

Proposed Agenda

April 17, 2008

Honorable Mayor and
Members of the City Council
City of Jackson

Dear Mayor and City Councilmembers:

The next regular meeting of the City Council will be held on Tuesday, April 22, 2008, at 7:00 p.m. in the City Council Chambers. The following items will appear on Tuesday's agenda.

1. Call to Order.
2. Pledge of Allegiance – Invocation by Andrew R. Frounfelker, 5th Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
 - A. Presentation by Jackson Transportation Authority representatives giving a status report.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of April 8, 2008.
 - B. Approval of the minutes of the special City Council meeting Goal Setting Workshop of April 15, 2008.
 - C. Approval of the miscellaneous City license renewals for the year expiring April 30, 2009, in accordance with the recommendation of the City Clerk.
 - D. Approval of the request from the Polish Legion of American Veterans Post No. 83 to conduct their annual Poppy Days solicitation at various locations throughout the City from Friday, May 2, 2008, through Sunday, May 4, 2008.
 - E. Approval of the request from the Fitness Council of Jackson to hold a Smart Commute Day Lunch Party at Bucky Harris Park on Friday, May 16, 2008, beginning at 11:30 a.m. (Recommended approval received from the Police, Fire, Public Services, Parks/Forestry Departments and the Downtown Development Authority. Proper insurance received.)
 - F. Approval of the request from Jackson County Parks to close Brown Street at Randolph Street and Denton Road on Saturday, May 24, Thursday, July 3 and Saturday, August 30, 2008 (rain dates, May 25, July 5 and August 31, respectively), from 9:00 a.m. until midnight, to conduct the 2008 Fireworks Display at Cascade Falls Park. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)
 - G. Approval of the request from Jackson County Parks to close Brown Street at Randolph Street and Denton Road on Friday, August 22, 2008, at 8:00 a.m. through Sunday, August 24, 2008, at 6:00 p.m., for the annual Civil War Muster.

(Recommended approval received from the Police, Fire and Traffic Engineering Departments. Proper insurance coverage received.)

- H. Approval of the request from the Recreation Department to close the following streets within Ella Sharp Park on June 14 for the Jackson Iron Kids Triathlon (7:00 a.m. until noon) and June 21 for the Tin Man Triathlon (6:00 a.m. until noon):
 - Oakwood at Maplewood Dr., Maplewood Dr. at Birchwood, Birchwood at Elmdale Dr., and E. Hickory at Elmdale Dr.
- I. Approval of the request from Salon Breath & Spa to close the eastern portion of Lot #8 on Saturday, May 10, 2008, from noon until 5 p.m., to conduct their Spring Fling event. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Works Departments and the Downtown Development Authority. Proper insurance coverage received.)
- J. Approval of the request to terminate the Citywide Mowing Contract 2007-2008 with A-One Lawn Care, in accordance with the recommendation of the Director of Public Services, and the Purchasing Agent.
- K. Approval of Traffic Control Order (TCO) No. 1978, for the installation of Autistic Child signs on Audubon Avenue between S. West Avenue and the Parkway Drive, in accordance with the recommendation of the City Engineer.
- L. Receipt of actuarial valuations as of June 30, 2007, 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 2008-2009.
- M. Receipt of the Community Development Department CDBG Financial Summary through March 31, 2008.
- N. Receipt of Community Development Department Quarterly Activity Reports for the first three quarters of the 2007/2008 fiscal year.

8. **Committee Reports.**

9. **Appointments.**

- A. Consideration of the request to appoint Clifford D. LaRoe to the City of Jackson Employees Retirement System filling a vacancy, beginning immediately and ending August 31, 2009, in accordance with the recommendation of the Employees Retirement System Board.

10. **Public Hearings.**

Recess as a City Council and convene as a Board of Review

- A. Public hearing on Special Assessment Roll No. 3348 for water main and street construction on Hibbard Street from Ganson Street to North Street.
 - 1. Resolution confirming Special Assessment Roll No. 3348.

Adjourn as a Board of Review and reconvene as City Council

11. **Resolutions.**

- A. Consideration of a resolution honoring Lynne Loftis, Ella Sharp Museum Director, for 35 years of service upon her retirement.
- B. Consideration of a resolution approving the cost agreements with the Michigan Department of Transportation for shared maintenance work on certain traffic signals in the City of Jackson, and authorization for the Mayor and City Clerk to execute the appropriate document(s) for traffic signal control as prepared by the Michigan Department of Transportation, in accordance with the recommendation of the City Engineer.

- C. Consideration of a resolution amending the City's Personnel Policy regarding harassment, in accordance with the recommendation of the Rules and Personnel Committee, the Personnel & Labor Relations Director and the City Manager.
- D. Consideration of a resolution amending the 2007/2008 Community Development Block Grant (CDBG) Budget for the Citywide Spring Clean-up.

12. **Ordinances.**

13. **Other Business.**

14. **New Business.**

- A. Consideration of the request to approve the second and final renewal to the contract with Unifirst Corporation, Pontiac, Michigan, in the amount of \$34,923.72, for rental uniforms and laundry service for certain City departments, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of City department committee members and the Purchasing Agent.
- B. Consideration of the request to approve the first renewal to the contract with Belden Asphalt, Jackson, in the amount of \$79,375.00, for pavement repair services, and authorization of the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the Purchasing Agent and the Director of Public Services.
- C. Consideration of the final allocations for Community Development Block Grant (CDBG) and HOME funding for fiscal year 2008-2009.
- D. Consideration to approve the request from the Crazy Cowboy, LLC to hold a Saddle Up Biker Bash, June 6, 7, and 8, 2008, and to close Mechanic Street from Cortland Street to Washington Avenue, beginning at 3:00 p.m., on Friday, June 6th through 2:00 a.m., on Sunday, June 8th. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. The Public Services Department and Downtown Development Authority recommend approval with contingencies. Contingent upon receipt of proper insurance coverage. Insurance company requires purchase of non-refundable special event insurance.)
- E. Consideration to approve the request from the Crazy Cowboy, LLC to hold a NASCAR -- Mechanic Street Block event June 13, 14, and 15, 2008, and to close Mechanic Street from Cortland Street to Washington Avenue, beginning at 3:00 p.m., on Friday, June 13th through 2:00 a.m. on Sunday, June 15th. (Recommended approval received from the Police and Fire Departments. The Traffic Engineering, Public Services Departments and the Downtown Development Authority recommend approval with contingencies. Contingent upon receipt of proper insurance coverage. Insurance company requires purchase of non-refundable special event insurance.)
- F. Consideration to approve the request from the Crazy Cowboy, LLC to hold a Sizzlin Summer Mechanic Street event on July 25, 26, and 27, 2008, and to close Mechanic Street from Cortland Street to Washington Avenue, beginning at 3:00 p.m. on Friday, July 25th through 2:00 a.m. on Sunday, July 27th. (Recommended approval received from the Police, Fire and Traffic Engineering Departments. The Public Services Department and Downtown Development Authority recommend approval with contingencies. Contingent upon receipt of proper insurance coverage. Insurance company requires purchase of non-refundable special event insurance.)
- G. Consideration to approve the request from the Crazy Cowboy, LLC to hold a NASCAR -- Mechanic Street Block event August 15, 16, and 17, 2008, and to

close Mechanic Street from Cortland Street to Washington Avenue, beginning at 3:00 p.m., on Friday, August 15th through 2:00 a.m. on Sunday, August 17th. (Recommended approval received from the Police and Fire Departments. The Traffic Engineering, Public Services Departments and the Downtown Development Authority recommend approval with contingencies. Contingent upon receipt of proper insurance coverage. Insurance company requires purchase of non-refundable special event insurance.)

H. Consideration of the proposed speed limit changes by the Michigan Department of Transportation on various State highways within the corporate limits of the City.

15. **City Councilmembers' Comments.**

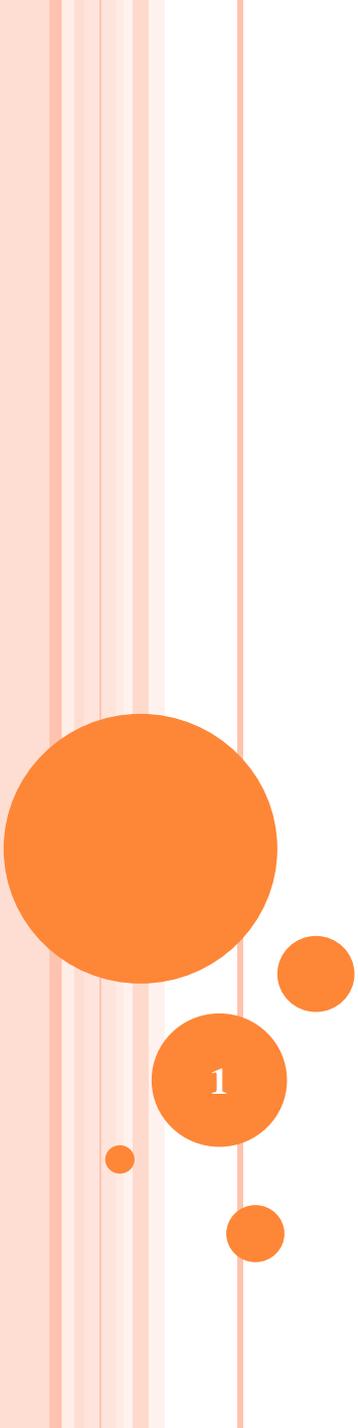
16. **Adjournment.**

Respectfully submitted,

A handwritten signature in black ink that reads "William R. Ross". The signature is written in a cursive, flowing style.

William R. Ross
City Manager

WHAT IS JTA?



1

Jackson Transportation Authority

JTA

- An independent public authority corporation organized by State statute (Act 196).
- JTA is not a City department.
- 9 Member Board of Directors, appointed by
 - City of Jackson (4)
 - County of Jackson (1)
 - Summit Township (1)
 - Blackman Township (1)
 - Leoni Township (1)
 - Lifeways (1)

JTA

- Legal jurisdiction includes the same territory as the City of Jackson.
- Provides public transportation within its jurisdiction.
- Can provide public transportation outside of its jurisdiction contractually on an “actual cost basis”.

CURRENT SERVICES PROVIDED

- Fixed Routes (primarily within the City)
- Full “Reserve-A-Ride” service for City residents
- Limited “Reserve-A-Ride” service for non-City residents

WHO ARE JTA CUSTOMERS?

- Students, adults and seniors who are unable to drive or do not own a car
- Individuals whose special transportation needs are not accommodated in ordinary vehicles but can be on JTA vehicles
- Couples with only one car
- People who prefer to ride instead of drive
- Other persons with special interests

HOW CUSTOMERS USE JTA

- Home
 - Shop for groceries, clothing and other items
- Work
 - Commute to work
- School
 - Attend school and school activities
- Medical
 - Travel to their doctor
 - Receive treatment and rehabilitation services
- Social
 - Get to church and religious functions
 - Visit family and friend
 - Join in community activities
 - Vote and participate in governmental activities

Fixed Route Fares

- Individual ticket prices.
- Multiple ride discount cards available

Adult	\$1.50
Student	\$1.00
Senior, Child, Disabled	\$0.75



Reserve-A-Ride Fares

Service to Zone 1 Residents *				
	Fare Type	Zone 1-Zone 1	Zone 1-Zone 2	Zone 1-Zone 3
	Adult	\$ 4.00	\$ 5.00	\$ 7.50
	Student	\$ 2.50	\$ 3.50	\$ 7.50
	Senior/Disabled	\$ 2.00	\$ 2.50	\$ 3.00
	P.E.T (8-5pm M-F)	\$ 3.50	\$ 4.25	\$ 4.25
	P.E.T (All other Times)	\$ 3.50	\$ 4.25	\$ 5.65

* Reserve -A- Ride service for all residents of Jackson County operates in three zones. .

Reserve-A-Ride fares are charged for the pick-up and return leg of any round trip.

Service to Zone 2 & 3 Residents

Monday, Wednesday, Friday Only **

	Fare Type	Zone 2 to Zones 1, 2, and 3	Zone 3 to Zones 1, 2, and 3	
	Adult	\$ 7.50	\$ 10.50	
	Student	\$ 7.50	\$ 10.50	
	Senior/Disabled	\$ 3.00	\$ 3.00	

** Specific Pick-up and Drop-off times are scheduled for each Zone

Zone 1 = City of Jackson Residents				
Zone 2 = Blackman, Leoni, and Summit Townships				
Zone 3= All other Townships				



Zone Service Schedule

Zone #1 – City of Jackson

Zone #2 – Blackman, Summit and Leoni townships

Zone #3 – All other townships

	Monday-Friday	Saturday	Sunday
Zone 1 (City)			
Fixed Routes	6:15am-6:15pm	10:15am-6:15pm	N/A
RAR Van	6 am-10pm	10am-10pm	7am-5pm
Zone 2 & 3			
Fixed Routes	N/A	N/A	N/A
RAR Van	M/W/F Only	N/A	N/A
Pick-up Hours	6:00am to 8:00am and 9:00am to 11:00am		
Drop-off hours	1:00pm to 3:00pm and 4:00pm to 6:00pm		



SERVICE REDUCTIONS

- September, 2007 - Reserve-A-Ride service outside of the City was reduced significantly due to lack of funding.
- With County funding, JTA is able to offer Reserve-A-Ride service to non-City residents during limited hours on Monday, Wednesday and Friday.
- Change is from about 20,000 service hours in 2006 for non-City residents down to 5,200 hours on the current schedule.

JTA EMPLOYEES

- **Total - 70** employees
 - 55 full-time
 - 15 part-time
- **Unionized - 50** employees
 - 38 full-time
 - 12 part-time

Data as of September 30, 2007,

FINANCIAL OVERVIEW

- Operating budget- almost \$5 million in 2007
- Most revenue comes from federal and state funding that reimburses expenses incurred.

FY 2007 REVENUES

Source of Revenues	(\$1,000s)	%	Comments
Customer Fares	\$ 528	11%	
Millage and Michigan Single Business Tax	\$ 620	13%	SBT was \$39, 397
Contract revenues with local government and nonprofits	\$ 443	9%	County contract was \$107,100 (increased to \$130,000 in FY 2008)
Michigan DOT operating grant	\$ 1,800	38%	Based on eligible expenses
Federal operation grants	\$ 1,300	27%	Four different programs
Local Charter Service	\$ -	0%	Restricted by federal law
Miscellaneous	\$ 96	2%	
Total Revenue	\$ 4,770	100%	

FY 2007 EXPENDITURES

Expense Category	(\$1,000s)	%	Comments
Wages and Benefits	\$ 3,520	74%	Cost per employee was \$25.93/hr full-time and \$20.32 /hr part-time.
Materials and Supplies	\$ 797	17%	Gasoline and diesel fuel were \$360,902.
Utilities	\$ 111	2%	
Insurance	\$ 183	4%	\$153,234 for vehicles.
Contract Services	\$ 137	3%	Radio/ communication services were \$22,048; computer maintenance was \$31,087.
Marketing	\$ 11	0.2%	
Miscellaneous	\$ 20	0.4%	
Total Expenditures	\$ 4,779	100%	

JTA'S VEHICLE FLEET

- 18 buses in service on 8 fixed routes
 - Large buses (average of 342,521 miles per bus)
 - Medium buses (average of 194,000 miles per bus)
- 18 vans in service (average of 128,700 miles per van) for use in Reserve-A-Ride service.

CAPITAL PROCUREMENT

- Primary Federal and State funding is required for operational needs.
- Vehicles and other significant capital purchases must be funded through special grants.
- Currently, JTA has secured \$2,500,000 in special capital grant funding to order six (6) new low floor fixed route vehicles. Delivery is expected in October, 2008.



THE OLD.....



○ THE NEW!.....

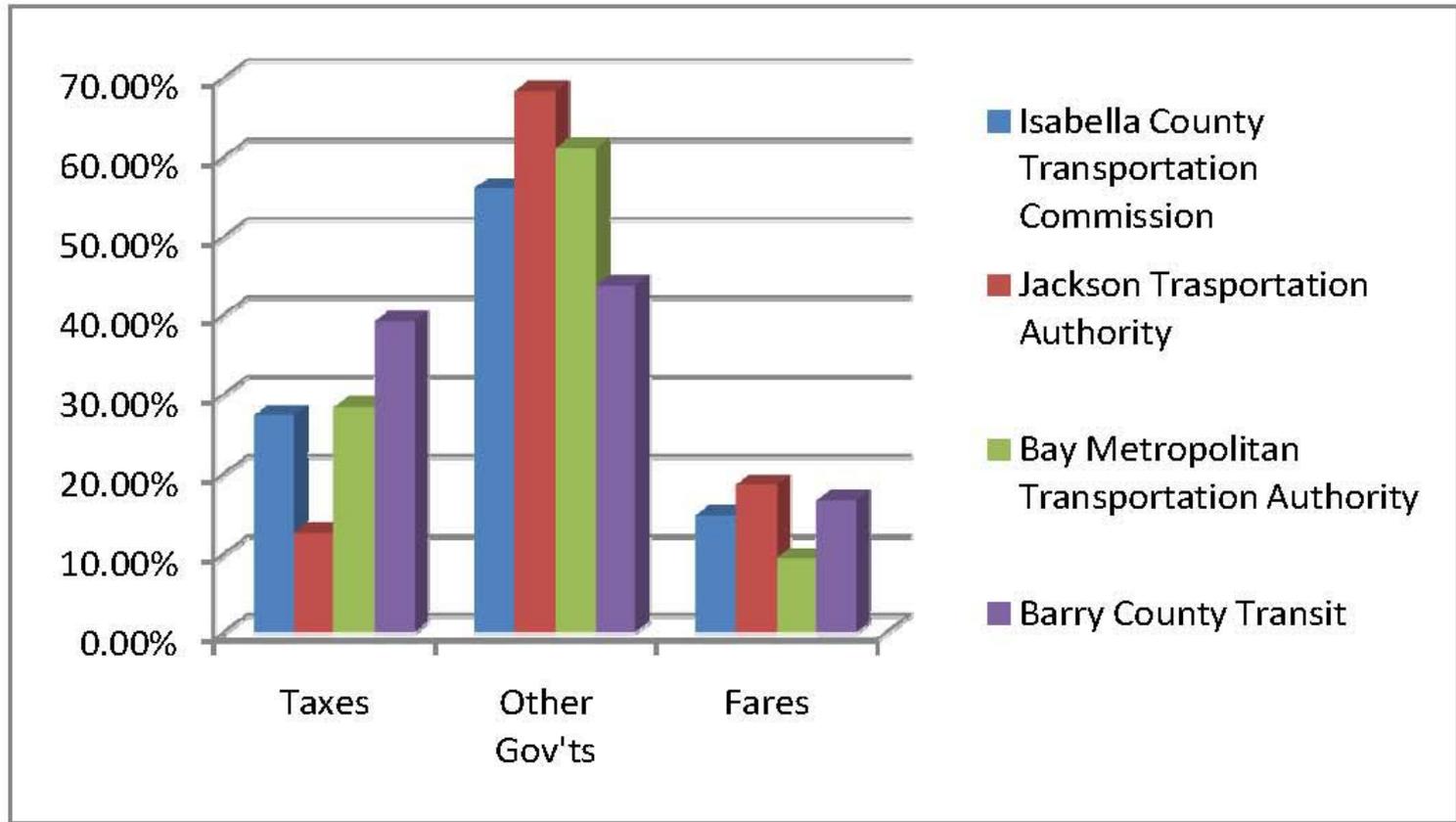




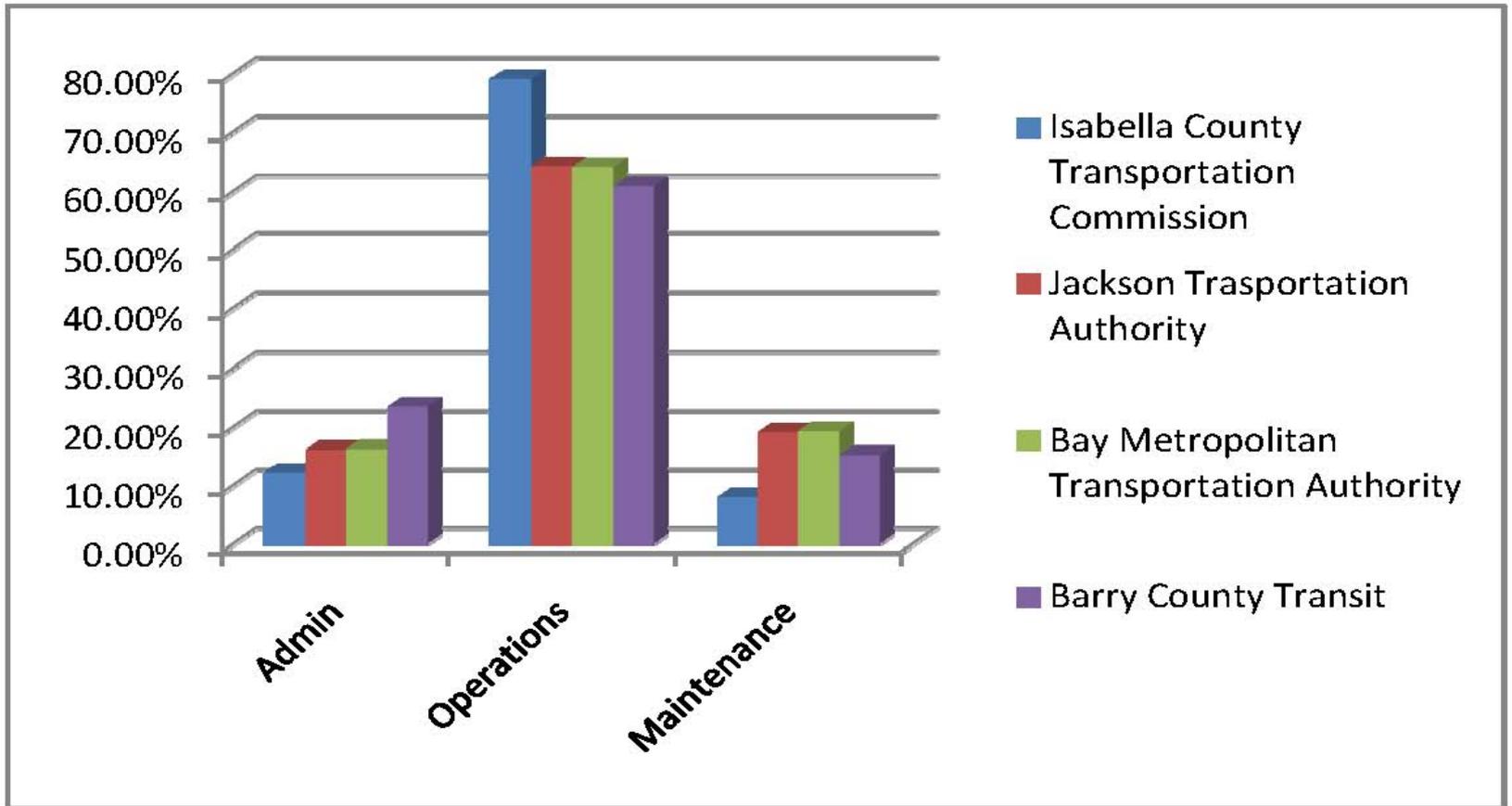
JTA COMPARED TO OTHER TRANSIT SYSTEMS?

- Isabella County Transportation Commission
- Bay County Metropolitan Transportation Authority
- Barry County Transit
- Jackson Transportation Authority

REVENUE SOURCES



EXPENDITURES





U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

December 27, 2007

Jerry McDevitt
Chairman, Board of Directors
Jackson Transportation Authority
2350 East High St.
Jackson, MI 49203

Re: Achievement of Excellence Certificate for Triennial Review

Dear Mr. McDevitt:

The Federal Transportation Administration is pleased to acknowledge your Achievement of Excellence by presenting to you the enclosed certificate. The Certificate is for exemplary completion of a U.S. DOT Federal Transit Administration Triennial Review during Fiscal Year 2007. It is presented to federally funded public transportation providers and agencies in Region V who had no findings in the areas examined.

We greatly appreciate your continued commitment to making public transportation America's mode of choice. Thank you for your personal contribution, cooperation, and assistance during the triennial review program. We realize that the review has involved effort, time, and planning.

Sincerely,

Dominick J. Gatto, P.E.
Director, Office of Program
Management and Oversight

Enclosure



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

January 24, 2008

Mr. Cameron McCollum
General Manager
Jackson Transportation Authority
2350 East High Street
Jackson, MI 49203-3490

Dear Cameron:

At today's meeting of the Board of Directors, I was asked by one of the Board members to provide the various balance sheet ratios we discussed (including recommended ranges) in writing. As we discussed, the recommended ranges are based on our firm's experience with Michigan transit agencies and generally used by us as a "rule of thumb" for purposes of analyzing the financial health of a transit organization. The ratios we discussed are as follows:

Quick Ratio

- Computed as cash plus receivables divided by total current liabilities
- For 9/30/07 JTA was at 2.58
- We generally recommend a ratio of 2 or greater

Unrestricted Net Assets as a Percentage of Annual Expenses (including depreciation)

- Computed as unrestricted net assets divided by total expenses
- For 9/30/07 JTA was at approximately 15.2%
- We generally recommend 12-15%

Unrestricted Net Assets as a Percentage of Annual Expenses (excluding depreciation)

- Computed as unrestricted net assets divided by total expenses minus depreciation
- For 9/30/07 JTA was at approximately 17.3%
- We generally recommend 15-20%

Current Ratio

- Computed as total current assets divided by total current liabilities
- For 9/30/07 JTA was at 3.29
- We generally recommend a ratio of 3 or greater

As you can see, JTA is at or above all of the recommended levels of the various ratios. This reflects positively on the financial position of JTA, but does not provide information on reductions in service experienced in recent years – which would be critical to understanding the financial position of JTA.

As always, we appreciate the opportunity to be of service to JTA. Please let me know if there is anything else I can do.

Sincerely,


Alan D. Panter, CPA
Principal
Abraham & Gaffney PC

RIDERSHIP



IMPACT OF RESERVE-A-RIDE CHANGES

- Customers residing in the townships and other rural areas has recently dropped by over 50% as compared to the same period last year.
- Registrations between October 1st, 2007 and January 31st, 2008 are also down significantly in nearly all townships.
- Recent ridership declines in the City probably due to fare increases in FY 2006

Customers	Number of individual customers registered					Change from 2005
	10/01/04 TO 1/31/05	10/01/05 TO 1/31/06	10/01/06 TO 1/31/07	10/01/07 TO 1/31/08		
JURISDICTION						
JACKSON	953	806	753	627		-326
BLACKMAN	243	204	211	87		-156
LEONI	63	48	48	24		-39
SUMMIT	130	154	144	40		-90
NAPOLEON	24	18	21	19		-5
SANDSTONE	10	11		2		-8
SPRING ARBOR	30	33	24	16		-14
COLUMBIA	17	17	19	10		-7
CONCORD	4	6	4	4		0
GRASS LAKE	10	10	9	5		-5
HANOVER	11	4	4	5		-6
HENRIETTA	10	6	6	5		-5
LIBERTY	7	4	7	1		-6
NORVELL	5	7	4	2		-3
PARMA	10	4	6	4		-6
PULASKI	6	4	3	2		-4
RIVES JUNCTION	18	13	10	5		-13
SPRINGPORT	3	5	7	4		1
TOMKINS	2	3	1	2		0
WATERLOO	4	4	6	2		-2
Totals	1560	1361	1287	866		-694



FIXED ROUTE USAGE STATISTICS

Fiscal Year	Adult and Student	Sr. & Disabled	Total	Pass/hr	Pass/mile
2004	326,288	169,386	495,674	17.95	1.42
2005	344,884	168,232	513,116	19.66	1.48
2006	394,050	165,362	559,412	20.11	1.55
2007*	312,795	167,680	480,475	17.28	1.32
4 yr avg	344,504	167,665	512,169	18.75	1.44

* Significant fare increase effective November 2006 (FY07)

RESERVE-A-RIDE USAGE STATISTICS

Fiscal Year	Qty	Urban*	Rural**	Total	Pass/hr	Pass/mile
2004	57,708	26,701	17,750	102,159	2.22	0.11
2005	52,104	27,808	16,744	96,656	1.99	0.11
2006	48,205	25,477	15,955	89,637	1.99	0.11
2007***	43,037	21,060	10,454	74,551	1.90	0.11
4 yr avg	50,264	25,262	15,226	90,751	2.03	0.11

* Defined as- Area outside of the Qty Limits, primarily Blackman, Summit, and Leonida

** Defined as- Jackson County rural area beyond Blackman, Summit, and Leonida

*** Significant fare increases effective November 2006 (FY07)

JTA

- Legal authority to levy property tax, subject to a vote of the public. City property taxes raise about \$560,000.
- Receives state and federal transportation funding.
- Receives state and federal grants for specific projects and programs.
- Receives contract funds from Jackson County and others.

SPECIAL FEDERAL PROJECT GRANTS

- \$355,000 awarded for FY 2008 for “Job Access/Reverse Commute” (JARC) specifically to provide transportation to work for low income individuals
- “New Freedom” grant requested to provide additional transportation options to disabled individuals

OPTIONS FOR EXPANDING JTA SERVICE

- Contracts – Agreement to provide services
 - Township and JTA
 - County and JTA
 - Agencies and JTA
 - The contracting entity selects service level, funding amount and source.
- Joining JTA - Adding Township precincts
 - Township Board and JTA both vote to have some or all precincts become a part of JTA.
 - Funding amount and source is through the property tax approved in a millage election. Tax currently approved is up for renewal in 2008.



JACKSON CITY COUNCIL MEETING

MINUTES

APRIL 8, 2008

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:01 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Gaiser 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: 0.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to adopt the agenda. 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 called Community Development Director Carol Konieczki and Economic Development Project Manager Debi Stuart to the podium to announce that the City of Jackson has been awarded a \$1,000,000 revolving loan fund grant from the US EPA. Sixty applications were submitted and only twelve were awarded throughout the country. City Manager Ross commended Ms. Konieczki and Ms. Stuart and other staff members for a job well done. It is a credit to them and to the organization.

PRESENTATIONS/PROCLAMATIONS.

None.

CITIZEN COMMENTS.

Scott Fleming, Executive Director of The Enterprise Group, offered his congratulations to Ms. Konieczki and Ms. Stuart on the grant award. Mr. Fleming brought attention to the Enterprise Group's new brochure and explained they are helping to market the industrial/business parks, including Micor.

Ken Williams, Concord Excavating and Grading, asked the Council to consider his bid for the Center Street project.

Robert Inman, Barrington Circle, introduced himself as a candidate for the Jackson Public Schools Board of Education.

CONSENT CALENDAR.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk 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 25, 2008.
- B. Approval of the request from the Jackson National Day of Prayer Task Force to conduct the National Day of Prayer service at 12:00 p.m. on Thursday, May 1, 2008, at Bucky Harris Park. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, and Parks/Forestry Departments, and the Downtown Development Authority. Hold Harmless Agreement executed in lieu of insurance coverage.)
- C. Approval of the request from the Downtown Development Authority to hold Cruise Nights on Friday, May 23, June 27, July 25, August 22, and September 26, 2008, from 6:00 p.m. until 9:00 p.m., and to close the following streets from 5:15 p.m. until 9:30 p.m.:
 - Michigan Avenue from Blackstone Street to Francis Street
 - Jackson Street from Cortland Street to Louis Glick Highway
 - Mechanic Street from Washington Avenue to Pearl Street
 (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Insurance coverage is in place.)
- D. 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 10, 2008, from 10:00 a.m. until 2:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- E. Approval of the request from the Downtown Development Authority to conduct their Summer Planting Day on Saturday, May 17, 2008, from 9:00 a.m. until 11:00 a.m. in downtown Jackson and Bucky Harris Park. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Insurance coverage is in place.)
- F. Approval of the request from the Mid-Town Association to hold their Taste of Jackson event, in conjunction with the Downtown Development Authority’s Cruise Night on Friday, September 26, 2008, beginning at 5:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services Departments, and the Downtown Development Authority. Proper insurance coverage received.)
- G. Approval of the request from Marriage Matters Jackson – United Way, to hold a community marriage policy signing event at Bucky Harris Park, Tuesday, May 6, 2008, at 12 noon. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services and Parks/Forestry Departments, and the Downtown Development Authority. Proper insurance coverage received.)

- H. Approval of the first renewal of the 2007 Mowing and Grounds Maintenance contract for the Water Treatment Plant and Water facilities, with Deer Hunter's Construction, Jackson, at an estimated contract renewal amount of \$14,260.35, and authorization for the Mayor and City Clerk to execute the appropriate contract document(s), in accordance with the recommendation of the Purchasing Agent and the Director of Public Services.
- I. Receipt of Dangerous Building Report through March 31, 2008.
- J. Establishment of April 22, 2008, at the City Council meeting as the time and place to hold a public hearing on the following Special Assessment roll for water main and street construction:
 - 1. Roll No. 3348 for Hibbard Street from Ganson Street to North Street.
- K. Establishment of May 13, 2008, at the City Council meeting as the time and place to hold public hearings for the following:
 - 1. To establish an Obsolete Property Rehabilitation District OPRD #6 at 159 West Pearl Street.
 - 2. Approval of an application for an OPRD Tax Exemption Certificate at 159 West Pearl Street.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

None.

PUBLIC HEARINGS.

A. PUBLIC HEARING TO ESTABLISH AN OBSOLETE PROPERTY REHABILITATION DISTRICT (OPRD) #5, ENCOMPASSING PROPERTY LOCATED AT 212 AND 228 W. MICHIGAN AVENUE.

Mayor Ludwig opened the public hearing. Bruce Inosencio, 740 W. Michigan, spoke in support of the OPRD designation. The Mayor closed the public hearing.

1. RESOLUTION ADOPTING THE ESTABLISHMENT OF OPRD #5.

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

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION URGING THE CREATION OF A COMPREHENSIVE TRANSPORTATION FUNDING PACKAGE BY THE STATE OF MICHIGAN. (POSTPONED AT MARCH 25, 2008, CITY COUNCIL MEETING.)

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to adopt the resolution, with the last line deleted (AND AS A LAST RESORT ONLY AFTER

ALL OTHER AVENUES HAVE BEEN TAKEN [TO NO AVAIL] an increase in vehicle registration fees and/or an increase in fuel taxes).

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to amend the main motion by adding the following to the resolution: “BE IT FURTHER RESOLVED that this resolution be sent to Michigan’s Governor and Legislature, news media, the Alternative Task Force and MDOT.”

Motion was made by Councilmember Frounfelker and seconded by Councilmember Gaiser to amend the main motion to delete the phrase, “such as optional sales tax authority,” from Section 3, Bullet Point 4. The motion was adopted by the following roll call vote. Yeas: Councilmembers Breeding, Howe, Greer, Gaiser, Frounfelker and Polaczyk and Mayor Ludwig—7. Nays: 0. Absent: 0.

Councilmember Breeding’s amendment was voted on and adopted by the following roll call vote. Yeas: Councilmembers Howe, Greer, Gaiser, Frounfelker, Polaczyk and Breeding and Mayor Ludwig—7. Nays: 0. Absent: 0.

The main motion, presented by Councilmember Polaczyk and with the two amendments, was then voted on and adopted by the following roll call vote. Yeas: Councilmembers Greer, Gaiser, Frounfelker, Polaczyk, Breeding and Howe and Mayor Ludwig—7. Nays: 0. Absent: 0.

B. CONSIDERATION OF A RESOLUTION GRANTING PERMISSION TO REBECCA M. OEXLER TO OPERATE A HOT DOG VENDING CART IN THE CENTRAL BUSINESS DISTRICT.

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

C. CONSIDERATION OF A RESOLUTION AMENDING THE 2004/2005 (YEAR 30), 2005/2006 (YEAR 31), 2006/2007 (YEAR 32), AND 2007/2008 (YEAR 33) HOME GRANT BUDGETS REALLOCATING UNSPENT FUNDS TO THE 2007/2008 HOME GRANT BUDGET.

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

ORDINANCES.

None.

OTHER BUSINESS.

None.

NEW BUSINESS.

- A. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO PAUL BENDEL MECHANICAL, JACKSON, IN THE AMOUNT OF \$27,490.00, FOR A POOL HEATER AND INSTALLATION AT ELLA SHARP PARK POOL, IN ACCORDANCE WITH THE RECOMMENDATION OF THE DIRECTOR OF PARKS, RECREATION AND GROUNDS AND THE SUPERINTENDENT OF ELLA SHARP PARK.**

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

- B. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO TCI INC. OF MICHIGAN, EATON RAPIDS, IN THE AMOUNT OF \$382,858.02, FOR WATER MAIN REPLACEMENT, AND SANITARY SEWER AND PAVEMENT REPLACEMENT ON CENTER STREET FROM GANSON STREET TO NORTH STREET, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT, THE PUBLIC SERVICES DIRECTOR, AND THE CITY ENGINEER.**

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to award the bid to Concord Excavating and Grading, Inc. because they are a local company and the difference between their bid and the lowest bidder is slightly less than \$750.00. The motion was adopted by the following roll call vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: Councilmember Gaiser—1. Absent: 0.

- C. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO JULE SWARTZ AND SONS, JACKSON, IN THE AMOUNT OF \$57,744.67, FOR STORM SEWER CONSTRUCTION ON HOBART STREET FROM WALKER TO THE WEST DEAD END THROUGH AN EASEMENT ON PRIVATE PROPERTY TO MONROE STREET, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE CITY ENGINEER.**

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

- D. CONSIDERATION OF THE REQUEST TO APPROVE THE BID AWARD TO AT A MOMENT'S NOTICE, IN THE AMOUNT OF \$23,915.00, FOR THE OWNER-OCCUPIED REHABILITATION PROJECT AT 506 SEYMOUR, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.**

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following roll call vote.

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

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Frounfelker announced he will hold a neighborhood meeting on Wednesday, April 30 at 7:00 p.m. in the Council Chambers. Karen Coffman, Chief Deputy Treasurer for Jackson County, will be the guest presenter and will discuss the duties of the County Treasurer and the Land Bank Authority.

Councilmember Polaczyk announced he will hold a community meeting on Tuesday, May 20 at 6:30 p.m. at Cascades Elementary School. Police Chief Heins will be the guest speaker and will talk about the 6th Ward.

Councilmember Greer echoed the City Manager's compliments to the Community Development Department staff, acknowledging their hard work and efforts, which resulted in the award of the \$1,000,000 EPA grant.

Councilmember Gaiser inquired about the status of the Charter Review Committee. The Mayor and Manager responded that packets are being prepared and will be sent to each member.

The **City Manager** reported that the legislation extending the Michigan Roads Today Program passed the Legislature and is on its way to the Governor. This is critical to the City in getting the East High Street project going, which is 100% funded by the State. Secondly, the Jackson Hotel is on its way to becoming property of the County. The Manager briefly outlined how this process will work and said he will keep the Council informed. **Councilmember Breeding** asked if some of the taxes are monies due to the City and if we wanted the Hotel would we have to pay money that we have not received. The City Manager gave a brief explanation of that process.

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

RETURN TO OPEN SESSION.

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

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:14 p.m.

Lynn Fessel
City Clerk

**JACKSON CITY COUNCIL
SPECIAL MEETING
GOAL SETTING WORKSHOP
APRIL 15, 2008**

CALL TO ORDER.

The Jackson City Council met in special session in the 10th floor conference room in City Hall for review of City goals and objectives and an executive session. Mayor Ludwig called the meeting to order at 6:07 p.m.

ROLL CALL.

Present: Mayor Jerry F. Ludwig and Councilmembers Carl L. Breeding, Robert B. Howe, Daniel P. Greer, Andrew R. Frounfelker and John R. Polaczyk--6. Councilmember Kenneth E. Gaiser was absent with excuse--1.

AGENDA.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to amend the agenda to switch Items V and VI, placing the executive session prior to review of City goals and objectives. The motion was adopted by the following roll call vote. Yeas: Councilmembers Breeding, Howe, Greer and Polaczyk—4. Nays: Mayor Ludwig and Councilmember Frounfelker—2. Absent: Councilmember Gaiser—1.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to adopt the agenda, as amended. The motion was adopted by the following roll call vote. Yeas: Mayor Ludwig and Councilmembers Breeding, Howe, Greer, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Gaiser—1.

CONSIDERATION OF APPROVAL OF COUNCILMEMBER GAISER'S REQUEST TO PARTICIPATE BY TELEPHONE.

Motion was made by Councilmember Breeding and seconded by Councilmember Greer to approve the request to participate.

After discussion, a motion was made by Councilmember Greer and seconded by Councilmember Breeding to end debate. The motion was adopted by the following roll call vote. Yeas: Councilmembers Breeding, Howe, Greer and Polaczyk—4. Nays: Mayor Ludwig and Councilmember Frounfelker—2. Absent: Councilmember Gaiser—1.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to amend the motion to allow Councilmember Gaiser to participate in the review of City goals and objectives and not in the executive session. The motion was adopted by the following roll call vote. Yeas: Mayor Ludwig and Councilmembers Howe, Frounfelker and Polaczyk—4. Nays: Councilmembers Breeding and Greer—2. Absent: Councilmember Gaiser—1.

The main motion, as amended, was voted on and adopted by the following roll call vote. Yeas: Councilmembers Greer, Frounfelker, Polaczyk and Howe and Mayor Ludwig—5. Nays: Councilmember Breeding—1. Absent: Councilmember Gaiser—1.

EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to go into closed executive session. The motion was adopted by the following roll call vote. Yeas: Councilmembers Frounfelker, Polaczyk, Breeding, Howe, Greer and Mayor Ludwig--6. Nays: 0. Absent: Councilmember Gaiser—1.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Howe to return to open session. The motion was adopted by the following roll call vote. Yeas: Councilmembers Polaczyk, Breeding, Howe, Greer and Frounfelker and Mayor Ludwig—6. Nays: 0. Absent: Councilmember Gaiser—1.

The City Council recessed at 7:00 p.m. and returned at 7:05 p.m.

ACTION FOLLOWING THE EXECUTIVE SESSION.

Motion was made by Councilmember Greer and seconded by Councilmember Polaczyk to send our March 18, 2008, 425 proposal to Blackman Township immediately and urge them to meet with the Mayor, City Manager, City Attorney and a Councilmember as soon as possible as a starting point for negotiations. The motion was adopted by the following roll call vote. Yeas: Councilmembers Howe, Greer, Frounfelker and Polaczyk and Mayor Ludwig—5. Nays: Councilmember Breeding—1. Absent: Councilmember Gaiser—1.

At 7:08 p.m. Councilmember Gaiser joined the meeting by telephone.

REVIEW CITY GOALS AND OBJECTIVES.

The City Manager began discussion on the following topics. (Some of these were added as Councilmembers stated their individual priorities.)

1. Revenue Enhancement
 - A. Economic Growth
 - B. Fee Adjustments – Where do we fit?
 - C. PILOT Policy

2. Cost Control and Reduction
 - A. Health Care
 - B. Staffing Levels
 - C. Combining Departments
 - D. Pension Adjustments
 - E. Contracting Services

3. Neighborhood Preservation
 - A. Blight Removal – City-wide trash removal
 - B. Housing Rehab
 - C. Neighborhood Action
 - D. Removal of Abandoned Buildings

- E. Street Conditions
 - F. Urban Farming (Neighborhood gardens)
 - G. Speed up Enforcement - Be more strict
 - H. Downpayment Assistance
 - I. Wayne County “turbo” Program
 - J. Large Item Collection
4. Downtown Development
- A. Reuse the Hayes & Consumers
 - B. Parking
 - C. Riverwalk Hotel
 - D. DDA future
 - E. Recruit Business
 - F. Develop Property Along Louis Glick Hwy
Put surface lots in inventory and if someone wants to build on one of our parking lots, we let them
 - G. Consider Making Parking Lots Available for Development

Additional Topics:

Extend the hours City Hall is open
Total Revitalization
Cooper Street Gateway
Complete the One-Way Plan Changes

Councilmembers’ shared their ideas:

Councilmember Polaczyk

- ◆ Urban Farming - Bring in churches and run this program through their youth groups.
- ◆ Cost effective - City’s roll is to give up a vacant City lot for a summer and prepare the soil.
- ◆ Fee adjustments: Do we need to adjust? Where do we stand among other communities?
- ◆ A 3 –5 year plan for Items 2. A – E above

Councilmember Greer

- ◆ Give direction to the City Manager and Appointed Officials
- ◆ Give the City Manager clear priorities and make sure he is on top of these
- ◆ Adopt a “can do” attitude and don’t say “we can’t do it”
- ◆ Overcome obstacles
- ◆ Look at including local preference in our purchasing policy
- ◆ Recently received US EPA grant - Bring in jobs
- ◆ Raise the standard, get things done, promote what we have done, use our dollars wisely
- ◆ Adopt a “team mentality”
- ◆ Make it a priority and take steps to get to a metro fire department
- ◆ What is the best “bang for our buck” for our taxpayers

Councilmember Breeding had nothing new to report at this time.

Councilmember Frounfelker

- ◆ Value of the lots along Louis Glick
- ◆ Put surface parking lots into inventory. If there is interest, let someone build on them

- ◆ The status of the DROP plan
- ◆ More involvement with the Enterprise Group
- ◆ Consider moving the City's economic development employees to the Enterprise Group
- ◆ Extend the hours City Hall is open
- ◆ Cross train City employees

Councilmember Howe

- ◆ Trash
- ◆ Housing
- ◆ Blight
- ◆ Neighborhood preservation and renovation
- ◆ More rapid and stricter enforcement

Councilmember Gaiser

- ◆ Look for ways to get "community pride"
- ◆ Referred to the Deputy City Attorney's article on the Administrative Hearings Bureau
- ◆ Look for ways to be more efficient
- ◆ Cooperation among department heads
- ◆ Make it more desirable to join a metro fire department
- ◆ Maybe it is time for the Hotel to come down
- ◆ Put the goals in writing, adopt them and work toward achieving them

Mayor Ludwig

- ◆ Economic Development
 - Too many empty buildings
 - Total revitalization
- ◆ Blight
 - How the City is perceived
 - Entryway into Jackson
- ◆ The Thoroughfare Plan
 - We are one-half of the way through it
 - It could spur economic development
- ◆ Expedite Street Repair Process
 - Get potholes filled

Further discussion points between Council and staff included:

- ◆ Updating the PILOT policy
- ◆ Mill and overlay of streets that need repair and have a good base and good water and sewer
- ◆ Eliminate confusion of where to send inquiries regarding economic development
- ◆ Efficiency audits
- ◆ Street reconstruction using concrete instead of asphalt

ADJOURNMENT.

No further business being presented a motion was made by Councilmember Howe and seconded by Councilmember Greer to adjourn the meeting. The Mayor adjourned the meeting at 8:26 p.m.

Lynn Fessel
City Clerk

MEMORANDUM

City Clerk's Office

April 15, 2008

TO: Honorable Mayor and City Councilmembers

SUBJECT: City License Renewals for Year Expiring April 30, 2009

City Council approval is required for the following types of business licenses:

Bowling Alleys
Dry Cleaners
Gasoline Pumps

Laundromats
Poolrooms

The listing below represents the companies that returned renewal applications for the above types of businesses. I am requesting City Council approve these licenses at the April 22 meeting. All appropriate department approvals, insurance certificates and fees have been received.

Bowling Alley

AMF Bowling Centers
123 W. Porter St.

Dry Cleaner

Libra Industries
1435 N. Blackstone St.

Laundromats

Laundry Land of Jackson
258 Cooper St.

Sud-Z Coin Laundry
2108 E. Michigan Ave.

Sud-Z Coin Wash
220 W. Morrell St.

Poolroom

The Garage
1715 E. Michigan Ave.

Gasoline Pumps

Consumers Energy
One Energy Plaza
West & High Mobile
1240 S. West Ave.

Delta Petroleum
900 N. West Ave.
Zimmerman Oil Co.
2200 Enterprise Dr.

Heat Controller, Inc.
1900 Wellworth Ave.

Jackson Public Transportation
2350 E. High St.

Kelly Fuels, Inc.
740 E. South St.

Miller Truck & Storage
1800 Mitchell St.

Speedway Super America
970 N. West Ave.



City Clerk

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Polish Legion of American Veterans Post #83

The Polish Legion of American Veterans Post #83 and Auxiliary members are seeking permission to sell poppies in the City of Jackson May 2-4, 2008. This is their largest annual fundraiser to benefit hospitalized military veterans.

Recommended approvals have been received from the Police and, Fire Departments.

Please place this request on the Council's April 22nd consent calendar for their consideration.

Thank you.

Attachment



Polish Legion of American Veterans

U. S. S. Congressionally Chartered

Czarnecki-Kuzma Post No. 83

615 PAGE AVENUE
JACKSON, MICHIGAN 49203

- TELEPHONE -
(517) 782-8376

"Umly with Heritage"

April 10, 2008

City of Jackson Council Members,

The Polish Legion of American Veterans Post #83 and Auxiliary members are preparing for our largest annual fundraiser for our military Veterans.

We are asking your permission to sell poppies in the City of Jackson on May 2, 3, and 4, 2008.

We appreciate your support with this extremely important and worthwhile event that benefits our hospitalized veterans at the Veterans facility located in Battle Creek. Our members visit our assigned ward every single month. Our members treat the veterans with special foods, activities, entertainment, love and support to make their stay at this facility a little easier.

Our organization appreciates to be informed of any local Veteran that might have any special needs or visits.

Thank you.

Sincerely,

Commander Diana James
PLAV Post #83 and Auxiliary
517-782-8376



City Clerk

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Fitness Council of Jackson – Smart Commute Day

The Fitness Council of Jackson is planning their annual Smart Commute Day on Friday, May 16, 2008. To celebrate with participants, they would like to use Bucky Harris Park to serve a free, boxed lunch and to announce the winner of the commuter challenge.

Recommended approvals have been received from the Police, Fire, 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 22nd consent calendar for their consideration.

Thank you.

Attachment



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: 4/7/08 Time: 12 noon 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: Fitness Council of Jackson

Organization Address: 225 N. Jackson St.

Organization Agent: D. Scott TenBrink Title: Executive Director

Phone: Work 517.990.9798 Home 517.914.6605 During event 517.914.6605

Agent's Address: 225 N. Jackson St.

Agent's E-Mail Address: scott@fitnesscouncil.org

Event Name: Smart Commute Day Lunch Party

Please give a brief description of the proposed special event: lunch served to Smart Commute Day participants, info on smart commuting (bike, walk & bus) and winners of Commuter Challenge announced

Event Day(s) & Date(s): May 16, 2008 (Friday) Event Time(s): 11:30 am - 1:30 pm

Set-Up Date & Time: 10:00 am Tear-Down Date & Time: 2 pm

Event Location: Bucky Harris Park (corner of Jackson & Michigan)

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 0

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: _____ through Date/ Time: _____

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

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

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



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? 250

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.)

microphone & speakers

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.

4/6/08
Date

D. A. R. B. R.
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: SMART COMMUTE DAY – FRIDAY, MAY 16, 2008

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.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ N/A
Public Serv. Dept.: G. Chinavare Recommend Approval: **YES*** NO Est. Economic Impact: \$ -0-
Parks/Forestry: T. Steiger Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

*Event sponsor expected to monitor and be responsible for removal and cleanup up trash, garbage and debris.
No City Services requested per application.

Insurance/Indemnification Received: 4/07/2008 Insurance Approved: 4/08/2008

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 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Jackson County Parks – 2008 Fireworks Celebrations

The Jackson County Parks is planning to have fireworks celebrations on May 24, July 3 and August 30, 2008 (rain dates: May 25, July 5 and August 31, 2008, respectively), within the Cascades Falls Park. They are requesting closure of Brown Street at Randolph Street and Denton Road from 9:00 a.m. until midnight.

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 22nd consent calendar for their consideration.

Thank you.

Attachment



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: 3/20/08 Time: 4 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: Jackson County Parks

Organization Address: 1992 Warren Ave.

Organization Agent: Kim Conant Title: Event Co-ordinator

Phone: Work (517) 262-6391 Home (517) 563-2685 During event (517) 262-6391

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

Agent's E-Mail Address: Cascadeshow@frontiernet.net

Event Name: Cascade Falls Park Labor Day Fireworks + Memorial Day

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

Live Entertainment

Event Day(s) & Date(s): May 24 July 3 Sat. Aug. 30, 2008 Event Time(s): Noon

Set-Up Date & Time: Aug 30, 2008 - 9:00 AM Tear-Down Date & Time:

Event Location: Cascade Falls Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 23

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 24 July 3 Aug. 30 through Date/ Time: May 24 July 3 Aug. 30

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? 15,000 - 20,000

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? _____
 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 St @ Randolph + Denton

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.

3/20/08
 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: FIREWORKS AT THE CASCADES – MAY 24, JULY 3 & AUGUST 30, 2008

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: \$4,000/3 events
Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$265.41/3 events
Public Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: N/A 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: 4/03/2008 Insurance Approved: 4/07/2008

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 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Jackson County Parks – Civil War Muster

Jackson County Parks is requesting police assistance for traffic and crowd control during their annual Civil War Muster at the Cascade Falls Park and closure of Brown Street at Randolph Street and Denton Road beginning 8:00 a.m., Friday, August 22, 2008 through 6:00 p.m., Sunday August 24, 2008.

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 22nd consent calendar for their consideration.

Thank you.

Attachment



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: 3/20/08 **Time:** 4 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: Cascades Inc.

Organization Address: 1992 WARREN Ave. Jackson, MI 49203

Organization Agent: Jim Conant Title: Pres.

Phone: Work (517) 262-6391 Home (517) 563-2685 During event (517) 262-6391

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

Agent's E-Mail Address: Cascadesinc@Frontiernet.net

Event Name: Cascades Civil War Muster

Please give a brief description of the proposed special event:

Event Day(s) & Date(s): Sat, Aug 23 - Sun Aug 24, 2008 Event Time(s): _____

Set-Up Date & Time: Fri Aug 22, 2008 8:00 AM Tear-Down Date & Time: Sun Aug 24 - 6:00 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: Fri Aug 22, 2008 8:00am through Date/ Time: Sun Aug 24, 2008 6:00 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 _____



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? _____
 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.)
Police Dept. for Crowd Control & Traffic Control
Street Closure ~~on~~ Brown St. @ Randolph + Denton

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.

3/20/05
 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: CIVIL WAR MUSTER AUGUST 23-24, 2008

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>-0-</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>88.47</u>
Public Serv. Dept.: <u>FYI</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: 3/17/2008 Insurance Approved: 3/20/2008

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 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk 
RE: Recreation Department Special Events at Ella Sharp Park

The Recreation Department has scheduled their **Jackson Iron Kids Triathlon** on Saturday, June 14, from 7:00 a.m. until noon and the **Tin Man Triathlon** on Saturday, June 21 from 6:00 a.m. until noon. They are requesting closure of Oakwood at Maplewood Drive, Maplewood Drive at Birchwood, Birchwood at Elmdale Drive, and E. Hickory at Elmdale Drive, all within Ella Sharp Park to conduct these two events.

Recommended approvals have been received from the Police, Fire and Traffic Engineering Departments.

Please place this request on the Council's April 22nd consent calendar for their consideration.

Thank you.

Attachment

Jackson Recreation Department
Kelli M Hoover, Recreation Supervisor
161 W. Michigan
Jackson, MI 49201
517-788-4040

March 5, 2008

To: Angela Arnold, Bob Dietz

ROAD CLOSERS-ELLA SHARP PARK

JACKSON IRON KIDS TRIATHLON

- Saturday, June 14
- Ella Sharp Park
- 7:00 a.m.-Noon (Roads Closed)

TIN MAN TRIATHLON

- Saturday, June 21
- Ella Sharp Park Swimming Pool
- 6:00 a.m. -Noon (Roads Closed)



Streets for Closings

Oakwood at Maplewood Dr. (In Ella Sharp Park)
Maplewood at Birchwood (In Ella Sharp Park)
Birchwood at Elmdale Dr. (In Ella Sharp Park)
E. Hickory at Elmdale Dr. (In Ella Sharp Park)

Please let me know if you have any questions 990-6286-Thank You

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

Event Title: JACKSON IRON KIDS TRIATHLON – JUNE 14, 2008
TIN MAN TRIATHLON – JUNE 21, 2008

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 Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ -0-
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: N/A 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: City Coverage Insurance Approved: _____

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 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Salon Breathe & Spa – Spring Fling

A handwritten signature in cursive script, appearing to read "Angela", written over the printed name "Angela Arnold, Deputy City Clerk".

The Salon Breathe & Spa is requesting closure of the eastern portion of Lot #8 on Saturday, May 10, 2008 from noon until 5:00 p.m., in conjunction with their Spring Fling event.

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

Please place this request on the Council's April 22nd consent calendar for their consideration.

Thank you.

Attachment



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: 4/9/08 Time: 4:30 By:

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: Salon Breathe & Spa

Organization Address: 145 S. Mechanic

Organization Agent: Maggie Burke Title: manager

Phone: Work 768-2222 Home 392-5377 During event 392-5377

Agent's Address: 109 W. Washington #4 Jxn 49201

Agent's E-Mail Address: jackson.salon@gmail.com

Event Name: Spring Fling

Please give a brief description of the proposed special event: in conjunction with DDA days, mechanic area block party

Event Day(s) & Date(s): May 10th Event Time(s): 1-4

Set-Up Date & Time: May 10th Tear-Down Date & Time: 12-5p.m.

Event Location: Mechanic st / post office parking lot

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

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

STREET CLOSURES: Start Date/ Time: 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: post office parking lot for table/chairs Set-up
from center curb to sidewalk

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? 4,000

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? _____
 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.)
see reserved parking section

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:
provided by Walton Agency - (Chad Kennedy)

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.

4/9/08
 Date

Margaret Bank
 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: Salon Breathe & Spa – Spring Fling, May 10, 2008

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: \$ 381.68
Public Serv. Dept.: G. Chinavare Recommend Approval: **YES**** NO Est. Economic Impact: \$ -0-
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

- ***The Engineering Department will maintain access to Post Office loading dock in the parking lot.**
- ****Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.**

Insurance/Indemnification Received: _____ Insurance Approved: _____

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



Department of Public Services

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

April 11, 2008

TO: William R. Ross, City Manager

FROM: Glenn M. Chinavare, Director of Public Services

**RE: CONTRACT TERMINATION – CITY WIDE MOWING CONTRACT 2007-08
A-ONE LAWN CARE**

In accordance with the City of Jackson Purchasing procedures, I am requesting the termination of the contract between A- One Lawn Care of Jackson and the Department of Public Works for the City Wide Mowing Contract for 2007-2008. This City Wide Mowing Contract covers grounds maintenance at the DPW complex, two parking lots, riverbanks, islands, trunklines, right of way properties and city owned properties. This termination is being requested due to the following reasons:

Inadequate services performed by A-One Lawn Care during 2007, for completion of the City Wide Mowing Contract for 2007-08. (This contract runs from July 2007 through June 2008)

City Personnel have made numerous attempts to contact A-One Lawn Care by phone and by certified mail. Calls and correspondence regarding completion of work, invoices for work completed not being turned in as agreed and unanswered questions regarding quality of work performed by contractor have been ignored.

After these attempts were made to contact A-One Lawn Care, it has been determined that A-One Lawn Care is not interested in completing the City Wide Mowing Contract for the Department of Public Works for the completion of the contract through June 2008.

Therefore, in conjunction with the Purchasing Agent, I recommend that the City Wide Mowing Contract for the Department of Public Works and A-One Lawn Care of Jackson be formally terminated. Please place this termination of services request on the next scheduled City Council Agenda.

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager



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

DATE: April 15, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: TCO 1978, Autistic Child Area sign

The Department of Engineering has received a request from residents at 774 Audubon Avenue requesting an "Autistic Child Area" sign. We have prepared TCO 1978 for the installation of "Autistic Child Area" sign.

With your concurrence, I request the attached TCO be submitted to Council for their approval. If you have any questions, please do not hesitate to contact me.

JD:tjs

C: Matt Heins, Chief of Police
Lynne Fessel, Clerk
Randy McMunn, P.E., Assistant City Engineer

CITY OF JACKSON, MICHIGAN
TRAFFIC ENGINEERING DIVISION
Traffic Control Order No. 1978

LOCATION: Audubon Avenue

DATE: April 14, 2008

ASSIGNED TO: Engineering

TCO DESCRIPTION

At the request of a resident investigate the possibility of installing Autistic Child Area signs on Audubon Avenue between S. West Avenue and The Parkway Drive.

BY JON H. DOWLING, P.E.

RECOMMENDATION

Install Autistic Child Area signs on Audubon Avenue between S. West Avenue and The Parkway Drive. Department of Engineering staff will verify annually if signs are to remain in place.

APPROVED

REJECTED

DATE:

BY CITY COUNCIL

WORK ASSIGNMENT: To Sign Shop

DATE:

TO:

BY JON H. DOWLING, P.E.

MATERIAL USED

Posts

Stop

Time Limit

No Parking

Loading Zone

One Way

Yield

Paint

Other

ASSIGNMENT COMPLETED

DATE:

BY: Sign Shop

WORK INSPECTED

REMARKS:

DATE:

BY: Jon H. Dowling, P.E., City Engineer'

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



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 22, 2008

RE: April 22, 2008 City Council Agenda Items

I am requesting the following items to be placed on the April 22, 2008 City Council Agenda for their consideration and approval:

1. Letter of Funding requested for the City of Jackson Employees Retirement System for FY2008-2009, 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 FY2008-2009, and a copy of the latest Actuary Report.
3. Letter of Funding requested for the City of Jackson Act 345 Retirement System for FY2008-2009, 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 8, 2008

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, 2007 recommends (as an alternative described on page A-11) that the 2008-2009 contribution be as follows:

Employer (City) Contribution at 6.0% \$659,859

The actuarially recommended City contribution of \$659,859 for fiscal year 2008-2009 is an increase of \$56,688 over the recommended contributions for the current fiscal year (exclusive of the employer funding of the 7/1/93 early retirement service credit initiative and the 7/98 severance package amortizations which expire in the current fiscal year).

Beginning with the June 30, 2003 valuation, which was the basis for the year ended June 30, 2005 contributions, the Board 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 Reserve Stabilization
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)

Employer Contributions

Fiscal Year Ended June 30,	Board Adopted Contribution Rate	Required from Page A-2	Excess for Reserve Stabilization
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)

As of the June 30, 2007 valuation, the Contribution Stabilization Reserve was \$330,024. Using the Contribution Stabilization Reserve to keep the contribution rates at 5.51% for members and 5.51% for the employer in fiscal year 2008-2009 is expected to fully deplete this reserve. In other words, we expect the member and employer contribution rates to approach 6.5% in the fiscal year 2009-2010 absent any benefit changes.

An alternative would be to use less of the reserve this year to phase into the full rate over a period of two to three years. For example, using (0.50)% (member and employer) of the reserve would keep the contribution rates at 6.0% (member and employer) for fiscal year 2008-2009 and should leave enough reserve to keep the 2009-2010 close to 6.0% before rising to 6.5% in 2010-2011. This alternative is the basis for the recommendation in funding presented on the previous page.

Actuarial experience was more favorable than expected for the year ending June 30, 2007, as indicated by the experience gain shown on page A-9. The gain was primarily attributable to favorable 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 losses due to lower mortality and higher retirements than expected.

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



Policemens and Firemens Retirement System City of Jackson, Michigan

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

April 8, 2008

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, 2007. COLAs granted during the year were larger than anticipated (3.6% on average, compared to 3.0% assumed) and more members survived than expected. These losses were somewhat offset by favorable investment experience.

This unfavorable experience increased the employer contribution from \$612,545 for the 2008 fiscal year to \$641,212 for the 2009 fiscal year, an increase of \$28,667.

The actuary currently lists the funded ratio of accrued liabilities at 54.8% funded by Pension Fund assets.

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



Act 345 Retirement System City of Jackson, Michigan

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

April 8, 2008

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, 2007 recommends the fiscal year 2008/2009 City contribution should be in the amount of \$3,191,716, or 45.74% 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 \$3,289,972, or 45.66% of payroll.

Net actual experience of the Retirement System was more favorable than assumed during the year ending June 30, 2007, resulting in a gain of \$868,399. The overall experience gain was primarily due to recognized investment income which was greater than the long-term assumption on a funding basis. Note, that on a market basis the return was 15.22% and was 10.34% on a funding basis compared to the assumed rate of 7.50%. Effective June 30, 2007, the assumed rate of investment return is 7.75% per year. The Retirement System is reporting a funded ratio of 58.8% compared to 55.8% last fiscal year.

The City is presently levying 5.30 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

DW/ss
Attachment

CITY OF JACKSON EMPLOYEES RETIREMENT SYSTEM
62ND ACTUARIAL VALUATION REPORT
AS OF JUNE 30, 2007

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2007 ACTUARIAL VALUATION

Pages	Items
- -	Cover Letter
1-6	<i>Executive Summary</i>
	<i>Valuation Results, Comments, Recommendations and Certification</i>
A-1	Funding Objective, Contribution Rates and Certification
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, Recommendations and Certification
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	<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
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C-10	Miscellaneous and Technical Assumptions
C-11/12	Glossary
	<i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i>
D-1/2	Required Supplementary Information

January 28, 2008

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

Submitted in this report are the results of the 62nd 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, 2007.

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. Both of the undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,


David T. Kausch, FSA, EA, MAAA


W. James Koss, ASA, EA, MAAA

DK/WJK:mrh

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Valuation Date:	June 30, 2006	June 30, 2007
Fiscal Year Ending:	June 30, 2008	June 30, 2009
Recommended Employer Contributions:		
Annual Amount	\$832,376	\$714,847
Percentage of Covered Payroll (Disregarding the Contribution Stabilization Reserve)	7.59%	6.50%
Membership		
Number of		
Active Members	220	213
Retirees and Beneficiaries	143	150
Inactive, Non-retired Members	15	13
Total	378	376
Total Pensions Being Paid	\$1,618,595	\$1,765,666
Assets		
Market Value*	\$31,133,973	\$35,534,528
Actuarial Value*	31,867,085	34,235,883
Return on Market Value	6.2%	15.8%
Return on Actuarial Value	1.3%	9.0%
Ratio - Actuarial Value to Market Value	102.4%	96.3%
Actuarial Information		
Normal Cost %	10.77%	11.09%
Actuarial Accrued Liability (AAL)	35,019,132	38,091,410
Unfunded Actuarial Accrued Liability (UAAL)	3,152,047	3,855,527
Funded Ratio	91.0%	89.9%

* Net of Contribution Stabilization Reserve.

Highlights/Changes

No changes to benefit provisions.

Changes in actuarial assumptions.

Contribution decrease primarily due to mortality, investment, and payroll gains.

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, 2007. 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, 2007 is \$714,847, 6.50% of covered payroll. This compares with an employer contribution for the fiscal year ending June 30, 2006 of \$832,376, 7.59% of covered payroll of which 1.43% was for the final payment for an early retirement window.

EXECUTIVE SUMMARY

Funded Status

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) is \$3,855,527, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) is 90%. At the time of last year's valuation, the UAAL was \$3,152,047, and the funded ratio was 91%. 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 assumptions were changed based on the June 30, 2006, 5-year experience study. The changes in assumptions increased the employer contribution by 0.36% of payroll.

The plan experienced a gain of \$380,619.

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 less than the Market Value of Assets by \$1,298,645 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 contribution rate would have been 6.15% and the funded ratio would have been 93.3%. In the absence of other gains and losses, the contribution rate and funding level should move toward those values over the next few years.

Benefit Provisions

This valuation reflects benefits promised to members as reported to us by the System's administrator.

There have been no changes to benefit provisions since the prior valuation.

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. These assumptions and procedures were revised in 2007 following an analysis of plan experience for the five-year period ending June 30, 2006.

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-11 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 95.5% 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, 2007 on Market Value was 15.83%, while it was 9.03% 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 UAAL as a level percentage of payroll over 30 years.

SECTION A

VALUATION RESULTS, COMMENTS, RECOMMENDATIONS 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, 2008 are shown on page A-2.

PUBLIC ACT 728 CERTIFICATION

The Retirement Board of the City of Jackson Employees Retirement System confirms that the System provides for payment of the required employer contribution as described in Section 20m of Michigan Public Act No. 728.

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

Contributions for	July 1, 2007			July 1, 2008		
	General Members	Water & Sewage Members	Total Weighted Averages	General Members	Water & Sewage Members	Total Weighted Averages
Normal Cost						
Age and Service Allowances	8.42 %	8.10 %	8.34 %	9.17 %	9.00 %	9.13 %
Disability and Survivor	1.14	1.26	1.17	0.95	1.00	0.96
Refunds of Member Contributions	<u>1.26</u>	<u>1.24</u>	<u>1.26</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Normal Cost	10.82	10.60	10.77	11.12	11.00	11.09
Unfunded Actuarial Accrued Liability (Full Funding Credit)						
Early Retirement Window ¹			1.43			
All Other ²			1.55			1.91
Total Computed Contribution			13.75 %			13.00 %
Excluding Early Retirement Window			12.32			13.00
Total Contribution Requirement*						
Member Portion			6.16			6.50
Employer Portion*						
- Early Retirement Window			1.43			0.00
- Remaining			<u>6.16</u>			<u>6.50</u>
- Total Computed Rate			7.59 %			6.50 %
- Total Dollar Contribution			\$ 832,376			\$ 714,847

¹ Amortized over 1 year in 2007.

² Amortized over 30 years in 2008; 30 years in 2007.

* Pursuant to Ordinance amendments, the Employer contributes 1.43% for the Early Retirement Window through the year ended June 30, 2008. The Members and Employer then split the remaining contribution requirement. The remaining 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, 2007 and July 1, 2008 for members and the employer.

In financing the actuarial accrued liability, the valuation assets of \$34,235,883 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	\$ 6,082,380			\$ 6,082,380
Employer Contributions	12,894,575	\$ 2,161,908		15,056,483
Retired Benefit Payments		13,097,020	\$ none	13,097,020
Totals	\$18,976,955	\$15,258,928	\$ none	\$34,235,883

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

	Retired Lives	Active Members	Totals
Computed Actuarial Accrued Liability	\$15,258,928	\$22,832,482	\$38,091,410
Applied Assets	15,258,928	18,976,955	34,235,883
Unfunded Actuarial Accrued Liability	\$ none	\$ 3,855,527	\$ 3,855,527

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)
6/30/84(a)	\$ 8,442	\$ 7,890	107.0 %	\$ (552)	\$ 4,355	- %	\$ 63
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(b)	34,236	37,053	92.4	2,817	10,119	27.8	381
6/30/07(a)	34,236	38,091	89.9	3,855	10,119	38.1	381

(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:	2005	2006	2007
A. Funding Value Beginning of Year	\$32,918,856	\$32,394,793	\$31,867,085
B. Market Value End of Year	30,233,828	31,133,973	35,534,528
C. Market Value Beginning of Year	29,271,641	30,233,828	31,133,973
D. Non-Investment Net Cash Flow	(1,154,551)	(948,197)	(487,895)
E. Investment Income			
E1. Market Total: B - C - D	2,116,738	1,848,342	4,888,450
E2. Amount for Immediate Recognition	2,587,326	2,553,656	2,529,851
E3. Amount for Phased-In Recognition: E1-E2	(470,588)	(705,314)	2,358,599
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	(117,647)	(176,329)	\$ 589,650
F2. First Prior Year	31,169	(117,647)	(176,329)
F3. Second Prior Year	(1,870,360)*	31,169	(117,647)
F4. Third Prior Year	N/A	(1,870,360)*	31,168
F5. Total Recognized Investment Gain: F1 + F2 + F3 + F4	(1,956,838)	(2,133,167)	326,842
G. Funding Value End of Year: A + D + E2 + F5	32,394,793	31,867,085	34,235,883
H. Difference Between Market & Funding Value	(2,160,965)	(733,112)	1,298,645
I. Recognized Rate of Return	2.0%	1.3%	9.0%
J. Market Rate of Return	7.4%	6.2%	15.8%

* 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	
80/81	6-30-79	\$325,963	\$326,870	7.46 %	8.67 %	7.72 %
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		7.59	7.59	7.59
08/09 (b)	6/30/07	666,457		6.06	6.06	6.06
08/09 (a)	6/30/07	714,847		6.50	6.50	6.50

(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, 2006			June 30, 2007		
	Water &		Totals	Water &		Totals
	General	Sewage		General	Sewage	
A. Present value of System assets						
1. Net assets from financial statements	\$24,270,702	\$7,146,284	\$31,416,986	\$27,838,972	\$ 8,025,580	\$35,864,552
2. Reduction for contribution stabilization	(218,637)	\$ (64,376)	(283,013)	(256,173)	(73,851)	(330,024)
3. Market value adjustment	566,354	166,758	733,112	(1,008,041)	(290,604)	(1,298,645)
4. Valuation assets	24,618,419	7,248,666	31,867,085	26,574,758	7,661,125	34,235,883
B. Present value of expected future employer contributions						
1. For normal costs	2,745,111	692,171	3,437,282	3,045,964	792,461	3,838,425
2. For unfunded actuarial accrued liability	1,787,239	1,364,808	3,152,047	2,021,274	1,834,253	3,855,527
3. Total	4,532,350	2,056,979	6,589,329	5,067,238	2,626,714	7,693,952
C. Actuarial present value of expected future member contributions	5,219,289	1,396,117	6,615,406	4,962,358	1,335,929	6,298,287
D. Total	\$34,370,058	\$10,701,762	<u><u>\$45,071,820</u></u>	\$36,604,354	\$11,623,768	<u><u>\$48,228,122</u></u>

Actuarial Present Value of Expected Future Benefit Payments

	June 30, 2006			June 30, 2007		
	Water &		Totals	Water &		Totals
	General	Sewage		General	Sewage	
A. To retirants and beneficiaries	\$10,479,624	\$ 2,932,185	\$13,411,809	\$11,868,427	\$ 3,390,501	\$15,258,928
B. To vested terminated members	780,441	166,241	946,682	612,155	187,649	799,804
C. To present active members						
1. Allocated to service rendered prior to valuation date	15,145,593	5,515,048	20,660,641	16,115,450	5,917,228	22,032,678
2. Allocated to service likely to be rendered after valuation date	7,964,400	2,088,288	10,052,688	8,008,322	2,128,390	10,136,712
3. Total	23,109,993	7,603,336	30,713,329	24,123,772	8,045,618	32,169,390
D. Total	\$34,370,058	\$10,701,762	<u><u>\$45,071,820</u></u>	\$36,604,354	\$11,623,768	<u><u>\$48,228,122</u></u>

ACTIVE MEMBER EXPERIENCE GAIN (LOSS)
YEAR ENDED JUNE 30, 2007

Derivation

(1) UAAL* at start of year	\$3,152,047
(2) Normal cost from last valuation	1,086,779
(3) Actual contributions	1,284,860
(4) Interest accrual	244,241
(5) Expected UAAL before changes	3,198,207
(6) Increase due to plan amendment	0
(7) Increase due to revised assumptions	1,037,939
(8) Expected UAAL after changes	4,236,146
(9) Actual UAAL at end of year	3,855,527
(10) Gain (loss)	380,619

* *Unfunded actuarial accrued liability.*

COMMENTS, RECOMMENDATIONS AND CERTIFICATION

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)

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)

As of the June 30, 2007 valuation, the Contribution Stabilization Reserve was \$330,024.

In order to maintain a member contribution rate near 5.50%, we recommend withdrawing some of the Contribution Stabilization Reserve and applying it to contributions for the fiscal year ending June 30, 2009, as follows. The most that may be drawn from the Contribution Stabilization Reserve is (0.99%) of payroll.

Member Contributions			
Fiscal Year Ended June 30,	Recommended Contribution Rate	Required from Page A-2	Withdrawal from Stabilization Reserve
2009	5.51%	6.50%	(0.99)%

Employer Contributions			
Fiscal Year Ended June 30,	Recommended Contribution Rate	Required from Page A-2	Withdrawal from Stabilization Reserve
2009	5.51%	6.50%	(0.99)%

This rate of reduction is expected to deplete the Contribution Stabilization Reserve by June 30, 2009.

PLAN EXPERIENCE: Actuarial experience was more favorable than expected for the year ended June 30, 2007 as indicated by the experience gain shown on page A-9. The gain was primarily attributable to favorable 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 losses due to lower mortality and higher retirements than expected.

PLAN AMENDMENTS: The plan provisions remain unchanged since the last valuation.

PLAN ASSUMPTIONS AND METHODS: The Board adopted the recommended changes to demographic assumptions and methods from the GRS Experience Study dated September 28, 2007 as follows:

- Pay Increase Rates – adjusted to be closer to actual experience.
- Retirement Experience – adjusted to be closer to actual experience.
- Rates of Withdrawal – adjusted closer to actual turnover.
- Death-in-Service Mortality Rates – set at the Post-Retirement Mortality Table.
- Retired Life Mortality – adjusted post-disabled mortality.
- Marriage Assumption – lower marriage assumption.
- Other Liability Adjustments – added an assumption for optional forms of payment.

LOOKING AHEAD: Using the Contribution Stabilization Reserve to keep the contribution rates at 5.51% for members and 5.51% for the employer for the fiscal year ending June 30, 2009 is expected to fully deplete the reserve. In other words, we expect the member and employer contribution rates to approach 6.50% in the FYE 2010 absent any benefit changes.

An alternative would be to use less of the reserve this year to phase into the full rate over a period of two to three years. For example, using (0.50)% (member and employer) of the reserve would keep the contribution rates at 6.00% (members and employer) for FYE 2009 and should leave enough reserve to keep the FYE 2010 close to 6.00% before rising to 6.50% in FYE 2011.

AMORTIZATION PERIODS: Actuarial accrued liabilities now exceed accrued assets by \$3,855,527. The related amortization period of this amount is 30 years.

RESERVE TRANSFERS: The June 30, 2007 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	\$1,617,381	\$ 544,527
Union	0	0
Total	\$1,617,381	\$ 544,527

The above transfer amounts were based on retirement activity by division and were assumed to have been made as of June 30, 2007 for purposes of this valuation.

CERTIFICATION: We certify that the valuation is complete and accurate and was made in accordance with generally recognized actuarial methods. The actuarial assumptions summarized in Section C are in the aggregate a reasonable representation of the past and anticipated future experience of the System.

PUBLIC ACT 728: On December 30, 2002, Michigan Public Act 728 became effective. This act sets new standards for all Michigan State and Local government retirement systems. In particular, the Act requires that supplemental actuarial analysis be performed by the System’s actuary (including an analysis of the long term costs associated with any proposed pension benefit change) and provided to the Retirement Board and the decision making body that will approve the proposed pension benefit change. This analysis is required at least 7 days before a proposed pension benefit change is adopted. There are additional requirements related to the confirmation of receipt by the System of the required employer contributions.

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2007)

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.

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.

NON-DUTY DISABILITY RETIREMENT

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

SUMMARY OF BENEFIT PROVISIONS EVALUATED OR CONSIDERED (JUNE 30, 2007)

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%.

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.

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
1983	12	\$ 49,161	7	\$ 10,875	119	\$ 353,680	1.9	\$ 2,972	\$ 3,214,739	\$ 27,015
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

* Reflects retirements due to Early Retirement Window provision.

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
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	43	\$ 479,676
Option I allowance - cash refund annuity plus pension terminating at death of retiree	5	58,440
Option II allowance - joint and survivor benefit	32	324,430
Option III allowance - modified joint and survivor benefit	40	666,770
Allowance to survivor beneficiary of deceased retiree	<u>19</u>	<u>138,883</u>
Total age and service allowances	139	\$1,668,199
Casualty Allowances		
Disability		
Regular	3	26,448
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>2</u>	<u>16,100</u>
Total casualty allowances	<u>11</u>	<u>97,467</u>
Total Allowances Being Paid	150	\$1,765,666

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
TABULATED BY ATTAINED AGE

Attained Age	Age & Service		Casualty		Totals	
	No.	Annual Allowances	No.	Annual Allowances	No.	Annual Allowances
40 - 44			1	\$14,906	1	\$ 14,906
45 - 49						
50 - 54	2	\$ 53,689	2	31,562	4	85,251
55 - 59	8	263,055	1	12,914	9	275,969
60 - 64	18	296,420	2	11,026	20	307,446
65 - 69	22	244,621	2	8,641	24	253,262
70 - 74	28	313,175			28	313,175
75 - 79	24	194,342	1	2,318	25	196,660
80	7	62,153			7	62,153
81	3	22,892	1	4,711	4	27,603
82	3	22,419			3	22,419
83	2	14,203			2	14,203
84	1	11,598			1	11,598
85	1	15,399			1	15,399
86	2	15,655			2	15,655
87	2	8,356			2	8,356
88						
89	3	35,915	1	11,389	4	47,304
90	2	17,403			2	17,403
91	4	18,803			4	18,803
92	1	7,402			1	7,402
93						
94	2	20,297			2	20,297
95	1	6,896			1	6,896
96						
97						
98	2	13,376			2	13,376
99	1	10,130			1	10,130
Totals	139	\$1,668,199	11	\$97,467	150	\$1,765,666

Average Age at Retirement: 59.9 years

Average Age Now: 73.5 years

INACTIVE MEMBERS JUNE 30, 2007
TABULATED BY ATTAINED AGE

Included in the valuation were 13 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
44	1	\$ 9,678
45	2	13,906
46	1	10,373
50	2	39,908
51	1	8,094
52	1	16,889
55	2	28,232
59	1	7,972
60	1	610
64	1	9,644
<hr/>		
Totals	13	\$145,306

Average Age at Deferment: 44.6 years

Average Age Now: 52.6 years

ACTIVE MEMBERS JUNE 30, 2007
TABULATED BY VALUATION DIVISIONS

Valuation Divisions	No.	Annual Payroll
General members	163	\$ 7,741,458
Water and Sewage members	50	2,377,770
Total Active members	213	\$10,119,228

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	
1993	13	20	3	4.1	0	0.7	0	0.6	17	13.5	247
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
15 yr total	218	259	80	41.6	7	9.6	3	7	169	183.2	

* Early Retirement Window provision in effect.

A Represents actual number.

E Represents expected number.

COMPARATIVE SCHEDULE

Valuation Date June 30	Active Members			Valuation Payroll	Age	Average		
	Gen.	Water & Sewage	Totals			Service	Pay	
1973	206	45	251	\$ 2,467,136	41.3 yrs.	8.1 yrs.	\$ 9,829	
1974	208	46	254	2,611,142	41.5	8.4	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	

GENERAL ACTIVE MEMBERS AS OF JUNE 30, 2007
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	2	4						6	\$ 217,273
30-34	6	7	1					14	508,566
35-39	6	6	1	2				15	653,568
40-44	3	7	5	5	7			27	1,206,257
45-49	9	9	3	4	4	2		31	1,369,185
50-54	2	5	7	6	7	1	2	30	1,708,244
55-59	3	9	1	2	9	2	1	27	1,462,728
60		1				1		2	81,795
61		1		2				3	135,445
62				1		1	1	3	178,976
63					1			1	57,361
64		1						1	31,156
65		1						1	38,240
66									
67									
68		1						1	49,582
69					1			1	43,082
Totals	31	52	18	22	29	7	4	163	\$7,741,458

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

Age: 47.1 years

Service: 12.6 years

Annual Pay: \$47,494

**WATER AND SEWAGE ACTIVE MEMBERS AS OF JUNE 30, 2007
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	\$ 35,071
25-29		1						1	36,595
30-34	1		1					2	87,669
35-39		1	1	2				4	152,245
40-44	1	1	3	2				7	370,412
45-49	1	2	1		1			5	217,854
50-54		1		3	2			6	273,944
55-59		4	2	5	2	1	1	15	766,765
60		2			1			3	125,096
61							2	2	125,822
62		1			1			2	94,141
63					1			1	43,166
65					1			1	48,990
Totals	4	13	8	12	9	1	3	50	\$2,377,770

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

Age: 50.1 years

Service: 15.0 years

Annual Pay: \$47,555

**ASSET INFORMATION
SUBMITTED FOR VALUATION**

Reported Assets - Market Value	Reserve for		
Cash & Equivalents	\$ 462,640	Employees' Contributions	
Receivables & Accruals	137,179	General	\$ 4,355,276
Stocks	17,822,630	Water & Sewage	<u>1,727,104</u>
Bonds	12,802,079	Total Employee Contributions	6,082,380
International Securities	4,651,054		
Accounts Payable	<u>(11,030)</u>	Employer Contributions	
Total Current Assets	<u><u>\$35,864,552</u></u>	General	13,232,650
		Water & Sewage	<u>3,452,502</u>
		Total Employer Contributions	16,685,152
		Retired Benefit Payments	13,097,020
		Undistributed Investment Income	<u>none</u>
		Total Reserve Accounts	<u><u>\$35,864,552</u></u>

REVENUES AND EXPENDITURES

	Net Available for pension	Contribution Stabilization Reserve	Total System
Balance - July 1, 2006	\$31,133,973	\$283,013	\$31,416,986
Revenues			
Employees' Contributions	562,438	1,024	563,462
Employer Contributions	722,422	1,024	723,446
Investment Income	4,995,425	44,963	5,040,388
Expenditures			
Benefit Payments	1,745,845		1,745,845
Refund of Member Contributions	26,910		26,910
Expenses	<u>106,975</u>		<u>106,975</u>
Balance - June 30, 2007	\$35,534,528	\$330,024	\$35,864,552

These amounts do not reflect the funding value adjustment of \$(1,298,645). 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 . . .

Interest 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				
	2007	2006	2005	2004	2003
Nominal rate	9.0 %	1.3 %	2.0 %	2.4 %	(2.1) %
Inflation rate	2.7	4.3	2.5	3.3	2.1
Real rate	6.3	(3.0)	(0.5)	(0.9)	(4.2)

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
	2007	2006	2005	2004	2003	
Average pay	3.6%	5.1%	2.7%	2.1%	5.1%	3.7%
Total payroll	0.3%	5.1%	0.0%	(0.9)%	4.7%	1.8%

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.

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, 2007
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
Remaining amortization period	30 years unfunded liability
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, 2007, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	150
Terminated plan members entitled to but not yet receiving benefits	13
Active plan members	<u>213</u>
Total	376

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
1998	\$27,965,099	\$22,926,791	\$ (5,038,308)	122.0%	\$ 7,339,189	(68.6)%
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%

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
1999	4.61%	\$366,672	\$363,951
2000	3.93%	312,550	320,315
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	
2009	6.50%	714,847	

January 28, 2008

Ms. Sandy Sykes
City of Jackson Employees
Retirement System
161 West Michigan Avenue
Jackson, Michigan 49201-1324

Dear Ms. Sykes:

Enclosed are 20 copies of the Sixty-Second Annual Actuarial Valuation report of the City of Jackson Employees Retirement System.

Sincerely,

A handwritten signature in black ink that reads "David T. Kausch". The signature is written in a cursive style with a large initial 'D'.

David T. Kausch

DK:mrb
Enclosures

cc: The Rehman Group (+1 report copy)
Attn: Mr. Mark Ketner

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

50TH ACTUARIAL VALUATION REPORT
AS OF JUNE 30, 2007

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2007 ACTUARIAL VALUATION

Pages	Items
- -	Cover Letter
1	<i>Executive Summary</i>
	<i>Valuation Results, Comments, Recommendation and Certification</i>
A-1	Contributions
A-2	Comparative Schedule (\$ Amounts in Thousands)
A-3	Development of Funding Value of Assets
A-4	City's Computed Contributions – Comparative Schedule
A-5	Comments
A-6	Recommendation and Certification
	<i>Summary of Benefit Provisions and Valuation Data</i>
B-1/2	Summary of Benefit Provisions Evaluated or Considered
B-3	Summary of Asset Information
B-4/7	Retirant and Beneficiaries Data
B-8	Active Member Data
	<i>Actuarial Cost Methods, Actuarial Assumptions and Definitions of Technical Terms</i>
C-1	Actuarial Cost Method
C-2/4	Actuarial Assumptions
C-5/6	Definitions of Technical Terms
	<i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i>
D-1/2	Required Supplementary Information

January 28, 2008

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 **50th 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, 2007.

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 actuarial assumptions used for the valuation produce results which are reasonable. Both of the undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



W. James Koss, ASA, EA, MAAA

DK/WJK:mrb

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY
(\$ IN MILLIONS)

Valuation Date:	June 30, 2006	June 30, 2007
Fiscal Year Ending:	June 30, 2008	June 30, 2009
Recommended Employer Contributions: Annual Amount	\$612,545	\$641,212

Membership

Number of		
Active Members	0	0
Retirees and Beneficiaries	46	44
Inactive, Nonretired Members	0	0
Total	46	44
Total Pensions Being Paid	\$1,278,672	\$1,255,264

Assets

Market Value	\$5,684,520	\$6,189,607
Actuarial Value	5,559,966	5,848,461
Return on Market Value	10.3%	15.5%
Return on Actuarial Value	7.9%	11.9%
Ratio - Actuarial Value to Market Value	97.8%	94.5%

Actuarial Information

Normal Cost %	0%	0%
Actuarial Accrued Liability (AAL)	10,930,809	10,681,885
Unfunded Actuarial Accrued Liability (UAAL)	5,370,843	4,833,424
Funded Ratio	50.9%	54.8%
Amortization Period	10 years	10 years

Highlights/Changes

No changes to benefit provisions.

Changes in actuarial assumptions and amortization period (retroactive to the June 30, 2006 valuation.)

Contribution decrease primarily due to open amortization period.

Effect of asset gains partly offset by mortality and COLA 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.

SECTION A

**VALUATION RESULTS, COMMENTS,
RECOMMENDATION AND CERTIFICATION**

CONTRIBUTIONS NEEDED TO FINANCE BENEFITS OF THE PENSION FUND FOR THE FISCAL YEAR BEGINNING JUNE 30, 2008

The recommended employer contribution for the fiscal year beginning July 1, 2008 is \$641,212. This is an increase of \$28,667 from the prior year's recommended contribution of \$612,545.

The contribution is solely to pay for unfunded actuarial accrued liability (UAAL). Currently the UAAL is \$4,833,424. 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. In prior years, employer contributions were assumed to increase 3.0% annually. Contribution amounts were assumed to be paid midway through the fiscal year. Dollar amounts were adjusted for the time lag between June 30, 2007 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)

@ 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	2006	2007
A. Funding Value Beginning of Year	\$5,621,672	\$5,559,966
B. Market Value End of Year	5,684,520	6,189,607
C. Market Value Beginning of Year	5,617,790	5,684,520
D. Non-Investment Net Cash Flow	(485,021)	(350,351)
E. Investment Income		
E1. Market Total: B - C - D	551,751	855,438
E2. Amount for Immediate Recognition	403,437	403,859
E3. Amount for Phased-In Recognition: E1-E2	148,314	451,579
F. Phased-In Recognition of Investment Income		
F1. Current Year: 0.25 x E3	37,079	112,895
F2. First Prior Year	(71,694)	37,079
F3. Second Prior Year	156,709	(71,694)
F4. Third Prior Year	(102,216)	156,707
F5. Total Recognized Investment Gain	19,878	234,987
G. Funding Value End of Year: A + D + E2 + F5	5,559,966	5,848,461
H. Difference Between Market & Funding Value	124,554	341,146
I. Recognized Rate of Return - Funding Value	7.9%	11.9%
J. Recognized Rate of Return - Market Value	10.3%	15.5%

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.

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	
2009	2007	*	641,212	

* Not applicable.

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

COMMENTS

Plan Experience: Net actual experience for the Pension Fund was unfavorable during the year ending June 30, 2007. COLAs granted during the year were larger than anticipated (3.6% on average, compared to 3.0% assumed) and more members survived than expected. These losses were somewhat offset by favorable investment experience.

Assumptions and Methods: The Board adopted the recommended change to the mortality table and 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 10.49 years as of June 30, 2007, down from 10.74 years as of June 30, 2006. 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. In prior valuations, the amortization payment assumed to increase at 3.0% per year.

Looking Ahead: The current level of benefit payments, \$1,255,264, is large relative to the market value of \$6,189,607 as of June 30, 2007. 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.

Year	Expected Benefit Payments	Projected Contributions	Projected UAAL	Projected Amortization Period	Projected Funded %
0	\$ 1,224,108	\$ 612,545	\$ 4,833,424	10	55%
1	1,194,574	641,212	4,560,415	10	55%
2	1,163,287	641,081	4,237,189	9	56%
3	1,130,298	588,530	3,889,857	9	58%
4	1,095,715	540,287	3,570,997	9	59%
5	1,059,686	495,998	3,278,274	9	61%
6	1,022,362	495,887	3,009,547	8	62%
7	983,875	448,307	2,720,780	8	63%
8	944,326	405,292	2,459,720	8	64%
9	903,807	366,404	2,223,709	8	65%
10 plus	9,691,660	2,928,837			
Total	\$20,413,698	\$8,164,380			

RECOMMENDATION AND CERTIFICATION

Recommendation: Based on the average life expectancy of 10.49 years, we recommend that the amortization period remain at 10 years. In addition, we recommend that the amortization payments be the level dollar amount needed to amortize the unfunded actuarial accrued liability over the period selected. The contribution amount shown in this report reflects these recommendations.

Certification: We certify that the actuarial valuation is complete and accurate and was made in accordance with generally recognized actuarial methods. The actuarial assumptions concerning economic and risk experience summarized in Section C are, in the aggregate, a reasonable representation of the past and anticipated future experience of the Fund.

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA SUBMITTED BY PENSION FUND

SUMMARY OF BENEFIT PROVISIONS EVALUATED AND/OR CONSIDERED (JUNE 30, 2007)

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, 2007)

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	\$ 277,430	Members' contributions	\$ 0
Receivables & accruals	99,053	Employer contributions	18,870,832
Stocks	3,455,226	Retired benefit payments	(12,681,225)
Bonds	1,749,451		
International securities	608,447		
Total Current Assets	\$6,189,607	Total Reserves	\$ 6,189,607

Revenues and Expenditures

Reported Balance - 6/30/2006 \$5,684,520

Revenues

Members' contributions	0
Employer contributions	934,667
Investment income	907,589

Expenditures

Benefit payments	1,285,018
Refund of member contributions	none
Administrative expense	52,151
Transfer to Act 345 (member contributions)	none

Reported Balance - 6/30/07 \$6,189,607

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
1982	5	\$ 73,129	4	\$ 50,981	112	\$1,275,780	1.8 %	\$11,391	\$20,060,620	\$179,113
1983	7	156,948	6	92,672	113	1,340,056	5.0	11,859	20,764,551	183,757
1984	5	91,906	3	25,991	115	1,405,971	4.9	12,226	21,798,146	189,549
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		41,628 *	2	18,616	54	1,311,379	1.8	24,285	10,753,134	199,132
2005		42,898 **	4	91,966	50	1,262,311	(3.7)	25,246	10,172,322	203,446
2006		47,031 ***	4	30,670	46	1,278,672	1.3	27,797	10,930,809	237,626
2007		43,468 ****	2	66,876	44	1,255,264	(1.8)	28,529	10,681,885	242,770

* Includes post retirement cost-of-living adjustments of \$41,628 for an average of 3.28% for those retirees who received adjustments.

** Includes post retirement cost-of-living adjustments of \$42,898 for an average of 3.52% for those retirees who received adjustments.

*** Includes post retirement cost-of-living adjustments of \$47,031 for an average of 3.82% for those retirees who received adjustments.

**** Includes post retirement cost-of-living adjustments of \$43,468 for an average of 3.59% for those retirees who received adjustments.

**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

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
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	11	\$253,659	\$163,429	\$ 417,088
- survivor beneficiaries	11	72,054	67,753	139,807
- totals	22	325,713	231,182	556,895
Casualty Pensions				
- disability	20	380,200	280,434	660,634
- death-in-service	2	19,378	18,357	37,735
- totals	22	399,578	298,791	698,369
Present Plan Totals	44	725,291	529,973	1,255,264
Total Pensions Being Paid	44	\$725,291	\$529,973	\$1,255,264

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
TABULATED BY ATTAINED AGE

Attained Age	Present Plan	
	No.	Annual Pensions
60 - 64	4	\$ 151,513
65 - 69	5	188,469
70 - 74	8	249,879
75 - 79	6	219,574
80	2	42,243
83	3	60,898
85	2	50,825
86	4	77,546
87	1	19,680
88	3	57,280
89	2	38,784
93	2	54,756
94	1	11,025
99	1	32,792
TOTALS	44	\$1,255,264

Average Age at Retirement: 49.0 yrs.

Average Age Now: 79.1 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 increase 3.0% annually, compounded 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.

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:

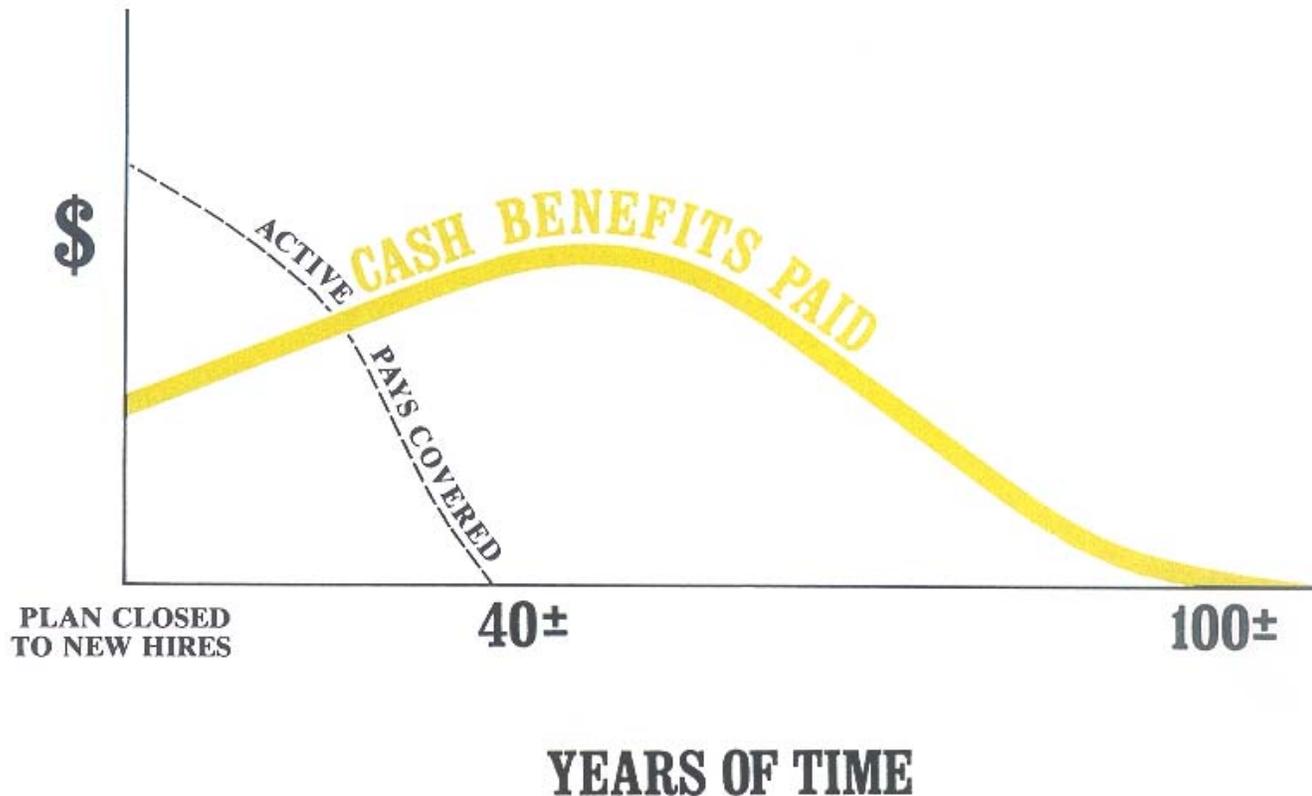
- (i) long-term rates of investment return to be generated by the assets of the Fund
- (ii) patterns of pay increases to members
- (iii) rates of mortality among members, retirants, and
- (iv) beneficiaries
- (v) rates of withdrawal of active members
- (vi) rates of disability among active members
-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

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
	2007	2006	2005	2004	2003	
Nominal rate	11.9%	7.9%	(0.6)%	(4.3)%	(4.1)%	2.0%

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.

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	30.17
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, 2007
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	7.50%
Projected salary increases	N/A
Includes inflation at	N/A
Cost-of-living adjustments	3.0%

Membership of the plan consisted of the following at June 30, 2007, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	44
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	<u>0</u>
Total	44

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
1998	\$ 8,997,093	\$13,878,589	\$4,881,496	64.8 %	\$49,813
1999	9,844,865	13,537,175	3,692,310	72.7	51,016
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

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
2000	N/A	\$ 372,183	\$372,183	100 %
2001	N/A	293,241	293,241	100
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	-	-
2009	N/A	641,212	-	-

January 28, 2008

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 50th Annual Actuarial Valuation of the City of Jackson Policemen's and Firemen's Pension Fund.

Sincerely,

A handwritten signature in black ink that reads "David T. Kausch". The signature is written in a cursive style with a large initial 'D'.

David T. Kausch

DK:mrh
Enclosures

cc: The Rehman Group
Attn: Mark Ketner

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

**33RD ACTUARIAL VALUATION REPORT
AS OF JUNE 30, 2007**

OUTLINE OF CONTENTS

REPORT OF JUNE 30, 2007 ACTUARIAL VALUATION

Pages	Items
- -	Cover Letter
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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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A-9	Summary Statement of System Resources and Obligations
A-10/11	Comments and Certification
	<i>Summary of Benefit Provisions and Valuation Data</i>
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B-8	Asset Information Submitted for Valuation
	<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
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C-12	Miscellaneous and Technical Assumptions
C-13/14	Glossary
	<i>Disclosures Required by Statement No. 25 of the Governmental Accounting Standards Board</i>
D-1/2	Required Supplementary Information

January 28, 2008

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 **33rd 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, 2007.

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. Both of the undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the opinion herein.

Respectfully submitted,



David T. Kausch, FSA, EA, MAAA



W. James Koss, ASA, EA, MAAA

DK/WJK:mrh

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY (\$ IN MILLIONS)

Valuation Date:	June 30, 2007	June 30, 2006
Fiscal Year Ending:	June 30, 2009	June 30, 2008
Recommended Employer Contributions:		
Annual Amount	\$3,191,716	\$3,289,972
Percentage of Covered Payroll	45.74%	45.66%
Membership		
Number of		
Active Members	104	109
Retirees and Beneficiaries	138	134
Inactive, Non-retired Members	2	1
Total	244	244
Total Pensions Being Paid	\$2,989,123	\$2,809,356
Assets		
Market Value	\$34,898,491	\$30,052,733
Actuarial Value	33,249,631	29,893,085
Return on Market Value	15.2%	8.8%
Return on Actuarial Value	10.3%	7.1%
Ratio - Actuarial Value to Market Value	95.3%	99.5%
Actuarial Information		
Normal Cost %	19.48%	20.38%
Actuarial Accrued Liability (AAL)	56,554,037	53,569,342
Unfunded Actuarial Accrued Liability (UAAL)	23,304,406	23,676,257
Funded Ratio	58.8%	55.8%

Highlights/Changes

No changes to benefit provisions.

Changes in actuarial assumptions.

Contribution rate increase primarily due to assumption changes, offset by investment gains.

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, 2007. 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 8.74% 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 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).

EXECUTIVE SUMMARY

Contribution Requirement

The computed employer contribution for the fiscal year ending June 30, 2007 is \$3,191,716, or 45.74% of covered payroll.

The plan experienced a gain of \$812,111, which lowered the required contribution by \$98,216, or 0.8% of covered payroll.

The plan revised assumptions based on the 2001 through 2006 experience study. The new assumptions increased the required contribution by 1.75% of payroll.

Funded Status

As of the valuation date, the Unfunded Actuarial Accrued Liability (UAAL) was \$23,304,406, and the funded ratio (the ratio of the Actuarial Value of Assets to the Actuarial Accrued Liability) was 58.8%. At the time of last year's valuation, the UAAL was \$23,676,257, and the funded ratio was 55.8%. 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 less than the Market Value of Assets by \$1,648,860 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 gains.

Relationship to Market Value

If Market Value had been the basis for the valuation, the contribution rate would have been less and the funded ratio would have been more. In the absence of other gains and losses, the contribution rate should decrease and funding level should increase over the next several years.

Benefit Provisions

This valuation reflects benefits promised to member as reported to us by the system's administrator.

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.

Since the last valuation, the Board adopted changes in the assumed investment return, which increased from 7.5% to 7.75%; assumed base pay increase, which decreased from 4.5% to 4.25%; and demographic assumptions as described in the July 1, 2001 through June 30, 2006 experience study.

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 95.3% 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 06/07 on Market Value was 15.22%, while it was 10.34% on Actuarial Value. These figures differ because of the asset valuation procedure described above.

Member Data

Among the retired members there were four new retirees, one new beneficiary, and two deaths bringing the total for this valuation to 138. Active membership had four members retire, five withdrew and were refunded, two deferred, and six members were new, for a total of 104. One deferred member retired and one was new for a total of two 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 10 years.

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 June 30, 2008 are shown on page A-2.

PUBLIC ACT 728 CERTIFICATION

The Retirement Board of the City of Jackson Act 345 Policemen and Firemen Retirement System confirms that the System provides for payment of the required employer contribution as described in Section 20m of Michigan Public Act No. 728. As of June 30, 2007, \$480,000 of the employer contribution for the year ending June 30, 2006 had not been contributed to System assets.

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

<u>Contributions for</u>	<u>2008</u>	<u>2007</u>
Normal Cost		
Age & service	16.37 %	16.25 %
Casualty	2.06	3.33
Refunds	1.05	0.80
Total	<u>19.48</u>	<u>20.38</u>
Member contributions	11.03	11.11
Employer Normal Cost	8.45	9.27
Unfunded Actuarial Accrued Liability*		
Retirants and beneficiaries	7.33	9.35
Active members	29.96	27.04
Total	<u>37.29</u>	<u>36.39</u>
Computed Employer Rate	45.74 %	45.66 %
Employer Dollar Contribution	\$3,191,716	\$3,289,972

* Amortized as a level percent-of-payroll over a period of 10 years.

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 \$6,420,709. Applying the computed employer contribution rate of 45.74% to this payroll and adjusting for the time lag between June 30, 2007 and the assumed contribution date produces a recommended employer contribution of \$3,191,716 for FY 08/09.

Actual employer contributions made to the trust for the last completed fiscal year were \$3,098,776.

In financing the actuarial accrued liability, the valuation assets of \$33,249,631 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	\$6,707,410			\$ 6,707,410
Employer Contributions		\$27,887,980		27,887,980
Retired Benefit Payments		(1,345,759)		(1,345,759)
Totals	\$6,707,410	\$26,542,221	\$none	\$33,249,631

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

	Retired Lives	Active Members	Total
Computed Actuarial Accrued Liability	\$31,120,638	\$25,433,399	\$56,554,037
Applied Assets	26,542,221	6,707,410	33,249,631
Unfunded Actuarial Accrued Liability	\$ 4,578,417	\$18,725,989	\$23,304,406

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)
1984	\$ 3,080	\$ 9,763	31.6	\$ 6,682	\$1,738	384.5 %	\$ 286
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 (b)	33,250	55,302	60.1	22,052	6,421	343.4	812
2007 (a)	33,250	56,554	58.8	23,304	6,421	362.9	812

(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, 2007

DERIVATION

(1) UAAL* at start of year	\$23,676,257
(2) Normal cost from last valuation	1,344,680
(3) Actual contributions	3,838,624
(4) Interest accrual	1,682,196
(5) Expected UAAL before changes	22,864,509
(6) Increase due to plan amendment	0
(7) Increase due to revised assumptions	1,252,008
(8) Expected UAAL after changes	24,116,517
(9) Actual UAAL at end of year	23,304,406
(10) Gain (loss)	\$ 812,111

* *Unfunded actuarial accrued liability.*

DEVELOPMENT OF FUNDING VALUE OF RETIREMENT SYSTEM ASSETS

Year Ended June 30:	2005	2006	2007
A. Funding Value Beginning of Year	\$27,218,077	\$27,760,835	\$29,893,085
B. Market Value End of Year	27,471,903	30,052,733	34,898,491
C. Market Value Beginning of Year	26,550,228	27,471,903	30,052,733
D. Non-Investment Net Cash Flow	(15,162)	154,328	253,567
i. Projected Rate of Return	7.50%	7.50%	7.50%
E. Investment Income			
E1. Market Total: B – C – D	936,837	2,426,502	4,592,191
E2. Amount for Immediate Recognition			
i * (A + D / 2)	2,040,787	2,087,850	2,251,490
E3. Amount for Phased-In Recognition: E1-E2	(1,103,950)	338,652	2,340,701
F. Phased-In Recognition of Investment Income			
F1. Current Year: 0.25 x E3	(275,988)	84,663	585,175
F2. First Prior Year	457,639	(275,988)	84,663
F3. Second Prior Year	(376,242)	457,639	(275,988)
F4. Third Prior Year	(1,288,276)	(376,242)	457,639
F5. Total Recognized Investment Gain:			
F1 + F2 + F3 + F4	\$(1,482,867)	\$ (109,928)	851,489
G. Funding Value End of Year: A + D + E2 + F5	27,760,835	29,893,085	33,249,631
H. Difference Between Market & Funding Value	(288,932)	159,648	1,648,860
I. Recognized Rate of Return	2.05%	7.11%	10.34%
J. Market Rate of Return	3.53%	8.81%	15.22%

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	FY	Actuarial Accrued Liability			Amortiz. Period	%	Computed Employer Contribution	
		Computed Total	Assets	Unfunded			Recommended	Actual
1977 (a)	78/79	\$ 2,391,655	\$ 430,047	\$ 1,961,608	39 yrs.	25.54 %	\$ 195,311	\$ 195,596
1978	79/80	3,608,983	618,378	2,990,605	38	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	31.8	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	33.5	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	
2007 (c)	08/09	55,302,029	33,249,631	22,052,398	10	43.28	3,041,282	
2007 (a)	08/09	56,554,037	33,249,631	23,304,406	10	45.74	3,191,716	

(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

	June 30, 2007	June 30, 2006
A. Present valuation assets		
1. Net assets from System financial statements	\$34,898,491	\$30,052,733
2. Transfer from old plan	0	0
3. Market value adjustment	(1,648,860)	(159,648)
4. Valuation assets	\$33,249,631	\$29,893,085
 B. Actuarial present value of expected future employer contributions		
1. For normal costs	4,415,568	5,808,595
2. For unfunded actuarial accrued liability	23,304,406	23,676,257
3. Total	\$27,719,974	\$29,484,852
 C. Actuarial present value of expected future member contributions	\$ 6,226,040	\$ 6,880,452
 D. Total present and expected future resources	\$67,195,645	\$66,258,389

Actuarial Present Value of Expected Future Benefit Payments

A. To retirants and beneficiaries		
1. Annual pensions	\$31,120,638	\$29,461,802
2. Reserve	none	none
3. Total	\$31,120,638	\$29,461,802
 B. To vested terminated members	387,988	214,898
 C. To present active members		
1. Allocated to service rendered prior to valuation date - actuarial accrued liability	25,045,411	23,892,642
2. Allocated to service likely to be rendered after valuation date	10,641,608	12,689,047
3. Transfer from old plan	none	none
4. Total	\$35,687,019	\$36,581,689
 D. Total actuarial present value of expected future benefit payments	\$67,195,645	\$66,258,389

COMMENTS AND CERTIFICATION

Actuarial Experience: Net actual experience of the Retirement System was more favorable than assumed during the year ending June 30, 2007, resulting in a gain of \$868,399. The overall experience gain was primarily due to recognized investment income which was greater than the long-term assumption on a funding basis. Note, that on a market basis the return was 15.22% and was 10.34% on a funding basis compared to the assumed rate of 7.50%. Effective June 30, 2007, the assumed rate of investment return is 7.75% per year.

Plan Provisions: All provisions remain unchanged from the prior valuation.

Plan Assumptions and Methods: The Board adopted the recommended changes to demographic assumptions and methods from the 2001-2006 Experience Study dated August 31, 2007 as follows:

- Pay Increase – Rates based on service rather than age.
- Retirement Experience – added rates based on service over 25 years.
- Rates of Withdrawal – adjusted closer to actual turnover.
- Disability Rates – adjusted the weighting of duty and ordinary disability.
- Death-in-Service Mortality Rates – adjusted male mortality rates and adjusted the weighting of duty and ordinary death-in-service.
- Retired Life Mortality – adjusted male mortality rates and adjusted post-disabled mortality.
- Marriage Assumption – lower marriage assumption.
- Liability Adjustment – added a 5% liability adjustment for annuity withdrawals for active and deferred vested members.
- Service Adjustment – added an assumption that active members purchase service prior to retirement.

In addition to the non-economic changes, the Board also adopted the recommended economic assumptions recommended by GRS in our letter dated October 1, 2007 as follows:

- Investment Return – 7.75%
- Wage Inflation – 4.25%

COMMENTS AND CERTIFICATION

Comment: The liability for retired lives is not fully funded. We recommend adopting a 10-year closed amortization for the retired lives unfunded actuarial accrued liability. The amortization period for active members would remain a 10-year open amortization. This change would have no impact on the current contribution rate determined by this valuation.

Looking Ahead: Due to market value investment returns over the past four years, the market value of assets exceeds the funding value by \$1,648,860. This \$1,648,860 figure represents investment experience over the past four years that has not been fully reflected in the valuation. If we were to base the valuation on market value, the funded status would increase from 58.8% to 62.3% and the contribution rate for pensions would decrease from 45.74% of payroll to 41.90% of payroll.

Public Act 728: On December 30, 2002, the Michigan Public Act 728 became effective. This act sets new standards for all Michigan State and Local government retirement systems. In particular, the Act requires that supplemental actuarial analysis be performed by the System's actuary (including an analysis of the long-term costs associated with any proposed pension benefit change) and provided to the Retirement Board and the decision making body that will approve the proposed pension benefit change. This analysis is required at least 7 days before a proposed pension benefit change is adopted. There are additional requirements related to the confirmation of receipt by the System of the required employer contributions. As of June 30, 2007, \$480,000 of the employer contributions for the year ending June 30, 2006 had not been contributed to System assets.

Certification: We certify that the valuation is complete and accurate and was made in accordance with generally recognized actuarial methods. The actuarial assumptions summarized in Section C are in the aggregate, a reasonable representation of the past and anticipated future experience of the System.

SECTION B

SUMMARY OF BENEFIT PROVISIONS AND VALUATION DATA

BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2007)

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:** 2.5% of 3 year AFC times first 30 years of service plus 1% of AFC times years of service in excess of 30 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.

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 Retirement Pension.

BRIEF SUMMARY OF ACT 345 BENEFIT CONDITIONS (JUNE 30, 2007)

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: 8.74% 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
1983	4	7	\$ 135,866		\$	32	\$ 492,678	38.1 %	\$15,396	\$ 5,936,893	\$185,528
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

* Includes pension adjustments, when applicable.

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
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	\$ 207,717
Regular-automatic benefit to spouse of deceased retiree	109	2,554,090
Survivor beneficiary	<u>14</u>	<u>155,091</u>
Total age and service pensions	135	\$2,916,898
Casualty Pensions		
Non-duty disability pension	1	\$ 21,374
Duty disability pension	<u>2</u>	<u>50,851</u>
Total casualty pensions	<u>3</u>	<u>72,225</u>
Total Pensions Being Paid	138	\$2,989,123

RETIRANTS AND BENEFICIARIES JUNE 30, 2007
TABULATED BY ATTAINED AGE

Attained Age	Age & Service		Disability and Death-in-Service		Totals	
	No.	Annual Pensions	No.	Annual Pensions	No.	Annual Pensions
45 - 49	1	\$ 34,836	1	\$22,096	2	\$ 56,932
50 - 54	18	514,857	1	28,755	19	543,612
55 - 59	19	533,811			19	533,811
60 - 64	40	867,914			40	867,914
65 - 69	15	280,512	1	21,374	16	301,886
70 - 74	18	329,193			18	329,193
75 - 79	17	249,690			17	249,690
80	1	18,824			1	18,824
81	2	37,571			2	37,571
82	2	22,843			2	22,843
83	1	18,619			1	18,619
84	1	8,228			1	8,228
Totals	135	\$2,916,898	3	\$72,225	138	\$2,989,123

Average Age at Retirement: 48.8 years

Average Age Now: 65.0 years

**ACTIVE MEMBERS IN VALUATION
COMPARATIVE SCHEDULE**

Valuation Date June 30	No.	No. of Transfers Incl.	Valuation Payroll	Average			
				Pay	% Incr.	Age	Service
1979	42	0	\$ 899,703	\$21,422	6.8 %	35.1 yrs.	10.4 yrs.
1980	51	2	1,134,720	22,249	3.9	32.7	8.6
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

* Reflects overtime pay.

Includes transfers from Old Plan through March, 1991.

ACTIVE MEMBERS JUNE 30, 2007
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	3							3	\$ 104,504
25-29	5	4						9	463,738
30-34	2	8	3					13	753,112
35-39		4	11	7				22	1,358,203
40-44	2	3	1	10	1			17	1,024,253
45-49			3	5	11	1		20	1,334,205
50-54			1	1	9	2		13	903,009
55-59				3	2	1		6	386,491
65		1						1	93,194
Totals	12	20	19	26	23	4	0	104	\$6,420,709

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

Age: 41.0 years

Service: 14.0 years

Annual Pay: \$61,738

**ASSET INFORMATION
SUBMITTED FOR VALUATION**

Valuation Assets - Market Value		Reserves for	
Cash & equivalents	\$ 1,225,609	Employees' contributions	\$ 6,707,410
Receivables & accruals	378,582	Employer contributions	29,536,840
Stocks	23,598,108	Retired benefit payments	(1,345,759)
Bonds	9,696,192		
Total Current Assets	\$34,898,491	Total Reserves	\$34,898,491

REVENUES AND EXPENDITURES

Balance - July 1, 2006	\$30,052,733
Revenues	
Employees' contributions	739,848
Employer contributions	3,098,776
Investment income	4,866,598
Expenditures	
Benefit payments	3,446,024
Refund of member contributions	139,033
Expenses	274,407
Balance - June 30, 2007	\$34,898,491

These amounts do not reflect the funding value adjustment of \$1,648,860. 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:

$$B = C + I - E$$

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

Contributions received on behalf of the group.

. . . plus . . .

Interest 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 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 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
	2007	2006	2005	2004	2003	
Nominal rate	10.3%	7.1%	2.1%	(1.1%)	(2.0%)	3.2 %

* *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*
	2007	2006	2005	2004	2003	
Total payroll	(2.7) %	4.4 %	3.0 %	(1.2) %	2.3 %	1.2 %
Average pay	2.0	5.3	3.0	3.3	2.3	3.2

* 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	39.01
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:

Sample Ages	Percents of Active Members Retiring Within Next Year		Years of Service	Percents of Active Members Retiring Within Next Year	
	Police	Fire		Police	Fire & POLC
45	40 %	20 %	25	40 %	15 %
46	40	20	26	40	15
47	40	20	27	40	15
48	40	20	28	40	15
49	40	20	29	40	15
50	40	20	30+	100	100
51	35	15			
52	20	10			
53	15	10			
54	15	10			
55	15	10			
56	15	10			
57	15	10			
58	15	10			
59	25	20			
60	100	100			

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, 2007
Actuarial Cost Method	Entry-Age
Amortization Method	Level percent
Amortization Period	10 years open
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, 2007, the date of the latest actuarial valuation:

Retirees and Beneficiaries receiving benefits	138
Terminated plan members entitled to but not yet receiving benefits	2
Active plan members	<u>104</u>
Total	244

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
1998	\$21,277,144	\$39,553,492	\$18,276,348	53.8 %	\$5,697,163	320.8 %
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

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
2000	33.6 %	\$2,051,490	\$2,051,490	100 %
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		
2009	45.7	3,191,716		

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

January 28, 2008

Ms. Sandy Sykes
Pension Administrator
City of Jackson Act 345 Policemen
and Firemen Retirement System
161 West Michigan Avenue
Jackson, Michigan 49201

Dear Sandy:

Enclosed are 20 copies of the Thirty-Third Annual Actuarial Valuation of the City of Jackson Act 345 Policemen and Firemen Retirement System.

Sincerely,

A handwritten signature in black ink that reads "David T. Kausch". The signature is written in a cursive style with a large initial 'D'.

David T. Kausch

DK:mrb

Enclosures

cc: Mr. Mark Ketner (+1 report copy)
The Rehman Group



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: CDBG Financial Summary through March 2008

Attached is a Financial Summary for the CDBG funds through March 2008.

Please place this item for consideration on the April 22, 2008 City Council agenda.

CLK:hls

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Nine Months Ended March 31, 2008**

	Budgeted	Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
Public Services							
1 American Red Cross							
FY 2006/2007	3,301	1,021	-	2,280	3,301	-	100%
FY 2007/2008	3,000	-	-	441	441	2,559	15%
2 Big Brothers Big Sisters	2,500	-	-	2,500	2,500	-	100%
3 Center for Family Health	25,000	-	-	25,000	25,000	-	100%
4 Center for Women (FY 2006/2007)	5,000	3,057	-	1,943	5,000	-	100%
5 Fair Housing Services							
FY 2004/2005	10,000	-	-	-	-	10,000	0%
FY 2006/2007	37,000	25,917	-	11,083	37,000	-	100%
6 Family Services & Children's Aid							
FY 2006/2007	10,000	6,193	-	3,807	10,000	-	100%
FY 2007/2008	2,500	-	-	706	706	1,794	28%
7 Florence Crittendon - Male Transition Program							
FY 2006/2007	4,788	2,981	-	1,807	4,788	-	100%
FY 2007/2008	4,788	-	798	3,163	3,163	1,625	66%
8 Florence Crittendon - Reporting Center for Youth	5,400	-	-	1,500	1,500	3,900	28%
9 Human Relations Comm (Cool Cities Youth Council)	5,000	-	-	1,739	1,739	3,261	35%
10 Jackson Affordable Housing Programs							
FY 2006/2007	19,500	15,081	-	4,419	19,500	-	100%
FY 2007/2008	29,200	-	2,935	16,371	16,371	12,829	56%
11 Legal Services of SE Michigan							
FY 2006/2007	1,563	984	-	342	1,326	237	85%
FY 2007/2008	1,500	-	-	-	-	1,500	0%
12 MLK Summer Program	25,000	-	-	25,000	25,000	-	100%
13 Neighborhood Resource Centers							
FY 2005/2006	14,750	13,038	-	1,712	14,750	-	100%
FY 2007/2008	15,000	-	1,177	9,216	9,216	5,784	61%
14 Northeast School Dental Clinic (FY 2005/2006)	25,000	12,266	-	12,630	24,896	104	100%
15 Partnership Park-After School Programs							
FY 2006/2007	10,000	-	-	10,000	10,000	-	100%
FY 2007/2008	5,000	-	-	3,850	3,850	1,150	77%
16 Resident Officer Program-Property Expenses (FY 2004/2005)	3,993	1,547	342	1,390	2,937	1,056	74%
17 Salvation Army - Heating Assistance	68,108	-	-	24,748	24,748	43,360	36%
18 United Way - 211 Services							
FY 2006/2007	12,500	9,375	-	3,125	12,500	-	100%
FY 2007/2008	5,000	-	-	2,500	2,500	2,500	50%
19 Administration & Planning							
FY 2005/2006	342,170	250,306	-	91,864	342,170	-	100%
FY 2007/2008	344,100	-	16,304	124,518	124,518	219,582	36%
Other Projects							
20 City Code Enforcement Division							
FY 2006/2007	100,000	40,403	-	59,597	100,000	-	100%
FY 2007/2008	532,545	-	35,002	291,429	291,429	241,116	55%
21 City Housing Rehabilitation Projects:							
Owner Occupied Housing Rehabilitation							
FY 2005/2006	292,000	133,588	20,748	23,301	156,889	135,111	54%
FY 2006/2007	59,000	-	-	-	-	59,000	0%
FY 2007/2008	337,451	-	-	-	-	337,451	0%

City Emergency Hazard Repair Program								
	FY 2005/2006	60,000	59,403	-	597	60,000	-	100%
	FY 2006/2007	10,000	-	-	10,000	10,000	-	100%
	FY 2007/2008	50,000	-	60	4,889	4,889	45,111	10%
	New Neighbor Program (FY 2005/2006)	80,000	58,755	-	-	58,755	21,245	73%
World Changers								
	FY 2005/2006	20,000	10,953	-	9,047	20,000	-	100%
	FY 2007/2008	30,000	-	-	15,052	15,052	14,948	50%
City Rehab Administration (Denied Loans)								
	FY 2006/2007	1,000	480	-	520	1,000	-	100%
	FY 2007/2008	1,000	-	(319)	681	681	319	68%
22	Downtown Development Authority - Façade Loans							
	FY 2006/2007	60,000	15,000	-	23,000	38,000	22,000	63%
	FY 2007/2008	15,000	-	-	-	-	15,000	0%
23	John George Home - Building Repairs							
		50,000	-	2,640	50,000	50,000	-	100%
24	Ganson Street Pocket Park (FY 2006/2007)							
		70,000	-	-	70,000	70,000	-	100%
25	King Center - parking lot/courts							
	FY 2006/2007	65,000	-	-	65,000	65,000	-	100%
	FY 2007/2008	40,000	-	-	40,000	40,000	-	100%
26	Habitat - rehab (FY 2006/2007)							
		47,500	47,047	-	453	47,500	-	100%
27	Street Construction - Milwaukee (FY 2006/2007)							
		98,000	68,197	-	9,955	78,152	19,848	80%
28	Street Construction - High to Morrell (FY 2006/2007)							
		398,000	27,715	-	295,005	322,720	75,280	81%
29	Street Construction - Elm (FY 2006/2007)							
		99,400	54,798	-	6,155	60,953	38,447	61%
30	Street Construction - crush and shape (FY 2006/2007)							
		179,091	9,543	-	169,548	179,091	-	100%
31	Enterprise Group - Operations							
		7,500	-	-	-	-	7,500	0%
32	Job Creation Loans (FY 2006/2007)							
		30,000	-	-	-	-	30,000	0%
33	Enterprise Group-Incubator Bldg Imp (FY 2006/2007)							
		18,000	6,926	-	-	6,926	11,074	38%
34	Riverwalk Project (FY 2005/2006)							
		70,000	21,873	-	5,607	27,480	42,520	39%
35	Acquisition/Demolition - CAA (FY 2005/2006)							
		237,000	235,603	-	-	235,603	1,397	99%
36	Demolitions - Building Inspection (FY 2005/2006)							
	FY 2005/2006	62,949	20,795	-	-	20,795	42,154	33%
	FY 2007/2008	48,046	-	-	-	-	48,046	0%
37	NRC #2 - Repairs (FY 2006/2007)							
		20,470	-	-	20,470	20,470	-	100%

NOTE: All funds are FY 2007/2008 allocations unless otherwise indicated



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 768-5832

April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: **Community Development Department Quarterly Activity Reports**

At the January 24, 2008, City Council orientation meeting, I provided statistics regarding departmental activity and stated that Community Development would be providing quarterly reports on our activities. Please find attached five reports for Building Permits, Code Enforcement, Housing Inspections, Economic Development and the Lead Hazard Control Grant. If you have any questions, please contact me.



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Quarterly Building Permit Report

Attached is information covering the first three quarters of the 2007/2008 fiscal year regarding building, electrical, mechanical and plumbing permits.

Please add this item to the April 22, 2008 City Council Agenda as a receipt of report.

City of Jackson Building Permits Fiscal Year 2007-2008

	Commercial		Residential		Total # Permits Issued	Total Est Cons Value	Fees Collected
	# Permits Issued	Est Const Value	# Permits Issued	Est Const Value			
First Quarter							
July-07	7	\$232,997	35	\$300,843	42	\$533,840	\$4,842
August-07	9	617,753	43	362,182	52	979,935	6,880
September-07	4	128,000	49	412,355	53	540,355	5,259
Subtotal:	20	\$978,750	127	\$1,075,380	147	\$2,054,130	\$16,981
Second Quarter							
October-07	11	\$704,800	62	\$407,708	73	\$1,112,508	\$11,623
November-07	3	171,700	46	355,336	49	527,036	5,572
December-07	6	3,584,348	30	239,461	36	3,823,809	21,283
Subtotal:	20	\$4,460,848	138	\$1,002,505	158	\$5,463,353	\$38,478
Third Quarter							
January-08	7	\$222,850	19	\$153,629	26	\$376,479	\$3,912
February-08	4	498,442	26	295,410	30	793,852	6,423
March-08	4	104,500	27	389,726	31	494,226	3,257
Subtotal:	15	\$825,792	72	\$838,765	87	\$1,664,557	\$13,592
Fourth Quarter							
April-08					0	\$0	
May-08					0	0	
June-08					0	0	
Subtotal:	0	\$0	0	\$0	0	\$0	\$0
Year at a Glance							
July-07	7	\$232,997	35	\$300,843	42	\$533,840	\$4,842
August-07	9	617,753	43	362,182	52	979,935	6,880
September-07	4	128,000	49	412,355	53	540,355	5,259
October-07	11	704,800	62	407,708	73	1,112,508	11,623
November-07	3	171,700	46	355,336	49	527,036	5,572
December-07	6	3,584,348	30	239,461	36	3,823,809	21,283
January-08	7	222,850	19	153,629	26	376,479	3,912
February-08	4	498,442	26	295,410	30	793,852	6,423
March-08	4	104,500	27	389,726	31	494,226	3,257
April-08	0	0	0	0	0	0	0
May-08	0	0	0	0	0	0	0
June-08	0	0	0	0	0	0	0
Fiscal Year Totals:	55	\$6,265,390	337	\$2,916,650	392	\$9,182,040	\$69,051
							-5,352.00*
							\$63,699

*fees refunded for commercial and residential alteration permits issued between 9/1/07 and 11/13/07

City of Jackson Electrical, Mechanical & Plumbing Permits Fiscal Year 2007-2008

	# Electrical Permits Issued			# Mechanical Permits Issued			# Plumbing Permits Issued			Total # Permits Issued	Fees Collected
	Comm.	Res.	Fees	Comm.	Res.	Fees	Comm.	Res.	Fees		
First Quarter											
July-07	15	40	\$4,620	1	13	\$1,456	1	24	\$1,138	94	\$7,214
August-07	8	24	4,191	4	21	1,809	2	11	897	70	6,897
September-07	16	15	4,192	6	19	2,540	6	31	3,068	93	9,800
Subtotal:	39	79	\$13,003	11	53	\$5,805	9	66	\$5,103	257	\$23,911
Second Quarter											
October-07	12	32	\$5,042	4	31	\$3,435	4	19	\$2,031	102	\$10,508
November-07	13	17	3,616	10	27	4,145	5	20	1,893	92	9,654
December-07	14	14	3,391	2	22	2,015	2	18	1,354	72	6,760
Subtotal:	39	63	\$12,049	16	80	\$9,595	11	57	\$5,278	266	\$26,922
Third Quarter											
January-08	10	15	\$2,837	6	13	\$1,845	3	14	\$1,145	61	\$5,827
February-08	9	15	3,056	4	13	1,715	17	25	3,032	83	7,803
March-08	13	20	3,659	6	13	1,905	5	21	1,713	78	7,277
Subtotal:	32	50	\$9,552	16	39	\$5,465	25	60	\$5,890	222	\$20,907
Fourth Quarter											
April-08										0	\$0
May-08										0	0
June-08										0	0
Subtotal:	0	0	\$0	0	0	\$0	0	0	\$0	0	\$0
Year at a Glance											
July-07	15	40	\$4,620	1	13	\$1,456	1	24	\$1,138	94	\$7,214
August-07	8	24	4,191	4	21	1,809	2	11	897	70	6,897
September-07	16	15	4,192	6	19	2,540	6	31	3,068	93	9,800
October-07	12	32	5,042	4	31	3,435	4	19	2,031	102	10,508
November-07	13	17	3,616	10	27	4,145	5	20	1,893	92	9,654
December-07	14	14	3,391	2	22	2,015	2	18	1,354	72	6,760
January-08	10	15	2,837	6	13	1,845	3	14	1,145	61	5,827
February-08	9	15	3,056	4	13	1,715	17	25	3,032	83	7,803
March-08	13	20	3,659	6	13	1,905	5	21	1,713	78	7,277
April-08	0	0	0	0	0	0	0	0	0	0	0
May-08	0	0	0	0	0	0	0	0	0	0	0
June-08	0	0	0	0	0	0	0	0	0	0	0
Fiscal Year Totals:	110	192	\$34,604	43	172	\$20,865	45	183	\$16,271	745	\$71,740



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Quarterly Code Enforcement Activity

Attached is information covering the first three quarters of the 2007/2008 fiscal year regarding enforcement of Chapter 12 (garbage, trash and debris), Chapter 17 (unlicensed/inoperable vehicles), and Chapter 26 (fallen/dead trees). Also indicated is the number of AHB cases initiated by this office during the same time frame.

Please add this item to the April 22, 2008 City Council Agenda as a receipt of report.

Code Enforcement Activity

July 1, 2007 - March 31, 2008

Category	Total	DPW Totals		Percentage
AHB Initiated	173			
Garbage	1142			
In Compliance	716			62.70%
Not In Compliance	384			33.63%
Cleaned by Owner		159	41.41%	
Cleaned by DPW		225	58.59%	
Void	26			2.28%
No Access	1			0.09%
Referred, no status	13			1.14%
CD no status	2			0.18%
Inop Vehicles	442			
In Compliance	369			83.48%
Not In Compliance	67			15.16%
Void	3			0.68%
No status yet	3			0.68%
Trees	109			
In Compliance	42			38.53%
Not In Compliance	57			52.29%
Void	7			6.42%
Ext of Time	3			2.75%
No status yet	0			0.00%



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Quarterly Housing Inspection Activity

Attached is information covering the first three quarters of the 2007/2008 fiscal year regarding housing inspection activity by this Department. Some of the larger, multi-unit complexes we have conducted (or are in the process of conducting) inspections of include Chalet Terrace, Blair Park, Park Crest Apartments, Woodland Hills, and Alpine Lake Apartments. Also indicated is the number of AHB cases initiated by this office during the same time frame.

Please note under the initiated cases, while 577 were scheduled, 1,370 inspections were conducted or attempted. This discrepancy is due to multi-unit properties; one letter is sent to the property owner, but our inspectors examine each unit. Our computer program does not track individual inspections for re-inspections at the multi-unit properties; it would take an intensive manual review of the records to determine which units were re-inspected. 1,231 follow-up inspection letters were sent to property owners. The 2000 census indicated 15,241 total housing units in the city, of which 6,029 are rentals. This figure is expected to increase when the new 2010 census is tabulated.

Please add this item to the April 22, 2008 City Council Agenda as a receipt of report.

Housing Inspection Activity

July 1, 2007 - March 31, 2008

	Initiated		No. of Additional	AHB Cases
	No. Scheduled	No. of Units	Inspections Scheduled	Initiated
CEX	9	9	23	4
Non-Residential	0	0	2	0
Released from Condemnation	0	0	1	0
Rental	538	1,330	1,092	130
SSE	0	0	3	1
Tenant Complaint	30	31	110	9
Total:	577	1,370	1,231	144

1,370 initial inspections
conducted/attempted



April 16, 2008

TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: **Economic Development Quarterly Report (January- March 2008)**

The summary below provides an update on the City of Jackson Quarterly Report of economic development activities that have been coordinated through the Community Development Department.

Jackson Brownfield Redevelopment Authority (JBRA) Projects:

Property Development

- Zoerman Clark- Completed Assessment & Brownfield Plan, conducted site visits with developer to identify project incentives and financing.
- Neuromuscular Center- Processed through JBRA, DDA and City Council a Brownfield Plan and Development Agreement that involved holding meetings to educate groups on the project and also to assistance to the developer with use of available and eligible incentives. Currently processing Work Plan with developer to receive State Brownfield assistance.
- Edscha- Completed Phase I and Phase II documents and toured site with interested parties. Currently working with potential developer regarding incentives.
- Wildwood Street Project- Completed BEA for City to purchase property.
- Greenwood Street Project- Completed BEA for City to purchase property.
- 900 Cooper Street Amendment- Processed through JBRA and City Council an Amended Brownfield Plan that would allow for the removal of the dirt piles on and near Cooper Street.
- TRW- Currently working with developer on potential use of brownfield incentives.

Other Brownfield Project Activities:

- New Grant Consultant Selection- Completed RFQP process and selected ASTI to administer the grant. Participated in conference calls for approvals and assistance necessary for the Consultant to begin work, including internal kick-off meeting with staff. Currently planning Advisory Committee meeting with community stakeholders to review site selection criteria, policies, etc.
- Part-Time Intern (funded by Brownfield Funds)- Hired Jennifer Tucker, Eastern Michigan University, to assist with economic development and brownfield projects.
- National Brownfield Conference- Registered available sites, coordinated efforts with County Brownfield Authority, registered and encouraged attendance by local stakeholders. Currently preparing for booth to market local properties at Transaction Forum.
- Land Bank Authority (LBA)- Met with staff of LBA to discuss opportunities to work with the JBRA on future projects.
- Michigan Brownfield Redevelopment Incentives Workshop- staff attended for updates on new brownfield legislation and opportunities for local developers.

City-Owned Property Development:

- 212 West Michigan Avenue (Consumers) and 228 West Michigan Avenue (Hayes Hotel)- Provided information regarding incentives and environmental concerns to developer. Processed Obsolete Property Rehabilitation District approval to make developer eligible for incentive. Currently finalizing a Development Agreement for Hayes Hotel; negotiations pending on a Development Agreement for 212 West Michigan. Assisted with processing elevator inspection and tests to assure continued compliance. Currently coordinating discussions with City staff regarding best use of West End parking lots related to these developments.

Relationship Building (meetings with community leaders, developers, etc.)

- Downtown Development Authority- Economic Restructuring Committee (3)
- Jackson County Brownfield Redevelopment Authority (3)
- Jackson County Economic Strategies Committee (committee of County Commission) (1)
- County Economic Development Meeting- includes townships, county and city government representatives (3)
- Enterprise Group- Downtown Retail Revitalization Committee (6) that resulted in the creation of Retail Success Academy with the Chamber, DDA, Enterprise Group, and Midtown Association that will assist new businesses in understanding all the elements of a successful business including Marketing, Personnel, Legal Issues, Financial Reporting, etc. Currently have 9 enrolled; classes started April 15th.
- Partnership Park Neighborhood (2)
- Private Development- Assisted with potential new business inquiries (8)

Retention Visits

- Alro Steel (annual visit- no concerns)
- Hydraulic Systems (annual visit- assisting with potential expansion options)
- Modern Machine (annual visit-assisted with signage concerns)
- Miller Tool (annual visit- assisted with signage and vehicle regulation concerns)
- Technique (assisted with expansion options and potential incentives)
- Accubilt (annual visit- no concerns)
- Air Hydraulics (annual visit- no concerns)
- Advance Packaging (assisting with waste water concerns)
- Art 634 (assisting with potential incentives that would allow for continued development of current site and expansion)
- Elm Plating (annual visit- no concerns)
- Good Earth Real Estate (assisting with developer and site selection)
- 159 W. Pearl (Processing Obsolete Property Incentive request)

Miscellaneous Economic Development

- Grand River ArtsWalk- Met with community stakeholders regarding lighting, design, and other concerns to finalize plans for ArtsWalk. Currently negotiating with property owners on easements and finalizing environmental work.
- MSHDA Downtown Residential Rehabilitation Program- Multiple meetings to work through closing out project at 401 S. Mechanic.
- MEDA Capital Day- Staff attended to get up-to-date on new and proposed economic development legislation and how it can be used locally.
- Working with new GIS staff to create mapping that would assist with marketing properties.

Please feel free to contact me if you have any questions or concerns regarding any of the items described.

CLK:dsw

cc: Deborah Stuart, Economic Development Project Manager

LEAD HAZARD CONTROL PROGRAM

COMMUNITY DEVELOPMENT DEPARTMENT

QUARTERLY SUMMARY

Date of Report: April 15, 2008

PROGRAM IMPLEMENTATION

The following activities have been implemented since January 1, 2008:

Marketing & Public Education

- Rhonda Rudolph spoke with Marc Daly at 970 WKHM to promote our program and the benefits of being lead-safe.
- Letters are being mailed out every month to families with children tested for BLL, it previously was just those with Blood Lead Level's over 10, but we are now reaching out to all those tested.
- Posters are being created to hang in various elementary schools.
- We purchased 2 copies of the *Jimmy's Getting Better* DVD's for use in outreach.
- The Jackson County Health Department is now passing out brochures in the immunization clinic.

Risk Assessment/Lead Paint Inspections

Total Quarterly Risk Assessments Completed: 17

Project Units

Projects include lead hazard control stand-alone projects and rehab projects utilizing lead hazard control grant funds for lead remediation. Lead stand-alone projects are completed on both owner-occupied and rental properties.

Total Quarterly Units in Progress/Review:	15
Total Quarterly Units Completed:	<u>12</u>
Total:	27

BUDGET

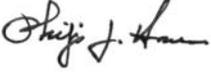
Quarterly LOCCS Draws:	\$186,850.08
Matching Funds to Date:	\$1,248.00



Employees Retirement System
City of Jackson, Michigan

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

TO: Honorable Mayor Jerry Ludwig and City Councilmembers

FROM: Philip Hones, Chairman 
City of Jackson Employees Retirement System

DATE: April 22, 2008

SUBJECT: Recommendation of Appointment to Replace Retired Trustee

Mary Harper was an elected member trustee for the Employees Retirement System when she retired. Her term of office was to expire August 31, 2009. Part II, Chapter 2, Article VI, Section 2-530 (b) of the City Code of Ordinances states:

In the event a vacancy occurs on the board of trustees the City Council shall fill the vacancy, by appointment, for the unexpired portion of the term.

Retirement system members were notified of the vacancy and invited to submit letters of interest for the vacant board position. Two letters were received: Clifford D. LaRoe – Maintenance Worker III in the Department of Public Works, and Jason Yoakam - Appraiser, City Assessor's Office.

At their April 3, 2008 meeting, the Board of Trustees voted to recommend to City Council that Clifford LaRoe fill the vacant position.

Therefore, we request that you concur with our recommendation that Mr. LaRoe be appointed to the Board of Trustees effective immediately to complete the term for the vacant position, through August 31, 2009.

Thank you for your consideration of our recommendation.

PH/ss



City Clerk

161 W. Michigan Ave. • Jackson, MI 49201-1303
(517) 788-4025 • Facsimile (517) 788-4651

Lynn Fessel, City Clerk

April 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Public Hearing and Resolution Confirming Assessment Roll

Please place the attached resolution confirming the following special assessment roll for water main and street construction on the April 22nd City Council agenda for consideration after the public hearing is held:

Roll No. 3348 – Hibbard Street from Ganson Street to North Street

Please note the final figures for the assessment portion came in at \$20,031.09, which is an approximate 40% reduction, and thereby reduced the spread of installment payments from six years to three years. The largest property assessment on the roll is \$743.25.

The required notice was published in the Jackson Citizen Patriot and a notification letter was sent to each property owner included on the roll.

Thank you.

Attachment

C: Jon Dowling, City Engineer
Jan Markowski, City Assessor
Andrew J. Wrozek, City Treasurer

RESOLUTION
WATER MAIN & STREET CONSTRUCTION

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning water main and street construction on Hibbard Street from Ganson Street to North Street which assessments were by him placed on Assessment Roll No. 3348 in the amount of \$20,031.09 and reported to the City Council at its meeting held on the 8th day of April, 2008; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, the 22nd day of April, 2008, at 7:00 p.m. to hear any and all objections and suggestions by interested parties to said special assessments as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3348 shall be divided into three (3) equal installments, the first of which shall be payable within the next sixty (60) days without interest charge; and one of which, plus a 6% annual interest charge on each installment, shall be due annually on each anniversary of the adoption of this resolution until each of the special assessments has been paid in full; provided, however, that in the event the City issues obligations in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost if bonds were sold to finance the public improvement.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full is made within thirty (30) days from the date of adoption of this resolution.

* * * * *

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 sitting as a Board of Review on the 22nd day of April, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of April, 2008.

Lynn Fessel, City Clerk

RESOLUTION

BY THE CITY COUNCIL:

LET IT BE KNOWN, that as Lynne Loftis retires from the Ella Sharp Museum of Art & History after 34 years of service to it and the community of Jackson, we assemble to honor her commitment to preserving Jackson's past and her vision to meeting Jackson's future needs. We thank her for all that she has done for the Museum; and

WHEREAS, Jackson's past -- the stories and objects that make up our shared history have been entrusted to the Museum, we honor Lynne's dedication in the achievement of a Jackson History Gallery -- a long held dream of hers realized as a result of the recent successful *Celebrate the Ella 40th Anniversary* Campaign; and

WHEREAS, thousands of our citizenry came to visit The Ella as third graders, and have carried with them the warm memories of experiencing the Dibble One Room Schoolhouse and Eli Stilson's Log House, and can still recall their first taste of fresh-churned butter, we thank Lynne. The very successful Pioneer Living program that began in her earliest years at the Museum and continues today with new generations of nine-year-olds delighting in the best field trip in the county; and

WHEREAS, The Ella has grown both physically, as galleries, the community room, and collections storage have been added, as well as in its place in the community of Jackson -- its reputation a source of Jackson pride, its rooms a place for community gatherings, celebrations, and education -- we recognize the leadership and stewardship of Lynne's tenure at the museum; and

WHEREAS, the life of Ella W. Merriman Sharp has been lovingly remembered, painstakingly researched, and in practice, exemplified. Ella had no greater friend in life than the one she met 60 some years after her death in Lynne; and

WHEREAS, she leaves the Ella greatly improved upon, from the day she entered it, that the Museum is ready for its next 40 years with a sense of excitement, preparedness, and momentum is testament to Lynne's honored place in its history.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson, Michigan, hereby wishes to honor and commend Lynne Loftis upon the occasion of her retirement. May the present community and future Jackson generations be grateful for her many years of dedication.

DATED this 22nd day of April, 2008.

Jerry F. Ludwig, Mayor

Carl L. Breeding, 1st Ward Councilmember

Kenneth E. Gaiser, 4th Ward Councilmember

Robert B. Howe, 2nd Ward Councilmember

Andrew R. Frounfelker, 5th Ward Councilmember

Daniel P. Greer, 3rd Ward Councilmember

John R. Polaczyk, 6th Ward Councilmember



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

DATE: April 15, 2008
TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
RE: MDOT Signal Resolution for Approval

Attached is a resolution to enter into a cost agreement with the Michigan Department of Transportation for the existing traffic signals which are at the following locations:

LOCATION:	YEAR INSTALLED:	COST SPLIT: (MDOT/CITY)
BL-94/US-127BR/Washington at Mechanic	1991	50/50
BL-94/M-50/Glick Hwy. at Jackson St.	1989	50/50
BL-94/M-50/US-127BR/Washington EB at First St.	1990	50/50
I-94-BL/Michigan at Wisner St.	1989	50/50
M-106/Cooper at North St.	1989	50/50
US-127BR/M-50/Airline at Washington	2001	75/25
M-50/West at Ganson	1989	50/50
M-50/Main at School St. (Brooklyn)	1993	100/0

MDOT discovered that no cost agreement is in their records and is requesting Council approval with signatures on the Cost Agreements. This agreement is for the above stated splits for the maintenance at these intersections.

With your concurrence, I am requesting approval of the cost agreements with the Michigan Department of Transportation be placed on the Council agenda, and the Mayor and the City Clerk be authorized to sign the appropriate contract documents.

JD:tjs

c: Lynn Fessel, City Clerk
Randy McMunn, P.E., Assistant City Engineer

RESOLUTION

By the City Council:

WHEREAS, the Michigan Department of Transportation (MDOT) has installed the following signals:

LOCATION:	YEAR INSTALLED:	COST SPLIT: (MDOT/CITY)
BL-94/US-127BR/Washington at Mechanic	1991	50/50
BL-94/M-50/Glick Hwy. at Jackson St.	1989	50/50
BL-94/M-50/US-127BR/Washington EB at First St.	1990	50/50
I-94-BL/Michigan at Wisner St.	1989	50/50
M-106/Cooper at North St.	1989	50/50
US-127BR/M-50/Airline at Washington	2001	75/25
M-50/West at Ganson	1989	50/50
M-50/Main at School St. (Brooklyn)	1993	100/0

and

WHEREAS, Michigan Department of Transportation does not have documentation of the Cost Agreements; and

WHEREAS, the City of Jackson is performing maintenance work on these traffic signals; and

WHEREAS, the cost of maintenance work will be shared by the City and the Michigan Department of Transportation.

NOW THEREFORE BE IT RESOLVED, that the City of Jackson accepts the cost agreement between the Michigan Department of Transportation and the City; and

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be authorized to sign the cost agreements for traffic signal control as prepared by Michigan Department of Transportation.

* * * *

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 22nd day of April, 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of April, 2008.

Lynn Fessel, City Clerk



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

April 16, 2008

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
RE: **Rules & Personnel Committee - Revised Harassment Policy**

The Rules and Personnel Committee previously submitted a report to the City Council recommending the approval of a revised harassment policy as part of the Personnel Policy for the City of Jackson. The report indicated that a resolution would be forthcoming with a revised policy attached. The revised policy has been completed and a resolution prepared for your consideration. This matter will be placed on the agenda for the Council meeting of April 22, 2008, for your consideration and action at that time.

Thank you.

WRR:skh

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City Council wishes to amend the Personnel Policy of the City to clearly prohibit harassing behavior by all of its employees; and

WHEREAS, the members of the City Council Rules & Personnel Committee and the City Administration recommend revising “Article XIX – Sexual Harassment” of the current Personnel Policy by replacing it with a new article entitled, “Article XIX – Harassment,” a copy of which is attached and made a part of this resolution;

NOW THEREFORE BE IT RESOLVED THAT Article XIX of the Personnel Policy is hereby amended to substitute the attached document; and

BE IT FURTHER RESOLVED THAT the Administration is directed to distribute the revised Harassment Policy to all City of Jackson employees and provide employees with periodic training related to its contents.

ARTICLE XIX – HARASSMENT

Section XIX – 1. Policy Against Harassment. All City employees and potential employees are entitled to be treated with dignity and respect in the workplace. More specifically, City employees and potential employees are entitled to work in an environment that is free of intimidation, humiliation, insult and offensive acts or speech based on race, color, national origin, religion, age, gender, disability, pregnancy, height, weight, sexual orientation, marital and other legally protected status.

Every City employee is responsible to avoid personal conduct that violates this policy, to participate in periodic training regarding prohibited harassment and discrimination, and to act to eliminate all forms of prohibited harassment and discrimination in the course of employment. In most circumstances, a City employee who believes he or she is being harassed in violation of this policy will be expected to advise the harasser that his or her conduct is offensive and/or ask that the conduct be stopped.

Every supervisor is responsible to be vigilant in identifying conduct that may reasonably be identified as prohibited harassment or discrimination within his or her area of responsibility, to coach subordinates to avoid behaviors that may reasonably be perceived as harassment or discrimination, to investigate alleged harassment or discrimination within their area of responsibility, and to take appropriate corrective action when improper harassment or discrimination has taken place.

The City administration will schedule periodic training for all employees regarding respectful workplace expectations and illegal discrimination and harassment. Allegations of illegal discrimination and harassment by and toward City employees will be investigated in a fair, impartial and expeditious manner. Supervisors and department heads who are investigating allegations of prohibited harassment or discrimination will be provided support by the Personnel Director and/or the City Manager/designee. In those instances in which a violation is substantiated, immediate action will be taken to remedy the situation and prevent its recurrence. Additionally, the City administration will act to prevent retaliation toward any individual who files a complaint or, or participates in an investigation related to, discrimination or harassment as defined in this policy.

Employees who violate this policy will be subject to discipline, up to and including discharge.

Section XIX – 2. Definitions.

Discriminate: to base employment decisions related to opportunities, benefits, privileges, working conditions, or evaluation standards in whole or in part on the person's race, color, national origin, religion, age, gender, disability, pregnancy, height, weight, sexual orientation, marital or other legally protected status. Prohibited discrimination does not include some employment actions based on a protected status, such as: efforts to recruit a diverse pool of qualified applicants, accommodations made for temporary or permanent disabilities, job assignment restrictions for minors, or preferences in some positions for multi-lingual candidates.

Harass: verbal or physical conduct designed to threaten, intimidate or coerce based on a protected status. Harassment includes verbal taunting which impairs an employee's ability to perform his or her job. Examples of inappropriate verbal conduct include racial or ethnic slurs, verbal abuse or kidding of a sexual nature, including comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes," or any other

tasteless, sexual comment, innuendo or action. Examples of inappropriate non-verbal and physical conduct include distribution (including by e-mail), display or discussion of any written or graphic material that ridicules, denigrates, insults or otherwise shows hostility or aversion toward an individual or group because of a protected status. Inappropriate physical conduct could include pushing, blocking or otherwise physically intimidating an employee based upon a legally protected status.

Hostile Work Environment: Conduct may produce a hostile work environment if the conduct has the purpose or effect of unreasonably interfering with an employee's work performance (e.g., reduces personal productivity or time available to work at assigned tasks) or creating an intimidating or offensive work environment.

Sexual Harassment: includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment (i.e., "hostile work environment"). Examples of unwelcome sexual advances include patting, pinching, pushing against, hugging, cornering, kissing, fondling, or any other similar physical contact. Examples of requests for sexual favors include subtle or blatant expectations, pressures or requests of a sexual nature.

Section XIX-3. Complaint Process.

A. Reporting an Incident – Victim

When an employee believes she or he is the victim of prohibited harassment or discrimination, the employee is strongly encouraged to tell the offending party/parties that the conduct is offensive and unwelcome. In some situations, the employee will achieve his or her desired result based on this action alone. The affected employee is also strongly encouraged to document all incidents of harassment or discrimination as soon as practical after they occur, including identifying other possible witnesses, in order to facilitate investigation of the employee's complaint. It is helpful if the employee drafts a written complaint before speaking with a supervisor or administrator; otherwise, the employee will be required to sign a written complaint shortly after orally reporting the allegations.

The complaint may be filed with any of the following:

1. Employee's immediate supervisor
2. Another supervisor in the employee's "chain of command"
3. Employee's department head
4. Director of Personnel & Labor Relations
5. City Manager or Assistant City Manager/Operations
6. Michigan Department of Civil Rights
7. U.S. Equal Opportunity Commission

B. Reporting an Incident – Observer

When an employee observes prohibited harassment or discrimination toward another City employee, the witnessing employee is strongly encouraged to document all related information as soon as practical, including the identities of the victim(s) and other possible witnesses, in order to facilitate investigation of the complaint. The observer should then relay all relevant information to any of the following:

1. Employee's immediate supervisor
2. Another supervisor in the employee's "chain of command"
3. Employee's department head
4. Director of Personnel & Labor Relations
5. City Manager or Assistant City Manager/Operations

NOTE: Supervisors and department heads are encouraged to consult with the Director of Personnel & Labor Relations or the Assistant City Manager/Operations for assistance in conducting a fair and comprehensive investigation.

C. Investigation

The investigator will assist the complainant to provide a written complaint, if one has not been provided. The investigator will speak with the injured persons, identified witnesses, and the alleged wrongdoer. If available, documentary evidence will be reviewed and preserved (such as emails, video or audio tapes, cell phone records, etc.). If appropriate, the investigator will observe the area in which the alleged misconduct occurred. The investigator will summarize the findings and share them with the appropriate administrator for final action.

D. Confidentiality

Employees may request confidentiality when making an inquiry about potentially filing a complaint (so long as specific details about the alleged misconduct are not provided), when asking general questions about this policy, or related nonspecific matters, and those requests will be honored to the fullest extent possible. Employees may also confidentially seek advice on handling uncomfortable work situations or relationships through the Employee Assistance Program.

Confidentiality and anonymity cannot be guaranteed if the complainant provides specific details about alleged misconduct or wants the administration to take some corrective or disciplinary action. The employer will attempt to ensure individuals who are part of the investigation and decision-making processes exercise appropriate discretion within the context of the employer's legal obligation to act upon the charge of prohibited discrimination or harassment. While meeting that obligation, the employer will take into consideration the nature of the information provided, the privacy of the individuals involved, and the wishes of the complainant.

E. Retaliation

Retaliation against any employee for filing a harassment or discrimination complaint is prohibited. Retaliation against any employee or other person assisting, testifying or participating in the investigation of a harassment or discrimination complaint is prohibited. Employees who have engaged in retaliation prohibited by this policy will be subject to discipline, up to and including discharge.



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager

FROM: **Carol L. Konieczki, Community Development Director**

RE: Resolution to Amend the 2007/2008 Community Development Block Grant (CDBG) Budget for Citywide Clean-Up

In an effort to promote neighborhood cleanliness, a City-wide Spring Cleanup campaign has been discussed and is ready for implementation on Saturday, April 26, 2008 from 8:00 a.m. until 12:00 noon at one localized site. Recycling bins provided by Kurpinski Sanitation will be utilized for tires, batteries and metal. Separate dumpsters provided by Emmons Service will be utilized for combustible items to be disposed at the incinerator. Employees from Kurpinski Sanitation and Emmons Service will be available on-site the day of the cleanup to monitor the recycling bins and dumpsters.

It has been determined CDBG funds in the amount of \$5,000 may be utilized to cover the costs associated with delivery and removal of the recycling bins and dumpsters, and for any tipping fees associated with the incinerator. Attached is a resolution to amend the 2007/2008 (Year 33) CDBG budget to reallocate \$5,000 from Community Development Rehabilitation funds to Interim Assistance for Spring Cleanup.

Please place this item on the April 22, 2008 City Council agenda for consideration.

CLK:hls

City of Jackson, Michigan
 Resolution to Amend the 2007/2008 (Year 33)
 Community Development Block Grant Budget

Whereas, the U.S. Department of Housing and Urban Development approved the Community Development Block Grant (CDBG) programs for fiscal year 2007/2008 (Year 33); and

Whereas, the City Council previously allocated funds for various CDBG eligible services; and

Whereas, the City Council desires to reallocate funds for use in the following activities and programs; and

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

Entitlement Year 33 (2007/2008)		<u>Current Budget</u>	<u>New Budget</u>	<u>Change</u>
<u>Expense Account #</u>	<u>Account Description</u>			
286.723.033.815.000	Rehabilitation Assistance	\$ 337,451	\$ 332,451	\$ (5,000)
286.724.033.815.724	Interim Assistance-Cleanup	0	5,000	5,000

* * * * *

State of Michigan }
 County of Jackson } ss
 City of Jackson }

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 22nd day of April 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 23rd day of April 2008.

 Lynn Fessel

City Clerk



Purchasing Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

April 16, 2008

TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent
RE: Uniform Contract Renewal

The City of Jackson provides rental uniforms and laundry service to approximately 104 union employees at the Water and Treatment Plant, Parks, Wastewater Treatment Plant, Department of Public Services and Forestry/Cemetery departments.

The original contract was awarded to Unifirst Corporation of Pontiac for a period of 1 ½ years, with the option of two, 1 ½ year renewals at the same unit price. The contract amount is approximately \$34,923.72.

Based on service, quality of uniforms and cost, it is the recommendation of the committee consisting of the following departments, Cindy Lackey, Water and Water Treatment; Corky Filmore, Forestry; Greg Lucas, DPW; Pete Rynas, Wastewater Treatment Plant; Eric Terrian, Parks and myself, Purchasing to request award of the 2nd and final renewal to Unifirst Corporation at the same unit cost and contract value.

The agreement will be in effect from May 1, 2008 and continue for 18 months thereafter. It is further recommended that the Mayor and City Clerk be authorized to sign the contract. Please place this on the Council agenda of April 22 for their consideration.

Cc Committee Members



April 16, 2008

To: William R. Ross, City Manager

From: Glenn M. Chinavare, Director of Public Services

RE: **FIRST RENEWAL OF PAVEMENT REPAIR SERVICES CONTRACT**

Belden Asphalt of Jackson, Michigan has requested to exercise the first of two renewals of the 2007 Pavement Repair Services contract, at the same unit prices as originally bid. These services are for the Water Division pavement repairs and restoration beyond the capabilities of the existing work force.

The estimated cost of the services for the 2007 contract year was \$79,375.00. In accordance with the terms and conditions of the original contract, the cost of services for the 2008/2009 fiscal year will remain the same, and at the same unit prices as previously bid.

The funds to cover these services have been budgeted and are available in the Water Department Fund. In conjunction with the Purchasing Agent, I recommend that the Mayor and the City Clerk be authorized to sign the appropriate contract documents for the Pavement Repair and Restoration Services contract, for the estimated amount of \$79,375.00.

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager



Community Development

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

April 16, 2008

TO: William R. Ross, City Manager

FROM: Carol L. Konieczki, Community Development Director

RE: Final Allocations for Community Development Block Grant (CDBG) and HOME Funding for Fiscal Year 2008-2009

On February 26, 2008, City Council made its preliminary CDBG allocations to subrecipients and is scheduled to make its final allocations on April 22, 2008. After the preliminary allocations were made, it was discovered Council relied on an estimate of funding available (\$1,499,873) versus our actual funding to be received during fiscal year 2008-2009 from HUD (\$1,475,103). The total amount over-allocated is \$24,770 and will need to be adjusted during final allocations.

The City of Jackson's Citizen Participation Plan addresses Program Amendments, in part:

"Substantial change" shall be defined as a reallocation of 10% or more entitlement grant amount between activities funded in addition to the addition or deletion of an activity from the approved CDBG budget and Final Statement.

An exception to this general definition will apply to the public service category which shall require consultation with the Citizen's Advisory Council if the City Commission proposes to reallocate 10% or more of the total budgeted in this category in any program year. This exception does not require any other steps in the amendment process described above.

Any reallocation of less than 10% of the entitlement grant shall be considered to have no substantial impact on the purpose, scope, location, or beneficiaries of an activity which has been funded.

The Director of the Department of Community Development shall notify the Citizen's Advisory Council in writing of all amendments/transfers in the Community Development Block Grant Program under 10% of the entitlement grant.

As \$24,770 is only 1.68% of the total amount to be received from HUD, we propose the entire amount be deducted from preliminary allocation of \$300,000 made to the Community Development Department for Rehabilitation. This reduction would make the final allocation for Rehabilitation \$275,230.

In addition, after preliminary allocations were made on February 26, 2008, we received word that our HOME allocation has been increased by \$17 to \$329,548. We further suggest at the time final allocations are made, this additional amount be allocated to HOME Rehabilitation Assistance (RAP), increasing its allocation to \$113,048.

Requested action is for City Council to make its final allocations for fiscal year 2008-2009, reducing Community Development Department Rehabilitation's allocation to \$275,230 in CDBG funding, and increasing HOME Rehabilitation Assistance (RAP) to \$113,048 in HOME funds. Please place this item on the April 22, 2008 agenda for consideration.

2008-2009 Community Development Block Grant Funding Proposal Recommendations

Applicants	Funding Request	Citizens Advisory Council	City Administration	Preliminary Allocation 2/26/08 City Council	Final Allocation 4/22/08 City Council
Public Services					
1 American Red Cross	\$7,000	\$2,000	\$2,000	\$2,000	
2 Big Brothers Big Sisters of Jackson County	12,000	2,000	2,000	2,000	
3 Center for Family Health (Adult Dental)	25,000	25,000	25,000	25,000	
4 The Center for Women	10,000	2,000	0	0	
5 Child Care Network	50,000	0	0	0	
6 Community Development (Neighborhood Resource Center)	16,000	15,000	15,000	12,000	
7 Community Action Agency (Fair Housing)	49,090	5,000	5,000	0	
8 Partnership Park Neighborhood Ass'n	10,000	5,000	0	5,000	
9 Family Services & Children's Aid	26,740	10,000	0	5,000	
10 Florence Crittenton (Male Transition Program)	4,800	4,800	4,800	2,500	
11 Florence Crittenton (Reporting Center for Youth)	4,320	4,320	4,320	3,000	
12 Jackson Affordable Housing (Homeowner Training)	9,200	3,000	3,000	3,000	
13 Jackson Affordable Housing (Foreclosure Prevention)	28,500	25,000	25,000	27,273	
14 Jackson Human Relations Comm.-Youth Council	15,000	8,000	0	1,000	
15 Jackson School of the Arts	20,000	5,000	0	1,500	
16 Jackson Co Prenatal Task Force	5,000	0	0	0	
17 The Salvation Army	93,457	63,000	65,000	63,000	
18 Parks and Recreation (MLK Summer Program)	40,000	40,000	40,000	35,000	
19 United Way (211 Call Center)	17,176	5,000	5,000	10,000	
20 Jackson Co Prenatal Smoking Cessation Program	39,315	0	0	0	
Public Services Subtotal	\$482,598	\$224,120	\$196,120	\$197,273	
Public Services canNOT exceed \$221,265		(see note below)			

****Note:** We expect to receive \$1,369,903 in CDBG and \$329,548 in HOME funds; with program income added to these figures, we will have approximately 1,475,103 available in CDBG funds. The amount for Public Services cannot exceed \$221,265.

Administration and Planning

21 Community Development	\$248,600	\$248,600	\$248,600	\$248,600
Administration and Planning Subtotal	\$248,600	\$248,600	\$248,600	\$248,600

Other Projects

22 City Engineering (Street Reconstruction)	\$400,000	\$0	\$0	\$0
23 Public Works - Curb Ramps	100,000	0	62,083	40,000
24 Community Development (Code Enforcement)	502,300	502,300	502,300	500,000
25 Community Development (Rehabilitation)	366,250	297,353	250,000	300,000
26 Community Development (Jobs Creation Initiative)	70,000	0	50,000	34,000
27 Downtown Development Authority	60,000	0	30,000	18,000
28 Jackson Transit Authority - Bus Shelters	120,000	0	0	0
29 John George Home - Elevator	100,000	50,000	50,000	50,000
30 Habitat for Humanity	66,500	66,500	0	0
31 Forestry - Ash Tree Removal and Planting	25,000	0	25,000	25,000
32 Parks and Recreation/Rotary Park Improvements	35,000	35,000	35,000	35,000
33 Neighborhood Resource Center Improvements	30,000	0	0	0
34 Alphabet Child Care Center Renovation	24,569	0	0	0
35 Michigan Theatre - Plumbing Repairs	25,000	0	0	4,000
36 Jackson Friendly Home - Elevator	150,000	50,000	0	30,000
37 Grace Haven Center - Shelter Renovation	26,000	26,000	26,000	18,000
38 B.R.I.N.C.S. - Building Renovation	1,201,198	0	0	0
Other Projects Subtotal	\$3,301,817	\$1,027,153	\$1,030,383	\$1,054,000

Ineligible Projects

Ineligible Projects Subtotal	\$0	\$0	\$0	\$0	\$0
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Total Requested/Recommended

\$4,033,015	\$1,499,873	\$1,475,103	\$1,499,873
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Contingency

Total Funding Available	\$1,499,873	\$1,499,873	\$1,475,103	\$1,475,103	\$1,475,103
	(estimate)	(estimate)	(actual)	(actual)	(actual)

2008-2009 HOME Allocation Table

Applicants	Funding Request	City Administration Recommendation	City Council Recommendation 2/26/08	Final City Council Recommendation 4/22/08
HOME Rehabilitation Assistance (RAP)	\$113,031	\$113,031	\$113,031	
HOME Administration (CD) ¹	32,000	32,000	32,000	
HOME Downpayment Assistance	40,000	40,000	40,000	
HOME CHDO Operating Expenses ²	12,000	12,000	12,000	
Jackson Affordable Housing Corp. - Acquisition/Rehab/Resale ³	60,000	60,000	60,000	
CHDO Administration	6,000	6,000	6,000	
CD New Construction	0	0	0	
JAHC New Construction ³	0	0	0	
Habitat for Humanity	66,500	66,500	66,500	
Total Budget:	\$329,531	\$329,531	\$329,531	\$329,548

***Note:** After preliminary allocations were made on February 26, 2008, we received information from HUD that our HOME allocation increased \$17 to \$329,548. We recommend increasing HOME Rehabilitation Assistance (RAP) allocation by \$17.*

Restrictions

¹HOME Admin (CD) - no more than 10% (\$32,953)

²HOME CHDO Operating Expenses - no more than 5% (\$16,476)

³CHDO Set-aside at least 15% (\$49,429)



City Clerk

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

April 16, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Crazy Cowboy Special Events

The Crazy Cowboy, LLC has submitted four applications for the following events:

- Saddle Up Biker Bash (June 6-8, 2008)
- NASCAR – Mechanic Street Block event (June 13-15, 2008)
- Sizzlin Summer Mechanic Street (July 25-27, 2008)
- NASCAR – Mechanic Street Block event (August 15-17, 2008)

The Downtown Development Authority is recommending approval, with contingencies (letter attached).

The Crazy Cowboy has requested use of the bandstand/stage from the Department of Public Services for all four events. If the stage is available, DPS is requesting reimbursement for costs associated with set up and removal. If Council approves a daily tear down and reset, as recommended by the DDA, it would require moving of the stage and costs for overtime and double time would be charged back to the event holder.

The Engineering Department is recommending approval, with the contingency that reimbursement will be requested by their department for street closure costs, for the two events that are not affiliated with a community event.

Recommended approvals have been received from the Police and Fire Departments.

The estimated economic impact amounts listed on page 3 of the Applications are estimated for no daily set up and teardown.

The applicant's insurance company requires purchase of non-refundable special event insurance, and is requesting approval contingent upon receipt of proper insurance coverage.

Please place these requests on the Council's April 22nd agenda for consideration.

Thank you.

Attachments

C: Kyle Jansen, Glenn Chinavare, Jon Dowling, Matthew Heins, Larry Bosell, Bob Dietz, SanDee Porter



Downtown Development Authority (DDA)

Memorandum

Date: April 14, 2008
To: Honorable Mayor and City Council
From: Kyle Anne Jansen, Executive Director
RE: Crazy Cowboy Street Closure Contingencies

A handwritten signature in black ink, appearing to read "K.A. Jansen", written over the "From:" line of the memorandum.

The Downtown Development Authority (DDA) has reviewed the applications by the Crazy Cowboy for their 2008 Summer Events. Crazy Cowboy events bring a lot of people downtown and add to entertainment and nightlife for the community.

We have discussed Crazy Cowboy events with neighboring businesses over the past years and tried several solutions to minimize the negative impact of restricted access to business and parking. It is evident that businesses all want to support their neighbors in every opportunity to thrive while minimizing any reduction in customer traffic and sales for their own business. While some have considered combining efforts and making the street parties a neighborhood event, most have felt that their business have not profited from previous efforts and have elected not to participate in that manner. The most significant objections related to requests are the impact of customer accessibility of surrounding businesses and the reduced access to public parking especially during the day when no activities are planned. Dave Fredenburg owner of BzB attended the April 10, 2008 DDA Board Meeting and spoke during public comment requesting consideration to have the street remain open Saturday mornings, which is the busiest day for his business.

The DDA has also contacted the Convention and Visitors Bureau in regards to the Wheels of Thunder and they indicated no apparent conflict with their plans and that of the applicant on the June 6 & 7, 2008 weekend.

Therefore, due to the extended time of the events over the course of two days and the potential negative impact to surrounding businesses, the DDA recommends that City Council approve Crazy Cowboy to conduct events on June 6 & 7, June 13 & 14, July 25 & 26 and August 15 & 16, contingent on the following:

1. Applicant adjusts event times of all four events to allow set up at 3:00 pm on Friday; tears down and cleans up so that street is open 5:00 am Saturday; resets beginning 3:00 pm Saturday and tears down and cleans up so that street is open 2:00 am Sunday. This would leave the street open for business as long as possible during the day Saturday.
2. The applicant not promote a competing sponsor to Bud Light or Budweiser during the Friday, July 25 Cruise Night. The Cruise Nights and Amphitheater Concert Series, organized by the DDA, are made possible largely due to the ongoing support of Daniel Jacob Distributing Co.

The DDA has been advised that City Engineering and Department of Public Works are recommending reimbursements for time incurred for street closures and stage delivery. The contingency of resetting on Saturday may result in an extra expense for the applicant and they therefore may want to consider not requesting the stage and / or holding fewer events or having just one night per weekend.

We hope that these recommendations can allow for Crazy Cowboy to continue to be successful and have special events that create a vital and exciting downtown, while supporting the needs of neighboring businesses at the same time. Thank you for your time and consideration.

cc: William R. Ross, City Manager
Robert Dietz, Parking Manager
Glenn Chinavare, Department of Public Works
Angela Arnold, Deputy Clerk
Kim Gamez, Crazy Cowboy
Dave Fredenburg, BzB Café
Chris LaRock-Gorton, Convention & Visitors Bureau

RECEIVED
CITY of JACKSON

APR 13 2008
CLERK'S OFFICE

BY _____

Council and council members,

My name is David Fredenburg owner of the Bzb Café. I'm writing to address my concerns with the crazy cowboy race parties and street closures. I think anything to bring business downtown is a good idea. My only problem along with others is the street being closed in the morning with nothing even going on. This not only upsets my 30+year customers that use walkers and canes and can't use my back ramp but it effects new customers from being able to visit my place and mats café on race weekend. Saturday is my busiest day of the week followed now by Sundays, and I can't afford to lose more than half the business because the streets are closed for no purpose. I understand that it may be more of a hassle for Kim to take it down and put it back up, but these are in fact her parties and we neighboring businesses should not have to pay. I'm not asking for the cowboy not to have these parties but to keep in mind that other businesses work different hours need to have the street open for our business.

Thank you,

Dave Fredenburg, Bzb Cafe





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: 2/20/08 Time: 1 PM By: Alured

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: The Crazy Cowboy LLC

Organization Address: 2155 Mechanic Street

Organization Agent: Kimberly Gomez Title: owner

Phone: Work 817-1910 Home 764-5784 During event 812-1037

Agent's Address: 39169 E. South St.

Agent's E-Mail Address: info@thecrazycowboy.com

Event Name: Saddle up Biker Bash

Please give a brief description of the proposed special event: Having entertainment, drink + food for bikers coming downtown for the "wheels of Thunder" event.

Event Day(s) & Date(s): 06/06-08/08 Event Time(s): 5:00pm - 1:30am

Set-Up Date & Time: 06/06 @ 3:00pm Tear-Down Date & Time: 06/08 @ 2:00am

Event Location: South Mechanic St block between Cortland + Washington

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 1

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: 06/06 @ 3:00pm through Date/ Time: 06/08 @ 2:00am

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? 5:00pm until 1:30am



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 *Local Band + DJ*
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 - 800 people

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 3
 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.)
band stage
street closure - Mechanic: Washington to Cortland

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.

2-20-08
 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: **Crazy Cowboy - Saddle Up Biker Bash (June 6-8, 2008)**

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: \$ 301.80
Public Serv. Dept.: G. Chinavare Recommend Approval: **YES**** NO Est. Economic Impact: \$ 200.00
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES***** NO Est. Economic Impact: \$ -0-
Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

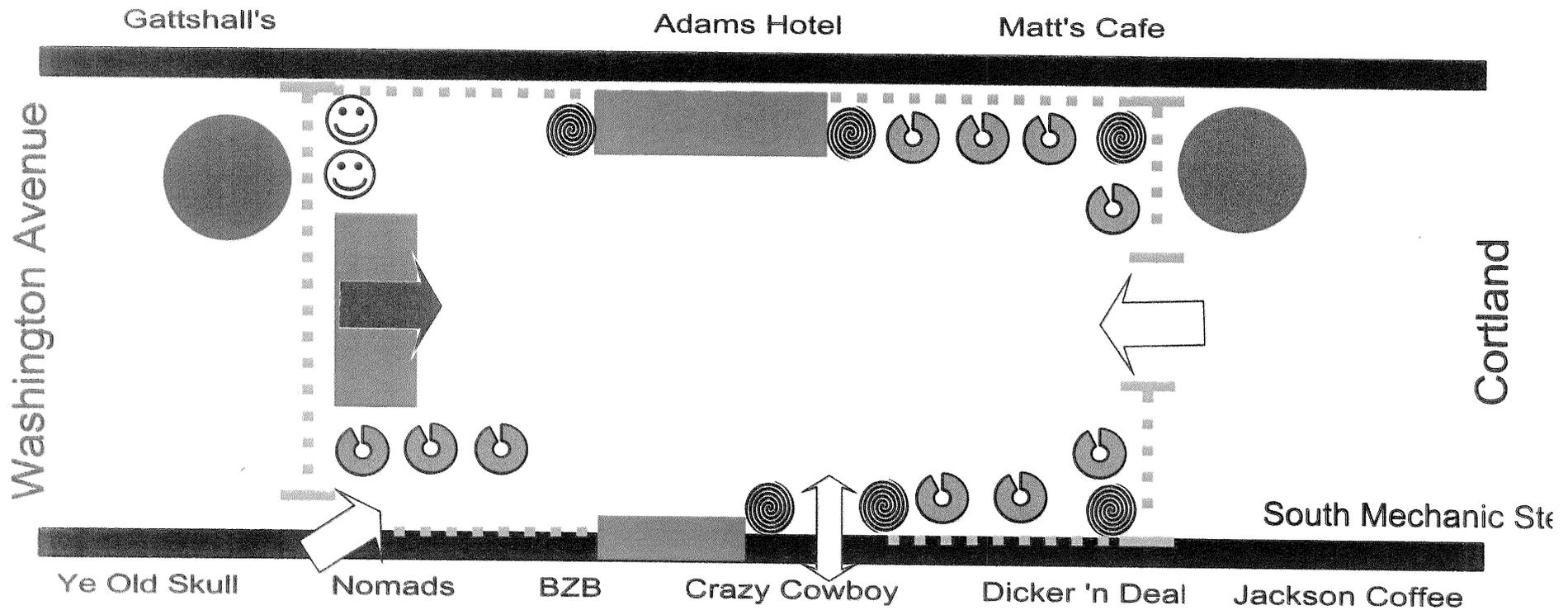
- Reimbursement will be requested by the Engineering Dept. for street closure costs, for events that are not affiliated with a community event.
- **The Department of Public Services is requesting reimbursement for associated costs. Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.
- *** The DDA recommends approval, with contingencies (see attached letter).

Insurance/Indemnification Received: _____ Insurance Approved: _____

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

Nascar Race Weekends

June and July



➔ *Entrance/Exit

🌀 Trash Cans

😊 Porta-Potty

🍷 High-top Tables

■ Live Entertainment

■ Liquor/ Beer Bar

■ Sidewalk

● Inflatable Bottles

- - - Security Fence

*Entrance/Exit in front of Nomad's will be open only until 10:00

ID's will be checked at entrances starting at 9:30.
21+ ONLY after 9:30



Michigan Department of 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):
 The Crazy Cowboy LLC

2. Street Address, City or Village, Township (if applicable), County, and Zip Code:
 215 South Mechanic Street, Jackson, MI, Jackson County, 49201

3. Type of License and Number: Class C 116753-2007

4. Business Telephone Number: +1 (517) 817-1910 Fax Number: n/a

5. Email Address: info@thecrazycowboy.com

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

Outdoor Street/Block Event.

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: ~~06/20-22/08~~ 6/06/08 - 6/08/08

2. What is the size of the proposed outdoor service area or added space area? 00165 feet x 00045

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]
 Double, orange, plastic, 4ft., mesh fence

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.
 Security will be placed no more than every 20ft along the fenced area, including 3 at each entrance/exit, and numerous throughout the building.

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**.
 We will be using the South Mechanic block between Cortand and Washington Ave.

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.

The street belongs to the City of Jackson

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.

Local band and DJ

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.

[Empty box for cover charge explanation]

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.

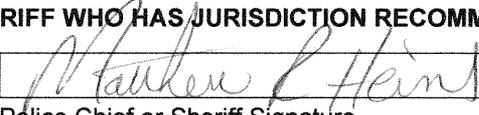
	Owner	2/20/08
Licensee Signature	Title	Date of Application

Kimberly R Gamez

Contact Name (please print)

Area Code and Telephone Number (517) 764-5784

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

[Empty box]	
Date of Application	Police Chief or Sheriff Signature

216 E. Washington Ave

Street Address

Jackson, Mi 49201

City and Zip Code

Area Code and Telephone Number 517-768-8715

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 [Empty box] On [Empty box]
 City, Village Council or Township Board Date

[Empty box]
City, Village, Township Clerk Signature

[Empty box]
Street Address

[Empty box]
City and Zip Code

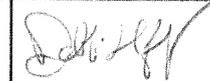
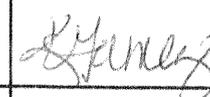
Area Code and Telephone Number [Empty box]

MIS NASCAR RACE WEEKENDS JUNE 13-15 AND AUGUST 15-16

MECHANIC STREET CLOSURE FRIDAY, JUNE 13 & AUG 15 @ 3:00PM - REOPENING SUNDAY, JUNE 16 & AUG 17 @ 2:00AM

June 16, July 25

June 16, 17, July 29

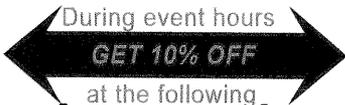
BUSINESS NAME	ADDRESS	CONTACT NAME	TITLE	PHONE	EMAIL	YES/NO	SIGNATURE
JACKSON COFFEE CO	201 S. Mechanic	Brian Surgeon	Maintenance Man	517 990-6770	Brian@jacksoncoffee.com	YES	
NOMAD'S BOOKHOUSE	229 S. Mechanic	Bridget Rothenberger	Owner	990-0700	nomadbookhouse@yahoo.com		
BZB CAFÉ	*						
DICKER 'N DEAL	209 S. Mechanic	Penny Dodge	Sales Clerk	517 783-3325		Y	
YE OL' SKULL	241 S. Mechanic	Deb Hoffman	owner	517 768-8388	yeoldskull@yahoo.com @webglobal.net	yes	
CRAZY COWBOY	215 S. Mechanic	Kim Gamelz	owner	517 8771910	info@thecrazycowboy.com	Great Idea!	
ANDERSON PRINT.	left copy						
BREATH SALON	145 S. Mechanic	Maggie Burke		768. 2222	jacksonsalon@gmail.com	Y	
MAT'S CAFÉ	*						
GATTSHALL'S	224 S. Mechanic st	GEORGE CHESSLER		782 4675			
ADAM'S MOTEL		MIKE		917. 2109			

* I went to the following businesses; Matt's Café and BZB Café during their advertised/posted "OPEN" hours on February 19, 2008 at which both businesses were closed. I have mailed both businesses my applications and enclosed Kyle Janson, from the DDA's contact information, copies of layouts and a letter indicating they may contact Kyle or myself with any questions or concerns with this years Summer Events.

We have received permission from the following downtown business to advertise their business on the back of our "business card size" flyer that we will be using for all Summer events. This will help promote their business as well as our on our Special Event dates. The Crazy Cowboy will pay 100% for these cards, this advertisement is free for those listed on the back. We will be making +/- 5,000 cards to distribute of the next couple of months.

they're back...
Mechanic
Street Parties *Crazy Cowboy*
June 6 & 7
Wheels of Thunder Biker Rally
Theme- Biker Babes & Hogs
June 13 & 14
MIS Nascar Race Weekend
Theme- Pirate
July 25 & 26
Mechanic Street Madness Summer Bash
Theme- Luau
August 15 & 16
MIS Nascar Race Weekend
Theme- Army Joes
THIS CARD GOOD FOR
\$2.00 OFF COVER CHARGE
FOR EACH EVENT

FRONT



Mechanic St. Merchants:

- THE CRAZY COWBOY
- JACKSON COFFEE CO.
- NOMADS BOOKHOUSE
- YE OLD SKULL
- DICKER N' DEAL
- A FRAME ABOVE
- THE HODGE PODGE SHOP
- BREATHE SALON AND SPA

go to...
www.thecrazycowboy.com
www.myspace.com/thecrazycowboyjackson
for event details, specials and more

BACK



City Clerk

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

April 16, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Crazy Cowboy Special Events

A handwritten signature in black ink, appearing to read "Angela", written over the "FROM:" line of the memo.

The Crazy Cowboy, LLC has submitted four applications for the following events:

- Saddle Up Biker Bash (June 6-8, 2008)
- NASCAR – Mechanic Street Block event (June 13-15, 2008)
- Sizzlin Summer Mechanic Street (July 25-27, 2008)
- NASCAR – Mechanic Street Block event (August 15-17, 2008)

The Downtown Development Authority is recommending approval, with contingencies (letter attached).

The Crazy Cowboy has requested use of the bandstand/stage from the Department of Public Services for all four events. If the stage is available, DPS is requesting reimbursement for costs associated with set up and removal. If Council approves a daily tear down and reset, as recommended by the DDA, it would require moving of the stage and costs for overtime and double time would be charged back to the event holder.

The Engineering Department is recommending approval, with the contingency that reimbursement will be requested by their department for street closure costs, for the two events that are not affiliated with a community event.

Recommended approvals have been received from the Police and Fire Departments.

The estimated economic impact amounts listed on page 3 of the Applications are estimated for no daily set up and teardown.

The applicant's insurance company requires purchase of non-refundable special event insurance, and is requesting approval contingent upon receipt of proper insurance coverage.

Please place these requests on the Council's April 22nd agenda for consideration.

Thank you.

Attachments

C: Kyle Jansen, Glenn Chinavare, Jon Dowling, Matthew Heins, Larry Bosell, Bob Dietz, SanDee Porter



Downtown Development Authority (DDA)

Memorandum

Date: April 14, 2008
To: Honorable Mayor and City Council
From: Kyle Anne Jansen, Executive Director
RE: Crazy Cowboy Street Closure Contingencies

A handwritten signature in black ink, appearing to read "K.A. Jansen".

The Downtown Development Authority (DDA) has reviewed the applications by the Crazy Cowboy for their 2008 Summer Events. Crazy Cowboy events bring a lot of people downtown and add to entertainment and nightlife for the community.

We have discussed Crazy Cowboy events with neighboring businesses over the past years and tried several solutions to minimize the negative impact of restricted access to business and parking. It is evident that businesses all want to support their neighbors in every opportunity to thrive while minimizing any reduction in customer traffic and sales for their own business. While some have considered combining efforts and making the street parties a neighborhood event, most have felt that their business have not profited from previous efforts and have elected not to participate in that manner. The most significant objections related to requests are the impact of customer accessibility of surrounding businesses and the reduced access to public parking especially during the day when no activities are planned. Dave Fredenburg owner of BzB attended the April 10, 2008 DDA Board Meeting and spoke during public comment requesting consideration to have the street remain open Saturday mornings, which is the busiest day for his business.

The DDA has also contacted the Convention and Visitors Bureau in regards to the Wheels of Thunder and they indicated no apparent conflict with their plans and that of the applicant on the June 6 & 7, 2008 weekend.

Therefore, due to the extended time of the events over the course of two days and the potential negative impact to surrounding businesses, the DDA recommends that City Council approve Crazy Cowboy to conduct events on June 6 & 7, June 13 & 14, July 25 & 26 and August 15 & 16, contingent on the following:

1. Applicant adjusts event times of all four events to allow set up at 3:00 pm on Friday, tears down and cleans up so that street is open 5:00 am Saturday; resets beginning 3:00 pm Saturday and tears down and cleans up so that street is open 2:00 am Sunday. This would leave the street open for business as long as possible during the day Saturday.
2. The applicant not promote a competing sponsor to Bud Light or Budweiser during the Friday, July 25 Cruise Night. The Cruise Nights and Amphitheater Concert Series, organized by the DDA, are made possible largely due to the ongoing support of Daniel Jacob Distributing Co.

The DDA has been advised that City Engineering and Department of Public Works are recommending reimbursements for time incurred for street closures and stage delivery. The contingency of resetting on Saturday may result in an extra expense for the applicant and they therefore may want to consider not requesting the stage and /or holding fewer events or having just one night per weekend.

We hope that these recommendations can allow for Crazy Cowboy to continue to be successful and have special events that create a vital and exciting downtown, while supporting the needs of neighboring businesses at the same time. Thank you for your time and consideration.

cc: William R. Ross, City Manager
Robert Dietz, Parking Manager
Glenn Chinavare, Department of Public Works
Angela Arnold, Deputy Clerk
Kim Gamez, Crazy Cowboy
Dave Fredenburg, BzB Café
Chris LaRock-Gorton, Convention & Visitors Bureau

RECEIVED
CITY of JACKSON
APR 15 2008
CLERK'S OFFICE

BY _____

Council and council members,

My name is David Fredenburg owner of the Bzb Café. I'm writing to address my concerns with the crazy cowboy race parties and street closures. I think anything to bring business downtown is a good idea. My only problem along with others is the street being closed in the morning with nothing even going on. This not only upsets my 30+year customers that use walkers and canes and can't use my back ramp but it effects new customers from being able to visit my place and mats café on race weekend. Saturday is my busiest day of the week followed now by Sundays, and I can't afford to lose more than half the business because the streets are closed for no purpose. I understand that it may be more of a hassle for Kim to take it down and put it back up, but these are in fact her parties and we neighboring businesses should not have to pay. I'm not asking for the cowboy not to have these parties but to keep in mind that other businesses work different hours need to have the street open for our business.

Thank you,

Dave Fredenburg, Bzb Cafe





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: 3/6/08 Time: 2PM By: Attuned

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: The Crazy Cowboy LLC

Organization Address: 215 S. Mechanic St

Organization Agent: Kimberly Ramirez Title: owner

Phone: Work 817-1910 Home 764-5784 During event 812-1037

Agent's Address: 39109 E. South St.

Agent's E-Mail Address: info@thecrazycowboy.com

Event Name: Nascar - Mechanic Street Block Event

Please give a brief description of the proposed special event: To bring out-of-town visitors to Downtown Jackson during MIS's Nascar race weekend.

Event Day(s) & Date(s): 06/13-15/08 Event Time(s): 5:00pm-1:30am

Set-Up Date & Time: 06/13 @ 3:00pm Tear-Down Date & Time: 06/15 @ 2:00am

Event Location: South Mechanic Street block between Curland + Washington

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 4

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: 06/13 @ 3:00pm through Date/ Time: 06/15 @ 2:00am

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? 5:00pm until 1:30am



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 Local Band
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 300-800 people

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 3
 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.)
band stage
street closure - Mechaanic: Washington to Cortland

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.

2-20-08
 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: **Crazy Cowboy – NASCAR Mechanic Street Block Event (June 13-15, 2008)**

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: \$ 301.80
Public Serv. Dept.: G. Chinavare Recommend Approval: **YES**** NO Est. Economic Impact: \$ 200.00
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES***** NO Est. Economic Impact: \$ -0-
Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

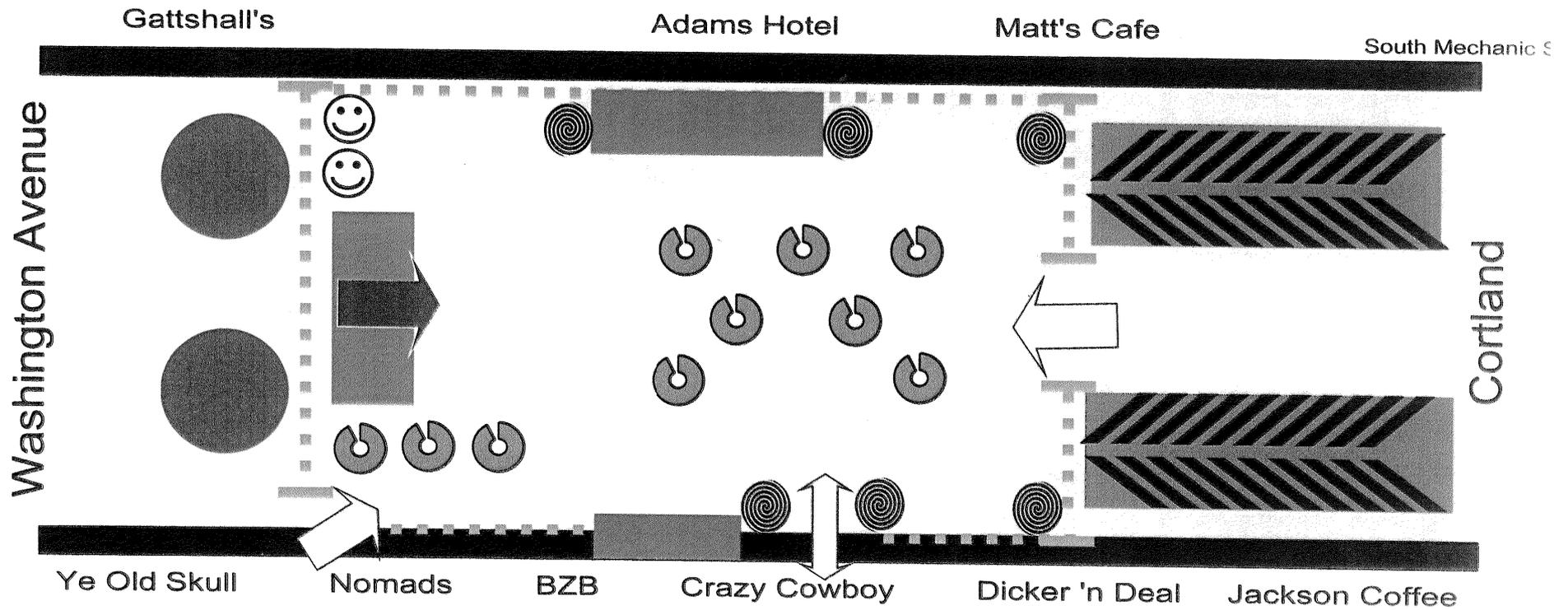
- Reimbursement will be requested by the Engineering Dept. for street closure costs, for events that are not affiliated with a community event.
- **The Department of Public Services is requesting reimbursement for associated costs. Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.
- *** The DDA recommends approval, with contingencies (see attached letter).

Insurance/Indemnification Received: _____ Insurance Approved: _____

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

Wheels of Thunder Weekend

June 6 & 7



➔ *Entrance/Exit

🌀 Trash Cans

😊 Porta-Potty

🍷 High-top Tables

■ Live Entertainment

■ Liquor/ Beer Bar

▬ Sidewalk

● Inflatable Bottles

⋯ Security Fence

▨ Motorcycle Parking ONLY

*Entrance/Exit in front of Nomad's will be open only until 10:00

ID's will be checked at entrances starting at 9:30.
21+ ONLY after 9:30



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

APPLICATION FOR TEMPORARY AUTHORIZATION

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3. Type of License and Number: Class C 116753-2007

4. Business Telephone Number: +1 (517) 817-1910 Fax Number: n/a

5. Email Address: info@thecrazycowboy.com

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

Outdoor Street/Block Event.

PART 3. TYPE OF AUTHORIZATION REQUESTED

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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: 06/13-15/08

2. What is the size of the proposed outdoor service area or added space area? 00165 feet x 00045

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]
 Double, orange, plastic, 4ft., mesh fence

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.
 Security will be placed no more than every 20ft along the fenced area, including 3 at each entrance/exit, and numerous throughout the building.

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**.
 We will be using the South Mechanic block between Cortand and Washington Ave.

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.

The street belongs to the City of Jackson

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.

Local band and DJ

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.

[Empty box for explanation]

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.

	Owner	2-20-08
Licensee Signature	Title	Date of Application

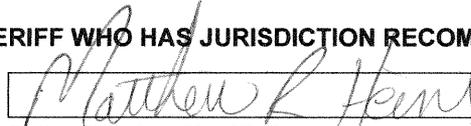
Kimberly R Gamez

Contact Name (please print)

Area Code and Telephone Number (517) 764-5784

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

[Empty box]
Date of Application


Police Chief or Sheriff Signature

216 E. Washington Ave
Street Address

Jackson, MI 49201
City and Zip Code

Area Code and Telephone Number 517-768-8715

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 [Empty box] On [Empty box]
City, Village Council or Township Board Date

[Empty box]
City, Village, Township Clerk Signature

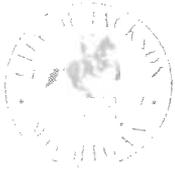
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City and Zip Code

Area Code and Telephone Number [Empty box]

LC-146 (Rev. 10/2007)
Authority: MAC R 436.1023; R 436.1403; R 436.1407; R 436.1419
Completion: Mandatory
Penalty: No Temporary Authorization

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.



City Clerk

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

April 16, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

A handwritten signature in cursive script, appearing to read "Angela", written over the printed name "Angela Arnold, Deputy City Clerk".

RE: Crazy Cowboy Special Events

The Crazy Cowboy, LLC has submitted four applications for the following events:

- Saddle Up Biker Bash (June 6-8, 2008)
- NASCAR – Mechanic Street Block event (June 13-15, 2008)
- Sizzlin Summer Mechanic Street (July 25-27, 2008)
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The Downtown Development Authority is recommending approval, with contingencies (letter attached).

The Crazy Cowboy has requested use of the bandstand/stage from the Department of Public Services for all four events. If the stage is available, DPS is requesting reimbursement for costs associated with set up and removal. If Council approves a daily tear down and reset, as recommended by the DDA, it would require moving of the stage and costs for overtime and double time would be charged back to the event holder.

The Engineering Department is recommending approval, with the contingency that reimbursement will be requested by their department for street closure costs, for the two events that are not affiliated with a community event.

Recommended approvals have been received from the Police and Fire Departments.

The estimated economic impact amounts listed on page 3 of the Applications are estimated for no daily set up and teardown.

The applicant's insurance company requires purchase of non-refundable special event insurance, and is requesting approval contingent upon receipt of proper insurance coverage.

Please place these requests on the Council's April 22nd agenda for consideration.

Thank you.

Attachments

C: Kyle Jansen, Glenn Chinavare, Jon Dowling, Matthew Heins, Larry Bosell, Bob Dietz, SanDee Porter



Downtown Development Authority (DDA)

Memorandum

Date: April 14, 2008
To: Honorable Mayor and City Council
From: Kyle Anne Jansen, Executive Director
RE: Crazy Cowboy Street Closure Contingencies

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The Downtown Development Authority (DDA) has reviewed the applications by the Crazy Cowboy for their 2008 Summer Events. Crazy Cowboy events bring a lot of people downtown and add to entertainment and nightlife for the community.

We have discussed Crazy Cowboy events with neighboring businesses over the past years and tried several solutions to minimize the negative impact of restricted access to business and parking. It is evident that businesses all want to support their neighbors in every opportunity to thrive while minimizing any reduction in customer traffic and sales for their own business. While some have considered combining efforts and making the street parties a neighborhood event, most have felt that their business have not profited from previous efforts and have elected not to participate in that manner. The most significant objections related to requests are the impact of customer accessibility of surrounding businesses and the reduced access to public parking especially during the day when no activities are planned. Dave Fredenburg owner of BzB attended the April 10, 2008 DDA Board Meeting and spoke during public comment requesting consideration to have the street remain open Saturday mornings, which is the busiest day for his business.

The DDA has also contacted the Convention and Visitors Bureau in regards to the Wheels of Thunder and they indicated no apparent conflict with their plans and that of the applicant on the June 6 & 7, 2008 weekend.

Therefore, due to the extended time of the events over the course of two days and the potential negative impact to surrounding businesses, the DDA recommends that City Council approve Crazy Cowboy to conduct events on June 6 & 7, June 13 & 14, July 25 & 26 and August 15 & 16, contingent on the following:

1. Applicant adjusts event times of all four events to allow set up at 3:00 pm on Friday; tears down and cleans up so that street is open 5:00 am Saturday; resets beginning 3:00 pm Saturday and tears down and cleans up so that street is open 2:00 am Sunday. This would leave the street open for business as long as possible during the day Saturday.
2. The applicant not promote a competing sponsor to Bud Light or Budweiser during the Friday, July 25 Cruise Night. The Cruise Nights and Amphitheater Concert Series, organized by the DDA, are made possible largely due to the ongoing support of Daniel Jacob Distributing Co.

The DDA has been advised that City Engineering and Department of Public Works are recommending reimbursements for time incurred for street closures and stage delivery. The contingency of resetting on Saturday may result in an extra expense for the applicant and they therefore may want to consider not requesting the stage and / or holding fewer events or having just one night per weekend.

We hope that these recommendations can allow for Crazy Cowboy to continue to be successful and have special events that create a vital and exciting downtown, while supporting the needs of neighboring businesses at the same time. Thank you for your time and consideration.

cc: William R. Ross, City Manager
Robert Dietz, Parking Manager
Glenn Chinavare, Department of Public Works
Angela Arnold, Deputy Clerk
Kim Gamez, Crazy Cowboy
Dave Fredenburg, BzB Café
Chris LaRock-Gorton, Convention & Visitors Bureau

RECEIVED
CITY of JACKSON
APR 10 2008
CLERK'S OFFICE

BY _____

Council and council members,

My name is David Fredenburg owner of the Bzb Café. I'm writing to address my concerns with the crazy cowboy race parties and street closures. I think anything to bring business downtown is a good idea. My only problem along with others is the street being closed in the morning with nothing even going on. This not only upsets my 30+year customers that use walkers and canes and can't use my back ramp but it effects new customers from being able to visit my place and mats café on race weekend. Saturday is my busiest day of the week followed now by Sundays, and I can't afford to lose more than half the business because the streets are closed for no purpose. I understand that it may be more of a hassle for Kim to take it down and put it back up, but these are in fact her parties and we neighboring businesses should not have to pay. I'm not asking for the cowboy not to have these parties but to keep in mind that other businesses work different hours need to have the street open for our business.

Thank you,

Dave Fredenburg, Bzb Cafe





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: 3/6/08 Time: 2 PM By: C. Amrod

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: The Crazy Cowboy L.L.C.

Organization Address: 215 S. Mechanic St

Organization Agent: Kimberly Gomez Title: owner

Phone: Work 817.1910 Home 764.5784 During event 812.1037

Agent's Address: 3969 E. South St

Agent's E-Mail Address: info@thecrazycowboy.com

Event Name: Sizzlin Summer Mechanic Street Event

Please give a brief description of the proposed special event: Summer event during the
DNA's cruise night + the following Saturday evening

Event Day(s) & Date(s): 07/25-27/08 Event Time(s): _____

Set-Up Date & Time: 07/25 @ 3:00 pm Tear-Down Date & Time: 07/27 @ 2:00 am

Event Location: South Mechanic Street block between Cortland & Washington

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 0

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: 07/25 @ 3:00 pm through Date/ Time: 07/27 @ 2:00 am

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? 5:00 pm until 1:30 am



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 *Local Band*
 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? 200-800

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.)
band stage
Street Closure - Mechanic: Washington to Cortland

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.

2-20-08
 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: **Crazy Cowboy – Sizzlin Summer Mechanic St. Event (July 25-27, 2008)**

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: \$ 301.80
Public Serv. Dept.: G. Chinavare Recommend Approval: YES** NO Est. Economic Impact: \$ 200.00
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: YES*** NO Est. Economic Impact: \$ -0-
Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

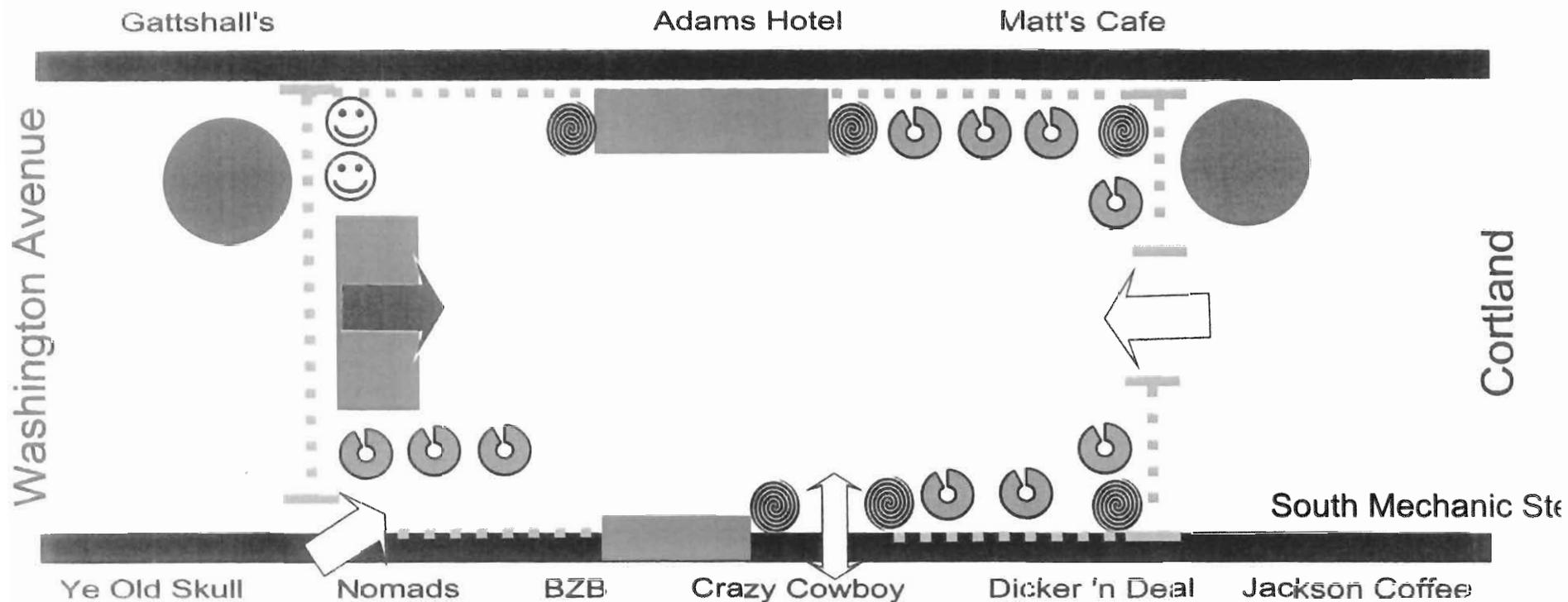
- Reimbursement will be requested by the Engineering Dept. for street closure costs, for events that are not affiliated with a community event.
- **The Department of Public Services is requesting reimbursement for associated costs. Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.
- *** The DDA recommends approval, with contingencies (see attached letter).

Insurance/Indemnification Received: _____ Insurance Approved: _____

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

Nascar Race Weekends

June and July



➔ *Entrance/Exit

🌀 Trash Cans

😊 Porta-Potty

🍷 High-top Tables

■ Live Entertainment

■ Liquor/ Beer Bar

■ Sidewalk

● Inflatable Bottles

- - - Security Fence

*Entrance/Exit in front of Nomad's will be open only until 10:00

ID's will be checked at entrances: starting at 9:30.
21+ ONLY after 9:30



Michigan Department of 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):

The Crazy Cowboy LLC

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

215 South Mechanic Street, Jackson, MI, Jackson County, 49201

3. Type of License and Number: Class C 116753-2007

4. Business Telephone Number: +1 (517) 817-1910

Fax Number: n/a

5. Email Address: info@thecrazycowboy.com

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

Outdoor Street/Block Event.

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: 07/25-27/08

2. What is the size of the proposed outdoor service area or added space area? 00165 feet x 00045

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]

Double, orange, plastic, 4ft., mesh fence

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.

Security will be placed no more than every 20ft along the fenced area, including 3 at each entrance/exit, and numerous throughout the building.

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**.

We will be using the South Mechanic block between Cortand and Washington Ave.

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.

The street belongs to the City of Jackson

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: _____

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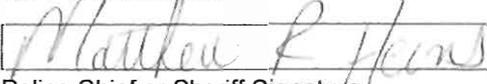
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Area Code and Telephone Number

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Date of Application  Police Chief or Sheriff Signature

Street Address

City and Zip Code

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

City, Village, Township Clerk Signature

Street Address

City and Zip Code

Area Code and Telephone Number



City Clerk

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

April 16, 2008

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FROM: Angela Arnold, Deputy City Clerk

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Downtown Development Authority (DDA)

Memorandum

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To: Honorable Mayor and City Council
From: Kyle Anne Jansen, Executive Director
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cc: William R. Ross, City Manager
Robert Dietz, Parking Manager
Glenn Chinavare, Department of Public Works
Angela Arnold, Deputy Clerk
Kim Gamez, Crazy Cowboy
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RECEIVED
CITY of JACKSON
APR 11 2008
CLERK'S OFFICE

BY _____

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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: 3/6/08 Time: 2 PM By: A. Annel

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Organization Agent: Kimberly Gomez Title: owner

Phone: Work 817-1910 Home 764-5784 During event 812-1037

Agent's Address: 3969 E. South St

Agent's E-Mail Address: info@thecrazycowboy.com

Event Name: NASCAR - Mechanic Street Block Event

Please give a brief description of the proposed special event: To bring out of town visitors to downtown Jackson during MIS's nascar race weekend.

Event Day(s) & Date(s): 08/15 - 08/17/08 Event Time(s): 5:00pm - 1:30am

Set-Up Date & Time: 08/15/08 @ 3:00pm Tear-Down Date & Time: 08/17/08 @ 2:00am

Event Location: South Mechanic block between Corland + Washington

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 4

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: 08/15/08 3:00pm through Date/ Time: 08/17/08 @ 2:00am

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? 5:00pm until 1:30am



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

ATTENDANCE: What is the expected (estimated) attendance for this event? 300 - 800 people

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

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 3
 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.)
band stage
street closure: Mechanic St: Washington to Cortland

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.

2-20-08
 Date

Angela Arnold
 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: Crazy Cowboy – NASCAR Mechanic St. Block Event (Aug. 15-17, 2008)

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: \$ 301.80
Public Serv. Dept.: G. Chinavare Recommend Approval: **YES**** NO Est. Economic Impact: \$ 200.00
Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-
DDA: K. Jansen Recommend Approval: **YES***** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

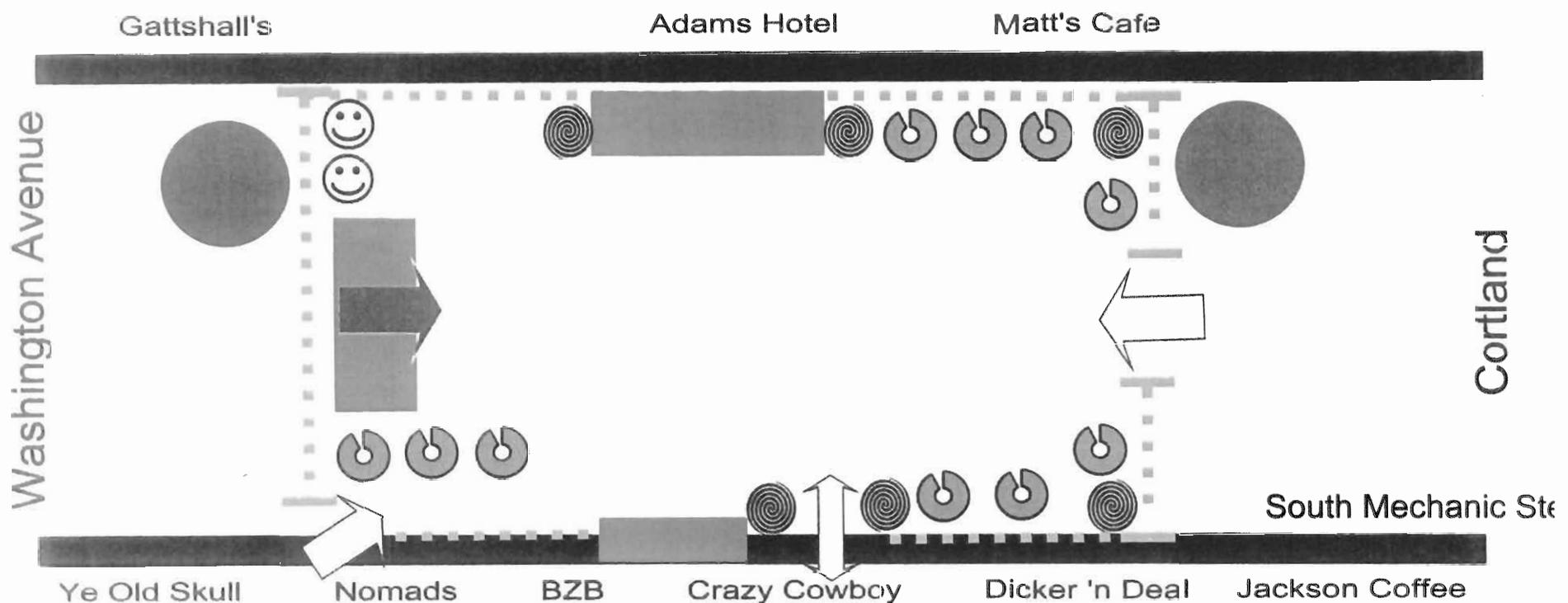
- Reimbursement will be requested by the Engineering Dept. for street closure costs, for events that are not affiliated with a community event.
- **The Department of Public Services is requesting reimbursement for associated costs. Event sponsor is expected to monitor and be responsible for removal and cleanup of trash, garbage and debris.
- *** The DDA recommends approval, with contingencies (see attached letter).

Insurance/Indemnification Received: _____ Insurance Approved: _____

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

Nascar Race Weekends

June and July



➔ *Entrance/Exit

🌀 Trash Cans

😊 Porta-Potty

🍷 High-top Tables

■ Live Entertainment

■ Liquor/ Beer Bar

■ Sidewalk

● Inflatable Bottles

- - - Security Fence

*Entrance/Exit in front of Nomad's will be open only until 10:00

ID's will be checked at entrances starting at 9:30.
21+ ONLY after 9:30



Michigan Department of 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):
 The Crazy Cowboy LLC

2. Street Address, City or Village, Township (if applicable), County, and Zip Code:
 215 South Mechanic Street, Jackson, MI, Jackson County, 49201

3. Type of License and Number: Class C 116753-2007

4. Business Telephone Number: +1 (517) 817-1910 Fax Number: n/a

5. Email Address: info@thecrazycowboy.com

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

Outdoor Street/Block Event.

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: 08/15-17/08

2. What is the size of the proposed outdoor service area or added space area? 00165 feet x 00045

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]

Double, orange, plastic, 4ft., mesh fence

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.

Security will be placed no more than every 20ft along the fenced area, including 3 at each entrance/exit, and numerous throughout the building.

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.

We will be using the South Mechanic block between Cortand and Washington Ave.

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.

The street belongs to the City of Jackson

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.

Local band and DJ

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.

Kimberly R Gamez Owner *2-20-08*
Licensee Signature Title Date of Application

Kimberly R Gamez
Contact Name (please print)

Area Code and Telephone Number (517) 764-5784

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

Date of Application Police Chief or Sheriff Signature

216 E. Washington Ave
Street Address

Jackson, MI 49201
City and Zip Code

Area Code and Telephone Number 517-765-8715

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, Village Council or Township Board On Date

City, Village, Township Clerk Signature

Street Address

City and Zip Code

Area Code and Telephone Number



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

April 16, 2008

TO: Honorable Mayor and City Councilmembers
FROM: William R. Ross, City Manager
RE: **Speed Limits on State Highways**

I previously forwarded to you a memorandum from Jon Dowling related to speed limits and proposed changes of speed limits on various State highways within the corporate limits of the City of Jackson. Demetrius Parker, of the local MDOT office contacted me and indicated that MDOT was very interested in input from the City Council on their proposed changes. He further indicated that MDOT would seriously consider not changing the speed limits if the City Council objected to them. I would request that you review these proposed changes, and if you have concerns or changes that you find objectionable, a motion should be made to direct the City Manager to send correspondence to MDOT indicating that the Council objects to the proposed changes for specific locations. I believe MDOT is serious in their statement that if the City Council objects to changes, the changes will not occur. This matter will be placed on the Agenda of the April 22, 2008, City Council meeting for your discussion and possible action at that time.

WRR:skh

Enclosure

Interoffice Memo

Jon H. Dowling, P.E.
City Engineer

Department of Engineering
161 W. Michigan Avenue, Jackson, Michigan 49201
(517) 788-4160 Facsimile (517) 768-6435

TO: William R. Ross, City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: April 10, 2008
SUBJECT: MDOT Speed Limit Increases

On August 1, 2007 the Michigan Department of Transportation (MDOT) issued a letter to the Engineering Department stating that MDOT, along with the Michigan Department of State Police (MSP), had conducted an engineering and traffic investigation to determine the appropriate speed limits on highways and State Trunk Lines within the City. As a result, several of the current speed limits will be adjusted as follows:

<u>ROUTE</u>	<u>FROM – TO</u>	<u>NEW SPEED (Net Increase)</u>
M-50/US-127BR/Cooper St.	Louis Glick Ave. to Morrell St.	45 mph(+10)
M-50/US-127BR/Cooper St.	Morrell St. to Helena St.	50 mph(+5)
US-127BR/West Ave.	Boardman St. to North St.	40 mph(+10)
US-127BR/West Ave.	North St. to Michigan Ave. (I-94BL)	NO CHANGE
M-106/Cooper St.	Louis Glick Ave. to Porter St.	35 mph(+5)
M-106/Cooper St.	Porter St. to Chanter Rd.	45 mph(+5)
M-106/Cooper St.	Chanter Rd. to Elliott Rd.	55 mph(+10)

After the letter was sent out, MDOT and MSP hosted a meeting on February 22, 2008 at Blackman Township, inviting all local municipalities impacted by the changes to attend. Bob Dietz, Matt Heins and I attended on behalf of the City of Jackson. To summarize the meeting, MSP presented their report and their recommendations to increase the speed limits. One thing they did point out, is the perception that raising speed limits causes people to drive faster, but the reality, based on numerous studies, is the average travel speed doesn't change. It is important to set speed limits that are both safe and realistic. That a proper speed limit will improve the flow of traffic, reduces aggressive driving, and generally minimizes traffic crashes.

MDOT has requested that the City Council review these speed limit increases one last time before they make the changes, to ensure all questions can be answered prior to implementation. Although the City doesn't really get to decide against the increases, MDOT wants to ensure everyone understands the need for the increase and the reasoning behind them.

Please do not hesitate to contact me directly with any questions or concerns.

C: Matt Heins, Chief of Police
Demetrius A. Parker, P.E., Jackson TSC Manager

City Manager's Office

TO: Honorable Mayor and City Councilmembers

FROM: William R. Ross, City Manager

SUBJ: Current Affairs (Volume Five, No. 14)

DATE: April 17, 2008

Citywide Cleanup

You will find on this agenda under Resolutions, an item to amend the CDBG Budget to provide for a citywide cleanup. This project has been developed in conjunction with Kurpinski Sanitation and Emmons Services. The actual collection of materials will take place on the parking lots in the area between Pearl and Louis Glick, west of the recycling center. We are coordinating with Engineering and the Police Departments for any traffic control needs in this area during the time that the dumpsters and other collection devices are in place. Emmons and Kurpinski will provide supervision to ensure that only appropriate materials are brought to the site, and that the materials are placed in the proper containers. We intend to limit the availability of this cleanup date to city residents only. However, it should be recognized that it is somewhat difficult to monitor each individual. We had originally considered placing dumpsters in various neighborhoods. However, after discussions with Kurpinski and Emmons, it was felt that having a central location for a one day period of time would be easier to monitor and would avoid issues of inappropriate materials being placed in the dumpsters. This is somewhat of an experiment. We will analyze the results and give the City Council a report after the event takes place along with any recommendations for future years. We appreciate the willingness of Kurpinski Sanitation and Emmons Services participating in this cleanup day with us.

Goal Setting Session

Lynn is preparing the notes from the goal setting session. I will be working with staff to develop responses and alternatives for the various items that were raised during the goal setting session. We intend to have the responses to you in the very near future for your review and comment. We would then ask that another goal setting session be established where we can spend additional time working through the issues and alternatives for a response to the various issues.

Fire Study

A meeting has been scheduled for the morning of April 25th to discuss the final draft of the Fire Study, and to hopefully make recommendations to the various governing bodies on the study. We should have the final report to you for your consideration by the second meeting in May.

Community Relations Liaison Position

Mr. Frank Weathers has accepted the position of Community Relations Liaison. Frank has indicated to me that he would like to begin early in May. I am suggesting May 5th, which the beginning of a pay period, and fits both his schedule and our needs to have someone available for this work.

Thank you.

WRR:skh\WPDOCS\Bill Ross Correspondence\Current Affairs Vol. 5 No. 14 doc.doc

CITY OF JACKSON CEMETERIES, FORESTRY AND PARKS

April 16, 2008

MEMO TO: Honorable Mayor and City Council Members

FROM: Thomas Steiger, Superintendent of Cemeteries, Forestry and Parks

SUBJECT: Arbor Day Celebration

We will be celebrating Arbor Day on Saturday, April 26, 2008 at 9:00 a.m. Community minded students from Jackson High School Student Government will be planting trees in the neighborhood surrounding Loomis Park (Ganson and Edgewood).

A general program outline as follows:

9:00 a.m.	Gather at Loomis Park Picnic Shelter/Welcome
9:15	A brief presentation by City Forester, Tom Steiger, on Arbor Day History/Value of Trees/Appreciation of Community Service
9:30-11:30	Break into 3 or 4 work groups to plant 12 trees in neighborhoods within a two block radius of Loomis Park.
11:30-12:00	Subway Sandwich lunch courtesy of the Jackson Chapter of Thrivent Financial.

I cordially invite you to attend our annual Arbor Day Celebration, one step in the process of being recognized as a "Tree City USA" by the National Arbor Day Foundation.

cc: William Ross, City Manager
Jim Parrott, Director of Parks, Recreation and Grounds
Martin Griffin, State Representative
Mark Schauer, State Senator
Dan Evans, Superintendent of Jackson Public Schools

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed 136 years ago with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees are a source of joy and spiritual renewal; and

WHEREAS, Jackson has been recognized as a Tree City USA for the 18th time by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I, JERRY F. LUDWIG, Mayor of the City of Jackson, Michigan, by virtue of the power vested in me under the Charter of the City, do hereby proclaim April 26, 2008, as:

ARBOR DAY

in the City of Jackson, Michigan, and I urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

FURTHER. I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Jackson, Michigan, to be affixed this 16th day of April, 2008.

Jerry F. Ludwig, Mayor



Finance Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4030 — Facsimile: (517) 768-5857

April 16, 2008

INFORMATIONAL ITEM ONLY

TO: William Ross, City Manager

FROM: Phil Hones, Chairman – Employees Retirement System

RE: **SUMMARY DESCRIPTION OF PROPOSED DROP PROGRAM AND ANNUITY WITHDRAWAL OPTION**

At their meeting of April 3rd the City's Employee Retirement System Board unanimously approved the concept of a proposed DROP Program and Annuity Withdrawal Option and its recommendation to the City Council for formal approval.

Cathy Brechtelsbauer and Susan Murphy are jointly working on creating the ordinance language that, if approved by the City Council on May 13th will allow implementation of these programs on July 1st. Attached is a summary description of the DROP Program and Annuity Withdrawal Option that the City Council can review prior to that meeting.

Please note that the DROP program is proposed for a four (4) year window at which time it will not be available unless the City Council decides at that time to continue the program. Also, these programs will cover only non-union employees in the ERS Plan...the inclusion of MAPE union employees will be subject to labor negotiation.

The cost to the City, based on the estimate by the City's Actuary, is 1.15% of payroll of all non-union employees in the ERS Plan, however, effective July 1st the City will no longer be paying 1.43% of payroll for amortized costs associated with the 1993 early retirement program.

Please let me know if you have any questions regarding the above.

City of Jackson Employees Retirement System
Proposed Deferred Retirement Option Program (DROP)
And Annuity Withdrawal Option

I. Overview of DROP Program

The DROP Program will allow non-union employees, who are otherwise eligible to retire based upon age and/or service time, to: (a) remain actively employed by the City of Jackson for up to three (3) additional years; (b) freeze their retirement benefit level on the effective date of the DROP election; (c) direct the Employees Retirement System (ERS) Board to pay their monthly pension benefits to an independent investment company which will invest those funds in a defined contribution retirement plan; and (d) self-direct the investment options from a menu of options.

ERS pension benefits freeze as of the *effective* date of the DROP election, without regard to wage increases and/or promotions that might occur after the DROP election. The ERS Board will select an independent company to administer the DROP program and ensure that participating employees have a reasonably diverse set of investment options from which to choose. The ERS Board will send the monthly pension checks to the independent company to be invested as directed by the employee.

During the period of DROP participation the City will be required to continue contributions to the ERS Plan for those electing the DROP at the same rate as the matching contribution rate for active members in effect each fiscal year. Upon actual termination of employment, the retired employee will begin to receive pension payments directly from the ERS Plan and payments to his/her individual DROP account will cease.

The employee is solely responsible to evaluate costs/benefits associated with electing to DROP or to remain in the ERS Plan after he/she is eligible to retire. The employee is also solely responsible for analyzing the tax consequences associated with his/her choice. The City strongly advises all employees considering DROP to seek professional advice before making a DROP election.

II. Eligibility

Any non-union member of the Employees Retirement System (ERS) may voluntarily elect to participate in the DROP at any time during the trial period (see Section III.) after attaining the minimum requirements for a normal age and/or service (i.e., not deferred or disability) retirement pension. (*Note: participation by union members of the ERS Plan will be subject to negotiation*)

III. Participation Period

The DROP Program will be open for a trial period of four years from July 1, 2008 through June 30, 2012. The maximum period for participation in the DROP, for employees who elect this option during the trial period, is three (3) calendar years. There is no minimum time period for DROP participation. An employee who enters the DROP program must cease employment with the City of Jackson within three (3) years from the date of DROP entry. Failure to terminate employment after the expiration of the three (3) year DROP participation period will result in forfeiture of the Participant's monthly pension benefit otherwise payable to their DROP account until termination of employment.

IV. Impact of Election to Participate in DROP

Once commenced, participation in the DROP program is IRREVOCABLE. A member who wishes to participate in the DROP shall complete and sign such application form or forms as shall be required by the ERS Board. The ERS Board shall review the application within a reasonable time period and make a determination as to the member's eligibility for participation in the DROP. On the date the member's DROP election is effective, he/she shall become a DROP participant and shall cease to be an active member of the ERS Plan. The amount of credited service, multiplier and average final compensation shall be fixed as of the participant's DROP date. Increases in compensation and accrual of additional service during DROP participation will NOT be factored into the pension benefits of active or former DROP participants. Members electing DROP participation shall NOT have an effective DROP date earlier than the member's date of application.

V. DROP Benefit and Fee for Pension Plan Administration

The participant's DROP benefit will be the regular monthly retirement benefit to which the member would have been entitled if the member had actually retired on the DROP date (less the annuity withdrawal reduction, as set forth in Section VI, if applicable). The participant's DROP benefit shall be credited monthly to the participant's individual DROP account. The monthly transfer of funds to the employee's individual DROP account shall continue until the earlier of the date the member terminates active service or the third anniversary of the effective date of the member's DROP election. There will be no fee charged by the ERS for any costs associated with administration of the DROP benefit.

VI. Annuity Withdrawal

A member who elects to participate in the DROP may also elect the Annuity Withdrawal Option provided by the Plan at the time of electing DROP participation. Such election shall be made commensurate with the Participant's DROP election, but not thereafter, and will be used to compute the actuarial reduction of the member's DROP benefit, as well as the member's monthly retirement benefit from the ERS Plan after actual termination of employment.

A DROP participant who has also elected the Annuity Withdrawal Option shall, as of his/her DROP date, have the annuity withdrawal amount deposited directly into his/her DROP account.

In the event the member elects the Annuity Withdrawal Option at retirement but does not elect participation in the DROP Program, the annuity withdrawal amount (accumulated contributions and interest) shall be distributed either directly to the member (subject to any taxes or penalties imposed by the Internal Revenue Service), a qualified Individual Retirement Account, a 457(h) account, or such other tax qualified plan as may be available at the time of election.

VII. DROP Accounts

For each DROP participant, an individual, self-directed DROP investment account shall be created. A member's monthly DROP benefit will be deposited in that individual DROP investment account, and will be invested in accordance with the participant's instructions and the procedures established by the private investment company selected by the ERS Board to manage the DROP funds. All individual DROP accounts will be maintained for the benefit of each DROP participant. The independent company managing the DROP funds for the participants will provide educational information to each participant about the available investment options, as well as any costs or fees associated with each

investment option. All costs or fees associated with the individual DROP accounts are the responsibility of the DROP participant. The independent investment company shall provide each DROP participant with timely, account activity statements. The ERS Board, as well as the City of Jackson and their officers and employees, shall not be responsible for DROP account performance. All earnings on said accounts shall accrue to the benefit of the DROP participant (or beneficiaries).

VIII. Contributions to Employees Retirement System

The employee's contributions to the Employees Retirement System shall cease as of the participant's DROP date for each employee entering the DROP. The City shall continue making contributions to the Employees Retirement System specifically associated with any employee who has entered the DROP program at the same rate as the matching contribution rate for active members in effect each fiscal year until such time as the employee terminates employment with the City.

IX. Distribution of DROP Funds

Upon termination of employment, the former DROP participant must choose one, or a non-inconsistent combination of, the distribution methods available through the private investment company. The company shall *offer* at least the following methods to receive payment(s) from an individual DROP account:

1. A total lump sum distribution to the recipient.
2. A partial lump sum distribution to the recipient.
3. A lump sum rollover to another qualified plan to the extent allowed by federal law.
4. An annuity payable for the life of the recipient.

The private investment company managing the DROP accounts will allow participants to periodically change the distribution method. All benefit payments shall be made (or commenced, as applicable) as soon as practical after entitlement thereto, but in no event later than the April 1 following the later of:

1. The calendar year in which the member attains age 70 1/2; or
2. The calendar year in which the participant's employment terminated.

If the accumulated balance in any former participant's account becomes less than \$5,000 (or such other amount as provided in Internal Revenue Code Section 411 (a)(11)(A)), the private company managing the DROP plan funds shall have the option, in its sole discretion, of distributing the former participant's entire account, in the form of a lump sum, to the former participant.

X. Death During DROP Participation

If an employee participating in the DROP dies either (a) before actual termination of service or (b) after termination of service but before the DROP account balance has been fully paid out, the participant's designated beneficiary(ies) shall receive the remaining balance in the participant's DROP account in the manner in which the beneficiary elects from the previously mentioned distribution methods. In the event the participant has failed to name a beneficiary, the account balance shall be payable to the participant's beneficiary of benefits from the Employees Retirement System. If there is no such beneficiary, the account balance shall be paid in a lump sum to the participant's estate. Benefits payable from the Employees Retirement System shall be determined as though the DROP participant had separated from service the day before the participant's date of death.

XI. Disability During DROP Participation

In the event a DROP participant becomes totally and permanently disabled from further performance of the essential functions of an employee, the member's participation in the DROP shall cease and the member shall receive such benefits as if the member had retired and terminated employment when the member commenced participation in DROP.

XII. Internal Revenue Code Compliance

The DROP is intended to operate in accordance with Section 415 and any other applicable laws and regulations contained within the Internal Revenue Code of the United States. Any provision of the DROP or portion thereof that is found to be in conflict with an applicable provision of the Internal Revenue Code is hereby declared null and void.