		1		1				2	102,264
55-59		3	3	6	5		2	19	975,124
60									
61		2			1			3	133,288
62							1	1	44,946
63		1			1			2	100,127
Totals	9	11	10	11	8	0	3	52	\$2,448,770

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 49.1 years

Service: 13.8 years

Annual Pay: \$47,092

**ASSET INFORMATION
SUBMITTED FOR VALUATION**

Reported Assets - Market Value	Reserve for	
Cash & Equivalents	\$ 499,288	
Receivables & Accruals	3,778	
Stocks	15,191,624	
Bonds	13,492,218	
International Securities	4,244,047	
Accounts Payable	<u>(11,354)</u>	
 Total Current Assets	 <u><u>\$33,419,601</u></u>	
	Employees' Contributions	
	General	\$ 4,569,091
	Water & Sewage	<u>1,692,790</u>
	Total Employee Contributions	6,261,881
	 Employer Contributions	
	General	9,687,026
	Water & Sewage	<u>2,438,040</u>
	Total Employer Contributions	12,125,066
	 Retired Benefit Payments	15,032,654
	 Undistributed Investment Income	<u>none</u>
	 Total Reserve Accounts	<u><u>\$33,419,601</u></u>

REVENUES AND EXPENDITURES

	Net Available for Pension	Contribution Stabilization Reserve	Total System
Balance - July 1, 2007	\$35,534,528	\$330,024	\$35,864,552
 Revenues			
Employees' Contributions	635,058	(68,042)	567,016
Employer Contributions	803,042	(68,042)	735,000
Investment Income	(1,638,250)	(13,308)	(1,651,558)
 Expenditures			
Benefit Payments	1,914,213		1,914,213
Refund of Member Contributions	28,747		28,747
Expenses	<u>152,449</u>		<u>152,449</u>
 Balance - June 30, 2008	 \$33,238,969	 \$180,632	 \$33,419,601

These amounts do not reflect the funding value adjustment of \$2,379,060. The derivation of this adjustment is on page A-6.

SECTION C

**FUNDING OBJECTIVE, SUMMARY OF VALUATION
PROCESS, METHODS AND ASSUMPTIONS**

BASIC FUNDING OBJECTIVE AND OPERATION OF THE RETIREMENT SYSTEM

Benefit Promises Made Which Must Be Paid For. A retirement system is an orderly means of handing out, keeping track of, and financing contingent pension promises to a group of employees. As each member of the retirement system acquires a unit of service credit they are, in effect, handed an "IOU" which reads: *"The Employees Retirement System promises to pay you one unit of retirement benefits, payments in cash commencing when you retire."*

The principal related financial question is: When shall the money required to cover the "IOU" be contributed? This year, when the benefit of the member's service is received? Or, some future year when the "IOU" becomes a cash demand?

The Constitution of the State of Michigan is directed to the question:

"Financial benefits arising on account of service rendered in each fiscal year shall be funded during that year and such funding shall not be used for financing unfunded accrued liabilities."

This Retirement System meets this constitutional requirement by having the following ***Funding Objective:*** ***To establish and receive contributions, expressed as percents of active member payroll, which will remain approximately level from year-to-year*** and will not have to be increased for future generations of taxpayers.

Translated into actuarial terminology, a level percent-of-payroll contribution objective means that the contribution rate must be at least:

Normal Cost (the current value of benefits likely to be paid on account of members' service being rendered in the current year)

. . . plus . . .

Interest of the Unfunded Actuarial Accrued Liability (the difference between the actuarial accrued liability and current system assets).

If contributions to the Retirement System are less than the preceding amount, the difference, plus investment earnings not realized thereon, will have to be contributed at some later time, or, benefits will have to be reduced, to satisfy the fundamental fiscal equation under which all retirement systems must operate; that is:

$$\mathbf{B = C + I - E}$$

Benefit payments to any group of members and their beneficiaries cannot exceed the sum of:

Contributions received on behalf of the group

. . . plus . . .

Ivestment earnings on contributions received and not required for immediate payment of benefits

. . . minus . . .

Expenses incurred in operating the System.

There are retirement systems designed to defer the bulk of contributions far into the future. Lured by artificially low present contributions, the inevitable consequence of a relentlessly increasing contribution rate -- to a level greatly in excess of the level percent-of-payroll rate -- is ignored. ***This method of financing is prohibited in Michigan by the state constitution.***

A by-product of the level percent-of-payroll contribution objective is the accumulation of invested assets for varying periods of time. Investment income becomes a major contributor to the Retirement System, and the amount is directly related to the amount of contributions and investment performance.

Computed Contribution Rate Needed to Finance Benefits. From a given schedule of benefits and from the data furnished, the contribution rate is calculated by means of an actuarial valuation - the technique of assigning monetary values to the risks assumed in operating a retirement system.

THE ACTUARIAL VALUATION PROCESS

An actuarial valuation is the process by which a balance between revenues (participant contributions, employer contributions and investment income) and obligations (benefits and expenses) is determined and its actuarial condition is measured.

The flow of activity constituting the valuation may be summarized as follows:

- A. ***Covered person information about:***
 - each person receiving pension payments
 - each former participant with a vested pension not yet payable
 - each former participant who is not vested and has not claimed a member contribution refund
 - each active participant

 - B. + ***Financial Information*** (assets, revenues, and expenditures)

 - C. + ***Benefit Provisions*** (Retirement Ordinance)

 - D. + ***Experience Estimates*** about the volume and incidence of future activities

 - E. + ***Actuarial Cost Method*** for allocating costs to time periods

 - F. + ***Mathematically combining the person information, financial information, benefit provisions, experience estimates and actuarial cost method***

 - G. = Determination of:
 - contribution rate for the plan year
 - current funded condition
-

Items A, B and C are furnished by the pension office and constitute the current known information about the System. Since the majority of activities will occur in the future, estimates must be made about these future activities (Item D).

Demographic assumptions are generally selected on the basis of the System's historical activity, modified for expected future differences. Past activity of funds which are similar in nature to the fund being valued may be utilized if fund data or activities are insufficient to be reliable.

Fiscal assumptions, on the other hand, do not lend themselves to prediction on the basis of historical activity -- the reason being that both salary increases and investment return are impacted by inflation. Inflation defies reliable prediction. Fiscal assumptions are generally selected on the basis of what would be expected to occur in an inflation-free environment and then both are increased by some provision for long-term inflation.

This is a case where two wrongs may make a right. If inflation is higher than expected it will probably result in actual rates of salary increase and investment return which exceed the assumed rates. Salaries increasing faster than expected result in unexpected costs. Investment return exceeding the assumed rate result in unanticipated assets. To a large degree the additional assets will offset the additional cost over the long-term.

Once items A, B, C and D are available, the actuarial valuation process begins. The first step is to determine the plan's *total actuarial present value* for individuals in each of the 3 covered person categories.

Retired members now receiving monthly payments;

Vested terminated members not yet at retirement age;

Active members.

The actuarial present value is the value today, after taking into account the probabilities of payment and the effect of time, of System promises to pay benefits in the future on the basis of both service already completed and projected future service.

ACTUARIAL COST METHOD

The total actuarial present value is allocated between projected future service and completed service by the actuarial cost method (Item E) -- the *individual entry-age* method is being utilized for this valuation. The portion of the total actuarial present value allocated to projected future service is the *actuarial present value of future normal cost* -- normal cost being the series of annual costs, from entry-age to retirement age, which will accumulate to the actuarial present value of the individual's benefit at the time of retirement or death. The remainder of the total actuarial present value is the *actuarial accrued liability*.

At this stage determination has been made of:

1. The total actuarial present value;
2. The actuarial present value of future normal cost; and
3. The actuarial accrued liability.

In the typical plan, the actuarial accrued liability may not be covered by the plan's accrued assets -- leaving an *unfunded actuarial accrued liability*. If the plan's accrued assets equal or exceed the actuarial accrued liability, the plan's accrued obligations are said to be "fully funded."

The next step in the valuation process is a determination of the contribution rate (Item G) required to support System benefits in accordance with the funding objective (page A-1).

The contribution rate is determined in two basic components:

1. The normal cost component; and
2. The component which will finance (pay off) the unfunded actuarial accrued liability over the periods indicated on page A-2.

The unfunded actuarial accrued liability (UAAL) was determined using the funding value of assets and actuarial accrued liability calculated as of the valuation date. The UAAL amortization payment (one component of the contribution requirement), is the level percent of pay required to fully amortize the UAAL over a 30 year period beginning on the date contributions determined by this report are scheduled to begin. This UAAL payment reflects any payments expected to be made between the valuation date and the date contributions determined by this report are scheduled to begin.

ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

Funding objective contribution requirements and actuarial present values are calculated by applying estimates of future System activities (actuarial assumptions) to the benefit provisions and people information of the fund, using the actuarial cost method described on page C-5.

The principal areas of activity which require estimates are:

- (i) rates of inflation impacting assets of the System and active member pays
- (ii) long-term rates of investment return to be generated by the assets of the System
- (iii) rates of salary increases to members
- (iv) rates of mortality among members, retirants and beneficiaries
- (v) rates of withdrawal of active members
- (vi) rates of retirement due to age and service
- (vii) rates of disability among members

In making a valuation, the monetary effect of each activity is calculated for as long as a present covered person survives - - - a period of time which can be as long as a century.

Actual activities of the Retirement System will not coincide exactly with estimated activities due to the nature of the activities. Each valuation provides a complete recalculation of estimated future activities and takes into account the effect of differences between estimated and actual activities to date. The result is a continual series of adjustments (usually small) to the computed contribution rate. From time-to-time one or more of the estimates are modified to reflect experience trends (but not random or temporary year-to-year fluctuations).

The investment return rate used for valuation calculations was 8.0% net of expenses, compounded annually. This rate is not the assumed real rate of return (return in excess of inflation) on Retirement System assets. The assumed real rate of return is approximately 3.75% a year.

This assumption is used to equate the value of payments due at different points in time and was first used for the June 30, 1998 valuation. *Approximate investment returns, for the purpose of comparisons with assumed returns, have been as follows:*

	Year Ended June 30				
	2008	2007	2006	2005	2004
Nominal rate	5.6 %	9.0 %	1.3 %	2.0 %	2.4 %
Inflation rate	5.0	2.7	4.3	2.5	3.3
Real rate	0.6	6.3	(3.0)	(0.5)	(0.9)

These rates of return should not be used for measurement of an investment advisor's performance or for comparisons with other systems - to do so will mislead.

Salary increase rates used to project current pays to those upon which a benefit will be based are represented by the following table and were first used for the June 30, 2007 valuation.

Sample Ages	Annual Rate of Salary Increase for Sample Ages	
	Base Economic	Merit and Longevity
20	4.25 %	4.00 %
25	4.25	3.50
30	4.25	2.90
35	4.25	2.30
40	4.25	1.70
45	4.25	1.20
50	4.25	1.00
55	4.25	0.50
60	4.25	0.00

The salary increase assumptions will produce 4.25% annual increases in active member payroll (the base rate) given a constant active member group size. This is the same payroll growth assumption used to amortize unfunded actuarial accrued liability.

Changes actually experienced in average pay and total payroll have been as follows:

	Year Ending					5 Year Average
	2008	2007	2006	2005	2004	
Average pay	2.2%	3.6%	5.1%	2.7%	2.1%	3.1%
Total payroll	1.7%	0.3%	5.1%	0.0%	(0.9)%	1.2%

The mortality table used was the UP-94 Mortality Table set back 2 years for males. This table was first used for the June 30, 2007 valuation. Sample values follow:

Sample Ages	Value of \$1 Monthly for Life		Future Life Expectancy (Years)	
	Men	Women	Men	Women
55	\$129.28	\$133.49	27.28	29.53
60	120.38	125.42	22.88	24.97
65	109.67	115.67	18.78	20.69
70	97.77	104.39	15.11	16.77
75	84.75	90.84	11.85	13.11
80	70.60	75.87	8.98	9.88

This assumption is used to measure the probabilities of members dying before retirement and the probabilities of each benefit payment being made after retirement.

Post-Disabled mortality is set forward 10 years.

The rates of retirement used to measure the probability of eligible members retiring during the next year were as follows:

<u>Retirement Ages</u>	<u>Percent Retiring</u>
50	15 %
51	15
52	15
53	15
54	15
55	15
56	15
57	15
58	15
59	15
60	15
61	15
62	18
63	20
64	22
65	35
66	30
67	30
68	30
69	40
70	100

Members are eligible for retirement with 30 or more years of service, or age 55 with 25 years of service, or after attaining age 60 with 10 or more years of service.

In conjunction with the eDROP, the retirement rates in the first three years of retirement eligibility are 50% of the rates shown above, retirement rates in the following three years are 150% of the rates shown above. For valuation purposes, retirement rates are assumed to apply until a member leaves the active workforce.

Rates of separation from active membership are represented by the following table (rates do not apply to members eligible to retire and do not include separation on account of death or disability): This assumption measures the probabilities of members remaining in employment.

<u>Basis</u>	<u>% of Active Members Separating within Next Year</u>
Service Based	
Years of service: 0	20.00 %
1	15.00
2	12.00
3	10.00
4	7.00
Age Based	
Sample Ages: 25	6.30
30	5.77
35	4.62
40	1.94
45	1.31
50	1.31
55	1.31
60	1.31

MISCELLANEOUS AND TECHNICAL ASSUMPTIONS

Marriage Assumption:	90% for purposes of death-in-service benefits and 80% for deaths after retirement.
Pay Increase Timing:	Beginning of (Fiscal) year. This is equivalent to assuming that reported pays represent amounts paid to members during the year ended on the valuation date.
Decrement Timing:	Decrements of all types are assumed to occur mid-year.
Eligibility Testing:	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
Benefit Service:	Exact fractional service is used to determine the amount of benefit payable.
Decrement Relativity:	Decrement rates are used directly from the experience study, without adjustment for multiple decrement table effects.
Decrement Operation:	Disability and mortality decrements do not operate during the first 5 years of service. Disability and turnover do not operate during retirement eligibility.
Normal Form of Benefit:	The normal form of benefit is the straight life form.
Option Factors:	Option factors are based upon 6% interest and the GA71 Table set back 5 years for females, with a 90% unisex Blend.
Incidence of Contributions:	Contributions are assumed to be received continuously throughout the year based upon the computed percent of payroll shown in this report, and the actual payroll payable at the time contributions are made. New entrant normal cost contributions are applied to the funding of new entrant benefits.
Other Liability Adjustments:	An adjustment of (3%) is assumed for optional forms of payment elected at retirement and (5%) for death-in-service benefits.

GLOSSARY

ACCRUED SERVICE: Service credited under the System which was rendered before the date of the actuarial valuation.

ACTUARIAL ACCRUED LIABILITY: The difference between the actuarial present value of future benefit payments and the actuarial present value of future normal costs. Also referred to as "accrued liability" or "past service liability."

ACTUARIAL ASSUMPTIONS: Estimates of expected future experience with respect to rates of mortality, disability, turnover, retirement, rate or rates of investment income and salary increases. Decrement assumptions (rates of mortality, disability, turnover and retirement) are generally based on past experience, often modified for projected changes in conditions. Economic assumptions (salary increases and investment income) consist of the underlying rate in an inflation-free environment plus a provision for a long-term average rate of inflation.

ACTUARIAL COST METHOD: A mathematical budgeting procedure for allocating the dollar amount of the "actuarial present value of future benefit payments" between future normal costs and actuarial accrued liabilities. Sometimes referred to as the "actuarial cost method."

ACTUARIAL EQUIVALENT: A single amount or series of amounts of equal actuarial present value to another single amount or series of amounts, computed on the basis of appropriate actuarial assumptions.

ACTUARIAL PRESENT VALUE: The amount of funds currently required to provide a payment or series of payments in the future. It is determined by discounting future payments at predetermined rates of interest, and by probabilities of payment. Also referred to as "present value."

AMORTIZATION: Paying off an interest-discounted amount with periodic payments of interest and principal -- as opposed to paying it off with a lump sum payment.

EXPERIENCE GAIN (LOSS): The difference between actual costs and assumed actuarial costs -- during the period between two valuation dates.

FUNDING VALUE (OF ASSETS): The value of assets used in the actuarial valuation. Typically cost value with an adjustment toward market.

NORMAL COST: The actuarial cost allocated to the current year by the actuarial cost method. Sometimes referred to as "current service cost."

UNFUNDED ACTUARIAL ACCRUED LIABILITY: The difference between the actuarial accrued liabilities and the actuarial value of system assets. Sometimes referred to as "unfunded past service liability," "unfunded accrued liability" or "unfunded supplemental present value."

SECTION D

DISCLOSURES REQUIRED BY STATEMENT NO. 25 OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD

This information is presented in draft form for review by the Systems's auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the System's financial statements.

GASB STATEMENT NO. 25 REQUIRED SUPPLEMENTARY INFORMATION

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	June 30, 2008
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
DROP amortization period	15 years closed
Remaining UAAL amortization period	30 years open
Asset valuation method	4 year smoothed market
Actuarial assumption:	
Investment rate of return	8.00%
Projected salary increases	4.25% - 8.25%
Includes inflation at	4.25%
Cost-of-living adjustments	none

Membership of the plan consisted of the following at June 30, 2008, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	148
Terminated plan members entitled to but not yet receiving benefits	14
Active plan members	<u>212</u>
Total	374

GASB STATEMENT NO. 25
REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Funding Progress

Actuarial Valuation Date June 30	Actuarial Value of Assets	Actuarial Accrued Liability (AAL) Entry-Age	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a % of Covered Payroll
1999	\$31,653,814	\$24,366,423	\$ (7,287,391)	129.9%	\$ 7,784,073	(93.6)%
2000	34,960,280	25,786,869	(9,173,411)	135.6%	8,338,326	(110.0)%
2001	36,120,358	27,705,157	(8,415,201)	130.4%	8,532,237	(98.6)%
2002	35,151,095	29,371,921	(5,779,174)	119.7%	9,256,930	(62.4)%
2003	33,229,256	29,901,897	(3,327,359)	111.1%	9,691,157	(34.3)%
2004	32,918,856	31,416,866	(1,501,990)	104.8%	9,599,830	(15.6)%
2005	32,394,793	33,015,690	620,897	98.1%	9,599,573	6.5%
2006	31,867,085	35,019,132	3,152,047	91.0%	10,090,797	31.2%
2007	34,235,883	38,091,410	3,855,527	89.9%	10,119,228	38.1%
2008	35,618,029	40,906,566	5,288,537	87.1%	10,295,133	51.4%

Schedule of Employer Contributions

Fiscal Year Ended June 30	Contribution Rates as Percents of Valuation Payroll	Computed Dollar Contribution Based on Projected Payroll	Actual Annual Contributions
2001	3.93%	\$329,142	\$335,840
2002	3.93%	352,578	354,918
2003	3.93%	360,777	378,931
2004	3.93%	391,420	383,883
2005	3.93%	413,924	388,706
2006	5.60%	584,257	572,520
2007	6.92%	721,955	722,422
2008	7.59%	832,376	803,042
2009	! 7.65%	841,320	
2010	7.72%	863,777	

! Revised after the June 30, 2007 valuation to reflect the adoption of the DROP.

**CITY OF JACKSON ACT 345 POLICEMEN AND FIREMEN
RETIREMENT SYSTEM**

**34TH ACTUARIAL VALUATION REPORT
AS OF JUNE 30, 2008**

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2008 ACTUARIAL VALUATION

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	<i>Valuation Results, Comments, Comparative Information, and Certification</i>
A-1	Funding Objective, Contribution Rates and Certification
A-2/3	Contributions to Fund Benefits, Employer Dollar Contributions
A-4	Funding Progress Indicators
A-5	Funding Indicator - Comparative Schedule
A-6	Experience Gain (Loss)
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	<i>Summary of Benefit Provisions and Valuation Data</i>
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	<i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i>
D-1/2	Required Supplementary Information

February 27, 2009

The Board of Trustees
City of Jackson Act 345
Policemen and Firemen Retirement System
Jackson, Michigan

Submitted in this report are the results of the **34th Annual Actuarial Valuation** of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Act 345 Policemen and Firemen Retirement System. The date of the valuation was June 30, 2008.

Valuation results, comments, and our certification are contained in Section A.

The valuation was based upon information, furnished by your secretary, concerning Pension Fund benefits, financial transactions, and individual members, terminated members, retirees and beneficiaries. Data was checked for internal and year-to-year consistency, but was not otherwise audited. This information is summarized in Section B.

Actuarial cost methods, actuarial assumptions, and definitions of technical terms are contained in Section C.

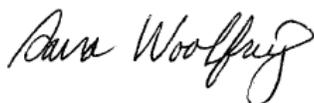
Statement of Governmental Accounting Standards Statement No. 25 information is contained in Section D.

To the best of our knowledge, this report is complete and accurate and was conducted in accordance with standards of practice prescribed by the Actuarial Standards Board and in compliance with the provisions of Act 345, as amended. The undersigned are Members of the American Academy of Actuaries (MAAA) as indicated and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



Dana Woolfrey, ASA, MAAA

DK/DW:sac

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY
(\$ IN MILLIONS)

Valuation Date:	June 30, 2008	June 30, 2007
Fiscal Year Ending:	June 30, 2010	June 30, 2009
Recommended Employer Contributions:		
Annual Amount	\$3,256,531	\$3,191,716
Percentage of Covered Payroll	46.53%	45.74%
Membership		
Number of		
Active Members	105	104
Retirees and Beneficiaries	141	138
Inactive, Non-retired Members	3	2
Total	249	244
Total Pensions Being Paid	\$3,084,057	\$2,989,123
Assets		
Market Value	\$34,048,756	\$34,898,491
Actuarial Value	36,002,509	33,249,631
Return on Market Value	(4.7%)	15.2%
Return on Actuarial Value	5.7%	10.3%
Ratio - Actuarial Value to Market Value	105.7%	95.3%
Actuarial Information		
Normal Cost %	20.06%	19.48%
Actuarial Accrued Liability (AAL)	59,227,859	56,554,037
Unfunded Actuarial Accrued Liability (UAAL)	23,225,350	23,304,406
Funded Ratio	60.8%	58.8%

Highlights/Changes

Changes to benefit provisions.

No changes in actuarial assumptions.

Contribution rate increase is primarily due to benefit provision changes, offset by investment loss.

The Executive Summary gives an overview of the entire report. It cannot be used as a substitute for a thorough reading of the full report.

EXECUTIVE SUMMARY

Actuarial Valuation

This is the actuarial valuation of the City of Jackson Act 345 Policemen and Firemen Retirement System prepared as of June 30, 2008. Valuations are prepared annually, as of July 1 of each year, the first day of City of Jackson Act 345 Policemen and Firemen Retirement System plan and fiscal year.

The primary purposes of the valuation report are to measure the plan's liabilities; to determine the adequacy of the required employer contribution rate based upon the systems funding policy and to analyze changes in the City of Jackson Act 345 Policemen and Firemen Retirement System's actuarial position.

In addition, the report provides information in connection with the Governmental Accounting Standards Board Statement No. 25 (GASB No. 25), and it provides summaries of the member data, financial data, plan provisions, and actuarial assumptions and methods.

Financing Objectives

The City of Jackson Act 345 Policemen and Firemen Retirement System is supported by member contributions, employer contributions, and net earnings on the investments of the fund. The member contribution rate is set at 12.05% of pay for firefighters, 11.24% for police officers, and 10.95% for police command, while the employer contribution is determined by the actuarial valuation.

The combined member and employer contributions are intended to be sufficient to pay the normal cost and to amortize the Unfunded Actuarial Accrued Liability (UAAL) over a period of 10 years from June 30, 2007 for retirees and beneficiaries and 10 years from the valuation date for the remainder of the UAAL. A thirty-year period is the maximum amortization period allowed by GASB Statement No. 25 in computing the Annual Required Contribution (ARC).

EXECUTIVE SUMMARY

Contribution Requirement

The computed employer contribution for the fiscal year ending June 30, 2010 is \$3,256,531, or 46.53% of covered payroll.

Funded Status

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) was \$23,225,350, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) was 60.8%. At the time of last year's valuation, the UAAL was \$23,304,406, and the funded ratio was 58.8%. See page A-6 for an analysis of the actuarial gains and losses over the last year and page A-5 for a history of the funded ratios.

Variability of Future Contribution Rates

The Actuarial Cost Method used to determine the contribution rate is intended to produce contribution rates which are generally level as a percent of payroll. Even so, when experience differs from the assumptions, as it often does, the employer's contribution rate can vary significantly from year-to-year.

Over time, if the year-to-year gains and losses offset each other, the contribution rate would be expected to return to the current level, but this does not always happen.

EXECUTIVE SUMMARY

The Actuarial Value of Assets is more than the Market Value of Assets by \$1,953,753 as of the valuation date (see page A-7). This difference will be gradually recognized over the next three years in the absence of offsetting losses. Market experience since the June 30, 2008 valuation date has been extremely poor. Recognized Asset losses in the next valuation are anticipated to more than offset existing unrecognized gains and substantially increase the contribution requirement. See the “Looking Ahead” comment on page A-10 for more information.

Benefit Provisions

This valuation reflects benefits promised to members as reported to us by the system’s administrator. There have been changes in benefit provisions for Police Command members since the prior valuation. A description of the new benefit provisions can be found in Section B.

Actuarial Assumptions and Methods

In determining costs and liabilities, actuaries use assumptions about the future, such as rates of salary increase, probabilities of retirement, termination, death and disability, and an investment return assumption. The Board of Trustees sets the actuarial assumptions and methods taking into account recommendations made by the plan’s actuary and other advisors. The most recent experience study reviewing assumptions was for the five-year period ending June 30, 2006.

We believe the assumptions are internally consistent and are reasonable, based on the actual experience of the City of Jackson Act 345 Policemen and Firemen Retirement System. These actuarial assumptions and methods comply with the parameters for disclosure in GASB Statement No. 25.

EXECUTIVE SUMMARY

The results of the actuarial valuation are dependent on the actuarial assumptions used. Actual results can, and almost certainly will, differ as actual experience deviates from the assumptions. Even seemingly minor changes in the assumptions can materially change the liabilities, calculated contribution rates, and amortization periods.

In addition to the actuarial assumptions, the actuary also makes use of an Actuarial Cost Method to allocate costs to particular years. In common with most public-sector plans, the City of Jackson Act 345 Policemen and Firemen Retirement System uses the Entry Age Normal method. Theoretically, this method produces a level pattern of funding over time, and thereby provides equity between various generations of tax payers. We continue to believe this method is appropriate for the City of Jackson Act 345 Policemen and Firemen Retirement System.

Assets

System assets are held in trust. The City of Jackson Act 345 Policemen and Firemen Retirement System administrator has provided the asset information used in this valuation.

Page B-8 contains several exhibits summarizing the plan's assets, presents a summary of the Market Value of Assets held by the fund, shows the allocation of assets held for investment and shows a reconciliation of the assets from the last valuation date to the current valuation date.

Page A-7 shows the development of the Actuarial Value of Assets. The Actuarial Value of Assets is a smoothed Market Value. A smoothed value is used in order to dampen some of the year-to-year fluctuations in valuation results that would occur if the Market Value were used instead. The method used phases in differences between the actual and expected market returns over four years. The expected return is determined using the 7.75% assumption and the plan's Market Value adjusted for contributions received and benefits and refunds paid. Both the actual and expected returns are computed net of administrative expenses.

EXECUTIVE SUMMARY

The Actuarial Value is currently 105.7% of the Market Value. Over any short time period, a disparity between Actuarial Value and Market Value may appear, but in the long-run, we would expect the Actuarial Value and the Market Value to continue to track each other fairly closely.

The investment return rate for FY 07/08 on Market Value was (4.73%), while it was 5.74% on Actuarial Value. These figures differ because of the asset valuation procedure described above.

Member Data

Among the retired members there were three new retirees, two new beneficiaries, and two deaths bringing the total for this valuation to 141. Active membership had three members retire, one withdrew and was refunded, one deferred, and six members were new, for a total of 105. One deferred member was new for a total of three deferred members.

GASB Statement No. 25 Disclosure

The Governmental Accounting Standards Board (GASB) Statement No. 25 governs reporting for government-sponsored retirement plans.

For the City of Jackson Act 345, the ARC is defined as the sum of (a) the employer normal cost, and (b) the amount needed to amortize the UAAL as a level percentage of payroll over 9 years for unfunded retiree liability and 10 years for the remaining UAAL.

SECTION A

VALUATION RESULTS, COMMENTS, COMPARATIVE
INFORMATION, AND CERTIFICATION

FUNDING OBJECTIVE

The funding objective of the Retirement System is to establish and receive contributions, expressed as percents of active member payroll, which will remain approximately level from year-to-year and will not have to be increased for future generations of citizens.

CONTRIBUTION RATES

The Retirement System is supported by member contributions, City contributions and investment income from Retirement System assets.

Contributions which satisfy the funding objective are determined by the annual actuarial valuation and are sufficient to:

- (1) Cover the actuarial present value of benefits allocated to the current year by the actuarial cost method described in Section C (the normal cost); and
- (2) Finance over a period of future years the actuarial present value of benefits not covered by valuation assets and anticipated future normal costs (unfunded actuarial accrued liability).

Computed contribution rates for the fiscal year beginning July 1, 2009 are shown on page A-2.

**CONTRIBUTIONS TO FUND BENEFITS
EXPRESSED AS PERCENTS OF ACTIVE MEMBER PAYROLL
FOR THE FISCAL YEAR BEGINNING JULY 1**

Contributions for	2009	2008
Normal Cost		
Age & service	16.92 %	16.37 %
Casualty	2.07	2.06
Refunds	1.07	1.05
Total	20.06	19.48
Member contributions	11.40	11.03
Employer Normal Cost	8.66	8.45
Unfunded Actuarial Accrued Liability*		
Retirants and beneficiaries	4.98	7.33
Active members	32.89	29.96
Total	37.87	37.29
Computed Employer Rate	46.53 %	45.74 %
Employer Dollar Contribution	\$3,256,531	\$3,191,716

* Amortized as a level percent-of-payroll over a period of 9 years for retirants and beneficiaries, and 10 years for active members.

DETERMINING EMPLOYER DOLLAR CONTRIBUTIONS

For any period of time, the percent-of-payroll contribution rate needs to be converted to dollars.

The recommended procedure is: (1) at the end of each payroll period, multiply the active member payroll for the period by the employer contribution percent; and (2) promptly contribute the dollar amount so determined.

The total active member payroll used for this valuation was \$6,655,270. Applying the computed employer contribution rate of 46.53% to this payroll and adjusting for the time lag between June 30, 2008 and the assumed contribution date produces a recommended employer contribution of \$3,256,531 for FY 09/10.

Actual employer contributions made to the trust for the last completed fiscal year were \$3,289,972.

In financing the actuarial accrued liability, the valuation assets of \$36,002,509 were distributed as shown below. Please see page A-7 for information concerning the derivation of valuation assets.

Reserves for	Present Valuation Assets Applied to			Totals
	Member Actuarial Accrued Liability	Retired Life Actuarial Liability	Contingency Reserve	
Employees' Contributions	\$7,263,965			\$ 7,263,965
Employer Contributions		\$32,977,207		32,977,207
Retired Benefit Payments		(4,238,663)		(4,238,663)
Totals	\$7,263,965	\$28,738,544	\$none	\$36,002,509

Assets were applied against actuarial accrued liability in determining unfunded actuarial accrued liability as follows:

	Retired Lives	Active Members	Total
Computed Actuarial Accrued Liability	\$31,791,641	\$27,436,218	\$59,227,859
Applied Assets	28,738,544	7,263,965	36,002,509
Unfunded Actuarial Accrued Liability	\$ 3,053,097	\$20,172,253	\$23,225,350

FUNDING PROGRESS INDICATORS

Although there is no single all-encompassing measure of a retirement system's funding progress and current funded status, an aid in understanding funding progress can be achieved using the following indicators:

INDICATOR 1 - The ratio of valuation assets to the actuarial accrued liability (AAL). The ratio is expected to increase in the absence of benefit improvements or strengthening of actuarial assumptions. Prior to 6/30/98, the AAL was computed in accordance with the Pension Benefit Obligation information pursuant to the Government Accounting Standards Board (GASB) Statement No. 5, issued November, 1986. Beginning with the 6/30/98 valuation, the actuarial accrued liability computed for funding purposes is used, pursuant to GASB Statement No. 25, which supersedes Statement No. 5.

INDICATOR 2 - The ratio of the unfunded actuarial accrued liability to member payroll - an inflation adjusted funding requirement indicator. In a soundly financed retirement system, the amount of the unfunded actuarial accrued liability will be controlled and prevented from increasing in the absence of benefit improvements or strengthening of actuarial assumptions. However, in an inflationary environment it is seldom practical to impose this control on dollar amounts which are depreciating in value. The ratio is a relative index of condition where inflation is present in both items. The ratio is expected to gradually decrease in the absence of benefit improvements and changes in actuarial assumptions.

INDICATOR 3 - The actuarial present value of gains or losses realized in the operation of the Retirement System - an experience indicator. Gains and losses are expected to cancel each other over a period of years (in the absence of double-digit inflation) and sizable year-to-year fluctuations are common. Derivation of the experience gain (loss) is shown on page A-6.

The Retirement System's funding objective is to meet long-term benefit promises through contributions that remain approximately level from year-to-year as a percent of active member payroll. If the contributions to the System are level in concept and soundly executed, the System will ***pay all promised benefits when due -- the ultimate indicator of financial soundness.***

FUNDING PROGRESS INDICATORS - COMPARATIVE SCHEDULE
(\$ AMOUNTS IN THOUSANDS)

Valuation Date June 30	Valuation Assets	AAL	Funded Ratio	UAAL	Member Payroll	Ratio to Payroll	Gain (Loss)
1985	\$ 3,651	\$ 11,953	30.5 %	\$ 8,302	\$1,928	430.6 %	\$ (307)
1986	4,291	13,147	32.6	8,856	1,907	464.5	282
1987 (a)	5,493	14,468	38.0	8,975	2,038	440.3	183
1988	6,165	16,097	38.3	9,932	2,381	417.1	(719)
1989	6,724	19,391	34.7	12,668	2,660	476.3	(2,473)
1990 (c)	7,794	26,223	29.7	18,429	3,801	484.8	(2,341)
1991 (a)	8,335	27,727	30.1	19,392	4,049	478.9	(127)
1992	9,670	29,800	32.4	20,130	4,299	468.3	(329)
1993	10,424	31,447	33.1	21,023	4,502	466.9	(502)
1994 (a)	11,429	33,668	33.9	22,239	4,778	465.4	(1,084)
1995	13,099	35,642	36.8	22,543	5,119	440.4	(87)
1996	15,137	37,030	40.9	21,893	5,381	406.9	810
1997	17,657	38,022	46.4	20,365	5,498	370.4	1,566
1998 (a)	21,277	39,553	53.8	18,276	5,697	320.8	2,062
1999	24,372	40,911	59.6	16,539	5,598	295.5	1,359
2000	27,748	42,660	65.0	14,912	5,773	258.3	1,336
2001	29,555	44,126	67.0	14,571	5,942	245.2	24
2002 (a)	28,906	45,681	63.3	16,775	6,071	276.3	(2,313)
2003 (a)	27,837	47,131	59.1	19,294	6,213	310.5	(2,486)
2004 (a)	27,218	49,060	55.5	21,842	6,138	355.8	(2,386)
2005 (a)	27,761	51,434	54.0	23,673	6,321	374.5	(806)
2006	29,893	53,569	55.8	23,676	6,598	358.8	(72)
2007 (a)	33,250	56,554	58.8	23,304	6,421	362.9	812
2008 (b)	36,003	59,106	60.9	23,103	6,655	347.2	(904)
2008 (a)	36,003	59,228	60.8	23,225	6,655	349.0	(904)

(a) After changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

(b) Before changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

(c) Includes transfers from Old Plan through March, 1991.

AAL - Actuarial accrued liability, computed in accordance with GASB Statement No. 5 prior to 6/30/98; after 6/30/97 computed in accordance with GASB Statement No. 25.

UAAL - Unfunded actuarial accrued liability.

EXPERIENCE GAIN (LOSS)
JUNE 30, 2008

DERIVATION

(1) UAAL* at start of year	\$23,304,406
(2) Normal cost from last valuation	1,250,754
(3) Actual contributions	4,053,026
(4) Interest accrual	1,697,503
(5) Expected UAAL before changes	22,199,637
(6) Increase due to plan amendment	121,690
(7) Increase due to revised assumptions	0
(8) Expected UAAL after changes	22,321,327
(9) Actual UAAL at end of year	23,225,350
(10) Gain (loss)	(904,023)

* *Unfunded actuarial accrued liability.*

DEVELOPMENT OF FUNDING VALUE OF RETIREMENT SYSTEM ASSETS

Year Ended June 30:	2006	2007	2008
A. Funding Value Beginning of Year	\$27,760,835	\$29,893,085	\$33,249,631
B. Market Value End of Year	30,052,733	34,898,491	34,048,756
C. Market Value Beginning of Year	27,471,903	30,052,733	34,898,491
D. Non-Investment Net Cash Flow	154,328	253,567	819,995
D1. Projected Rate of Return	7.50%	7.50%	7.75%
E. Investment Income			
E1. Market Total: B – C – D	2,426,502	4,592,191	(1,669,730)
E2. Amount for Immediate Recognition			
D1 * (A + D / 2)	2,087,850	2,251,490	2,608,621
E3. Amount for Phased-In Recognition: E1-E2	338,652	2,340,701	(4,278,351)
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	84,663	585,175	(1,069,588)
F2. First Prior Year	(275,988)	84,663	585,175
F3. Second Prior Year	457,639	(275,988)	84,663
F4. Third Prior Year	(376,242)	457,639	(275,988)
F5. Total Recognized Investment Gain:			
F1 + F2 + F3 + F4	\$ (109,928)	851,489	\$ (675,738)
G. Funding Value End of Year: A + D + E2 + F5	29,893,085	33,249,631	36,002,509
H. Difference Between Market & Funding Value	159,648	1,648,860	(1,953,753)
I. Recognized Rate of Return	7.11%	10.34%	5.74%
J. Market Rate of Return	8.81%	15.22%	(4.73%)

The Funding Value of Assets recognizes assumed investment income (line E2) fully each year. Differences between actual and assumed investment income (line E3) are phased-in over a closed 4 year period. During periods when investment performance exceeds the assumed rate, Funding Value of Assets will tend to be less than market value. During periods when investment performance is less than the assumed rate, Funding Value of Assets will tend to be greater than market value. The Funding Value of Assets is unbiased with respect to market Value. At any time it may be either greater or less than Market Value. If actual and assumed rates of retirement income are exactly equal for 4 consecutive years, the Funding Value will become equal to Market Value.

VALUATION RESULTS COMPARATIVE SCHEDULE

Valuation Date June 30	FY	Actuarial Accrued Liability			Amortization			Computed Employer Contribution	
		Computed Total	Assets	Unfunded	Active	Retired	%	Recommended	Actual
1978	79/80	\$ 3,608,983	\$ 618,378	\$ 2,990,605	38 yrs.	yrs.	28.46 %	\$ 266,119	\$ 269,436
1979	80/81	3,964,236	821,997	3,142,239	37		29.04	276,950	291,477
1980	81/82	5,567,154	1,213,503	4,353,651	36		31.03	373,440	382,484
1981	82/83	7,022,697	1,361,912	5,660,785	35		31.39	493,292	508,834
1982 (a)	83/84	7,270,797	2,083,777	5,187,020	34		28.26	431,694	436,413
1983	84/85	9,161,606	2,706,736	6,454,870	33		30.02	522,466	520,938
1984	85/86	9,762,564	3,080,431	6,682,133	32		29.66	558,630	565,609
1985	86/87	11,952,650	3,651,133	8,301,517	31		31.80	664,265	671,002
1986	87/88	13,147,141	4,291,075	8,856,066	30		33.62	694,603	701,708
1987 (a)	88/89	14,468,307	5,493,437	8,974,870	29		33.50	739,880	739,880
1988	89/90	16,096,433	6,164,578	9,931,855	28		33.07	853,381	853,381
1989	90/91	19,379,056	6,723,554	12,655,502	27		36.18	1,042,702	1,042,702
1990 (b)	91/92	26,202,014	7,793,748	18,408,266	26		38.43	1,582,581	1,582,581
1991 (a)	92/93	27,711,002	8,334,922	19,376,080	25		39.18	1,719,200	1,719,200
1992	93/94	29,780,358	9,670,249	20,110,109	24		39.28	1,829,821	1,829,821
1993	94/95	31,421,808	10,423,845	20,997,963	23		40.05	1,953,923	1,953,923
1994 (a)	95/96	34,594,939	11,429,000	23,165,939	22		40.81	2,097,978	2,097,978
1995	96/97	36,641,978	13,099,449	23,542,529	21		40.39	2,224,513	2,224,513
1996	97/98	38,080,137	15,136,941	22,943,196	20		39.46	2,284,381	2,284,381
1997	98/99	39,109,052	17,657,404	21,451,648	19		38.38	2,270,386	2,270,386
1998 (a)	99/00	39,553,492	21,277,144	18,276,348	18		33.63	2,051,490	2,051,490
1999	00/01	40,911,155	24,372,290	16,538,865	17		32.72	1,970,575	1,970,575
2000	01/02	42,660,487	27,747,780	14,912,707	16		30.88	1,882,139	1,882,139
2001	02/03	44,125,761	29,554,922	14,570,839	15		29.86	1,895,548	1,895,548
2002 (a)	03/04	45,681,002	28,905,621	16,775,381	14		33.81	2,192,507	2,192,507
2003 (a)	04/05	47,131,125	27,836,691	19,294,434	13		37.16	2,466,634	2,466,634
2004 (a)	05/06	49,059,955	27,218,077	21,841,878	12		41.89	2,807,991	2,327,991*
2005 (a)	06/07	51,434,111	27,760,835	23,673,276	11		44.89	3,098,776	3,098,776
2006	07/08	53,569,342	29,893,085	23,676,257	10		45.66	3,289,972	3,289,972
2007 (a)	08/09	56,554,037	33,249,631	23,304,406	10	10	45.74	3,191,716	
2008 (c)	09/10	59,106,169	36,002,509	23,103,660	10	9	46.40	3,247,994	
2008 (a)	09/10	59,227,859	36,002,509	23,225,350	10	9	46.53	3,256,531	

(a) After changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

(b) Includes transfers from Old Police-Fire plan through March, 1991.

(c) Before changes in benefit provisions and/or actuarial assumptions and actuarial cost methods.

* An additional \$480,000 is held in the City's General Fund.

SUMMARY STATEMENT OF SYSTEM RESOURCES AND OBLIGATIONS

Present Resources and Expected Future Resources

	<u>June 30, 2008</u>	<u>June 30, 2007</u>
A. Present valuation assets		
1. Net assets from System financial statements	\$34,048,756	\$34,898,491
2. Transfer from old plan	0	0
3. Market value adjustment	<u>1,953,753</u>	<u>(1,648,860)</u>
4. Valuation assets	\$36,002,509	\$33,249,631
 B. Actuarial present value of expected future employer contributions		
1. For normal costs	5,169,074	4,415,568
2. For unfunded actuarial accrued liability	<u>23,225,350</u>	<u>23,304,406</u>
3. Total	\$28,394,424	\$27,719,974
 C. Actuarial present value of expected future member contributions	<u>\$ 6,647,763</u>	<u>\$ 6,226,040</u>
 D. Total present and expected future resources	<u><u>\$71,044,696</u></u>	<u><u>\$67,195,645</u></u>

Actuarial Present Value of Expected Future Benefit Payments

A. To retirants and beneficiaries		
1. Annual pensions	\$31,791,641	\$31,120,638
2. Reserve	<u>none</u>	<u>none</u>
3. Total	\$31,791,641	\$31,120,638
 B. To vested terminated members	571,151	387,988
 C. To present active members		
1. Allocated to service rendered prior to valuation date - actuarial accrued liability	26,865,067	25,045,411
2. Allocated to service likely to be rendered after valuation date	11,816,837	10,641,608
3. Transfer from old plan	<u>none</u>	<u>none</u>
4. Total	\$38,681,904	\$35,687,019
 D. Total actuarial present value of expected future benefit payments	<u><u>\$71,044,696</u></u>	<u><u>\$67,195,645</u></u>

COMMENTS AND CERTIFICATION

Actuarial Experience: Net actual experience of the Retirement System was less favorable than assumed during the year ending June 30, 2008, resulting in a loss of \$904,023. The overall experience loss was primarily due to recognized investment income which was less than the long-term assumption on a funding basis. Note, that on a market basis the return was (4.73%) and was 5.74% on a funding basis compared to the assumed rate of 7.75%.

Plan Provisions: Since the last valuation the following plan provisions have been adopted:

- Members of the Police Command bargaining unit who retire as service retirees on or after July 1, 2007 will have a 2.5% pension multiplier used for service accrued through June 30, 2007, and a 2.9% multiplier used for service accrued on and after July 1, 2007 for their first 25 years of service. Pension benefits for service in excess of 25 years will be based upon a multiplier of 1.0% per year. Member contributions will be increased from 8.74% of wages to 10.95% of wages, effective July 1, 2007.

All other provisions remain unchanged from the prior valuation.

Plan Assumptions and Methods: All assumptions and methods remain unchanged from the prior valuation.

Looking Ahead: Due to market value investment returns over the past four years, the funding value of assets exceeds the market value by \$1,953,753. This \$1,953,753 figure represents investment experience over the past four years that has not been fully reflected in the valuation. Market experience since the valuation date has been the worst in recent memory. If the market value rate of return for the year ending June 30, 2009 is -25% then the projected contribution rate would increase from 45.89% to approximately 52% in the 2010-2011 fiscal year. Moreover, the actuarial value of assets would be 140% of market value. The Board has the option of implementing a corridor around the market value of assets (such as 80%/120%) to keep the actuarial value and market value from growing too far apart. A corridor will accelerate the recognition of asset losses and accelerate contribution increases. With a large asset loss the contribution rate is expected to increase each year for the next four years due to asset smoothing. **We recommend the Board prepare a 5-year projection of contributions.**

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2008)

SERVICE RETIREMENT

- Eligibility:** Any age with 25 or more years of service or age 60 regardless of service.
- Amount:** **Police Officers:** 2.9% of 3 year average final compensation (AFC) times first 25 years of service plus 1% of AFC times years of service in excess of 25 years. **Police Command:** 3 year AFC times 2.9% for service accrued on or after July 1, 2007 and 2.5% for service accrued through June 30, 2007 for the first 25 years of service and 1.0% for service in excess of 25 years. **Fire Fighters:** 2.75% of 3 year AFC times first 25 years of service plus 1% of AFC times years of service in excess of 25 years.

DEFERRED RETIREMENT

- Eligibility:** 10 or more years of service.
- Amount:** Computed as service retirement but based upon service, AFC and benefit in effect at termination. Benefit begins at date retirement would have occurred had member remained in employment.

DEATH AFTER RETIREMENT SURVIVOR'S PENSION

- Eligibility:** Payable to a surviving spouse, if any, upon the death of a retired member who was receiving a straight life pension which was effective July 1, 1975 or later (effective July 1, 1991 or later for a disability retirant).
- Amount:** Spouse's pension equals 60% of the straight life pension the deceased retirant was receiving. (50% of a regular service retirement pension for the spouse of a disability retirant who dies prior to age 55).

NON-DUTY DEATH-IN -SERVICE SURVIVOR'S PENSION

- Eligibility:** Payable to a surviving spouse, if any, upon the death of a member with 20 (10 for Fire Fighters) or more years of service.
- Amount:** Accrued straight life pension actuarially reduced in accordance with an Option I election.

DUTY DEATH-IN-SERVICE SURVIVOR'S PENSION

- Eligibility:** Payable upon the expiration of worker's compensation to the survivors of a member who died in the line of duty.
- Amount:** Same amount that was paid by worker's compensation.

BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2008)

NON-DUTY DISABILITY

Eligibility: Payable upon the total and permanent disability of a member with 5 or more years of service.

Amount: To Age 55: 2.5% of AFC times years of service.
At Age 55: Same as Service Pension.

DUTY DISABILITY

Eligibility: Payable upon the total and permanent disability of a member in the line of duty.

Amount: To Age 55: 66-2/3% of AFC.
At Age 55: Same as Service Retirement
Pension with service credit from date of disability to age 55.

MEMBER CONTRIBUTIONS

Amount: Fire: 12.05% of pay.
Police Officers: 11.24% of pay.
Police Command: 10.95% of pay.

BENEFITS NOT VALUED

Command Officers are eligible to elect a DROP option during the period from January 1, 2003 and June 30, 2004. This benefit is not being explicitly valued; however, the program is being monitored to determine its impact on the plan.

RETIRANT AND BENEFICIARY COMPARATIVE SCHEDULE

Year Ended June 30	No. Trans. During Year	Added to Rolls		Removed from Rolls		Rolls End of Year		% Incr. in Annual Pensions	Average Pension	Discounted Value of Pensions	
		No.	Annual Pensions*	No.	Annual Pensions	No.	Annual Pensions			Total	Average
1984	2	4	\$ 70,914		\$	36	\$ 563,592	14.4 %	\$15,655	\$ 6,741,858	\$187,274
1985	5	7	137,192			43	700,784	24.3	16,297	8,407,943	195,534
1986	2	6	126,921	1	9,662	48	818,043	16.7	17,043	9,789,590	203,950
1987	2	3	57,331			51	875,374	7.0	17,164	10,361,511	203,167
1988	2	2	41,158			53	916,532	4.7	17,293	10,745,220	202,740
1989	7	13	207,885			66	1,124,417	22.7	17,037	13,269,638	201,055
1990	2	7	137,437			73	1,261,854	12.2	17,286	14,850,811	203,436
1991	2	8	121,524	3	30,531	78	1,352,847	7.2	17,344	16,093,858	206,332
1992		8	186,123			86	1,538,970	13.8	17,895	18,343,442	213,296
1993		9	184,615	2	35,264	93	1,688,321	9.7	18,154	19,950,952	214,526
1994		3	74,096			96	1,762,417	4.4	18,359	20,634,637	214,944
1995		3	50,303			99	1,812,720	2.9	18,310	21,041,881	212,544
1996		4	111,178			103	1,923,898	6.1	18,679	22,163,299	215,178
1997		9	210,599			112	2,134,497	10.9	19,058	24,125,086	215,403
1998		2	55,252	1	38,556	113	2,151,193	0.8	19,037	24,045,700	212,794
1999	3	13	311,785	2	33,488	124	2,429,489	12.9	19,592	27,262,964	219,863
2000		3	147,992	1	16,233	126	2,561,248	5.4	20,327	28,281,473	224,456
2001		3	80,305	3	71,841	126	2,569,712	0.3	20,395	28,325,844	224,808
2002		4	124,746	1	9,347	129	2,685,111	4.5	20,815	29,398,266	227,894
2003		5	128,515	2	36,009	132	2,777,617	3.4	21,043	30,196,106	228,758
2004		5	100,650	1	11,293	136	2,866,974	3.2	21,081	30,921,701	227,365
2005		2	26,569	3	58,835	135	2,834,708	(1.1)	20,998	30,138,240	223,246
2006		1	10,994	2	36,346	134	2,809,356	(0.9)	20,965	29,461,802	219,864
2007		6	211,110	2	31,343	138	2,989,123	6.4	21,660	31,120,638	225,512
2008		5	144,654	2	49,720	141	3,084,057	3.2	21,873	31,791,641	225,473

* Includes pension adjustments, when applicable.

RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY TYPE OF PENSION BEING PAID

<u>Type of Pensions Being Paid</u>	<u>No.</u>	<u>Annual Pensions</u>
Age and Service Pensions		
Regular-benefit terminating at death of retiree	12	\$ 207,716
Regular-automatic benefit to spouse of deceased retiree	109	2,585,680
Survivor beneficiary	<u>16</u>	<u>184,923</u>
Total age and service pensions	137	\$2,978,319
Casualty Pensions		
Non-duty disability pension	1	\$ 21,374
Duty disability pension	<u>3</u>	<u>84,364</u>
Total casualty pensions	<u>4</u>	<u>105,738</u>
Total Pensions Being Paid	141	\$3,084,057

RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY ATTAINED AGE

Attained Age	Age & Service		Disability and Death-in-Service		Totals	
	No.	Annual Pensions	No.	Annual Pensions	No.	Annual Pensions
40 - 44		\$	1	\$33,513	1	\$ 33,513
45 - 49	1	34,836			1	34,836
50 - 54	13	392,399	2	50,851	15	443,250
55 - 59	20	552,171			20	552,171
60 - 64	37	877,728			37	877,728
65 - 69	21	386,818	1	21,374	22	408,192
70 - 74	17	326,414			17	326,414
75 - 79	21	301,868			21	301,868
81	1	18,824			1	18,824
82	2	37,571			2	37,571
83	2	22,843			2	22,843
84	1	18,619			1	18,619
85	1	8,228			1	8,228
Totals	137	\$2,978,319	4	\$105,738	141	\$3,084,057

Average Age at Retirement: 48.8 years

Average Age Now: 65.7 years

**ACTIVE MEMBERS IN VALUATION
COMPARATIVE SCHEDULE**

Valuation Date June 30	No.	No. of Transfers Incl.	Valuation Payroll	Average			
				Pay	% Incr.	Age	Service
1980	51	2	\$ 1,134,720	\$22,249	3.9 %	32.7 yrs.	8.6 yrs.
1981	59	7	1,481,707	25,114	12.9	32.9	8.6
1982	53	2	1,419,778	26,788	6.7	35.1	9.3
1983	57	1	1,606,087	28,177	5.2	34.3	8.7
1984	67	0	1,738,099	25,942	7.9	33.6	7.7
1985	74	3	1,927,682	26,050	(0.4)	34.1	8.0
1986	71	0	1,906,602	26,854	3.1	33.6	7.6
1987	72	0	2,038,166	28,308	5.4	34.2	8.6
1988	76	3	2,381,388	31,334	10.7 *	34.9	9.3
1989	80	4	2,659,581	33,245	6.1	35.3	9.5
1990	99	3	3,289,912	33,231	0.0	35.1	9.2
1990 #	113	18	3,800,291	33,631	0.0	36.5	10.8
1991	112	0	4,049,332	36,155	8.8	36.4	10.6
1992	117	10	4,298,912	36,743	1.6	35.5	9.8
1993	113	0	4,502,216	39,843	8.4	35.2	9.6
1994	113	3	4,778,047	42,284	6.1	36.3	10.7
1995	112	0	5,118,907	45,705	8.1	36.7	11.0
1996	119	0	5,380,560	45,215	1.1	36.1	10.6
1997	120	0	5,498,077	45,817	(1.3)	36.2	10.1
1998	119	0	5,697,163	47,875	4.5	36.6	10.7
1999	117	0	5,597,521	47,842	0.1	36.4	9.9
2000	115	0	5,772,726	50,198	(4.9)	37.0	10.2
2001	114	0	5,942,253	52,125	3.8	37.9	11.0
2002	115	0	6,071,301	52,794	1.3	37.8	10.9
2003	115	0	6,213,210	54,028	2.3	38.1	11.1
2004	110	0	6,138,055	55,801	3.3	38.9	12.2
2005	110	0	6,321,086	57,464	3.0	39.9	13.1
2006	109	0	6,598,038	60,532	5.3	41.1	14.1
2007	104	0	6,420,709	61,738	2.0	41.0	14.0
2008	105	0	6,655,270	63,384	2.7	40.9	14.1

* Reflects overtime pay.

Includes transfers from Old Plan through March, 1991.

ACTIVE MEMBERS JUNE 30, 2008
BY ATTAINED AGE AND YEARS OF SERVICE

Attained Age	Years of Service to Valuation Date							No.	Valuation Payroll
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus		
20-24	4							4	\$ 169,519
25-29	6	3						9	474,043
30-34	2	8	3					13	786,695
35-39	1	5	12	5				23	1,423,331
40-44		4	2	10				16	1,051,834
45-49	1		2	3	10	1		17	1,164,019
50-54				5	10	1		16	1,088,786
55-59				3	2			5	330,770
60					1			1	71,842
66		1						1	94,431
Totals	14	21	19	26	23	2	0	105	\$6,655,270

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 40.9 years

Service: 14.1 years

Annual Pay: \$63,384

**ASSET INFORMATION
SUBMITTED FOR VALUATION**

Valuation Assets - Market Value	Reserves for
Cash & equivalents	Employees' contributions
\$ 2,431,458	\$ 7,263,965
Receivables & accruals	Employer contributions
(97,576)	31,023,454
Stocks	Retired benefit payments
21,628,964	(4,238,663)
Bonds	
10,085,910	
Total Current Assets	Total Reserves
\$34,048,756	\$34,048,756

REVENUES AND EXPENDITURES

Balance - July 1, 2007	\$34,898,491
Revenues	
Employees' contributions	763,054
Employer contributions	3,289,972
Investment income	(1,386,499)
Expenditures	
Benefit payments	3,233,031
Refund of member contributions	0
Expenses	283,231
Balance - June 30, 2008	\$34,048,756

These amounts do not reflect the funding value adjustment of \$1,953,753. The derivation of this adjustment is on page A-7.

SECTION C

**FUNDING OBJECTIVE, SUMMARY OF VALUATION
PROCESS, METHODS AND ASSUMPTIONS**

BASIC FUNDING OBJECTIVE AND OPERATION OF THE RETIREMENT SYSTEM

Benefit Promises Made Which Must Be Paid For. A retirement system is an orderly means of handing out, keeping track of, and financing contingent pension promises to a group of employees. As each member of the retirement system acquires a unit of service credit the member is, in effect, handed an "IOU" which reads: "Your Act 345 Retirement System promises to pay you one unit of retirement benefits, payments in cash commencing when you retire."

The principal related financial question is: ***When shall the money required to cover the "IOU" be contributed?*** This year, when benefit of the member's service is received? Or, some future year when the "IOU" becomes a cash demand?

The Constitution of the State of Michigan is directed to the question:

"Financial benefits arising on account of service rendered in each fiscal year shall be funded during that year and such funding shall not be used for financing unfunded accrued liabilities."

Section 9(2) of Act 345 is also directed to the question:

"Sec. 9(2). - - - For the purpose of creating and maintaining a fund for the payment of the pensions and other benefits payable hereunder, the said city, village or municipality, subject to the provisions of this act, shall appropriate, at the end of such regular intervals as may be adopted, quarterly, semi-annually, or annually, an amount sufficient to maintain actuarially determined reserves covering pensions payable or which might be payable on account of service performed and to be performed by active members and pensions being paid retired members and beneficiaries - - ."

Translated into actuarial terminology, the constitutional and Act 345 level percent-of-payroll contribution objective means that the contribution rate must total at least:

Normal Cost (the current value of benefits likely to be paid on account of members' service being rendered in the current year)

. . . plus . . .

Interest on Unfunded Actuarial Accrued Liability (unfunded actuarial accrued liability is the actuarial present value of benefits not covered by present assets and anticipated future normal costs).

If contributions to the Retirement System are less than the preceding amount, the difference, plus investment earnings not realized thereon, will have to be contributed at some later time, or benefits will have to be reduced, to satisfy the fundamental fiscal equation under which all retirement systems must operate; that is:

$$\mathbf{B = C + I - E}$$

Benefit payments to any group of members and their beneficiaries cannot exceed the sum of:

Contributions received on behalf of the group.

. . . plus . . .

Investment earnings on contributions received and not required for immediate cash payment of benefits.

. . . minus . . .

Expenses incurred in operating the system.

A by-product of level percent-of-payroll financing is the accumulation of invested assets. Investment income becomes a major contributor to the Retirement System, and the amount is directly related to the amount of contributions and investment performance.

Computed Contribution Rate Needed to Finance Benefits. From a given schedule of benefits and from the data furnished, the contribution rate is calculated - *by means of an actuarial valuation* - the technique of assigning monetary values to the risks assumed in operating a retirement program.

THE ACTUARIAL VALUATION PROCESS

An actuarial valuation is the process by which a balance between revenues (participant contributions, employer contributions and investment income) and obligations (benefits and expenses) is determined and its actuarial condition is measured.

The flow of activity constituting the valuation may be summarized as follows:

- A. ***Covered person information about:***
 - each person receiving pension payments
 - each former participant with a vested pension not yet payable
 - each former participant who is not vested and has not claimed a member contribution refund
 - each active participant

 - B. + ***Financial Information*** (assets, revenues, and expenditures)

 - C. + ***Benefit Provisions***

 - D. + ***Experience Estimates*** about the volume and incidence of future activities

 - E. + ***Actuarial Cost Method*** for allocating costs to time periods

 - F. + ***Mathematically combining the person information, financial information, benefit provisions, experience estimates and actuarial cost method***

 - G. = Determination of:
 - contribution rate for the plan year
 - current funded condition
-

Items A, B and C are furnished by the pension office and constitute the current knowns about the Fund. Since the majority of activities will occur in the future, estimates must be made about these future activities (Item D).

Demographic assumptions are generally selected on the basis of the System's historical activity, modified for expected future differences. Past activity of funds which are similar in nature to the fund being valued may be utilized if fund data or activities are insufficient to be reliable.

Fiscal assumptions, on the other hand, do not lend themselves to prediction on the basis of historical activity -- the reason being that both salary increases and investment return are impacted by inflation. Inflation defies reliable prediction. Fiscal assumptions are generally selected on the basis of what would be expected to occur in an inflation-free environment and then both are increased by some provision for long-term inflation.

This is a case where two wrongs may make a right. If inflation is higher than expected it will probably result in actual rates of salary increase and investment return which exceed the assumed rates. Salaries increasing faster than expected result in unexpected costs. Investment returns exceeding the assumed rate result in unanticipated assets. To a large degree the additional assets will offset the additional cost over the long-term.

Once items A, B, C and D are available, the actuarial valuation process begins. The first step is to determine the plan's *total actuarial present value* for individuals in each of the 3 covered person categories.

Retired members now receiving monthly payments;

Vested terminated members not yet at retirement age;

Active members.

The actuarial present value is the value today after taking into account the probabilities of payment and the effect of time, of System promises to pay benefits in the future on the basis of both service already completed and projected future service.

ACTUARIAL COST METHOD

The total actuarial present value is allocated between projected future service and completed service by the actuarial cost method (Item E) -- the *individual entry-age* method is being utilized for this valuation. The portion of the total actuarial present value allocated to projected future service is the *actuarial present value of future normal cost* -- normal cost being the series of annual costs, from entry age to retirement age, which will accumulate to the actuarial present value of the individual's benefit at the time of retirement or death. The remainder of the total actuarial present value is the *actuarial accrued liability*.

At this stage determination has been made of:

1. The total actuarial present value;
2. The actuarial present value of future normal cost; and
3. The actuarial accrued liability.

In the typical plan, the actuarial accrued liability may not be covered by the plan's funding value of assets -- leaving an *unfunded actuarial accrued liability* (see page C-6 for further discussion on unfunded actuarial accrued liability).

The funding value of assets used for funding purposes is derived as follows: prior year valuation assets are increased by contribution and expected investment income and reduced by refunds and benefit payments. To this amount is added 25% of the difference between expected and actual investment income for each of the previous four years.

The next step in the valuation process is a determination of the contribution rate (Item G) required to support Fund benefits in accordance with the funding objective (page A-1).

The contribution rate is determined in two basic components:

1. The normal cost component; and
2. The component which will finance (pay off) the unfunded actuarial accrued liability over the period indicated on page A-2.

The unfunded actuarial accrued liability (UAAL) was determined using the funding value of assets and actuarial accrued liability calculated as of the valuation date. The UAAL amortization payment (one component of the contribution requirement) is the level percent of pay required to fully amortize the UAAL over a 10 year period beginning on the date contributions determined by the report are scheduled to begin. This UAAL payment reflects any payments expected to be made between the valuation date and the date contributions determined by this report are scheduled to begin.

ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

Funding objective contribution requirements and actuarial present values are calculated by applying estimates of future System activities (actuarial assumptions) to the benefit provisions and people information of the fund, using the actuarial cost method described on page C-5.

The principal areas of activity which require estimates are:

- (i) rates of inflation impacting assets of the System and active member pays
- (ii) long-term rates of investment return to be generated by the assets of the fund
- (iii) rates of salary increases to members
- (iv) rates of mortality among members, retirants and beneficiaries
- (v) rates of withdrawal of active members
- (vi) rates of retirement due to age and service
- (vii) rates of disability among members

In a valuation, the monetary effect of each activity is calculated for as long as a present covered person survives - - - a period of time which can be as long as a century.

Actual activities of the Retirement System will not coincide exactly with estimated activities due to the nature of the activities. Each valuation provides a complete recalculation of estimated future activities and takes into account the effect of differences between estimated and actual activities to date. The result is a continual series of adjustments (usually small) to the computed contribution rate.

From time to time, one or more of the estimates are modified to reflect experience trends (but not random or temporary year-to-year fluctuations).

The rate of net investment return used was 7.75% a year, compounded annually net of expenses. The assumption consists of 3.5% for a real rate of return and 4.25% in recognition of wage inflation.

This assumption, used to discount the value of future payments due at different points in time, was first used for the June 30, 2007 valuation. **Approximate investment returns, for the purpose of comparisons with assumed returns, have been as follows:**

	Year Ended June 30					5 Year Average
	2008	2007	2006	2005	2004	
Nominal rate	5.7%	10.3%	7.1%	2.1%	(1.1%)	4.7 %

* *Compound average annual rate of increase.*

The nominal rates of return should not be used for measurement of an investment advisor's performance or for comparisons with other systems -- to do so will mislead.

The rates of salary increase used are in accordance with the following graded table.

These assumptions were first used for the June 30, 2007 valuation. The assumption, consisting of 4.25% in recognition of inflation and a graded allowance for promotion and longevity, is used to project current salaries to those upon which pension amounts will be based.

Years of Service	Annual Rate of Pay Increase		
	Base (Economic)	Merit & Longevity	Total
0 to 4	4.25 %	6.00 %	10.25 %
5 to 9	4.25	1.50	5.75
10 to 14	4.25	0.50	4.75
15 to 19	4.25	0.00	4.25
20 to 24	4.25	0.00	4.25
25 to 29	4.25	0.00	4.25
30+	4.25	0.00	4.25

If the number and distribution of active members remain constant, then the total active member payroll will increase 4.25% annually, the base portion of the salary increase assumptions. This increasing payroll was recognized in amortizing unfunded actuarial accrued liability. **Actual valuation payroll has increased at the following rate:**

	Year Ended June 30					5 Year Average*
	2008	2007	2006	2005	2004	
Total payroll	3.7 %	(2.7) %	4.4 %	3.0 %	(1.2) %	1.4 %
Average pay	2.7	2.0	5.3	3.0	3.3	3.3

* Compound average annual rate of increase.

The mortality table used was the UP-94 Mortality Table for males and females, set back 2 years for males. This assumption was first used for the June 30, 2007 valuation. Sample values follow:

Sample Ages	Value at Retirement of \$1 Monthly for Life		Future Life Expectancy (Years)	
	Men	Women	Men	Women
	45	\$145.11	\$147.83	36.57
50	139.47	143.00	31.87	34.24
55	132.08	136.49	27.28	29.53
60	122.75	128.01	22.88	24.97
65	111.62	117.83	18.78	20.69
70	99.30	106.12	15.11	16.77
75	85.89	92.13	11.85	13.11
80	71.39	76.76	8.98	9.88

This assumption is used to measure the probabilities of members dying before retirement and the probabilities of each benefit payment being made after retirement.

Post-Disabled mortality is set forward 10 years.

The weighting of duty and ordinary deaths-in-service is 50%/50%.

The rates of retirement used to measure the probability of eligible members retiring during the next year were as follows:

<u>Years of Service</u>	Percents of Active Members Retiring Within Next Year	
	<u>Police</u>	<u>Fire & POLC</u>
25	40 %	15 %
26	40	15
27	40	15
28	40	15
29	40	15
30+	100	100

100% of members are assumed to retire at age 60 with 10 years of service.

Active members are eligible for retirement after 25 years of service or, after attaining age 60 with 10 or more years of service. Service based retirement rates were first used for the June 30, 2007 valuation.

Rates of separation from active membership were as shown on the following page (rates do not apply to members eligible to retire and do not include separation on account of death or disability). This assumption measures the probabilities of members remaining in employment. These rates were first used for the June 30, 2007 valuation.

Sample Ages	Years of Service	% of Active Members Separating Within Next Year
ALL	0	12.00 %
	1	9.00
	2	7.00
	3	6.00
	4	5.50
	5	5.00
	6	4.50
	7	3.50
	8	3.00
	9	2.50
	10+	0.20

The interest rate currently being credited on refunds of accumulated contributions paid to terminating members was assumed to be 2% per annum.

Rates of disability were weighted 50% duty and 50% ordinary disability and are shown as follows:

Sample Ages	% of Active Members Becoming Disabled Within Next Year
20	0.15 %
25	0.18
30	0.20
35	0.29
40	0.42
45	0.65
50	1.05
55	1.84
60	3.06

Financing of Unfunded Actuarial Accrued Liability: Unfunded actuarial accrued liabilities were amortized by level (principal or interest combined) percent-of-payroll contributions over a period of ten years.

SUMMARY OF ASSUMPTIONS USED
JUNE 30, 2007
MISCELLANEOUS AND TECHNICAL ASSUMPTIONS

Marriage Assumption:	90% of all members are assumed to be married for purposes of death-in-service benefits and 80% for deaths after retirement.
Pay Increase Timing:	Beginning of (Fiscal) year. This is equivalent to assuming that reported pays represent amounts paid to members during the year ended on the valuation date.
Decrement Timing:	Decrements of all types are assumed to occur mid-year.
Eligibility Testing:	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
Benefit Service:	Exact fractional service is used to determine the amount of benefit payable.
Decrement Relativity:	Decrement rates are used directly from the experience study, without adjustment for multiple decrement table effects.
Decrement Operation:	Disability and mortality decrements do not operate during the first 5 years of service. Disability and withdrawal do not operate during retirement eligibility.
Normal Form of Benefit:	The assumed normal form of benefit is the 60% joint and survivor for married members and straight life for non-married members.
Liability Adjustments:	Retirement Present Values were increased 5% for annuity withdrawals at retirement for active and deferred vested members.
Service Adjustment:	Active members are assumed to purchase one half year of service prior to retirement.
Incidence of Contributions:	Contributions are assumed to be received continuously throughout the year based upon the computed percent-of-payroll shown in this report, and the actual payroll payable at the time contributions are made. New entrant normal cost contributions are applied to the funding of new entrant benefits.

GLOSSARY

Actuarial Accrued Liability - The difference between (i) the actuarial present value of future plan benefits, and (ii) the actuarial present value of future normal cost. Sometimes referred to as "accrued liability" or "past service liability."

Accrued Service - The service credited under the plan which was rendered before the date of the actuarial valuation.

Actuarial Assumptions - Estimates of future plan experience with respect to rates of mortality, disability, turnover, retirement, rate or rates of investment income and salary increases. Decrement assumptions (rates of mortality, disability, turnover and retirement) are generally based on past experience, often modified for projected changes in conditions. Economic assumptions (salary increases and investment income) consist of an underlying rate in an inflation-free environment plus a provision for a long-term average rate of inflation.

Actuarial Cost Method - A mathematical budgeting procedure for allocating the dollar amount of the "actuarial present value of future plan benefits" between the actuarial present value of future normal cost and the actuarial accrued liability. Sometimes referred to as the "actuarial funding method."

Actuarial Equivalent - A single amount or series of amounts of equal value to another single amount or series of amounts, computed on the basis of the rate(s) of interest and mortality tables used by the plan.

Actuarial Present Value - The amount of funds presently required to provide a payment or series of payments in the future. It is determined by discounting the future payments at a predetermined rate of interest, taking into account the probability of payment.

Amortization - Paying off an interest-bearing liability by means of periodic payments of interest and principal, as opposed to paying it off with a lump sum payment.

Experience Gain (Loss) - A measure of the difference between actual experience and that expected based upon a set of actuarial assumptions during the period between two actuarial valuation dates, in accordance with the actuarial cost method being used.

Normal Cost - The annual cost assigned, under the actuarial funding method, to current and subsequent plan years. Sometimes referred to as "current service cost." Any payment toward the unfunded actuarial accrued liability is not part of the normal cost.

Reserve Account - An account used to indicate that funds have been set aside for a specific purpose and are not generally available for other uses.

Unfunded Actuarial Accrued Liability - The difference between the actuarial accrued liability and valuation assets. Sometimes referred to as "unfunded accrued liability."

Valuation Assets - The value of current plan assets recognized for valuation purposes.

SECTION D

DISCLOSURES REQUIRED BY STATEMENT NO. 25 OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD

This information is presented in draft form for review by the System's auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the System's financial statements.

GASB STATEMENT No. 25 REQUIRED SUPPLEMENTARY INFORMATION

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation Date	June 30, 2008
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
Amortization Period	10 years open for actives 9 years closed for retirees
Asset Valuation Method	4 year smoothed market
Actuarial Assumption:	
Investment rate of return	7.75%
Projected salary increases	4.25% - 10.25%
Includes wage inflation at	4.25%
Cost-of-living adjustments	none

Membership of the plan consisted of the following at June 30, 2008, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	141
Terminated plan members entitled to but not yet receiving benefits	3
Active plan members	<u>105</u>
Total	249

GASB STATEMENT No. 25
REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Funding Progress

Actuarial Valuation Date June 30	Actuarial Value of Assets	Actuarial Accrued Liability (AAL) -- Entry-Age	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a % of Covered Payroll
1999	\$24,372,290	\$40,911,155	\$16,538,865	59.6 %	\$5,597,521	295.5 %
2000	27,747,780	42,660,487	14,912,707	65.0	5,772,726	258.3
2001	29,554,922	44,125,761	14,570,839	67.0	5,942,253	245.2
2002	28,905,621	45,681,002	16,775,381	63.3	6,071,301	276.3
2003	27,836,691	47,131,125	19,294,434	59.1	6,213,210	310.5
2004	27,218,077	49,059,955	21,841,878	55.5	6,138,055	355.8
2005	27,760,835	51,434,111	23,673,276	54.0	6,321,086	374.5
2006	29,893,085	53,569,342	23,676,257	55.8	6,598,038	358.8
2007	33,249,631	56,554,037	23,304,406	58.8	6,420,709	363.0
2008	36,002,509	59,227,859	23,225,350	60.8	6,655,270	349.0

Schedule of Employer Contributions

Fiscal Year Ended June 30	Contribution Rates as Percents of Valuation Payroll	Computed Dollar Contribution Based on Projected Payroll	Actual Annual Contributions	Percent Contribution
2001	32.7 %	\$1,970,575	\$1,970,575	100 %
2002	30.9	1,882,139	1,882,139	100
2003	29.9	1,895,548	1,895,548	100
2004	33.8	2,192,507	2,192,507	100
2005	37.2	2,466,634	2,466,634	100
2006	41.9	2,807,991	2,327,991	83 *
2007	44.9	3,098,776	3,098,776	100
2008	45.7	3,289,972	3,289,972	100
2009	45.7	3,191,716		
2010	46.5	3,256,531		

* An additional \$480,000 was held in the City's General Fund pending resolution of an Act 345 tax appeal

**CITY OF JACKSON POLICEMEN'S AND FIREMEN'S
PENSION FUND**

**51ST ACTUARIAL VALUATION REPORT - DRAFT
AS OF JUNE 30, 2008**

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2008 ACTUARIAL VALUATION

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February 6, 2009

The Board of Trustees
City of Jackson Policemen's and Firemen's
Pension Fund
Jackson, Michigan

Submitted in this report are the results of the **51st Annual Actuarial Valuation** of the assets, actuarial values, and contribution requirements associated with benefits provided by the City of Jackson Policemen's and Firemen's Pension Fund. The date of the valuation was June 30, 2008.

Valuation results, comments, conclusions, and our certification are contained in Section A.

The valuation was based upon information, furnished by your secretary, concerning Pension Fund benefits, financial transactions, and individual members, terminated members, retirants and beneficiaries. Data was checked for internal and year to year consistency, but was not otherwise audited. This information is summarized in Section B.

Actuarial cost methods, actuarial assumptions, and definitions of technical terms are contained in Section C.

Statement of Governmental Accounting Standards No. 25 information is contained in Section D.

To the best of our knowledge, this report is complete and accurate and was conducted in accordance with standards of practice prescribed by the Actuarial Standards Board. The undersigned are Members of the American Academy of Actuaries (MAAA) as indicated, and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,

David T. Kausch, FSA, EA, MAAA

Dana Woolfrey, ASA, MAAA

DTK/DW:rmn

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY
(\$ IN MILLIONS)

	Valuation Results	Valuation Results	Proposed Results
Valuation Date:	June 30, 2007	June 30, 2008	June 30, 2008
Fiscal Year Ending:	June 30, 2009	June 30, 2010	June 30, 2010
Recommended Employer Contributions: Annual Amount	\$641,212	\$609,003	\$722,537
Membership			
Number of			
Active Members	0	0	0
Retirees and Beneficiaries	44	42	42
Inactive, Nonretired Members	0	0	0
Total	44	42	42
Total Pensions Being Paid	\$1,255,264	\$1,196,339	\$1,196,339
Assets			
Market Value	\$6,189,607	\$5,246,210	\$5,246,210
Actuarial Value	5,848,461	5,532,527	5,532,527
Return on Market Value	15.5%	(5.4)%	(5.4)%
Return on Actuarial Value	11.9%	5.6%	5.6%
Ratio - Actuarial Value to Market Value	94.5%	105.5%	105.5%
Actuarial Information			
Normal Cost %	0%	0%	0%
Actuarial Accrued Liability (AAL)	10,681,885	10,180,524	11,055,950
Unfunded Actuarial Accrued Liability (UAAL)	4,833,424	4,647,997	5,523,423
Funded Ratio	54.8%	54.3%	50.0%
Amortization Period	10 years	10 years	10 years

Highlights/Changes

No changes to benefit provisions.

Effect of asset and COLA losses offset by mortality gains.

Proposal results use a 7% interest rate, revised COLA assumption

The executive summary gives an overview of the entire report. It cannot be used as a substitute for a thorough reading of the full report.

SECTION A

VALUATION RESULTS, COMMENTS AND RECOMMENDATION

CONTRIBUTIONS NEEDED TO FINANCE BENEFITS OF THE PENSION FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2009

The recommended employer contribution for the fiscal year beginning July 1, 2009 is \$722,537 after proposed changes. This is an increase of \$113,534 due to proposed assumption changes offset by an experience decrease of \$32,209 from the prior year's recommended contribution of \$641,212.

The contribution is solely to pay for unfunded actuarial accrued liability (UAAL). Currently the UAAL is \$5,523,423 after proposed changes. Unfunded actuarial accrued liability was financed over a period of 10 years. The future employer contributions were assumed to be the level dollar amount needed to amortize the unfunded actuarial accrued liability the 10-year period. Contribution amounts were assumed to be paid midway through the fiscal year. Dollar amounts were adjusted for the time lag between June 30, 2008 and the assumed contribution date.

Comparative contribution amounts for prior fiscal years are shown on page A-4.

COMPARATIVE SCHEDULE (\$ AMOUNTS IN THOUSANDS)

Valuation Date June 30	Actuarial Accrued Liability	Valuation Assets	Unfunded Actuarial Accrued Liability			
			Dollar Amount	Amortization Period (Yrs.)		Experience Gain (Loss)
				Actives	Retired Lives	
1978	\$25,361	\$ 3,235	\$22,126	55	55	\$(1,220)
1979	26,193	3,717	22,476	54	54	309
1980	26,983	4,132	22,851	53	53	288
1981	29,489	4,490	24,999	52	52	(1,482)
1982	28,980	4,969	24,011	51	51	1,707
1983	31,714	5,230	26,484	50	50	(1,992)
1984	31,555	5,587	25,968	49	49	1,606
1985	30,115	5,903	24,212	48	48	2,813
1986	30,259	6,985	23,274	47	47	1,914
1987	30,051	8,303	21,748	46	46	2,453
1988	30,212	8,703	21,509	45	45	1,097
1989	28,943	8,727	20,216	44	44	2,131
1990	18,170	8,510	18,162	43	43	7,037
1991	19,990	8,607	11,382	42	25	3,052
1992	19,764	8,905	10,859	41	24	786
1993	19,620	8,511	11,109	40	23	(17)
1994	17,163	7,969	9,194	39	22	2,136
1995	16,712	7,445	9,267	38	21	72
1996	16,167	7,655	8,513	37	20	883
1997 @	16,176	7,891	8,285	36	19	110
1998 (a)	13,879	8,997	4,882	35	18	1,731
1999	13,537	9,845	3,692	34	17	1,005
2000 (a)	11,747	11,518	229	N/A	10	3,367
2001	11,428	10,845	583	N/A	9	(641)
2002	11,267	9,355	1,912	N/A	8	(1,286)
2003	10,901	7,745	3,156	N/A	7	(1,190)
2004	10,753	6,418	4,335	N/A	6	(1,256)
2005	10,172	5,622	4,550	N/A	5	(438)
2006 (a)	10,931	5,560	5,371	N/A	10	(413)
2007	10,682	5,848	4,834	N/A	10	(29)
2008	10,181	5,533	4,648	N/A	10	(88)
2008 (a)	11,056	5,533	5,523	N/A	10	(88)

@ After implementation of four-year smoothed funding value of assets.

(a) After changes in assumptions and/or methods.

DEVELOPMENT OF FUNDING VALUE OF ASSETS

Year Ended June 30	2007	2008
A. Funding Value Beginning of Year	\$5,559,966	\$5,848,461
B. Market Value End of Year	6,189,607	5,246,210
C. Market Value Beginning of Year	5,684,520	6,189,607
D. Non-Investment Net Cash Flow	(350,351)	(626,301)
E. Investment Income		
E1. Market Total: B - C - D	855,438	(317,096)
E2. Amount for Immediate Recognition	403,859	415,148
E3. Amount for Phased-In Recognition: E1-E2	451,579	(732,244)
F. Phased-In Recognition of Investment Income		
F1. Current Year: 0.25 x E3	112,895	(183,061)
F2. First Prior Year	37,079	112,895
F3. Second Prior Year	(71,694)	37,079
F4. Third Prior Year	156,707	(71,694)
F5. Total Recognized Investment Gain	234,987	(104,781)
G. Funding Value End of Year: A + D + E2 + F5	5,848,461	5,532,527
H. Difference Between Market & Funding Value	341,146	(286,317)
I. Recognized Rate of Return - Funding Value	11.9%	5.6%
J. Recognized Rate of Return - Market Value	15.5%	(5.4)%
K. Ratio of Funding Value to Market Value	94.5%	105.5%

The Funding Value of Assets recognizes assumed investment income (line E2) fully each year. Differences between actual and assumed investment income (line E3) are phased-in over a closed 4-year period. During periods when investment performance exceeds the assumed rate, Funding Value of Assets will tend to be less than market value. During periods when investment performance is less than the assumed rate, Funding Value of Assets will be greater than market value. The Funding Value of Assets is unbiased with respect to Market Value. At any time it may be either greater or less than Market Value. If actual and assumed rates of retirement income are exactly equal for 3 consecutive years, the Funding Value will become equal to Market Value.

Funding Value of Assets are restricted to the range of 80% to 120% of Market Value.

CITY'S COMPUTED CONTRIBUTIONS - COMPARATIVE SCHEDULE

Fiscal Year Ended June 30	Valuation Date June 30	As Percents of Valuation Payroll	Dollar Contributions	
			Computed	Actual
1972	1970	44.10 %	\$ 875,535	\$ 533,762
1973	1971	43.13	892,402	572,642
1974	1972	41.26	930,784	656,500
1975	1973	37.60	884,404	844,404
1976	1974	40.42	885,787	885,787
1977	1975	41.98	1,075,151	1,075,151
1978	1976	43.58	1,196,668	1,196,668
1979	1977	45.58	1,138,490	1,138,490
1980	1978	47.84	1,213,055	1,213,055
1981	1979	48.15	1,259,115	1,259,115
1982	1980	47.95	1,305,575	1,305,575
1983	1981	51.19	1,391,209	1,391,209
1984	1982	52.50	1,322,580	1,322,580
1985	1983	57.28	1,339,586	1,339,586
1986	1984	61.48	1,271,555	1,271,555
1987	1985	65.30	1,157,608	1,157,608
1988	1986	64.22	1,140,823	1,140,823
1989	1987	62.93	1,097,181	1,097,181
1990	1988	63.41	1,096,935	1,096,935
1991	1989	71.98	976,050	976,050
1992	1990	*	607,060 #	607,055
1993	1991	*	612,556	612,556
1994	1992	*	614,402	614,402
1995	1993	*	647,574	647,574
1996	1994	*	536,571	536,571
1997	1995	*	558,348	558,348
1998	1996	*	534,469	534,469
1999	1997	*	542,989	542,989
2000	1998	*	372,183	372,183
2001	1999	*	293,241	293,241
2002	2000	*	0	0
2003	2001	*	86,992	86,992
2004	2002	*	301,041	301,041
2005	2003	*	528,199	528,199
2006	2004	*	806,276	806,276
2007	2005	*	934,667	934,667
2008	2006	*	612,545	612,545
2009	2007	*	641,212	
2010	2008	*	609,003	
2010	2008	*	722,537 @	

* Not applicable.

Reflects transfers to Act 345 Retirement Fund through March 1, 1991.

@ After changes in assumptions and/or methods.

COMMENTS

Plan Experience: Net actual experience for the Pension Fund was unfavorable during the year ending June 30, 2008. COLAs granted during the year were larger than anticipated (3.5% on average, compared to 3.0% assumed). These COLA losses were offset by higher than expected mortality experience. Asset losses of \$105,000 contributed to the overall unfavorable experience.

Assumptions and Methods: The Board adopted the recommended change to the amortization period based on the average life expectancy of remaining members at its meeting on March 29, 2007, effective as of June 30, 2006. The average remaining life expectancy is 10.39 years as of June 30, 2008, down from 10.49 years as of June 30, 2007. The life expectancy was rounded down for a 10-year amortization period in both years. The amortization payment to finance the unfunded actuarial accrued liability is the level dollar amount needed to fully amortize the unfunded over 10 years. We propose lowering the investment return assumption from 7.5% to 7.0% and raising the assumed COLA from 3.0% to 3.5% (except for members receiving 3.0%). Results of this valuation are presented under the current and proposed assumptions. We recommend that the Board adopt the proposed assumptions upon receiving and accepting this report.

Looking Ahead: The current level of benefit payments, \$1,196,339, is large relative to the market value of assets of \$5,246,210 as of June 30, 2008. The amount of benefit payments, the value of funds in the trust, and the trust investment vehicles all should be monitored closely to avoid any short-term cash flow problems. As a planning tool, we included the following projection of benefits and contributions. These projections are at 7.5% and 7.0% respectively and do not reflect actual asset experience after June 30, 2008.

Year	Expected Benefit Payments	Projected Amortization Period	Current (7.5%)			Proposed (7.0%)		
			Projected Contributions	Projected UAAL	Projected Funded %	Projected Contributions	Projected UAAL	Projected Funded %
0	\$ 1,169,060	10	\$ 641,212	\$ 4,647,997	54%	\$ 641,212	\$ 5,523,423	50%
1	1,145,177	10	609,003	4,331,339	55%	722,537	5,246,408	50%
2	1,118,034	9	609,003	4,024,349	57%	722,537	4,866,609	52%
3	1,088,023	9	558,947	3,694,335	58%	662,189	4,460,208	53%
4	1,055,541	9	513,129	3,391,502	59%	606,899	4,087,801	55%
5	1,020,950	8	513,129	3,113,493	60%	606,899	3,746,531	56%
6	984,545	8	463,771	2,814,633	62%	547,744	3,381,350	58%
7	946,568	8	419,272	2,544,568	63%	494,362	3,051,808	59%
8	907,217	8	379,043	2,300,416	64%	446,189	2,754,425	61%
9	866,659	7	379,043	2,079,690	65%	446,189	2,486,059	62%
10 plus	8,912,379		2,653,262			3,104,089		
Total	\$19,214,153		\$7,738,815			\$9,000,846		

COMMENTS AND RECOMMENDATION

Looking Ahead (continued): As the system's liquidity needs change, the asset allocation may need to be adjusted to have a higher allocation of fixed income. A higher allocation of fixed income may require the valuation interest rate to be reduced lower than 7.0%. At some point, the Board may also wish to consider purchasing annuities and terminating the plan. Interest rates used for annuity purchases are currently low and would require a large influx of cash to purchase for all remaining members.

Recommendation: Based on the average life expectancy of 10.39 years, we recommend that the amortization period remain at 10 years. In addition, we recommend that the valuation assumptions be changed to a 7.0% valuation rate and 3.5% COLA rate (except for members currently receiving 3.0%). We recommend that the Board continue to monitor liquidity needs and asset allocation with the investment consultant.

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA SUBMITTED BY PENSION FUND

SUMMARY OF BENEFIT PROVISIONS EVALUATED AND/OR CONSIDERED (JUNE 30, 2008)

REGULAR RETIREMENT (NO REDUCTION FACTOR FOR AGE)

Eligibility - Age 55 with 25 years of credited service, or age 65 regardless of credited service.

Mandatory Retirement Age - Age 65.

Annual Amount - 2% of final average salary (FAS) for each year of credited service, to a maximum of 60% of FAS.

Type of Final Average Salary - Average of annual salary for the five highest consecutive years of service within last 10 years preceding retirement.

DUTY DISABILITY RETIREMENT

Eligibility - Total and permanent disability incurred in line of duty with the City.

Annual Amount - 66-2/3% of current salary at date of disability. Amount is offset by Worker's Compensation.

NON-DUTY DISABILITY RETIREMENT

Eligibility - Total and permanent disability after 10 years of credited service and under the age of 55 years.

Annual Amount - 1-2/3% of final average salary for each year of credited service. Minimum is 20% of FAS; maximum is 50% of FAS.

DUTY DEATH BEFORE RETIREMENT

Eligibility - Death in line of duty with the City.

Annual Amount - 50% of final salary to surviving spouse, until remarriage or death, plus 10% to each unmarried child under age 18; maximum to spouse and children is 66-2/3% of final salary. Amounts are offset by Worker's Compensation.

SUMMARY OF BENEFIT PROVISIONS EVALUATED AND/OR CONSIDERED (JUNE 30, 2008)

NON-DUTY DEATH BEFORE RETIREMENT

Eligibility - Death after 10 years of credited service.

Annual Amount - 1-1/2% of final average salary to eligible spouse (married at least 1 year to deceased member) for each year of credited service, payable beginning no earlier than age 45. Minimum is 20% of FAS; maximum is 40% of FAS. To each unmarried child under age 18, 10% of FAS with maximum of 50% of FAS for all minor children; total for spouse and children not to exceed 66-2/3% of FAS.

AUTOMATIC DEATH BENEFIT AFTER RETIREMENT

Same as non-duty death before retirement.

POST-RETIREMENT COST-OF-LIVING ADJUSTMENTS

Pensions adjusted by same percent as increase in the pay of the rank last occupied.

MEMBER CONTRIBUTIONS

7% plus 1/2 of 1% for post-retirement cost-of-living adjustments.

**SUMMARY OF ASSET INFORMATION
SUBMITTED FOR VALUATION**

Balance Sheet

Reported Assets - Market Value		Reserves for	
Cash & equivalents	\$ 114,763	Members' contributions	\$ 0
Receivables & accruals	4,385	Employer contributions	19,166,281
Stocks	2,773,474	Retired benefit payments	(13,920,071)
Bonds	1,607,650		
International securities	745,938		
Total Current Assets	\$5,246,210	Total Reserves	\$ 5,246,210

Revenues and Expenditures

Reported Balance - 6/30/2007	\$6,189,607
Revenues	
Members' contributions	0
Employer contributions	612,545
Investment income	(263,192)
Expenditures	
Benefit payments	1,238,846
Refund of member contributions	none
Administrative expense	53,904
Transfer to Act 345 (member contributions)	none
Reported Balance - 6/30/08	\$5,246,210

RETIRANT AND BENEFICIARY COMPARATIVE SCHEDULE
(ANNUAL PENSIONS INCLUDE ESCALATION)

Year Ended June 30	Added to Rolls		Removed from Rolls		Rolls End of Year		% Incr. in Annual Pensions	Average Pension	Discounted Value of Pensions		
	No.	Annual Pensions*		No.	Annual Pensions	No			Annual Pensions	Total	Average
		New	COLAs								
1985	2	\$ 48,158		7	\$ 50,910	110	\$1,403,219	(0.2) %	\$12,757	\$21,732,180	\$197,565
1986	2	62,124		4	38,798	108	1,426,545	1.7	13,209	21,449,256	198,604
1987	2	58,955		3	37,616	107	1,447,884	1.5	13,532	20,966,722	195,951
1988	3	124,036		5	79,474	105	1,492,446	3.0	14,214	20,785,947	197,961
1989	5	109,106		4	53,386	106	1,548,166	3.7	14,605	21,275,046	200,708
1990	5	97,241		10	152,014	101	1,493,393	(3.5)	14,786	18,062,914	178,841
1991	1	70,460		7	89,406	95	1,474,447	(1.3)	15,520	18,276,463	192,384
1992	1	63,725		2	30,114	94	1,508,058	2.3	16,043	18,168,944	193,287
1993	2	65,384		4	75,660	92	1,497,782	(0.7)	16,280	17,874,330	194,286
1994	1	3,323		5	73,126	88	1,427,979	(4.7)	16,227	16,794,575	190,847
1995	2	82,432		6	94,036	84	1,416,375	(0.8)	16,862	16,323,768	194,331
1996	1	51,246		4	73,871	81	1,393,749	(1.6)	17,207	15,749,311	194,436
1997		66,799		3	22,494	78	1,438,054	3.2	18,437	15,690,172	201,156
1998		42,629		6	83,160	72	1,397,523	(2.8)	19,410	13,478,231	187,198
1999	1	44,820		4	54,045	69	1,388,298	(0.7)	20,120	13,126,607	190,241
2000	1	69,894		5	107,373	65	1,350,819	(2.7)	20,782	11,747,323	180,728
2001		44,704		4	79,319	61	1,316,204	(2.6)	21,577	11,427,707	187,339
2002		38,818		2	24,168	59	1,330,854	1.1	22,557	11,267,420	190,973
2003	3	105,612		6	148,099	56	1,288,367	(3.2)	23,007	10,900,752	194,656
2004		0	\$ 41,628	2	18,616	54	1,311,379	1.8	24,285	10,753,134	199,132
2005		0	42,898	4	91,966	50	1,262,311	(3.7)	25,246	10,172,322	203,446
2006		0	47,031	4	30,670	46	1,278,672	1.3	27,797	10,930,809	237,626
2007		0	43,468	2	66,876	44	1,255,264	(1.8)	28,529	10,681,885	242,770
2008	3	22,947	39,671	5	121,543	42	1,196,339	(4.7)	28,484	10,180,524	242,393
2008	3	22,947	39,671	5	121,543	42	1,196,339	(4.7)	28,484	11,055,950 @	263,237

* Beginning in the 2004 valuation, changes in annual pension are separated into benefits for new members and cost-of-living adjustments for existing members.

@ After changes in assumptions and/or methods.

**RETIRANTS AND BENEFICIARIES ON ROLLS
COMPARATIVE STATEMENT**

Valuation Date June 30	No. on Rolls	Initial Pensions	Escalation Pensions	Total	Initial as Percent of Total
1960	68			\$ 158,345	
1965	71	\$172,949	\$ 42,488	215,437	80.3 %
1970	104	278,557	199,921	478,478	58.2
1975	116	497,954	395,028	892,982	55.8
1980	112	567,501	567,214	1,134,715	50.0
1985	110	774,651	628,568	1,403,219	55.2
1986	108	775,153	651,392	1,426,545	54.3
1987	107	763,834	684,050	1,447,884	52.8
1988	105	752,901	739,545	1,492,446	50.4
1989	106	777,681	770,485	1,548,166	50.2
1990	101	751,155	742,238	1,493,393	50.3
1991	95	722,482	751,965	1,474,447	49.0
1992	94	722,387	785,671	1,508,058	47.9
1993	92	712,725	785,057	1,497,782	47.6
1994	88	683,521	744,458	1,427,979	47.9
1995	84	672,805	743,570	1,416,375	47.5
1996	81	655,743	738,006	1,393,749	47.0
1997	78	641,341	796,713	1,438,054	44.6
1998	72	625,412	772,111	1,397,523	44.8
1999	69	609,245	779,053	1,388,298	43.9
2000	65	610,280	740,539	1,350,819	45.2
2001	61	591,432	724,772	1,316,204	44.9
2002	59	583,398	747,456	1,330,854	43.8
2003	56	601,739	686,628	1,288,367	46.7
2004	54	590,490	720,889	1,311,379	45.0
2005	50	560,207	702,104	1,262,311	44.4
2006	46	541,856	736,816	1,278,672	42.4
2007	44	529,973	725,291	1,255,264	42.2
2008	42	514,630	681,709	1,196,339	43.0

**RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY TYPE OF PENSIONS BEING PAID**

Type of Pension Being Paid	No.	Escalator Pensions	Initial Pensions	Total Annual Pensions
Present Plan (1957) Pensions				
Age & Service Pensions				
- straight life	9	\$215,552	\$148,338	\$ 363,890
- survivor beneficiaries	12	60,384	73,026	133,410
- totals	21	275,936	221,364	497,300
Casualty Pensions				
- disability	19	384,983	274,909	659,892
- death-in-service	2	20,790	18,357	39,147
- totals	21	405,773	293,266	699,039
Total Pensions Being Paid	42	\$681,709	\$514,630	\$1,196,339

RETIRANTS AND BENEFICIARIES JUNE 30, 2008
TABULATED BY ATTAINED AGE

Attained Age	Present Plan	
	No.	Annual Pensions
60 - 64	2	\$ 80,078
65 - 69	6	233,784
70 - 74	8	247,975
75 - 79	7	261,022
81	3	51,681
84	2	54,974
86	1	18,808
87	4	80,234
88	1	20,270
89	3	59,086
90	3	43,296
94	1	33,776
95	1	11,355
TOTALS	42	\$1,196,339

Average Age at Retirement: 48.2 yrs.

Average Age Now: 79.3 yrs.

ACTIVE MEMBERS *
COMPARATIVE SCHEDULE

Valuation Date June 30	Active Members	Valuation Payroll	Average			
			Age	Service	Pay	% Incr.
1966	161	\$1,120,927	N/A yrs.	N/A yrs.	\$ 6,962	0.0 %
1967	154	1,112,452	38.8	12.3	7,224	3.8
1968	189	1,616,594	36.9	10.9	8,553	18.4
1969	171	1,491,991	37.8	11.7	8,725	2.0
1970	184	1,985,341	36.8	10.9	10,790	23.7
1971	181	2,069,097	37.4	11.7	11,431	5.9
1972	182	2,255,898	37.4	11.7	12,395	8.4
1973	172	2,245,755	37.3	11.7	13,057	5.3
1974	155	2,191,456	37.2	11.9	14,138	8.3
1975	153	2,561,103	38.1	12.7	16,739	18.4
1976	141	2,590,482	38.4	13.1	18,372	9.8
1977	124	2,356,400	38.4	13.0	19,003	3.4
1978	114	2,392,124	39.0	13.5	20,984	10.4
1979	110	2,466,966	40.3	14.7	22,427	6.9
1980	103	2,567,220	40.6	15.0	24,924	11.1
1981	90	2,562,461	41.6	16.0	28,472	14.2
1982	82	2,375,269	41.5	16.2	28,967	1.7
1983	73	2,216,742	41.9	16.7	30,366	4.8
1984	67	1,960,418	42.1	17.0	29,260	(3.6)
1985	56	1,680,335	42.1	17.2	30,006	2.5
1986	54	1,683,819	42.8	18.0	31,182	3.9
1987	51	1,652,602	43.6	18.8	32,404	3.9
1988	46	1,639,724	44.2	19.6	35,646	10.0
1989	33	1,285,310	44.9	20.3	38,949	9.3
1990	21	777,999	45.8	21.1	37,048	(4.9)
1991	6	251,480	47.8	22.0	41,913	13.1
1992	5	228,684	48.2	22.8	45,737	9.1
1993	5	237,750	49.2	23.8	47,550	4.0
1994	1	43,230	56.0	24.3	43,230	(9.1)
1995	1	43,139	57.0	25.3	43,139	(0.2)
1996	1	44,875	58.0	26.3	44,875	4.0
1997	1	50,098	59.0	27.3	50,098	11.6
1998	1	49,813	60.0	28.3	49,813	(0.6)
1999	1	51,016	60.8	29.3	51,016	2.4
2000	0	0	N/A	N/A	N/A	N/A

* As of the June 30, 2000 valuation, there are no longer active members.

SECTION C

**ACTUARIAL COST METHODS, ACTUARIAL
ASSUMPTIONS AND DEFINITIONS OF TECHNICAL
TERMS**

ACTUARIAL COST METHODS USED FOR THE VALUATION

Financing of Unfunded Actuarial Accrued Liabilities: Unfunded actuarial accrued liability was financed over a period of the average life expectancy of remaining members rounded down to whole years. The indicated dollar amounts were assumed to remain level over the 10-year amortization period. Contribution amounts were assumed to be paid midway through the fiscal year.

The ***funding value of assets*** used for funding purposes is derived as follows: prior year valuation assets are increased by contribution and expected investment income and reduced by refunds, benefit payments and expenses. To this amount is added 25% of the difference between expected and actual investment income for each of the previous four years. Beginning with the June 30, 2008 valuation, funding value of assets are restricted to the range of 80% to 120% of market value of assets.

ACTUARIAL ASSUMPTIONS USED FOR THE VALUATION

The contribution requirements and actuarial present values of a pension fund are calculated by applying actuarial assumptions to the benefit provisions and people information of the fund, using the actuarial methods described on page C-1.

The principal areas of risk which require actuarial assumptions about future experiences are:

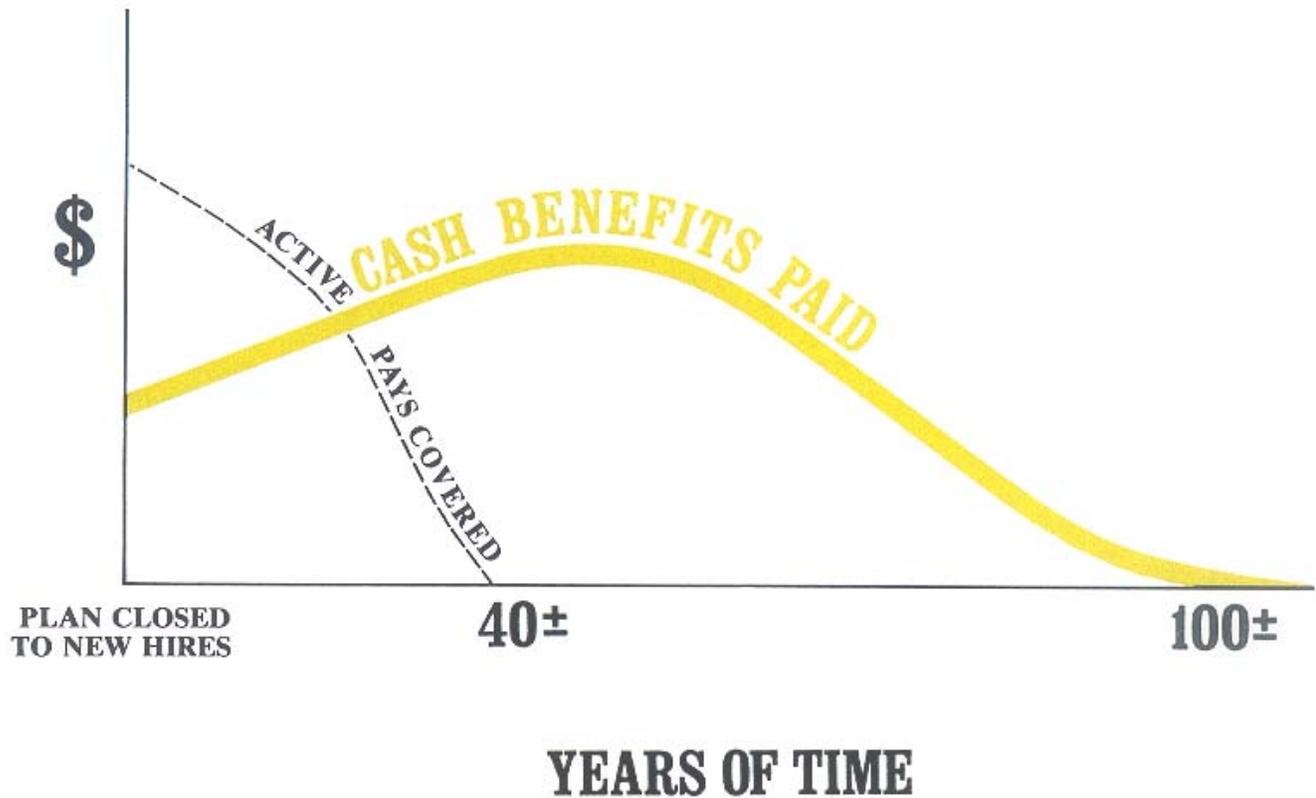
- (i) long-term rates of investment return to be generated by the assets of the Fund
- (ii) patterns of pay increases to members
- (iii) rates of mortality among members, retirants, and
- (iv) beneficiaries
- (v) rates of withdrawal of active members
- (vi) rates of disability among active members
- (vii) the age patterns of actual retirements

The monetary effect of each assumption is calculated for as long as a present covered person survives - - - a period of time which can be as long as a century.

Actual experience of the Fund will not coincide exactly with assumed experience, regardless of the wisdom of the assumptions. Each valuation provides a complete recalculation of assumed future experience and takes into account all past differences between assumed and actual experience. The result is a continual series of adjustments (usually small) to the computed contribution rate.

From time-to-time one or more of the assumptions are modified to reflect experience trends (but not random or temporary year-to-year fluctuations).

A CLOSED PENSION PLAN



A plan becomes closed when no new hires are admitted to active membership. The persons covered by the plan at the time of closing continue their normal activities and continue to be covered by the plan, until the last survivor dies.

CASH BENEFITS LINE. After a pension plan becomes closed, the usual pattern is for cash benefits to continue to increase for decades of time. Eventually the cash benefits will peak, and then gradually decrease over more decades of time, ultimately to zero. The last cash benefit is likely to occur a century after the time the plan is closed.

The precise amounts of cash benefits cannot be known now, and must be estimated by assumptions of future experiences in a variety of financial risk areas.

The investment return rate (net of administrative expenses) used for valuation calculations was 7.5% a year, compounded annually. This rate is not the assumed real rate of return. The real rate of return is the rate of investment return in excess of the rate of inflation. Considering other financial assumptions, the 7.5% investment return rate translates to an assumed real rate of return of 4.5 %. An alternate investment return rate of 7.0% is proposed for this valuation.

The assumption is used to equate the value of payments due at different points in time and was first used for the June 30, 2000 valuation. Approximate investment returns, for the purpose of comparisons with assumed returns, have been as follows:

	Year Ended June 30					5 Year Average
	2008	2007	2006	2005	2004	
Nominal rate	5.6%	11.9%	7.9%	(0.6)%	(4.3)%	3.9%

The nominal rate of return was computed using the approximate formula $i = I$ divided by $1/2 (A + B - I)$, where I is actual realized investment income net of expenses plus market value adjustments, A is the beginning of year asset value, and B is the end of year asset value.

These rates of return should not be used for measurement of an investment advisor's performance or for comparisons with other pension funds -- to do so will mislead.

Assumed rate of pension escalation: 3.0% per annum, compounded annually. An alternative assumption of 3.5% per annum (except for members currently receiving 3.0%) is proposed for this valuation.

The mortality table used was the 1994 Group Annuity Mortality Table. This table was first used for the June 30, 2006 valuation. Sample values follow:

Sample Ages	Present Value of \$1 Monthly for Life		Future Life Expectancy (Years)	
	Men	Women	Men	Women
	55	\$132.64	\$140.64	26.15
60	122.40	132.01	21.83	25.59
65	110.53	121.65	17.84	21.28
70	97.62	109.73	14.29	17.30
75	83.48	95.52	11.12	13.60
80	68.62	79.89	8.37	10.31

This assumption is used to measure the probabilities of each benefit payment being made after retirement.

DEFINITIONS OF TECHNICAL TERMS

Accrued Service: Service credited under the fund which was rendered before the date of the actuarial valuation.

Actuarial Accrued Liability: The difference between the actuarial present value of future benefit payments and the actuarial present value of future normal costs. Also referred to as "accrued liability" or "past service liability."

Actuarial Assumptions: Estimates of expected future experience with respect to rates of mortality, disability, turnover, retirement, rate or rates of investment income and salary increases. Decrement assumptions (rates of mortality, disability, turn-over and retirement) and generally based on past experience, often modified for projected changes in conditions. Economic assumptions (salary increases and investment income) consist of the underlying rates in an inflation-free environment plus a provision for a long-term average rate of inflation.

Actuarial Cost Method: A mathematical budgeting procedure for allocating the dollar amount of the "actuarial present value of future benefit payments" between future normal costs and actuarial accrued liabilities. Sometimes referred to as the "actuarial valuation cost method."

Actuarial Equivalent: A single amount or series of amounts of equal actuarial present value to another single amount or series of amounts, computed on the basis of appropriate actuarial assumptions.

Actuarial Present Value: The amount of funds currently required to provide a payment or series of payments in the future. It is determined by discounting future payments at predetermined rates of interest, and by probabilities of payment. Also referred to as "present value."

Amortization: Paying off an interest-discounted amount with periodic payments of interest and principal -- as opposed to paying it off with a lump sum payment.

Experience Gain (Loss): The difference between actual actuarial costs and assumed actuarial costs - - during the period between two valuation dates.

Normal Cost: The actuarial cost allocated to the current year by the actuarial cost method. Sometimes referred to as "current service cost."

Unfunded Actuarial Accrued Liabilities: The difference between actuarial accrued liabilities and the actuarial value of fund assets. Sometimes referred to as "unfunded past service liability," "unfunded accrued liability" or "unfunded supplemental present value."

Most pension funds have unfunded actuarial accrued liabilities. They arise each time new benefits are added and each time an experience loss is realized.

The existence of unfunded actuarial accrued liabilities is not in itself bad, any more than a mortgage on a house is bad. Unfunded actuarial accrued liabilities do not represent a debt that is payable today. What is important is the ability to control the amount of unfunded actuarial accrued liabilities and the trend in their amount (after due allowance for devaluation of the dollar).

SECTION D

DISCLOSURES REQUIRED BY STATEMENT NO. 25 OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD

This information is presented in draft form for review by the Fund's auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the Fund's financial statements.

GASB STATEMENT NO. 25 REQUIRED SUPPLEMENTARY INFORMATION

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation follows:

Valuation Date	June 30, 2008
Actuarial Cost Method	Aggregate
Amortization Method	Level dollar
Remaining Amortization Period	10 years
Asset Valuation Method	4-year smoothed market
Actuarial Assumption:	
Investment rate of return - current	7.50%
Investment rate of return - proposed	7.00%
Projected salary increases	N/A
Includes inflation at	N/A
Cost-of-living adjustments - current	3.0%
Cost-of-living adjustments - proposed	3.0%/3.5%

Membership of the plan consisted of the following at June 30, 2008, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	42
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	<u>0</u>
Total	42

GASB STATEMENT NO. 25
REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Funding Progress

Actuarial Valuation Date June 30	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll
2000	\$11,518,324	\$11,747,323	\$ 228,999	98.1 %	N/A
2001	10,845,024	11,427,707	582,683	94.9	N/A
2002	9,354,735	11,267,420	1,912,685	83.0	N/A
2003	7,745,243	10,900,752	3,155,509	71.1	N/A
2004	6,417,621	10,753,134	4,335,513	59.7	N/A
2005	5,621,672	10,172,322	4,550,650	55.3	N/A
2006	5,559,966	10,930,809	5,370,843	50.9	N/A
2007	5,848,461	10,681,885	4,833,424	54.8	N/A
2008	5,532,527	10,180,524	4,647,997	54.3	N/A
2008*	5,532,527	11,055,950	5,523,423	50.0	N/A

* After changes in assumptions and/or methods.

Schedule of Employer Contributions

Fiscal Year Ended June 30	Contribution Rates as Percents of Valuation Payroll	Computed Dollar Contribution Based on Projected Payroll	Actual Annual Contribution	Percentage Contributed
2002	N/A	\$ 0	\$ 0	100 %
2003	N/A	86,992	86,992	100
2004	N/A	301,041	301,041	100
2005	N/A	528,199	528,199	100
2006	N/A	806,276	806,276	100
2007	N/A	934,667	934,667	100
2008	N/A	612,545	612,545	100
2009	N/A	641,212	-	-
2010	N/A	609,003	-	-
2010*	N/A	722,537	-	-

* After changes in assumptions and/or methods.

February 6, 2009

Ms. Sandy Sykes
Pension Coordinator
City of Jackson
161 West Michigan Avenue
Jackson, Michigan 49201

Dear Sandy:

Enclosed, please find 20 copies of the report of the 51ST Annual Actuarial Valuation of the City of Jackson Policemen's and Firemen's Pension Fund.

Sincerely,

David T. Kausch, FSA, EA, MAAA

DK:rmn
Enclosures

cc: The Rehman Group
Attn: Mark Ketner



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

Date: April 15, 2009

To: Building Code Board of Examiners and Appeals Members

From: Frank Donovan, Chief Building Official

Subject: Dangerous Building Report

The Dangerous Building Report summarizes the current status of dangerous or unsafe structures as referenced in Chapter 17 of the City Code of Ordinances.

Page 1	Dangerous Building Report Summary Sheet
Page 2 - 22	Condemned Properties (Dangerous and Unsafe)
Page 23	Hazardous Properties (Secured and Released)
Page 24	Unfit for Human Habitation (Notice to Vacate)

If you have any comments or questions please contact Sheila Prater at (517) 788-4012.

FD/smp



CITY OF JACKSON

DANGEROUS BUILDING REPORT SUMMARY SHEET

	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	YTD Total
CONDEMNED PROPERTIES (DANGEROUS AND UNSAFE)	40	36	37				113
CONDEMNED PROPERTIES THAT HAVE BEEN REPAIRED	2	6	4				12
CONDEMNED PROPERTIES THAT HAVE BEEN DEMOLISHED	0	3	1				4
HAZARDOUS PROPERTIES	5	9	2				16
UNFIT FOR HUMAN HABITATION (NOTICE TO VACATE)	0	2	1				3

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
137 Arnold St (8-2217) Galaxy Properties of Marshall, LLC Single Family Dwelling	10/21/08 Open and accessible and unstable support column on front porch.	10/21/08 Condemned house. 11/05/08 Emergency Order signed. 11/06/08 Property secured by DPW. 11/12/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition.
131 W Biddle St (4-0721.2) Brian Surgener Single Family Dwelling	12/24/08 Fire damage and open windows on upper level.	12/24/08 Condemned house. 12/25/08 Property secured by owner. 01/08/09 Notice and Order mailed to owner(s). 02/17/09 reinspection conducted. Property is secured and owner plans on demolishing. 03/05/09 Owner called, will be demolishing property soon. Permit Information: No permits issued to date. Current Status: Property scheduled for BCBA hearing on 04/17/09. 03/05/09 Act 495 Funds have been received.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
320 W Biddle St (4-0549) MoHawk United LLC (new owner) Deutsche Bank Natl Trust Single Family Dwelling	10/17/08 Open front and back door and broken windows. Interior unfit for human habitation.	10/17/08 Condemned house. 10/24/08 Emergency Order signed. 10/27/08 Property secured by DPW. 10/29/08 Notice and Order mailed to owner(s). 12/08/08 reinspection conducted; property is secured and roof is tarped. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition.
511 W Biddle St (3-1925) Montez/Jennifer Smith Garage	02/20/09 Foundation has caved from underneath north, south and west walls. Wall framing not supported or bearing on foundation.	02/20/09 Condemned house. 02/26/09 Notice and Order mailed to owner(s). Owner was given 45 days to complete repairs. 04/13/09 reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will only go to the 05/22/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
605 W Biddle St (3-1943) Lowe Agnes Pearline Porch	11/26/08 Improper support of porch roof and deteriorated porch roof.	11/26/08 Condemned porch. 12/12/08 Notice and Order mailed to owner(s). 02/19/09 reinspection scheduled. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Notice and Order UPHELD, bids for demolition to be requested 04/13/09.
726 N Blackstone St (1-0373) Bonnie Thompson Garage	10/29/08 Deteriorated and decayed garage roof.	10/29/08 Condemned garage. 11/04/08 Notice and Order mailed to owner(s). 02/19/09 reinspection conducted. No change in condition. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Notice and Order UPHELD, bids for demolition to be requested 04/13/09.
813 Center St (2-1663) Robert Sorey Single Family Dwelling	12/24/08 Fire damage and open windows on upper level.	12/24/08 Condemned house. 12/30/08 Emergency Order signed. 01/05/09 Property secured by DPW. 01/08/09 Notice and Order mailed to owner(s). Permit Information: Building permit issued 01/14/09, no inspections. Electrical permit issued 01/07/09; 01/13/09 service approved. Current Status: Property scheduled for BCBA hearing on 05/22/09. ACT 495 Funds have not been received.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1019 Chittock Ave (5-0674) Montez/Jennifer Smith Single Family Dwelling	10/29/08 Fire damage and open window on upper level and wall space.	10/29/08 Condemned house. 11/04/08 Emergency Order signed. 11/05/08 Property secured by DPW. 11/12/08 Notice and Order mailed to owner(s). 01/05/09 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition. ACT 495 Funds have not been received.
122 N Dwight St (7-1233) Mervin Halsey Two Unit Dwelling	08/14/08 Open doors, windows and basement windows, unfit for human habitation.	08/14/08 Condemned house. 08/25/08 Emergency Order signed. 08/26/08 Property secured by DPW. 09/04/08 Notice and Order mailed to owner(s). 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board continued until the February meeting to try and contact owner. 02/20/09 Staff recommended UPHOLDING Notice and Order. 02/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permit issued to date. Current Status: Awaiting NSP funds for demolition.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1502 First St (3-2348) Rizwana Bashir Antenna	02/13/09 Antenna in danger of falling.	02/13/09 Condemned antenna. 02/17/09 Notice and Order mailed to owner(s). Owner was given 3 weeks to complete repairs. 03/13/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property has been repaired by owner, released from condemnation.
910 Fourth St (3-1519) Mark/Angela Coleman Single Family Dwelling	02/02/09 Fire damage to 2 nd floor bedroom and closet area. Attic window above air conditioner unit open and accessible.	02/02/09 Condemned house. 02/17/09 Inspection scheduled for interior of dwelling. 02/26/09 Notice and Order mailed to owner(s). Owner given 1 month to pull permits and 3 months to complete repairs 05/27/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will only go to the 06/19/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
815 Francis St (5-0589) Christopher Robinson Two Unit Dwelling	11/14/08 Fire damage and open windows.	11/14/08 Condemned house. 11/18/08 Emergency order signed. 11/19/08 Property secured by DPW. 11/26/08 Notice and Order mailed to owner(s). 01/05/09 reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition. ACT 495 Funds have not been received.
916 Francis St (5-0630) Vicki Gordon Garage	08/22/08 Damaged entry door and rotting roof.	08/22/08 Condemned garage. 09/03/08 Notice and Order mailed to owner(s). 11/13/08 Reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
209 W Franklin St (4-0242) Gregory Franklin Services LLC Stairs	09/04/08 Unsafe rear stairs and landing.	09/04/08 Condemned rear stairs. 09/24/08 Notice and Order mailed to owner(s). 10/15/08 reinspection conducted; no changed in status. 11/21/08 Staff recommended continuing until January. Spoke with owner. 11/21/08 Board continued until the January Board meeting. 01/23/09 Staff recommended continuing until February. Spoke with owner. 01/23/09 Board continued until the February Board meeting. 02/20/09 Staff recommended UPHOLDING Notice and Order. 02/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Building permit issued 03/19/09, finalized 03/20/09. Current Status: Property has been repaired by owner, released from condemnation.
804 Greenwood Ave (4-0475) James/Carol Oliver Stairs	02/06/09 Second story stairs deteriorated and decayed.	02/06/09 Condemned stairs. 02/17/09 Notice and Order mailed to owner(s). Owner was given 2 weeks to complete repairs or demolish. 03/06/09 Reinspection conducted, violation/correction letter mailed to owner(s). 04/06/09 Reinspection conducted, violation/correction letter mailed to owner(s). Permit Information: Building permit issued 02/25/09, 03/06/09 final disapproved. Current Status: Property scheduled for the BCBA hearing on 04/17/09.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
316 N Grinnell St (2-0787) Donald Kallio Single Family Dwelling	08/27/08 Deteriorated and decayed roof.	08/27/08 Condemned house. 09/11/08 Notice and Order mailed to owner(s). 10/14/08 reinspection conducted; repairs have started on flat roof and porch roof. 11/21/08 Staff recommended allowing owner time to make repairs. 11/21/08 Board continued until the January meeting. 01/23/09 Staff recommended UPHOLDING the Notice and Order. 01/23/09 Board continued until the February meeting. 02/20/09 Staff recommended allowing owner time to get contractor and have permits pulled and work started. 02/20/09 Board continued until the March meeting. Permit Information: Roofing permit issued 09/15/08; permit closed, contractor to pull permit and make repairs. New roofing permit issued to contractor 03/20/09, finalized 03/25/09. Current Status: Property has been repaired by owner, released from condemnation.
734 Irving St (8-2303) Sherry Tritten Garage	02/11/09 Garage deteriorated and decayed; open voids in roof and roofing caving in, walls bowing out and collapsing.	02/11/09 Condemned garage. 02/13/09 Notice and Order mailed to owner(s). Owner was given 3 months to complete repairs or demolish. 05/15/09 Reinspection scheduled. Permit Information: Demolition permit issued 03/12/09; no inspections. Current Status: Property is being monitored by Inspection Division. Will only go to the 06/19/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
517 Linden Ave (3-2502) Naveed Ahmad Single Family Dwelling	03/03/09 First story sitting area roof and wall framing damaged by wood stove chimney fire.	03/03/09 Condemned sitting area. 03/09/09 Notice and Order mailed to owner(s). Owner was given 4 weeks to have permits pulled and 180 days to complete repairs. 07/10/09 reinspection scheduled. Permit Information: Building permit issued 03/18/09; finalized 03/24/09. Current Status: Property has been repaired by owner, released from condemnation.
310 W Mason St (4-0331) Deutsche Bank Natl Trust Two Unit Dwelling	08/14/08 Open back door and broken window.	08/14/08 Condemned house. 08/25/08 Emergency Order signed. 08/26/08 Property secured by DPW. 09/03/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; no change in status. 12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January Board meeting. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
316 W Mason St (4-0337) Robert/Sarah Cain Two Unit Dwelling	09/26/08 Fire damage to back porch and kitchen.	09/26/08 Condemned house. 10/07/08 Notice and Order mailed to owner(s). 11/24/08 reinspection conducted; porch has been removed. 12/19/08 Staff recommended continuing until January to see if we receive ACT 495 Funds. 12/19/08 Board continued until the January Board meeting. 01/23/09 Staff recommended continuing until the February meeting for contractor to pull permit and start repairs. 01/23/09 Board continued until the February Board meeting. 02/20/09 Staff had no recommendation. 02/20/09 Board UPHELD Notice and Order, action failed due to lack of majority of vote. 02/20/09 Board continued until the March Board meeting. 03/20/09 Staff recommended continuing until April to allow owner/contractor time to get permits pulled and start repairs. 03/20/09 Board continued until the April Board meeting. Permit Information: No permits to date. Current Status: Property scheduled for BCBA hearing on 04/17/09. ACT 495 Funds have not been received.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
800 S Mechanic St (4-0600) Gregory Cole Multi Family Dwelling	08/06/08 Open doors and windows, damaged walls and floor in back bathroom on first floor.	08/06/08 Condemned house. 08/08/08 Emergency Order signed. 08/08/08 Property secured by DPW. 08/13/08 Notice and Order mailed to owner(s). 09/17/08 reinspection conducted; no change in status. 02/20/09 Staff recommended continuing until March. 02/20/09 Board continued until the March Board meeting. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Electrical permit issued 12/23/08; 01/14/09 rough approved. Current Status: Notice and Order UPHELD, bids for demolition to be requested 04/13/09.
416 W North St (1-0504) Michael Schmall Single Family Dwelling	12/15/06 Open windows and Chapter 14 Housing code violations.	12/15/06 Condemned house. 01/03/07 Notice and Order mailed to owner(s). 01/03/07 Property secured by DPW. 01/04/07 Emergency Order signed. 03/19/07 Reinspection conducted; no change in status. 03/30/09 Reinspection conducted; most housing violations are corrected. Owner must secure electrical and plumbing permits and provide a window/door contract copy in order to release from condemnation. 04/19/07 Staff recommended continuing until May to look into ownership. 04/19/07 Board continued until the May meeting. 05/17/07 Staff had no recommendation. 05/17/07 Board continued until the June meeting. 06/14/07 Staff had no recommendation. 06/14/07 Board continued until the July meeting.

CITY OF JACKSON
CONDEMNED PROPERTIES
(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
416 W North St (1-0504) (CONTINUED)		<p>07/26/07 Staff recommended continuing until the August meeting. 07/26/07 Board continued until the August meeting.</p> <p>08/16/07 Staff had no recommendation. 08/16/07 Board continued until the September meeting for the Bank to come in with a plan.</p> <p>09/20/07 Staff had no recommendation. 09/20/07 Board continued until the October meeting.</p> <p>10/18/07 Staff recommendation a continuation to allow redemption time to expire. 10/18/07 Board continued until the November meeting.</p> <p>11/15/07 Staff had no recommendation. 11/15/07 Board continued until the December meeting.</p> <p>12/20/07 Staff recommended continuing until January for the realtor to try and sell. 12/20/07 Board continued until the January meeting.</p> <p>01/17/08 Staff recommended continuing until February for the realtor to try and sell. 01/17/08 Board continued until the February meeting.</p> <p>02/15/08 Staff recommended continuing until March to allow new owner time to start repairs. 02/15/08 Board continued until the March meeting.</p> <p>03/28/08 Staff had no recommendation. 03/28/08 Board continued until the May agenda.</p> <p>05/16/08 Staff recommended continuing until June to contact new owner. 05/16/08 Board continued until the June meeting.</p> <p>06/20/08 Staff recommended continuing until July. 06/20/08 Board continued until the July meeting.</p>

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
416 W North St (1-0504) (CONTINUED)		<p>07/18/08 Staff recommended UPHOLDING the Notice and Order. 07/18/08 Board UPHELD Notice and Order to request bids for demolition. 08/25/08 New owner in office to request reconsideration.</p> <p>09/19/08 Staff recommended continuing until October for new owner to finish siding and start interior repairs. 09/19/08 Board continued until the October meeting.</p> <p>10/17/08 Staff recommended continuing until December for owner to continue working. 10/17/08 Board continued until the December meeting.</p> <p>12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting.</p> <p>01/23/09 Staff recommended continuing until March for owner to continue working. 01/23/09 Board continued until the March meeting.</p> <p>03/20/09 Staff recommended continuing until April to conduct interior inspection. 03/20/09 Board continued until the April Board meeting.</p> <p>Permit Information: Siding permit issued 06/06/08; no inspections. Expired 12/03/08. Siding permit issued 08/25/08; no inspections. Expired 02/21/09.</p> <p>Current Status: Property scheduled for BCBA hearing on 04/17/09.</p>

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
510-12 Oakhill Ave (2-0953) Tracy Kofflin Two Unit Dwelling	08/29/08 Damaged east porch foundation, support columns, and roof .	08/29/08 Condemned porch 09/03/08 Notice and Order mailed to owner(s). 11/13/08 reinspection conducted; no change in status. 12/19/08 Staff recommended allowing owner time to complete repairs. 12/19/08 Board continued until the March meeting. 03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: Demolition permit for porch issued 03/18/09; no inspections. Current Status: Notice and Order UPHELD, bids for demolition to be requested 04/13/09.
518 Oakhill Ave (2-0957) Jacqueline Carter Stairs	08/22/08 Missing stair treads.	08/22/08 Condemned stairs. 09/11/08 Notice and Order mailed to owner(s). 12/08/08 reinspection conducted; no change in status. 12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January Board meeting. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: 03/10/09 bids for demolition requested.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
654 Page Ave (6-0759) Joanne Griffith Mixed Use (Single Family/Commercial)	01/12/09 Fire damage on 2 nd and 3 rd floors.	01/12/09 Condemned house. 02/05/09 Notice and Order mailed to owner(s). Owner was given 72 hours to secure, 45 days to have permits pulled and 180 days to complete repairs. 02/09/09 Inspection scheduled to verify property is secured. 08/07/09 reinspection scheduled. Permit Information: Electrical permit issued 03/13/09; service approved 03/18/09. Current Status: Property is being monitored by Inspection Division. Will only go to the 08/21/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order. 04/02/09 ACT 495 Funds have been received.
1316 Page Ave (6-1523) Joseph Kurpinski Single Family Dwelling	10/09/08 Deteriorated and decayed roof, open windows and full of junk and debris.	10/09/08 Condemned house. 10/27/08 Notice and Order mailed to owner(s). 01/05/09 reinspection conducted; no change in status. Permit Information: No permits issued to date. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Current Status: Awaiting NSP funds for demolition.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1322 Page Ave (6-1524) Joseph Kurpinski Single Family Dwelling	10/09/08 Deteriorated and decayed structure.	10/09/08 Condemned house. 10/17/08 Notice and Order mailed to owner(s). 01/05/09 reinspection conducted; no change in status. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. Permit Information: No permits issued to date. Current Status: Awaiting NSP funds for demolition.
218 N Pleasant St (7-1067) Audrey Lusby Single Family Dwelling	12/14/08 Fire damage throughout structure and open 2 nd story windows.	12/14/08 Condemned house. 12/30/08 Emergency Order signed. 01/05/09 Property secured by DPW. 01/08/09 Notice and Order mailed to owner(s). Permit Information: Electrical permit issued 12/18/08; 12/23/08 service inspection scheduled but inspector was unable to access. Current Status: Property scheduled for BCBA hearing on 05/22/09. ACT 495 Funds have not been received.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
551 N Pleasant St (8-0297) Dawn Feldpausch	02/02/09 Front and rear porches have structural failure.	02/02/09 Condemned porches. 2/10/09 Notice and Order mailed to owner(s). Owner was given 6 months to complete repairs. 08/10/09 Reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will only go to the 09/18/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order.
1514 Plymouth St (6-0515) Richard Ehnis – new owner 5/08 Single Family Dwelling	01/30/08 Clean out and repair Chapter 14 Housing Code violations. Damaged foundation on east porch, open roof on west porch.	01/30/08 Condemned house. 02/08/08 Notice and Order mailed to owner(s). 04/28/08 reinspection conducted; no change in status. 05/16/08 Staff recommended continuing until July. 05/16/08 Board continued until the July meeting. 07/18/08 Staff recommended continuing until August for owner to appear. 07/18/08 Board continued until the August meeting. 08/15/08 Staff recommended UPHOLDING Notice and Order. 08/15/08 Board continued until the September meeting. 09/19/08 Staff recommended UPHOLDING Notice and Order. 09/18/08 Board continued until the October meeting. 10/17/08 Staff recommended continuing until November to allow new owner time to repair. 10/17/08 Board continued until the November meeting. 11/21/08 Staff recommended continuing until February in order to conduct an inspection. 11/21/08 Board continued until the February meeting.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
1514 Plymouth St (6-0515) (CONTINUED)		<p>02/20/09 Staff recommended continuing until April to see if property is repaired enough to released into permit status. 02/20/09 Board continued until the April meeting.</p> <p>Permit Information: Building permit issued 12/03/08; 12/30/08 footing approved. Electrical permit issued 01/27/09; 02/02/09 service inspection requested, not ready; 02/10/09 service approved.</p> <p>Current Status: Property scheduled for the BCBA hearing on 04/17/09.</p>
707 Second St (3-0022) US Bank NA, Trustee Single Family Dwelling	10/02/08 Fire damage throughout structure.	<p>10/02/08 Condemned house. 10/15/08 Notice and Order mailed to owner(s). 12/08/08 reinspection conducted; no change in status.</p> <p>01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board continued until the February meeting.</p> <p>02/20/09 Staff recommended continuing until the March meeting to see if bank responds. 02/20/09 Board continued until the March meeting.</p> <p>03/20/09 Staff recommended UPHOLDING Notice and Order. 03/20/09 Board UPHELD Notice and Order, bids to be requested for demolition.</p> <p>Permit Information: No permit issued to date.</p> <p>Current Status: Notice and Order UPHELD, bids for demolition to be requested 04/13/09.</p>

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
414 N Van Dorn St (7-0248) Roberta Bowser Garage	11/24/08 Deteriorated and decayed roof and siding.	11/24/08 Condemned garage. 12/01/08 Notice and Order mailed to owner(s). 01/12/09 reinspection conducted; release garage will be demolished using City Rehab funds. Permit Information: Demolition permit issued 02/09/09, finalized 04/03/09. Current Status: Garage has been demolished through City Rehab project, released from condemnation.
1045 Williams St (4-0926) James Hulett Garage	11/26/08 Deteriorated and decayed roof.	11/26/08 Condemned garage. 12/01/08 Notice and Order mailed to owner(s). 02/19/09 reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property scheduled for BCBA hearing on 04/17/09.
1228 Williams St (4-0998) Christopher Lloyd-Bowser Garage	02/20/09 Roof system is rotted and caving in; open holes throughout roof system. Entry doors missing.	02/20/09 Condemned garage. 02/27/09 Notice and Order mailed to owner(s). Owner was given 45 days to demolish. 04/17/09 reinspection scheduled. Permit Information: No permits issued to date. Current Status: Property is being monitored by Inspection Division. Will only go to the 05/22/09 Building Code Board of Appeals meeting if owner does not comply with the Notice and Order.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
416 Wilson St (6-0320) Melissa Wallace Single Family Dwelling	09/04/08 Open windows and doors.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/24/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and exterior cleaned by DPW. 12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. 03/20/09 Staff recommended tabling until May for owner to start repairs. 03/20/09 Board tabled until the May Board meeting. Permit Information: No permits issued to date. Current Status: Property scheduled for the BCBA hearing on 05/22/09.

CITY OF JACKSON

CONDEMNED PROPERTIES

(Dangerous and Unsafe)

Property Address (Stencil #)	Date and reason for condemnation	Summary of Activities and Building Code Board of Appeals actions
502 Wilson St (6-0319) Bryan Haywood Single Family Dwelling	09/04/08 Open windows and doors and incomplete renovation, missing exterior sheathing and siding.	09/04/08 Condemned house. 09/10/08 Emergency Order signed. 09/11/08 Property secured by DPW. 09/23/08 Notice and Order mailed to owner(s). 12/08/08 Reinspection conducted; property secured and cleaned by DPW. 12/19/08 Staff had no recommendation. 12/19/08 Board continued until the January meeting due to the weather. 01/23/09 Staff recommended UPHOLDING Notice and Order. 01/23/09 Board UPHELD Notice and Order, bids to be requested for demolition. 02/20/09 Staff recommended tabling until March to see if owner is able to start on repairs. 02/20/09 Board tabled until the March Board meeting. 03/20/09 Staff recommended tabling until May for owner to apply for rehab. 03/20/09 Board tabled until the May Board meeting. Permit Information: No permits issued to date. Current Status: Property scheduled for the BCBA hearing on 05/22/09.

CITY OF JACKSON

HAZARDOUS PROPERTIES

(Secured and Released)

Property Address (Stencil #)	Date of Compliant	Date Owner Notified	Date Referred to DPW or Contractor	Date Secured
406 Garfield St (3-2140) American Home Mortgage Servicing Garage	03/17/09	03/19/09	NA	03/25/09
917 S Jackson St (4-0644) Go Invest Wisely LLC House	03/20/09	03/27/09	Pending 72 hour follow up inspection.	

CITY OF JACKSON

UNFIT FOR HUMAN HABITATION

(Notice to Vacate)

Property Address (Stencil #)	Reason Vacated	Date of Complaint	Date Vacated	Reported by	Vacated by	Date Released
309-09 ½ W Morrell St (4-1182) Michelle Marion Two Unit Dwelling	Lack of essential services	03/03/09	03/03/09	Unknown	Brian Taylor	



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

April 21, 2009

Honorable Mayor and City Council
City of Jackson, Michigan

Subject: PC 09-06 – Proposed rezoning from High Density Apartment and Office (R-4)
to Light Industrial (I-1)

Dear Mayor and Councilpersons:

The City Planning Commission recently considered a rezoning request to I-1 (light industrial) from R-4 (high density apartment and office) for 615 & 617 Oak Street and 616 & 618 Francis Street. The Oak Tree Lounge is located on the Oak Street properties and parking for the establishment is available on the Francis Street properties. The purpose of the rezoning is to allow for the business to be rebuilt if it was ever destroyed. The rezoning will also allow it to expand.

The City Planning Commission (CPC) held a public hearing on the proposal at its Wednesday, April 1, 2009 meeting. The rezoning request now comes to City Council for public hearing and possible action. The CPC recommends that all four parcels be rezoned. Staff recommends that the rezoning be limited to the Oak Street properties. Ordinances are attached for your consideration along with the notice of public hearings, the staff report, and the draft minutes of the April 1, 2009 CPC meeting.

Please contact me at 768-6711 if you have any questions.

Sincerely,

Grant E. Bauman, AICP
Principal Planner



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

April 1, 2009

Application PC 09-06

Rezoning Request – Staff Recommendation

General Information

Applicant

Julie Tylutki
726 Bloomfield Blvd.
Jackson, MI 49203

Project Description

The Oak Tree Lounge is currently a legally nonconforming use. Accordingly, the business is prohibited from expanding the building. The owners would also have difficulties rebuilding the restaurant if it was destroyed.

Location of Parcel

The Oak Tree Lounge — 615 & 617 Oak Street and 616 & 618 Francis Street

Request

A change in zoning from R-4 (high density apartment and office) to I-1 (light industrial) is requested. Sec. 28-183 regulates the review and approval of rezoning requests.

Existing Land Use

The restaurant and parking are located on 615 & 617 Oak Street. Additional parking is located on 616 & 618 Francis Street (see the aerial photo).

Future Land Use

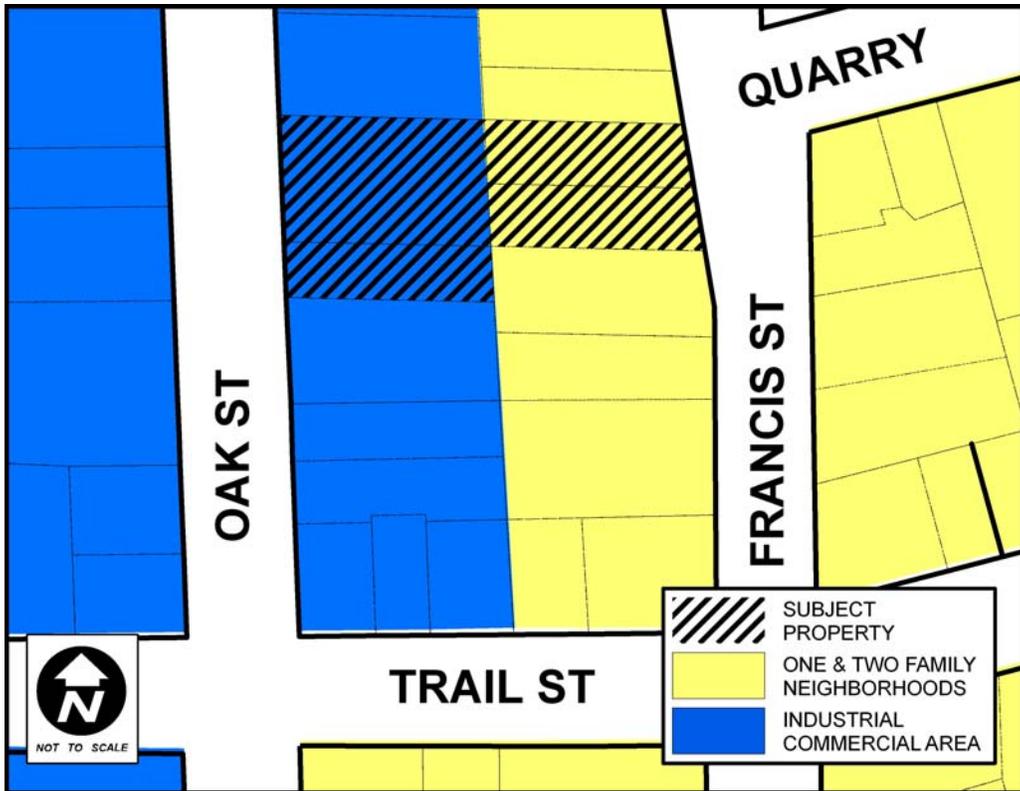
The Oak Street properties are located in an Industrial Commercial Area according to the City's Comprehensive Plan. The Francis Street properties are located in a One & Two Family Residential Neighborhood (see the Future Land Use Map).

Adjacent Land Use/Zoning

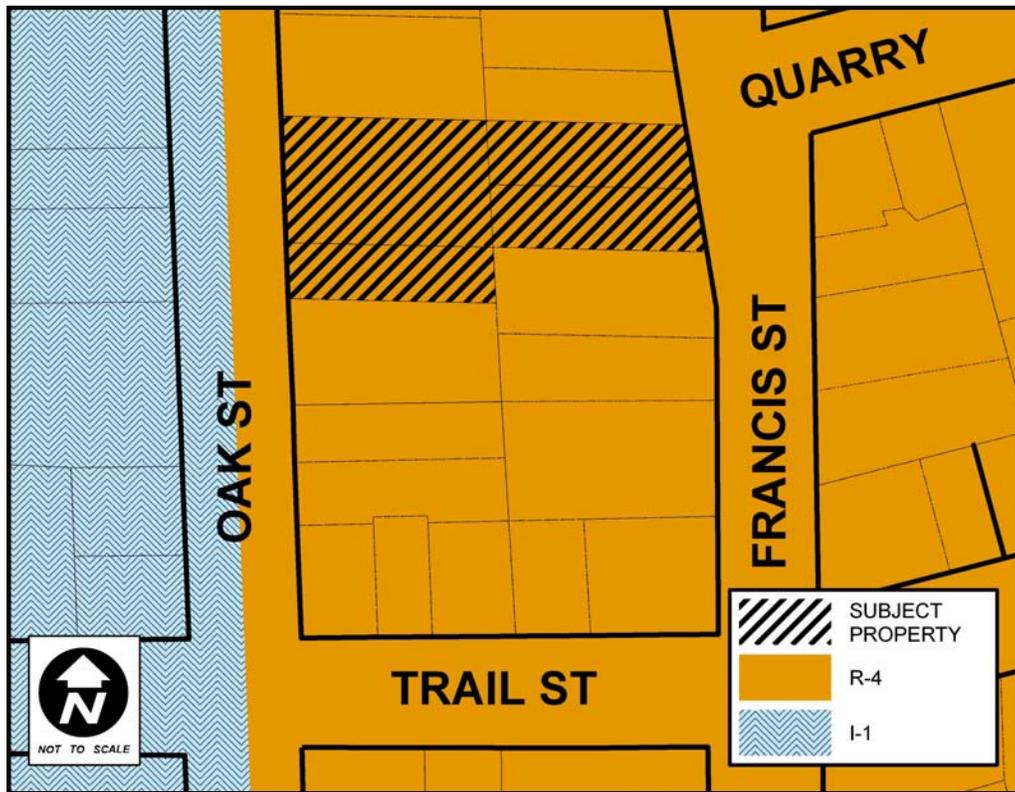
North	Land Use — Residential Zoning — R-4	East	Land Use — Residential Zoning — R-4
South	Land Use — Billboards and residential Zoning — R-4	West	Land Use — Light industrial and residential Zoning — I-1



Aerial Photo



Future Land Use Map



Zoning Map

Staff Analysis/Findings

Factor(s) Favoring Approval

- The Future Land Use Map recommends Industrial Commercial uses on the east side of Oak Street.
- Light Industrial (I-1) zoning is adjacent to the Oak Tree Lounge on the west side of Oak Street.
- Commercial zoning exists on the same block to the north along Ganson Street.
- The rezoning will allow for an existing business to expand.

Factor(s) Favoring Disapproval

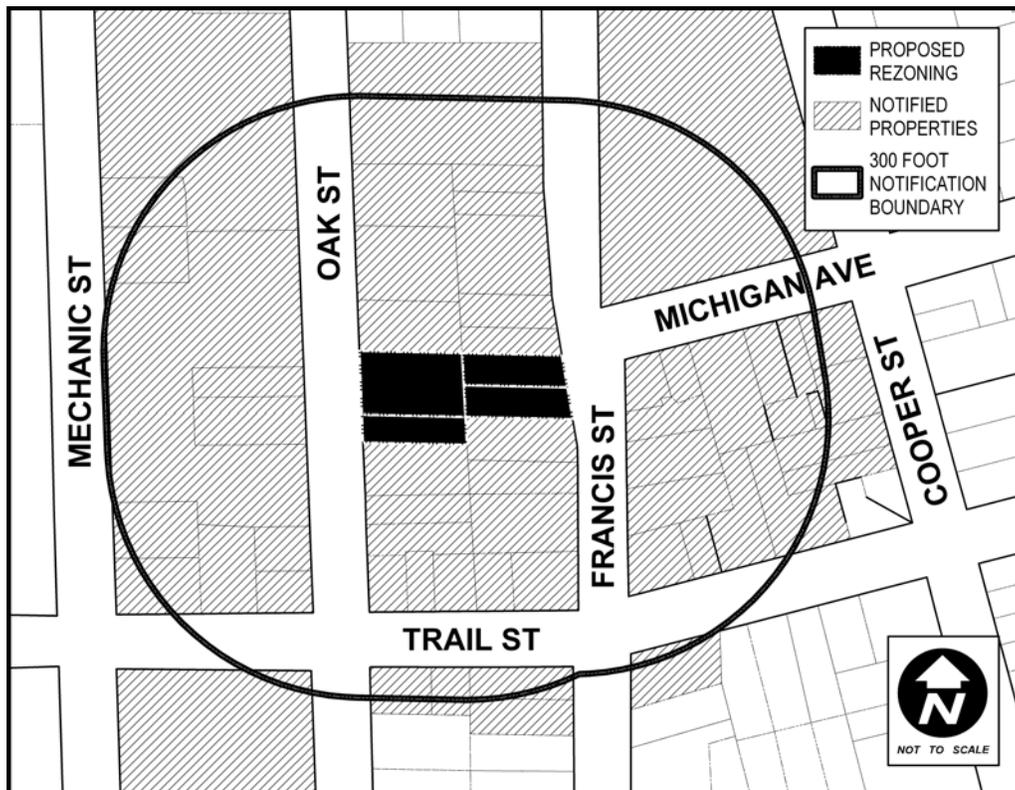
- The Future Land Use Map recommends One & Two Family Residential Neighborhood uses on the west side of Francis Street.
- High Density Apartment and Office (R-4) zoning surrounds the Oak Tree Lounge to the north, the east, and the south.
- The rezoning will allow for the establishment of light industrial uses on the east side of Oak Street.
- Rezoning the Francis Street properties would allow electronic message board signs to be installed along that thoroughfare.

Recommendation

Options available to the City Planning Commission:

- Recommend **approval** of the rezoning of all four properties to City Council in partial support of the Comprehensive Plan.
- Recommend **disapproval** of the rezoning of all four properties to City Council in partial support of the Comprehensive Plan.
- Recommend **approval** of the rezoning of 615 & 617 Oak Street to City Council in support of the Comprehensive Plan. *Please note that Sec. 28-107 of the Zoning Ordinance allows for the development of accessory off-street parking lots as a conditional use in the R-4 district.*

Staff recommends **APPROVAL** of the rezoning of 615 & 617 Oak Street to I-1 (light industrial).



Public Notice Map

The public notice was sent to property owners and residents within 300 feet of the property proposed for rezoning. The above map displays the 300-ft notification buffer and the properties contained within or intersecting with the buffer.



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

PC 09-06 Notice of Public Hearing

The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider a request for a district change (rezoning), as provided for in Section 28-183 of the City's Zoning Ordinance.

Origin of the request:

Julie Tylutki
726 Bloomfield Blvd
Jackson, MI 49203

The location of the properties:

The Oak Tree Lounge
615 & 617 Oak Street and
616 & 618 Francis Street

The rezoning request:

Rezone from R-4 (high-density apartment and office) to I-1 (light industrial)

The proposed use:

The rezoning would remove the legal nonconforming status of the Oak Tree Lounge.



You are invited to attend the public hearings before the
City Planning Commission and City Council to be held on:

City Planning Commission – Wednesday, April 1, 2009 at 7:00 pm

City Council – Tuesday, April 21, 2009 at 7:00 pm

The meetings will be held in the

City Hall Council Chambers, 2nd floor

161 W. Michigan Avenue

Please contact Grant Bauman at (517) 768-6711 with any questions about the proposed rezoning. Written comments can be sent to the Region 2 Planning Commission, which is located at 120 W. Michigan Avenue, Jackson, MI 49201.

By: Grant E. Bauman, AICP
R2PC Principal Planner

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 28.183, OF
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28.183 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcels located at 615 (7-009800000) & 617 (7-009900000) Oak Street from R-4 (high-density apartment and office) to I-1 (light industrial).

Section 2.

This ordinance shall take effect thirty (30) days from date of adoption.

Adopted:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 28.183, OF
CHAPTER 28, OF THE CODE OF THE CITY OF JACKSON

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1.

That Section 28.183 of Chapter 28 of the Code of the City be, and the same hereby is, amended by changing the map of the use districts required by said Section and said Chapter, and incorporated therein by reference as follows:

Change the parcels located at 615 (7-009800000) & 617 (7-009900000) Oak Street and 616 (7-010000000) & 618 (7-010100000) Francis Street from R-4 (high-density apartment and office) to I-1 (light industrial).

Section 2.

This ordinance shall take effect thirty (30) days from date of adoption.

Adopted:



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 768-6711 • Fax (517) 788-4635

DRAFT MEETING MINUTES

Wednesday, April 1, 2009
Council Chambers, City Hall

Members present: Patrick Colligan; Ryan Doll; John Guidinger, Secretary; Jeanne Kubish; Clyde Mauldin, Chairman; Jerry Ludwig, Mayor; and William Ross, City Manager

Members absent: Richard Lawson and John Polaczyk

Staff present: Grant Bauman, R2PC Principal Planner; Frank Donovan, Chief Building Official; and Charles Reisdorf, R2PC Executive Director

Item 1 Call to order

Chairman Mauldin called the meeting to order at 7:02 p.m.

Item 2 Pledge of allegiance

Those in attendance rose for the pledge of allegiance.

Item 3 Consideration of approval for the meeting minutes of March 4, 2009

A motion was made by Mayor Ludwig, and supported by Comm. Kubish, to approve the minutes of the March 4, 2009 meeting as provided in the agenda packet.

The motion passed by unanimous voice vote.

Item 4 PC 09-06 – Consideration of a rezoning request for 615 & 617 Oak and 616 & 618 Francis Sts., from High Density Apartment and Office (R-4) to Light Industrial (I-1).

Mr. Bauman presented the staff recommendation of approval of two of the four parcels requested for rezoning — 615 & 617 Oak St. (see staff recommendation).

Chairman Mauldin opened the public hearing.

Ms. Julie Tylutki, 617 Oak St., said that she preferred that all four parcels be rezoned. She noted that the current non-conforming status of her property prevented the rebuilding of the structure if it were to be destroyed. She also noted that she would like to construct an outdoor seating area, and said that Francis St. has visibility which could benefit her business. No other persons wished to speak.

Chairman Mauldin closed the public hearing.

In discussion, the Planning Commission reviewed the land use plan map for the area of the proposed rezoning. I-1 zoning of the parcels at 615 & 617 Oak St. would conform to the master plan which identifies the area as a future industrial commercial area. The two parcels located at 616 & 618 Francis St. are identified on the plan as an area suitable for one-family and two-family neighborhoods. The Planning Commission also, however, recognized the increasing importance of Francis St. as

an entryway to the City of Jackson. In addition, Planning Commissioners noted that the immediate neighborhood area has not experienced investment.

A motion was made by Comm. Guidinger and supported by Chr. Mauldin to rezone the 615 & 617 Oak St. from R-4 to I-1, but not the properties located along Francis St.

The motion failed by the following vote: Yeas - 2 (Guidinger and Mauldin); Nays - 5 (Colligan, Doll, Kubish, Ludwig, and Ross); Absent - 2 (Lawson and Polaczyk).

A motion was made by Mayor Ludwig and supported by Comm. Doll to recommend the rezoning of all four properties from R-4 to I-1.

The motion passed by the following vote: Yeas - 5 (Colligan, Doll, Kubish, Ludwig and Ross); Nays - 2 (Guidinger and Mauldin); Absent - 2 (Lawson and Polaczyk).

Item 5 A review of parking provisions contained within the City of Jackson Zoning Ordinance.

Staff and Planning Commission members discussed parking provisions contained within the City of Jackson Zoning Ordinance. Questions have surfaced recently about whether the standards for the number of spaces for various land uses were excessive and therefore required modification; the impact of the zoning ordinance requirements for parking on parcels which are currently non-conforming with regard to the number of parking spaces available, or which could be non-conforming if the parcel were used for some other use; and parking problems in the downtown area. After much discussion it was agreed that the staff should continue to study these issues and report back to the Planning Commission for further consideration.

A motion was made by Comm. Guidinger and supported by Mayor Ludwig to continue on with the study of the parking issue for the purpose of easing development problems within the City of Jackson.

The motion passed by voice vote. The Planning Commission discussed the action and agreed that the staff should proceed without bias toward any particular solution.

Item 6 Other business

There being no further business the meeting was adjourned at 8:17 p.m.

Charles Reisdorf
Recording Secretary



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

April 21, 2009

Honorable Mayor and City Council
City of Jackson, Michigan

**Subject: PC 09-04 – Final Plan Amendment to Phase 1 of the Armory Arts Village
Planned Unit Development District (PUDD)**

Dear Mayor and Councilpersons:

Excel-New Urban LDHA LP (the applicant) requests an amendment to the final plan awarded to Phase 1 of the PUDD. The Armory Arts Village PUDD was approved by City Council on March 28, 2006 and final plan approval was also awarded to Phase 1 of the PUDD on that date. The Zoerman-Clark Building (Art 634) component of the PUDD was awarded final plan approval by Council on September 25, 2007. Council also approved the removal of the southeast portion of Phase 2 of the proposed development from the PUDD on that date when it was rezoned back to I-1 (light industrial) for use by Great Lakes Home Health and Hospice.

The City Planning Commission (CPC) held a public hearing on the proposed amendments to the approved final plan for Phase 1 of the PUDD at its meeting on Wednesday, February 4, 2009. The request now comes to City Council for public hearing and possible action. Staff recommended tabling of the request until several outstanding issues were addressed. The CPC recommends approval of the final plan for Phase 1 with the following conditions (as suggested by staff):

1. Identify the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identify the as-built changes to Phase I of the PUDD on the proposed site plan and landscape plans including the location of the dumpster and major utilities, the design of light standards and landscaping, and
3. Identify the approved changes to the Art 634 portion of the PUDD (which was also granted final plan approval).

Revised site and landscape plans which satisfy those conditions and an explanatory letter are attached to this cover letter. The solid green line on the plans is the proposed route of the Riverwalk. The dotted blue polygon on the plans identifies the completed portion of Phase 1 of the PUDD. The dotted red polygon on the plans identifies the area associated with Art 634 which also received final plan approval.

The revised plans were reviewed at the monthly department head meeting for zoning issues. The City Engineer pointed out that the final route of the Riverwalk may change. It is clear, however, that the final route will not impact the proposed amendments to Phase 1 of the PUDD. The City Engineer also mentioned that funding may be available to rebuild Mechanic Street with brick pavement through the Michigan Department of Transportation's Enhancement Program. It is important to have the utilities associated with the PUDD proposed within the Mechanic Street right-of-way installed prior to or during the reconstruction of the roadway. Accordingly, it is recommended that the following condition be attached to the approval of the final plan amendment:

The utilities associated with the PUDD proposed within the Mechanic Street right-of-way must be installed prior to or during the reconstruction of the roadway to the satisfaction of the City Engineer.

The staff report, the notice of public hearings, and the February 4, 2009 meeting minutes of the CPC are also attached to this cover letter.

If you have any questions, please do not hesitate to contact me at 768-6711.

Sincerely,

A handwritten signature in black ink, appearing to read "Grant E. Bauman". The signature is fluid and cursive, with the first name "Grant" being the most prominent.

Grant E. Bauman, AICP
Principal Planner



Typical Light Fixture
SCALE: 10:60"00

PLANT LIST

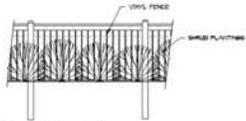
Qty	Key	Botanical Name	Common Name	Species	Height	Spread	Root	Remarks
2	01	Crataegus s. 'Harris' 'Crispata'	Thorned Hawthorn	DB	8'-0"		DB	
1	02	Calla acuminata	Calla Lily	DB	3'		DB	
10	03	Shorea robusta 'Indian Rose'	Asian Rose Shrub	DB	3'		DB	
4	04	Staphylea trifoliate 'Sudora'	White Dogwood	DB	3'		DB	
20	05	Staphylea trifoliate 'Sudora'	White Dogwood	DB	3'		DB	
3	06	Hydrangea arborescens 'Pee Dee'	Hydrangea	DB	4'-0"		DB	
4	07	Malva siliqua 'Cobalt Queen'	Malva	DB	3'		DB	
20	08	Malva siliqua 'Cobalt Queen'	Malva	DB	3'		DB	
4	09	Prunella sp.	Prunella	DB	3'		DB	
1	10	Prunella sp.	Prunella	DB	3'		DB	
1	11	Prunella sp.	Prunella	DB	3'		DB	
1	12	Prunella sp.	Prunella	DB	3'		DB	
1	13	Prunella sp.	Prunella	DB	3'		DB	
1	14	Prunella sp.	Prunella	DB	3'		DB	
1	15	Prunella sp.	Prunella	DB	3'		DB	
1	16	Prunella sp.	Prunella	DB	3'		DB	
1	17	Prunella sp.	Prunella	DB	3'		DB	
1	18	Prunella sp.	Prunella	DB	3'		DB	
1	19	Prunella sp.	Prunella	DB	3'		DB	
1	20	Prunella sp.	Prunella	DB	3'		DB	

Notes

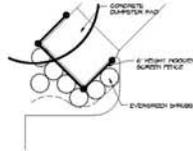
1. All existing vegetation shown is to be saved and protected during the demolition and construction process.
2. Specific planting notes and details will be provided on the construction drawings.
3. Official decorative lighting signage and site furnishings will be provided throughout the development.
4. Additional detailed planting areas will be provided for buildings, entry areas, and other special throughout the development.
5. Pruned will be irrigated.
6. Screening for parking areas to be planted hedge or fence.
7. Planting to provide to be implemented with a combination of planting and some. All work to be in place.
8. Distribution access points for lighting to be provided every 80 feet as the wall line.
9. Decorative paving to be stamped concrete.

Legend

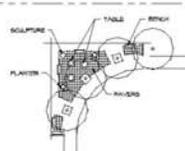
- Existing Features
1. Property Line
- Proposed Features
1. Concrete Curb and Gutter
 2. Handicap Parking Space
 3. Plant Identification
 4. Trees
 5. Shrub
 6. Plant Bed Edge



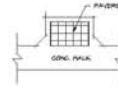
Typical Screening
SCALE: 10:SCALE



Typical Dumpster Screening
SCALE: 7:60"



Typical Plaza Area
SCALE: 7:60"

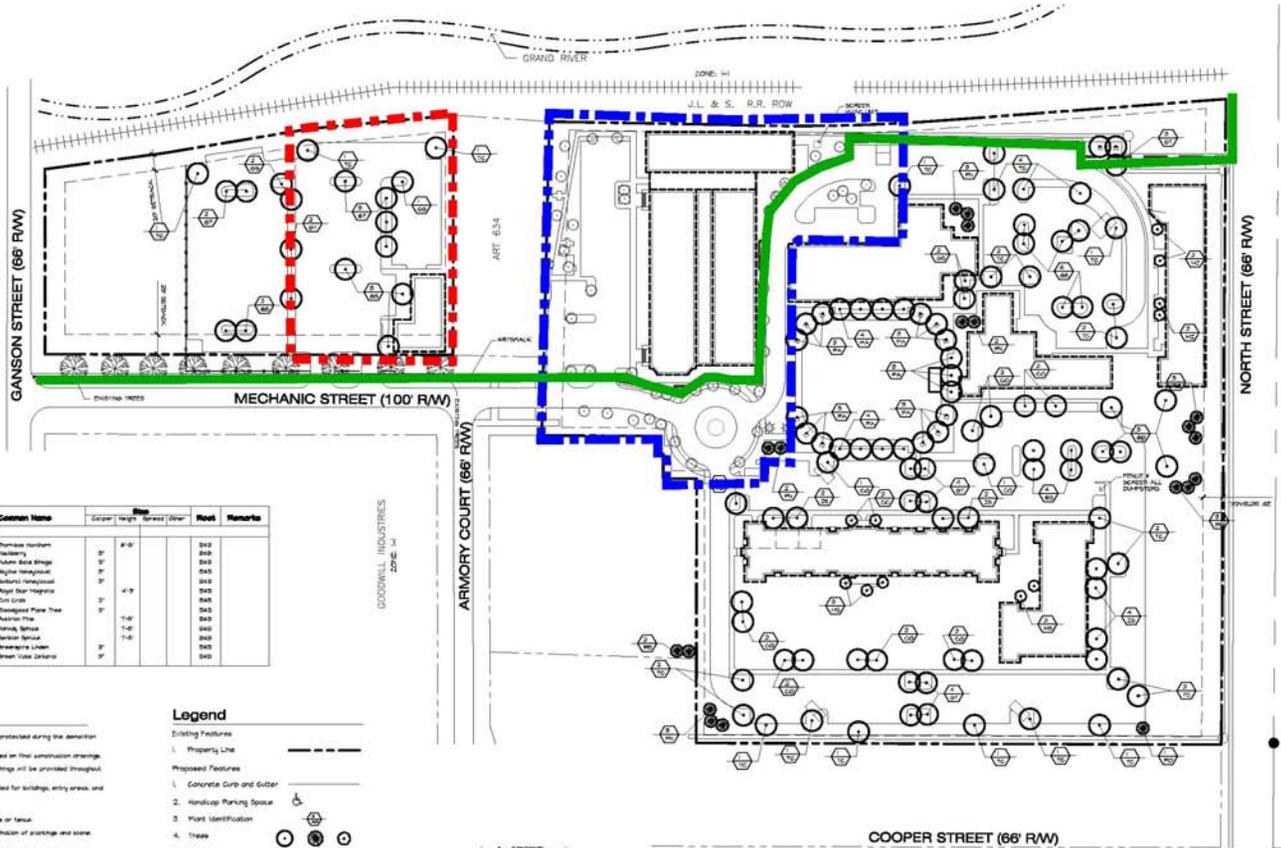


Typical Exhibitor Space
SCALE: 7:60"



North
Scale: 1"=60'

Landscape Plan



2700 W. Lake Avenue, Suite 100
Jackson, Michigan 49201
Phone: (517) 351-8300
Fax: (517) 351-8301
www.sdmsinc.com

Armory Arts Village
Jackson, Michigan

Date: 8/20/09
Revision: 3/8/09
1/26/09
2/18/09
Project No.: 00006
Sheet No.:

2797 Spring Arbor Road, Suite B
Jackson, Michigan 49203
(517) 783-0710
Fax (517) 783-0711
www.fellerfinch.com

Donald L. Feller, P.E.
Gregory N. Feller, P.E.
Christopher E. Crisenbery, P.E.

February 17, 2009

Region II Planning Commission
Attn: Mr. Grant Bauman, AICP, Principal Planner
120 West Michigan Avenue
Jackson, MI 49201

RE: Armory Arts Village
PUDD Amendment Revisions
Project No. 20e00489

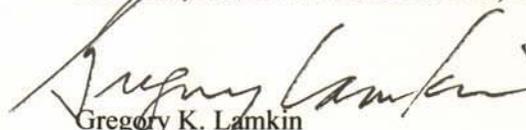
Dear Mr. Bauman:

Thank you for taking the time to discuss your Staff Recommendation of February 4, 2009 in person. We incorporated the following revisions in the Armory Arts PUDD site plan to assist the City Council in its deliberations:

1. *Identify the route of the 14-ft wide Arts Riverwalk through the PUDD.* A thick, dashed line indicates the route of this cultural feature running north along Mechanic Street and thence through the PUDD to North Street and beyond. However, please note that the 14-ft width would not be applicable to city street rights-of-way (Mechanic Street, North Street, et al.) or the PUDD. Instead, this dimension refers to that part of the pathway that will run cross-country through the open terrain that parallels the Grand River.
2. *Show/identify the as-built changes to Phase 1 of the PUDD on the proposed site and landscape plans (e.g. the location of dumpster and major utilities, the design of the light standards, landscaping, etc.).* Phase 1A is called out as "completed" and all of its associated features are now shown in lighter grayscale. The specific items noted in the review letter were modified to reflect as-built conditions.
3. *Show/identify the approved changes to the Art 634 portion of the PUDD which was also granted final plan approval.* The Art 634 portion of the PUDD has been revised to coincide with the plan submitted by the Enterprise Group and approved by the City of Jackson in 2007. This area also includes provision for future expansion of the lot to assure adequate parking for the entire project as per the original intent of the plan approved by the City of Jackson in 2006.

Please contact me if you have any further questions regarding the enclosed site plan.

Sincerely,
FELLER, FINCH & ASSOCIATES, INC.


Gregory K. Lamkin
Project Engineer



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

February 4, 2009

Application PC 09-04

Staff Recommendation

Applicants:

Excel-New Urban LDHA LP
23549 Shaker Boulevard
Shaker Heights, Ohio 44122

Enterprise Group
One Jackson Square, Suite 1100
Jackson, MI 49201

Project Description:

Phase 1 of the Armory Arts Village PUDD (Planned Unit Development District) originally included 88 multi-family residential units in several buildings. The applicant wishes to replace those multi-family units with 88 residential units marketed to seniors. Various other smaller changes are also included in the request.

Parcel Location:

The Armory Arts Village PUDD is located at 100 Armory Court, the northern terminus of Mechanic Street

Request:

Amendments to the final plan approved for Phase 1 of the Armory Arts Village PUDD (Planned Unit Development District) are requested. There are also various changes to the approved preliminary plan for the PUDD.

Staff Analysis/Findings

There are a number of changes reflected on the proposed site and landscape plans which differ from the approved site and landscape plans (please see the approved and proposed site plans and the proposed landscape plan):¹

1. ***The multifamily townhouse-style buildings proposed in the original site plan are replaced with a building of senior residential units, along with a gallery and 2 small commercial spaces in the proposed site plan; a 2nd building of senior units is proposed for future development. The proposed reconfiguration creates an additional open space, although the more formal plaza areas included on the original site plan were removed.***
2. ***The northern traffic circle proposed on the approved site plan was removed from the proposed site plan, resulting in the loss of the sculptural design ele-***

¹ ***Bold and italicized text reflects changes proposed or already made to Phase 1 of the PUDD.***

Final PUDD Request

ment proposed within the circle. Vehicular and formal pedestrian access to North Street are also absent from the proposed site plan.

3. The connective drive between the northeastern and northwestern parking areas in the approved site plan was removed from the proposed site plan, in conjunction with the northern traffic circle.
4. A net loss of 10 parking spaces from the approved site plan is reflected on the proposed site plan. ***Phase 1A lost a space and the loss of 8 more spaces are proposed for Phase 1B.***
5. ***A total of 2 dumpsters located on the approved site plan are not reflected on the proposed site plan. The orientation of dumpsters on the proposed site plan is also different from the approved site plan.*** The landscaping proposed around all dumpsters is different in the proposed planting plan than the approved planting plan.
6. ***A pedestrian path to the eastern prison wall gate and a path located along the eastern prison wall of the approved site plan are not reflected on the proposed site plan.***
7. ***The landscaping planned for Phase 1B of the proposed landscaping plan differs from the proposed landscape plan in places due to the reconfiguration of the new residential buildings and the removal of the northern traffic circle. There appears to be a net loss of 6 trees around the proposed residential buildings on the proposed landscape plan.***
8. The 'future development' building (15,000 sq. ft. footprint) proposed for the northeast corner of the development on the approved site plan is not reflected on the proposed site plan. Associated parking was also removed from the proposed site plan.
9. The southeast parcel now owned by Great Lakes Home Health & Hospice was removed from the proposed site plan, reflecting the rezoning of that portion of the PUDD back to I-1.

There are also a number of changes to the completed portion of the PUDD which are not reflected on the approved site plan (please see the approved and proposed site plans and the proposed landscape plan):²

10. ***The plantings located throughout Phase 1A of the project differ from the approved and revised planting plans.***
11. ***The dumpster behind the Phase 1A (existing) residential buildings is located in a different area than indicated on the approved and proposed site plans. Nor is it screened in accordance with the approved and proposed planting plans. Utilities are located where the dumpster is shown on the plans. The dumpster***

² ***Bold and italicized text reflects changes proposed or already made to Phase 1 of the PUDD.***

Final PUDD Request

located along the northern property line in Phase 1A of the approved and proposed site plans is simply not there.

12. *A large generator is located along the western prison wall directly north of the Phase 1A residential buildings. This is not identified on the original or proposed site plans.*
13. *The light poles located in Phase 1A are a different style than identified on either the approved or proposed landscape plans.*
14. The changes approved for the parking area, including landscaping, as part of the final plan approved for the Art 634 project are not reflected on the proposed site plan.
15. The rerouting of the proposed 14-ft wide Arts Riverwalk through the grounds of the PUDD, as agreed to by the Enterprise Group, is not reflected on the proposed site plan.

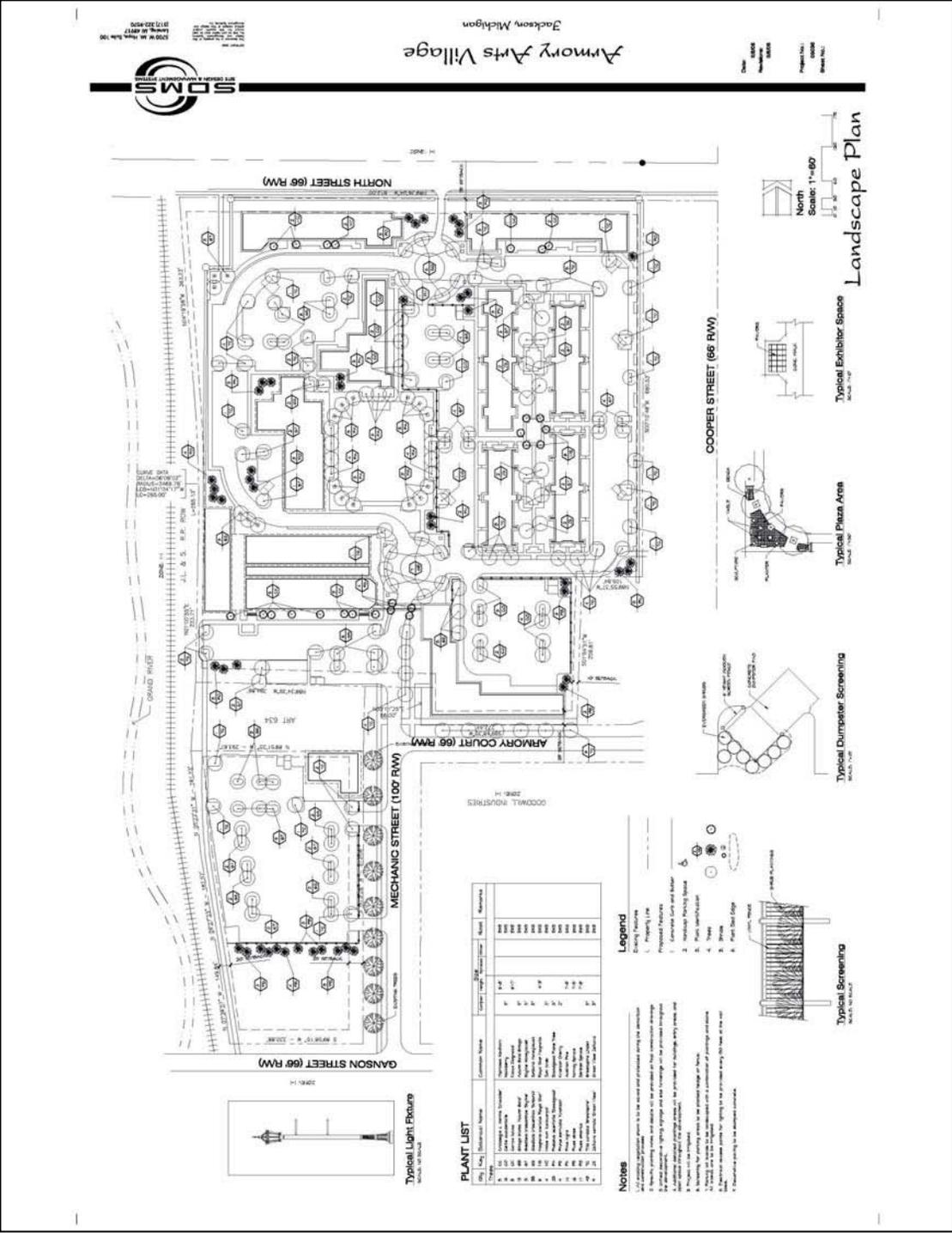
Recommendation:

Based upon these factors, staff recommends **TABLING** a decision on the proposed amendments to the final plan for Phase 1 and the preliminary plan for Phase 2 until the following outstanding issues are addressed:

1. Identify the route of the 14-ft wide Arts Riverwalk through the PUDD,
2. Show/identify the as-built changes to Phase 1 of the PUDD on the proposed site and landscape plans (e.g., the location of dumpster and major utilities, the design of the light standards, landscaping, etc.).
3. Show/identify the approved changes to the Art 634 portion of the PUDD which was also granted final plan approval.

Please note that replacing the 88 multi-family residential units with a like number of senior residential units will not adversely impact the physical function of the PUDD. In fact, the removal of an office building and the nature of the senior units will likely reduce the need for parking despite the net loss of 10 parking spaces. However, it is up to the City Planning Commission and City Council to decide if the proposed change in the social function of the PUDD is wise.

Figure 3
Proposed Landscape Plan



**Figure 4
Feller-Finch Memo**

MEMORANDUM

TO: GRANT BAUMAN, PRINCIPAL PLANNER – REGION II
FROM: GREGORY LAMKIN
SUBJECT: KEY FEATURES OF ARMORY ARTS VILLAGE PUDD REVISIONS
DATE: 1/29/2009
CC: FILE

As you are aware, our client is requesting an amendment to the original PUDD for the Armory Arts Village in order to design and construct senior housing in lieu of multi-family townhouses for Phase 1B of the project. Similar to the original project concept, there will be provision for 88 dwelling units—although it proposed to apportion the units between two buildings rather than four.

The buildings will continue to be three-stories in height, with one of 49 units constructed during the initial build-out and provision for a future building of 39 units as economic circumstances allow. There will be a small component for gallery and commercial space in the first building on the first-floor level, thus integrating this phase into the larger arts community scheme for the Village.

The overall scope of the Armory Arts Village has been reduced in size and intensity. 1.60 acres at the southeast corner of the project were transferred to Great Lakes Home Health and Hospice, and the proposed future development at the northeast corner of the site will be left open for an as-yet undesignated use (but not for building). As a result, approximately 51,000 square feet of office/commercial/retail space is no longer included in the project.

There is a commensurate reduction in the parking requirement for the PUDD. Based on the variety of use types and square footage now envisioned, the parking requirement stands at 500 vehicles while parking spaces for 562 vehicles will be provided. Also, please note that the traffic plan no longer includes ingress from North Street.

There are no substantive changes to the landscaping plan except on the east side of the site (around the senior housing and the future development area at the northeast corner) and only because the actual building layout will change. Here, the revised plan shows itself consistent in style with what the City approved at the time of the initial PUDD re-zoning request.

Figure 5
Senior Residential Building Elevation & Floor Plans



FRONT ELEVATION
SCALE: 3/32" = 1'-0"



FIRST FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,340 SQ. FT.



SECOND FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,311 SQ. FT.



THIRD FLOOR BUILDING PLAN
SCALE: 3/32" = 1'-0" GROSS AREA = 19,310 SQ. FT.



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

PC 09-04 Notice of Public Hearing

The Jackson City Planning Commission and Jackson City Council will hold public hearings to consider a request for and amendment to the final site plan for a portion of a Planned Unit Development District (PUDD), as provided for in Section 28-48 of the City's Zoning Ordinance.

Origin of the request:

Excel-New Urban LDHA LP
23549 Shaker Boulevard
Shaker Heights, Ohio 44122

The location of the properties:

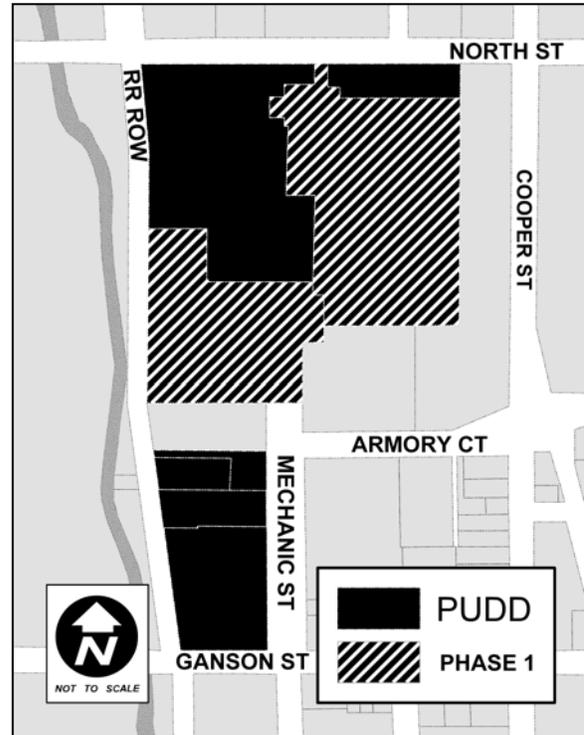
Phase 1 of the Armory Arts Village Planned Unit Development District (PUDD)

The PUDD request:

An amendment to the final site plan for Phase I of the PUDD is proposed.

The Proposed Amendment:

An amendment to the final site plan for Phase I allowing for two buildings of senior housing units rather than four buildings of multi-family buildings.



You are invited to attend the public hearings to be held on:

City Planning Commission -- Wednesday, February 4, 2009 at 7:00 pm

City Council – Tuesday, February 24, 2009 at 7:00 pm

The meetings will be held in the

**City Hall Council Chambers, 2nd floor
161 W. Michigan Avenue**

Please contact Grant Bauman at (517) 768-6711 with any questions or comments about the proposal. Written comments can be sent to the Region 2 Planning Commission, which is located at 120 W. Michigan Avenue, Jackson, MI 49201.

By: Grant E. Bauman, AICP
R2PC Principal Planner



City Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 768-6711 • Fax (517) 788-4635

MEETING MINUTES

Wednesday, February 4, 2009
Council Chambers, City Hall

Members present: Patrick Colligan; Ryan Doll; John Guidinger, Vice-Chairman; Jeanne Kubish; Clyde Mauldin, Chairman; Jerry Ludwig, Mayor; John Polaczyk, Councilperson; and William Ross, City Manager

Members absent: Richard Lawson

Staff present: Grant Bauman, R2PC Principal Planner; Frank Donovan, Chief City Building Inspector; Susan Murphy, Deputy City Attorney; and Charles Reisdorf, R2PC Executive Director

Item 1 Call to order

Chairman Mauldin called the meeting to order at 7:00 p.m.

Item 2 Pledge of allegiance

Those in attendance rose for the pledge of allegiance.

Item 3 Consideration of approval for the meeting minutes of January 7, 2009

A motion was made by Comm. Kubish, and supported by Comm. Polaczyk, to approve the minutes of the January 7, 2009 meeting as provided in the agenda packet.

The motion passed by unanimous voice vote.

Item 4 PC 09-01 – Consideration of a rezoning request from I-1 (Light Industrial) to I-2 (General Industrial) for portions of properties located at 103 N. Horton St., and 2301-2309 E. Ganson

The staff recommendation to deny the rezoning request was presented by Mr. Bauman (please see the staff report).

Chairman Mauldin opened the public hearing.

Mr. Rick Baxter, representing the applicant, spoke in favor of the rezoning. Mr. Baxter indicated that the building was divided internally consistent with the request for rezoning. The applicant wishes to use those portions of the building proposed for rezoning, and areas on the lot outside the buildings for a used car sales lot. The remaining portions of the building, those which are not proposed for rezoning,

would be continued to be used for general industrial purposes. No one spoke in opposition to the rezoning,

Chairman Mauldin closed the public hearing.

Planning Commissioners discussed the rezoning and expressed concern regarding the practice of rezoning portions of properties, particularly those in which the zoning line bisects an existing building. Such a rezoning often results in immediate non-conformities due to lack of ability to maintain side yard setback requirements. The Commission also discussed the alternative of amending the zoning ordinance to allow the sales of automobiles in the I-1 zoning district. Such an amendment would allow sales in I-2 (per Section 28-47), and a rezoning would not be necessary.

A motion was made by Comm. Ross and supported by Comm. Kubish to recommend disapproval of the rezoning request to the City Council.

The motion passed by the following vote: Yeas – 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays – 0, Absent – 1 (Lawson).

A motion was made by Comm. Ross and supported by Comm. Doll to initiate an amendment to the City of Jackson Zoning Ordinance to amend the I-1 zoning district to provide for automobile dealerships as a permitted use, and to forward the request to City Council for authorization.

The motion passed by the following vote: Yeas – 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays – 0, Absent – 1 (Lawson).

Item 5 PC 09-04 – Consideration of an amendment to an existing Planned Unit Development District (PUDD) for the Armory Arts Village PUDD.

Mr. Bauman presented the staff recommendation to table a decision on the proposed amendment to the final plan for Phase I and the preliminary plan for Phase II until the following outstanding issues are addressed:

1. The identification of the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identification of the as-built changes to Phase I of the PUDD on the proposed site and landscaped plans to include the dumpster and major utilities, design of light standards, and landscaping, and,
3. Identification of the approved changes to the site plan for Arts 634.

Chairman Mauldin opened the public hearing.

Mr. Scott Fleming, Jackson Enterprise Group CEO, addressed the Planning Commission in support of the proposal to amend the Armory Arts PUDD. Mr. Fleming noted that the master agreement was proposed for amendment to address heating of the drill gallery in the former prison building. He also indicated that the master agreement would be amended to allow preference for bids from local contractors, and a change in the site plan to support senior citizen housing on the parcel. He noted that preference for rental would be given to seniors who are artists, and that addi-

tional retail space would be offered in the proposed senior housing building. He indicated that the bike trail will follow existing private roads. Amy Torres, also representing the Enterprise Group, said that the State approved revisions to the bike trail only recently and that these changes would be incorporated in the site plan as soon as possible. Peter Jobson, representing Excel Reality Group of Shaker Heights, Ohio, noted that senior housing is a good type of housing based upon future demand. He indicated the state historic architect supports the building design with the exception of the peaked roof over the building entrance. He described the amenities to be provided in the building.

Ms. Margaret Riddle, Manager of Arts 634, appeared before the Commission to express concerns regarding the provision of heat to the gallery in the existing prison building, the adequacy of parking in the PUDD, particularly for Arts 634, and the actual commitment to artists. Mark Riddle spoke in opposition to the amendment expressing concerns about parking and the lack of detail regarding the means of recruiting artists, including senior artists. Mr. Jobson discussed details regarding the issue of providing heat to the drill hall, noting that the heat was to be financed by revenues from the leasing of the drill hall, and that this was the responsibility of the Enterprise Group. Mr. Jobson and Mr. Fleming said they were addressing these issues.

Chairman Mauldin closed the public hearing.

The Planning Commission focused on its responsibilities in the review of the amended PUDD, those being items and issues related to the site plan and landscape plan.

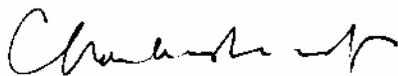
A motion was made by Comm. Doll, and supported by Comm. Polaczyk, to approve the site plan with the condition that the site plan:

1. Identify the route of the 14-foot wide arts riverwalk through the PUDD,
2. Identify the as-built changes to Phase I of the PUDD on the proposed site plan and landscape plans including the location of the dumpster and major utilities, the de-sign of light standards and landscaping, and
3. Identify the approved changes to the Arts 634 portion of the PUDD (which was also granted final plan approval).

The motion passed by the following vote: Yeas - 8 (Colligan, Doll, Guidinger, Kubish, Mauldin, Ludwig, Polaczyk and Ross); Nays - 0, Absent - 1 (Lawson).

Item 6 Other Business

There being no other business, the meeting was adjourned at 8:35 p.m.



Charles Reisdorf
Recording Secretary



City Manager's Office

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

MEMO TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
DATE: April 14, 2009
SUBJECT: Special Assessment - 612 E. Ganson

I met on April 9th with Steve Adkins and Rolleen Margerum regarding the special charges against property located at 612 E. Ganson, which Mr. Adkins recently inherited, and the couple approached the City Council about at the April 7th meeting. There are special assessments pending against the property that we have pulled from the current assessment roll. There are assessments that were levied in previous years that had been sent to the County Treasurer for collection. At my request, Lynn Fessel has prepared a resolution correcting the previous rolls, and asking for the assessments to be returned to the City from the County Treasurer's office. This will allow us to work with Mr. Adkins and Ms. Margerum on a payment agreement. I discussed a payment agreement with them on April 9th, and they were very willing to work with the City on a payment agreement that would bring them current over a period of time. They are working diligently to cleanup and improve the property, and intend to occupy it as their residence. I also pointed out to them that the 2008 property taxes are not paid on the property. They will need to work with the County Treasurer's office to pay these taxes. They understand this, and are proceeding to make the appropriate contacts with the County Treasurer's office to address the outstanding taxes.

You will find attached to this memorandum, and a memorandum from City Clerk Lynn Fessel with the appropriate resolutions attached to correct the assessment rolls and bring the assessment back from the County Treasurer's office so that we can enter into a payment agreement that covers all of the outstanding assessments.

We recommend that the appropriate resolutions be adopted, and that staff be authorized to enter into the appropriate payment agreements according to established policies.

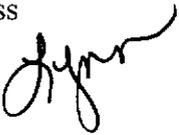
Thank you.

WRR:skh

Attachment

MEMORANDUM
City Clerk's Office

April 14, 2009

TO: City Manager William Ross
FROM: City Clerk Lynn Fessel 
SUBJECT: Corrective Resolution for Assessment Roll No. 4166 Regarding 612 E. Ganson Street

Attached please find, for City Council consideration, a corrective resolution deleting assessments on Stencil No. 8-2291, 612 E. Ganson Street, from Roll No. 4166. The resolution also authorizes these special assessments to be reissued, as invoices, so that they can be placed on a monthly payment plan, along with current invoices on that property.

Copies of the following invoices are attached:

200800396	From Roll No. 4166	\$ 776.68
200800518	From Roll No. 4166	\$1,384.72
200802239	Currently in the Accounts Receivable System	\$ 44.54
200900262	Currently in the Accounts Receivable System	\$ 195.58
200900383	Currently in the Accounts Receivable System	\$ 182.48
200900432	Currently in the Accounts Receivable System	\$ 32.72
Total Due in the City Clerk's office will be		<u>\$2,616.72</u>

I will be happy to work with the new owner of the property on a monthly installment payment agreement.

CORRECTIVE RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did make assessments for delinquent miscellaneous Public Works Fund accounts receivable, which assessments were by him placed on Assessment Roll No. 4166 and were reported to the City Council at its regular meeting held on the 27th day of May, 2008; and

WHEREAS, on June 24, 2008, the City Council held a public hearing and confirmed said roll; and

WHEREAS, the new owner of the property located at 612 E. Ganson Street, Stencil No. 8-2291, has requested that he be allowed to enter into a plan with the City for repayment of current invoices, as well as the invoices for Stencil No. 8-2291 included on Roll No. 4166; and

WHEREAS, this would require that Invoice Nos. 200800396 (\$776.68) and 200800518 (\$1,384.72), issued for property cleanups in 2007, be deleted from Roll No. 4166 and reissued.

NOW, THEREFORE, BE IT RESOLVED, that the special assessment upon Stencil No. 8-2291 (Invoice Nos. 200800396 and 200800518) in the amount of \$2,161.40 is hereby deleted in its entirety.

* * * * *

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

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 21st day of April, 2009.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 22nd day of April, 2009.

Lynn Fessel, City Clerk



City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200800396

Customer Number 15209

Invoice Date 8/21/2007

Invoice Description

20071020 641011000

INSPECTION FEE	\$35.00
PROPERTY CLEANUP DONE 8/8/07 AT 612 E. GANSON, JACKSON, MI JOB #3731	\$690.98

Total Invoice ~~\$725.98~~

776.68

PLEASE SEND REMITTANCE TO :
CITY CLERK
161 W. MICHIGAN AVENUE
JACKSON, MI 49201

Please call the Dept of Public Works at (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

IMPORTANT BANKRUPTCY INFORMATION: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO PENDING BANKRUPTCY PROCEEDINGS, OR IF YOU RECEIVED A BANKRUPTCY DISCHARGE, THIS INVOICE IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.

4166



City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200800518

Customer Number 15209

Invoice Date 9/12/2007

Invoice Description

20071112 641011000

INSPECTION FEE	\$35.00
PROPERTY CLEANUP ON 9/6/07 AT 612 E. GANSON, JACKSON, MI JOB #3757	\$1,243.76
ADDITIONAL TIRE FEE \$3.50 EACH (8) TIRES	\$28.00

Total Invoice ~~\$1,306.76~~

1384.72

PLEASE SEND REMITTANCE TO :
CITY CLERK
161 W. MICHIGAN AVENUE
JACKSON, MI 49201

Please call the Dept of Public Works at (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

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4175

City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200802239

Customer Number 15209

Invoice Date 6/18/2008

Invoice Description

20080818 101011000

WEED MOWING COMPLETED ON 6/9/08 LOCATION: 612 E. GANSON ST.

\$41.10

Total Invoice

~~\$41.10~~

44.54

PLEASE SEND REMITTANCE TO : CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR

PAY ONLINE AT WWW.CITYOFJACKSON.ORG

(Please note that online payments will be assessed a 3% convenience fee with a minimum \$1 charge)

Please call the Dept. of Public Works (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

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4180

City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200900262

Customer Number 15209

Invoice Date 08/07/2008

Status

Invoice Description

20081007 641011000

BOARDUP PROPERTY DONE 8/1/08 AT 612 E. GANSON JACKSON MI JOB #B34

\$184.26

Total Invoice ~~\$184.26~~

PLEASE SEND REMITTANCE TO : CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201
OR

PAY ONLINE AT WWW.CITYOFJACKSON.ORG

(Please note that online payments will be assessed a 3% convenience fee with a minimum \$1 charge)

Please call the Dept of Public Works at (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

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195.58



4180

City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200900383

Customer Number 15209

Invoice Date 08/25/2008

Status

Invoice Description

20081025 641011000

INSPECTION FEE

\$35.00

PROPERTY CLEANUP DONE 8/20/08 AT 612 E. GANSON, JACKSON MI JOB #4019

\$138.20

Total Invoice ~~\$173.20~~

PLEASE SEND REMITTANCE TO : CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201

OR

PAY ONLINE AT WWW.CITYOFJACKSON.ORG

(Please note that online payments will be assessed a 3% convenience fee with a minimum \$1 charge)

Please call the Dept of Public Works at (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

IMPORTANT BANKRUPTCY INFORMATION: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO PENDING BANKRUPTCY PROCEEDINGS, OR IF YOU RECEIVED A BANKRUPTCY DISCHARGE, THIS INVOICE IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.

182.48



4175

City of Jackson, Michigan Municipal Billing Invoice

STEPHEN/JANET ADKINS

1306 OAKWOOD LAKES BLVD
DEFUNIAK SPRINGS FL 32433

8-229100000

Invoice Number 200900432

Customer Number 15209

Invoice Date 09/02/2008

Invoice Description

20081102 101011000

WEED MOWING COMPLETED ON 8/8/08 LOCATION: 612 E. GANSON ST.

\$31.16

Total Invoice ~~\$31.16~~

PLEASE SEND REMITTANCE TO : CITY CLERK, 161 W. MICHIGAN AVENUE, JACKSON, MI 49201

OR

PAY ONLINE AT WWW.CITYOFJACKSON.ORG

(Please note that online payments will be assessed a 3% convenience fee with a minimum \$1 charge)

Please call the Dept. of Public Works (517) 788-4170 for inquiries regarding this invoice.

DUE AND PAYABLE IMMEDIATELY-DELINQUENT AFTER 30 DAYS. A FEE OF 1.25% PER MONTH (15.00% ANNUAL RATE) WILL BE CHARGED ON BALANCE OF INVOICE REMAINING UNPAID AFTER 60 DAYS FROM DATE OF INVOICE.

IMPORTANT BANKRUPTCY INFORMATION: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO PENDING BANKRUPTCY PROCEEDINGS, OR IF YOU RECEIVED A BANKRUPTCY DISCHARGE, THIS INVOICE IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.

32.72



April 6, 2009

TO: William Ross, City Manager
FROM: Steve Maga, Staff Accountant/Information Systems Coordinator
RE: **NEW SOFTWARE**

I am requesting approval of the purchase of computer software from BS&A Software in the amount of \$111,770.00.

Background

The City of Jackson is currently using New World Systems software for our financial and payroll applications on an IBM AS400 midrange computer. This software, with annual updates, has been in place since 1994. The software includes general ledger, accounts payable, accounts receivable, purchase orders and payroll processing.

We have been notified by New World Systems that in order to continue to use their software, the City will be required to have a newer version of IBM's AS400 operating system that is not compatible with our current IBM AS400 computer. To continue on with the same platform will require the purchase of a new AS400 computer with the required version of the operating system. This option will cost approximately \$100,000 along with New World's continued annual charge for software maintenance, \$32,375 for FYE 6/30/2010, for their financial and payroll applications.

Software Costs

I have requested and received proposals for new software to operate on a Microsoft.NET platform to replace our current AS400 platform. This software has the "Windows" feel and is more user friendly than our current software. It will be installed on an existing Dell network server. The server currently processes property-based applications (property assessing/billing, special assessments and utility billing) previously purchased by the City from BS&A Software. BS&A Software was also the lowest cost submitted for financial and payroll applications. The one-time cost for this project is as follows:

Financial Applications	
General Ledger, Accounts Payable, Accounts Receivable and Purchase Orders	\$35,280
Payroll Applications	
Base Payroll, Timesheets	\$19,390
Property Applications (Upgrade to .NET)	
Assessing, Tax Billing, Special Assessments	\$20,100
Data Conversions	\$20,000
Training	<u>\$17,000</u>
	Total
	<u>\$111,770</u>

The upgrade of the property applications to the .NET version is included in the proposal to allow a seamless integration between all applications. BS&A will allow the City to spread the payment (interest free) for this project as follows:

Payment #1 in fiscal year 2009/2010 (30%)	\$33,531.00
Payment #2 in fiscal year 2010/2011 (30%)	\$33,531.00
Payment #3 in fiscal year 2011/2012 (40%)	\$44,708.00

In addition to the one-time costs, an annual software maintenance fee will be charged. This provides the City with software improvements and updates that are made available after the original purchase date.

A 3-year comparison between maintaining our current platform or selecting the BS&A proposal is as follows:

3-Year Cost Comparisons:

	<u><i>BS&A Project</i></u>	<u><i>Current New World AS400</i></u>	<u><i>BS&A Project Savings</i></u>
New Hardware/Operating System	Not required	\$100,000.00	\$100,000.00
Hardware Annual Maintenance Fees	Not required	\$13,284.00	\$13,284.00
New Software	\$111,770.00	Not required	(\$111,770.00)
Software Annual Maintenance Fees	<u>\$21,900.00</u>	<u>\$97,125.00</u>	<u>\$75,225.00</u>
Totals	<u>\$133,670.00</u>	<u>\$210,409.00</u>	<u>\$76,739.00</u>

Based on the above, the City will save \$76,739.00 by selecting the BS&A option over a 3-year period. Requested budgeted funds are included in the Management Information Services Activity (101-258) for the 2009/2010 fiscal year to pay for the Year 1 charges.



Community Development

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

April 16, 2009

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Final Allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program Funds for Fiscal Year 2009-2010

On February 24, 2009, City Council made preliminary CDBG and HOME allocations based on the following estimate of funding to be received:

CDBG

Formula Allocation	\$1,321,957
Program Income	<u>100,000</u>
Anticipated Funding:	\$1,421,957

HOME

Formula Allocation	\$ 322,957
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As of the writing of this memo, HUD has not announced its formula allocations for CDBG and HOME Entitlement Cities, but promises the announcement will be made "soon." Since we have not received our 2009-2010 entitlement grant announcement from HUD in order for City Council to make its final allocations, we must modify our CDBG/HOME Timetable to reschedule the final allocations from April 21 to May 12, 2009.

Because April 21, 2009 marks the end of the 30-day public comment period, City Council should receive and respond to any oral or written comments received relative to the Action Plan (the Community Development Department has not received any public comment). All comments will be incorporated into the Action Plan, which will be submitted to City Council on May 12, 2009 for approval and authorization to submit to HUD by May 15, 2009. Due to final allocations needing to be tabled to May 12, staff will also request authority to make minor modifications to the Action Plan before submission to reflect the final allocations. This will allow staff to meet the application submission deadline in order to stay on track with the usual July 1 start date for fiscal year 2009-2010 grant funds.

Requested action is for City Council to receive and respond to any oral or written communication received from the public regarding the Action plan, approve the modified CDBG/HOME Timetable, and to table final allocations to the May 12, 2009 City Council meeting. Please place this item on the April 21, 2009 City Council agenda for consideration.

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

Timetable (Revised 2/24/09; 4/16/09)

2009-2010 Community Development Block Grant (CDBG) and HOME Investment Partnership Program

CAC – Citizens' Advisory Council

CC – City Council

CP – Consolidated Plan

CAC Organizational Meeting and Approval of Timetable	October 14, 2008
Proposal Solicitation	Oct 25 – Dec 1, 2008
Proposal Books Distributed to CC, CAC, Planning Commission, HRC	December 31, 2008
CAC First Meeting (Proposal Presentations)	January 8, 2009
CAC Second Meeting (Proposal Presentations)	January 13, 2009
CAC Third Meeting (Recommendations)	January 15, 2009
CC Public Hearing (Citizen Comments)	January 20, 2009
City Administration Recommendations	by January 30, 2009
CC Preliminary Allocation Decision	February 10, 2009
Alternate Date	February 24, 2009
Environmental Review Process Begins	March 1, 2009
CC Receipt of One-Year CP Draft	March 10, 2009
Publish Notice of One-Year CP and Where Available for Review by Public	March 14, 2009
CP 30-Day Public Comment Period	Mar 20 – Apr 21, 2009
CC Final Allocations (authorizing minor modifications to CP before submission)	May 12, 2009
CC Authorize Submission of CP and Adopt Resolution of Certifications	May 12, 2009
Request Release of Funds, Submit CP and Certifications to HUD	May 15, 2009
Fiscal Year 2009-2010 Begins	July 1, 2009
Publish Notice of Public Hearing (CAPER)	September 4, 2009
CAPER 15-Day Public Comment Period	Sept 7 – 22, 2009
CAC CAPER Meeting	September 15, 2009
CC CAPER Public Hearing; Authorization to Submit to HUD	September 22, 2009
CAPER mailed to HUD	September 29, 2009

Timetable is tentative and is subject to change at the discretion of City Council



April 15, 2009

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Homelessness Prevention and Rapid Re-Housing Program (HPRP) Funds

As I previously advised in my April 2, 2009 memo to you, the City of Jackson has been allocated \$568,942 in HPRP funds by HUD through the American Recovery and Reinvestment Act of 2009 (ARRA). In order to apply for these funds, the City must follow an extremely expedited timeline of events, beginning with preparing a Substantial Amendment to the 2008 Action Plan. In preparing the Substantial Amendment, the City must also follow its Citizen Participation Plan, except the time period for citizens to comment is reduced from 30 days to 12 days. The submission of the Substantial Amendment must be postmarked by Monday, May 18, 2009.

I also advised in order to further expedite this process, we would need to deviate from our normal application process. There are four basic models upon which the selection process can be based: formal application (which the City normally does for its regular annual CDBG/HOME entitlement grants), limited application, solicitation of applications from qualified organizations, "open door" or unsolicited applications, or a mix of these approaches.

As you know, 30 local community organizations have recently come together to form "The Jackson County Crisis Response for our Neighbors in Need" (Neighbors in Need) to provide some of the very activities which are eligible under HPRP. Many of these non-profit organizations have previously received CDBG and/or HOME funds from the City of Jackson or State of Michigan and have significant experience with these and other local, state or Federal grants. As information about HPRP funds became public, Ken Toll, Executive Director of The United Way, offered to facilitate the expenditure of these funds through Neighbors in Need. Mr. Toll's offer to provide assistance with this grant would be considered an unsolicited application. As many of the non-profit organizations participating with Neighbors in Need already have eligible programs in place which would require little to no modification, staff feels utilizing this collaboration would be a perfect fit with HPRP funds.

A basic summary of HPRP eligible activities include:

Financial Assistance

- Rental Assistance
 - ❖ Short term (3 months)
 - ❖ Medium term (4 – 18 months)
- Security and Utility Deposits
- Utility Payments (up to 18 months)
- Moving Cost Assistance
- Motel/Hotel Vouchers (up to 30 days)

Housing Relocation and Stabilization Services

- Case Management
- Outreach and Engagement

- Housing Search and Placement
- Legal Services (legal services related to mortgages are not eligible)
- Credit Repair

Data Collection and Evaluation

- Data Collection through the use of the Homeless Management Information System (HMIS)
- Evaluation if asked to participate in HUD-sponsored research and evaluation

Administrative Costs

- Limited to no more than 5% of total HPRP grant to the City (\$28,447)

City staff attended the April 7, 2009 Continuum of Care and April 9, 2009 Neighbors in Need meetings to present and discuss eligible HPRP activities. Staff also attended the April 13, 2009 Continuum of Care task force meeting in which the Continuum began discussion of providing a written funding recommendation to City Council by its May 12, 2009 meeting.

Attached is a very basic draft of the Substantial Amendment to the 2008 Action Plan. Due to time constraints, staff fully expects to flesh out the Substantial Amendment as eligible programs are devised. The Substantial Amendment will be made available for public comment between April 30, 2009 and May 12, 2009. An announcement will be published on April 25, 2009 in the *Jackson Citizen Patriot* and *The Jackson Blazer* alerting the public to the Substantial Amendment and making it available for review on the City's website, and at the Community Development Department, Neighborhood Resource Center, Habitat for Humanity office, Carnegie (main) Branch of the library, Reed Manor, Chalet Terrace and Shahan-Blackstone Apartments. A public hearing must also be established for the May 12, 2009 City Council meeting, at which time the Substantial Amendment will be in a form for City Council's approval and authorization to submit to HUD by the May 18, 2009 application deadline.

Requested action is for City Council to:

- 1) Receive the draft Substantial Amendment with the understanding it may receive significant modifications as programs are developed;
- 2) Establish the time period of April 30, 2009 to May 12, 2009 for public comment on the Substantial Amendment; and,
- 3) Establish the May 12, 2009 City Council meeting as the time and place to hold a Public Hearing regarding the Substantial Amendment.

Please place this item on the April 21, 2009 City Council meeting for consideration.

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

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	City of Jackson, Michigan
Name of Entity or Department Administering Funds	Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Michelle L. Pultz
Title	Community Development Project Coordinator
Address Line 1	161 West Michigan Avenue
Address Line 2	
City, State, Zip Code	Jackson, MI 49201
Telephone	(517) 768-6436
Fax	(517) 780-4781
Email Address	mpultz@cityofjackson.org
Authorized Official (if different from Contact Person)	Jerry F. Ludwig
Title	Mayor
Address Line 1	161 West Michigan Avenue
Address Line 2	
City, State, Zip Code	Jackson, MI 49201
Telephone	(517) 788-4028
Fax	(517) 768-5820
Email Address	jludwig@cityofjackson.org
Web Address where this Form is Posted	www.cityofjackson.org/departments/communitydevelopment

Amount Grantee is Eligible to Receive*	\$568,942
Amount Grantee is Requesting	\$568,942

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

A draft copy of this Substantial Amendment was mailed to members of the Citizens Advisory Council (CAC) on Wednesday, April 22, 2009 for their review and discussion during the CAC's April 30, 2009 public meeting. A summary of funding recommendations from the CAC meeting was provided to City Council at its May 12, 2009 meeting.

Notice was published in the *Jackson Citizen Patriot* and *The Jackson Blazer* on April 25, 2009 announcing the Substantial Amendment draft was available for review on the City's website and at the Community Development office, Neighborhood Resource Center, main library branch, Habitat for Humanity office, and three public housing centers – Reed Manor, Chalet Terrace and Shahan-Blackstone Apartments. The publication also advised of the upcoming Public Hearing for citizen comment. The Jackson City Council conducted the Public Hearing at its meeting on Tuesday, May 12, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
 - Grantee did not receive public comments.
 - Grantee received and accepted all public comments.
 - Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

To be determined

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
 Formula Allocation
 Other (Specify: **Unsolicited Application**)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Thirty local community organizations have recently come together to form “The Jackson County Crisis Response for our Neighbors in Need” (Neighbors in Need) to provide some of the very activities which are eligible under HPRP. Many of these non-profit organizations have previously received CDBG and/or HOME funds from the City of Jackson or State of Michigan and have significant experience with these and other local, state or Federal grants, and also participate in the Jackson County Continuum of Care. As information about HPRP funds became public, the executive director of The United Way, which manages Neighbors in Need by Agreement dated March 1, 2009 between United Way of Jackson County and Human Services Coordinating Alliance, approached the City Manager and offered to facilitate the expenditure of these funds through Neighbors in Need. As many of the non-profit organizations participating with Neighbors in Need already have eligible programs in place that would require little to no modification, utilizing this collaboration would be a perfect fit with HPRP funds.

City staff attended the April 9, 2009 Neighbors in Need board meeting to help plan appropriate programs and answer questions about the HPRP grant, and will continue to work closely with the subgrantee to develop those programs.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

During the time period from when this Substantial Amendment is submitted to HUD (May 18, 2009) and the deadline to allocate funds to subgrantee (September 30, 2009), City staff will work closely with subgrantee to flesh out eligible programs and refine the estimated budget provided herein. A subgrantee agreement is currently being prepared and reviewed for content and form by the City’s legal department. Once the grant agreement has been

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

signed by HUD, a subgrantee agreement will be prepared and hand-delivered to United Way, as the lead agency that will facilitate the identified programs.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

City staff will work very closely with subgrantee during the first quarter funds are available, and beyond as needed, providing technical assistance in program development. Great care will be taken to ensure programs meet all requirements outlined in the HPRP Notice dated March 19, 2009. Once staff is assured programs are running properly, quarterly desk reviews will be conducted and immediate consultation with subgrantee will occur for any corrective action that may be necessary.

Expenditure of funds will be reviewed quarterly, which will include projection analysis to ensure at least 60% of funds will be expended by September 30, 2011 and 100% by September 30, 2012. Through attendance of monthly Neighbors in Need meetings, City staff will be able to monitor areas that are working well and in a timely fashion, and also bolster programs that may be lagging.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 (ARRA) from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The United Way, as lead agency for Neighbors in Need, has a unique advantage over other individual non-profit agencies and even the local government. One program United Way provides is Central Michigan 2-1-1, an information and referral service. Central Michigan 2-1-1 continually updates its database of programs and services available not only in the Jackson community, but also in surrounding communities and statewide. City staff will assist the United Way and Central Michigan 2-1-1 in obtaining pertinent information to other Recovery Act programs available in the community and disseminate that information to HPRP case managers.

Utilizing Neighbors in Need will ensure consistent communication and collaboration amongst Jackson's community service organizations that receive

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

other ARRA funds in order to maximize all resources that may be available through ARRA.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

A City staff member attends monthly Continuum of Care meetings, as do many of the collective non-profit agencies involved with Neighbors in Need. Several e-mails announcing the HPRP funds and eligible uses have been broadcast to the Continuum members. Staff provided information as it became available and participated in discussions regarding the best use of HPRP funds at the Continuum meetings.

The Continuum developed an ad hoc committee to provide City Council information as to its policies for addressing homelessness in Jackson County and made recommendations as to how funding should be allocated. City staff attended meetings of the ad hoc committee solely to respond to questions regarding the HPRP grant.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The City of Jackson's current 5-Year Consolidated Plan lists goals of stabilizing neighborhoods and areas of the City and to ensure adequate transitional housing for the homeless population residing in emergency and transitional shelters needing more permanent living quarters. Three methods were used to analyze and determine need: 1) evaluate low- and moderate-income households by their total unmet need; 2) evaluate the percentage of the household type in need of assistance; and 3) identify and evaluate worst case housing needs. From that evaluation, rental assistance was noted in three of five determinations. As the HPRP grant is the first of its kind available to the City to concentrate on those specific needs, detailed guidance will be sought from the Continuum of Care and community service organizations that have been focusing their efforts in this area.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 125,000	\$ 75,000	\$ 200,000
Housing Relocation and Stabilization Services ²	\$ 82,248	\$ 227,047	\$ 309,295
Subtotal (add previous two rows)	\$ 207,248	\$ 302,047	\$ 509,295
Data Collection and Evaluation ³			\$ 31,200
Administration (up to 5% of allocation)			\$ 28,447
Total HPRP Amount Budgeted⁴			\$ 568,942

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

_____, 2009
Date

Jerry F. Ludwig, Mayor
Title



Cemeteries, Forestry & Parks

2615 Francis St. - Jackson, MI 49203
Telephone: (517) 788-4078 — Facsimile: (517) 780-4776

Mr. William Ross
City Manager
City of Jackson, Michigan

AGENDA ITEM

Subject: Request authorization to award low bid to Jules Swartz and Sons Excavating of Jackson, Michigan at their bid price of \$59,229.21 for "Rotary Park Site Improvements."

The City of Jackson 2008-09 Parks and Recreation Master Plan identifies the resurfacing of the basketball and tennis courts as a Capital Improvement Action Item in fiscal year 2008-09. Therefore, bids were advertised to remove the existing asphalt, replace the asphalt, color coat and mark the courts as appropriate; and also provide new basketball poles, rims and backboard.

On Tuesday, April 7, 2009 at 10:00 A.M. a pre bid meeting was held in the 3rd floor conference room to review contract specifications and CDBG Funding wage requirements. Four contractors were in attendance.

On Tuesday, April 14, 2009 at 10:00 A.M. bids were opened in the purchasing manager's office. Five bids were received. A bid tabulation is attached for your review.

The funding for this project is identified in line item 401-901-976.014 of the Capital Projects Fund. It is funded 50% Public Improvement Fund and 50% CDBG Funds.

Therefore, I, along with Margaret Cunningham, Purchasing Manager, request authorization to award the contract to Jules Swartz and Sons Excavating of Jackson, Michigan. Furthermore, I am requesting the Mayor and City Clerk be authorized to sign the appropriate contract documents.

Respectfully submitted,

Thomas Steiger
Superintendent of Cemeteries, Forestry
and Parks

cc: James Parrott, Director of Parks, Recreation and Grounds
Margaret Cunningham, Purchasing Manager



**BID TABULATION FOR ROTARY PARK
SITE IMPROVEMENTS
APRIL 14, 2009, 10:00 AM**

Jule Swartz & Sons Excavating 7855 Dixon Road Jackson, MI 49201	59,229.21
Cross Lake Construction Company 8676 Sears Rd. Horton, MI 49246	63,985.00
Rieth Riley Construction Company 2325 Kipp Rd. Mason, MI 48854	66,987.00
Belden Asphalt Paving Company 425 E. High St. Jackson, MI 49203	67,500.00
Concord Excavating PO Box 250 Concord, MI 49237	68,750.00



Community Development

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

April 16, 2009

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Jackson Community Gardening Committee – Urban Gardening

Last fall Governor Jennifer M. Granholm announced the "Garden for Growth" program, which enables Michigan residents to use tax-reverted property to create urban gardens. The program not only encourages urban revitalization, but also supports the Governor's urban food initiative by making fresh and healthy foods available to city-dwellers.

At the City level, there has been extensive interest by City of Jackson residents requesting the use of vacant property for the purpose of gardening. This is a very welcome and stark contrast to residents calling to complain about the vacant lot near them that is not being properly maintained by the city. Each year, the City is responsible for maintaining these properties; the cost to mow all City owned properties, including vacant lots and properties with structures, was \$15,132 in FY 06/07. Last year, DPW provided maintenance on the City owned properties. By allowing these lots to be used for Urban Gardening, it not only provides a means for residents to grow their own food, it is also a cost savings to the City by not having to maintain overgrown, weed infested vacant lots.

During these difficult economic times, this is a wonderful opportunity for the City to share the use of its excess property with residents wishing to supplement their food supply with home grown fruits and vegetables. The program is growing from a grass roots effort of citizens interested in establishing a community gardening program. Currently, the group does not have an official title, but is being referred to as the Jackson Community Gardening Committee. The group meets the second Monday of each month at 224 W. Wilkins, (Make a Difference House) to discuss gardening issues. Volunteer organizers include Tom Mijal (517) 745-6785 and Dave Kemler (517-784-0721), who have offered their support and expertise to assist anyone interested in participating in an organic, sustainable, "back-to-the-earth" gardening program.

The City owns many tax reverted properties; however, not all are candidates for the Urban Gardening Program. We have identified 80 "tillable" vacant lots that could be put into "agriculture" production. Urban Gardening is a term that has been adopted throughout the country where vacant lots are put back to productive reuse in the community. It not only strengthens and stabilizes the neighborhood, it also creates an opportunity for neighborhood residents to bond and share their gardening experience, along with the fruits of their labor at harvest. Simply put, it improves the quality of life for many residents.

The Urban Gardening program proposes to transform vacant tax-reverted and often overgrown properties into gardens that will beautify and strengthen local neighborhoods. The Community Development Department encourages and supports this effort, and requests permission for City residents to utilize vacant City lots on the attached list for the purpose of developing an organic, chemical-free Urban Gardening program.

It will be necessary to work with the City Attorney's office to draft the appropriate documents for Urban Gardening participants to accept responsibility for lot maintenance, liability, prohibit the use of toxic garden chemicals, and limit soil augmentation to organic materials. The program will be advertised and on the City web-site with the list of available properties. Properties will be available to residents on a first come, first serve basis. Participants will be asked to complete an application form, and sign a lease for the growing season at a cost of \$30.00, which will be refundable at lease end after the lot has been cleaned of all planted vegetation. Since this program is in the initial stage of formation, it is anticipated a few hiccups and bumps will occur, but the overall concept is strong, which is to put unused property back to useful production to benefit City residents.

Successful gardeners may eventually choose to purchase their parcel, if they later decide that they want a permanent garden at a particular location. Any type of gardening or agricultural activities will qualify for the Urban Gardening program, as long as the plants/flowers are not illegal and do not violate local zoning codes.

Interested gardeners should contact the Community Development Department at 788-4060 to inquire about vacant properties for the Urban Gardening program, or will be able to find further information on the City website.

Requested action is to authorize the Community Development Department to work with the City Attorney's office to draft the necessary documents for establishing an Urban Gardening Program, utilizing vacant City owned lots to be used by City residents.

CC: Julius Giglio

**CITY OF JACKSON
URBAN GARDENING PROGRAM 2009
VACANT LOTS**

	<i>Parcel</i>	<i>Owner</i>	<i>Street #</i>	<i>Dir</i>	<i>Street Name</i>	<i>Acreage</i>	<i>Frontage</i>	<i>Depth</i>
1	1-0307.2000	CITY OF JACKSON	507.0		LANSING AVE	0.070	60.00	50.90
2	3-005400000	CITY OF JACKSON	406.0	W	FRANKLIN ST	0.071	49.63	62.66
3	4-052400000	CITY OF JACKSON	316.0	W	WILKINS ST	0.158	80.00	86.00
4	4-055000000	CITY OF JACKSON	322.0	W	BIDDLE ST	0.150	49.50	132.00
5	4-059700000	CITY OF JACKSON	106.0	W	BIDDLE ST	0.055	36.00	66.00
6	4-0749.1000	CITY OF JACKSON	129.0	W	WILKINS ST	0.058	34.00	74.00
7	4-079100000	CITY OF JACKSON	906.0		CHITTOCK AVE	0.208	55.00	165.00
8	4-084700000	CITY OF JACKSON	915.0		MAPLE AVE	0.212	50.00	184.80
9	4-085400000	CITY OF JACKSON	133.0	W	MORRELL ST	0.069	33.00	90.75
10	4-087800000	CITY OF JACKSON	941.0		WILLIAMS ST	0.050	33.00	66.00
11	4-100600000	CITY OF JACKSON	1204.0		WILLIAMS ST	0.182	66.00	120.00
12	4-115600000	CITY OF JACKSON	1227.0		WOODBIDGE ST	0.141	46.50	132.00
13	4-123500000	CITY OF JACKSON	1046.0		GREENWOOD AVE	0.136	110.00	48.50
14	4-151400000	CITY OF JACKSON	0.0		CHITTOCK AVE	0.087	42.00	90.00
15	4-176000000	CITY OF JACKSON	1707.0		FIRST ST	0.169	47.00	156.78
16	4-182000000	CITY OF JACKSON	0.0		WOODSUM ST	0.142	50.00	124.00
17	5-0098.1000	CITY OF JACKSON	412.0		FRANCIS ST	0.244	80.00	133.70
18	5-031100000	CITY OF JACKSON	919.0		AMUR ST	0.990	0.00	0.00
19	5-031200000	CITY OF JACKSON	0.0		HAMBURG ST	0.340	0.00	0.00
20	5-0318.1000	CITY OF JACKSON	0.0		NECKER ST	0.160	0.00	0.00
21	5-054700000	CITY OF JACKSON	812.0		ORCHARD PL	0.119	48.00	108.00
22	5-054800000	CITY OF JACKSON	816.0		ORCHARD PL	0.117	48.00	106.00
23	5-054900000	CITY OF JACKSON	210.0	E	MORRELL ST	0.119	48.00	108.00
24	5-056500000	CITY OF JACKSON	932.0		ORCHARD PL	0.102	48.00	93.00
25	5-063500000	CITY OF JACKSON	926.0		FRANCIS ST	0.145	44.00	144.00
26	5-095200000	CITY OF JACKSON	0.0		ADRIAN AVE	0.125	41.00	133.00
27	5-1232.1000	CITY OF JACKSON	200.0	E	HIGH ST	0.227	66.00	150.00
28	5-125500000	CITY OF JACKSON	130.0	E	HIGH ST	0.133	44.00	132.00
29	5-1309.2000	CITY OF JACKSON	217.0	E	HIGH ST	0.133	44.00	132.00
30	5-159500000	CITY OF JACKSON	0.0		DAMON ST	0.149	52.50	124.00
31	5-170100000	CITY OF JACKSON	144.0	E	MANSION ST	0.100	35.00	124.00
32	5-188100000	CITY OF JACKSON	122.0	E	SOUTH ST	0.310	104.00	130.00
33	5-195800000	CITY OF JACKSON	0.0	E	SOUTH ST	0.129	40.00	141.00
34	5-195900000	CITY OF JACKSON	0.0	E	SOUTH ST	0.129	40.00	141.00
35	5-196000000	CITY OF JACKSON	0.0	E	SOUTH ST	0.129	40.00	141.00
36	5-196100000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
37	5-196200000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
38	5-196300000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
39	5-196400000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
40	5-196500000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
41	5-196600000	CITY OF JACKSON	0.0		SOUTH ST	0.129	40.00	141.00
42	5-204900000	CITY OF JACKSON	1915.0	S	MILWAUKEE ST	0.239	88.10	118.00
43	5-212400000	CITY OF JACKSON	325.0	E	EUCLID AVE	0.121	40.00	132.00
44	5-213300000	CITY OF JACKSON	0.0		EGGLESTON ST	0.094	36.00	113.65
45	5-218600000	CITY OF JACKSON	801.0	S	COOPER ST	1.250	0.00	0.00

	Parcel	Owner	Street #	Dir	Street Name	Acreage	Frontage	Depth
46	5-2203.1000	CITY OF JACKSON	0.0		WELLWORTH ST	1.150	0.00	0.00
47	5-2203.2000	CITY OF JACKSON	0.0		WELLWORTH ST	0.450	0.00	0.00
48	5-2203.2B00	CITY OF JACKSON	0.0		WELLWORTH ST	0.450	0.00	0.00
49	5-2204.A000	CITY OF JACKSON	0.0		WELLWORTH ST	0.620	0.00	0.00
50	5-220400000	CITY OF JACKSON	2056.0		WELLWORTH ST	0.620	0.00	0.00
51	5-220500000	CITY OF JACKSON	2060.0		WELLWORTH ST	2.400	0.00	0.00
52	6-0304.1000	CITY OF JACKSON	1117.0		PLYMOUTH ST	0.247	81.65	132.00
53	6-033200000	CITY OF JACKSON	1111.0		PLYMOUTH ST	0.127	52.70	105.00
54	6-064400000	CITY OF JACKSON	1514.0		TEN EYCK ST	0.167	52.00	140.00
55	6-0653.1000	CITY OF JACKSON	1505.0		TEN EYCK ST	0.190	63.61	130.00
56	6-119700000	CITY OF JACKSON	0.0		SWEET AVE	1.150	181.00	264.00
57	6-121400000	CITY OF JACKSON	0.0		LANDLOCKED	0.195	67.05	126.50
58	6-121500000	CITY OF JACKSON	0.0		SWEET ST	0.195	67.05	126.50
59	6-151200000	CITY OF JACKSON	925.0		RUSSELL ST	0.208	66.00	137.00
60	6-1845.ST00	CITY OF JACKSON	0.0		DIRLAM DR	0.940	0.00	0.00
61	6-185300000	CITY OF JACKSON	0.0	E	HIGH ST	1.049	0.00	0.00
62	7-014800000	CITY OF JACKSON	316.0	N	FRANCIS ST	0.157	50.00	110.00
63	7-033900000	CITY OF JACKSON	359.0		COOPER ST	0.075	33.00	99.00
64	7-062500000	CITY OF JACKSON	506.0	E	TRAIL ST	0.094	31.00	132.00
65	7-070800000	CITY OF JACKSON	526.0	E	TRAIL ST	0.213	127.00	73.00
66	8-009000000	CITY OF JACKSON	0.0	N	DWIGHT ST	0.151	50.00	131.40
67	8-0743.1000	CITY OF JACKSON	0.0	N	ELM AVE	0.475	156.80	132.00
68	8-116400000	CITY OF JACKSON	0.0		PLEASANT ST	0.146	48.30	132.00
69	8-116600000	CITY OF JACKSON	0.0		PLEASANT ST	0.152	50.00	132.00
70	8-116700000	CITY OF JACKSON	0.0		PLEASANT ST	0.152	50.00	132.00
71	8-116800000	CITY OF JACKSON	0.0		PLEASANT ST	0.152	50.00	132.00
72	8-117000000	CITY OF JACKSON	0.0		FLORAL	0.455	132.00	150.00
73	8-117300000	CITY OF JACKSON	0.0		BATES ST	0.152	50.00	132.00
74	8-118500000	CITY OF JACKSON	0.0		BLAKELY AVE	9.227	0.00	0.00
75	8-1235.2L00	CITY OF JACKSON	1001.0		SEYMOUR AVE	0.836	132.00	247.00
76	8-184500000	CITY OF JACKSON	0.0	N	WATERLOO AVE	0.644	82.50	340.00
77	8-188600000	CITY OF JACKSON	0.0		ROCK ST	0.122	46.00	115.50
78	8-188700000	CITY OF JACKSON	0.0		ROCK ST	0.122	46.40	115.00
79	8-188800000	CITY OF JACKSON	0.0		ROCK ST	0.123	46.50	115.00
80	8-189100000	CITY OF JACKSON	0.0		WHITNEY ST	0.817	91.70	388.00

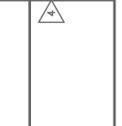


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ADD. CITY ARTSWALK	PER. REVIEW	PER. APPROV.	DATE
040109	01/13/09	01/13/09	
040110	01/13/09	01/13/09	
040111	01/13/09	01/13/09	
040112	01/13/09	01/13/09	



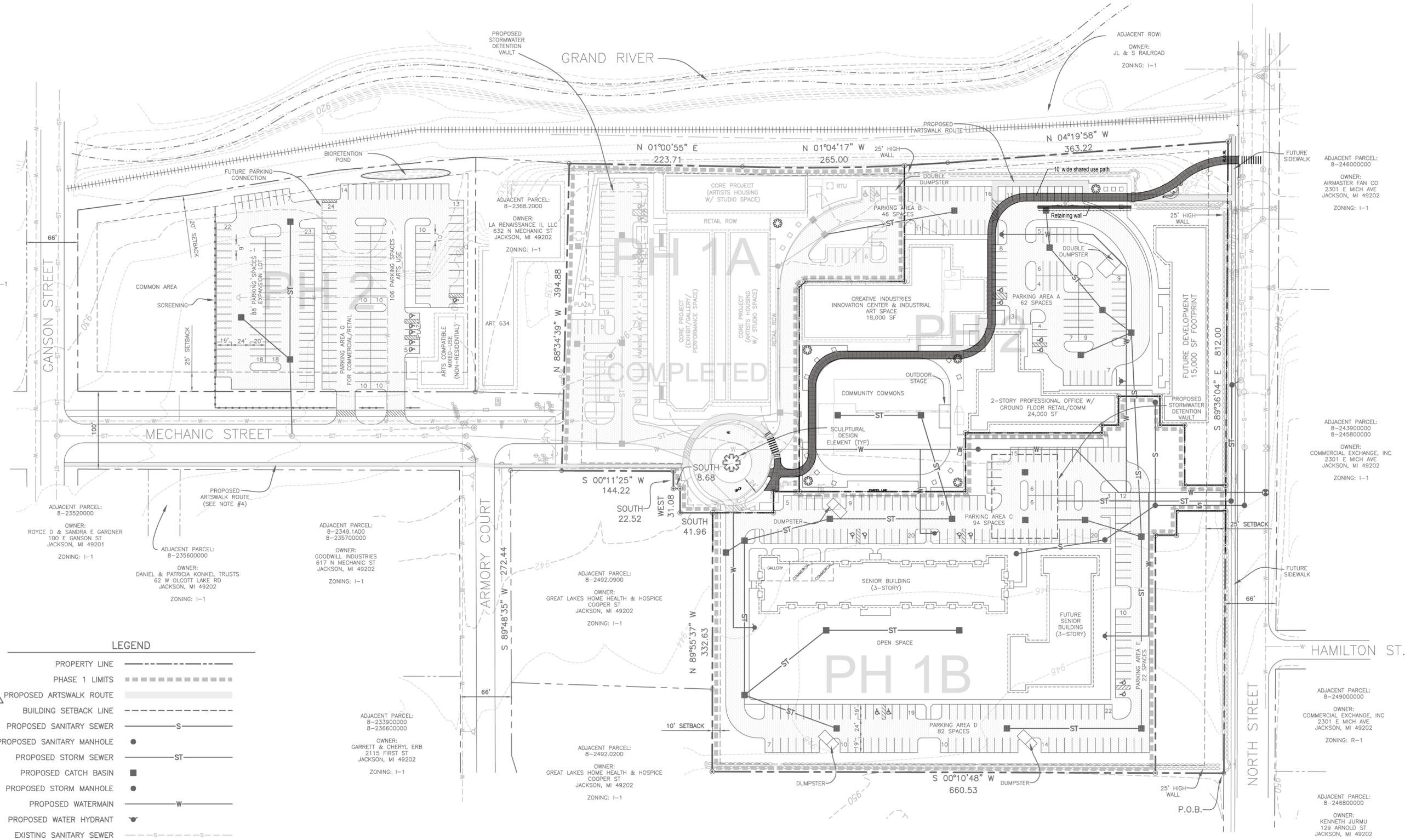
PRELIMINARY SITE PLAN
REVISED 4/1/09
ARMORY ARTS VILLAGE
JACKSON, MICHIGAN

TITLE:
PROJECT:

SIGNED
DATE:

SCALE: 1" = 60'
DATE: 2-10-06
DRAWN BY: GKL
CHK'D BY: CEC
PROJECT: 20E00417
DRAWING: 20-00417SP00C2

SHEET 2 OF 2



LEGEND

PROPERTY LINE	---
PHASE 1 LIMITS	----
PROPOSED ARTSWALK ROUTE	▬▬▬▬
BUILDING SETBACK LINE	---
PROPOSED SANITARY SEWER	—S—
PROPOSED SANITARY MANHOLE	●
PROPOSED STORM SEWER	—ST—
PROPOSED CATCH BASIN	■
PROPOSED STORM MANHOLE	●
PROPOSED WATERMAIN	—W—
PROPOSED WATER HYDRANT	▼
EXISTING SANITARY SEWER	---S---
EXISTING SANITARY MANHOLE	⊙
EXISTING STORM SEWER	---ST---
EXISTING STORM CATCH BASIN	■
EXISTING STORM MANHOLE	⊙
EXISTING WATERMAIN	---W---
EXISTING HYDRANT	▼

GRADING LEGEND

---950---	EXISTING CONTOUR, MAJOR
---948---	EXISTING CONTOUR, MINOR

- NOTES**
- THE NORTH STREET ENTRANCE WILL NOT BE USED FOR VEHICULAR ACCESS.
 - A CONNECTIVE ROAD SYSTEM ACCEPTABLE TO THE CITY ENGINEERING AND FIRE DEPARTMENTS WILL BE BUILT DURING PHASE I TO ENHANCE ACCESS AND TO PROVIDE AN EMERGENCY ROUTE FOR ALL VEHICULAR TRAFFIC.
 - NEW UTILITIES WILL BE BURIED UNDERGROUND. EXISTING UTILITIES WILL BE RELOCATED UNDERGROUND WHERE FEASIBLE.
 - PEDESTRIAN WALKWAYS WILL BE OPEN TO THE PUBLIC. THE "HISTORIC INDUSTRIAL LEG OF THE RIVER ARTS WALK" WILL BE PROTECTED BY PUBLIC EASEMENT PENDING DETERMINATION OF ITS FINAL ROUTE AND COURSE.
 - PEDESTRIAN WALKWAYS AND PLAZAS WILL BE CONSTRUCTED OF STAMPED CONCRETE. PLAZAS WILL TYPICALLY FEATURE BENCHES, TABLES, AND ORNAMENTAL PLANTINGS.
 - ART EXHIBITORS WILL BE ALLOWED TO DISPLAY THEIR WORK IN DESIGNATED AREAS ALONG THE PEDESTRIAN ROUTE (SEE LANDSCAPE PLAN FOR TYPICAL DETAIL).
 - THE SCULPTURAL DESIGN ELEMENTS FEATURED THROUGHOUT THE PROJECT WILL BE PERMANENT INSTALLATIONS OR HAVE PERMANENT BASES WITH CHANGING DISPLAYS.
 - RETAIL SPACES WILL PREDOMINATE ALONG THE NORTH SIDE (OF THE NORTHERNMOST) FORMER CELL BLOCK BUILDING AND THE COURTYARD AREA BETWEEN THE CORE BUILDINGS.

- SITE-SPECIFIC STANDARDS WILL BE DEVELOPED FOR ALL SIGNAGE USED ON THE SITE WITH THE EXCEPTION OF TRAFFIC CONTROL SIGNS THAT MUST BE IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
- THE DEVELOPER WILL INTEGRATE HISTORIC ARTIFACTS WITH PROPOSED PROJECT ELEMENTS AND INCLUDE COMMEMORATIVE SIGNS OR INSCRIPTIONS.
- THE DEVELOPER COMMITS TO REHABILITATE THE HISTORIC PRISON WALL IN CONFORMANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION. IN ADDITION, THE WORK WILL RETAIN ALL SIGNIFICANT ARCHITECTURAL FEATURES OF THE WALL INCLUDING THE ARCHES, TOWERS AND METAL GATES. THE WORK WILL STABILIZE THE WALL BY ADDRESSING WATER PENETRATION ESPECIALLY AT THE TOP OF THE WALL AND THROUGH DETERIORATED MORTAR JOINTS. MASONRY CLEANING (IF ATTEMPTED), MASONRY REPAIR AND MASONRY TUCKPOINTING WILL MEET THE REQUIREMENTS OF THE SECRETARY'S REHABILITATION STANDARDS.

ARMORY SITE LEGAL DESCRIPTION*

A PARCEL OF LAND IN THE NE ¼ OF SECTION 34, T2S, R1W, CITY OF JACKSON, JACKSON COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 34; THENCE S 00°09'38"W 1141.27 FEET, ON THE EAST LINE OF SAID SECTION 34; THENCE N89°50'22"W 33.00 FEET, TO INTERSECTION OF THE SOUTH LINE OF NORTH STREET AND THE WEST LINE OF COOPER STREET; THENCE N89°36'04"W 129.71 FEET, ON THE SOUTH LINE OF NORTH STREET, TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE S00°10'48"W 660.53 FEET; THENCE N89°55'37"W 332.63 FEET; THENCE SOUTH 41.96 FEET; THENCE WEST 31.08 FEET; THENCE SOUTH 8.68 FEET; THENCE S00°11'25"W 144.22 FEET, ON THE EAST LINE OF MECHANIC STREET AT THE NORTH END OF MECHANIC STREET; THENCE N88°34'39"W 394.85 FEET, TO THE EAST LINE OF THE JACKSON, LANSING & SAGINAW RAILROAD RIGHT OF WAY; THENCE N01°00'35"E 223.71 FEET, ON SAID RAILROAD RIGHT OF WAY; THENCE 265.13 FEET, ON THE ARC OF CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 06°09' 02", A RADIUS OF 2469.76 FEET, AND A LONG CHORD BEARING AND DISTANCE OF N01°04'17"W 265.00 FEET, ON SAID RAILROAD RIGHT OF WAY; THENCE N04°19'58"W 363.22 FEET, ON SAID RAILROAD RIGHT OF WAY TO THE SOUTH LINE OF NORTH STREET; THENCE S89°36'04"E 812.00 FEET, ON THE SOUTH LINE OF NORTH STREET, TO THE POINT OF BEGINNING, CONTAINING 13.772 ACRES.

*THE ARMORY SITE IS COMPRISED OF THE FOLLOWING TAX PARCELS:
 8-2492.0400 (3.36 ACRES)
 8-2492.0600 (5.33 ACRES)
 8-2492.0700 (4.42 ACRES)
 8-2492.0800 (0.66 ACRES)

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